

CATHOLIC SPECIAL RELIGIOUS EDUCATION (SRE) AUTHORISATION PROCESS

THE AUTHORISING PRIEST, PARISH SRE CO-ORDINATOR, POTENTIAL CATECHISTS/HELPERS

The authorising priest **MUST** discern the suitability of an interested or potential catechist in line with the Catholic Diocese of Parramatta 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 catechist or helper.

The authorising priest and Parish SRE Co-ordinator organise an initial meeting to:

- thank the potential catechist or helper 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 catechist or helper to apply for a Working with Children Check (WWCC).
- notify the potential catechist or helper of dates for the CCD Orientation courses facilitated by the Regional Coordinator and/ or the Parish Coordinator and the requirement to complete Level 1 within their first year of service as a catechist or helper (Level 1 consists of 15 units in total, 2 hours per unit).

Once a potential catechist or helper has had their WWCC number verified by the parish priest or his representative they complete the CCD Orientation Program (Appendix 1) which covers:

- the Diocese of Parramatta Code of Conduct on Working with Children and Young people (SRE-specific appendix to the Diocesan Code of Conduct <http://bit.ly/2oCoOyE>)
- basic classroom management procedures and techniques and use of the approved age-appropriate curriculum
- dates for Level 1 Training Course
- the SRE teacher/helper receives an SRE provisional authorisation card and lanyard to be worn at all times whilst on school grounds (signed by authorising priest and SRE) A name badge is ordered

The Parish 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.

The Parish SRE Catechist 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 (as per the template Appendix 2) that the Approved SRE Provider is the Catholic Diocese of Parramatta so that school principals and auditors can cross-check with the Department of Education's list of Approved SRE Providers.