

## Safe Ministry Policy

June 2017

Jannali Anglican Church 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:**

- a. The “Working with Children Check” via the NSW Government, Office of the Children’s Guardian.
- b. Anglican Diocesan Safe Ministry protocols and ongoing training.
- c. The national Anglican code of conduct, “Faithfulness in Service”.
- d. The specific policies and procedures outlined in this document.

**We have a zero tolerance approach to misconduct and abuse:**

- a. 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).
- b. 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.
- c. 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, Jannali Anglican Church in conjunction with the Anglican Church of Australia, will:**

- a. Carefully recruit and train its clergy and church workers,
- b. Adopt and encourage safe ministry practices by its clergy and church workers,
- c. Respond promptly to each concern raised about the behaviour of its clergy and church workers,
- d. Offer pastoral support to any person who has suffered abuse, and
- e. 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 (PSU) of the Diocese of Sydney.

**Abuse Report Line: 1800 77 49 45 or**

**Email to [abusereport@sydney.anglican.asn.au](mailto:abusereport@sydney.anglican.asn.au).**

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

June 2017

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.

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 Officer is Graham Reid.

### 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, Kids Hope)

#### **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**

- a. Within 3 months of appointment to a ministry position, complete the required Safe Ministry with Vulnerable People Essentials as conducted by our in house Safe Ministry Trainer, another Anglican Church or Youthworks.
- b. If training is undertaken at a venue other than Jannali Anglican Church, the Safe Ministry Officer must sight the certificate obtained.
- c. 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 elsewhere.
- d. After 3 months, if a person has not completed all the requirements for their safe ministry accreditation, their appointment is revoked.

##### **3. Jannali Anglican Church requirements**

- a. Be known, trusted and appointed by the staff member responsible.
- b. Before the commencement of a ministry position, complete and sign a declaration form.
- c. Within 3 months, be issued with a (in house) ‘safe ministry licence’ (valid for 3 years).

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

1. Anglican Safe Ministry Training – within 3 months of appointment to a ministry position, complete the Junior Safe Ministry course, which includes age appropriate training taken from the Essentials adult course.
2. Jannali Anglican Church requirements – as for adults (see above), except that the declaration form for those under 16 (requiring parent or guardian signature) must be used.

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

1. Working with Children Check – upon turning 18 immediately obtain a WWCC as for adults (see above).
2. Anglican Safe Ministry Training – For new “church workers” and those whose existing “Junior” church licence has expired, complete (within 3 months) the required adult Safe Ministry Training Essentials (see above).
3. Jannali Anglican Church 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).

**D. For clergy**

1. Working with Children Check - All clergy must obtain a WWCC for Employees, and advise all the details to the Safe Ministry Officer for verification.
2. Anglican Safe Ministry – The Diocese ensures safe ministry compliance for all ministers (ordained clergy), including training provided by the Professional Standards Unit of the Diocese. In addition, it is a policy of Jannali Anglican Church that clergy also complete the ‘local’ Safe Ministry Training Essentials, and the required refresher courses every 3 years.
3. Jannali Anglican Church Requirements – as for all other adult “church workers” (see above).

**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. Jannali Anglican Church Requirements

## **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 local church licence. This also applies for anyone involved with a residential camp.
2. When involvement is indirect (eg. catering for a kids club) or direct but occasional (eg. an adult runs a one-off activity at a kids club), only the WWCC check is required.
3. If the involvement is occasional and only for support (eg. provide morning tea at a kids club) there are no formal safe ministry requirements.
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 Residential Camps**

1. Everyone who serves at a residential camp (Including cooks & other ‘helpers’) must complete all the requirements for “Church Workers” (see above).

### **For Holiday Clubs (and other one-off) events**

1. Those who are regular ‘leaders’ of children or youth, and serve in Holiday Clubs must complete all the requirements for “Church Workers” (see above).
2. Those who have occasional, but direct involvement with children and youth must complete a WWCC.
3. Those who assist only with catering or other logistics on an occasional basis need only to be known, trusted and appointed by the relevant staff member.

### **For “Kid’s Hope”**

1. Those who visit Jannali Public School to mentor a student under the World Vision “Kid’s Hope” program must complete all the requirements for “Church Workers” (see above).
2. Each person must also complete the required World Vision, Kid’s Hope training and be appointed by the Kid’s Hope Coordinator.

### **For “Playtime”**

1. Those who co-ordinate or ‘lead’ children in playtime (i.e. those who take regular responsibility for the children of others) 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 ‘Kids Church’ School Holiday Program leaders/helpers**

1. Those who lead ‘kid’s church’ programs have involvement with children that is direct, but occasional. Accordingly, a WWCC is required.

### **For ESL teachers and Jesus Club leaders**

1. Those who teach ESL or are Jesus Club leaders have involvement with vulnerable people. Accordingly, a Jannali Anglican Church Safe Ministry licence is required, which includes the Anglican Safe Ministry Training.

## **For Thursday Church**

1. Those responsible for leading the Thursday Church ministry team are responsible for vulnerable people. Accordingly, a Jannali Anglican Church Safe Ministry licence is required, which includes the Anglican Safe Ministry Training.
2. Those who have direct access to rail aged people in on-to-one situations are required to have a Jannali Anglican Church Safe Ministry Licence, which includes the Anglican Safe Ministry Training. This will include those who assist members and visitors to board and disembark from the Chesalon bus, those who assist members to use the bathroom , and those who provide transport in private cars.

## **For 'Creche'**

1. Those who serve in crèche on a regular basis (eg. every week at the Monday morning crèche) are 'church workers' and must complete all the requirements above.
2. Rostered Leaders – at least one 'leader' should always be rostered to take responsibility in crèche. This person must have completed all the requirements for "Church Workers" (see above).
3. Helpers - Others included on a crèche roster as 'helpers' (including parents of children in the crèche) are occasional workers. They must complete a WWCC and provide the details to the safe Ministry Officer for verification.
4. Parents who accompany their own children to crèche, but have no formal responsibility for the children of others (as a rostered leader or helper) have no safe ministry requirements.

## **For SRE (Scripture) Teachers**

### **A. Every member of Jannali Anglican Church, before entering a school classroom to teach SRE, must complete all necessary requirements (as established by 'Youthworks' and Jannali Anglican Church):**

1. Working with Children Check – complete as for all "Church Workers" (see above).
2. Anglican Safe Ministry Training – complete as for all "Church Workers" (see above).
3. Jannali Anglican Church Requirements – complete as for all "Church Workers" (See above)
4. 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.
5. SRE Accreditation – complete the Youthworks SRE Accreditation Requirements.

### **B. Non-Jannali Anglican Scripture Teachers who enter school classrooms to teach Scripture, do so under the co-ordination of Jannali Anglican Church. Before commencing, each person must:**

1. Working with Children Check –provide details of the WWCC to the Jannali Anglican Church Safe Ministry Officer for verification.
2. SRE Accreditation – As for Jannali Anglican members, undertake and complete the Youthworks SRE Accreditation Training.
3. Obtain, and present to the SRE Coordinator, an SRE Authorisation Card from their own church/denominational (assuming they are an Accredited SRE Provider). This is evidence that the person is known, trusted and has completed all relevant safe ministry training for their own church. (Note: In some cases where the person is not able to obtain an SRE Accreditation from their own church, they can be authorised by Jannali Anglican Church upon completion of the Anglican Safe Ministry Training, and presentation of a letter of recommendation from their church minister).