Safe Ministry Screening in Parishes - SM002 1/6/2021

A step-by-step process some of which can proceed simultaneously:

1. Identify Level of clearance required (i.e. 2b for Communion Assistant).

2. Identify, on tables of SM002 page 3-5 various clearance requirements.

3. Arrange for appropriate level of Safe Ministry Training.

4. Download from the website appropriate Clearance Form, Cat 1, Cat 2 or Cat 3.

5. Print and give (or email) Clearance Form to the applicant.

6. Check Clearance form carefully contact the rector and DSMO immediately if there is any adverse declaration. (See declaration flowchart).

7. Scan Ochre Card or other photo ID which must include a birthdate.

8. Start a SMO Database record and upload photo ID.

9. Arrange for role interview and record on SMO database.

10. Email copy of photo i.d. to register-network-checks@ntanglican.org.au requesting a National Register Check and/or a National DPS Network Check if necessary (see tables). Include full name, any previous names and date of birth.

11. In case of Cat 1 send out 3 referee forms.

12. In case of Cat 2 & Cat 3 call 2 referees and ask the following questions

    a. To the best of your knowledge is [the applicant] of good character?
    b. To the best of your knowledge is [the applicant] a suitable candidate to do ministry [among children and young people] or [another appropriate description of the ministry].
    c. To the best of your knowledge has [the applicant] ever been accused of any type of child abuse.
    d. To the best of your knowledge has [the applicant] ever been accused of any major crime.

13. Take notes of the referee conversations questions asked and answered. Sign date and upload to the SMO database.

14. Check Clearance Form

15. Request a National Police Check less than 24 months old if required (see tables). Applicant can apply for one here https://forms.pfes.nt.gov.au/safent/

16. Request a Working with children (ochre card) and upload to SMO if not already done in step 6. Applicant can apply for one here https://forms.pfes.nt.gov.au/safent/

17. Rector or PSMA verify Ochre Card here https://forms.pfes.nt.gov.au/safent/ and update SMO database note date of verification.

18. Recheck SMO database for 'green light' clearance.

19. Rector to issue final endorsement.