

10 Appendix B Copies of Forms and Letters

Note: Sample letters and forms have been included in the handbook for information purposes. For the latest versions, check the relevant websites:

Office of Communities Commission for Children and Young People - www.kids.nsw.gov.au

NSW Department of Education and Communities, Curriculum Support - www.curriculumsupport.education.nsw.gov.au/policies/religion

*Consult your denominational education authority or authorising body to find out what training and forms are required for authorisation. The following page has an Engagement Form used by the Uniting church.

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10.1 Sample SRE Teacher's Engagement Form

Records
 Original: To be held in the Congregation
 Copy: Forwarded to the ELM Centre
 16 Masons Drive, North Parramatta 2151

**The Uniting Church in Australia
 Board of Education NSW Synod**

**ENGAGEMENT FORM for
 SPECIAL RELIGIOUS EDUCATION (SCRIPTURE) TEACHERS**

NAME: _____ **CONGREGATION:** _____
 (Rev, Mr, Mrs, Ms, Miss)
ADDRESS: _____ **PRESBYTERY:** _____
 _____ **Postcode:** _____ **TELEPHONE:** _____

GENERAL CONDITIONS

1. I agree to carry out my tasks as an SRE teacher in accordance with the principles and policies of the Uniting Church and the guidelines of the NSW Department of School Education. I must exercise due care for the safety and behaviour of students when teaching or supervising them. The teaching given to students in the SRE classroom must at all times be of the highest quality possible.
2. I acknowledge that the Uniting Church has special responsibilities to the students, their parents, and carers and to the school authorities because of the opportunities given to the Uniting Church to instruct students in Special Religious Education.
3. I have read and accept the principles and policies as set out in the document entitled "Duty of Care of Ministers, Youth Workers and Deacons with Councils of Elders with regard to Special Religious Education in NSW Public schools".
4. I agree to carry out my tasks as an SRE teacher in accordance with the conditions on this form.
5. I provide my services on this basis to the Uniting Church and I acknowledge that I am responsible to my authorising agent (Minister or Church Council) and his/her successors.
6. I understand that my authorising agent can terminate my engagement if I fail to meet my commitments as set out on this form and I agree that upon termination I will promptly deliver my Authorisation Card to my authorising agent.
7. I agree that if any complaint of sexual misconduct is made against me, my authorising agent can terminate my engagement whether or not there has been any investigation of the complaint and whether or not there has been any fault on my part.

Signature:

STATUTORY DECLARATION

I hereby solemnly and sincerely declare that:

- (a) I do not have any criminal conviction which involves
 - *a crime against a minor or
 - * violence or
 - * sexual assault or
 - * provision of prohibited drugs
- (b) I understand that I may be asked to agree to having a police check.
- (c) If I am charged with any crime referred to in (a), I will promptly notify my authorising agent.

And I make this declaration conscientiously believing it to be true and in accordance with provision of the OATHS Act of 1990.

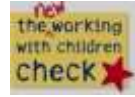
Signature Date:/...../.....

WITNESS: (Justice of the Peace or Solicitor) Date:/...../.....

I have signed the PROHIBITED EMPLOYMENT DECLARATION which is kept within my Congregation's church files.

Signature:

10.2 Working With Children Check Number



A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

The Check is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

<http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>

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10.3 Sample Letter - Combined Arrangements and Cross Authorisation

To be completed by providers and made available to the School SRE Coordinator.

Combined Arrangements for SRE in 2013

The Approved Providers of Special Religious Education (SRE) at _____ School for 2013 have agreed to deliver SRE in combined arrangements in accordance with the NSW Department of Education and Communities policy and *Religious Education Implementation Procedures Appendix A Patterns of special religious education organisation: Combined arrangements (page 12)*.

https://www.det.nsw.edu.au/policies/curriculum/schools/spec_religious/REimplementproced.pdf

The participating Approved Providers are:

Approved Provider /Church Leader	Signature	Church or Denomination	Town or Suburb

The above participating Approved Providers have agreed on the curriculum content. Details of the curriculum(s) can be found on the following website: _____

The above participating Approved Providers have agreed to Cross Authorise, the following SRE Teacher(s) to teach SRE under these combined arrangements.

SRE Teacher	Approved Provider / Church Leader	Church or Denomination	Approved Provider contact number

These arrangements have been conducted in accordance with requirements of the NSW Department of Education and Communities and the Office of the Children's Guardian. Should your school be concerned about any issue relating to a particular teacher, please contact their Approved Provider/Church Leader.

Yours sincerely

SRE Coordinator

Phone:

Email:

10.4 Sample Letter - Combined Arrangements using Teachers Employed by a Board

To be completed by providers

2013 Combined Arrangements for Special Religious Education (SRE) involving a local board

The providers listed below have agreed to deliver SRE by adopting a combined group arrangement as described on pages 6 & 7, *Implementation of the Religious Education Policy*.

The nature of this arrangement is that a teacher(s) has been employed by the INSERT NAME Board to provide SRE for the providers listed.

Approved provider	Individual churches/groups	Suburb/town

The teacher(s) INSERT NAME(S) has/have been authorised by each of the participating persuasions and the Board has undertaken the required employment screening in terms of the Commission for Children and Young People Act 1998 and the Department of Education and Communities's requirements.

Should there be any questions now or in the future about this arrangement, they should be referred to INSERT NAME, Chairperson of the Board on telephone INSERT NUMBER.

Yours sincerely

Participating providers

Names of churches/groups (as listed above), names and signatures of authorising persons.

10.5 SRE Preference Letter to Parents at Enrolment

- The current enrolment form is being revised to make it clear to parents that what is written in the “religion” box will have implications for SRE enrolment.
- A Memorandum sent to principals (16.12.2014) suggests the following letter should be sent to parents to clarify which SRE program their child is to be enrolled in.
- This letter is to be used:
 - a) When the religious persuasion was not nominated on the enrolment form
 - b) The nominated religious persuasion is not available at the school.

Dear parent/caregiver

Parents/caregivers in public schools have the right to have their children receive instruction in their preferred religious persuasion, where authorised teachers of that persuasion are available.

A special religious education program (SRE) is available at the school and is run by authorised volunteers of approved religious persuasions.

Our records indicate that (insert student name here)’s **religious persuasion was not nominated on enrolment/nominated religious persuasion is not available as a SRE program at the school** (select appropriate).

Below is the list of approved SRE programs provided at the school for (insert calendar year here). Additional details of SRE programs on offer at the school can be obtained from SRE providers. Contact details of SRE program coordinators can be provided by the school if required.

OPTIONS (insert options available at the school)

<i>Option 1</i>
<i>Option 2</i>
<i>Option 3</i>
<i>Option 4</i>
<i>Option 5</i>
<i>Option 6</i>

Please nominate the SRE program you wish your child to attend, or indicate that you wish to withdraw your child from SRE, by completing and returning the tear-off form below.

Students continue in the same arrangement each year, unless a parent/caregiver has requested a change in writing. At any time, you have the right to change your SRE nomination or to withdraw your child from the nominated lessons. A note to the principal will affect this change.

Regards,

Principal

I wish my child to attend the following special religious education program

Student Name: _____ **Year:** _____

Special religious education program: _____

Signature of Parent: _____ Date: _____

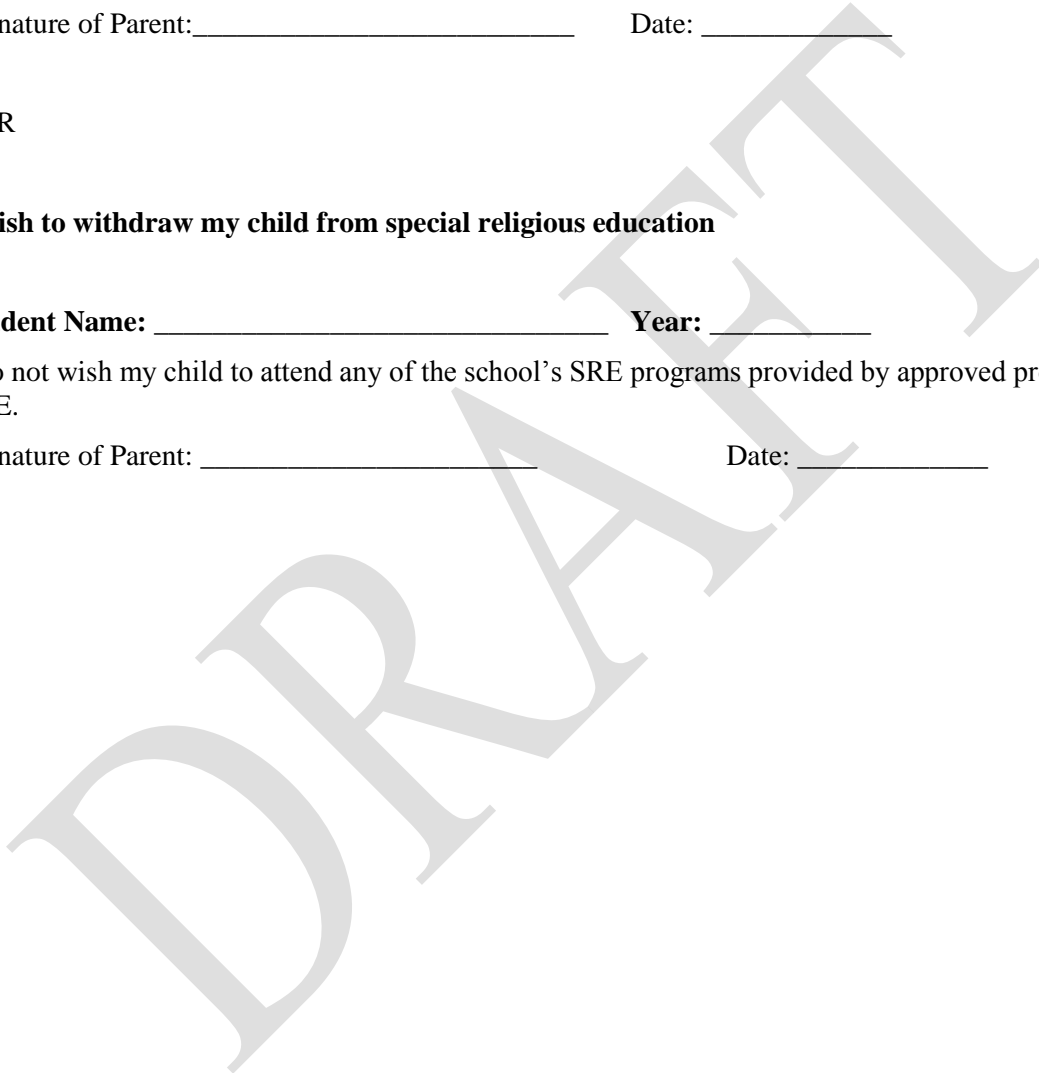
- OR

I wish to withdraw my child from special religious education

Student Name: _____ **Year:** _____

I do not wish my child to attend any of the school's SRE programs provided by approved providers of SRE.

Signature of Parent: _____ Date: _____



End of Chapter

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