

WWEC SRE AUTHORISATION PROCEDURE

Purpose

The purpose of this procedure is to assist Wagga Wagga Evangelical Church (WWEC) to meet its obligations for ensuring WWEC members have the required approval and training to commence in the role of a Special Religious Education (SRE) teacher within NSW public schools of Wagga Wagga.

Process Overview

1. WWEC Ministry Team Leader completes an initial interview with WWEC members who wish to become a volunteer at WWEC. The WWEC Ministry Team Leader completes reference checks for all applicants. If the WWEC member wishes to serve as a SRE teacher the Ministry Team Leader refers the WWEC member to the WWEC SRE Coordinator.
2. WWEC SRE Coordinator meets with the WWEC member to complete orientation to the role. The WWEC SRE Coordinator outlines the training requirements to become an authorised SRE teacher and responsibilities of the role. The WWEC SRE Coordinator provides all relevant procedures, position description, training information and explores the applicant's preferences of where/when they wish to teach.
3. WWEC SRE Coordinator emails WWEC Administration Officer details of the new applicant.
4. WWEC Administration Officer emails the applicant asking them to;
 - a. Apply for a Working with Children Check & number via the link <https://www.service.nsw.gov.au/transaction/apply-working-children-check>.
 - b. Complete the Safe Ministry Online training through the online training provider; <https://safeministrycheck.com.au>. They are asked to complete the 'Awareness course' and 'Leaders Course'. A training link is provided to the applicant. Note: within the online Leaders Course the applicant will be required to provide additional references.
5. Applicant applies for a Working with Children number and completes the online Safe Church training (via Safe Ministry Check).
6. WWEC Administration Officer receives an email from the online training provider *Safe Ministry Check* which informs them when an applicant is successfully approved for ministry. This confirms they have passed their online training, their references have been approved and they have a Working with Children Check number. If the applicant is unsuccessful in obtaining this approval they are not permitted to undertake ministry as a SRE teacher.
7. WWEC Administration Officer ensures all relevant details are added to *Elvanto* (church management software) for WWEC documentation purposes.
8. WWEC Administration Officer informs the WWEC SRE Coordinator the applicant has a WWC number and has completed the Safe ministry training.

9. WWEC SRE Coordinator sends the applicant a link to the Baptist Church of NSW & ACT approved SRE training course; SRE Essentials Training. The applicant is asked to complete all relevant modules. Once completed the Baptist Church of NSW & ACT sends the certificates (one for each module) to the applicant. The applicant forwards the certificates of training to the WWEC SRE Coordinator.
10. WWEC SRE Coordinator ensures the applicant has read all other relevant information, including;
 - 10.1. WWEC Code of Conduct for volunteers, leaders and staff (non-pastoral)
 - 10.2. WWEC SRE Complaints procedure
 - 10.3. NSW Mandatory Reporters Guide (MRG)
 - 10.4. Department of Education Code of Conduct
 - 10.5. Department of Education Complaints Handling Procedure
 - 10.6. WICCET Information Sheet
11. WWEC SRE Coordinator sends the applicants details to the WICCET Primary School SRE Coordinator.
12. WWEC SRE Coordinator approves the applicant as a WWEC SRE Teacher and adds their training and approval details to the WWEC SRE register. The WWEC SRE Coordinator provides the new SRE teacher with a badge which gives their name and the name of the authorised approved provider. The SRE teacher must wear this badge at all times when on the school grounds.
13. WWEC SRE Coordinator sends an approval letter (using template) to the WICCET Primary School SRE Coordinator.
14. WICCET Primary School SRE Coordinator appoints the new SRE teacher to a school. The WICCET provides the school with an 'Authorisation Letter' which outlines the WWEC approved SRE teachers names, date of birth and contact details.
15. On an annual basis a review of SRE teachers & the program will occur;
 - 15.1. WICCET Primary School SRE Coordinator will complete a review survey with each WWEC SRE teacher.
 - 15.2. WWEC SRE Coordinator, with WWEC Administration will check the WWC number and renewal of the safe ministry training (Note: If the SRE Teacher does not maintain their training they will need to hand back their badge to the WWEC SRE Coordinator and cease SRE teaching until their training is up to date).
 - 15.3. WWEC Ministry Team Leader, WWEC SRE Coordinator and WWEC Administration will meet on an annual basis to review the program and survey results (collected by WICCET).
16. On an annual basis all SRE teachers are required to complete ongoing training and an observation lesson. The WWEC SRE Coordinator will provide SRE Teachers with information regarding annual ongoing training available to SRE teachers. They will also update SRE teachers with any changes in Department of Education processes and provide mentoring as required throughout the year.