

Catholic Special Religious Education SRE Annual Teacher Engagement Form

1. SRE Teacher

_____	_____	_____
First Name	Surname	Date of Birth
_____	_____	_____
Number	Street	Town/City
_____	_____	_____
Phone	Mobile	WWCC

Email		

Parish		WWCC Expiry Date

2. General Conditions

I agree to carry out my tasks as a volunteer Special Religious Educator. I agree to teach in accordance with the principles and values of the Catholic Church, Diocese of Lismore. I undertake to exercise due care for the safety and behaviour of students when teaching or supervising them. I acknowledge that the teaching given to the students in the SRE classroom shall at all times be of the highest quality possible. I note that no remuneration is to be paid to me as a volunteer SRE Teacher.

3. Volunteer Tasks

I commit myself: (as outlined on Authorisation Card)

- To deepen my union with Christ and the Church.
- To diligently prepare my lessons from the Diocesan approved curriculum Christ Our Light and Life.
- To attend classes regularly and punctually.
- To be open to teacher development opportunities and undertake the level of approved training appropriate to this ministry.
- To co-operate with my parish co-ordinator, school based co-ordinator and SRE authorities.

4. Suitability to Work with Children

- Yes No 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 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 Department of Education (DoE) schools'?
- Yes No Have you ever been charged or found guilty of a criminal offence which would impact your "suitability to work with children"? e.g. sexual assault, any act of violence towards another person or providing prohibited drugs.

You must obtain and/or maintain a current Working with Children Check under the *Child Protection (Working with Children) Act 2012* (NSW) and you will provide the Parish Priest with the information he requires to verify that you are cleared to work with children. Your engagement in this position is subject to that clearance. The Parish Priest (or representative) is 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. This information is also provided to CCD.

Please complete the other side of this form

Collection Notice

In applying to work as a Volunteer SRE/Catechist with CCD you will be providing personal information to us. As you would be aware the Privacy Act (1988) was extended to non-government organisations such as the Catholic Church on 21 December, 2001. CCD is committed to our obligations under the National Privacy Principles that relate to the handling of all personal and sensitive information.

CCD collects personal information about SRE/Catechists in order to:

- assess and process applications and enrolments for the SRE/Catechist training courses, and 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 the CCD.

CCD within the Diocese of Lismore gives an undertaking that great care is taken with personal information provided. All information is kept secure. The database is password protected and is accessible by only a small number of staff. Lists of names and addresses are not shared with other organisations or third parties.

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 Lismore. The information kept by the CCD is for the use of CCD within the Diocese of Lismore only. Disclosure of your personal information to a third party will not occur without your permission. If you wish to access your personal information, have it updated or deleted please contact in writing:

Anna O'Dwyer, Diocesan Director CCD, The Chancery PO Box 1 LISMORE NSW 2480

5. Volunteer Statement

- I acknowledge that the Catholic Church has special responsibilities to the students, their parents and carers, and to the school authorities because of the opportunities given to the Catholic Church, Diocese of Lismore to instruct students in Special Religious Education.
- I agree to carry out those tasks in accordance with the general conditions set out above and any special conditions set out below.
- I wish to volunteer my services on the above basis to the Catholic Church, Diocese of Lismore, and I acknowledge I am responsible to the authorising agent of the parish which has responsibility for the school(s) in which I teach and his/her successors.
- I understand that should I fail to meet my commitments as set out above I could be asked to withdraw from the ministry of SRE in State schools.
- If there are any changes in regard to the above, I will notify my authorising agent or Parish SRE Coordinator.
- I am aware that if there are any changes in regard to my tasks, circumstances relating to the general conditions or other circumstances as deemed appropriate by the Parish Priest, this authorisation can be withdrawn.
- I am aware that if I provide any false or misleading information in this document, my approval to undertake work in a school may be withdrawn.
- I acknowledge my responsibility to the Parish Priest or Authorising Agent.

SRE Name

Signature

Date

Parish Priest Approval

Name of Parish

Signature

Date

Record Keeping (Please make 2 copies of this form)		
Original To be held at Parish Office	Copy 2 Please return to:	Authorisation Card
Copy 1 Retained by Volunteer	Anna O'Dwyer CCD Diocesan Director The Chancery PO BOX 1 LISMORE NSW 2480	Date Issued