

Authorisation Letter

Approved Providers of Special Religious Education (SRE) in a Combined Arrangement

The Providers listed below have agreed to deliver the authorised curriculum in a combined arrangement in accordance with the Department of Education's Religious Special Education Procedures:

Name of Combined Arrangement (e.g. Combined Christian, Combined Hindu etc.)
Combined Christian SRE

Approved Provider	Provider Website	Local Representative	Contact Details
Anglican Diocese of Sydney	www.sydneyanglicans.net	Senior Minister's name goes here	Senior Minister's contact goes here (phone or email)
Baptist union of NSW	https://nswactbaptists.org.au/	Jo Bloggs	9999-8888
Uniting Church in Australia (NSW Synod)	https://nswact.uca.org.au/	Frank Smith	8888-9999

Lead Provider Details	
Lead Coordinator	The name of the person coordinating the combined team goes here
Contact Phone Number	Phone number for the above person
Email	Email for the above person
Curriculum Approved Provider	Anglican Diocese of Sydney
Name of Curriculum	Connect
Curriculum Website	https://whysre.com.au/sre-curriculum/cep-curriculum-

Commented [JP1]: This is the name that you want the school to put on the Participation Letter for new Enrolments. "Combined Christian" is a helpful catch-all to ensure as many parents as possible have access to SRE for their children..

If Catholic or Orthodox SRE is offered in your school, they can call themselves "Christian SRE (Catholic)" or something else.

Commented [JP2]: Make sure you use the name of your PROVIDER, not your local Church. It needs to match the list on the department of Education Website of Approved SRE Providers (<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/religion-and-ethics/approved-sre-see-providers>).

Commented [JP3]: As per the link for each provider as listed on the department of Education website of Approved SRE Providers.

Commented [JP4]: List as many of the local protestant denominations as possible to demonstrate the "combined" nature of this arrangement. (Make sure you contact the local churches first!)

Commented [JP5]: Name of SRE coordinator or Board chair or School Liaison.

Commented [KH6]: If GodSpace is also being used, please add additional cells to the table and include relevant information.

Lead Provider Details	
	overview/

Location Details	
School	Name of school goes here
Principal	Name of principal goes here

I declare, as the coordinator for the Approved Providers listed above, that:

1. The listed worker/s have been authorised to teach SRE and have completed the authorisation process in line with the department's SRE procedures and annual assurance process.
2. We will comply with all legislative requirements relating to the protection of children and young people from abuse and neglect, including the requirements for a valid and current Working With Children Check (WWCC) clearance for all workers (paid and unpaid) engaged in child-related work.
3. We have verified the Working With Children Check (WWCC) clearance number of all workers (paid and unpaid) listed below who are required to obtain the check.
4. We will undertake to update this advice with the information of any new workers (paid and unpaid) who become engaged by the organisation.
5. We will immediately notify the Department of Education if we receive advice from the Office of the Children's Guardian that one of our employees' WWCC clearance EXPIRES, has been CLOSED or becomes BARRED from working with children.
6. Authorised SRE workers on school sites will display their name and the name of the approved provider on a badge at all times.

Commented [JP7]: Please note!

Commented [JP8]: Authorisation cards must be displayed at all times, while at the schol

I am aware that providing false or misleading information in this document may lead to the Department:

- withdrawing any offer of engagement that it has made to me or the approved providers; or
- terminating my engagement, or taking disciplinary action; and
- consider any false or misleading information I provide, when considering any future applications by me or the approved providers for engagement.

List of workers (as at January 18, 2021)

Commented [JP9]: This will help the school should you need to send an amended form later in the year.

First Name: Last Name: DOB: Contact Details: Approved Provider:	First Name: Last Name: DOB: Contact Details: Approved Provider:
First Name: Last Name: DOB: Contact Details: Approved Provider:	First Name: Last Name: DOB: Contact Details: Approved Provider:
First Name: Last Name: DOB: Contact Details: Approved Provider:	First Name: Last Name: DOB: Contact Details: Approved Provider:
First Name: Last Name: DOB: Contact Details: Approved Provider:	First Name: Last Name: DOB: Contact Details: Approved Provider:
First Name: Last Name: DOB: Contact Details: Approved Provider:	First Name: Last Name: DOB: Contact Details: Approved Provider:
First Name: Last Name: DOB: Contact Details: Approved Provider:	First Name: Last Name: DOB: Contact Details: Approved Provider:
First Name: Last Name: DOB: Contact Details: Approved Provider:	First Name: Last Name: DOB: Contact Details: Approved Provider:

Commented [JP10]: List details for every teacher who will teach in the school in 2021.

A teacher CANNOT teach in your school unless they are included on this list.

You can always email/post/drop in an amended list should you need an additional teacher to teach in the school later in the year.

If you do, make it clear WHEN this form was given to the school by adding the date up the top.

Signature: Lead coordinator's signature goes here	Date:
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FOR OFFICE USE ONLY – To be completed by authorised DoE officer, or an authorised delegate of that officer. Authorised delegates checking the declaration and ID are identified in the Department’s Working With Children Check (WWCC) Procedure.

A list of approved providers can be found on the Department’s Religion and Ethics website:
education.nsw.gov.au/religion-and-ethics

I, (name): _____

Position: SASS officer/other: _____ Location _____

Have checked and verified the following:

- The person has completed and signed this declaration form correctly
- I have checked each provider listed above is on the Department’s approved provider list
- I have conducted an NTBE check for each of the listed SRE workers by using the Person Search option in eCPC
- All workers listed are NOT included in the NTBE database
- The name of the approved provider is included on the SRE & SEE participation letter
- The name of the approved provided has been included on the Religion & Ethics page on the school’s website

Signature:	Date:
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Persons to complete this declaration

This declaration must be completed by **Approved Special Religious Education (SRE) Providers** seeking engagement with the Department of Education (the Department) where all workers are **required to hold a Working With Children Check (WWCC) clearance** under the Child Protection (Working with Children) Regulation 2013. See the Department's [Working with Children Check Procedure](#) for more details.

Child related workers are workers who are ordinarily involved in **direct contact with children**. The Department may also deem work child-related if the worker will have access to children's information that may be of a personal nature, or if the worker will offer continued, personal support to vulnerable children.

The Approved Provider must provide the school/workplace with this completed declaration form, and all listed workers must show one form of Government-issued photo ID when signing into the school so their identity can be confirmed and matched to one of the named persons on this declaration.

Privacy Statement

The information collected on this declaration document and from identification documents you provide will be used by the Department to manage risk associated with its legal obligation to ensure the protection of children and young persons in its care and for purposes directly related to your engagement with the Department.

The Department will use this information to verify your identity and check the Department's business systems, including eCPC and the database of persons not to be employed, to ensure that there is no barrier to engaging the person.

All information you provide will be used, disclosed and stored consistent with the NSW privacy and other relevant law. The completed declaration form and a record of the eCPC check will be filed by the school/business area in secure storage for seven years from date of inactivity and then destroyed. You may request access to this information from the school or business centre at which it is held. The Department will not disclose the information to another agency or person unless required or authorised by law.

Identification documents are viewed to verify your identity and check details recorded on the declaration form and in eCPC. Any copy of these documents will be securely destroyed immediately after use.

Failure to provide information required to complete this declaration and identity check may result in declination of your request to be engaged as a worker.