



# Clearance for Service Frequently Asked Questions

## 1. What is a Clearance for Service and why is it required?

A Clearance for Service is a certificate granted by Kooyoora, the independent Office of Professional Standards, stating that a volunteer or lay employee is fit to hold a specified role, office or position for service in the Church (other than for ministry by Clergy or Authorised Stipendiary Lay Ministers (ASLMs) where a Clearance for Ministry is required instead), whether unconditionally or subject to any condition or restriction.

A Clearance for Service is a mechanism used by the Anglican Diocese of Melbourne as part of our biblical responsibilities to provide safe ministry. This is one way to ensure that both secular and Synod legislation are met by parishes, volunteers and lay employees. The *Professional Standards Uniform Act 2016* provides for additional protection, beyond secular legislation, for church workers and vulnerable people as we all work together to meet our obligations and keep our parishes safe.

Further details can be found in this link: [Professional Standards Uniform Act 2016](#).

## 2. Is the Clearance for Service process mandatory?

Yes. No one can undertake any role, office or position prescribed in Schedule 1 of the Professional Standards Uniform Regulations without applying for a Clearance for Service within 30 days of their appointment or election.

If a person does not wish to complete the Clearance for Service process, then:

- volunteers will no longer be able to volunteer; and,
- parishes should contact the Registrar at [registrar@melbourneanglican.org.au](mailto:registrar@melbourneanglican.org.au) for more information if the lay person is an employee or paid sub-contractor.

## 3. Who requires a Clearance for Service?

Archbishop in Council has determined which volunteers and lay employees require a Clearance for Service. Please refer to Schedule 1 of the *Professional Standards Uniform Regulations*. Please note that people who are clergy or Authorised Stipendiary Lay Ministers (ASLMs) and therefore have a Clearance for Ministry and a licence or permission to officiate from the Archbishop, do not need to apply for a Clearance for Service.

#### 4. Who/what is Kooyoora?

Kooyoora Ltd was incorporated on 12 January 2017 to operate independently of the Anglican Church a process to operate a screening regime and deal with any complaints against church workers for participating Anglican dioceses under the *Professional Standards Uniform Act 2016* of those dioceses. Kooyoora Ltd is an independent Professional Standards company which undertakes Professional Standards work for not-for-profit or charitable entities. More information about Kooyoora is available [here \(www.kooyoora.org.au\)](http://www.kooyoora.org.au).

#### 5. What if the volunteer or lay employee holds a VIT card?

Chaplains and teachers who hold a VIT (Victorian Institute of Teaching) card do not need a WWCC – they do need to register their VIT card with Working with Children Check Victoria, please refer to these [instructions](#). Each year when the VIT registration is renewed, the VIT card needs be updated with Working with Children Check Victoria. If a VIT holder does not renew their registration, they should apply for a WWCC and provide this new information to their parish and Kooyoora.

#### 6. How long is a WWCC or a Police Check valid?

Both the WWCC card and Police Check will need to be renewed every five years. The *Volunteer and Lay Employee Register* will assist as a tool for Parishes to monitor and manage the various expiry dates for each church worker.

#### 7. Does a volunteer or lay employee who is a regulated professional (e.g. doctor, teacher, lawyer etc.) still need a Police Check through Crimcheck?

Yes, as Kooyoora is unable to obtain previous police checks obtained via professional bodies.

#### 8. Why do volunteers and lay workers need to nominate three organisations (Anglican Diocese of Melbourne, Kooyoora and their Parish) for their Working With Children Check (WWCC)?

If a WWCC expires or is revoked, each of these bodies need to be notified by Working With Children Check Victoria. Nominating all three as employer organisations reduces the risk of a volunteer of lay employee continuing to work or serve without a current WWCC.

Organisation name	Individual Parish	Anglican Diocese of Melbourne	Kooyoora LTD
Postal number and street		209 Flinders Lane	1/190-192 Hoddle St
Suburb		Melbourne	Abbotsford
State		Victoria	Victoria
Postcode		3000	3067
Phone		03 0653 4220	03 9416 1008
Email address		<a href="mailto:registryservices@melbourneanglican.org.au">registryservices@melbourneanglican.org.au</a>	<a href="mailto:service@kooyoora.org.au">service@kooyoora.org.au</a>
Occupational work code	64 – Religious organisation	64 – Religious organisation	64 – Religious organisation

## **9. Are there different requirements if a volunteer/lay employee has a police check completed outside of the Crimcheck system?**

Yes, in these instances, the lay person should attach a certified copy of their police check to their Clearance for Service application.

## **10. How does a Volunteer/Lay Employee navigate the Clearance for Service process and provide their details and declaration to Kooyoora if they do not have an email/computer?**

The Child Safe Officer, Vicar or other suitable person within the parish may print the Clearance for Service application form for the lay person for them to complete and mail directly to Kooyoora.

## **11. Can a Parish email Kooyoora with the details of their Volunteers/Lay Employees instead of these people emailing Kooyoora individually?**

No, each person must complete their own Clearance for Service application form and email or mail it to directly to Kooyoora along with any accompanying documents. Due to the sensitive and private nature of the information on the completed Clearance for Service application, these forms are not to be given to the parish by the lay person.

## **12. Who is notified about the result of a Clearance for Service application?**

Kooyoora notifies both the applicant and the parish on the application about the result of the process.

## **13. Do lay people who hold a role, office or position that do not require a Clearance for Service still need to be added to the Volunteer and Lay Employee Register?**

Yes, the Volunteer and Lay Employee Register is also for recording training. As all volunteers and lay employees are required to complete at least level 1 training, this is to be recorded on this register.

## **14. What information needs to be kept in a Volunteer and Lay Employee Register?**

The Volunteer and Lay Employee Register is a living document and is to continually be updated. It is imperative that all details required on the register are to be kept. When updating new details these are to be added and old details are to be kept.

A parish using an electronic data base needs to be able to export a report with the required details.

A tip sheet explaining how to keep the Register up to date can be requested by email to [safeministry@melbourneanglican.org.au](mailto:safeministry@melbourneanglican.org.au).