

# Annual Assurance of Providers of Special Religious Education 2019

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 2019 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 approved provider's volunteer authorisation form which has been signed by the volunteer's parent, the volunteer's school and an authorised representative of the approved provider or use the department's **Working with Children Check – Declaration for Volunteers and Contractors**. The authorisation form or 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 2019. This will allow schools to check the department's NTBE (Not to be Employed) database. All information must be provided on documentation clearly identifying the approved provider and confirm in writing to the principal that the person has met relevant requirements under the Act.

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. Approved providers are required to have in place a review of SRE teaching which could include teacher self-reflection, student feedback, classroom observation, supervisor feedback, mentor support and adherence to the authorised curriculum. For the 2020 annual assurance approved providers will be required to report on the review process

and include a description of efforts to address identified issues such as further training and mentor support. An example, 'Teacher self-reflection and lesson observation were used to review SRE teaching, and as a result, further training will focus on...'

### **3. Combined arrangements**

Approved providers participating in a combined arrangement are required to have in place a process to notify the school which approved provider is responsible for managing the authorisation of the SRE teacher(s), the curriculum and complaints.

### **4. Curriculum**

Approved providers are required to provide online access to their authorised age-appropriate curriculum scope and sequence and ensure SRE teachers are teaching the curriculum with sensitivity and in an age appropriate manner. The curriculum scope and sequence must be provided in sufficient detail for parents/caregiver to understand what is covered in SRE lessons. Providers must provide a website link to the school to where the authorised curriculum can be found to enable schools to place the link on their website.

Approved providers are required to have in place a cyclic review of their curriculum e.g. every 5 years. The curriculum delivered through a combined arrangement must be the publicly available curriculum that is authorised by at least one of the approved providers.

### **5. Complaints procedure**

Approved providers are required to have in place a complaints procedure which includes a resolution within a reasonable timeframe. The complaints procedure must be publicly available on the provider's websites.

### **6. 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 2019.

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>.

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

Garrie Russell  
R/Director, Early Learning and Primary Education

#### **For more information contact**

Learning and Teaching Directorate

SRE/SEE Officer

Level 3, 1 Oxford Street, Darlinghurst NSW  
2010

**9244 5484**

**SREcontact@det.nsw.edu.au**

**www.dec.nsw.gov.au**

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**This form is to be returned by 29 January 2019 to:  
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 ongoing training should also include efforts to address the findings identified in the review of special religious education teaching.
3. That an outline of the authorised age appropriate curriculum scope and sequence used in schools is 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.

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.

Provider Website home page:

Direct link(s) to where on the providers page the authorised curriculum scope and sequence(s), initial and ongoing training which includes the process to authorise an SRE teacher, and the providers complaints handling procedures:

Name:

Position:

Signature:

Date:

Telephone:

Email:

Address of organisation:

\*Please note the section above in grey is public information and will be provided on request.