



HOLY TRINITY ANGLICAN CHURCH PANANIA

Safe Ministry Policy

<u>Policy area:</u> Work Health and Safety	<u>Approved date:</u>
<u>Policy name:</u> Safe Ministry Policy	<u>Effective date:</u>
<u>Policy number:</u>	<u>Revision date:</u>
<u>Suggested distribution of policy:</u> Staff, Wardens, Growth Group leaders, Kids and Youth ministry coordinators, leaders and volunteers	

Overview

Panania Anglican is committed to the physical, emotional and spiritual welfare and safety of all people, particularly within its own community. To ensure the safety of children and vulnerable people in our communities, Panania Anglican, in conjunction with the Anglican Church of Australia, will -

- Carefully recruit and train its clergy and church workers
- Adopt and encourage safe ministry practices by its clergy and church workers
- Respond promptly to each concern raised about the behaviour of its clergy and church workers
- Offer pastoral support to any person who has suffered abuse
- 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 and) who is known to have abused a child or another vulnerable person.

Safe Ministry Practices

A. Legal & diocesan requirements

1. All people involved in children's ministry (i.e. a position of supervision or authority over children or young people) and aged 18 or over must hold a verified **Working With Children Check** number with all details recorded in a church database.
2. All people involved in children's ministry aged 13 or over must have completed the relevant **Safe Ministry training** program before commencing their ministry, and have updated their training in the last 3 years.
3. People involved in children's ministry have completed the **Safe Ministry Check** questionnaire, except where the diocesan policy provides an exception. Questionnaires are stored securely and only accessible by the Rector or his delegate.

4. All other safe ministry record keeping will be password-protected and accessible only to church staff, the leaders of children's ministries, wardens, the safe ministry representative & record-keeper.

B. Leadership appointment and training

1. In addition to those involved in children's ministry, all staff, elected leaders, Bible-study group leaders, and ministry team leaders must be provided with (in printed or electronic form, or via a direct link to the document online) and read the diocesan code of conduct ("Faithfulness in Service"), and this policy document. They will also be given the safe ministry reporting diagram before beginning their leadership role.
2. All those involved in children's ministry must receive and sign a role description that states the responsibilities of their role.
3. Some ministries (such as IMPACT Youth) will have an additional code of conduct specific to its activities, which must be consistent with the diocesan code.
4. Overall leaders of children's ministries are required to inform staff of any new leaders in their ministry before appointing them, and ensure they have completed all legal and diocesan requirements, and signed their role description. This also applies to any junior leaders already appointed who are turning 18 and will require a WWCC.

C. Safe Ministry Representative

1. There must always be a current safe ministry representative appointed by the rector, confirmed by parish council, and notified to the diocese.
2. The safe ministry representative will perform the following roles:
 - i. Assist the Minister to comply with child protection screening.
 - ii. Keep safe ministry training records.
 - iii. Monitor & report on Safe Ministry systems & practice in the parish.
 - iv. Report abuse by clergy or church workers.
3. The safe ministry representative in agreement with the Rector may delegate safe ministry record-keeping while maintaining free access to these records themselves.

D. Safe Ministry Reporting

1. A one-page Safe Ministry Reporting diagram (appendix) must be maintained and published in the public spaces of the church. This will clearly show to whom people can report any concerns, and provide their contact details.
2. All people involved in children's ministry, as part of their induction and training, will be informed who their supervising leader is for the purposes of reporting any concerns.