Australia Safe Church Implementation Kit 2020

SC004 – SAFE CHURCH GUIDELINES SELF CHECK TOOL

<table>
<tr><td rowspan="4">GUIDELINE 1
SAFE CHURCH TRAINING

a. All C3 workers (paid and unpaid) shall receive adequate, appropriate and ongoing training in our C3 Australia Safe Church Policy and Guidelines.

b. All C3 workers involved in children and youth ministry shall receive adequate, appropriate and ongoing training in the concepts of child protection including identifying and responding to concerns about children at risk of harm.

c. C3 Australia Credential Holders as part of their credentialing shall complete C3 recognised Safe Church training initially and then every three years.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="4">GUIDELINE 2

PROMOTING EMPOWERMENT AND PARTICIPATION
a. Our church shall promote the empowerment and participation of all people at church.

b. It is recommended that C3 workers will assist the families of Children:

- Speak up when they have a concern

- Access information about what child abuse is,

- Feel welcome and have a say in the activities and programs in which their Children or Young People participate as far as is practical,

- Engage in two-way communication

- between families and the church.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

GUIDELINE 3 **BEING AWARE OF CHILD ABUSE INDICATORS** a. All C3 workers in child related ministry **shall** be made aware of the indicators of Child or Young Person abuse and neglect and report to their Safe Church Person when they have concerns about a Child and/or Young Person who is involved in the church.	*CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE*		
	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE		
	PERSON/S RESPONSIBLE for IMPLEMENTATION	*Date of implementation*	*Date of scheduled review*

GUIDELINE 4 **RESPONDING TO CONCERNS OF RISK OF HARM** **4.1. CONCERNS ABOUT CHILDREN** It is **recommended** 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 *permanently and securely* in accordance with privacy legislation.	*CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE*		
	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE		
	PERSON/S RESPONSIBLE for IMPLEMENTATION	*Date of implementation*	*Date of scheduled review*

GUIDELINE 4 **4.1. CONCERNS ABOUT CHILDREN continued** a. All C3 workers (paid and unpaid) **shall** 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.	*CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE*		
	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE		
	PERSON/S RESPONSIBLE for IMPLEMENTATION	*Date of implementation*	*Date of scheduled review*

<table>
<tr><td rowspan="3">GUIDELINE 4

4.1. CONCERNS ABOUT CHILDREN continued

b. C3 workers are not 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.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="3">GUIDELINE 4

PROCESS FOR REPORTING CONCERNS ABOUT CHILDREN (AS RISK OF HARM)

i) Report to Safe Church Person/ Team

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.

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.

iv) Disclosures - Do’s and Don’ts – for Workers</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="3">GUIDELINE 4

4.2. CONCERNS ABOUT ADULTS

a. It is recommended that C3 churches appoint a Safe Church Person/ Team, whose roles include: receiving reports, assisting in the process of reporting of Safe Church concerns and keeping accurate records permanently and securely in accordance with privacy legislation.

b. It is recommended that C3 workers report concerns when there are concerns of bullying behaviours, elder abuse, sexual harassment, physical violence, historical child abuse (sexual, physical, emotional, neglect), emotional harm Sexual misconduct, Domestic violence, stalking, concerns about the harmful behaviours of any person at a church program, Harassment, Criminal behaviours, Sexual assault and Self-harming / suicide risk.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="4">GUIDELINE 4

4.2. CONCERNS ABOUT ADULTS continued

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.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="3">GUIDELINE 5

RECRUITMENT AND SCREENING OF WORKERS

a. C3 workers shall be screened, appointed and inducted using a formal accountable / transparent process.

b. All completed recruitment and screening documentation shall be stored securely, and successful applicant documentation will be held on file permanently.

c. It is recommended that recruitment and screening documentation only be accessed by a member of the church with the authority of the Church Board.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="4">GUIDELINE 6

SUPERVISION OF WORKERS
a. C3 workers shall receive appropriate oversight in their roles, including being provided with clear behavioural expectations for their role through a code of conduct.
b. C3 credential holders shall adhere to the standards in the C3 Australia Code of Conduct for Credential Holders.
c. It is recommended that C3 churches:
i) Provide adequate support for workers, it is recommended that there is adequate provision for formal and informal support for all C3 workers.
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.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="3">GUIDELINE 6

SUPERVISION OF WORKERS continued

iii) Develop skills of workers, it is recommended that there is adequate provision for developing workers. This may include things like regular team meetings and through in-house in-services and external training events.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="3">GUIDELINE 7

RESPONDING TO CONFLICTS, AND/OR ALLEGATIONS AGAINST C3 WORKERS

a. C3 workers shall make an appropriate report to the relevant government agency/department (e.g. police, child protection, children’s guardian/ commission) and we recommend contacting the Safe Church Helpline.

b. C3 workers shall work through an appropriate process which affords natural justice to all parties.

c. In all instances, it is recommended that churches consider the pastoral, legal and insurance implications of the conflict or allegation and respond with transparency and accountability.

d. C3 Australia Ministry Standards Investigation Procedures shall be used in all allegations of serious misconduct against credential holders.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

<table>
<tr><td rowspan="4">GUIDELINE 8

COMPLIANCE WITH WHS/OHS
It is recommended that each Church:
● Elect a Health & Safety Team to oversee implementation of WHS compliance.
● Write and implement Health and Safety policies, including privacy policy and evacuation procedures.
● Keep Health and Safety on the agenda at the Church Board meetings.
● Notify incidents such as serious events and dangerous incidents within a prescribed period to the Health & Safety Team.
● Address health and safety concerns within a timely manner of the concern being communicated to the Health & Safety Team.
● Notify incidents such as serious events and critical incidents within a prescribed period to the Health & Safety Team.
● Use incident report documentation to report serious incidents.
● Ensure all workers know and follow church guidelines for responding to risk of harm concerns.
● Have the Health & Safety Team undertake a safe environment audit regularly.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

GUIDELINE 9 **SAFE ENVIRONMENTS** **a. SAFE SPIRITUAL AND EMOTIONAL ENVIRONMENTS IN CHURCH PROGRAMS AND EVENTS** The church **shall** 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.	*CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE*		
	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE		
	PERSON/S RESPONSIBLE for IMPLEMENTATION	*Date of implementation*	*Date of scheduled review*

<table>
<tr><td rowspan="3">GUIDELINE 9
SAFE ENVIRONMENTS

b. SAFE PHYSICAL ENVIRONMENTS

i) Churches shall 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.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>

GUIDELINE 9 **SAFE ENVIRONMENTS** **c. SAFE ONLINE AND DIGITAL PRACTICES** i) C3 workers **shall** be 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.	*CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE*		
	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE		
	PERSON/S RESPONSIBLE for IMPLEMENTATION	*Date of implementation*	*Date of scheduled review*

GUIDELINE 9 **SAFE ENVIRONMENTS** **c. SAFE ONLINE AND DIGITAL PRACTICES continued** ii) C3 workers **shall not** 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. iii) It is **recommended** that communications with Children under 16 occur with the knowledge of the parent/s or carer/s of the Child or Young Person.	*CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE*		
	STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE		
	PERSON/S RESPONSIBLE for IMPLEMENTATION	*Date of implementation*	*Date of scheduled review*

<table>
<tr><td rowspan="3">GUIDELINE 10

RESPONDING TO INCIDENTS

a. C3 workers shall;

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 recommended 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.</td><td colspan="3">CURRENT LOCAL CHURCH EQUIVALENT POLICY & PRACTICE</td></tr>
<tr><td colspan="3">STEPS NEEDED FOR IMPLEMENTATION OF C3 GUIDELINE</td></tr>
<tr><td>PERSON/S RESPONSIBLE for IMPLEMENTATION</td><td>Date of implementation</td><td>Date of scheduled review</td></tr>
</table>
