



WEC SRE AUTHORISATION PROCEDURE

Purpose

The purpose of this procedure is to assist Wagga Wagga Evangelical Church (WEC) to meet its obligations for ensuring WEC 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. WEC Ministry Team Leader completes an initial interview with WEC members who wish to become a volunteer at WEC. The WEC Ministry Team Leader completes reference checks for all applicants. If the WEC member wishes to serve as a SRE teacher the Ministry Team Leader refers the WEC member to the WEC SRE Coordinator.
2. WEC SRE Coordinator meets with the WEC member to complete orientation to the role. The WEC SRE Coordinator outlines the training requirements to become an authorised SRE teacher and responsibilities of the role. The WEC SRE Coordinator provides all relevant procedures, position description, training information and explores the applicant's preferences of where/when they wish to teach.
3. WEC SRE Coordinator emails WEC Administration Officer details of the new applicant.
4. WEC 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. WEC 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. WEC Administration Officer ensures all relevant details are added to *Elvanto* (church management software) for WEC documentation purposes.
8. WEC Administration Officer informs the WEC SRE Coordinator the applicant has a WWC number and has completed the Safe ministry training.
9. WEC 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 WEC SRE Coordinator.
10. WEC SRE Coordinator ensures the applicant has read all other relevant information, including;
 - 10.1. WEC Code of Conduct for volunteers, leaders and staff (non-pastoral)
 - 10.2. WEC 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. WEC SRE Coordinator sends the applicants details to the WICCET Primary School SRE Coordinator.
12. WEC SRE Coordinator approves the applicant as a WEC SRE Teacher and adds their training and approval details to the WEC SRE register. The WEC 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. WEC 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 WEC 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 WEC SRE teacher.
 - 15.2. WEC SRE Coordinator, with WEC 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 WEC SRE Coordinator and cease SRE teaching until their training is up to date).

- 15.3. WEC Ministry Team Leader, WEC SRE Coordinator and WEC 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 WEC 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.