



Safe Ministry with Children: Refresher Training Procedure

C/2.1.7

All people working with children are required to completed Safe Ministry with Children (SMC) training prior to commencing a role working with children and to maintain currency of training to remain compliant with current legislation. Compulsory SMC training must be undertaken annually for all Ministry Agents and bi-annually for all Lay Workers (lay preachers, volunteers, and junior helpers). For SMC Training Facilitators to remain current, specific refresher training has been developed and must occur annually.

This procedure provides a structure for all Ministry Agents, SMC Training Facilitators and Lay Workers to meet the training requirements of the legislation via a shortened Refresher training course. Eligibility to access the Refresher Training is dependent upon meeting the stringent timeframes outlined in this procedure. Training remains current when a refresher course is completed:

- Strictly within 13 months of the last SMC training completed by all Ministry Agents;
- Strictly within 15 months of the last SMC facilitator training completed by all SMC training facilitators;
- Strictly within 26 months of the last SMC training completed by all lay workers.

Purpose

This procedure outlines the eligibility criteria for accessing the Refresher Training.

Scope

This procedure applies to all people working with children - all Ministry Agents, SMC Training Facilitators and Lay Workers. Eligibility to access this SMC Refresher Training is time limited. If training has not occurred within these stringent timeframes, then the Ministry Agent, SMC Training Facilitator or Lay Worker is no longer eligible to access the Refresher Training. For Ministry Agents and Lay Workers, the complete set of SMC training modules are required to be completed by the Ministry Agent or Lay Worker to continue working with children. For SMC Training Facilitators, they will be unable to provide further training sessions and will be required to complete the full SMC Training Facilitator course in order to continue to deliver SMC Training.

Procedure – SMC Refresher Training (Ministry Agents)

1. The applicant is to provide proof of:

SMC Ministry Agents training or Certificate of Currency for SMC Refresher Training (Ministry Agents) completed less than 13 months ago.

2. All Ministry Agent applicants are to complete and provide the following documents:

- Signed copy of SMC Ministry Agent obligations (tool); and
- Signed copy of SMC mandatory reporting process for Ministry Agents (tool); and
- Evidence of completion of SMC Module 1 for Ministry Agents; and
- Evidence of attendance at face to face SMC Module 2 for Ministry Agents dated within the last 3 years.

Procedure – All Lay Workers

3. The applicant is to provide proof of:

SMC Lay Workers training or Certificate of Currency for SMC Refresher Training (lay workers) completed less than 26 months ago.

4. All Lay Worker applicants are to complete and provide the following documents:

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- Signed copy of SMC mandatory reporting process for Lay Workers (tool); and
 - Evidence of completion of the assessment questions for SMC Module 1 for Lay Workers; and
 - Evidence of completion of prior mandatory SMC training (if applicable):
 - Module 3 (Overseeing Safe Ministry with Children);
 - Module 6 (Managing Registers and Records);
 - Module 7 (Person of Concern Agreements) or Module 5 (Managing People) noting that Module 2 is a mandatory pre-requisite for both Module 5 and 7 (unless currently suitable for RPL); and
 - Evidence of attendance at face to face SMC Module 1 Training for Lay Workers, within the last 4 years.
5. **Lay Worker applicants who have previously completed training modules 3, 5, 6, or 7 must provide:**
- Evidence of completion of SMC mandatory training: Modules 3,5, 6, or 7 (and for Module 5 and 7, completion of pre-requisite Module 2 or current evidence of RPL); or
 - A declaration that you no longer hold a position within the church or presbytery which requires completion of SMC mandatory training modules 3, 5, 6, or 7 and the date that this change occurred.

Procedure – SMC Training Facilitators

6. **The applicant is to provide proof of:**
- Evidence of completion of the following within the last 15 months:
- SMC Facilitator Training (Ministry Agents and/or lay workers); or
 - SMC Facilitator Refresher Training (Ministry Agents and/or Lay Workers).
7. **To continue to deliver Ministry Agent (MA) training, facilitator applicants must complete and provide:**
- Signed copy of SMC Ministry Agent obligations (tool); and
 - Signed copy of SMC mandatory reporting process for Ministry Agents (tool); and
 - Evidence of Completion of SMC Facilitator Refresher Training (Ministry Agents); and
 - Evidence of facilitating at least one face to face SMC training session (for either Lay Workers or Ministry Agents) which has occurred within the last 12 months.
8. **To continue to deliver Lay Worker (LW) training, facilitator applicants must complete and provide:**
- Signed copy of SMC mandatory reporting process for Lay Workers; and
 - Evidence of completion of SMC facilitator refresher training for Lay Workers; and
 - Evidence of facilitating at least one face to face SMC training session (for either Lay Workers or Ministry Agents) which has occurred within the last 12 months.
9. **To continue to deliver both (MA) and (LW) training, facilitator applicants must complete and provide:**
- Signed copy of SMC Ministry Agent obligations; and
 - Signed copy of SMC mandatory reporting process for Ministry Agents; and
 - Signed copy of SMC mandatory reporting process for Lay Workers; and
 - Evidence of completion of SMC facilitator refresher training for Ministry Agents and Lay Workers; and
 - Evidence of facilitating at least one face to face SMC training session (for either Lay Workers or Ministry Agents) which has occurred within the last 12 months.



Recordkeeping

10. Training Records

A record showing all congregation members working with children have current training:

- within the last 13 months for Ministry Agents; or
- within the last 15 months for SMC Training Facilitators; or
- within the last 26 months for Lay Workers

is to be kept at the presbytery and a copy provided to the applicant. A record should be retained at the presbytery, as proof of training compliance, and included in training records or audits.

Related documents

Application for Recognition of Prior Learning.

Recognition of Prior Learning Procedure.

Refresher: Mandatory Reporting Process for Lay Workers.

Refresher: Mandatory Reporting Process for Ministry Agents.

Refresher: Obligations for Ministry Agents.

Revisions

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