



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 1</b> <b>SAFE CHURCH TRAINING</b>	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>	
	<p>a. All C3 workers (paid and unpaid) <b>shall</b> receive adequate, appropriate and ongoing training in our C3 Australia Safe Church Policy and Guidelines.</p> <p>b. All C3 workers involved in children and youth ministry <b>shall</b> receive adequate, appropriate and ongoing training in the concepts of child protection including identifying and responding to concerns about children at risk of harm.</p> <p>c. C3 Australia Credential Holders as part of their credentialing <b>shall</b> complete C3 recognised Safe Church training initially and then every three years.</p>	
<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

GUIDELINE 2	CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE		
<p><b>PROMOTING EMPOWERMENT AND PARTICIPATION</b></p> <p>a. Our church <b>shall</b> promote the empowerment and participation of all people at church.</p> <p>b. It is <b>recommended</b> that C3 workers will assist the families of Children:</p> <ul style="list-style-type: none"><li>- Speak up when they have a concern</li><li>- Access information about what child abuse is,</li><li>- Feel welcome and have a say in the activities and programs in which their Children or Young People participate as far as is practical,</li><li>- Engage in two-way communication</li><li>- between families and the church.</li></ul>			
	<p><i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i></p>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 3</b>  <b>BEING AWARE OF CHILD ABUSE INDICATORS</b>	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 4</b>  <b>RESPONDING TO CONCERNS OF RISK OF HARM</b>  <b>4.1. CONCERNS ABOUT CHILDREN</b>  It is <b>recommended</b> that C3 church appoint a Safe Church Person or Team, whose roles include: receiving reports, assisting in the process of reporting of Safe Church concerns and keeping accurate records <i>permanently and securely</i> in accordance with privacy legislation.	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 4</b>  <b>4.1. CONCERNs ABOUT CHILDREN</b> continued	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
a. All C3 workers (paid and unpaid) <b>shall</b> report concerns when:  - a Child or Young Person discloses they have been or are at risk of being abused - someone else (regardless of age) discloses that they know of a Child or Young Person who has been/is at risk of being abused - there are concerns that the Child or Young Person may have been or is at risk of being abused based on their physical appearance or behaviour.	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 4</b>	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>
<b>4.1. CONCERNS ABOUT CHILDREN continued</b>  b. C3 workers are <b>not</b> required, as an initial response, to establish or investigate if abuse has occurred, but rather report reasonable suspicions or concerns of abuse, including the grounds for concerns, to a Safe Church Person (or equivalent).  c. If a Safe Church Person or Team member is not available and the abuse is currently occurring, or there are reasons to believe that a Child or Young Person is at risk, a report should be made immediately to the police and appropriate authorities.			



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

GUIDELINE 4	CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE						
<p><b>PROCESS FOR REPORTING CONCERNs ABOUT CHILDREN (AS RISK OF HARM)</b></p> <p>i) Report to Safe Church Person/ Team</p> <p>ii) Report to the Safe Church Helpline 1800 070 511 (AEST Monday – Friday, 9am-5pm) for advice and guidance in the management of the situation as a church.</p> <p>iii) Provide ongoing support, pastoral care and risk management processes: It is the role of the Church Board to implement pastoral care and support for all parties involved, including the Child or Young Person and family, as much as is practical. There may also be risk management action plans that need to be implemented, e.g. stepping aside a worker who has been accused of harming a Child or Young Person whilst the investigation occurs.</p> <p>iv) Disclosures - <b>Do's and Don'ts</b> – for Workers</p>							
	<p><i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i></p>						
	<table border="1"><thead><tr><th data-bbox="586 1066 1462 1098">PERSON/S RESPONSIBLE for IMPLEMENTATION</th><th data-bbox="1462 1066 1776 1098">Date of implementation</th><th data-bbox="1776 1066 2115 1098">Date of scheduled review</th></tr></thead><tbody><tr><td data-bbox="586 1098 1462 1372"></td><td data-bbox="1462 1098 1776 1372"></td><td data-bbox="1776 1098 2115 1372"></td></tr></tbody></table>	PERSON/S RESPONSIBLE for IMPLEMENTATION	Date of implementation	Date of scheduled review			
PERSON/S RESPONSIBLE for IMPLEMENTATION	Date of implementation	Date of scheduled review					



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

GUIDELINE 4	CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE	
4.2. CONCERNs ABOUT ADULTS	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE	
PERSON/S RESPONSIBLE for IMPLEMENTATION	Date of implementation	Date of scheduled review



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 4</b> <b>4.2. CONCERNs ABOUT ADULTS</b> continued	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>
a. Recommended Process for Reporting Concerns about Adults  i) During a disclosure Follow the principles of the Disclosure (above)  ii) Report to supervisor  iii) Seek advice from National Safe Church Helpline  iv) Implement a response plan - Supervisor will contact the Safe Church Person to arrange a response plan.  v) Assist - Actively assist the Safe Church Person to take the appropriate pastoral, legal organisational and risk management actions, dependent upon the nature of the concern.			



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 5</b> <b>RECRUITMENT AND SCREENING OF WORKERS</b>	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>
<p>a. C3 workers <b>shall</b> be screened, appointed and inducted using a formal accountable / transparent process.</p> <p>b. All completed recruitment and screening documentation <b>shall</b> be stored securely, and successful applicant documentation will be held on file permanently.</p> <p>c. It is <b>recommended</b> that recruitment and screening documentation only be accessed by a member of the church with the authority of the Church Board.</p>			



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

GUIDELINE 6	CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE
<b>SUPERVISION OF WORKERS</b> <ul style="list-style-type: none"><li>a. C3 workers <b>shall</b> receive appropriate oversight in their roles, including being provided with clear behavioural expectations for their role through a code of conduct.</li><li>b. C3 credential holders <b>shall</b> adhere to the standards in the C3 Australia Code of Conduct for Credential Holders.</li></ul>	
<p>c. It is <b>recommended</b> that C3 churches:</p> <ul style="list-style-type: none"><li>i) Provide adequate support for workers, it is recommended that there is adequate provision for formal and informal support for all C3 workers.</li><li>ii) Establish and maintain Safe Church environments for each other and those to whom we minister when we work as and minister in a team context. All C3 workers shall minister in transparent and accountable teams.</li></ul>	<p><i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i></p> <p><i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i></p> <p><i>Date of implementation</i></p> <p><i>Date of scheduled review</i></p>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 6</b> <b>SUPERVISION OF WORKERS continued</b>	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

GUIDELINE 7	CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE			
	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE		Date of implementation	Date of scheduled review
PERSON/S RESPONSIBLE for IMPLEMENTATION				
<p><b>RESPONDING TO CONFLICTS, AND/OR ALLEGATIONS AGAINST C3 WORKERS</b></p> <p>a. C3 workers <b>shall</b> make an appropriate report to the relevant government agency/department (e.g. police, child protection, children's guardian/ commission) and we <b>recommend</b> contacting the Safe Church Helpline.</p> <p>b. C3 workers <b>shall</b> work through an appropriate process which affords natural justice to all parties.</p> <p>c. In all instances, it is <b>recommended</b> that churches consider the pastoral, legal and insurance implications of the conflict or allegation and respond with transparency and accountability.</p> <p>d. C3 Australia Ministry Standards Investigation Procedures <b>shall</b> be used in all allegations of serious misconduct against credential holders.</p>				



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

GUIDELINE 8	CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE	
COMPLIANCE WITH WHS/OHS	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE	
<p>It is <b>recommended</b> that each Church:</p> <ul style="list-style-type: none"><li>• Elect a Health &amp; Safety Team to oversee implementation of WHS compliance.</li><li>• Write and implement Health and Safety policies, including privacy policy and evacuation procedures.</li><li>• Keep Health and Safety on the agenda at the Church Board meetings.</li><li>• Notify incidents such as serious events and dangerous incidents within a prescribed period to the Health &amp; Safety Team.</li><li>• Address health and safety concerns within a timely manner of the concern being communicated to the Health &amp; Safety Team.</li><li>• Notify incidents such as serious events and critical incidents within a prescribed period to the Health &amp; Safety Team.</li><li>• Use incident report documentation to report serious incidents.</li><li>• Ensure all workers know and follow church guidelines for responding to risk of harm concerns.</li><li>• Have the Health &amp; Safety Team undertake a safe environment audit regularly.</li></ul>		



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 9</b> <b>SAFE ENVIRONMENTS</b> <b>a. SAFE SPIRITUAL AND EMOTIONAL ENVIRONMENTS IN CHURCH PROGRAMS AND EVENTS</b>  The church <b>shall</b> provide safe environments including a commitment to:  i) servant leadership in our Church to all people, ii) not engage in spiritually and emotionally abusive practices iii) upholding National Privacy Act principles, iv) respect for diversity ethnically, e.g. the cultural safety of Aboriginal and Torres Strait Islander people and those from culturally and/or linguistically diverse backgrounds, v) the safety of people with a disability.	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 9</b> <b>SAFE ENVIRONMENTS</b> <b>b. SAFE PHYSICAL ENVIRONMENTS</b>  i) Churches <b>shall</b> appropriately risk manage physical environments, including but not limited to; first aid, transportation, food safety, supervision numbers, management of high-risk activities, fire and emergency.	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 9</b> <b>SAFE ENVIRONMENTS</b> <b>c. SAFE ONLINE AND DIGITAL PRACTICES</b> <b>i) C3 workers shall be</b> mindful of the position of trust they hold by actively being safe in all online and digital interactions, including maintaining transparency and accountability in the use of electronic communications especially with Children or Young People as far as is practical, that is as a team, not as individuals, e.g. group emails/ text messages/ Facebook, not sending electronic communication that attempts to hide their identity or represent the sender as someone else.	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>	
<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 9</b> <b>SAFE ENVIRONMENTS</b> <b>c. SAFE ONLINE AND DIGITAL PRACTICES</b> <b>continued</b>	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>
ii) C3 workers <b>shall not</b> transmit, download, or store any communication that is: discriminatory or harassing, derogatory, obscene, sexually explicit or pornographic, defamatory, threatening, for any purpose that is illegal or contrary to the Code of Conduct relevant to their position. In the case where C3 workers receive such communication from any C3 worker or other C3 Church attendee, they will report this to their Safe Church Person, Pastor or Safe Church Helpline.	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>
iii) It is <b>recommended</b> that communications with Children under 16 occur with the knowledge of the parent/s or carer/s of the Child or Young Person.	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i> <span style="border: 1px solid black; padding: 2px; margin: 0 10px;"></span> <i>Date of implementation</i> <span style="border: 1px solid black; padding: 2px; margin: 0 10px;"></span> <i>Date of scheduled review</i> <span style="border: 1px solid black; padding: 2px; margin: 0 10px;"></span>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<b>GUIDELINE 10</b> <b>RESPONDING TO INCIDENTS</b>  a. C3 workers <b>shall</b> ;  i) respond to incidents appropriately and promptly and take adequate follow up action.  ii) Use of report forms: Injuries or accidents requiring secondary medical attention, e.g. visit to a doctor or medical centre, are to be written up on an incident report.  iii) Incidents of a serious nature need to be reported to our insurer.  b. It is <b>recommended</b> that all incidents in relation to children are reported to parents and/or care-givers of Children or Young People, and in instances where the impact has been felt by a wider group, report, with the permission of those involved in the incident, to the wider concerned group.	<i>CURRENT LOCAL CHURCH EQUIVALENT POLICY &amp; PRACTICE</i>		
	<i>STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</i>		
	<i>PERSON/S RESPONSIBLE for IMPLEMENTATION</i>	<i>Date of implementation</i>	<i>Date of scheduled review</i>



# Australia Safe Church Implementation Kit 2020

## SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

--	--	--	--