

Western Suburbs Community Bible Church Inc. Safe Ministry Strategy

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1. Definitions

- Child - a person under the age of 18 years.
- Church - a church operated by WSCBC Inc.
- Critical incident - circumstances which have the potential to result in physical or psychological outcomes ranging from mild trauma to a fatality for one or more people.
- Ministry leader - the person directly responsible for a ministry program, meeting or event; eg. a bible study leader, a children's leader, a pastor.
- Staff - a person employed by a WSCBC church.
- Worker - a person who is appointed to a role in a WSCBC church, regardless of whether they are paid or officially employed.
- Western Suburbs Community Bible Church Inc (WSCBC) - an association incorporated in Western Australia, responsible for the operation of churches.

2. References

This Safe Ministry Strategy was developed using content from:

- Safe Ministry Training Manual 2012, Safe Ministry Resources Pty Ltd.
- Professional Standards Unit, Sydney Anglican Diocese.

Reference should be made to the Constitution of WSCBC Inc for understanding of some specific roles described in this Safe Ministry Strategy, particularly the Senior Pastor and the Board of Reference.

3. Safe Ministry Policy

Western Suburbs Community Bible Church Inc. is committed to the physical, emotional and spiritual welfare and safety of all people, particularly within its own community. To ensure the safety of people within its own communities, a WSCBC church shall:

- carefully recruit, train and supervise its staff and workers;
- adopt and encourage safe ministry practices by its staff and workers;
- respond promptly to each concern raised about the behaviour of its staff and workers;
- offer pastoral support to any person who has suffered abuse;
- provide supervision of and pastoral accountability to, within the context of the ministries, locations and activities of a church, any person who attends a church and who is known to have abused a child or another vulnerable person;
- provide safe physical and emotional environments in ministry programs
- maintain at all times a Safe Ministry Representative to implement this policy;
- ensure that all people who attend a church are made aware of this policy.

The Safe Ministry Strategy comprises the policy statement above and the detailed procedures which follow. Implementation of the procedures is necessary to satisfy the policy.

4. Safe Ministry Procedures

4.1. Recruitment, training and supervision of staff and workers

4.1.1. Recruitment

The process described below shall be followed for recruiting staff.

- The Senior Pastor shall establish a recruitment team to assist him in his decisions regarding appointment of new staff. The team shall comprise himself plus one or two committed attendees of the church.
- The recruitment team shall identify the role requirements and identify suitable candidates.
- The recruitment team shall interview the candidates. A summary of the interview topics and outcomes shall be documented.
- With the assistance of the recruitment team, the Senior Pastor shall identify the preferred candidate. The recruitment team shall conduct a Safe Ministry Check on the candidate using the form provided in Section 5.1. The recruitment team shall conduct a Working with Children Check and a Criminal History Background Check on the candidate. The recruitment team shall contact the candidate's referees to discuss the candidate's past performance. All outcomes of these checks shall be documented.
- Subject to a satisfactory outcome of the above items, the preferred candidate shall be offered a staff position within the church.

The process described below shall be followed for recruiting workers.

- In consultation with the Senior Pastor, the relevant ministry leader shall identify the role requirements and identify suitable candidates.
- The ministry leader shall discuss the role with the candidates.
- The ministry leader shall identify the preferred candidate and ensure that a Safe Ministry Check is conducted on the candidate using the form provided in Section 5.1. If the role involves child-related work, the ministry leader shall ensure that a Working with Children Check is conducted on the candidate. All outcomes of these checks shall be documented.
- Subject to a satisfactory outcome of the above items, the preferred candidate shall be offered a role within the church.

4.1.2. Training

Within six months of commencing in their role, all staff and workers shall attend Safe Ministry training completed in accordance with the Safe Church Training Agreement administered by the National Council of Churches in Australia, or training that the Senior Pastor has determined to be equivalent to this. All staff and workers shall attend Safe Ministry refresher training every three years.

Additional, specific training shall be completed by staff and workers as required.

The church shall maintain documentation recording completion of any training by its staff and workers.

4.1.3. Supervision

Upon commencement of their role, and on an annual basis thereafter, all staff and workers shall be:

- given a copy of the "Code of Conduct for staff and workers" included in this Safe Ministry Strategy;
- made aware of the organisational structure within the church, particularly who is the ministry leader responsible for their role;

- encouraged to speak to their ministry leader regarding any concerns about, or dissatisfaction with, the role;
- made aware that should they not be comfortable to discuss the role with their ministry leader then they should speak to the Senior Pastor, or Safe Ministry Representative, or other appropriate person within the church.

An annual review shall be conducted of all staff and workers. The review shall be conducted by the appropriate ministry leader. The review shall consist of:

- provision of feedback to the staff or worker about their performance;
- querying the staff or worker about their experience in the role, including positive and negative aspects;
- querying the staff or worker about their intentions to remain in the role for the next year.

The Senior Pastor and ministry leaders shall undertake ongoing leadership development activities with all staff and workers, including regular meetings to discuss ministry experience and praying together.

Provision shall be made for all staff to attend events such as external training and conferences.

4.1.4. Relief staff or workers

It is acknowledged that from time to time staff or workers will be unavailable to perform their ministry role (eg. on holiday, sick), and other people will be required to perform the role for a short time, potentially at short notice. Such relief workers shall be exempt from the recruitment, training and supervision requirements described in this section.

However, the following requirements shall apply to relief staff or workers.

- Any person providing relief for a staffer shall be selected by the Senior Pastor.
- Any person providing relief for a position involving working with children shall have completed a Working with Children check, or shall be a parent of one of the children involved.

4.2. Code of Conduct for staff and workers

All staff and workers follow this code of conduct. This content is largely taken from page 39 of the Safe Ministry Training Manual 2012, Safe Ministry Resources Pty Ltd.

MAINTAIN A HEALTHY RELATIONSHIP WITH GOD

We minister to others out of our relationship with God.

We can promote our relationship with God by:

- Having active involvement in the life and ministry of the church.
- Studying the Scriptures in private and in groups.
- Praying regularly in private and in fellowship with and for the people and ministry of the church.
- Giving of our time and finances to the work of the church, as an expression of our gratitude to God.

BE DILIGENT IN EXERCISING MINISTRY

If you are exercising a ministry in a church body you are encouraged to:

- Take reasonable steps to ensure the safety and welfare of those in your care.
- Respect and listen to individuals.
- Give careful consideration to the choice of activities, ensuring adequate supervision and age, gender, ability and cultural appropriateness.
- Ensure that in the case of ministry programs to those under 18 years, there are sufficient adults (18 years and over) present for the adequate supervision of ministry activities.
- Ensure that junior leaders, who are under 18 years will not be given sole responsibility to supervise other minors and are to be under the supervision of adults in the same general proximity.
- Be welcoming and affirming of others as individuals who are precious in God's sight, avoiding any appearance of favouritism, or 'special' relationships with those under your care.
- Provide clear behavioural expectations for those under your care and refrain from any form of corporal punishment.
- Ensure that the content of any printed, media, music or digital material to be used is suitable and appropriate to the age and maturity of the group being taught or entertained.

BE ACCOUNTABLE AND TRANSPARENT IN INTERACTIONS

As leaders of integrity we hold ourselves accountable to each other and recognise that we are responsible for our words and actions and how they might impact on others. Part of our desire to be accountable relates to utilising transparent practices in our ministry to others. We are to do the right thing, and also be seen to be doing the right thing, and are responsible for our actions.

In our interactions with vulnerable people it is recommended that:

- You avoid working alone or in isolation (eg. avoid being alone with a child or vulnerable adult in a motor vehicle).
- Individual or small group ministry occurs in a public place or a location with visibility.
- If counselling children, young people or vulnerable adult first seek care-giver permission and to be conducted in a visible location.

EXERCISE APPROPRIATE PHYSICAL CONTACT

Appropriate physical contact is important for people's healthy emotional wellbeing.

In general:

- Excluding circumstances such as immediate physical danger or medical emergency, physical contact should be guided by the program participants.
- Ensure that physical contact is of a non-intimate nature.
- Great care should be exercised when comforting a distressed person of any age.

MINISTER WITH INTEGRITY

The personal behaviour and relationships of all in leadership has a significant impact on the church and the community because they are a model to others. As you consider your impact on others, be mindful of:

- Loving and caring for your family and paying particular attention to the effect of your ministry on your family relationships.
- Displaying behaviours and attitudes that are above reproach when interacting with others.
- Being sensitive and respectful towards family and cultural traditions different from your own.
- Avoiding language that may be misunderstood or that bullies, threatens, belittles, humiliates or causes unnecessary offence or embarrassment.
- Exercising discretion and appropriateness when considering, viewing or using restricted material.
- Applying appropriate standards of dress as a model to others.
- Exercising integrity and accountability in financial matters on behalf of the church and in personal dealings.
- Exercising integrity in use of media, print based materials and intellectual property.
- Treating all personal information with sensitivity and confidentiality.

4.3. Working with children

4.3.1. Supervision

All ministry programs including children shall be attended by at least two adult staff or workers.

Working alone with children shall be avoided. However, if meeting a child privately, then:

- parental or guardian consent shall be obtained where practicable;
- another adult staff or worker shall be advised of the time, location and duration of the meeting;
- a record shall be made of the time, location, duration and circumstances of any meeting where it is impracticable to follow these guidelines.

Staff or workers shall not make available to children any material prohibited for use by children, including films, images, games, alcohol, tobacco products, illegal drugs and gambling products.

The church shall ensure that a register of attendance of children and leaders and their emergency contact details is kept for each pastoral ministry involving children. Occasional participators in the ministry need not be registered, however the ministry leader shall ensure that a parent or guardian is readily contactable for the duration of the ministry.

When taking children away from church premises, written consent of a parent or guardian shall be obtained, and they shall be kept informed of the place and timing of the event.

4.3.2. Ministry venues

When working with children, staff or workers shall ensure that:

- all activities have defined boundaries that are easily observed or patrolled;
- all aspects of children's activities are open to observation;
- children are not permitted to leave church premises unsupervised; and
- where individual or small group ministry is needed, it occurs in the presence of adults, a public place or a location with high visibility.

When events require children to sleep over, staff or workers shall ensure that where possible:

- parents or guardians are involved in the events and their supervision;
- sleeping accommodation is segregated between males and females;
- sleeping accommodation is supervised by more than one person, preferably including a parent or guardian or another adult of each gender; and
- supervisors do not sleep in close personal proximity to a child, unless they are a parent or guardian of the child.

Venues shall allow for the privacy of all parties to be respected, particularly when changing clothes, washing and toileting.

4.3.3. Discipline

When engaged in pastoral ministry, staff or workers shall not administer physical punishment to children in their care.

When a child's behaviour requires correction, either for the safety and welfare of themselves or the group, the following guidelines shall be implemented:

- a warning precedes any discipline, where the situation permits;
- the discipline is explained to the child;

- the child is given an opportunity to explain;
- the discipline is appropriate to the occasion and age of the child;
- the form of discipline is not corporal punishment, does not ridicule or humiliate or is not otherwise abusive;
- very young children are not isolated as a form of discipline;
- physical restraint is only used to protect children from harm or to avoid an accident;
- when physical restraint is used, a record is kept that identifies the restraint used, the staff or worker and child involved and any witnesses, and sets out the incident's circumstances;
- the child's parents or guardians are informed of the circumstances of the incident and discipline; and
- a record is made of the circumstances of the incident and discipline.

4.3.4. Reporting of suspected child abuse

If any staffer, worker, or any other person within the church knows or reasonably suspects that:

- a child in the church is at risk of harm from child abuse; or
- another person in the church has abused a child;

then the following steps shall be undertaken.

- The concerns shall be reported to the Safe Ministry Representative.
- The Safe Ministry Representative and the concerned person shall complete the form in Section 5.2 regarding the concerns.
- The Safe Ministry Representative shall then notify the Western Australia Department for Child Protection and the Senior Pastor.

An exception to the process described above shall occur if the child's safety is at immediate risk. In such cases the Western Australia Police shall be immediately notified. The remainder of the process shall then be followed.

Reasonable grounds for reporting abuse shall exist if:

- a child states that they have been, or are at risk of being, abused;
- someone else who knows the child states that the child has been, or is at risk of being, abused;
- based on the physical appearance or behaviour of a child, a person has concern that the child has been, or is at risk of being, abused.

4.4. Health and safety

4.4.1. General health and safety

The Safe Ministry Representative shall have general responsibility for maintaining health and safety within the church's activities. All persons in the church shall be notified that the Safe Ministry Representative has this responsibility, and that the Safe Ministry Representative is their point of contact should they have any health and safety concerns.

The Safe Ministry Representative shall regularly consult with staff and workers to determine whether any health and safety concerns exist. The Safe Ministry Representative shall act quickly to address any concerns raised.

At least one staffer or worker shall have current first aid training. The name of that person shall be made known to the church. That person shall be a regular attendee of the church's ministry activities, but is not required to attend every activity.

A first aid kit shall be maintained and readily accessible to participants in ministry activities held at the church's main ministry locations, and at any other activity where a first aid kit is deemed necessary. It is not generally necessary to provide a first aid kit for activities held at private residences.

4.4.2. Food preparation

Any food preparation undertaken as part of the church's ministry shall comply with the following guidelines. The guidelines are largely taken from page 48 of the Safe Ministry Training Manual 2012, Safe Ministry Resources Pty Ltd.

RECEIVING FOOD

Keeping food safe starts from the moment that the food arrives:

- Check that your food suppliers are supplying safe food.
- Ensure that perishable food arrives in a refrigerated food vehicle, and check the temperature of deliveries when they arrive. Then transfer to the correct type of storage.
- Dry goods, dry ingredients or canned foods should be in good condition, without torn packaging or heavily dented cans.

PREPARING FOOD

- Use separate utensils, including cutting boards and knives, for raw food and cooked food. If this is not possible, thoroughly wash and sanitise equipment before using it.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged packaging.
- Don't let raw food come into contact with cooked food to avoid cross contamination.

HANDLING FOOD

- Cooked, or ready-to-eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves.
- Raw food to be cooked can be handled with bare hands.
- Change disposable gloves every hour and/or when they tear and/or when you change tasks.

COOKING AND HEATING

- Thaw frozen food before cooking in microwave or at the bottom of the refrigerator.
- Never put thawed food back in the freezer.

- Cook thawed food immediately after thawing.
- Cook all foods completely, especially red meat, fish and chicken.
- Reheating: bring to the boil and simmer for a minimum of 5 minutes before serving (or microwave using manufacturer's guidelines).

STORING FOOD

- Temperature: meat, dairy or fish (not already processed by heat) are high-risk foods. Store at the correct temperature, frozen (hard) at -15 deg C or cooler, or refrigerated at 5 deg C or cooler.
- Time: Don't keep food in storage for too long. Record dates, 'first in - first out' rule. Food should be out of refrigeration for a maximum of four hours.

DISPLAYING FOOD

- Wrap or cover all food on display. Tag or label food trays, not the food.
- Refrigerated displays must be 5 deg C or cooler and hot displays 60 deg C or hotter.
- Don't use hot display equipment to reheat food.

TRANSPORTING FOOD

- Keep cold by using insulated containers such as an Esky with ice or cold blocks.
- Food which is to be served hot should be transported cold and heated at the event. Alternatively hot food shall be cooked, kept warm, transported and consumed within a four hour period.

4.4.3. Building and equipment requirements

Buildings in which church activities are held shall be of sound construction and well maintained.

At least once per year, the Safe Ministry Representative shall undertake a health and safety audit of any buildings and equipment frequently used in church ministry activities. Refer to Section 5.3 for the audit form. Any hazards that are identified shall be addressed.

4.4.4. Transport

Any transport conducted as part of the church's ministry shall comply with the following.

- All drivers shall be licensed, responsible, experienced and not impaired by alcohol or any other mind-altering or addictive substance.
- All drivers shall comply with the road rules.
- All motor vehicles and other forms of transport used are registered, insured, safe and fitted with appropriate child restraints or safety devices (e.g. seat belts, life jackets).
- If a child is to travel in a vehicle driven by a staffer or worker with a provisional licence, prior written consent shall be obtained from the child's parent/guardian where practical.
- A staffer or worker shall not be alone in a vehicle with a child.

4.4.5. Response to critical incidents

In the case of a critical incident during any ministry activity, the following process shall occur.

- The activity shall be immediately halted. The ministry leader shall take steps to ensure that all people involved in the activity are made safe.
- The emergency services shall be contacted as required.
- First aid shall be applied as required.
- The Senior Pastor and Safe Ministry Representative shall be immediately notified. If the incident involves a child, then the parents/guardians shall be immediately notified.

- An incident report shall be completed (refer to template in Section 5.4) and provided to the Senior Pastor, Safe Ministry Representative and parents/guardians.
- As required, the church's insurers shall be notified and provided with a copy of the incident report.

4.5. Dealing with a concerns about improper behaviour of staff or workers

4.5.1. Concerns about anyone other than the Senior Pastor

If any person within a church has concerns about the behaviour of a staffer or worker they shall share their concerns with the Senior Pastor or Safe Ministry Representative. If the person is uncomfortable to do this, they shall share their concerns with another trusted person, who shall then speak to the Senior Pastor or Safe Ministry Representative.

Upon receipt of such concerns, the Senior Pastor or Safe Ministry Representative shall document the concerns using the form in Section 5.5. If only the Safe Ministry Representative is advised, the Safe Ministry Representative shall forward the form to the Senior Pastor.

If the concerns related to suspected abuse of children or other vulnerable people, then the procedure for "Working with children - Reporting of suspected child abuse" or "Dealing with convicted or suspicious persons" shall be followed. If the concerns are not of that nature, then the Senior Pastor shall make a preliminary judgement about the accused persons role in the church while the concerns are investigated. The Senior Pastor shall ensure that any necessary restrictions are quickly put in place.

The Senior Pastor shall investigate the concerns, and determine whether the civil authorities must be notified, or whether the matter can be resolved by the church.

The Senior Pastor shall resolve the issue as required, and notify the relevant parties of the outcomes.

4.5.2. Concerns about the Senior Pastor

If the concern is about the Senior Pastor, then the process above shall generally be followed, however the concerned person shall initially speak to the Safe Ministry Representative or a member of the Board of Reference. A member of the Board of Reference shall conduct the investigation and resolution of the matter.

4.6. Dealing with convicted or suspicious persons

This content is adapted from the Sydney Anglican Diocese Professional Standards Unit, <http://www.psu.anglican.asn.au/index.php/p2/guidelines>. Further useful details are available from that website.

WSCBC is committed to actively ensuring that every person attending a church feels safe. At the same time, all people should be welcome to be a part of the church, including any generally referred to as persons of interest (POI). POI means those who have been convicted, accused, are reasonably suspected of or have admitted to child abuse or sexual offences.

While considering how to balance these two concerns, a church shall have as its priority the protection of children and other vulnerable persons from abuse. As such, it may be a necessary safeguard for all to impose restrictions on a person accused or suspected of child abuse, even though that person is innocent until proved guilty.

Prohibited persons, being those convicted of a serious sexual offence, shall not be in any child related position, i.e. any role which potentially involves unsupervised contact with children. This is legislated for and not negotiable. However such prohibited persons may still attend church activities. Similarly, persons accused or suspected of child abuse, even if not convicted, need clear boundaries.

Upon receipt of any information or suspicion that a person may be a POI, the Senior Pastor shall investigate the concerns, using appropriate sensitivity and confidentiality. The Senior Pastor shall gather information from sources including the POI himself, civil authorities and staff from other churches.

Upon confirmation of the information, the Senior Pastor shall notify the Safe Ministry Representative, and they shall assess the risk that the POI poses to children and other people within the church. On the basis of this assessment, the Senior Pastor shall determine boundaries within the church for the POI.

The setting of boundaries for the POI shall include a clear written statement of:

- which activities the POI may attend. In extreme cases of high risk, consideration should be given to complete exclusion from activities altogether;
- the ministry roles the POI may undertake;
- the buildings and rooms the POI may go into;
- the times the POI can be on church premises;
- who the POI may associate with at church;
- the supervision and accountability which has been put in place.

The Senior Pastor shall appoint at least two persons to undertake the task of being mentor to the POI. They shall:

- be recognised as appropriately gifted, experienced and respected congregation or parish leaders;
- understand the nature of offenders;
- understand the demanding and onerous nature of the task;
- be prepared and available to meet with the POI at least fortnightly (at least one mentor shall be at each meeting);
- attend church activities at the same time as the POI (at least one mentor shall be at each activity);
- be of an appropriate gender in relation to the POI;
- report regularly to the Senior Pastor on the state of the POI.

The Senior Pastor shall inform ministry leaders and parents of any perceived risk from the POI. Mentors and other ministry leaders, shall be made aware of the boundaries that have been set and agreed upon. There shall be a system in place to ensure that the POI is monitored at all times during church activities.

The Senior Pastor shall ensure that at least every three months he meets with the POI being supervised and held accountable, the mentors and ministry leaders to ensure that the boundaries are being adhered to, the POI is coping and continuing in treatment and to get feedback as to any change in the level of risk.

The Safe Ministry Representative shall ensure that adequate insurance coverage is in place for a POI to participate in the church's activities. The Safe Ministry Representative shall notify the church's insurers when a POI commences participation in the church's activities.

4.7. Approval for ministry programs

WSCBC is committed to ensuring that all ministry programs, meetings and events are conducted in a safe manner.

As such, on an annual basis, the nature of all programs, meetings and events shall be documented. This shall be completed according to the form in Section 5.6.

The Senior Pastor, Safe Ministry Representative and ministry leaders shall review and approve the documentation for each program, meeting or event.

If a new program, meeting or event is established mid-year, the documentation shall be prepared and approved prior to its commencement, or soon after.

5. Forms

5.1. Safe Ministry Check Form

(page 43-44 Safe Ministry Training Manual 2012)

SAFE MINISTRY CHECK (SCREENING QUESTIONNAIRE FOR VOLUNTEERS)

PERSONAL DETAILS

Title	Surname	Christian name	Previous names	Male/female (circle as appropriate)
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Address:	
Home phone number:	Work phone number:
Mobile phone number:	Email:
Date of birth:	Marital status:

CONSENT: I consent to the information contained in this application including the subsequent pages to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.

Name: _____ Signature: _____ Date: _____

Please tick either "yes" or "no" for each question.

If the answer to any of the following questions is "yes", please give details *on a separate page*.

NOTE: A 'yes' answer will not automatically rule an applicant out of selection.

Question	Yes	No
1. Do you have any health problem(s), which may affect you volunteering for the church?		
2. Have you ever been convicted of a criminal offence?		
3. Have you ever been charged with a criminal offence?		
4. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?		
5. Have you ever engaged in any of the following conduct, even though never having been charged? <ul style="list-style-type: none"> • sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate) • sexual contact with a person under the age of consent • illegal use, production, sale or distribution of pornographic materials • conduct likely to cause harm to people, or to put them at risk of harm. 		

Question	Yes	No
6. Has your driver's licence ever been revoked or suspended?		
44 7. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?		
8. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?		
9. Have you done anything in the past or present that may result in allegations being made against you of child abuse? Abuse means: bullying; emotional abuse; harassment; neglect; physical abuse; or sexual abuse.		
10. Have you done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?		
11. To your knowledge, have you ever been the subject of an allegation of sexual abuse or sexual misconduct?		
12. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?		

RECORD OF CHRISTIAN CHURCH MEMBERSHIP

List church organisations, churches, congregations of which you have been associated with.

Name of Church	Position	Location	WHEN
			Month/Year

CONSENT TO CRIMINAL HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK

I hereby consent to provide an Australian Federal Police Check if I have resided in another country. I also consent to provide a National Criminal History Background Check and/or a Working with Children Check.

Name: _____

Signature: _____

Date: _____

DECLARATION

I, _____

of _____

do solemnly and sincerely declare that:

(1) the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

(2) I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the Church.

Applicant's signature _____

Declared this day _____
(Day) (Month) (Year)

CHARACTER REFERENCE: Please provide two (2) referees. Referees must be over eighteen years of age and be able to give a report (by telephone only) on your good character and suitability for ministry.

Referee 1: Name: _____ Phone: _____

Referee 2: Name: _____ Phone: _____

Witness to the Applicant's Check

Name of Witness: _____

Title / Office held: _____

Signature: _____

Date: _____

Note: Please seek legal advice if you are uncertain about signing this document.

5.2. Risk of Significant Harm Form

(page 42 Safe Ministry Training Manual 2012)

Risk of Significant Harm Form

To be completed by the person who hears a disclosure or wishes to report a child or young person at risk of harm. The completed form should be given only to the Safe Ministry Representative and then kept in a locked filing cabinet. The information will be used for reporting to the Govt Child Protection Department,

Name of church: _____

Safe Ministry Representative: _____

DETAILS OF PERSON REPORTING ALLEGED ABUSE/RISK OF HARM

Name of reporter: _____

Relationship to alleged victim: _____

Nature of alleged abuse: physical emotional sexual
 neglect witness domestic violence

Is this report due to a direct disclosure or reasonable grounds? (circle)

State immediate safety concerns: _____

If disclosure: Date: _____ Time: _____

Describe why you have reasonable grounds for this report (add pages if needed). Include when and how you became aware of the information, names of other witnesses, description of any injuries, description of the behaviour of the child, the carer's attitude regarding the incident (if known). Where disclosure has occurred, provide a first person report in this space. Record the child's actual words (attach transcript).

DETAILS OF ALLEGED ABUSE VICTIM

Name: _____ Age: Male Female

Address: _____

Phone: _____ Parent/Guardian: _____

Names of siblings: _____

Names of known support people to the child and family: _____

Have the parents/guardians of the victim been notified? Yes No

If yes, person(s) spoken to: _____ Date: _____

What were they told? _____

DETAILS OF ALLEGED PERPETRATOR OF THE ABUSE (IF KNOWN)

Name: _____ Age: Male Female

Address: _____

Phone: _____

Does the alleged perpetrator know about the report? Yes No

If yes, who spoke to him/her? _____ Date: _____

What was he/she told?

CHURCH'S RESPONSE TO ALLEGED ABUSE/RISK OF HARM

Safe Ministry Representative notified? Yes No Date: _____

Reported by whom?

Name of Govt Service call centre worker:

Reference number:

Have the police been notified? Yes No Date: _____

Name of officer and station: _____ Date: _____

Advice given by police officer:

Signed: _____ Date: _____

5.3. Housekeeping and Risk Assessment Checklist

(page 47 Safe Ministry Training Manual 2012)

Housekeeping & Risk Assessment

1. OCCUPATIONAL HEALTH AND SAFETY

FLOORS, AISLES, STAIRS ETC

- a. Are all aisles clear?
- b. Are all floors, aisles, stairs and landings free of slip, trip and fall hazards?
- c. Are stairs free of worn or broken treads?
- d. Are all handrails in good repair?
- e. Are non-skid strips on stairs in good

ELECTRICAL POWER

- a. Are all electrical plugs, sockets and switches in good working order?
- b. Are all appliances free of frayed or otherwise defective leads (checked and tagged)?
- c. Do appliances have access to a power socket free of double adapters?
- d. Are all lights adequate and operational?
- e. Are residual current devices installed and maintained?

EMERGENCY RESPONSE

- a. Is the church evacuation procedure clearly displayed?
- b. Are fire extinguishers appropriate to materials used in their vicinity?
- c. Are fire extinguishers readily available and properly mounted?
- d. Are fire extinguishers properly maintained and inspected?
- e. Are exits and exit signs adequately illuminated?
- f. Are all exits and fire doors in good repair?
- g. Are all exits unobstructed both internally and externally?
- h. Are all incidents recorded on the Incident report form?

STORAGE

- a. Are all items being stored clear of traffic areas?
- b. Where items are stacked for storage, are the stacks stable with a good solid base?
- c. Are storage areas kept clear of rubbish and unwanted material?
- d. Where it is necessary to store flammable items, are they stored correctly?

FIRST AID

- a. Are all first aid kits clearly identified?
- b. Are the first aid kits properly stocked and maintained and operational?
- c. Are the names of qualified first aiders clearly displayed?

CAR PARKS & OUTDOOR AREAS

- a. Are car parks and outdoor areas kept clean and free of rubbish?
- b. Do car parks and outdoor areas have even surfaces; i.e. no holes?
- c. Are car parks and outdoor areas free of grease and oil patches?
- d. In car parks, are vehicle traffic ways clearly marked and lit?
- e. Are car parks free of dense shrubbery obstructing vision?
- f. Does the program use a sign in/sign out sheet (or roll)?
- g. Outside play fence (minimum height 1.5metres) with a child-proof self-closing gate?
- h. Is the playing space (outside and inside) appropriate for the number of children?
- i. Are there any dangers, gully traps, unprotected steps?
- j. Are there appropriate surfaces for the program activities, eg impact absorbing under play-equipment, paved areas?
- k. Is there a sand pit and is it well-drained; does it have safe surrounds and shade?
- l. Do you have appropriate shade provided in outside play areas?
- m. Do you have access to a telephone in case of an emergency?
- n. Are there appropriate toilet facilities available for children?

2. LEADERS

- a. Have all leaders been recruited according the safe church policy?
- b. Have all leaders committed to the Leader Conduct Covenant?
- c. Are there sufficient leaders to ensure the safety of program participants?
- d. Are at least two of your leaders over the age of 18?
- e. Are at least two of your leaders properly trained in first aid?
- f. Do all leaders know what to do when a child at risk of harm?
- g. Have leaders had training in safe church concepts?

3. MATERIAL

- a. Does the church have a policy that governs the approval of teaching material used?
- b. Are leaders within the program required to use material provided by the church or are they able to provide their own material?

5.4. Incident Report

(page 48 Safe Ministry Training Manual 2012)

Incident Report

This form is to be completed by an adult witness whenever an incident requiring secondary medical attention occurs (eg. injury leading to child going to a medical centre).

The completed form should be given to the parents/guardians of the child or young person, and a copy needs to be filed away for future reference (securely).

GENERAL INFORMATION

Name of group: _____

Adult supervisor: _____

Name of injured person: _____ Birth date: _____

Age: _____

Names of parents/guardians: _____

Address: _____

Phone: _____

Date of incident: _____ Time of incident: _____

DESCRIPTION OF INCIDENT

1. Describe the incident (use the back of page if necessary): _____

2. Where in the facility did it happen? _____

3. What area of the person's body was injured? _____

4. What was the person doing when the incident happened? _____

5. How did the incident happen? _____

6. Names of leaders supervising at the time of the incident: _____

7. Name(s) of any other witnesses to the incident: _____

8. How did the person respond after the incident? _____

9. Was first aid given or some other action taken? Yes No

If yes, by whom? _____

5.5. Safe Church Concerns Anecdotal Record

(page 43 Safe Ministry Training Manual 2012)

Safe Church Concerns Anecdotal Record

Complete and give to your team leader

To be completed by a leader who wishes to report a Safe Church concern.

The completed form should be given to the team leader, who will pass the information onto the Safe Ministry Representative, and then kept in a locked filing cabinet.

Name of organisation (church): _____

Safe Ministry Representative: _____

Name of team leader : _____

Name of leader filling in this form: _____

Age of person report is concerning: _____

Relationship to the person: _____

Describe your concerns, what was observed or what was said. _____

It is important to provide as much information as possible, basing your information on facts and observations, without making assumptions or jumping to conclusions or making "value" judgments.

Time and date of the incident or recording

Date: _____ Time: _____

Signature:

5.6. Approval for Ministry

(page 41 Safe Ministry Training Manual 2012)

Approval for Ministry

This is written accountability tool for ensuring that you have done your risk management and are ready to run your program for the year/semester/ or event.

Church Name: _____

Name of Program: _____

Where the program / event takes place: _____

Time of program : _____

Ministry Coordinators : _____

Program leader/s Name: _____ Contact Ph: _____

Times available to the team: _____

Name: _____ Contact Ph: _____

Times available to the team: _____

Program First Aid person: _____

Emergency Numbers: _____ Ambulance: _____

Local Fire brigade: _____ Local Police: _____

Safe Ministry Representative: _____

Complete (and attach where appropriate) the following:

Team list (team is large enough to safely run the program)

Team have been trained, or will attend Safe church training this year.

Team have been recruited & forms filed at church

Housekeeping Risk Assessment Checklist completed

The individual program risks have been assessed and negated or minimised.
Attach safety plans for individual program risks.

Child information gathered

All notes for permission prepared &/or collected as necessary

Term program attached.

6. Calendar for regular activities

Many of the requirements outlined in the Procedures above can be actioned on an "as needs" basis. For example, the recruitment procedure will only apply upon recruitment of new staff or workers.

Other requirements, however, shall be actioned on a regular basis, for example the annual health and safety audit of buildings and equipment.

The table below summarises the regular activities required by this Strategy, and a suggested timing for the activity throughout the year.

Section	Activity	Frequency	Suggested timing	Responsibility
4.1.2.	maintain staff and worker training records	annually	May	Safe Ministry Representative
4.1.3.	staff and worker safe ministry induction	annually	Feb	Safe Ministry Representative
4.1.3.	staff and worker annual review	annually	Oct	Senior Pastor
4.1.3	leadership development activities	three-monthly	Feb, May, Aug, Nov	Senior Pastor
4.3.1.	maintain register of attendance of children	three-monthly	Feb, May, Aug, Nov	Ministry Leader
4.4.1.	notify church of identity of Safe Ministry Representative	annually	May	Safe Ministry Representative
4.4.1.	consult with staff and workers regarding health and safety issues	six-monthly	May, Nov	Safe Ministry Representative
4.4.1.	review status of first aid trained person and kit	annually	May	Safe Ministry Representative
4.4.3.	health and safety audit of buildings and equipment	annually	May	Safe Ministry Representative
4.7.	document, review and approve ministry programs	annually	Feb	Safe Ministry Representative
general	provide awareness briefing to all church members on Safe Ministry issues	annually	May	Safe Ministry Representative