28 August 2019

A resolution was passed at the CRC National Council meeting held on October 1, 2015 at Kingston City Church regarding Duty of Care compliance for all CRC Ministers holding a credential, including those holding Retired credentials. This is to provide the best care we can for those most vulnerable in our communities, children and young people.

The resolution is (quoted); "That all CRC Ministers be required to have an up-to-date police check and have relevant, recent training pertaining to Duty of Care for Children and Youth in order to have a CRC credential. A phase-in period will be allowed, which will be until June 30, 2016, to give all CRC Credentialed Ministers the opportunity to fulfill this new requirement."

The National Executive, in its October 2015 meeting, made the decision to utilise a third-party online system to help with the administrative requirements of managing this new Duty of Care process.

The system we will be utilising is **Safety Management Online (SMO)** which is maintained by ChildSafe (a Scripture Union subsidiary). A number of CRC churches were already utilising this system to support their own church's policy of training and checking of their children's and youth workers.

Further to this, in the June 2016 National Executive meeting, it was resolved to alter the requirements for those holding a Retired Ministers Credential only. This will allow ministers holding this credential to only submit a "Working With Children Check" (or the equivalent in their state), with the recent relevant training requirement waived.

3 STEPS TO CRC DUTY OF CARE COMPLIANCE

Each CRC Minister will need to complete 3 steps in order to be compliant with these new procedures for holding a CRC Credential (except for the Retired Credential).

The purpose of this document is to clearly outline those 3 steps to allow you to successfully complete this process.

STEP 1 – SIGN UP

The National Office will enter each CRC Minister into the SMO system in our section of the site.

The following information will be entered for each person;

- Your firstname and surname
- Your email address
- A generic password (your username for the CRC Website where possible)

As this process is completed each minister will receive an email that looks like this;

Your Name

From:	no-reply@smo.org.au
Sent:	Date/Date/Date Time
To:	Your email address
Subject:	Safety Management Online Access

Hi Your FirstName,
You have been granted user access to Safety Management Online, a system that assists in the provision of safe people and safe programs.

Your access details are as follows:

Organisation providing access: CRC Churches International Australia

Person who has added you as a member: Peter Gillard

Your Name: Your Name

Username (usually an email address):   your.email@email.com.au

Initial Password (you can change this):   genericpassword

You can access the system from your organisation's login page at crcchurches.smo.org.au
Online help and video help is available within the system, and a User Guide can be downloaded from the Resources page.

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1. click on the crcchurches.smo.org.au hyperlink to access the site; then
2. use the Username and Initial Password provided in the email to gain access to the site; then
3. Complete the rest of your Personal Information in the system. Type in a password you can remember (note: if you already have your email registered in the SMO system with another organisation, you will need to use a different password for the CRC site).
4. Save this information by clicking the UPDATE button at the top Right Hand side of the page.

STEP 2 – WORKING WITH CHILDREN CHECK (OR EQUIVALENT)

These are the current state-by-state requirements for clearance for working with children;

ACT	A 'Working with Vulnerable People Background Check'
NSW	A 'NSW Working with Children Check'
NT	A 'Working with Children Check' (Ochre Card)
Queensland	A 'Working with Children Check' (Blue Card)
SA	A 'Working With Children Check' (formerly "DCSI Check")
Tasmania	A 'Working with Vulnerable People Check'
Victoria	A 'Working with Children Card'
WA	A 'Working with Children Check'

- If you already have a current WWCC (as per the table above) that has an expiry date at least 6 months from the current date, then;
    - SCAN YOUR WWCC DOCUMENT AND EMAIL TO THE CRC NATIONAL OFFICE. The information about expiry dates will be entered into the system for you and a copy of the document uploaded into the secure SMO storage system.
    - Your WWCC will need to be updated every three years (or every 5 years in New South Wales, South Australia and Victoria), so the expiry date in the SMO system will be set three (or five) years from the completion of the check. SMO will send you an email automatically 2/3 months prior to this expiry date to remind you to start the process of gaining a new check before it expires. Send copies of any new documentation to the CRC National Office.
- If you don't have a current WWCC with an expiry date at least 6 months from the current date, then you will need to contact your state authority to start the process of receiving one. Note that the cost of the WWCC is to be borne by the minister, or by their church. Once this process is complete then follow the instructions above to submit.

STEP 3 – CURRENT RELEVANT CHILD PROTECTION TRAINING (NOT NECESSARY FOR RETIRED MINISTERS)

Many ministers who also work in schools or chaplaincy will already have completed a relevant training course in order to undertake this other role. If this is the case, scan and forward your certificate of completion to the CRC National Office.

As you complete updates of this training, ensure you get a certificate on each occasion, and forward a copy to the CRC National Office to ensure ongoing compliance.

For those who have not done training previously, this can be done for free online utilising the SMO website. To do this;

- Log into your SMO page using your login details set up in Step 1 of this document.
- Click on the TRAINING tab on the left of your page
- There are 5 Training Units to be completed. These are;
    - M3 – Keeping Children and Vulnerable People Safe
    - L1 – The Childsafe SP3 Team Leader
    - L2 – Safety Management and Permission to Proceed
    - C1 – The ChildSafe Coordinator
    - CRC Duty of Care Distinctives
- Click on each individual unit to work through the reading and questions. **All units must be completed.**
- Once all units are satisfactorily completed, send an email to the CRC National Office to advise of completion, and your status will be updated to reflect this.
- This process will need to be done every 3 years to ensure you are around any changes to legislation or practice that happen from time to time.
- If you fail any units let the CRC National Office know as soon as possible. They will be able to reset the units so you can re-do them until satisfactorily completed.

The National Office also will occasionally hold a <u>1 day face-to-face training each year</u> in conjunction with the National Conference, to allow those on the credential pathway to be compliant prior to gaining their Trainee or other first credential, or to train others in your church who have a leadership role with children or youth. <u>This one day training is a suitable alternative to the online training</u> for those who may prefer to utilise this method. Details will be on the CRC Website.

FINAL COMMENTS

Remember that all CRC Ministers will need to complete the steps outlined, and then continue to provide updated documentation to the CRC National Office in order to remain compliant. Please let me know if you have any questions or comments regarding this process. I will do all I can to support you to complete the 3 steps to CRC Duty of Care Compliance.

Yours sincerely,

Peter Gillard

National Administrator

CRC Churches International Australia Inc.