



DIOCESE OF WAGGA WAGGA  
Confraternity of Christian Doctrine  
**SPECIAL RELIGIOUS EDUCATION (SRE)**  
**TEACHER ENGAGEMENT FORM**

Please tick:  **New Catechist in Diocese of Wagga Wagga**  **Existing Catechist renewing authorisation**

If previously a Catechist in another Diocese, please name the Diocese \_\_\_\_\_

Name: \_\_\_\_\_  
Title First Name SURNAME

\_\_\_\_\_  
Preferred name to be used on name tag Preferred name for certificates

Address: \_\_\_\_\_  
No Street

\_\_\_\_\_  
SUBURB Postcode

PO Box: (if applicable) \_\_\_\_\_  
No SUBURB Postcode

Home Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

\*If you provide an email address you will receive information directly about training and other SRE matters

**I am involved in the work of CCD as a (Please tick)**

Catechist  Helper  Parish Coordinator  Observer  Relief catechist/helper

Parish: \_\_\_\_\_ Total years of service completed as a Catechist: \_\_\_\_\_

**New SRE Teachers/ Volunteers: Recognised Prior Learning: (Please tick if applicable)**

**Active/Retired Primary /Secondary Teacher**  **SRE Basic Accreditation in another Diocese**  
(Bachelor of Education or equivalent) (certificate attached to this Engagement Form)

**SUITABILITY TO WORK WITH CHILDREN**

- Have you ever been the subject of an Apprehended Violence Order, taken out by a Public official or Police Officer to protect a child or children under 18 years of age Yes  No
- Have you been notified to the NSW Children's Advocate or Office of the Children's Guardian regarding a relevant employment proceeding (in either paid or voluntary employment) that would be considered when determining your suitability for child-related employment? Yes  No
- Have you been placed on a list of persons prohibited from being engaged in DoE schools? Yes  No
- I have read and signed the Catholic Diocese of Wagga Wagga Code of Conduct in the Protection of Children and Young People Yes, **page 21. attached**  Yes, previous authorisation
- I have obtained a NSW Working with Children Check Number Yes, **copy of clearance letter attached**
- Clearance Number WWC \_\_\_\_\_ Expiry: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 I am under 18 years of age Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
- I am under 18 years of age and have completed the Diocese's *Under 18 – Student Catechist Declaration Form* Yes  No

## COLLECTION NOTICE

The Diocese of Wagga Wagga's CCD office is committed to our obligations under the Privacy Act (1988) extended to non-government organisations on 21 December 2001 in relation to the handling of all personal and sensitive information.

CCD collects personal information about Parish Coordinators and SRE Teachers (Catechists) in order to:

- assess and process applications and enrolments for the Catechist training courses, retreats and any other events hosted by CCD;
- circulate notices, letters, bulletins, brochures, forms or papers needed by SRE Teachers (Catechists);
- keep a database of information for statistical data, records and reports;
- conduct any other communication that may be needed in the course of the work of CCD.

## RELEASE OF INFORMATION

Under the agreement with the NSW Department of Education, the Diocese of Wagga Wagga is required to provide each school with a list of the name, contact number and date of birth (DOB) of all authorised SRE teachers/helpers who may work in the school regularly or as a relief. The provision of DOB allows the school to check the department's NTBE (Not to be Employed) database. The Diocese of Wagga Wagga is also obliged to notify your WWCC status to the NSW Department of Education and the school(s) in which you have been appointed to teach SRE. Any other disclosure of your personal information to a third party will not occur without your permission.

**Please tick and complete the following by listing the schools where you would like authorisation to volunteer regularly or as a fill in:**

I hereby consent to the Diocese of Wagga Wagga providing my legal name, phone number and date of birth to the following schools:

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**Please tick which contact number you would like provided to schools:**

Home phone number     Mobile number

Please note that if you do not choose to provide us with necessary information you may not be able to work as a volunteer SRE Teacher (Catechist) for the Diocese of Wagga Wagga.

## Diocese of Wagga Wagga Catechist Directory- optional

The Diocese of Wagga Wagga Catechist Directory has been compiled in order to help catechists communicate more easily with each other. The Directory is issued via email to Parishes and SRE teachers and is to be used for the purpose of SRE communication. The contact details in the Directory are not to be disclosed to others.

**Please tick to indicate your choice:**

I hereby consent for my contact details to be included in the Diocese of Wagga Wagga Catechist Directory

Home phone number     Mobile number

I do not want my details to be included in the Diocese of Wagga Wagga Catechist Directory

**Volunteer's Signature:** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Catechist Co-ordinator    PO BOX 473 WAGGA WAGGA NSW 2650    ph. 0407 537 994

## SPECIAL RELIGIOUS EDUCATION TEACHER DECLARATION

Diocese of Wagga Wagga

Name: \_\_\_\_\_

I declare that:

- I have a current *NSW Working with Children Check* clearance and have provided it to the approved provider with the date of expiry and my date of birth.
- At the time of engagement, I have no criminal convictions within the meaning of the Criminal Records Act 1991. I understand that 'conviction' defined in the Act includes a conviction, whether summary or on indictment for an offence, and includes a finding or order that an offence has been proved, or that a person is guilty of an offence, without proceeding to conviction.
- I am not subject to any pending court proceedings relating to a criminal matter in Australia or overseas.

- I have no convictions that cannot become spent within the meaning of the Criminal Records Act 1991 including but not limited to:
  - a. convictions for which a prison sentence of more than six months has been imposed, or
  - b. convictions of sexual offences.

I agree that by signing this declaration:

- The Wagga Diocese may share this information with the NSW Department of Education when requested.
- If during the course of my engagement as an SRE/SEE teacher, and I become a subject of any allegations and/or charges of a criminal matter, court proceedings and/or incur a conviction, I have an obligation to notify the Wagga Diocese Catechist Coordinator. I give permission to the Wagga Diocese to disclose this information to the NSW Department of Education and I understand that I may be subject to undertake a Nationally Coordinated Criminal History Check (NCCHC) for a risk assessment.

*Please write your legal name (same as on identity documents used to obtain your Working with Children Check number)*

SRE/SEE Teacher Details	
Title	
Family name	
Given name(s)	
Date of birth	
Street Address	
Town/Suburb	
Postcode	
State	
Email	
Contact Number	

Emergency Contact Details	
Emergency Contact's Name	
Contact Number	
Signature	

### Basic Accreditation and Ongoing Training

As a provider of SRE in Public Schools, the Diocese of Wagga Wagga signs an annual agreement with the NSW DoE. In order to comply with this agreement, the Diocese is required to provide Basic Accreditation training for SRE personnel and ongoing training in the areas of classroom management and child protection issues.

The five Basic Accreditation modules can be downloaded from the Diocesan website and are to be completed within six months of authorisation, with the requirement that one module be submitted per month. Should a volunteer require an extension for a module they need to contact the Diocesan Catechist Coordinator prior to the due date. Each module should take approximately 1-1 ½ hours to complete.

Mandatory child protection training is currently held every two years- even years, e.g. 2022, 2024.

Volunteers are currently required to update in classroom management every two years. Training sessions are held in each deanery every two years – odd years, e.g. 2023, 2025.

Basic Accreditation modules can be found: <https://wagga.catholic.org.au/sre-accreditation-correspondence-training-modules/>

### AUTHORISED CURRICULUM

As part of our agreement with the NSW DoE SRE volunteers must teach an authorised age-appropriate curriculum. The Bishop of the Diocese is responsible for authorising the curriculum. As a provider of SRE the Diocese is required to provide the public with online access to the authorised curriculum via a website. The authorised curricula for the Diocese of Wagga Wagga can be found: <https://wagga.catholic.org.au/sre-catechesis/> The Parish Priest/Administrator chooses which authorised curriculum they would like used in their parish. SRE volunteers need to teach the authorised curriculum chosen by their Parish Priest/Administrator.

### CHILD PROTECTION AND CODE OF CONDUCT INTRODUCTORY TRAINING

#### ***New SRE volunteers only***

'The Child Protection and Code of Conduct Introductory' training module can be downloaded from the Diocesan website in the Authorisation documents section: <https://www.wagga.catholic.org.au/wp-content/uploads/2021/07/2021-SRE-Child-Protection-and-Code-of-Conduct-Introductory-Training-January-2021-1.pdf>

This module needs to be completed and submitted with this Teacher Engagement Form as part of the Authorisation process for new SRE volunteers in the Diocese of Wagga Wagga.

## GENERAL CONDITIONS

In volunteering in the ministry of SRE I agree to teach in accordance with the principles and values of the Catholic Church, Diocese of Wagga Wagga. I undertake to exercise due care for the safety and behaviour of students when on school property for the purpose of SRE. I note that no remuneration is to be paid to me as a volunteer SRE Teacher. I also note that out-of-pocket expenses may be reimbursed by prior arrangement with my authorising agent. I agree to cooperate with Diocesan and school authorities.

### Please read the following and tick:

- I understand that I must teach the approved authorised curriculum.
- I understand that I am required to complete mandatory Basic Accreditation training (*new SRE volunteers*) and mandatory ongoing training in the areas of classroom management and child protection issues (*all SRE volunteers*). I understand the current minimum requirements may change and that I will be notified should this occur.
- I have completed the Child Protection and Code of Conduct Introductory training and have attached it to this Teacher Engagement Form (*new SRE volunteers only*)
- I commit myself to completing the remaining modules of mandatory Basic Accreditation training within six months of authorisation, and agree to submit one module per month. Should I require an extension for a module I will contact the Diocesan Catechist Coordinator prior to the due date. (*new SRE volunteers only*)
- I commit myself to prepare my lessons diligently, to be punctual to class, and to observe protocol in relation to working with students.
- I understand that should I fail to meet my commitments as a SRE volunteer I could be asked to withdraw from the ministry of SRE in Public Schools.
- I understand that I am free to withdraw from SRE any time by notifying my Parish Priest/Parish Administrator and the Diocesan Catechist Coordinator.
- I understand that I am required to wear the lanyard containing my name tag and Authorisation Card when I am on school property for the purpose of SRE. I also understand that I am to carry photo ID (e.g. driver's licence) and be prepared to present it upon the request of the school.
- I understand that should I become inactive in SRE I am to return my authorisation lanyard and curriculum materials promptly to the Parish.
- I understand If during the course of my engagement as an SRE/SEE teacher, and I become a subject of any allegations and/or charges of a criminal matter, court proceedings and/or incur a conviction, I have an obligation to notify the Wagga Diocese Catechist Coordinator. I give permission to the Wagga Diocese to disclose this information to the NSW Department of Education and I understand that I may be subject to undertake a Nationally Coordinated Criminal History Check (NCCHC) for a risk assessment

### Under 18s

- I understand that I am able to apply for a WWC number 3 months prior to my 18<sup>th</sup> birthday. I understand that I need to apply for a WWC number and provide a copy of the clearance letter to the Diocesan Catechist Coordinator **BEFORE** my 18<sup>th</sup> birthday in order to keep my authorisation.

**Volunteer's Signature:** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Parish Priest's / Authorising Agent's Signature:** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*If being authorised to volunteer in a second parish: Name of Parish* \_\_\_\_\_

**Parish Priest's / Authorising Agent's Signature:** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### RECORD KEEPING

Original- Please POST hardcopy of original to  
Mrs Barbara Chigwidden (Ph:0407 537 994) Catechist Coordinator  
PO BOX 473 Wagga Wagga NSW 2650  
Copy: Retained by Volunteer