



Diocese of Wilcannia-Forbes

SPECIAL RELIGIOUS EDUCATION (SRE) AUTHORISATION PROCESS

The authorising priest MUST discern the suitability of an interested or potential SRE teacher/Catechist in line with the Catholic Diocese of Wilcannia-Forbes Safeguarding and Child Protection guidelines. Once the parish priest has met and conditionally approved the new recruit, the following process is undertaken to validate and authorise the new recruit as a probationary SRE teacher/catechist or assistant.

The authorising priest organise an initial meeting to:

- thank the potential SRE teacher/catechist or assistant for their willingness to serve and explain what is involved in SRE.
- provide potential catechists and helpers with an opportunity to ask questions and clarify concerns.
- direct and assist the potential SRE teacher/catechist or assistant to apply for a Working with Children Check (WWCC).
- give the potential SRE teacher/catechist or assistant the name the name and contact details of the Diocesan SRE Coordinator to arrange basic training that must be completed prior to commencing the teaching of SRE.

Once a potential catechist or helper has had their WWCC number verified by the parish priest or the Diocesan SRE Coordinator ensures that each catechist and helper receives

- the Diocese Wilcannia Code of Conduct on Working with Children and Young people and a form to sign to say that you agree to follow the Code.
- basic classroom management procedures and techniques and use of the approved age-appropriate curriculum
- details about the online training course
- an SRE provisional authorisation card and lanyard to be worn at all times whilst on school grounds (signed by authorising priest) A name badge is ordered

The Parish Priest or the Diocesan SRE Catechist Co-ordinator ensures that each catechist and helper:

- has signed the Engagement Form stating that they are permitted to teach Special Religious Education in public schools.
- has received a teacher's manual and student book for class participation
- is appointed to a school and given an orientation to the policies and procedures of that school.
- will be observed by the Regional Coordinator over the course of the first year.
- will completed CCD Level 1 training course within their first year of teaching.



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The Diocesan SRE Co-ordinator ensures that the names and dates of birth of the new catechists and helpers are provided to the relevant school(s) on Parish Letterhead, signed by the authorising priest.

This parish letter must also state that the Approved SRE Provider is the Catholic Diocese of Wilcannia-Forbes so that school principals and auditors can cross-check with the Department of Education's list of Approved SRE Providers.