



TEACHER AUTHORISATION and CODE OF CONDUCT

Diocese of Lismore CCD



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Authorisation Process

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As part of the Authorisation Process, the following steps are required:

1. Complete a Teacher Application Form
2. Obtain a Working With Children Check Clearance
3. Complete Child Protection Training
4. Participate in Mandatory Training which includes Classroom Management
5. Adhere to the Code of Conduct
6. Added to Notification to Schools document.
7. Supplied with an Authorisation Card
8. Supplied with a Parish issued Name Badge

Teacher Application Form (TAF)

A **Teacher Application Form** is to be completed and submitted to your Parish Priest with photo identification (drivers licence). If accepted, the TAF, signed and stamped by the Parish Priest, is sent to the Diocesan Coordinator of CCD to be verified, and is then stored at the Chancery Offices.

The following records are kept for each SRE teacher at the Diocese of Lismore Chancery Office:

1. Full name
2. Contact details
3. Date of Birth
4. WWCC number
5. Verification date
6. Verification outcome
7. Expiry date
8. Record of Training

Working With Children Check Clearance (WWCC)

In accordance with the Child Protection (Working with Children) Act 2012, all SRE teachers are required to apply for a WWCC and obtain a clearance number. The number and your date of birth must be provided for verification. The WWCC involves a national criminal history check and a review of findings of workplace misconduct.

Child Protection Training

All SRE teachers have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

It is a responsibility to ensure that all SRE teachers:

- Have participated in an initial child protection induction and an update during the past year
- Are aware of the indicators of abuse and neglect of children and young people
- Are aware of their obligation to advise the principal or workplace manager of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work
- Are aware of their mandatory obligation to report suspected risk of significant harm and of the procedures for doing so.

The Catholic Conference of Religious Educators in State Schools (CCRESS) has developed training modules which includes Child Protection Training. It is an expectation that all Catechists complete this training initially and then participates in regular and ongoing Child Protection Training.

Mandatory Training

Once a person has been accepted as a new Catechist (SRE teacher), it is expected they will participate in the mandatory training required and agreed to by the Department of Education and the Inter-Church Commission on Religious Education in Schools (ICCOREIS). This agreement led to the development of six training modules to be completed in the first year of teaching. These modules include:

1. Teaching SRE in Government Schools
2. Learning and Teaching
3. Preparing and Delivering a Lesson
4. Class Management
5. Introduction to the Bible
6. Classroom Experience

CCRESS Online Training

The Catholic Conference of Religious Educators in State Schools (CCRESS) has developed online learning modules which reflect the outcomes of the ICCOREIS modules above, and can be accessed through the CCRESS Online website, with a login and password supplied by the Lismore Diocese Coordinator of CCD. The Modules are as follows:

1. Child Protection Training
2. The SRE Teacher in Parish and Schools
3. Development of the Child and Adolescent
4. Introduction to the Bible
5. Using an Authorised Curriculum for Planning
6. The Mission and Ministry of the Catechist
7. Classroom Skills: Questioning
8. The Teaching Authority of the Catholic Church
9. Classroom Skills: Behaviour Management

Code of Conduct

All Catechists entering Public Schools as SRE teachers are representing their Parish, their Diocese, their Bishop and their Church. They are therefore expected to adhere to the Diocese of Lismore CCD Code of Conduct. The Code of Conduct gives guidance in areas where staff and volunteers need to make personal and ethical decisions.

The Diocese of Lismore Code of Conduct is aligned with the Department of Education's Code of Conduct, and SRE teachers are expected to be aware of and follow both.

Authorisation Card

Once Authorised, Catechist's will receive an Authorisation Card at the beginning of each year, which is to be signed, dated and stamped by their Parish Priest. The card also states the School/s in which they will be teaching. The Authorisation Card is renewed each year in a different colour.

The Authorisation Card must be carried at all times the Catechist is on the school premises and must be shown upon request.

Parish Name Badge

It is the responsibility of each Parish to supply Catechists with a Parish Name Badge. The Name Badge must be worn at all times the Catechist is on the school premises.

Code of Professional Conduct

Introduction

The code of professional conduct for Catholic SRE volunteers is based on the following foundation principles and commitments:

- A commitment by SRE volunteers to teach and promote gospel values
- A commitment to the norms and teachings of the Catholic Church
- A commitment to the local Catholic parish in which the volunteers worship
- A commitment to the students being taught in the SRE lesson
- A commitment to the local state school community in which the volunteer works
- A commitment to the catechist ministry and the activities that form part of that ministry

The Mission of the SRE Volunteer

SRE volunteers belong to a parish-based organisation called the Confraternity of Christian Doctrine. It is an ecclesial organisation which supports the evangelical and catechetical work of the Bishop. It is made up of Catholic people who are committed and dedicated to assisting parish priests in the ministry of evangelisation by providing faith formation in the school environment to students not attending Catholic schools.

Professional Responsibilities of SRE Volunteers

As part of this code it is expected that all SRE volunteers will:

- Be in good standing with the church
- Make sure that they are authorised annually to teach SRE by their parish priest
- Support their parish by word and action
- Using the teaching program authorised by the Bishop (Christ Our Light And Life)
- Avoid by word or action any influence on students that is contrary to the teachings and values expressed by the school or the Catholic Church (in whose name they act)
- At all times act in accord with the high standards of professional and ethical behaviour as required by the government school, the students' families and the Catholic Church.
- Maintain professional boundaries at all times and particularly in their relationships with students
- Take opportunities to attend appropriate training sessions given their background and experience
- Undertake their responsibilities within the framework of Church teachings and secular law

- Comply with legislative and industrial requirements, with this code and any policies and procedures implemented by the diocese or the local government school
- Whilst realising that the local government school has prime duty of care; owe and demonstrate a duty of care to the students during a volunteer's time on school property. This duty includes taking reasonable steps to protect students from foreseeable risk of injury
- Keep confidential, information about students, government schools and if necessary other volunteers
- Collect and pass on promptly to the parish office, all monies being collected on behalf of the parish

Maintaining Professional Boundaries with Students

To ensure that they maintain professional boundaries with students, SRE volunteers should:

- Treat students equally with no one student being singled out for particular attention
- Use appropriate and non-threatening language
- Make sure that their behaviour reflects the trust placed in them by their parish priest and the community
- Try to be equally available to all students
- Not allow personal feelings to affect their interactions with students