

Annual Assurance of Providers of Special Religious Education 2018

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 2018 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 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, date of birth and contact details of local representatives and authorised teachers before the commencement of SRE in 2018. This will allow schools to check the department's NTBE (Not to be Employed) database. All information must be provided on documentation identifying the approved provider.

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 this document have been met by completing the attached form and return it by email to: SREcontact@det.nsw.edu.au by 29 January 2018.

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

In response to the recommendations from the 2015 Review of Special Religious Education and Special Education in Ethics, the Special Religious Education Procedures have been updated and will be available in early 2018. Providers have additional responsibilities which includes publishing on the providers website:

- the authorised curriculum scope and sequence
- complaints handling procedures
- and processes to authorise SRE teachers (minimum requirements, qualifications and basic training).

The provider understands that all changes must be implemented by the provider as soon as possible but no later than 31 October 2018.

Your reply to this letter with the required assurances will ensure you have approval to provide SRE in NSW Government schools for 2018. Approved providers will lose their approved provider status if the responsibilities outlined in the annual assurance are not addressed.

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

Yours sincerely

Rod Megahey

A/Director, Early Learning and Primary Education

For more information contact

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**This form is to be returned by 29 January 2018 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 obtained Working with Children Check Clearance numbers and evidence including verification of clearance is kept on record. If under 18, special religious education teachers 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 that 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. The information can be found on the providers website at: http://_____.
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://_____.
4. That the provider is aware that there is a revised Special Religious Education Procedures which will be available early 2018. The provider understands that all changes must be implemented by the provider as soon as possible but no later than 31 October 2018.

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:

Telephone:

Email:

Address of organisation:

Provider Website home page: