



Catholic
Education
Sandhurst Ltd



Sandhurst
Catholic Early
Childhood Education
& Care Ltd
Peace & Goodness

PROTOCOL

Engaging Personnel External to the Diocese

February 2022

1. Vision

We believe in leadership encompassing vision, innovation and empowerment.

The vision for Catholic Education Sandhurst Limited (CES Ltd) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- in leadership encompassing vision, innovation and empowerment.

2. Purpose

Education is one of the most important missions of the Church. The Diocese is the local Church gathered in unity around the Bishop who exercises his role as its chief pastor, governor and priest. He has the duty not only to proclaim the Gospel and teach the faith but also to ensure that others share in this ministry. Priests, religious and lay people carry out their teaching role within the Diocese with the Bishop but in such a way that their dignity and responsibility in the Church is recognised and promoted.

(Lumen Gentium art 35, 37 and Directory on the Pastoral Ministry of the Bishop n 65)

The Catholic Education Sandhurst Ltd Religious Education policy states in 7.10 "Any guest speaker invited to make a presentation to Catholic schools, parishes, organisations or networks in the Diocese of Sandhurst on matters relating to faith, morals or Religious Education must have the Bishop's prior approval."

Sandhurst Catholic Early Childhood Education & Care Limited has adopted this protocol as a subsidiary company of Catholic Education Sandhurst Limited and as an organisation within the Diocese of Sandhurst.

These protocols outline, the steps which need to be taken to enact this item in the Religious Education Policy and the expectations of the Bishop. They also provide information about responsibilities and personnel.

3. Principles

When the Catholic Education Office, Adult Faith Education Sandhurst, Catholic Care, parishes, schools, early childhood education and care settings, and other organisations invite an external speaker, that speaker, often through the inviter, seeks permission or approval not so much to enter the Diocese but to collaborate in the teaching and preaching mission of the local Church. Because they are sponsored by a Catholic body, they have an implicit status and credibility, and because they share their wisdom and learning they have certain responsibilities. Approval to work within the Church is given by the leader of the local Church, the Diocesan Bishop. Normally approval is given in writing but for regular visitors once approved, the approval is "active" for subsequent times unless it is withdrawn.

There are three distinct but related areas of concern:

Religious Education

Since the Bishop has ultimate responsibility and care for Religious Education and catechesis in the diocese, all principals, teachers, presenters, and facilitators employed in or exercising a ministry in the Diocese require his approval. Catholic Education Sandhurst Ltd acts in his name when employing teachers in schools. For visiting personnel, the Deputy Director: Catholic Mission and Identity, of Catholic Education Sandhurst is delegated to administer the process and confers with the Bishop for his approval.

Priests and Religious

Priests and Religious, by virtue of their priestly or religious status belong to a particular Diocese or Order and receive mandates to teach, preach and minister from their respective Bishops and Superiors. So when they visit another place to work, they require approval and recognition from the local Bishop.

External Educators

The Executive Director of Catholic Education Sandhurst Ltd has the responsibility to ensure that the quality of education in schools is maintained at the highest level. He or she fulfils this responsibility through professional and curriculum development and ensuring that National, State and Diocesan level standards and policies are complied with. These responsibilities in regard to external support personnel are exercised through the school Principal. Particular attention needs to be paid when engaging personnel in areas such as relationships education, sexuality education, ethics, morals, and health education that they be in harmony with Catholic teaching and values. School principals, Early Learning Centre Directors and senior Catholic Education Sandhurst Ltd staff are responsible for ensuring their external educators present material within the spirit and intent of the school, early childhood education and care setting, Diocesan and/or Office Vision and Mission. Within the educative

process is embedded the notion that information is contextualised within a set of values and formation for moral responsibility.

4. Expectations

- a. When deciding to engage an external speaker, the appropriate approval is to be sought prior to the invitation.
 - (i) For all priests, former priests and active religious approval is to be given by the Bishop. The Deputy Director: Catholic Mission and Identity, of Catholic Education Sandhurst Ltd is delegated to administer the approval process.
 - (ii) For all who speak or facilitate on topics that have Religious Education, Faith Development and moral aspects, approval is to be given by the Bishop. The Deputy Director Catholic Mission and Identity, of Catholic Education Sandhurst Ltd reviews the application and endorses it before presenting it to the Bishop for approval.
 - (iii) For all who speak on educational matters approval is given by the Executive Director or Deputy Directors of Catholic Education Sandhurst Ltd. The principal is delegated to administer the approval process. Please note that appropriate discernment is required, and that full delegation can be assumed in non-controversial areas.
- b. Normally it is the responsibility of the person issuing the invitation or the coordinator of the program to seek approval via the appropriate form (see Appendix 1) and supply any necessary documentation that will assist the process.
- c. Priests and Religious from interstate or overseas are also expected to supply a letter from their respective Bishop or Religious Superior / Congregational Leader of their bona fide status. This is often supplied to the sponsoring organisation in advance. Approval is sought in writing (via the appropriate form: see Appendix 1); any relevant documentation should be submitted.
- d. The person seeking approval, or the external speaker may be asked to supply further documentation or clarification.
- e. The engagement process for each speaker will require to be reviewed on an individual basis and if the engagement is one of services paid, the process for the Engagement of Contractor would be implemented.

6. Roles and Responsibilities

6.1 Approval Authority

Bishop of the Diocese of Sandhurst

6.2 Responsible Officer

CES Ltd Deputy Director: Catholic Mission and Identity

7. Review

This Protocol is scheduled for review every three years or more frequently if appropriate.

8. Revisions made to this document

Date	Description of Revision(s)
Initially ratified	November 2008
First Review	March 2012
Second Review	August 2018
Third Review	August 2021
Amendments to Third Review	February 2022
Next Review Date	June 2024

9. Appendix

Appendix 1: Pro Forma for Approval of Personnel External to the Diocese



Diocese of Sandhurst Catholic Education Sandhurst Ltd

Pro Forma for Approval of Personnel External to the Diocese

1. Personal Information

Title

Surname

Christian Names

Postal Address

Layperson

Priest

Religious

Diocese/Order

Area of Expertise and short biography (Qualifications and Experience)

2. Seminar or Talk Details

Title of Talk/Seminar

Nature and/or Method of Seminar

Target Group/Participants

Date/s

Venue

For approval for hours towards **Accreditation to Teach in a Catholic School**

Yes

No

Please give further details to support your application

[insert text]

3. Sponsoring Body/Applicant

Name of Principal/Religious
Education Leader or Director of
Catholic Identity

School/Centre Name & Address

Phone:

Email:

Signature:

Date:

Please submit completed form to accreditation_ces@ceosand.catholic.edu.au

For Catholic Education Office use only:

Endorsed by:

Name:

Date:

Signature:

Approved by:

Name:

Date:

Signature: