



SC001 - SAFE CHURCH TERMINOLOGY & DEFINITIONS

This set of definitions and terminology relates to words as they appear as legislated terms, or in common use, or as specifically used in the context of C3 Australia Safe Church Policy, Guidelines, and the Implementation Kit.

Abuse: All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation resulting in harm to health, survival, development or dignity, often in the context of a relationship of responsibility, trust or power (*adapted from the World Health Organisation - child abuse definition*).

C3 Australia Safe Church Policy & Guidelines (combined with the introduction, and roles and structures section are known as the Safe Church Manual): Developed by the C3 Australia Executive. These are the minimum standards for C3 Australian churches. They form part of our movement's ongoing commitment to be a safe place for all people in order that our churches are God-honouring, life-giving and harm-free. These are designed to support C3 Churches in fulfilling their pastoral and organisational responsibilities along with legal obligations in the Australian context.

Boundaries: Socially, culturally and morally determined expectations of acceptable behaviour in human relationships. Boundaries can be spiritual, financial, physical, emotional, language, sexual and other inter-relational matters. In relation to C3 Global Credential holders, clearly defined boundaries for ministry are found in the C3 Credential Holder's Code of Conduct.

Bullying: Repeated behaviour directed toward a person or persons which a reasonable person, having regard to all the circumstances, would regard as victimisation, humiliation, or undermining or threatening to the person or persons, and which creates a risk to their health and safety. Where it involves the use of information and communication technologies, it is often called cyberbullying.

Behaviour which is *not* bullying includes: respectfully disagreeing with or criticising someone's beliefs or opinions; setting reasonable performance goals, standards or deadlines; giving reasonable directives, feedback or assessments of performance or behaviour; taking legitimate disciplinary action

(Definition adapted from Anglican Church of Australia code of conduct: Faithfulness in Service [FiS]).

Child/Children or Young Person/People: C3 considers a Child or Young Person to be a person under the age of 18 years. A Young Person is a class of child, aged 16-17 years.

Child Abuse: Conduct in relation to a child as defined in the definition of abuse, above.



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Child Safe Organisation: A place where the State / Territory standards (a.k.a. National Principles) for child safe institutions have been adopted, and are actively implemented. In a church, this is also a God-honouring, life-giving, & harm-free ministry for all people. A child safe organisation requires having prevention and response policies, procedures and implementation support in regard to duty of care, caring for vulnerable people, considering positions of power, codes of conduct, response to allegations of ministry misconduct or abuse, incident reporting, monitoring of practices, safe recruitment and the supervision of leaders.

Civil Authorities: Police and the relevant state or territory government child protection authority.

Codes of Conduct: C3 has two codes of conduct outlining behavioural expectations for those representing local churches and/or the movement. The Sample *C3 Australia Volunteer Church Workers Code of Conduct* is recommended for all local church volunteers, and the *C3 Australia Code of Conduct for Credential Holders* is mandated for all C3 Global credential holders in the C3 Australia movement.

Consensual Sexual Activity: Free and voluntary agreement to the act. For a detailed list of what negates consent, see Australian Laws SC002.

Constituent Church (local church): Includes a Registered Church, Provisional Church and a Satellite or Extension Service as defined by C3 Australia. In this Manual, constituent churches will be called 'local churches'.

Direct Role with children: A role that includes, or is likely to include, providing services that are directed towards a Child or Young Person (whether in whole or in part), or conducting activities that may involve a Child or Young Person (whether in whole or in part), and includes the supervision of persons in Direct Roles (for example, a board member of a church is in a Direct Role, irrespective of whether they actually work with Children or Young People, because of their overarching supervisory duties). Does not include incidental contact with children.

Discrimination: It is unlawful to discriminate against or harass a person in employment (or in the provision of goods and services) on the basis of a protected attribute. *Protected attributes* in Australia include; age, disability or impairment (physical, intellectual, mental or psychiatric – visible or invisible, temporary or permanent), race, colour, descent or national or ethnic origin, religious belief or activity, (except where such activities are directly in contradiction to the Christian values of the organisation), gender identity, lawful sexual activity/sexual orientation, family, marital, parental or carer status, physical features, political opinion, belief or activity, industrial activity or membership of an industrial association, pregnancy or potential pregnancy, breastfeeding, medical record – (except where health and/or fitness would render a person incapable of safely undertaking a duty), irrelevant criminal record, employment activity, or personal association with a person who is identified by reference to any of the above attributes. *Discrimination* is treating



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a person with an identified attribute or personal characteristic less favourably than a person who does not have the attribute or characteristic. *Discrimination* can be either *direct* or *indirect*.

Duty of Care: To do no intentional harm. To do all that is reasonably practicable to protect from harm, and to prevent harm. *Duty of care* is a legal responsibility to ensure the safety and wellbeing of all who participate in programs or activities of the organisation.

Harassment: Unwelcome conduct, whether intended or not, in relation to another person where the person feels, with good reason in all the circumstances, offended, belittled or threatened. Such behaviour may consist of a single incident or several incidents over a period of time. Includes: making unwelcome physical contact with a person; making gestures or using language that could reasonably give offence, including continual and unwarranted shouting; making unjustified or unnecessary comments about a person's capacities or attributes; putting on open display pictures, posters, graffiti or written materials that could reasonably cause offence; making unwelcome communication with a person in any form (for example, phone calls, email, text messages); and stalking a person (*FiS*)

Hazards: A source of danger that could result in harm if due care is not exercised.

Helpline: The *National Helpline* 1800 070 511 (Monday – Friday 9am-5pm AEST) is established for local churches who have *Safe Church* concerns and implementation enquiries. The Helpline is operated by Safe Ministry Resources P/L.

Local Safe Church Person/Team: This person or team is the local church contact point for reporting of *Safe Church* type concerns. This person or team is to be appointed by the local church board. For a position description of this role, see page 9 of the C3 Australia Safe Church Manual.

Mandatory Reporting: The legal requirement to report allegations of child abuse and neglect. The people mandated to report, and the criteria for when it is mandatory to report, differs in each Australian state and territory (see SC003).

Misconduct: The unacceptable (violation) crossing of professional boundaries. Boundaries can be crossed unintentionally, negligently, or deliberately. There is a continuum of misconduct in ministry that extends from conduct that is generally considered minor through to abuse that is also criminal. This broad definition takes into account the failure to respect, to esteem or to value a person. Misconduct incorporates disrespectful thinking and actions towards another person.

Negligence: Failure to act prudently by not applying the standard of care, that a "reasonable person" would exercise in the situation, or under the same circumstances.

Person Associated with the Organisation: A person who is involved with the governance, the management, the provision of services, is employed by, is a volunteer, is a member, uses the programs or attends the events of our church.



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Person Making an Allegation: A person who makes an allegation of misconduct, reportable employee conduct, or abuse.

Person Subject of Allegation (PSOA): A person or group of people against whom allegation(s) of misconduct, reportable employee conduct, or abuse have been made.

Procedural Fairness (also known as Natural Justice):

A process characterised by the following principles:

- *without undue delay:* i.e. Acting as quickly as possible shall be a genuine recognition of the seriousness of the allegation. Care should be taken to avoid delays;
- *clear communication:* i.e. All parties should be fully and speedily informed regarding decisions made, the reasons for the decisions and what processes are being used at all stages, particularly where there is any delay;
- *no bias:* i.e. The case will be managed, assessed, conciliated, and facilitated by persons who have no relationship (biological or other) with any party. They shall not have a negative or biased view of the case matter, e.g. Persons who have experienced past sexual abuse should not manage a sexual abuse claim.
- *no conflict of interest:* i.e. The case will be managed, assessed, conciliated, and facilitated by persons who have no personal benefit or interest in the outcome of the case.
- *decisions made on evidence-based outcomes:* i.e. Assessment of disputed facts to be conducted by a suitably qualified assessor (*NSW Ombudsman: child protection in the workplace 2004*).

Reasonable Standard of Care: Level of care that a user may reasonably expect that office holders will take in providing any program, activity, service, or facility.

Reasonable Foresight: A responsibility that office holders need to take when planning activities for children and young people, to identify any reasonably foreseen danger/risk and take reasonable steps to prevent or avert such risk.

Reportable Incident: A single event or set of events where injury, harm, abuse or loss occurs. A *critical incident* is an event or set of circumstances resulting in *significant* physical or psychological outcomes or fatality for one or more people.

Reportable Employee Conduct: A term that is relevant only in some jurisdictions. In jurisdictions where reportable employee conduct schemes exist, e.g. NSW, ACT and Victoria, this term refers to allegations or reports of behaviours by workers deemed as being harmful to children and therefore reportable to the relevant government agency, e.g. In Victoria – The Children’s Guardian, in NSW – The NSW Ombudsman.



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Risk: Exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, as a consequence of pursuing or not pursuing a particular course of action. The concept of risk includes: perception that something could happen, likelihood of it occurring, and consequences if it does occur.

Risk Management: The process of managing your organisation's exposure to potential hazards. It does this by identifying risks in order to prevent them or reduce them, and by providing funds to meet any liability if it occurs. *Risk assessment* looks at what *might* happen, whereas *hazard identification* looks at *what is present* at the venue at a specific time.

Safe Environment: *Safe* refers to an abuse-free and harm-free environment. Such an environment is also a friendly environment, i.e. Values and respects the rights of individuals. This includes the physical, emotional & spiritual environments. It assumes that foreseeable risks have been managed so as to ensure the safety of all people.

Self-harm: refers to deliberately causing pain or damage to your own body, and can be suicidal or non-suicidal in intent. self-injury is a type of self-harm, and refers to deliberately causing pain or damage to your own body without suicidal intent.

Self-harm can include:

- cutting, burning, biting or scratching the skin
- picking at wounds or scabs so they don't heal
- pulling out hair, punching or hitting the body
- taking harmful substances (such as poisons, or over-the-counter or prescription medications).

(Source

https://www.betterhealth.vic.gov.au/health/ConditionsAndTreatments/self-harm_

Serious Misconduct: Conduct which, if proven to be more likely to have occurred than not (on the balance of probabilities), or admitted to, would lead to: restrictions being placed on a worker's role, or dismissal from a role or removal from a position (volunteer or paid). Includes: allegations of child abuse and neglect, sexual abuse, sexual misconduct, sexually inappropriate behaviour, financial impropriety, bullying behaviours, allegations of domestic and family violence and criminal activity.

National Safe Church Executive: The C3 Australia Executive member appointed to manage the implementation of the *C3 Safe Church* strategy at the national level.

Vulnerable Person: The susceptibility to harm which results from an interaction between the resources available to individuals and communities and the life challenges they face. Vulnerability can result from age, gender, prior abuse experience, developmental problems, personal incapacities, disadvantaged social status, inadequacy of interpersonal networks and supports, degraded



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neighbourhoods and environments, and the complex interactions of these factors over the life course. (*health affairs 2007*).

Vicarious Liability: The liability that an organisation or person may be determined to have for the conduct of those who act on its behalf, whether the conduct is authorised or not e.g. Workers.

Work, Health & Safety (WHS): Refers to the framework enshrined in commonwealth and state legislation by which employers & employees are to ensure safe work environments (including paid & volunteer workers). This legislation applies in all Australian jurisdictions apart from Victoria and Western Australia, who have specific occupational health & safety requirements.

Workers: All paid and unpaid persons who perform tasks and or ministry roles for a C3 church. Includes staff, management roles, leaders, team members, volunteers, and casual helpers. Note these are *all considered* “workers” under the work health & safety legislation (which applies in all jurisdictions apart from Victoria and Western Australia).