

AUTHORISATION OF SRE CATECHISTS

A Working with Children Check (WWCC) Clearance Number must be obtained and provided to the parish office for verification and A1 and A2 forms completed. The parish office will forward these to the CCD Office. The CCD Safeguarding training then needs to be completed.

Upon completion of the CCD Safeguarding training, CCD will issue a provisional authorisation card. All Special Religious Education teachers/assistants from the Catholic Diocese of Broken Bay must be in possession of this card BEFORE visiting NSW Public Schools in the Diocese.

There are 7 more sessions of training which must be completed before a full authorisation card is issued. These must be completed within 6 months of commencement.

- 1) The first step in the authorisation process is for the Catechist/Helper to obtain a WWCC clearance from the Office of the Children's Guardian (OCG). This must be provided to the Parish Office. Clearance numbers are renewed and verified every five years.
- 2) Catechists/Helpers should then complete both an A1 and A2 form. WWCC details are included on the A2 form.
- 3) The parish office must verify the Working with Children Check number. The date verified and the name of the person verifying must be noted on the form before forms are forwarded to CCD.
- 4) Parish Catechist Coordinators should lodge the completed A1 and A2 forms with the CCD Office promptly (email to ccdadmin@bbcatholic.org.au or post to: CCD Admin, CCD, PO Box 340, Pennant Hills, 1715 so that an authorisation card can be processed in a timely manner. CCD will issue the provisional authorisation card via the Parish Catechist Coordinator. The card is to be read and signed by the Catechist/Helper and the parish stamp affixed to the card.
- 5) Catechists/Helpers must undertake Safeguarding Children/Child Protection training before an authorisation card is issued.
- 6) Catechists/Helpers must not go into schools until they have been issued with an authorisation card.
- 7) Full authorisation will be granted following completion of compulsory CCD Ministry Induction training, which is offered on Zoom or face-to-face.
- 8) Authorisation cards are re-issued by CCD annually.



NOTE: More information and proformas are available at

www.bbcatholic.org.au/parish-community/ministries/ccd/authorisation-procedure