

RELIGIOUS EDUCATION IN ACT PUBLIC SCHOOLS PROCEDURE

These procedures must be read in conjunction with the *Religious Education in ACT Public Schools policy*

1. Overview
	1. These procedures set out the responsibilities of principals in coordinating the teaching of religious education in ACT Public Schools.
2. Rationale
	1. The procedures ensure compliance with the requirements of the *Education Act 2004,* the *Working with Children and Young People – Volunteers and visitors (Interim) policy* and the *Religious Education in ACT Public Schools policy*.
3. Procedures
	1. Before admitting the religious body’s representative (the representative) to the school to deliver the program, the principal must:
* sight proof of the religious body’s endorsement as an income tax exempt charity by the Commissioner for Taxation and/or governing documents containing acceptable clauses showing the organisation’s non-profit status
* sight evidence of registration with the Office of Regulatory Services under the *Working with Vulnerable People (Background Checking) Act 2011* of the representative proposing to deliver the religious education classes in the school
* provide the representative with clear advice on their roles and responsibility in relation to the *Working with Children and Young People – Volunteers and Visitors (Interim) policy* and any specific school requirements*.*
	1. The principal must sight materials (for example visual aids and handouts) used in the program to ensure suitability for presentation to the children undertaking the program on school premises. Responsibility for developing and providing program content, materials and resources, and ensuring its suitability for the targeted children, resides with the religious body.
	2. The principal identifies a suitable location, on the school grounds, for the religious education program. The selected site must provide appropriate outside visibility to enable periodic observation by the school principal and/or teaching or administration staff.
	3. The principal has the ultimate responsibility for ensuring that all reasonable care is taken to protect the safety of any children against injury or harm that should have reasonably been foreseen.
1. Contact
	1. The Director, Learning and Teaching is responsible for this procedure.
	2. For support contact the Learning and Teaching Branch on (02) 6205 9205.
2. Complaints
	1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
* the school principal in the first instance;
* contact the Directorate’s Liaison Unit on (02) 6205 5429;
* online at <http://www.det.act.gov.au/contact_us>;
* see also the *Complaints Policy* on the Directorate’s website.
1. References
	1. **Definitions**
* **Parent:** is a person having parental responsibility for the child. This includes a carer.
* **Reasonable time:** for the children’s religious education is deemed to be no more than forty minutes for one lesson or seven hours per school term as negotiated with the principal.
* **Religious body:** is a term inclusive of groups of people holding similar religious beliefs. These groups must be endorsed as an income tax exempt charity by the Commissioner of Taxation and/or hold governing documents containing acceptable clauses showing the organisation’s non-profit character or be approved by the Director-General of the Education and Training Directorate to conduct religious education in ACT public schools
* **Religious education:** is instruction in a particular religion as delivered by a representative of a religious body.
	1. **Related Policies and Documents**
* Religious Education in ACT Public Schools Policy
* Working with Children and Young People (Volunteers and Visitors) Interim Policy