

Professional Standards Uniform Regulations 2017 (Melbourne)
as at 7 February 2020

The Archbishop-in-Council of the Diocese of Melbourne makes the following Regulations pursuant to section 185 of the *Professional Standards Uniform Act 2016* (Melbourne):

Short title

1. These Regulations may be cited as the **Professional Standards Uniform Regulations 2017 (Melbourne)**.

Commencement

2. These regulations come into operation on 1 July 2017.

Definition

3. In these Regulations —

the Act means the **Professional Standards Uniform Act 2016 (Melbourne)**.

Other expressions have the same meaning as in the Act.

Form of consent to formal process

4. The written consent of a complainant under section 22(1) of the Act must be in Form 1 of the Schedule, with any necessary modifications.

Form of application for clearance for ministry

5. An application to the Office of Professional Standards for a clearance for ministry under section 50 of the Act must be in Form 2 of the Schedule, with any necessary modifications.

Form of application for clearance for service

6. An application to the Office of Professional Standards for a clearance for service under section 60 of the Act must be in Form 3 of the Schedule, with any necessary modifications.

Form of reference to the Professional Standards Board

7. A reference by the Professional Standards Committee to the Professional Standards Board under section 69 of the Act must include a notice in Form 4 of the Schedule, with any necessary modifications.

Form of application for review of a decision of the Professional Standards Board

8. An application for review of a decision of the Professional Standards Board under section 89 of the Act must be in Form 5 of the Schedule, with any necessary modifications.

Form of application for clearance for participation *[inserted 7.2.2020]*

9. An application for a clearance for participation under section 67H of the Act must be in Form 6 of the Schedule, with any necessary modifications.

Templates for a Safety Agreement*[inserted 7.2.2020]*

10. Form 7 of the Schedule is a template for a Safety Agreement for use in a parish which the Professional Standards Committee may use subject to such modifications and additions as they may deem appropriate to the particular circumstances of a matter.
11. The template for a Safety Agreement in a congregation is that in Form 7 subject to such modifications and additions as they may deem appropriate to the particular circumstances of a matter.
12. Form 8 of the Schedule is a template for a Safety Agreement for use in the Cathedral which the Professional Standards Committee may use subject to such modifications and additions as they may deem appropriate to the particular circumstances of a matter.

SCHEDULE
Professional Standards Uniform Regulations 2017 (Melbourne)
FORM 1

Reg. 4

CONSENT OF COMPLAINANT TO FORMAL PROCESS

under s 22 of the Professional Standards Uniform Act 2016 (Melbourne) (the Act)

TO: The Director of Professional Standards

Name of complainant—

Address—

Description of complaint:

I the above named complainant CONSENT to —

- (a) the giving by the Director of notice of the complaint and the identity of the complainant to the respondent;
- (b) the investigation of the complaint by the PSC or its delegate;
- (c) the PSC otherwise dealing with it under this Act;
- (d) the hearing and determination of the complaint by the Board and on any review, the Review Board, either by hearing or otherwise in accordance under this Act; and
- (e) the making of recommendations to the Archbishop or other Church authority in accordance with this Act.

.....
Complainant

Date: _____

NOTE: Section 22 of the Act provides:

22. (1) The Director must prior to any investigation seek from the complainant his or her written consent to—
- (a) the giving by the Director of notice of the complaint and the identity of the complainant to the respondent;
 - (b) the investigation of the complaint by the PSC or its delegate;
 - (c) the PSC otherwise dealing with it under this Act;
 - (d) the hearing and determination of the complaint by the Board and on any review, the Review Board, either by hearing or otherwise in accordance under this Act; and
 - (e) the making of recommendations to the Church authority in accordance with this Act.
- (2) If the complainant (other than the Director) has not given the written consent referred to in the preceding subsection—
- (a) the Director and the PSC must, subject to any obligation referred to in subsection (3), respect the confidentiality of the identity of the complainant;
 - (b) the PSC may, subject to subsection (2)(a), investigate the complaint but shall not be required to do so and otherwise to refer it to the Board;
 - (c) the PSC may but is not obliged to dismiss the complaint or take no further action in relation to the complaint; but
 - (d) the PSC may with the consent of the complainant arrange with the complainant, the respondent and if appropriate, the Church authority mediation conciliation neutral evaluation or other alternative resolution of any dispute associated with the complaint, with a view to addressing any breakdown in relationships and achieving a reconciliation between the parties.
- (3) The relevant obligations are under any State or Federal law—
- (a) to disclose information to a member of the police force¹; and
 - (b) otherwise to take reasonable steps to reduce or remove a substantial risk that a relevant child will become the victim of a sexual offence committed by a person or of over the aged of 18 years who is associated with the Church in the diocese.²
- (4) In this section, ‘relevant child’ means a child (whether identifiable or not) under the age of 16 years who is, or may come, under the care, supervision or authority of the Church in the Diocese.³

¹ In certain circumstances, it is an offence punishable by 3 years imprisonment for any person of or over the age of 18 years to fail to disclose to a member of the police force of Victoria information relating to the commission of a sexual offence against a child under the age of 16 years: s327 of the *Crimes Act* 1958 (Vic).

² See *Crimes Act* 1958 (Vic), s49C. A negligent failure by person in authority to protect a child from a sexual offence is also an offence

³ The definition reflects the definition of ‘relevant child’ in s49C.

Professional Standards Uniform Regulations 2017 (Melbourne)

Reg. 5 Form 2 [version 28.6.2018]



ANGLICAN CHURCH OF AUSTRALIA

DIOCESE OF MELBOURNE

SAFE MINISTRY CHECK

APPLICANT'S SCREENING QUESTIONNAIRE

For Ordination Candidates, Clergy and Authorised Lay Ministers

(As approved by Archbishop in Council on 28 June 2018)

CONFIDENTIAL APPLICATION FOR CLEARANCE FOR MINISTRY

under s50 of the *Professional Standards Uniform Act 2016* (Melbourne)

PERSONAL DETAILS:

Title: _____

Surname: _____

Christian Names: _____

Previous Names: _____ Male/Female

Address: _____

Home Phone No: _____ Work Phone No: _____

Mobile Phone No: _____ Email: _____

Date of Birth: _____

Marital Status: _____

Occupation: _____

SPECIFY EACH PROPOSED ROLE OFFICE OR POSITION IN MINISTRY:

Parish or congregation or otherwise: _____

Each role, office or position held or to be held: _____

**Applicant's Screening Questionnaire
for Ordination Candidates, Clergy and Authorised Lay Ministers**

The Anglican Church of Australia has established standards of conduct for clergy and church workers to maintain a safe and healthy ministry environment.

Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in ordained and lay ministry in Australia. **This request for information is being made to comply with Anglican Church of Australia policies, and not because we have any reason to believe that any applicant has in fact engaged in inappropriate conduct.** What follows is our Screening Questionnaire for those who intend to carry out ordained or paid or licensed or authorised lay ministry in Australia.

As part of this process, we request you to answer a series of questions which are, of necessity, intimate in nature. If you do not understand the question or would like to discuss your answer further, please feel free to call the Director of Professional Standards. The completed questionnaire should be sent directly to the address below and will be kept secure in our confidential files, in accordance with the Privacy Act. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. Where required by law, the information you supply will be produced.

You must answer all questions. You should add any additional information under the question or on a separate page. Please note that a yes answer to a question will not automatically rule an applicant out of selection.

Please note. We do not interpret a yes answer to a question as a charge of professional misconduct. Each Diocese in Australia provides a formal process for making such a charge.

Thank you for your time.

Yours faithfully

Registrar, Diocese of Melbourne

Where online application not possible—

Please return this Questionnaire in the enclosed, stamped, pre-addressed envelope directly to:

The Director of Professional Standards
Office of Professional Standards
Kooyoora Ltd
PO Box 329
CANTERBURY 3126

**APPLICANT'S SCREENING QUESTIONNAIRE
FOR ORDINATION CANDIDATES, CLERGY AND AUTHORISED LAY MINISTERS**

Please tick either "yes" or "no" for each question.

If the answer to any of the following questions is "yes", please indicate the question number, provide relevant information regarding your response and indicate current status of the issue(s) if any.

A yes answer will not automatically rule an applicant out of selection.

Throughout this document **charged*** or **charges*** indicates *allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.*

Throughout this document **child exploitation material*** means material that describes or depicts a person who is or who appears to be a child –

- engaged in sexual activity; or
 - in a sexual context; or
 - as the subject of torture, cruelty or abuse (whether or not in a sexual context)
- in a way that a reasonable person would regard as being, in all the circumstances, offensive.

Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

Before completing this document please read your diocesan policy for selection of ordination candidates, clergy and paid church workers.

1. Have you ever, since the age of eighteen, been known by any name other than the one given above?

▪ **Yes** **No**
- 1A. If your answer is yes, specify the name and state whether it was your maiden name.
2. Do you have any health problem(s), which may affect your work with children or young persons?

▪ **Yes** **No**
- 3 a. Has disciplinary action of any sort ever been taken against you by a licensing board, professional or community association, employer, educational institution, Church or any other body?

▪ **Yes** **No**
- 3 b. Have there been charges* against you to the above named bodies that did not result in discipline?

▪ **Yes** **No**
- 3 c. Are there charges* pending against you before any of the above-named bodies?

▪ **Yes** **No**
4. Have you ever been convicted of a criminal offence?

▪ **Yes** **No**
5. Have you ever been charged* with a criminal offence?

▪ **Yes** **No**
6. Have you ever been asked to resign or been terminated by a training program,

employer or Church body?

▪ **Yes** **No**

7. Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?

▪ **Yes** **No**

- 8 a. Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such pending?

▪ **Yes** **No**

- 8 b. Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?

▪ **Yes** **No**

9. Have you ever been charged* with having engaged in sexual conduct or attempted sexual conduct with a person with whom you had a pastoral or professional relationship (e.g., a parishioner, a client, a patient, an employee, a student, a subordinate)?

Yes **No**

Sexual conduct includes sexually motivated touch and conversation through to sexual intercourse of any kind. The context of the conduct includes personally, virtually or by any electronic means.

10. Have you ever been charged* with having engaged in sexual conduct with persons under the legal age of consent?

Yes **No**

11. Have you ever been charged* with the production, sale or distribution of, or illegal access to child exploitation material*?

Yes **No**

12. Have you ever been charged* with an offence related to sexual misconduct?

Yes **No**

Sexual misconduct includes:

- abuse of power or role for sexual purposes
- sexual conduct with a person under the age of consent or an adult incompetent to give consent
- sexual assault (e.g., rape)
- soliciting for sexual purposes
- an offence related to child exploitation material* or public indecency (e.g., indecent exposure)

13. Have you ever been charged* with an offence related to sexual harassment?

Yes **No**

Sexual harassment includes:

- sexual advances
- requests for sexual favours
- sexually motivated physical contact
- verbal or physical domination of a sexual nature?

14. Have you ever engaged in any of the following conduct, even though never having been charged*?

- sexual contact with a parishioner, client, patient, student, employee or subordinate
- sexual contact with a person under the age of consent

- illegal use, production, sale or distribution of child exploitation material*
- conduct likely to cause harm to a child or young person, or to put them at risk of harm.

▪ **Yes** **No**

The context of the contact and conduct includes personally, virtually or by any electronic means.

15. Have you ever been charged* with verbal or physical harassment?
 Yes **No**
16. Do you have a history of alcohol abuse?
 Yes **No**
17. Do you have a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?
 Yes **No**
18. Do you have a history of problem gambling?
 Yes **No**
19. Have you ever been charged* with any offence related to cruelty to animals?
 Yes **No**
20. Have you ever been charged* with a traffic offence which required you to attend court?
 Yes **No**
21. Has your driver's licence ever been revoked or suspended?
 Yes **No**
22. Has your drivers licence ever been suspended for a period of over 3 months?
Yes **No**
23. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?
 Yes **No**
24. Have you ever had a licence to own firearms refused or revoked?
 Yes **No**
25. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?
 Yes **No**
26. Have you ever been charged* with misappropriating funds, or otherwise breaching fiduciary duties in any capacity?
 Yes **No**
27. Have you ever been charged* with an offence under the taxation laws?
 Yes **No**
28. Have you ever had an order made against you or entered into a composition with creditors or an assignment for the benefit of creditors under the Bankruptcy Act or have you ever had an order made against you under any Act regulating corporations?
 Yes **No**
29. Have you done anything in the past or present that may result in allegations being made against you of child abuse*?

30. Is there any other matter or past conduct of yours that would be relevant for the Office of Professional Standards to consider in deciding whether you are fit for the proposed ministry in the Church?

Yes **No**

*Child abuse means:

- the following conduct in relation to a child:
 - bullying;
 - emotional abuse;
 - harassment;
 - neglect;
 - physical abuse;
 - sexual abuse;
 - spiritual abuse;
 - grooming; or
 - the wilful or reckless failure to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or
 - the possession, production or distribution of child exploitation material*.
- The context of the conduct includes personally, virtually or by any electronic means.

ORDINATION (complete if applicable)

I was ordained as a Deacon in the Diocese of _____

on _____

I was ordained as a Priest in the Diocese of _____

on _____

I was consecrated as a Bishop in the Diocese of _____

on _____

RECORD OF BISHOP'S LICENCES OR AUTHORITIES: (complete if applicable)

List any positions where you have previously held a Bishop's Licence or Authority.

Position	Diocese	Bishop

RECORD OF CHRISTIAN CHURCH MEMBERSHIP AND CHRISTIAN MINISTRY

List the following information regarding any church you have attended regularly during your adult life, excluding positions detailed above.

Church	Position	Location	Senior Minister	Date From Month/Year	Date To Month/Year

RECORD OF EMPLOYERS

Employer	Position	Location	Date from Month/Year	Date to Month/Year

INTERSTATE / INTERNATIONAL RESIDENCE

Have you ever resided in any other Australian State or Territory, or any other country?

▪ Yes No

If **YES** please list all the countries and states

State or Country	Address	Dates

AUTHORITY TO PROVIDE INFORMATION AND RELEASE FROM LIABILITY OF REFEREES AND OTHERS AND CONSENT TO NATIONAL POLICE HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK OR WORKING WITH VULNERABLE PEOPLE CHECK

I understand that it is the policy of the Anglican Church of Australia to ask:

- those who serve or have served as my bishop;
- churches I have regularly attended as an adult; and
- my employers;

whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.

I have identified all positions in which I have held a bishop's licence or authority, all churches which I have regularly attended as an adult and my employers. I hereby authorise you and your delegates to contact and exchange information with them. I further hereby authorize every one of those bishops, churches and employers to inform you and your delegates of any knowledge they may have relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.

I hereby authorise my referees to answer the Referee's Screening Questionnaire and to provide any information relevant to my application to you and your delegates.

I hereby release from liability any person or organisation that provides such information. I also agree to release you and your delegates from any and all liability as it relates to any investigation by you or them regarding the information contained in this application, or any action by you or them as a result of such investigation.

I hereby consent to provide an Australian Federal Police Check if I have resided in another country. I also consent to provide a Working with Children Check.

Signature

Print Name

Date

STATUTORY DECLARATION

I _____

of _____

do solemnly and sincerely declare that:

- (1) the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

- (2) I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the Church or to remain in employment in a Church body.

Applicant's signature: _____ Date: _____

Declared at: _____ this _____ day of _____ 20 _____

Signature: _____

WITNESS TO THE APPLICANT'S SIGNATURE

Name of Witness: _____

Address of Witness: _____

Title / Office held: _____

Your signature must be witnessed by a person (who is not required to read the document) authorised to witness a Statutory Declaration.

IF YOU ARE INVITED to an INTERVIEW, please bring for sighting PROOF OF IDENTITY - two (2) documents, one of which includes a photograph and one of which is either a Birth Certificate, Passport or current Driver's Licence.

ID sighted ID approved ID not approved

CHARACTER REFERENCE

Please provide three (3) referees. Referees must be over eighteen years of age and be able to give a report on your good character and suitability for ministry among children and young people. They must NOT be a relative, close friend or a member of the Selection panel. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.

REFEREE 1 *(Senior Church Leader e.g. rector, church warden, elder)*

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____

REFEREE 2 *(Employer or teacher if no work history)*

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____

REFEREE 3 *(Person who has known you for longer than 3 years and knows you well)*

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____

Professional Standards Uniform Regulations 2017 (Melbourne)

Reg. 6 Form 3 [version 28.6.2018] as approved by Archbishop in Council

ANGLICAN DIOCESE OF MELBOURNE

CONFIDENTIAL APPLICATION FOR CLEARANCE FOR SERVICE

under s60 of the *Professional Standards Uniform Act 2016* (Melbourne)

This application form is to be completed by a lay person who is required to apply for and obtain a clearance for service in one or more roles offices or positions.

PERSONAL DETAILS OF THE APPLICANT:

Title: _____

Surname: _____

Christian Names: _____

Previous Names: _____ **Male**

Address: _____

Home Phone No: _____ *Work Phone No:* _____

Mobile Phone No: _____ **Email:** _____

Date of Birth: _____

Marital Status: _____

Occupation: _____

Drivers Licence number: _____ *expiry date* _____ *type:* _____
(a copy of a current driver's photo licence issued within Australia must be provided)

or Other Identification sighted: _____

(a copy of a birth certificate, a current Australian passport, an Australian citizenship document or Australian immigration papers, a current credit card or account card from an Australian financial institution, OR a current student identity card from an educational institution must be provided)

SPECIFY EACH PROPOSED ROLE OFFICE OR POSITION FOR SERVICE

Parish or congregation: _____

Each role, office or position held or to be held: _____

Applicant's Screening Questionnaire

The Anglican Church of Australia has established standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary service having direct and regular involvement with children and young people (0 to 18 years) in Australia.

This request for information is being made to comply with Anglican Church of Australia policies, and not because we have any reason to believe that any applicant has in fact engaged in inappropriate conduct. What follows is our Screening Questionnaire for those who intend to engage in voluntary service having direct and regular involvement with children and young people in Australia.

This Screening Questionnaire is to be retained by the Office of Professional Standards within Kooyoora Ltd in a secure place. Except as may be required by law, or by church disciplinary or fitness procedures, the information you supply will be used only for screening, fitness and disciplinary purposes. Where required by law, the information you supply will be produced.

You must answer all questions. You should add any additional information for yes responses as requested. Please note that a yes answer will not necessarily result in your application being unsuccessful.

We do not interpret a yes answer to a question as an admission of misconduct. Each Diocese in Australia provides a formal process for making such a charge.

Thank you for your time.

Yours faithfully

Registrar, Diocese of Melbourne

APPLICANT'S SCREENING QUESTIONNAIRE

Please tick either "yes" or "no" for each question. If the answer to any of the following questions is "yes", please give details. **A yes answer will not automatically rule an applicant out of selection.**

In this document **charged*** indicates allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

In this document **child exploitation material*** means material that describes or depicts a person who is or who appears to be a child –

- engaged in sexual activity; or
 - in a sexual context; or
 - as the subject of torture, cruelty or abuse (whether or not in a sexual context)
- in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

1. Do you have any health problem(s), which may affect your work with children or young people?
Yes / No
2. Have you ever been convicted of a criminal offence?
Yes / No
3. Have you ever been charged with a criminal offence?
Yes / No
4. Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?
Yes / No
5. Have you ever engaged in any of the following conduct (personally, virtually or by any electronic means)?
 - sexual contact with a person under the age of consent
 - production, sale, distribution or illegal use of child exploitation material***Yes / No**
6. When in a pastoral or professional relationship, have you ever engaged in sexual contact (personally, virtually, or by any electronic means) with a parishioner, client, patient, student, employee or subordinate (other than with your spouse)?
Yes / No
7. Has your driver's licence ever been revoked or suspended?
Yes / No
- 7A. Has your drivers licence ever been suspended for longer than 3 months?
Yes / No
8. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?
Yes / No
9. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?

Yes / No

10. Have you done anything in the past or present that may result in allegations being made against you of child abuse?

Yes / No

Child abuse means:
the following conduct in relation to a child:

- bullying;
- emotional abuse;
- harassment;
- neglect;
- physical abuse;
- sexual assault;
- spiritual abuse;
- grooming; or
- the wilful or reckless failure to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or the possession, production or distribution of child exploitation material*.

The context of the conduct includes personally, virtually or by any electronic means.

11. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?

Yes / No

12. Is there any other matter or past conduct of yours that would be relevant for the Office of Professional Standards to consider in deciding whether you are fit for the proposed service in the Church?

Yes / No

RECORD OF CHRISTIAN CHURCH MEMBERSHIP

List all church organisations, churches, parishes or congregations of which you have been a member. If this is the first parish you have been a member of, please fill in the details of your current parish.

Name of parish or organization	Location or address	Start date (month and year) as member	End date (month and year) as member	All positions held during my time as a member	All senior ministers or chief executives during my time as a member

AUTHORITY TO PROVIDE INFORMATION AND RELEASE FROM LIABILITY OF REFEREES AND OTHERS AND CONSENT TO NATIONAL POLICE HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK OR WORKING WITH VULNERABLE PEOPLE CHECK

I understand that it is the policy of the Anglican Church of Australia to ask my referees:

Whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person to undertake service in the Church.

I have identified all church organisations, churches, parishes or congregations of which I have been a member. I hereby authorise you and your delegates to contact and exchange information with them. I further hereby authorise every one of them to inform you and your delegates of any knowledge they may have relevant to the assessment of whether I am a suitable person to undertake service in the Church.

I hereby authorise my referees to provide any information relevant to my application to you and your delegates.

I hereby release from liability any person or organisation that provides such information. I also agree to release you and your delegates from any and all liability as it relates to any investigation by you or them regarding the information contained in this application, or any action by you or them as a result of such investigation.

Digital signature

DECLARATION

I do solemnly and sincerely declare that:

- (1) the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

- (2) I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any role office or position in the Church.

Date: online form of authorisation

For applicants 16 years and under a counter-signature from either a parent or guardian is required.

To the best of my knowledge, the information in this application form is correct.

online form of authorisation

CHARACTER REFERENCE

Please provide the names of two (2) referees who have known you for longer than 2 years. Referees must be over eighteen years of age and be able to give a report (by email and possibly telephone) on your good character and suitability for service among children and young people.. They must NOT be a relative or a close friend. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.

REFEREE 1 (*Church leader e.g. rector, church warden, parish councillor, youth minister*)

Name:

Email:

Phone: (home)

(work)

REFEREE 2 (*Employer or teacher if no work history or adult person who has known you for longer than 3 years and knows you well*)

Name:

Email:

Phone: (home)(work)

Professional Standards Uniform Regulations 2017 (Melbourne)

FORM 4

Reg. 6

REFERENCE TO THE PROFESSIONAL STANDARDS BOARD

under s 69 of the Professional Standards Uniform Act 2016 (Melbourne)

TO: The Secretary
Professional Standards Board

The Professional Standards Committee refers the following matter to the Professional Standards Board pursuant to section 69 of the Professional Standards Uniform Act:

Description of complaint/application:

Attached is a written report of its investigation and opinion signed by a member of the Professional Standards Committee.

Signature—

Date—

Professional Standards Uniform Regulations 2017 (Melbourne)

FORM 5

Reg. 7

APPLICATION FOR REVIEW OF A DECISION

under s 89 of the Professional Standards Uniform Act 2016 (Melbourne)

TO: The Secretary
Professional Standards Review Board

Name of applicant—

Address—

I APPLY to the Professional Standards Review Board for review of the following decision of the Professional Standards Board—

1. The decision is—
2. Date of decision—

My reasons for making the application are—

Signature—

Date—

Form 6

[inserted 7.2.2020]

Application for a Clearance for Participation

Professional Standards Uniform Regulations 2017 (Melbourne)

v 22.1.2020

ANGLICAN DIOCESE OF MELBOURNE

CONFIDENTIAL APPLICATION FOR A CLEARANCE FOR PARTICIPATION

Under Part 4.3 of the Professional Standards Uniform Act 2016 (Melbourne)

**To: The Office of Professional Standards for the Diocese of Melbourne
Kooyoorra Ltd**

This application form is to be completed by a person who is required to apply for and obtain a clearance for participation in the life of a parish or the Cathedral.

I the below named HEREBY APPLY for a clearance for participation in the life of the Parish or Congregation or the Cathedral as specified below:

PERSONAL DETAILS OF THE APPLICANT:

Title: _____

Surname: _____

Christian Names: _____

Previous Names: _____

Gender: Male / Female (*delete as applicable*)

Address: _____

Home Phone No: _____ **Work Phone No:** _____

Mobile Phone No: _____ **Email:** _____

Date of Birth: _____

Marital Status: _____

Occupation: _____

Drivers Licence number: _____ **expiry date** _____ **type:** _____

A copy of a current driver's photo licence issued within Australia must be provided.

or Other Identification sighted: _____

A copy of a birth certificate, a current Australian passport, an Australian citizenship document or Australian immigration papers, a current credit card or account card from an Australian financial institution, OR a current student identity card from an educational institution must be provided.

Specify details as appropriate

Cathedral

Parish or congregation name _____

Suburb _____ **Vicar or Senior Minister:** _____

Applicant's Questionnaire

The Anglican Diocese of Melbourne has established a legislated process to regulate the participation in the life of a parish or congregation or the Cathedral by Persons of Concern. This is to ensure safe ministry where that person may present a risk of abuse to others.

You are referred to [Part 4.3](#) of the *Professional Standards Uniform Act 2016*, the *Regulations* made under that Act and to the applicable *Protocol for Safe Ministry with Persons of Concern* approved by the directors of Kooyoora.

You have been asked to complete this questionnaire because the Professional Standards Committee has in its absolute discretion resolved to declare that you are a prescribed Person of Concern for the purposes of the Act. That means you are required by the Act, s67H to—

- (a) apply to the Office of Professional Standards for a clearance for participation in the life of the parish or the Cathedral (as the case may be); and
- (b) apply for a national Police Check at the expense of the Diocesan Corporation—
no later than 14 days following written notice from the Director which specifies the requirement to make those applications and which has been sent to you.

The [Professional Standards Committee](#) must consider your application and determine whether you should be granted that clearance and if so, subject to what Safety Plan or Safety Agreement or other condition or restriction.

This application will be retained by the Office of Professional Standards within Kooyoora Ltd in a secure place. Except as may be required or authorised by State or diocesan law, or by church disciplinary or fitness procedures, the information you supply will be held confidential.

You must answer all questions and where you answer yes, please supply additional information as to the matter enquired about. A yes answer will not necessarily result in your application being unsuccessful.

Any material misstatement in or omission from this questionnaire may be taken into account in determining whether you should be granted a clearance for participation.

Yours faithfully

Registrar, Diocese of Melbourne

APPLICANT'S SCREENING QUESTIONNAIRE

Please tick either "yes" or "no" for each question. If the answer to any of the following questions is "yes", please give details. **A yes answer will not automatically rule an applicant out of selection.**

In this document, the expression **charged** means allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

Child abuse means the following conduct in relation to a child:

- bullying;
- emotional abuse;
- harassment;
- neglect;
- physical abuse;
- sexual assault;
- spiritual abuse;
- grooming; or
- the wilful or reckless failure to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or
- the possession, production or distribution of child exploitation material*.

The context of the conduct includes personally, virtually or by any electronic means.

child exploitation material means material that describes or depicts a person who is or who appears to be a child –

- engaged in sexual activity; or
 - in a sexual context; or
 - as the subject of torture, cruelty or abuse (whether or not in a sexual context)
- in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

Safety Agreement means an agreement subject to which a Person of Concern has been permitted to participate in the life of a parish or congregation or the Cathedral.

Questions:

13. Have you ever been convicted of a criminal offence? For this and the following questions to which you answer yes, please supply details.

Yes / No

14. Have you ever been charged with a criminal offence?

Yes / No

15. Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?

Yes / No

16. Have you ever engaged in any of the following conduct (personally, virtually or by any electronic means)?

- sexual contact with a person under the age of consent

- production, sale, distribution or illegal use of child exploitation material
- sexual activity without free consent

Yes / No

17. Have you been in a pastoral or professional relationship, where you have engaged in sexual contact (personally, virtually, or by any electronic means) with a parishioner, client, patient, student, employee or subordinate (other than with your spouse)?

Yes / No

18. Have you ever been a respondent in a Family Violence or Personal Safety Intervention Order proceeding, to protect a person as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?

Yes / No

19. Has a child in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment or child protection proceeding by the authorities?

Yes / No

20. Have you done anything in the past or are you doing anything at present that may result in allegations being made against you of child abuse?

Yes / No

21. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?

Yes / No

22. Are you currently a party to a Safety Agreement? If so, in what parish or denomination? Please supply a copy.

Yes / No

23. Have you ever been a party to a Safety Agreement in another parish or denomination? If so for what reason? Please supply a copy.

Yes / No

24. Is there any other matter or past conduct of yours that would be relevant to whether you constitute a risk of harm to any person and whether you should be permitted to participate in the life of the parish or congregation or the Cathedral?

Yes / No

If you have answered yes to any of the above questions please provide details here:

RECORD OF CHURCH MEMBERSHIP

List all church organisations, churches, parishes or congregations of which you have been a member or regular worshipper. If this is the first parish of which you have been a member or regular worshipper, please fill in the details of your current parish.

Name of parish or organization	Location or address	Start date (month and year) as member	End date (month and year) as member	Any positions held during my time as a member	All senior ministers or chief executives during my time as a member
<i>Eg. St Thomas' Baptist church</i>	<i>Burwood</i>	<i>Jan 1989</i>	<i>Dec 1998</i>	<i>Reader</i>	<i>John Smith</i>

AUTHORITY TO PROVIDE INFORMATION AND RELEASE FROM LIABILITY OF REFEREES AND OTHERS AND CONSENT TO NATIONAL POLICE HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK OR WORKING WITH VULNERABLE PEOPLE CHECK

I understand that it is the policy of the Kooyoora Office of Professional Standards to ask my referees whether to the best of their knowledge I have engaged in conduct that would be relevant to whether I constitute a risk of harm to any person and whether I should be permitted to participate in the life of the applicable parish or congregation or the Cathedral.

I have identified all church organisations, churches, parishes or congregations of which I have been a member. I hereby authorise you and your delegates to contact and exchange information with them. I further hereby authorise every one of them to inform you and your delegates of any knowledge they may have relevant as stated above.

I hereby authorise my referees to provide any information to you and your delegates that may be relevant as stated above.

I hereby release from liability any person or organisation that provides such information. I also agree to release you and your delegates from any and all liability as it relates to any investigation by you or them regarding the information contained in this application, or any action by you or them as a result of such investigation.

signature

DECLARATION

I do solemnly and sincerely declare that:

- (3) the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

- (4) I understand that any material misstatement in or omission from this questionnaire may be taken into account in determining whether I should be permitted to participate in the life of the parish or the Cathedral and if so subject to what condition or restriction.

Date: online form of authorisation

CHARACTER REFERENCE

Please provide the names of two (2) referees who have known you for longer than 2 years. Referees must be over eighteen years of age and be able to give a report (by email and possibly telephone) on your character and suitability for participation in the life of a parish or the Cathedral. They must NOT be a relative or a close friend. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country. If you have a contact officer from the Sex Offender Registry they must be listed.

REFEREE 1 (*Victoria Police Contact Officer, Church leader e.g. rector, church warden, parish councillor, youth minister*)

Name:

Email:

Phone: (home)

(work)

REFEREE 2 (*Employer or teacher if no work history or adult person who has known you for longer than 3 years and knows you well*)

Name:

Email:

Phone: (home)(work)

Form 7

[inserted 7.2.2020]

Template for a Safety Agreement for use in a parish

ANGLICAN CHURCH OF AUSTRALIA

Diocese of Melbourne

SAFETY AGREEMENT

regarding the participation of [insert name]
in the life of the Parish of [insert name]

v 23.1.2020

BETWEEN:

[Insert name and address of the Person of Concern] **(the Person of Concern)**

of the first part

[Insert names of the Vicar or Senior Minister and the churchwardens]

(the Parish Representatives which expression includes the successors in office of each of those office holders from time to time and in the case of Vicar or Senior Minister, includes a locum tenens acting in place of them)

of the Parish of [insert name and address of Parish] **(the Parish)**

of the second part

[Insert name of the Director of Professional Standards or their delegate, acting on behalf of the PSC] **(the Director** which expression includes the successor in office of that office holder from time to time)

of the third part

BACKGROUND

- A. The parties are committed to the physical, emotional and spiritual wellbeing of all people who participate in the life of the Parish including children and vulnerable people;
- B. The Person of Concern wishes to participate in the life of the Parish and has applied to the Office of Professional Standards for a clearance to do so;
- C. The provisions of Part 4.3 of the *Professional Standards Uniform Act 2016* (Melb) **(the Act)** regulate the participation in the life of a parish of Persons of Concern as defined in the Act and as set out in the second schedule to this agreement;

- D. The Professional Standards Committee resolved to declare that the Person of Concern is a prescribed Person of Concern for the purposes of the Act;
- E. The Professional Standards Committee has determined pursuant to the Act to grant the Person of Concern a clearance to participate in the life of the Parish subject to the Person of Concern and the Parish Representatives entering into this agreement;
- F. The Person of Concern and the Parish Representatives wish to enter into this agreement to record their commitment to comply with its provisions

NOW THIS AGREEMENT WITNESSES:

1 COMMITMENT OF THE PARISH TO THE PERSON OF CONCERN

- 1.1 The Parish accepts the Person of Concern as a member of the Parish community, and encourages them to use their gifts subject to this agreement, as a member or prospective member of the body of Christ in the Parish for the glory of God.
- 1.2 The Parish commits itself to provide pastoral supervision and support to the Person of Concern, and not to place the Person of Concern in any situation where they are or may be alone with a child or children associated with the Parish other than their own (**child or children**).
- 1.3 The Parish Representatives must take all reasonable steps that may be necessary or desirable on their part to ensure that the Parish complies with its obligations under subclauses 1.1 and 1.2.
- 1.4 The Parish Representatives appoint the persons named in **item 1** of the first schedule as the members of the Parish Accountability Group to provide pastoral supervision and support to the Person of Concern.
- 1.5 The Parish Representatives may appoint additional persons as members of the Parish Accountability Group, and will advise the Person of Concern of their appointment.
- 1.6 The Parish Representatives enter into this agreement for themselves and their respective successors in office.

2 COMMITMENT OF THE PERSON OF CONCERN TO THE PARISH

General

- 2.1 The Person of Concern agrees to –
- (a) comply with the provisions of this agreement;
 - (b) perform any obligations on their part to be performed; and
 - (c) observe any conditions of permission on their part to be observed.
- 2.2 The Person of Concern must not–
- (a) place themselves in any situation where they are or may be alone with a child or children;
 - (b) conduct themselves in contravention of the law or of the conditions of any parole or supervision order granted in their favour;
 - (c) engage with or make contact with any child or children whether in the course of any permitted activity or otherwise and whether the contact is physical, online or otherwise;
 - (d) make comments or gestures that are offensive, sarcastic or sexually suggestive in front of any child or children;
 - (e) develop any relationship with a child or children, whether in person, online or otherwise;
 - (f) give their personal contact details to any child or children;
 - (g) take or publish any photo or video of any child or children; and
 - (h) must notify the Director in writing if they intend to attend a worship service or other parish activity at another parish.

Attendance at worship services and other parish activities

- 2.3 The Person of Concern may attend–
- (a) the regular worship service in the Parish specified in **item 2** of the first schedule;
 - (b) the parish activities specified in **item 3** of the first schedule subject to any conditions there stated;
 - (c) other worship services and parish activities with the prior agreement in writing of the Parish Representatives and the Director.
- 2.4 The Person of Concern must not attend any other worship service or activity

of the Parish, whether on parish property or otherwise.

- 2.5 The Person of Concern must enter and leave an authorised worship service or activity of the Parish by the route if any specified by the Parish Representatives, and stay away from areas of the premises that are allocated for the principal use of children.
- 2.6 The Person of Concern must sit in the church and at other authorised activities in locations determined by the Parish Representatives and must not sit or stand close to, or be alone with a child or children.
- 2.7 The Person of Concern must only visit the toilet facilities on the premises of the Parish when supervised by a Parish Representative or a member of the Parish Accountability Group.
- 2.8 The Person of Concern must not participate in any children's or youth activity or camp of the Parish where children are in attendance.
- 2.9 The Person of Concern must not accept nomination for election or appointment –
 - (a) by the general meeting of the Parish to the Parish Council, the Incumbency Committee or to the Synod of the Diocese; or
 - (b) by the Parish Council to any statutory role office or position; or
 - (c) by the Vicar or Senior Minister to any role office or position in the Parish.

Reasonable directions

- 2.10 The Person of Concern must comply with all reasonable directions given by a Parish Representative or a member of the Parish Accountability Group at worship services and other authorised activities for the purpose of ensuring the welfare and safety of any person or persons.
- 2.11 The Person of Concern must meet regularly, and as requested, with the members of the Parish Accountability Group.
- 2.12 The Person of Concern understands that if any person makes a complaint against them of abusive behaviour towards or with a child or adult, it will be

immediately reported to the Director, and may be reported to the police and child protection authority.

Deposition from Holy Orders

- 2.13 The Person of Concern agrees that if they are a member of the clergy who have been deposed from Holy Orders, they must not—
- (a) wear any clerical clothing or accessory at any worship service or activity of the Parish or to call themselves by a title used by a member of the clergy (e.g. Reverend) in any communication with a person involved in the Parish;
 - (b) otherwise hold themselves out as being a person in Holy Orders;
 - (c) officiate or act in any manner that is reserved to a person in Holy Orders; or
 - (d) accept or hold any office in the Church capable of being held only by a person in Holy Orders;

3 CESSATION OF PARTICIPATION BY THE PERSON OF CONCERN

- 3.1 If the Person of Concern—
- (a) gives notice to the Vicar or Senior Minister that they no longer wish to participate in the life of the Parish; or
 - (b) ceases for a period of at least 3 consecutive months to participate in the life of the Parish without the leave of the Parish Representatives
- either the Director or the Parish Representatives may by notice in writing to the Person of Concern terminate this agreement.
- 3.2 Upon the giving of that notice of termination, the Person of Concern must not participate further in the life of the Parish except to be admitted to the Holy Communion or the Lord's Supper in circumstances approved in advance in writing by the Archbishop.

4 CESSATION FOR BREACH BY THE PERSON OF CONCERN

- 4.1 If the Person of Concern—
- (a) breaches a provision of this agreement and, after notice from the Director or the Parish Representatives of the breach—
 - (i) fails to acknowledge the breach and where possible, remedy

- the same; or
- (ii) continues to act in breach of the agreement;
 - (b) repudiates this agreement;
 - (c) is charged with a sexual offence or other offence against the person;
 - (d) breaches a condition of their parole or supervision order;
 - (e) has their clearance for participation expire according to its terms; or
 - (f) has their clearance for participation cancelled by the Professional Standards Committee on the direction of the Board or on review, the Review Board

either the Director or the Parish Representatives may by notice in writing to the Person of Concern terminate this agreement with immediate effect.

- 4.2 Upon the giving of that notice of termination, the Person of Concern must not participate further in the life of the Parish except to be admitted to the Holy Communion or the Lord's Supper in circumstances approved in advance in writing by the Archbishop.

5 CONFIDENTIALITY AND DISCLOSURE

- 5.1 Each party must keep this agreement confidential and not disclose its contents except—
- (a) to the members of the Parish Accountability Group from time to time;
 - (b) to others in the Parish, as determined by them in consultation with the Director;
 - (c) to the Archbishop and the responsible Bishop in the Diocese or their delegate;
 - (d) to any person undertaking the role of a Parish Representative in the future;
 - (e) as may be authorised or required by the Act as enacted from time to time or any Act in substitution for that Act; and
 - (f) as may be authorised or required by the *National Register Canon 2007* of General Synod or any canon enacted by General Synod in substitution for that canon.
- 5.2 Without limiting the operation of clause 5.1, the material facts relating to the

clearance of a Person of Concern and their participation in the life of the Parish may be disclosed:

- (a) to any person, whether or not a member of the Parish, by one of the Parish Representatives or the Director when authorised by the Act or when he or she reasonably considers that it is necessary to ensure the welfare and safety of any person; and
- (b) to the Vicar or Senior Minister and churchwardens in another parish, and their Bishop, or the persons responsible for safe ministry in another denomination, by the Director when authorised by the Act or when he or she is aware or reasonably suspects that the Person of Concern has moved, or is proposing to move, to that parish or denomination.

6 REVIEW

- 6.1 The Director must review the operation of this Agreement and of the Parish Accountability Group at least once a year.
- 6.2 Any agreement reached in any review, including a variation to this agreement, must be approved by the Professional Standards Committee, recorded in writing, dated and signed by all parties and the original and varied agreement must be retained by the Director.

7 SUCCESSORS IN OFFICE

- 7.1 When a Vicar or Senior Minister ceases to hold office for whatever reason—
 - (a) they must notify the Director; and
 - (b) the Director must provide their successor in office with this agreement and request them to commit to performing the same and to be bound by it in place of their predecessor in office.
- 7.2 When a Vicar or Senior Minister takes leave for whatever reason, they must provide any locum tenens with this agreement and request them to commit to performing the same and to be bound by it in their place during the period of their ministry as locum tenens.

- 7.3 When a Churchwarden appointed ceases to hold office for whatever reason, they must provide their successor in office with this agreement and request them to commit to performing the same and to be bound by it in place of their predecessor in office.

THE FIRST SCHEDULE

ITEM 1 – the members of the Parish Accountability Group

...

ITEM 2 – the regular worship service in the Parish

...

ITEM 3 – the permitted Parish activities

Parish General Meeting

Parish fete for a period of one hour accompanied by a person appointed by a Parish Representative

Parish Dinner or Lunch to be seated at a table with no children

Morning tea after worship service accompanied by a person appointed by a Parish Representative

[Modify the above as circumstances require]

THE SECOND SCHEDULE

Definition of Person of Concern

- 67C. Unless the context requires otherwise, a Person of Concern is a person whose presence may constitute an unacceptable risk of harm to any person engaged in the activities of the parish as a result of sexual abuse or physical abuse and includes one or more of the following:
- (a) a person who has pleaded guilty to, has been convicted of, or has admitted to having committed, a sexual offence or other offence against the person;
 - (b) a person who is currently charged with a sexual offence or other offence against the person;
 - (c) a person who has been disciplined or had other action taken against them under a disciplinary or professional standards process of the Church or another organization because of sexual abuse or physical abuse, or who has been refused ordination, employment or appointment in the Church or another organization because of an adverse risk assessment arising from sexual abuse or physical abuse;
 - (d) a person who, as a result of sexual abuse or physical abuse, has received an adverse risk assessment from a professional with

Form 8

[inserted 7.2.2020]

Template for a Safety Agreement for use in the Cathedral

ANGLICAN CHURCH OF AUSTRALIA

Diocese of Melbourne

SAFETY AGREEMENT

regarding the participation of [insert name]
in the life of the Cathedral

Version 23.1.2020

BETWEEN:

[Insert name and address of the Person of Concern] (**the Person of Concern**)

of the first part

[Insert names of the Dean and the nominated Chapter members] (**the Cathedral Representatives** which expression includes the successors in office of each of those office holders from time to time and in the case of Dean, includes an acting Dean)

of the Cathedral of St Paul, Melbourne (**the Cathedral**)

of the second part

[Insert name of the Director of Professional Standards or their delegate, acting on behalf of the PSC] (**the Director** which expression includes the successor in office of that office holder from time to time)

of the third part

BACKGROUND

- A. The parties are committed to the physical, emotional and spiritual wellbeing of all people who participate in the life of the Cathedral including children and vulnerable people;
- B. The Person of Concern wishes to participate in the life of the Cathedral and has applied to the Office of Professional Standards for a clearance to do so;
- C. The provisions of Part 4.3 of the *Professional Standards Uniform Act 2016* (Melb) (**the Act**) regulate the participation in the life of the Cathedral of Persons of Concern as defined in the Act and as set out in the second schedule to this agreement;

- D. The Professional Standards Committee resolved to declare that the Person of Concern is a prescribed Person of Concern for the purposes of the Act;
- E. The Professional Standards Committee has determined pursuant to the Act to grant the Person of Concern a clearance to participate in the life of the Parish subject to the Person of Concern and the Cathedral Representatives entering into this agreement;
- F. The Person of Concern and the Cathedral Representatives wish to enter into this agreement to record their commitment to comply with its provisions

NOW THIS AGREEMENT WITNESSES:

1 COMMITMENT OF THE PARISH TO THE PERSON OF CONCERN

General

- 1.1 The Cathedral accepts the Person of Concern as a member of the Cathedral community, and encourages them to use their gifts subject to this agreement, as a member or prospective member of the body of Christ in the Cathedral for the glory of God.
- 1.2 The Cathedral commits itself to provide pastoral supervision and support to the Person of Concern, and not to place the Person of Concern in any situation where they are or may be alone with a child or children associated with the Cathedral other than their own (**child or children**).
- 1.3 The Cathedral Representatives must take all reasonable steps that may be necessary or desirable on their part to ensure that the Cathedral complies with its obligations under subclauses 1.1 and 1.2.
- 1.4 The Cathedral Representatives appoint the persons named in **item 1** of the first schedule as the members of the Cathedral Accountability Group to provide pastoral supervision and support to the Person of Concern.
- 1.5 The Cathedral Representatives may appoint additional persons as members of the Cathedral Accountability Group, and will advise the Person of Concern of their appointment.

- 1.6 The Cathedral Representatives enter into this agreement for themselves and their respective successors in office.

2 COMMITMENT OF THE PERSON OF CONCERN TO THE CATHEDRAL

- 2.1 The Person of Concern agrees to –
- (a) comply with the provisions of this agreement;
 - (b) perform any obligations on their part to be performed; and
 - (c) observe any conditions of permission on their part to be observed.
- 2.2 The Person of Concern must not–
- (a) place themselves in any situation where they are or may be alone with a child or children;
 - (b) conduct themselves in contravention of the law or of the conditions of any parole or supervision order granted in their favour;
 - (c) engage with or make contact with any child or children whether in the course of any permitted activity or otherwise and whether the contact is physical, online or otherwise;
 - (d) make comments or gestures that are offensive, sarcastic or sexually suggestive in front of any child or children;
 - (e) develop any relationship with a child or children, whether in person, online or otherwise;
 - (f) give their personal contact details to any child or children;
 - (g) take or publish any photo or video of any child or children; and
 - (h) must notify the Director in writing if they intend to attend a worship service or other parish activity at another parish.

Attendance at worship services and other parish activities

- 2.3 The Person of Concern may attend–
- (a) the regular worship service in the Cathedral specified in **item 2** of the first schedule;
 - (b) the Cathedral activities specified in **item 3** of the first schedule subject to any conditions there stated;
 - (c) other worship services and parish activities with the prior agreement in writing of the Cathedral Representatives and the Director.

- 2.4 The Person of Concern must not attend any other worship service or activity of the Cathedral, whether on parish property or otherwise.
- 2.5 The Person of Concern must enter and leave an authorised worship service or activity of the Cathedral by the route if any specified by the Cathedral Representatives, and stay away from areas of the premises that are allocated for the principal use of children.
- 2.6 The Person of Concern must sit in the Cathedral and at other authorised activities in locations determined by the Cathedral Representatives and must not sit or stand close to, or be alone with a child or children.
- 2.7 The Person of Concern must only visit the toilet facilities on the premises of the Cathedral when supervised by a Cathedral Representative or a member of the Cathedral Accountability Group.
- 2.8 The Person of Concern must not participate in any children's or youth activity or camp of the Cathedral where children are in attendance.
- 2.9 The Person of Concern must not accept nomination for election or appointment—
- (a) by the general meeting of the Cathedral congregation to the Chapter;
 - or
 - (b) by the Chapter to any statutory role office or position; or
 - (c) by the Dean to any role office or position in the Cathedral.

Reasonable directions

- 2.10 The Person of Concern must comply with all reasonable directions given by a Parish Representative or a member of the Parish Accountability Group at worship services and other authorised activities for the purpose of ensuring the welfare and safety of any person or persons.
- 2.11 The Person of Concern must meet regularly, and as requested, with the members of the Cathedral Accountability Group.
- 2.12 The Person of Concern understands that if any person makes a complaint against them of abusive behaviour towards or with a child or adult, it will be

immediately reported to the Director, and may be reported to the police and child protection authority.

Deposition from Holy Orders

- 2.13 The Person of Concern agrees that if they are a member of the clergy who have been deposed from Holy Orders, they must not—
- (a) wear any clerical clothing or accessory at any worship service or activity of the Cathedral or to call themselves by a title used by a member of the clergy (e.g. Reverend) in any communication with a person involved in the Cathedral;
 - (b) otherwise hold themselves out as being a person in Holy Orders;
 - (c) officiate or act in any manner that is reserved to a person in Holy Orders; or
 - (d) accept or hold any office in the Church capable of being held only by a person in Holy Orders;

3 CESSATION OF PARTICIPATION BY THE PERSON OF CONCERN

- 3.1 If the Person of Concern—
- (a) gives notice to the Dean that they no longer wish to participate in the life of the Cathedral; or
 - (b) ceases for a period of at least 3 consecutive months to participate in the life of the Cathedral without the leave of the Cathedral Representatives

either the Director or the Cathedral Representatives may by notice in writing to the Person of Concern terminate this agreement.

- 3.2 Upon the giving of that notice of termination, the Person of Concern must not participate further in the life of the Cathedral except to be admitted to the Holy Communion or the Lord's Supper in circumstances approved in advance in writing by the Archbishop.

4 CESSATION FOR BREACH BY THE PERSON OF CONCERN

- 4.1 If the Person of Concern—
- (a) breaches a provision of this agreement and, after notice from the Director or the Cathedral Representatives of the breach—

- (i) fails to acknowledge the breach and where possible, remedy the same; or
- (ii) continues to act in breach of the agreement;
- (b) repudiates this agreement;
- (c) is charged with a sexual offence or other offence against the person;
- (d) breaches a condition of their parole or supervision order;
- (e) has their clearance for participation expire according to its terms; or
- (f) has their clearance for participation cancelled by the Professional Standards Committee on the direction of the Board or on review, the Review Board

either the Director or the Cathedral Representatives may by notice in writing to the Person of Concern terminate this agreement with immediate effect.

- 4.2 Upon the giving of that notice of termination, the Person of Concern must not participate further in the life of the Parish except to be admitted to the Holy Communion or the Lord's Supper in circumstances approved in advance in writing by the Archbishop.

5 CONFIDENTIALITY AND DISCLOSURE

- 5.1 Each party must keep this agreement confidential and not disclose its contents except—
- (a) to the members of the Cathedral Accountability Group from time to time;
 - (b) to others in the Parish, as determined by them in consultation with the Director;
 - (c) to the Archbishop and the responsible Bishop in the Diocese or their delegate;
 - (d) to any person undertaking the role of a Cathedral Representative in the future;
 - (e) as may be authorised or required by the Act as enacted from time to time or any Act in substitution for that Act; and
 - (f) as may be authorised or required by the National Register Canon 2007 of General Synod or any canon enacted by General Synod in substitution for that canon.

- 5.2 Without limiting the operation of clause 5.1, the material facts relating to the clearance of a Person of Concern and their participation in the life of the Cathedral may be disclosed:
- (a) to any person, whether or not a member of the Cathedral Chapter, staff or congregation, by one of the Cathedral Representatives or the Director when authorised by the Act or when he or she reasonably considers that it is necessary to ensure the welfare and safety of any person; and
 - (b) to the Vicar or Rector or Minister and churchwardens in a parish, and their Bishop, or the persons responsible for safe ministry in another denomination, by the Director when authorised by the Act or when he or she is aware or reasonably suspects that the Person of Concern has moved, or is proposing to move, to that parish or denomination.

6 REVIEW

- 6.1 The Director must review the operation of this Agreement and of the Cathedral Accountability Group at least once a year.
- 6.2 Any agreement reached in any review, including a variation to this agreement, must be approved by the Professional Standards Committee, recorded in writing, dated and signed by all parties and the original and varied agreement must be retained by the Director.

7 SUCCESSORS IN OFFICE

- 7.1 When the Dean ceases to hold office for whatever reason—
- (a) they must notify the Director; and
 - (b) the Director must provide their successor in office with this agreement and request them to commit to performing the same and to be bound by it in place of their predecessor in office.
- 7.2 When the Dean takes leave for whatever reason, they must provide any acting Dean with this agreement and request them to commit to performing the same and to be bound by it in their place during the period of their ministry as acting Dean.

- 7.3 When a Chapter member appointed as a Cathedral representative ceases to hold office for whatever reason, the Dean must provide their successor in office with this agreement and request them to commit to performing the same and to be bound by it in place of their predecessor in office.

THE FIRST SCHEDULE

ITEM 1 – the members of the Cathedral Accountability Group

...

ITEM 2 – the regular worship service in the Cathedral

...

ITEM 3 – the permitted Cathedral activities

Cathedral General Meeting

Cathedral fete for a period of one hour accompanied by a person appointed by a Cathedral Representative

Cathedral Dinner or Lunch to be seated at a table with no children

Morning tea after worship service accompanied by a person appointed by a Cathedral Representative

[Modify the above as circumstances require]

THE SECOND SCHEDULE

Definition of Person of Concern

- 67C. Unless the context requires otherwise, a Person of Concern is a person whose presence may constitute an unacceptable risk of harm to any person engaged in the activities of the parish as a result of sexual abuse or physical abuse and includes one or more of the following:
- (a) a person who has pleaded guilty to, has been convicted of, or has admitted to having committed, a sexual offence or other offence against the person;
 - (b) a person who is currently charged with a sexual offence or other offence against the person;
 - (c) a person who has been disciplined or had other action taken against them under a disciplinary or professional standards process of the Church or another organization because of sexual abuse or physical abuse, or who has been refused ordination, employment or appointment in the Church or another organization because of an adverse risk assessment arising from sexual abuse or physical abuse;
 - (d) a person who, as a result of sexual abuse or physical abuse, has received an adverse risk assessment from a professional with

