

# Safe Ministry Policy

## Quirindi Anglican Parish 2019



**October 2019**

Quirindi Anglican Parish is committed to the physical, emotional and spiritual welfare and safety of all people. In particular we are committed to ensuring the safety of children, youth and vulnerable people in our community.

All our paid and volunteer church workers involved with children or youth are subject to:

1. The “Working with Children Check” via the NSW Government, Office of the Children’s Guardian.
2. Anglican Diocesan Safe Ministry protocols and ongoing training.
3. The national Anglican code of conduct, “Faithfulness in Service” (2017).
4. The specific policies and procedures outlined in this document.

We have a zero tolerance approach to misconduct and abuse:

1. Evidence and disclosure of misconduct or abuse will be reported to the relevant Anglican and civil authorities (including the Department of Family and Community Services, and for criminal behaviour, to the police).
2. Any paid or voluntary church worker accused of abuse or misconduct will be immediately suspended from all access to children or youth until the appropriate investigation process is concluded.
3. No person known to have been guilty of past abuse or misconduct will be appointed to, or allowed to continue in, any position providing access to children or youth.

To ensure the safety of children and vulnerable people in our communities, Quirindi Anglican Parish in conjunction with the Anglican Church of Australia, will:

1. Carefully recruit and train its clergy and church workers,
2. Adopt and encourage safe ministry practices by its clergy and church workers,
3. Respond promptly to each concern raised about the behaviour of its clergy and church workers,
4. Offer pastoral support to any person who has suffered abuse, and
5. Provide supervision of and pastoral accountability (within the context of the ministries, locations and activities of the parish) to any person (who is a member of a congregation) who is known to have abused a child or another vulnerable person.

## Safe Ministry Reporting Policies

### A. Concerning clergy and church workers

Should anyone have knowledge of, or reasonable suspicion of, abuse or other misconduct by a member of the clergy or other church worker, please report it to the Director of the Professional Standards Unit of the Diocese of Armidale.

- Mr. Philip Gerber mobile: 0408 218 940
- email: gerberlegal@bigpond.com
- or by mail to PO Box 29 Toongabbie NSW 2146 for more information about the Diocese's safe ministry response processes

Should any church office holder have knowledge of, or reasonable suspicion that a child who attends or has attended any activity of the church has suffered child abuse or is at the risk of harm of child abuse from a church office holder he/she has a duty to report it.

#### B. Concerning children at risk

Where there are reasonable grounds to suspect that there is a child currently at risk of harm because of

- physical or sexual abuse or ill-treatment, neglect (basic physical or psychological needs not being met);
- parent/carer not arranging necessary medical care or parent/carer causing serious psychological harm;
- serious physical or psychological harm from a domestic violence incident;

the Minister of the Church has a responsibility as a 'mandatory reporter' to report the matter to the Department of Family and Community Services.

The church also supports and encourages voluntary reporting by all clergy and church workers.

## Safe Ministry – Specific Policies October 2019

This document outlines the specific policies we implement in order to ensure that our clergy and church workers practice "safe ministry" with vulnerable people (including youth and children under 18). It should be read in conjunction with the Diocesan Safe Ministry Policy and Faithfulness in Service booklet (2017).

It is the responsibility of the ministry leader, in consultation with the Safe Ministry Officer to ensure the compliance of their teams with these requirements.

Our Church Safe Ministry Representative is Mrs. Kelly Grant.

For all "church workers"

(A "church worker" is any person who is involved in working with children or youth in any program of the church e.g. children's leaders, youth leaders, & SRE teachers)

A. Every adult person (18 and over) who has access to children and/or youth as a volunteer must:

#### 1. Working with Children Check (WWCC)

- a. Before the commencement of a ministry position, obtain a WWCC for volunteers (from Services NSW), and advise the church Safe Ministry Officer of their name and date of birth (for church verification and recording), along with the WWC number and expiry date.

#### 2. Anglican Safe Ministry Training

- Complete complete the required Safe Ministry with Vulnerable People Essentials as conducted by a Diocesan Safe Ministry Trainer, or the online Anglican Safe Ministry Training.
- If training is undertaken at a venue other than Quirindi Anglican Parish, the Safe Ministry Officer must sight the certificate obtained.

- To maintain safe ministry accreditation, every 3 years each person must complete a Safe Ministry Refresher course, or present a certificate to the safe ministry officer to confirm that they have completed it online or elsewhere.

3. Quirindi Anglican Parish requirements

- Be known, trusted and appointed by the staff member responsible.
- Before the commencement of a ministry position, complete and sign a volunteers application form.

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B. Every person under 16 who has access to children and youth must:

- Complete the Junior Safe Ministry course, which includes age appropriate training taken from the Essentials adult course.
- Quirindi Anglican Parish requirements – as for adults (see above), except that the declaration form for those under 16 (requiring parent or guardian signature) must be used.

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C. Every person 16 or 17 years of age who has access to children or youth must:

- Working with Children Check – upon turning 18 immediately obtain a WWCC as for adults (see above).
- Complete the Junior Safe Ministry course, which includes age appropriate training taken from the Essentials adult course.
- Quirindi Anglican Parish requirements – As for adults (see above), except that the declaration form for 16-17 year olds must be used (which requires the signature of a parent or guardian).

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D. For clergy

- Working with Children Check - All clergy must obtain a WWCC for Employees, and advise all the details to the Safe Ministry Officer for verification.
- Anglican Safe Ministry – The Diocese ensures safe ministry compliance for all ministers (ordained clergy), including training provided by the Diocese. This must include the Anglican Safe Ministry Training, and the required refresher courses every 3 years.

E. For other Paid Church Staff

1. As for all adult “Church Workers” (see above), except that the WWCC for employees is required.

F. For volunteers involved in working with adults who are considered to be

“Vulnerable” people

1. Anglican Safe Ministry Training
2. Quirindi Anglican Parish requirements, including the Volunteer Application Form

# Clarifying Requirements for Specific Situations

Experience has shown that some clarification is required for specific ministries. The principles are:

1. When access to, or involvement with, children is direct and regular, the person is a “church worker” and subject to the full requirements set down above: WWCC, safe ministry and volunteers application form. This also applies for anyone involved with a camp.
2. When involvement is indirect (eg. catering for “Stay & Play”), only the WWCC check and the volunteers application form is required.
3. If the involvement is occasional and only for support (eg. provide morning tea at a kids club) only the WWCC check and the volunteers application form is required.
4. In all cases church staff and others who lead entire ministries must know, trust and appoint each person who will have any access to, or involvement with, children or youth.

These principles apply to specific ministries as follows:

For “Stay and Play”

1. Those who co-ordinate or ‘lead’ children in playtime (i.e. those who take regular responsibility for the children of others), plus those who serve (Including cooks & other ‘helpers’) must complete all the requirements for “Church Workers” (see above).
2. Parents who simply attend playtime with their own child/children have no safe ministry requirements.

For ‘Creche’

1. Those who serve in crèche on a regular basis (eg. every week at the Monday morning crèche or 9:30 service) are ‘church workers’ and must complete all the requirements above.
2. Rostered Leaders & Helpers – must have completed all the requirements for “Church Workers” (see above). The suggested ratio is 1:5 of adults to children.
3. Parents who accompany their own children to crèche, but have no formal responsibility for the children of others should complete a WWCC and provide the details to the safe Ministry Officer for verification.

For SRE (Scripture) Teachers

A. Every member of Quirindi Anglican Parish, before entering a school classroom to teach SRE, must complete all necessary requirements (as established by the Diocese, The Department of Education and Quirindi Anglican Parish):

- Working with Children Check – complete as for all “Church Workers” (see above).
- Anglican Safe Ministry Training – complete as for all “Church Workers” (see above).
- Quirindi Anglican Parish Requirements – complete the volunteers application form.
- Anglican SRE Authorisation Card – Complete an SRE Engagement Form and return it to the SRE Coordinator, and be issued with an SRE Authorisation Card, signed by the Senior Minister. This is to be carried and available on request whenever the person enters a school to teach SRE.
- SRE Accreditation – complete the SRE Training Modules 1,2,3 & 4 plus ongoing professional training.

For Youth Group

A. All leaders at youth group must complete all the requirements for “Church Workers” (see above) including a Volunteer Application Form.

## **Safe Ministry Check List**

- Diocese Questionnaire
- WWCC # (Working With Children Check Number)
- WWCC verified
- Safe Ministry Training
  - Essentials
  - Refresher
- SRE Training Modules