



The Guide

To Primary and Secondary SRE

2018

Teaching young people about the beliefs and tenets of the Christian faith in the Anglican Diocese of Sydney

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The Anglican Diocese Of Sydney (The Diocese) welcomes the opportunity to deliver quality SRE to students in NSW Government schools. It acknowledges that the purpose for this access is to deliver Bible-based educational programs using contemporary teaching methods that are suited to the appropriate stage of students' faith and cognitive development.

Legislative Requirements of SRE

SRE is governed by the DoE (NSW Department of Education) and it is imperative that rectors, SRE Coordinators and all SRE teachers are aware of their obligations and legislative requirements when teaching SRE.

1. The NSW Education Act 1990 makes provision for teaching SRE by Approved Providers of Special Religious Education (SRE) in both Primary and Secondary Government schools. The Diocese, along with other denominations and religious groups, is an approved Provider. An up-to-date list of Approved Providers of SRE can be found on the NSW Department of Education Website here: <https://education.nsw.gov.au/curriculum/religion-and-ethics/approved-sre-providers>
2. Under DoE Guidelines, the Diocese is required to ensure that all authorised SRE Teachers have:
 - undertaken appropriate Safe Ministry Training prior to their engagement as SRE Teachers;
 - signed a Working with Children Check, as required under the Child Protection (Prohibited Employment) Act 1998;
 - agreed to use only an authorised curriculum in their teaching of SRE; and
 - have completed all SRE Accreditation Training.
3. The Archbishop of Sydney is required to certify in writing that these procedures are in place and are being implemented. The selection and authorisation of SRE teachers is delegated by the Archbishop to parish rectors, who are responsible for keeping records of SRE teachers. Youthworks is responsible for ensuring these records are appropriately maintained.
4. An SRE Coordinator may be appointed by the rector of a parish to oversee the operation of SRE on his behalf. The role of the SRE Coordinator is vital for the smooth running and successful operation of an SRE program at a local NSW Government school. The SRE Coordinator works with the rector to coordinate the ongoing organisation of SRE by:

Communicating with

- SRE Teachers and helpers.
- school SRE Coordinator.
- local church community.
- other churches represented in SRE.

Coordinating

- SRE Teachers and classes.
- recruiting volunteers to support SRE.

Supporting SRE Teachers by

- meeting regularly with the team.
- providing pastoral support.
- prayer.

5. The DoE religion and ethics webpage address is: <https://education.nsw.gov.au/curriculum/religion-and-ethics>
This webpage has links to:
 - About religion and ethics (Education Act, SRE Policy and SRE Procedures)
 - Support materials (Fact sheet, enrolment flowchart, FAQ, Principal Checklists, sample letters)
 - Voluntary activities (Lunchtime group requirements)
 - Advice for schools (Summary of requirements and responsibilities)
 - Special Religious Education Providers (Alphabetical list of all current SRE approved providers in NSW)

What Can We Teach?

SRE is defined as education in the distinctive religious tenets and beliefs of the home and family, provided by the churches and other religious groups for parents expressing the desire that they receive such teaching. The procedures for special religious education in Government schools are adopted from recommendations 36-72 of the 1980 report, *Religion in Education in NSW Government Schools*. Of particular relevance are the five objectives for learners in SRE:

1. to develop an ability to interpret religious data within the traditions of their particular faith.
2. to gain an appreciation of specific religious interpretations of issues and problems in which committed people apply their faith to life.
3. to translate their learning about their faith into active expression in a worshipping community.
4. to encounter, in a peer group-learning context, religious teaching given from a position of faith and commitment by a person explicitly associated with the religious community.
5. to be aware of the availability of personal and group counselling in the area of religious need, as occasion demands.

In commitment to these objectives, the Diocese emphasizes that the SRE lesson:

- is an educational activity taught from a faith perspective.
- seeks to help students understand God, His world and the place of human beings within it.
- acknowledges that while not all SRE students may be regular church attenders, their family has chosen for them to attend these lessons and be taught from this perspective.

In addition, SRE teachers have a responsibility to:

- share the whole message of the Bible which reveals Jesus as Saviour and Lord.
- ensure that every aspect of the lesson is taught in a manner appropriate to the age and developmental stage of the student.
- teach the truth clearly, in love and beyond reproach.
- never manipulate or coerce students into professing faith.
- respect the secular environment in which Government schooling occurs and the role of parents as the primary spiritual developers of their students.

The *Rawlinson Report on Religion in Education in NSW Government Schools* emphasises that 'under no circumstances should any religious group construe its function in the school as one of proselytism' (section 6.4). This means that SRE providers should not seek to convert students from other faiths who are not part of their SRE classes. It is therefore important that SRE teachers only teach 'the children of parents who have requested SRE in that particular faith' (section 6.64); and that any non-SRE students who wish to join a class first gain permission from their parents to do so.

SRE teachers must approach their students in an ethical manner. SRE teachers need to ensure that their enthusiasm for their Christian beliefs does not manifest in manipulative, threatening or coercive behaviour where students feel forced to agree with what is being taught. Rather SRE should be a place where students can express ideas that may be at odds with the Christian faith and be able to safely explore how these fit with Christian thinking. The dignity of all students, and their right to disagree with what is being taught, must be respected. Such a respect is deeply embedded in the Christian understanding that all people are created in the image of God, and God's call for His people to love others.

SRE is not the place for religious proselytising when this equates to calling for commitment or conversion. It is not the place because it would be unethical to do so, and because students who attend SRE are already affiliated in some way with the faith they are learning about. There may come a time when students make an intentional decision of their own to be a follower of Jesus, but this is not what the SRE class is for. SRE provides a place for students to be nurtured in their faith, and to grow in their understanding and recognition of what Christianity is and what being a Christian entails.

1990 Education Act

The Education Act 1990 makes the following provisions for religious education of students in NSW Government schools:

Secular instruction (Section 30) - In government schools, the education is to consist of strictly non-sectarian and secular instruction. The words secular instruction are to be taken to include general religious education as distinct from dogmatic or polemical theology.

Special religious education (Section 32)

1. In every government school, time is to be allowed for the religious education of children of any religious persuasion, but the total number of hours so allowed in a year is not to exceed, for each child, the number of school weeks in the year.
2. The religious education to be given to children of any religious persuasion is to be given by a member of the clergy or other religious teacher of that persuasion authorised by the religious body to which the member of the clergy or other religious teacher belongs.
3. The religious education to be given is in every case to be the religious education authorised by the religious body to which the member of the clergy or other religious teacher belongs.
4. The times at which religious education is to be given to children of a particular religious persuasion are to be fixed by agreement between the principal of the school and the local member of the clergy or other religious teacher of that persuasion.
5. Children attending a religious education class are to be separated from other children at the school while the class is held.
6. If the relevant member of the clergy or religious teacher fails to attend the school at the appointed time, the children are to be appropriately cared for at the school during the period set aside for religious education.

Objection to religious education (Section 33)

1. No child at a government school is to be required to receive any general religious education or special religious education if the parent of the child objects to the child's receiving that education.

Special Education in Ethics

On December 1st, 2010, the NSW Parliament passed the following amendment to legislation.

The Education Amendment (Ethics) Bill 2010 states that:

1. Special education in ethics (SEE) is allowed as a secular alternative to special religious education at government schools.
2. If the parent of a child objects to the child receiving special religious education, the child is entitled to receive special education in ethics, but only if: (a) it is reasonably practicable for special education in ethics to be made available to the child at the government school, and (b) the parent requests that the child receive special education in ethics.
3. A government school cannot be directed (by the Minister or otherwise) not to make special education in ethics available at the school.
5. SEE lessons are to take place at the same time as SRE lessons. This means that ethics classes should be run in the timeslot already negotiated for SRE by SRE providers.
6. Schools may inform parents once a year of all options available for SRE. Such information should be clear that SEE is an option only for students who do not attend SRE. Letters outlining the provision of SEE classes can only be sent to parents who have already withdrawn their students from SRE.
7. SEE is only available in primary schools.



Diocesan Requirements of SRE

Anglican Youthworks conducts initial SRE Accreditation training, and ongoing development training for current teachers. Anglican SRE teachers need to complete Accreditation Training before commencing teaching, and to attend a development training event every year.

SRE Accreditation Training is designed to equip Anglican SRE teachers to teach the Word of God to students in our Government schools. The training includes understanding our rights and responsibilities as well as how to engage with the Bible and the practical issues of teaching and learning .

SRE Helpers and Teachers must also have current Safe Ministry training and a Working With Children Check number.

Level 1: Helper

Description A helper is anyone who assists an SRE Teacher in delivering a lesson or a seminar. A helper does not have authority to teach a lesson/seminar alone but may participate under the supervision of the SRE Teacher in various aspects of the lesson/seminar (for example, leading small groups, presenting their testimony, performing a musical item, providing technical support, providing general support as needed, reading the Bible).

Requirements Helpers are required to complete :

- Safe Ministry Training
- an SRE Authorisation Form and signed by Anglican Minister
- Working with Children Check
- carry a current Authorisation Card when on school property and signed by Anglican Minister
- Note: helpers are not required to complete Accreditation Training.

Helper Under 18yrs

Description Churches may engage people who are under 18 as SRE helpers. A person under the age of 18 is exempt from needing a WWCC and instead must complete an SRE Authorisation Form (Under 18) which is signed by a parent/guardian, a representative from the school they attend, and an Anglican Minister. They are also required to carry a current, signed Authorisation Card. A volunteer under 18 helper is to be supervised by an authorized SRE teacher when on a school site.

Requirements Helpers Under 18yrs are required to complete :

- an SRE Authorisation Form (Under 18) signed by a Parent/Guardian, School Representative and an Anglican Minister
- carry a current Authorisation Card when on school property signed by an Anglican Minister
- and be supervised by an authorized SRE teacher when on school property.

Level 2: Teacher

Description A voluntary SRE teacher is anyone authorised to teach a class alone or who has oversight of a group of people to deliver SRE via a seminar arrangement. A voluntary SRE teacher may include a youth minister or ministry apprentice. That is, while teaching SRE may be a part of their role they are not employed specifically as an SRE Teacher.



- Requirements** Voluntary SRE teachers are required to complete:
- an SRE Authorisation Form and signed by Anglican Minister
 - carry a current Authorisation Card when on school property.
 - complete Accreditation Training.
 - complete annual Development Training.
 - an observation of classroom teaching in their first lesson, and then once annually.

Level 3: Employed SRE Teacher

Description A paid SRE Teacher is anyone who is employed by a Church or SRE board for the specific task of teaching SRE. It can include classroom teaching and/or seminars. Where the SRE teacher is employed through a board it is the responsibility of the authorising rector to ensure the SRE teacher is suitably qualified as per their SRE provider.

- Requirements** Employed SRE teachers are expected to:
- have, or be in the process of completing, a Diploma in Theology and complete modules 1-5 of the SRE Accreditation Training . Teachers will be exempt from modules where they have recognised prior learning from theological study or vocational training.
 - be cross-authorized by each of the denominations represented on the board.

SRE Accreditation Training

High School and Primary SRE have the same accreditation requirements. In order to attain accreditation each SRE teacher is expected to complete the following training. While Primary and Secondary Accreditation is context specific teachers who have attended either training can teach in both Primary and Secondary schools.

1. SRE Theory and Practice. This consists of four 2 hour training modules. Other professional or SRE training may be acknowledged as prior learning and can be accredited in the place of the current courses.
2. Bible Foundations. This is a 2-hour course based on a prior reading of Vaughan Roberts' *God's Big Picture*.
3. First Lesson observation. New teachers must be observed teaching their first lesson by:
 - an accredited SRE Trainer, or
 - a parish rector, or
 - a licensed paid ministry worker (Assistant Minister/ Youth Minister/ Children's Minister etc), or
 - a qualified observer. These people are not accredited trainers but have professional skills that makes them suitable to observe and offer constructive comments. for example, a Christian who is a qualified teacher or qualified in adult education.

If a teacher is deemed unsuitable to teach after their observation, it is recommended that the teacher is re-observed by the rector or another senior church staff member to provide a second opinion. If the teacher is still deemed unsuitable after the second observation they cannot continue in the role. This outcome may be hurtful and should be handled with appropriate pastoral sensitivity by the rector.



Exemptions

SRE Teachers with prior SRE training or other relevant qualifications may be exempt from some training modules. A list of current recognised prior learning can be found at www.youthworks.net/sre. If you have completed formal training that you feel should be recognised please apply for an exemption by emailing ministrysupport@youthworks.net. Please include details of the qualification achieved and identify the SRE Accreditation course for which you are seeking the exemption. People who are theologically trained at diploma level or above are exempt from being observed. Rectors and other clergy receive recognised prior learning for their theological training and are further exempt from being observed delivering a lesson. Therefore, rectors and clergy are only required to complete four of the five modules.

Module 1: Understanding Our Ministry Context SRE Foundations

Module 2: Understanding How Children Learn/Engaging Students in their relationship with God.

Module 3: Preparing and Delivering the Lesson

Module 4: Group Management

Rectors and clergy who have other professional training relevant to working with students can request further exemption from the remaining four modules.

Maintaining Records

Youthworks provide an SRE Accreditation Form and SRE data file to help the SRE Coordinator maintain accurate records for each teacher. This form can be found at http://www.youthworks.net/sre/accreditation_training. Please contact Youthworks for assistance with any record keeping issues.

email: ministrysupport@youthworks.net

phone: 02 8268 3355.

Maintaining SRE Accreditation

To maintain accreditation teachers are required to do the following each year.

1. Attend a recognised SRE Development Training event

All authorised SRE teachers are required to complete 2 hours of SRE Development Training annually. Teachers can fulfil this requirement by attending the Primary SRE Conferences held around the diocese at the beginning of the year, or the High School SRE Conference.

Examples for Primary School Teachers

- Primary SRE Conferences
- Youthworks Training Days
- Youthworks Intensives
- SMBC Children's Ministry Conference
- Authorised training run by a Local SRE Accreditation Trainer
- Development training run by Youthworks
- House Conference
- training related to the theology of the curriculum by someone Theological Trained (e.g. Minister)



Examples for High School Teachers

- High School SRE Conference
- Generate Ministries Conference
- Generate Ministries Training Days
- Authorised training run by a Local SRE Accreditation Trainer
- Development training run by Youthworks
- House Conference
- training related to the theology of the curriculum by someone Theological Trained (e.g. Minister)

For training opportunities provided by Youthworks please go to www.youthworks.net/SRE

2. Be observed teaching one lesson per year

This process includes completing a written appraisal form and constructive feedback. This observation can be conducted by any one of the following:

- peer review (by another accredited SRE Teacher)
- an accredited SRE Trainer
- a parish rector
- a licensed paid ministry worker (Assistant Minister/ Youth Minister/ Children's Minister etc.)
- a suitably qualified observer, who may not be an accredited trainer but has professional skills that make them suitable to observe and offer constructive comments, for example, a Christian who is a qualified teacher or qualified in adult education.

Please note that the Office of the Children's Guardian has confirmed that it is not necessary for an observer to have a WWCC number or to have completed Safe Ministry Training as this will be a one off visit for them and is there to observe the SRE teacher and not to work with the students. However, there may be some schools who will not allow visitors into their classrooms without the WWCC number. The Office of the Children's Guardian advises that in this case, the observer will have to have a WWCC.

As part of the NSW Department of Education [Annual Assurance](#) the SRE Office will review a sample of completed teacher observation forms (without names) and analyse the information for issues requiring further training and support for teachers. This analysis will inform new development training modules and when required the accreditation modules will be updated.

Local SRE Accreditation Trainer

An appropriate congregation member can become a local SRE trainer for both Primary and High School SRE. After completing training this person is qualified to teach all the SRE Accreditation courses in his/her home church or for the teachers of the schools in which their parish is involved. Two smaller parishes can join together to have one trainer. Examples of an appropriate person would be a teacher, adult educator, paid ministry worker (Clergy / Children's Minister etc.) or an experienced SRE teacher.

An SRE Accreditation Trainer must:

- be an accredited SRE Teacher
- attend an SRE Trainer Course
- be observed teaching one of the modules by a Youthworks SRE trainer
- attend a Trainer update course every 3 years.

Local School Requirements of SRE

Cross Authorisation Requirements

Religious persuasions may decide to provide a combined arrangement. If this occurs, each religious persuasion must be an approved provider of SRE in NSW Government schools. SRE lessons in combined arrangements must be delivered by authorised representatives who are authorised by at least one of the approved providers within a combined arrangement. The curriculum delivered through a combined arrangement must be authorised by at least one of the approved providers. No religious persuasion should be compelled to participate in this form of organisation. A combined arrangement should be reviewed periodically by the school and the religious persuasions involved. In a combined arrangement only those students whose parents/caregivers have nominated them to attend SRE classes of one of the participating religious persuasions are to be included.

(Department of Education and Communities SRE Implementation Procedures)

SRE Providers can agree to work together to deliver combined SRE in their local schools. This arrangement requires the local Anglican rector to authorise the teachers who will represent the Diocese of Sydney and cross-authorise appropriate teachers from other denominations.

To cross-authorise a teacher who is not Anglican:

The local Anglican rector must ascertain that each of the conditions outlined on the SRE Teacher's Engagement Form have been met for all teachers regardless of their denominational affiliation.

- SRE Teachers representing another SRE Provider can either complete Anglican SRE Accreditation training or the SRE Accreditation training provided by their denomination.
- SRE teachers attending a church that is not an approved SRE Provider must complete the authorisation process through an approved SRE Provider.

Teacher Registration form can be used by local churches to jointly notify the school of the teachers approved to represent the SRE Providers in a combined arrangement.

- The SRE Coordinator (or SRE Board Chairman) sends an email to participating local church leaders with the completed SRE Teacher Register Form. Church leaders confirm their support for the combined arrangement by email. This procedure ensures clear communication between SRE Providers and a written confirmation of the arrangement in the unlikely event of a dispute.

The DoE requires all SRE Teachers who are employed by local SRE Associations (Boards) or Generate Ministries to be authorised by an SRE provider and cross authorised by each of the religious persuasions on whose behalf they operate. Neither Generate Ministries nor a local SRE Association have approved provider status.

Working With Children Check Requirements

As the representative of an Approved Provider of Special Religious Education (SRE), the authorising minister is responsible for ensuring all SRE teachers have a [NSW Working with Children Check](#) (WWCC) clearance before they commence teaching SRE. The status of each SRE teacher must then be verified with the Office of the Children's Guardian, and the authorising minister must maintain a record of an SRE teacher's clearance. SRE providers do not provide the school with the WWCC information but are required to provide names and contact details of its authorised teachers and indicate each teacher has a current WWCC clearance.

Who verifies an SRE teacher's WWCC?

SRE teachers and SRE Helpers must have a Working With Children Check (WWCC). Please note the following:

1. As part of the WWCC system every church responsible for a teacher is classified as an 'employer' and the church must contact the Office of the Children's Guardian to verify the WWCC number is correct and the person is permitted to work with children. If the SRE Teacher's status changes the employer will be informed by the Office of the Children's Guardian.
2. It is important to note that SRE Teachers and SRE Helpers are authorised by their Rector who is the representative of the SRE Provider.
3. All SRE teachers must be authorised to teach by the Rector in their church. It is this church that verifies the SRE teacher. All SRE teachers who attend another church that is an approved SRE provider must be authorised to teach by their senior minister, and therefore must be verified by the representative of that SRE Provider and that representative will be recognised as the employer.
4. Any SRE teachers who attend a church that is not an approved SRE provider must be authorised to teach by the coordinating church's senior minister, and therefore must be verified by the coordinating church.
5. Where churches are working together collaboratively a Teacher Registration Form should be submitted to the school at the beginning of each year confirming the names of teachers approved by the SRE Providers and confirming each teacher has been verified by the respective representatives of the SRE Provider.

Working with the School

Teachers without formal authorisation to teach SRE in a NSW Government school are not able to enter a school under the pretence of SRE.

SRE teachers, and anyone accompanying them, must have a current **Authorisation Card** and wear it as a **name tag** at all times on NSW government school grounds. The Authorisation Card is a simple way of assuring the school of an SRE Teacher's right to be within the school grounds for the purpose of SRE.

The rector/SRE Coordinator should use the SRE Teacher Registration form to notify the school of the names, contact details and Date of Birth of authorised teachers, along with the names and contact details of the authorising person. The Teacher Registration form should be completed and sent to the school at the beginning of each school year and updated as required.

If churches or SRE boards wish to vary the times for SRE or introduce SRE where none has been taught in the past, they should approach the school early in Term 4 of the preceding year in which changes are proposed to be made. Joint denominational arrangements must have the agreement of all participants and take into account other providers of SRE in the school.

Churches need to provide information on SRE early enough to enable parents to be informed.



Authorised Curriculum

1. The DoE requires that all SRE Providers have a copy of their curriculum, or a curriculum summary, publicly available online. Only curriculum that fulfils this expectation can be used by SRE teachers.
2. The Archbishop of Sydney has determined that the authorised curriculum for Anglican high school and primary school SRE are the curriculum and teaching resources produced by Anglican Youthworks. The authorised curriculum for Primary and Secondary SRE can be viewed at www.youthworks.net/sre/authorised-curriculum
3. The Secondary curriculum is *Think Faith*, available by subscription at <https://thinkfaith.com.au/> Unit Guides, lesson plans and worksheets are all downloadable. Supplementary ideas can also be found at this website. For students in year 11 and 12 the Sydney Anglican Diocese authorises the [Jesus the Game Changer](#) curriculum for stage 6 only. The scope and sequence of this program can be found [here](#). Email sreoffice@youthworks.net for access to this curriculum.
4. The Primary curriculum is *Beginning with God, Connect and Big Questions*. It is designed to be used in conjunction with student work books and it is recommended that teachers use the work books wherever possible. Each teacher must have their own copy of the teacher's manual for the lesson being taught. The lesson plan and content can be supplemented with ideas from the teacher and resources from the **MYCONNECT** website found at cepconnect.com.au/myconnect.
5. In joint-denominational SRE the rector can only authorise the use of the Youthworks curriculum where SRE is predominantly staffed by Anglican SRE Teachers . If another denomination provides the majority of the teachers, or the SRE coordinator is from another denomination, then the rector may choose to approve the use of the authorised curriculum of that SRE Provider subject to the curriculum being publicly available online.
6. Teachers employed by a local SRE association or Generate Ministries must use the authorised curriculum of the SRE Provider who authorises the teacher. The curriculum must also be cross-authorised by the local representatives of the other SRE Providers who are represented by students in the combined arrangement.
7. Teachers who are authorised by other SRE Providers are welcome to use the approved Anglican curriculum subject to the approval of their SRE Provider and subject to the teacher complying with the requirements of using the curriculum. This includes, but is not limited to, using the teaching resources associated with the curriculum.

Use of Multimedia

Every SRE teacher using the authorised curriculum of the Anglican Diocese of Sydney must submit all additional multimedia for approval. Multimedia is approved at Youthworks' discretion and the teacher will be notified of the approval status by email. A number of approved resources will be added to an online library to be made available for primary and secondary SRE teachers who use the authorised Anglican curriculum and resources.

Youthworks has prepared a multimedia policy in consultation with the Department of Education Policy on the use of multimedia and is administered by CEP (Christian Education Publications) .

The full policy can be found under the Multimedia Policy heading at <https://www.youthworks.net/sre/authorised-curriculum>

To request approval for a Primary SRE multimedia resource or to view authorised resources go to <http://cepconnect.com.au/myconnect>

To request approval for a Secondary SRE multimedia resource or to view authorised resources go to <https://thinkfaith.com.au/>



Resolution of Problems

If problems arise -

1. The rector or their delegated SRE Coordinator must confirm that proper procedures have been followed and seek clarification of the issue from the parties involved.
2. It is best if the issue can be resolved between the coordinator and the other party. If the problem is not resolved, the coordinator can seek advice from a Youthworks Ministry Advisor.

If problems arise within the SRE team, the coordinator's role is to -

1. listen to the SRE teacher's complaints, making sure they fully understand the facts.
2. report to either the authorising clergy or to the school SRE Coordinator if appropriate.
3. seek assistance from the Regional Schools Ministry Advisor.

Timetabling

It is important that schools and SRE providers work together to find an appropriate time for SRE. SRE providers need to be aware of the timetable challenges of a program where not all students attend; and the value that many primary schools put on using the first two hours of a teaching day on key learning areas. It is important to be aware that:

1. The school cannot provide a particular time as a *fait accompli* if that time is unsuitable to SRE providers.
2. Administrative convenience of the school should not be the prime determining factor in timetable negotiations. Therefore, the process of negotiation with a school will mean at times SRE providers will not get their first choice for a time.
3. If a negotiated agreement cannot be reached, the matter should be referred to the Regional Schools Ministry Advisor who will assist with the resolution of the problem.

Timetabling in Primary schools:

1. SRE should be timetabled ensuring that no academic instruction or formal school activities occur during time set aside for SRE.
2. Teachers who teach in the morning need to be aware of using a classroom approach that does not "hype" the students up so that they return to their classroom teachers distracted and ragged. Schools value teaching in the morning because they believe it is prime learning time, it is important that SRE teachers support this by using appropriate learning strategies at this time.
2. Teachers who teach in the afternoon need to be aware that there is a lot of pressure from schools to move SRE to the afternoon. As the afternoon is often dedicated to more active and creative teaching, teaching SRE at this time may be approached differently to the morning.

Timetabling in High schools:

SRE can be timetabled in a number of different ways in high schools. Challenges in high schools include lack of, lock of teachers to supervise non-SRE students, and low numbers of SRE students.

1. Don't create a fixed SRE period in the timetable unless you have high SRE enrolment and high resources to match it.
2. Create rotating (rolling) SRE classes week to week over the existing timetable for each year group.
3. If SRE is scheduled in the last period, move it to rolling SRE classes but keep the period free for staff meetings and student go home. Rotation ensures no subject loses more than 1-2 periods per term, usually no more than 8 over the course of the year.

More information can be found at www.youthworks.net/images/uploads/general/High_School_SRE_Sample_Timetable_Matrix.docx



Working with Parents

The school is responsible for allocating students to SRE classes based on the parents' wishes as expressed on the enrolment form. Parents can notify the school in writing, without stating a reason, their intention to enrol or withdraw their child from SRE at any time. The school must inform parents of the arrangements for SRE and must be notified of any changes made to SRE throughout the year.

Sending material home

If SRE teachers want to send a resource home (such as a book) they must:

- Let the school know by seeking permission from the Principal
- Ensure that all resources are age appropriate (in line with Multimedia Policy or Sensitivity Framework)
- The Bible is our approved text. However, permission should be sought from the school principal before giving out Bibles. Different schools will respond to this request in different ways.
- Permission must be sought from the school before sending gifts home at the end of the school year.

If SRE teachers want to send information home

- Any promotional material not directly connected with the teaching of SRE should be approved by the Principal prior to its being sent home.
- Promotional material can include all denominational church events that would encourage students to be involved in their faith community
- If you have been told by your school that you cannot send this information home, call Youthworks or speak to your SRE Advisor for advice in this matter.

Changes in Circumstances

Change of Rector

- Authorisation Cards are valid for the period stipulated on the card. They do not need to be renewed when there is a change of rector. The new rector will need to affirm the continued authorisation of each teacher in the next update cycle.
- A rector can rescind authorisation of any teacher at any time if he has reasonable grounds to consider the teacher unsuitable for the role.

Change of Church

- A new SRE Engagement form needs to be completed if an SRE teacher transfers to a new church.

Change of details or schools

- SRE teachers' details such as the schools in which the teacher is authorised to teach, or a teacher's personal contact details can be updated on the SRE Data File by the SRE Coordinator using the SRE Data File.

Extent of Provision

The Diocese recognises that it is not always possible to provide an SRE program in every Government school every week to every student whose parents have requested it. Where a rector knows that he will not be able to supply authorised SRE Teachers, whether it be to a particular school or year/grade, he should notify the school concerned as soon as possible to enable the school to make alternative arrangements for the year.



Duty of Care

Duty of Care in NSW government schools resides with the DoE. This responsibility is shared during SRE classes.

1. SRE Teachers are expected to provide a suitable Duty of Care to their class during the time they are teaching.
2. According to DoE Guidelines a briefing session should be provided at the start of each year. This session should include information regarding:
 - the school discipline plan
 - the school emergency and evacuation plan
 - other topics as deemed necessary by the school.

The DoE has a Code of Conduct that clarifies the standards of behaviour that are expected of all staff. Contractors, consultants and volunteers working with the Department of Education must be aware of this Code and act in line with the conduct described in it. The following aspects of the code have particular relevance to SRE teachers:

- be conscious of your special duty of care to the students of the NSW public education system in all educational activities in and out of school;
- demonstrate the highest standards of professional behaviour, exercise professional judgement and act in a courteous and sensitive manner when interacting with students, parents or caregivers, staff and the public;
- be conscious of the need for equitable treatment of all students, including those with disabilities or other special needs; meet the individual learning needs of students and assist each student to maximise his or her learning outcomes;
- comply with reasonable directions given by a supervisor/principal and adhere to the official guidelines concerning the performance of your duties; and
- perform your duties efficiently and effectively and with honesty, integrity and fairness at all times.

Status of Volunteers

- SRE Teachers are acting on behalf of the Diocese. SRE Teachers are not DoE volunteers and are classed as visitors.
- All SRE teachers must wear a name badge when they are on school grounds in their capacity as an SRE teacher.

Privacy

- Under DoE policy, SRE Teachers are entitled to receive a class list at the beginning of the year, including any special information such as disability or special needs that might affect the performance of particular students (but not other private information).
- No photographs may be taken of individual or small groups of students. Photographs of larger groups of students can only be taken with the permission of the school.
- If SRE Teachers hear or learn confidential information about the school or individual students, this information must be kept confidential and cannot be communicated generally.
- Guidelines for dealing with sensitive issues can be found in the SRE Sensitivity Framework https://www.youthworks.net/images/uploads/general/SRE_Sensitivity_Framework_2015.pdf



Maintaining a Roll

SRE Teachers are required to keep an accurate roll of students attending their classes. This should be completed at the beginning of each lesson and the School SRE Coordinator should be notified, as soon as is practical, if the SRE teacher is aware of any students missing from the SRE class who are not absent from school on that day.

Excursions

While SRE excursions are not usual practice, there may be special events such as Easter, Christmas and Education Week where students are invited to attend an event at a nearby church. For these events to take place:

- SRE teachers must obtain permission from the School Principal and the parents of the students.
- A school staff member must accompany students on any excursion.
- Before any excursion can take place, normal school procedures will need to be followed, including parental permission note requirements.

Work Health and Safety

- As volunteers working for the church, SRE Teachers are covered by the *Work Health and Safety Act 2012 and Regulations 2012*.
- The DoE has an obligation to provide a safe working environment and safe premises.
- SRE Teachers should comply with all DoE requirements and school policies. SRE Teachers have an obligation to act in a safe manner and to report accidents and serious incidents that relate to work health and safety.
- In the school briefing session SRE teachers need to be informed of such matters as processes for reporting accidents, evacuation procedures, fire and emergency plans, and responsibility for students in emergencies.

Insurance

The Diocese maintains public liability insurance (among other policies) which, in the ordinary course of events, covers office holders, employees and volunteers acting on behalf of the Diocese in the course of authorised activities (such as SRE). Exclusions apply.



The Role of the SRE Coordinator

The role of the SRE Coordinator is vital for the smooth running and successful operation of an SRE program at a local NSW Government school.

Recruiting/Selecting SRE Teachers

It is essential to select SRE Teachers first on godliness, and then according to their gifts and talents. A few helpful principles for recruiting -

- invite appropriate people to teach rather than giving an open invitation;
- encourage teachers to recommend other suitable people;
- encourage potential teachers to become helpers so they can experience SRE and gain some confidence;
- establish clear expectations of the role from the start;
- be prepared with detailed information to answer questions that will arise;
- be positive and share the benefits of being involved with this ministry;
- be clear about the expectations and commitment required for the role;
- it may be helpful to organise babysitting so that parents with young children can participate; and
- establish a team of helpers, prayer supporters and accredited relief teachers to help take the place of SRE Teachers when they are unavailable to take their classes.

Pastoral Support

SRE Teachers need personal and pastoral support to help them grow as Christians and teachers. The SRE Coordinator is responsible for making time to regularly meet with the SRE teachers on their team, giving them opportunities to share their experience, and offering constructive advice when needed. If a teacher needs correcting it should be undertaken privately and in a constructive way. If there is a breach of an acceptable code of conduct, then appropriate action must be taken immediately.

Meeting and praying together

This should be done at least once a term to encourage, plan, discuss issues and provide feedback. In particular the beginning of the year is an important time to meet to give essential information on the organisation of SRE. When an SRE teacher is the only teacher from a church, it is important they find someone to meet with for encouragement and support.

The SRE Coordinator is responsible for organising prayer support within the local church community, for example, in including SRE Teachers' names in church prayer diaries. Churches may also nominate prayer support partners or specific prayer meetings.



Communication with the School

The School SRE Coordinator acts as the point of communication between the school and the SRE Teachers. In Government schools, a member of the school staff is also appointed as the school SRE coordinator. They need to keep SRE Teachers informed of relevant information provided by the school. This includes -

- the school's Student Welfare Policy
- the school's discipline/rewards system
- school safety requirements and procedures for student supervision
- child protection procedures
- timetabling and class changes and any new developments
- the day, time, rooms and numbers of students in classes
- accurate class lists/rolls of students' names
- details of students with special needs.

The church SRE Coordinator needs to encourage good practice that supports the smooth running of SRE in the school. This includes -

- being prompt for lessons
- giving sufficient notice to the school SRE Coordinator if unable to attend a class
- signing the attendance book on arrival at the school
- marking the roll each lesson
- never leaving a class unsupervised, even at the end of a lesson
- knowing what to do if a student has to be sent away from class
- knowing what to do if a student becomes ill or has an accident.

Maintaining SRE Teacher Records

The rector may delegate keeping up to date records to the SRE Coordinator or parish administrator. These records are kept on the SRE data file that is shared with Youthworks. The following information about each SRE teacher is stored on this document:

- whether they are active or inactive SRE teachers
- whether they are a helper or teacher
- whether they are high school or primary school SRE teachers
- contact details
- Working With Children Check number
- Date of expiry of WWCC number (not mandatory)
- Safe Ministry training date
- Completion of SRE Accreditation Training Modules
- Completion of Annual Development Training
- Schools where SRE is taught
- Whether they are using authorised curriculum
- Send one completed teacher observation form to Youthworks before the end of term 3

Please note that it is important that the SRE Coordinator updates the SRE data file whenever there is new information to be gathered.

Primary SRE Coordinator's Checklist

Term 1

- Organise curriculum materials.
- Arrange a meeting with each school principal early in Term 1 to finalise the year's SRE program and dates. At this meeting gather information about the school's evacuation procedure, discipline policy and procedures for SRE classes, SRE class lists and final class numbers.
- Ensure all SRE Teachers are accredited and are current in Safe Ministry training and that all required paperwork has been completed and is up-to-date (check with rector).
- Complete Teacher Registration form for Schools.
- Term 1 SRE Teachers' Meeting, including a Briefing Session. In the Briefing Session ensure that you include information about evacuation procedures, discipline policy and procedures, maps of schools, curriculum briefing for the current year, distribute class lists, curriculum material, and "important dates" for the current year.
- Ensure SRE Teachers attend Development Training annually
- Organise speakers for Special Assemblies.
- Return unused and undamaged Semester 1 curriculum material to CEP before the cut-off date (check CEP Schools' Ministry Catalogue for date).
- Order or update Semester 2 materials order from CEP.
- Review SRE Data File (Google Drive) and ensure all details are up to date, and new teachers have been added

Term 2

- Term 2 SRE Teachers' Meeting.
- Make an estimate of the number of new SRE Teachers and helpers required for the following year.
- Begin recruiting in late Term 2. Encourage potential new teachers to become helpers in Term 3 to induct them into SRE teaching.

Term 3

- Term 3 SRE Teachers' Meeting (distribute Semester 2 materials).
- Organise a Development Training Session for your SRE teachers.
- Ascertain from current SRE Teachers who will be available the following year.
- Return unused and undamaged Semester 2 curriculum material to CEP before the cut-off date (check CEP Schools Ministry Catalogue for date).
- Contact Principal and offer to attend Parent Orientation Day/Evening to inform parents about Protestant SRE.
- Review SRE Data File (Google Drive) and ensure all details are up to date, and new teachers have been added
- Select (at random) a completed teacher observation form and email to ministrysupport@youthworks.net

Term 4

- Term 4 SRE Teachers' Meeting.
- Arrange a meeting with each school principal early in Term 4 to discuss arrangements for the following year's SRE program where possible. Obtain expected number of kindergarten students for the following year and the number of students in years 1–6. Arrange starting date and any special services for the following year. Ascertain any known dates for the following year.
- Place order for next year's curriculum material with CEP.
- Register to attend the SRE Conference in February.
- Send Thank You letter to Principal.



Secondary SRE Coordinator's Checklist

Term 1

- Prior to term, organise annual curriculum subscription from *Think Faith* website and download teachers notes, PowerPoints and multimedia for teachers (USB Sticks, or give your teachers online access to your account for downloads)
- Arrange a meeting with each school principal early in Term 1 to finalise the year's SRE program and dates. At this meeting gather information about the school's evacuation procedure, discipline policy and procedures for SRE classes, SRE class lists and final class numbers.
- Ensure all SRE Teachers are accredited and are current in Safe Ministry training and have WWCC# verified.
- Ensure that all teachers SRE data files and required paperwork has been completed and is up-to-date (check with rector).
- Complete Teacher Registration form for Schools. Make sure all cross authorising ministers names and churches are included on the form. An email trail showing ministers cross authorising both teachers and curriculum should be kept in the unlikely event of a dispute. (update throughout the year as required).
- Term 1 SRE Teachers' Meeting, including a Briefing Session. In the Briefing Session ensure that you include information about evacuation procedures, discipline policy and procedures, maps of schools, curriculum briefing for the current year, distribute class lists, curriculum material, and "important dates" for the current year.
- Ensure SRE Teachers attend Development Training annually
- Organise speakers for any Special Assemblies or seminars.
- Review SRE Data File (Google Drive) and ensure all details are up to date, and new teachers have been added

Term 2

- Term 2 SRE Teachers' Meeting and distribute unit materials and multimedia resources.
- Make an estimate of the number of new SRE Teachers and helpers required for the following year.
- Begin recruiting in late Term 2. Encourage potential new teachers to become helpers in Term 3 to induct them into SRE teaching.

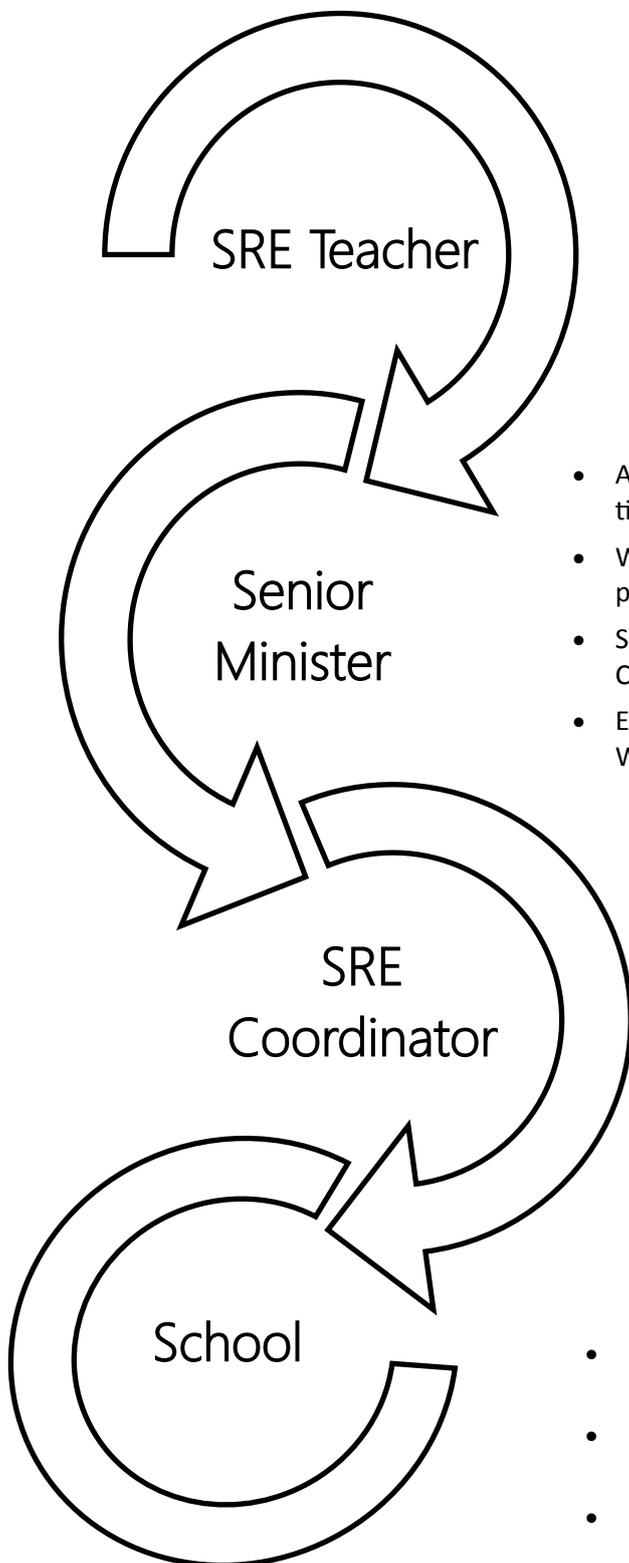
Term 3

- Term 3 SRE Teachers' Meeting and distribute unit materials and multimedia resources.
- Organise a Development Training Session for your SRE teachers (in house training)
- Ascertain from current SRE Teachers who will be available the following year.
- Contact Principal and offer to attend Parent Orientation Day/Evening to inform parents about Protestant SRE. Ensure School has Christian SRE brochures to include with enrolment packs to give parents an informed decision regarding SRE for their children. Order more free from <http://christiansre.com.au/brochure/>
- Review SRE Data File (Google Drive) and ensure all details are up to date, and new teachers have been added

Term 4

- Term 4 SRE Teachers' Meeting and distribute unit materials and multimedia resources.
- Arrange a meeting with each school principal early in Term 4 to discuss and finalise arrangements for the following year's SRE program.
 - Where possible obtain expected numbers of Year 7 students and new students for years 8–12 the following year.
 - Arrange starting date and any special services/seminars for the following year. Ascertain any known dates that conflict with SRE for the following year. (Sports carnivals, special days etc.)
- Register to attend the SRE Conference in February.
- Have a break!

SRE Team: Roles and Responsibilities



- Complies with own denomination’s authorisation and accreditation expectations.
- If SRE teacher’s church is not an Approved SRE Provider, the teacher must be authorised and accredited with an approved provider.

- Authorises SRE teachers from his/her church. (SRE Authorisation Form).
- Where necessary, agrees to all authorised teachers—being a part of the SRE Team (SRE Teacher Register).
- Senior minister may defer day-to-day coordination to an SRE Coordinator.
- Ensures that all teachers from their church have a verified WWCC.

- Coordinates SRE for all churches in the SRE Team.
- Maintains records on SRE Data File; these records are kept on SRE Coordinator’s church SRE Data File.
- If an SRE teacher is teaching for more than one parish, his/her data information needs to be kept on both parish’s SRE Data File.
- If an SRE teacher is only teaching in one parish that is not his/her own, only the parish where he/she is delivering SRE needs to maintain the SRE Data File.
- Organise Teachers Registration Form.

- Works with SRE Coordinator to ensure smooth running of SRE
- SRE Coordinator informs senior minister if an issue with a particular teacher arises
- Senior Minister can then work with the school as necessary.



Bridging the Gap Between School and Church

SRE is taught from a faith perspective and students are encouraged to connect with their local faith community. As Christians we know the importance of the local church, not as an institution but as a gathering of God's people where we come together to corporately worship and grow together in our knowledge and faith. SRE lessons may provide a starting point for students and families to connect with their local faith community. It is therefore important that churches consider how they can invite and welcome families. These might include running -

- Families Ministry, Orientation Days/Evenings
- Lunchtime Fellowship/Discipleship Groups
- Special SRE Services at the local church or school
- Christian Parenting Courses
- Super Saturday – for example church carnivals, fêtes etc
- Pupil Free Days
- Introducing God/Simply Christianity Course
- Holiday Clubs
- After School Kids Clubs and Youth Groups
- Camps (including Youthworks camps and KYCK)

Helpful Resources

SRE Forms

There are a number of forms that are required to be completed to help manage the delivery of SRE and maintain an appropriate level of support and accountability. These forms can be found at www.youthworks.net/SRE

Websites

Youthworks SRE	http://www.youthworks.net/sre
Curriculum Primary SRE	http://cepconnect.com.au
Curriculum Primary SRE	https://thinkfaith.com.au/
Extra Primary Resources	http://cepconnect.com.au/myconnect
SRE Information for parents	http://www.whysre.com.au
Working with Children Check:	http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check

Here to help you ...

The Youthworks Ministry Support Team has advisors to help you with all aspects of your SRE ministry. They can provide practical help and advice and run regular training days to help you keep up-to-date with all aspects of your very valuable ministry.

To find an SRE advisor in your area call (02) 8268 3355 or www.youthworks.net/ministrysupport