**<SMITHFIELD BAPTIST CHURCH>**

**Teacher Authorisation Processes**

**Verification of WWCC Clearance**

In keeping with current child protection legislation, all SRE teachers/volunteers are required to apply for a WWCC and obtain a [clearance number](https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check). Approved providers must keep relevant WWCC documents for five years after the employment or engagement has been completed.

**Child Protection Training**

It is an approved provider’s responsibility to ensure that all SRE teachers have participated in an initial child protection induction and annual update. This is to ensure that SRE teachers are aware of their obligation to advise the principal or workplace manager of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work. SRE teachers are mandatory reporters of suspected risk of significant harm and of the procedures for doing so. “SRE teachers are trained in the delivery of the curriculum with sensitivity and in an age appropriate manner.

**Awareness of Department of Education’s Code of Conduct**

The Code of Conduct clarifies the standards of behaviour that is expected of all SRE teachers in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions. SRE teachers go through a process of teacher review where they are observed by another teacher from the school and a form filled with the observations. Teacher self-reflection, student feedback, classroom observation, supervisor feedback, all these forms are filled, reviewed and kept as record. *The review process will guide the focus for ongoing teacher training and the topics identified will be included in the annual assurance to the department.’*

**Completion of Basic Training**

SRE approved providers ensure that all SRE teachers have access to basic training standards. The basic training includes context, knowledge of authorised curriculum, classroom management and the importance of continued professional learning. We have processes in place for other ongoing training of our SRE teachers/volunteers. *SRE teachers are further trained in the use of classroom technology such as interactive whiteboards.*

**Statement in Relation to Specific Crimes**

Each approved provider has given an undertaking that any SRE teacher authorised to enter NSW Government schools has not had a criminal conviction for any crime against a minor, a conviction for violence, sexual assault or for providing prohibited drugs *Smithfield Baptist Church provides the school with a letter which details the name of each authorised teacher(s), date of birth and contact details. The letter is updated annually before the start of term 1 or as required.*