

To Whom It May Concern:

This is the ACC NSW Authorisation form for a **Volunteer SRE Teacher under 18 years of age.**

You may photocopy and distribute this form as required.

You can choose from either a 1 year authorisation \$15 or a 3 year authorisation \$40.

As you are under 18, you **MUST** be supervised by an authorised SRE teacher while you are on the school site. As soon as you turn 18 years of age you must complete a new adult application and obtain a Working with Children's Check Number.

To become an approved SRE teacher you must fulfil the following:

- Complete and maintain a Safer Churches or equivalent SCTA (Safe Church Training Agreement) Workshop
- Complete and maintain basic SRE teacher training
- Agree to use only ACC NSW approved curriculum
- Read the ACC SRE Manual
- Read a copy of the Volunteer Church Workers Code of Conduct and agree to uphold it

Teaching SRE in State Schools is a great opportunity and we thank you for your dedication in 2018 and beyond.

Please be assured of our commitment to help you in any way we can. We can offer training and advice. Please don't hesitate to contact us.

Ps Barbara Scott

ACC NSW SRE Director
ACC NSW ICCOREIS
Representative

sre@nswacc.org.au

Ps Hannah Shand

NSW State Director
ACC Kids

Ps Stephen Lott

NSW State Director
ACC Youth Alive

2019 SRE VOLUNTEER AUTHORISATION FORM (UNDER 18 YEARS)

Keywords for the purpose of completing this form:

Applicant: the person seeking to be engaged as an SRE teacher in NSW

SRE Coordinator: the contact person who liaises between the applicant, the Church and the School

Authorising Agent: ACC NSW – appointed by Australian Christian Churches to authorise SRE teachers in NSW in accordance with NSW Government: Department of Education requirements.

1. Applicant's Details

Applicants Name:		
Address:		Postcode:
Phone Number:		
Email Address:		

I am seeking to be engaged in SRE at the following schools:

(Please include full name of all Schools. If necessary attach an extra sheet)

School Name	Primary/Secondary	Teacher or Helper?

If you are applying for a 'helper' position you do not need SRE Training, however, you must understand that you are NOT Authorised to teach SRE. You are only Authorised to assist an Authorised SRE Teacher.

Curriculum Used:	
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My SRE Supervisor is:	
Denomination:	
Contact Phone Number:	
Email Address:	
Relationship to Applicant:	
Length of time of Relationship:	

2. Supervisor's Endorsement

I, _____ of the church named on the previous page recommend that the applicant, _____, is a suitable person to receive authorisation to be involved in supervised SRE. He/she attends church regularly and shows the characteristics of Christian discipleship. I have witnessed the applicant signing the Department of Education's Volunteer declaration and am confident the applicant understands it's content and is a suitable person to work with children. I take responsibility for supervising this applicant when involved in SRE.

Signed by Supervisor: _____

Date: _____

3. Ministers Reference (cannot be a relative of the Applicant)

Name of Ordained Pastor giving reference: _____

Church Name _____

Church Address _____

Church Phone Number _____

Credential Number _____

Email Address _____

I, _____ of the church named above recommend that the applicant, _____, is a suitable person to receive authorisation to teach SRE. He/she attends church regularly and shows the characteristics of Christian discipleship. He/she has not been involved in unsafe practices with children and as far as I can see, is a safe person to work with children. I take responsibility for endorsing the authorisation of the applicant by ACC NSW

Signed: _____

Date: _____

4. Safer Churches Workshop

I have completed a Safer Churches workshop or equivalent Safe Church Training Agreement (SCTA) endorsed Safe Church Awareness Workshop in the last 3 years.

Date: _____

Location: _____

You must attach a copy of your certificate of completion

5. ACC Volunteer Code of Conduct

[] I have read, understood and agree to uphold the Volunteer Code of Conduct.

<https://accvic.com.au/wp-content/uploads/2016/03/ACC-Volunteer-Declaration-and-Code-of-Conduct-29022016.pdf>

Date: _____

Signature: _____

6. Parent/Guardian Declaration

I hereby solemnly and sincerely declare that:

- a) I know of no reason for my child to be considered an inappropriate person to work with children.
- b) I have read, understood and signed on behalf of my child the ACC Volunteers Declaration and Code of Conduct and I believe my child understands this document.
- c) If he/she is in breach of any aspect of the ACC Volunteers Declaration and Code of Conduct or is accused of, or charged with, any crime I will promptly notify NSW ACC SRE, their SRE Supervisor and SRE Coordinator.

I make this declaration conscientiously believing it to be true and in accordance with provision of the OATHS Act of 1990.

Parent/Guardian Name:	
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Parent/Guardian Signature:		Date:	
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Witness (cannot be a relative of the Applicant)

Witness Name:	
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Witness Signature:		Date:	
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7. GENERAL CONDITIONS

Please read the following conditions carefully so you understand what is expected of our SRE teachers and helpers:

1. I agree to carry out my tasks as an SRE teacher/helper included in the conditions on this form in accordance with the principles and values consistent with the churches affiliated with the Australian Christian Churches and the guidelines of the NSW Government: Department of Education.
2. I agree to uphold the ACC Volunteers Code of Conduct.
3. I acknowledge the Australian Christian Churches has special responsibilities to the students, their parents and carers, to the school authorities as well as other SRE providers because of the opportunities given to the Australian Christian Churches to instruct students in Special Religious Education.
4. I agree to exercise due care for the safety and behaviour of students when teaching or supervising them.
5. The teaching given to students in the SRE classroom must be at all times delivered with sensitivity in an age appropriate manner at the highest quality possible using an ACC NSW approved curriculum.
6. I acknowledge that I am accountable to ACC NSW as the authorising agent for Australian Christian Churches, and as such I understand that ACC NSW can terminate my engagement as an SRE teacher if I fail to meet my commitments as set out on this form and I agree that upon termination I will cease to teach SRE and promptly deliver my Authorisation Card to my authorising agent.
7. I acknowledge that if any complaint of sexual misconduct or violence is made against me, ACC NSW can terminate my engagement whether or not there has been any investigation of the complaint and whether or not there has been any fault on my part.
8. I acknowledge I have read and understood all pages of this form and have honestly answered all sections required of me. Should any of the details change, I will promptly notify my authorising agent and my SRE Coordinator.
9. I agree to achieve and maintain all required training and accreditations required by ACC NSW of an SRE teacher and understand that if I allow them to expire I am no longer permitted to participate in SRE.
10. In accordance with the Department of Education requirements I understand my date of birth will be provided to the school/s I serve in along with my name and contact details. The school will check my details against the Department of Education 'Not to Be Employed Database' every term. Should I fail this check my Authorisation will be revoked immediately.

I have read and agreed to the above conditions and will uphold them to the best of my ability as a SUPERVISED SRE teacher/helper

Applicant's Signature:		Date:	
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8. NSW School Section

*This section must be completed by the School you are applying to teach in.
If you are applying to multiple schools, this section must be completed by each school.

DECLARATION

I have reviewed the applicant's authorisation and I am satisfied they have met the requirements to be involved in SRE.

DoE Staff Member Name:			
Position			
Name of School			
Signature		Date	

DoE Staff Member Name:			
Position			
Name of School			
Signature		Date	

DoE Staff Member Name:			
Position			
Name of School			
Signature		Date	

DoE Staff Member Name:			
Position			
Name of School			
Signature		Date	

9. Payment

Payment can be made by either Cheque or Bank Transfer:

- Please choose either a:
- 1yr authorisation for \$15
 - 3yr authorisation for \$40
 - I am ordering a NSW ACC SRE Handbook for \$25

Bank Transfers to:

Account Name: ACC NSW

Reference: SRE 'surname' 'first initial' (eg. SRE Smith J)

BSB: 062 000

Account No.: 15234519

Date of transfer:

10. Application Checklist

- All fields have been completed in full.
- Form has been signed and witnessed appropriately.
- All required certificates/paperwork have been attached.
- Payment by bank transfer has been completed or cheque has been attached.

Please make sure you have completed all the above criteria or your application will not be processed

11. Mail Application

Once you have completed the Application Checklist please email or post your application to:

**NSW ACC SRE
30 Raymond Street
GILGANDRA NSW 2827**

sre@nswacc.org.au

Once your application has been approved, your SRE Authorisation Card will be sent to you via mail. If you have any questions, don't hesitate to call us on 0411 869 804 (Mon-Fri 10am-5pm).
