

Annual Assurance of Providers of Special Religious Education 2017

The Department of Education is seeking a written assurance that your organisation currently has in place processes that satisfy the requirements for teaching Special Religious Education (SRE) in NSW Government schools for the 2017 school year.

The Child Protection (Working with Children) Act 2012 (the Act) applies to all persons who undertake child-related work. The Act requires a person, who is employed or engaged in work that will ordinarily involve direct contact with children to obtain a NSW Working with Children Check (WWCC) Clearance prior to commencement of duties.

The Department of Education regards the conduct of SRE in NSW Government schools to be child-related work.

1. SRE Teacher

Any worker who your organisation intends to engage as a teacher of SRE must apply for a WWCC Clearance. It is the responsibility of the provider to ensure that each teacher has obtained this clearance and for the provider to verify that clearance prior to the teacher starting work. It is also the responsibility of the provider to keep records of the teacher's WWCC Clearance and verification. SRE teachers are not permitted to work on an application number.

A volunteer under the age of 18 is exempt from needing a WWCC. The department requires that volunteers under the age of 18 complete the department's **Working with Children Check – Declaration for Volunteers and Contractors** form to declare that the person is not a disqualified person within the meaning of section 18 of the Act. The Declaration must be completed and delivered to the approved provider prior to the teacher commencing duties.

The approved provider must submit to the school a list of the names and contact details of local representatives and authorised teachers before the commencement of SRE in 2017.

Additionally, providers will be required to supply the date of birth of their SRE personnel to the school as soon as practicable but before 31 March 2017. The addition of the date of birth to the list will allow schools to check the department's NTBE (Not to be Employed) database. Authorised teachers will be permitted to deliver SRE in Term 1 2017, even if date of birth information is not provided. Further information regarding principal responsibilities associated with cross-referencing authorised teachers on the department's Electronic Casual Pay Claim (eCPC) will be provided to principals in Term 1 2017.

All information must be provided on documentation identifying the approved provider (e.g. a letter with the provider's letterhead), otherwise principals will need to request the information be resent.

The approved provider must ensure that SRE teachers present photo identification upon request by the school. SRE teachers must also be issued by the approved provider a name badge that includes the name of the authorising approved provider. The name badge must be worn at all times whilst on a school site.

More information can be found at: <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

2. Child protection training and classroom management training

Approved providers are required to have in place a system of authorised initial and ongoing training for their volunteer teachers that includes training in child protection and classroom management issues. This information is to be published on the provider's website.

3. Combined arrangements

Where a SRE teacher participates in a combined arrangement for SRE, the teacher must be authorised by an approved provider of SRE in NSW Government schools.

4. Curriculum

Approved providers are required to provide online access to their authorised age-appropriate curriculum and/or curriculum outline and ensure SRE teachers are teaching the curriculum with sensitivity and in an age appropriate manner. Please provide a website link to where this can be found.

The curriculum delivered through a combined arrangement must be the publically available curriculum that is authorised by at least one of the approved providers.

5. Verification required to be provided to NSW Government schools

Before a teacher of SRE can work in a NSW Government school, it is the provider's responsibility to verify that the relevant requirements as outlined in section 1 of this document have been met by completing the attached form and return it by email to: SREcontact@det.nsw.edu.au by 27 January 2017.

Information about SRE related matters can be accessed on the website <https://education.nsw.gov.au/curriculum/religion-and-ethics>

Your reply to this letter with the required assurances will ensure you have approval to provide SRE in NSW Government schools for 2017.

Thank you for your support of SRE in NSW Government schools.

Yours sincerely

Jason Miezis

Director, Early Learning and Primary Education

For more information contact

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**This form is to be returned by 27 January 2017 to:
Joshua Chenery, Special Religious Education & Special Education in Ethics Officer
EMAIL: SREcontact@det.nsw.edu.au**

On behalf of the named provider below, I declare to the Department of Education as follows:

1. That all special religious education teachers engaged by this provider have either obtained Working with Children Check Clearance numbers, and evidence including verification of clearance is kept on record, or if under 18, have undertaken the appropriate declaration to the effect that they are not disqualified persons within the meaning of section 18 of the *Child Protection (Working with Children) Act 2012*, and copies of the declarations are kept on record.
2. That the provider has in place a system of authorised initial and ongoing training for their teachers that includes training in classroom management and child protection, and that this information is published on the providers' websites.
3. That an outline of the authorised age appropriate curriculum/s used in schools is/are provided to the public via a website, and the special religious education teachers are teaching the curriculum with sensitivity and in an age appropriate manner. The curriculum/s can be found at:

<http://> _____

I warrant to the Department of Education that I am authorised to make this declaration on behalf of _____ (Name of Provider), and I acknowledge that the Department will rely on both the information I have provided and this warranty.	
Name:	
Position:	
Signature:	Date:
Address:	
Telephone:	
Email:	
Provider Website:	