



ANGLICAN DIOCESE OF RIVERINA DUE DILIGENCE PROTOCOL

Adopted by Diocesan Council – 27th May 2026

Date for Review – 27th May 2029

SCOPE

This protocol forms part of a suite of processes and protocols under the Diocese Professional Standards Ordinance 2018 and has been developed in accordance with the Safe Ministry to Children Canon 2017. This Protocol outlines the various screening requirements for all clergy, lay ministers, volunteers and church workers within the Diocese of Riverina.

OUR COMMITMENT

Our Diocese is committed to ensuring our churches and ministries are safe places for all. This means: we commit to our pastoral, duty of care, legal and insurance obligations; with its goal that all ministries are spiritually, emotionally and physically safe. Underpinning this is the foundation that all parishes, ministries and entities should be person-valuing and respectful spaces free from abuse and harm.

We have developed and implemented measures to educate our Clergy, volunteers and church workers about the importance of safety and ways in which we can prevent and respond to instances of poor conduct and breaches of this safety. The requirements of our Due Diligence Protocol are an important part of this prevention process and allow us to be confident we have done all we reasonably could to ensure Clergy, volunteers and church workers are suitable for their various ministries.

Failure to adhere to the requirements outlined within this protocol can result in serious consequences.

HOW TO USE THIS PROTOCOL

This protocol must be followed by Parishes when engaging, employing, appointing or electing any individual to any position or role in the life of the Church.

This protocol prescribes the necessary screening to be applied as well as the supporting documents and forms to be completed.

This protocol categorises the various ministry positions into GROUPS.

1. Clergy (including Ordinands)
2. Licensed Lay Ministers
3. Lay Leaders/Supervisors/Wardens
4. Church Workers (Volunteer or Paid) in Child or Vulnerable Persons related work
5. Church Workers (Volunteer or Paid) NOT working with children or vulnerable people
6. Volunteers under the age of 18

If you are unsure of how to apply this protocol in your local area or have any questions relating to the protocol, please contact the Diocesan Office 02 5953 5969 and direct your question to the Registrar or Director of Professional Standards.

GROUP 1: CLERGY (Including ORDINANDS, Clergy seeking PTO's)

This group includes

- Candidates for Ordination as Deacon
- Licensed Clergy and those seeking a licence or PTO, or to hold office as the Bishop the Diocese.
- Limit of PTO Status: All PTO's issued will be valid for 3 years. At the end of that period the clergy person must complete all screening requirements again.

Application requirements

All of the following checks must be undertaken as part of the screening and application process:

1. An unconditional NSW Working With Children Check (WWCC)
2. A National Police Check
3. An Anglican National Register Check
4. A "Safe Ministry Check for Clergy – Ordained, Paid, Licenced or Authorised Church Workers".
5. A psychological assessment (for candidates for Ordination as Deacon and Clergy joining the Anglican Diocese of Riverina)
6. An interview by a Selection Panel and Bishop (or Bishop's delegate) for Ordinands and Clergy
7. Reference checks to be undertaken using the "Safe Ministry Check – Referees Assessment"
8. Complete Safe Ministry Training upon commencement (and every three years).
9. The appointment to be approved by the Bishop
10. Adherence to all directives and/or codes of conduct outlined to them by the Bishop, Rector, Priest in Charge/Church Wardens or Diocesan Office representatives.
11. A medical assessment (at Bishop's discretion)

Supervision and Review – Clergy

Ongoing supervision and review are also important aspects of due diligence.

All clergy are to be reviewed annually by the Diocesan Bishop or in the absence of a Bishop, the Archdeacon

As per the Diocesan Governance Ordinance 2025 9.19(e), the conduct or performance of a clergy person is to be observed at a local level by the Churchwardens and; *"They [churchwardens] shall report to the Bishop, in writing signed by a majority of the Churchwardens, any grave irregularities in the performance of Divine Service, any wilful neglect of duty, or any flagrant conduct on the part of the Rector/Priest in Charge."*

Concerns

At any time, should any person have concern regarding the conduct of Clergy , a Licenced Lay Minister, Lay Leader or Volunteer/Church Worker, they can report it to either the Diocesan Bishop or Diocesan Professional Standards Director.

Issuing, Receiving And Processing Screening Documentation for GROUP 1: ORDINANDS, LICENSED CLERGY and those seeking a licence or PTO, or to hold office as the Bishop of the Diocese

All screening documentation can be obtained from the Diocesan Registry.

Step 1. Responsibility of the Individual

Provide to the Bishop:

- a. Completed *Safe Ministry Check for Ordained Ministry, or appointment as a Paid, Licensed or Authorised Church Worker*
- b. *Working with Children Check* (or provide Working with Children Check details, including date of birth and WWCC number)
- c. *Safe Ministry Questionnaire or equivalent from previous Church/Parish (if applicable)*
- d. *Current Safe Ministry Training Certificate*
- e. *Current National Police Check (if available)*

Mark “confidential” and email to the Bishop of Riverina at bishop@anglicanriverina.com or mail to PO Box 1377 Griffith. NSW 2680. Incomplete documentation will be returned to the applicant for correction.

Step 2. Responsibility of the Bishop

Upon receipt of the documentation, the Bishop (or in the Bishop’s absence, the Administrator) will ensure:

1. That a National Register Check is undertaken
2. That medical and psychological Assessments have been arranged.
3. The completed Safe Ministry Questionnaire has been reviewed and in cases where an applicant answers “Yes” to a question on the Safe Ministry Check, the Bishop shall contact the Professional Standards Director to review, assess and make recommendations to the Bishop.
4. Clearance of the National Police Check is confirmed or in cases where the candidate has not provided a Police Clearance request the Candidate to arrange this and withhold appointment until the satisfactory clearance is obtained.
5. That the candidates Working with Children Check clearance has been validated
6. Relevant background and referee checks are undertaken.
7. Psychological reports (and medical report if applicable) are reviewed.

In the event of an adverse finding from one of the background checks or assessments, the Bishop shall contact the Professional Standards Director immediately to seek a review, assessment and to make recommendations to the Bishop.

Once all documentation, interviews and checks have been successfully completed, the Bishop (or in the absence of a Bishop the Administrator) will proceed with issuing a licence or PTO.

Confirm the appointment with:

- the Candidate
- The Professional Standards Director

- The Archdeacon & Dean
- and the Registrar.

Instruct that Parish and Diocesan records be updated accordingly

GROUP 2: LICENSED LAY MINISTERS

This group includes

- Licensed Lay Ministers.

Application requirements

All of the following checks must be undertaken as part of the screening and application process for all Licensed Lay Ministers appointed after January 31, 2021.

1. An unconditional NSW Working With Children Check (WWCC)
2. A National Police Check
3. An Anglican National Register Check
4. A *“Safe Ministry Check for Clergy – Ordained, Paid, Licenced or Authorised Church Workers”*.
5. Enquiries undertaken with Rector or Wardens at previous Parish (if applicable)
6. Letter of endorsement from Rector/Priest-in-charge
7. Reference checks to be undertaken using the *“Safe Ministry Check – Referees Assessment”*
8. Complete Safe Churches training upon commencement (and every three years).
9. The appointment to be approved by the Bishop
10. Adherence to all directives and/or codes of conduct outlined to them by the Bishop, Rector, Priest in Charge/Church Wardens or Diocesan Office representatives.

Supervision and Review - Licenced Lay Ministers

LLM's are to be supervised, encouraged and reviewed as a continuous process by the Rector/Priest in Charge of the Parish or alternatively by the Bishop.

Concerns

At any time, should any person have concern regarding the conduct of Clergy , a Licenced Lay Minister, Lay Leader or Volunteer/Church Worker, they can report it to either the Diocesan Bishop or Diocesan Professional Standards Director.

Issuing, Receiving And Processing Screening Documentation for GROUP 2: LICENSED LAY MINISTERS

Step 1. Responsibility of the Individual

Provide to Rector/Priest-in-Charge with

- a. Completed *Safe Ministry Check for Ordained Ministry, or appointment as a Paid, Licensed or Authorised Church Worker*
- b. *Working with Children Check* (or provide Working with Children Check details, including date of birth and WWCC number)
- c. *Safe Ministry Questionnaire or equivalent from previous Church/Parish* (if applicable)
- d. *Current Safe Ministry Training Certificate*
- e. *Current National Police Check clearance* (if available). *In the absence of a current Police Check, the candidate is to apply for a National Police Check*

Step 2: Responsibility of Rector/Priest in charge

- a. Review documentation provided by candidate and ensure it is complete and valid.
- b. For candidates who have come into the Parish in the last 12 months, undertake and document enquiries with previous Parish/Church Rector/Wardens
- c. Undertake Reference Checks
- d. Complete Letter of Endorsement
- e. Forward documentation to the Bishop, marked confidential and addressed to:
The Bishop of Riverina
PO Box 1377
Griffith NSW 2680
Or email to bishop@anglicanriverina.com

Incomplete documentation will be returned for correction.

In cases where an applicant answers “Yes” to a question on the Safe Ministry Check, the Bishop shall contact the Professional Standards Director to review, assess and make recommendations to the Bishop.

Step 3. Responsibility of the Bishop

Upon receipt and review of the completed documentation the Bishop (or in the Bishop’s absence, the Administrator) will ensure;

- National Register Check is undertaken
- verification of the Working with Children Check is completed
- and confirmation is received of all clearances

In the event of an adverse finding from one of the background checks or assessments, the Bishop shall contact the Professional Standards Director immediately to seek a review, assessment and to make recommendations to the Bishop.

Once all documentation, interviews and checks have been successfully completed, the Registry Office, at the Bishop's instruction, (or in the absence of a Bishop the Administrator's) will proceed with issuing a licence.

Confirm the appointment with:

- the Candidate
- The Professional Standards Director
- The Rector/Priest -in-charge
- and the Registrar.

Instruct that Parish and Diocesan records be updated accordingly

GROUP 3: LAY LEADERSHIP ROLES

This group includes

- Leaders (including Synod members) / Supervisors / Wardens and Diocesan staff

Application requirements

All of the following checks must be undertaken as part of the screening and application process:

1. An unconditional NSW Working with Children Check (WWCC)
2. A National Register Check
3. A *“Safe Ministry Check for Voluntary Church Worker Applicants 18 Years and Over”*.
4. *Safe Ministry Questionnaire or equivalent from previous Church/Parish* (if applicable)
5. Enquiries to be made with the local Rector/Priest in charge or if the person has within the last 12 months come from another Province, Diocese or another denomination, enquiries to be made with a Senior member of that prior body.
6. Reference checks to be undertaken using the *“Safe Ministry Check – Referees Assessment”*.
7. Complete Safe Churches training upon commencement (and every three years).

Supervision and Review – Lay Leaders

Ongoing supervision and review are important aspects of due diligence. To this end, Parishes are encouraged to consider the most appropriate method of supporting and supervising ministry leaders and volunteers.

The Rector/Priest in Charge and Churchwardens are expected to keep abreast of the happenings within a Parish and its activities, how things are being done and who is doing them for the safety of all. This may be through a line of reporting or other method as appropriate for the Parish’s various ministries.

Concerns

At any time, should any person have concern regarding the conduct of Clergy , a Licenced Lay Minister, Lay Leader or Volunteer/Church Worker, they can report it to either the Diocesan Bishop or Diocesan Professional Standards Director.

Issuing, Receiving And Processing Screening Documentation for GROUP 3: LAY LEADERSHIP ROLES

Step 1. Responsibility of the Individual

Provide to Rector/Priest-in-Charge with

- a. Completed *Safe Ministry Check for Ordained Ministry, or appointment as a Paid, Licensed or Authorised Church Worker*
- b. *Working with Children Check* (or provide Working with Children Check details, including date of birth and WWCC number)
- c. *Safe Ministry Questionnaire or equivalent from previous Church/Parish* (if applicable)
- d. *Current Safe Ministry Training Certificate*

Step 2: Responsibility of Rector/Priest in charge

- a. Review documentation provided by candidate and ensure it is complete and valid.
- b. For candidates who have come into the Parish in the last 12 months, undertake and document enquiries with previous Parish/Church Rector/Wardens
- c. Undertake Reference Checks

Incomplete documentation will be returned for correction.

In cases where an applicant answers “Yes” to a question on the Safe Ministry Check, the Rector/Priest-in-charge shall contact the Professional Standards Director to review, assess and make recommendations to the Bishop.

Step 4. Responsibility of the Professional Standards Director

Upon request of the Rector/Priest-in-charge;

- a. Undertake National Register Check
- b. Complete verification of the Working with Children Check
- c. and provide the Rector/Priest-in-charge with confirmation of clearances

Step 5. Responsibility of the Rector/Priest-in-charge

In the event of an adverse finding from one of the background checks or assessments, the Rector/Priest-in-charge shall contact the Professional Standards Director immediately to seek a review, assessment and to make recommendations to the Bishop for his consideration.

Once all documentation, interviews and checks have been successfully completed, the Rector/Priest-in-charge will confirm the appointment of the Lay Leader with:

- the Candidate
- The Professional Standards Director

Ensure Parish and Diocesan records are updated accordingly

GROUP 4: CHURCH WORKERS (VOLUNTEER OR PAID) IN CHILD OR VULNERABLE PERSONS RELATED WORK

This group includes

Church Workers in this group include any person, whether paid or voluntary, whose role within or on behalf of the church is **in direct relation to activities for children or vulnerable persons**.

- Those undertaking hospital or nursing home visits
- Those undertaking ministry to children or vulnerable adults
- SRE Teachers

Application requirements

All of the following checks must be undertaken as part of the screening and application process:

1. An unconditional NSW Working With Children Check (WWCC)
2. An Anglican National Register Check
3. A *“Safe Ministry Check for Voluntary Church Worker Applicants 18 Years and Over”*.
4. Where the person was previously authorised for ministry in a Province or in another diocese of this Church or another denomination, a copy of their previous church ministry check.
5. A letter of endorsement from their previous or current local Rector/Priest in charge or previous or current Church Wardens in the Diocese or if the person has within the last 12 months come from another Province or another diocese of this Church or another denomination, enquiries to be made with that prior body.
6. Reference checks to be undertaken using the *“Safe Ministry Check – Referees Assessment”*.
7. Complete Safe Churches training upon commencement (and every three years).
- 8. SRE Teachers must also complete an SRE Engagement Form before commencement and every two years thereafter.**
9. The appointment to be approved by the Rector/Priest in Charge.

Supervision and Review – Church workers/Volunteers

Ongoing supervision and review are important aspects of due diligence. To this end, Parishes are encouraged to consider the most appropriate method of supporting and supervising volunteers.

The Rector/Priest in Charge and Churchwardens are expected to keep abreast of the happenings within a Parish and its activities, how things are being done and who is doing them for the safety of all. This may be through a line of reporting or other method as appropriate for the Parish’s various ministries.

Concerns

At any time, should any person have concern regarding the conduct of Clergy , a Licenced Lay Minister, Lay Leader or Volunteer/Church Worker, they can report it to either the Diocesan Bishop or Diocesan Professional Standards Director.

Issuing, Receiving And Processing Screening Documentation for GROUP 4: CHURCH WORKERS (VOLUNTEER OR PAID) IN CHILD OR VULNERABLE PERSONS RELATED WORK

Step 1. Responsibility of the Individual

Provide to Rector/Priest-in-Charge with;

- a. Completed *Safe Ministry Check for Voluntary Church Worker Applicants 18 Years and Over*
- b. *Working with Children Check* (or provide Working with Children Check details, including date of birth and WWCC number)
- c. *Safe Ministry Questionnaire or equivalent from previous Church/Parish* (if applicable)
- d. *Current Safe Ministry Training Certificate*
- e. *SRE Engagement form* (if applicable)

Step 2: Responsibility of Rector/Priest in charge

- a. Review documentation provided by candidate and ensure it is complete and valid.
- b. For candidates who have come into the Parish in the last 12 months, undertake and document enquiries with previous Parish/Church Rector/Wardens
- c. Undertake Reference Checks
- d. Undertake interview of the Church Worker

Incomplete documentation will be returned for correction.

In cases where an applicant answers “Yes” to a question on the Safe Ministry Check, the Rector/Priest-in-charge shall contact the Professional Standards Director to review, assess and make recommendations to the Bishop.

Step 3. Responsibility of the Professional Standards Director

Upon request of the Rector/Priest-in-charge;

- a. Undertake National Register Check
- b. Complete verification of the Working with Children Check
- c. and provide the Rector/Priest-in-charge with confirmation of clearances

Step 5. Responsibility of the Rector/Priest-in-charge

In the event of an adverse finding from one of the background checks or assessments, the Rector/Priest-in-charge shall contact the Professional Standards Director immediately to seek a review, assessment and to make recommendations to the Archdeacon for his consideration.

Once all documentation, interviews and checks have been successfully completed, the Rector/Priest-in-charge will confirm the appointment of the Church Worker with:

- the Candidate
- The Professional Standards Director
- The Archdeacon
- Ensure Parish and Diocesan records are updated accordingly

GROUP 5: CHURCH WORKERS (VOLUNTEER OR PAID) NOT WORKING WITH CHILDREN OR VULNERABLE PEOPLE

Volunteers in this group include any official role or area of responsibility within or on behalf of the Church that **does not directly involve children or vulnerable persons**.

The screening requirements for church workers, whose contact with children is incidental to their role are:

1. A “*Safe Ministry Check – Church Workers (Volunteer or Paid)*”.
2. Reference checks to be undertaken using the “*Safe Ministry Check – Referees Assessment*”.
3. The appointment to be approved by the Rector/Priest in Charge.

Supervision and Review – Church workers/Volunteers

Ongoing supervision and review are important aspects of due diligence. To this end, Parishes are encouraged to consider the most appropriate method of supporting and supervising volunteers.

The Rector/Priest in Charge and Churchwardens are expected to keep abreast of the happenings within a Parish and its activities, how things are being done and who is doing them for the safety of all. This may be through a line of reporting or other method as appropriate for the Parish’s various ministries.

Concerns

At any time, should any person have concern regarding the conduct of a Volunteer/Paid Church Worker, they can report it to either the Diocesan Bishop or Diocesan Professional Standards Director.

Issuing, Receiving And Processing Screening Documentation for GROUP 5: CHURCH WORKERS (VOLUNTEER OR PAID) NOT WORKING WITH CHILDREN OR VULNERABLE PEOPLE

Step 1. Responsibility of the Individual

Provide to Rector/Priest-in-Charge with;

- a. Completed the *Safe Ministry Check for Voluntary Church Worker Applicants 18 Years and Over*

Step 2: Responsibility of Rector/Priest in charge

- a. Review documentation provided by candidate and ensure it is complete and valid.

Incomplete documentation will be returned for correction.

In cases where an applicant answers “Yes” to a question on the Safe Ministry Check, the Rector/Priest-in-charge shall contact the Professional Standards Director to review, assess and make recommendations to the Bishop.

Once all documentation has been successfully completed, the Rector/Priest-in-charge will confirm the appointment of the Church Worker with:

- The Church worker
- The Parish Council
- Ensure Parish and Diocesan records are updated accordingly

GROUP 6: VOLUNTEERS UNDER THE AGE OF 18

Volunteers in this group include young people between the ages of 13 and 17 who lead other children and/or young people in church activities. This may include older children leading younger children in youth groups or messy church style activities.

Volunteers in this group will be required to:

1. Complete a “*Safe Ministry Check – Voluntary Workers 13 – 17*” if you fall within this age group.
2. Reference Checks
3. Safe Ministry Training
4. Permission to Volunteer form

All Adults supervising or directing the volunteer must satisfy the requirements of Group 4.

Supervision and Review – Volunteers under the age of 18

Ongoing supervision and review are important aspects of due diligence. To this end, Parishes are encouraged to consider the most appropriate method of supporting and supervising volunteers.

The Rector/Priest in Charge and Churchwardens are expected to keep abreast of the happenings within a Parish and its activities, how things are being done and who is doing them for the safety of all. This may be through a line of reporting or other method as appropriate for the Parish’s various ministries.

Concerns

At any time, should any person have concern regarding the conduct of a Volunteer/Church Worker, they can report it to either the Diocesan Bishop or Diocesan Professional Standards Director.

Issuing, Receiving And Processing Screening Documentation for GROUP 6: VOLUNTEERS UNDER THE AGE OF 18

Step 1. Responsibility of the Individual

Provide to Rector/Priest-in-Charge with;

- b. Completed *the Safe Ministry Check for Voluntary Church Workers aged 13-17 years*
- c. *Permission to Volunteer*

Step 2: Responsibility of Rector/Priest in charge

- b. Review documentation provided by candidate and ensure it is complete and valid.
- c. Undertake Reference Checks

Incomplete documentation will be returned for correction.

In cases where an applicant answers “Yes” to a question on the Safe Ministry Check, the Rector/Priest-in-charge shall contact the Professional Standards Director to review, assess and make recommendations to the Archdeacon.

Once all documentation has been successfully completed, the Rector/Priest-in-charge will confirm the appointment of the Church Worker with:

- The Church worker
- The Parish Council
- Person supervising young volunteer
- Ensure Parish and Diocesan records are updated accordingly

STORAGE OF RECORDS

Parish Records

Parishes are required to keep a current register of all Clergy, LLM's, volunteers and church workers who serve within the Parish. It should be updated each time a volunteer begins or leaves and will form the basis of the information you are required to send to the Diocesan Registry annually with your returns. A copy of the current register may be requested by the Diocesan Office or by subpoena from legal or government authorities at any time.

The register should contain the full name, date of birth, Role/position, Working With Children Number, date their last Safe Churches/Ministry workshop was completed, and contact details for the person including a current postal address and telephone number.

In addition to the Register of Clergy, LLM's, volunteers and church workers, Parishes are required to keep copies of the following stored as confidential at the Parish office:

- Completed Safe Ministry Check Forms for Volunteer Church Workers.
- Copy of completed SRE Teacher Engagement Forms – Original to be sent to the Diocesan Office
- Correspondence from Professional Standards Director confirming clearances

Diocesan Request for Safe Ministry records

The Diocesan Office may request up to date Safe Ministry records from parishes but primary responsibility for maintaining up to date records rests with each parish.

TERMINOLOGY

Child: for the purposes of this protocol means a person who is under the age of 18 years of age.

Church Worker: for the purposes of this protocol has the same meaning as consistent with the Safe Ministry to Children Canon from time to time. At the time of publication, this means; *“a lay person undertaking any ministry to children:*

(a) who is licensed or authorised by the bishop of a diocese; or

(b) who is employed by a Church body; or

(c) who, for payment or not, holds a position or performs a function with the actual or apparent authority of a Church authority or Church body;

Clergy: means an ordained person. This may be at all levels, both appointed within a specific Parish or with a PTO to the Diocese.

Licensed Lay Minister (LLM): means a person who holds a licence from the Diocesan Bishop to perform lay minister duties within a Parish in the Diocese.

Stored as confidential: for the Diocesan office means the documents are to be stored in a locked file cupboard or, electronically on secure server. For a Parish this means documents are stored in a locked file cupboard or password protected on the secure parish computer.
NB: Safe Ministry Assessments are stored in hard copy and are only to be accessed by the Bishop or his/her delegate.

Safe Ministry Check: means the relevant Safe Ministry check, formally known as ‘Safe Ministry Check Assessment’ as prescribed from time to time in accordance with the Safe Ministry to Children Canon 2017 and available from General Synod.

DOCUMENTS TO SUPPORT THIS PROTOCOL

- Safe Ministry to Children Canon 2017 as amended
- Safe Ministry Questionnaire and Declaration – Ordained, Paid, Licenced or Authorised Church Workers
- Safe Ministry Questionnaire and Declaration – Voluntary Church Worker aged 18 and over
- Safe Ministry Check Assessment – Staff and General Volunteers
- Safe Ministry Check – Voluntary Workers 13 – 17
- Safe Ministry – Referees Check
- NSW Working with Children Check
- Anglican Church of Australia National Register Check
- SRE Teacher’s Engagement Form
- Faithfulness in Service – our Diocesan Code of Conduct

Appendix Item 1: Quick Reference Table of Screening

Screening required ↓	Clergy/ Ordinands	Clergy with PTO	LLM's	Lay Leaders/ Supervisors/ Wardens	Church workers Working w/ Children	Church workers not working w/Children	Under 18 years
Working with Children check	X	X	X	X	X		
National Police Check	X	X	X				
National register Check	X	X	X	X	X		
Safe Ministry Questionnaire	X	X	X	X	X	X	X
Psychological assessment	X						
Reference Checks	X		X	X	X		X
Previous Parish enquiry *	X	X	X	X	X		
Letter of Good Standing		X					
Interview *	X				X		
Safe Ministry Training	X	X	X	X	X		
Permission to Volunteer							X
Appointment approved by Bishop or rector/Priest-in-charge	X	X	X	X	X	X	
Medical Assessment *	X						

* If applicable