

# Child Safe Protocols January 2020

## Ensuring safety for children and vulnerable people

Providing a safe environment and ensuring safe practices of ministry where children and vulnerable people are concerned in all our ministries and activities as a church is of the highest priority. In response to changes in State Government legislation and in the light of the recent Royal Commission into Child Sexual Abuse, the Anglican Diocese of Melbourne (ADOM) has set new standards in place for **every** Anglican parish and entity. The care, the safety and the welfare of children at St Michael's North Carlton is of the greatest concern and our policies, protocols, education and practices reflect our commitment to **zero tolerance** of child abuse. By following the recommendations and requirements from the Commission for Children and Young People (CCYP), our parish has developed the following ways to help us all church members to create and maintain a safe environment for children and vulnerable people. Protocols and procedures listed below have been developed with reference to:

- The code of conduct and child safe policy posted on the church **website**;
- *A Guide to Creating a Child Safe Organization* (CCYP);
- A 312-question self-assessment questionnaire (CCYP);
- "Power and Trust" education for clergy and church workers (ADOM).

## Education and Training

Creating and maintaining safety for children and vulnerable people is not only a matter of compliance to law and prescribed standards. Instead, our parish is committed to developing the best policies and practices possible as a sign to the wider community that the Gospel of Jesus Christ is Good News to all. A key difference for 2020 for those taking part in various ministry roles in the parish that involve contact with children or vulnerable people is a responsibility to attend a **Child Safe seminar**.

An "in-house" seminar based on materials provided by CCYP will be led by Kim Messieh, who has two years of experience as a trainer for child safe practices in churches. This education component of our child safe procedures will help each of us to know better how to make St. Michael's the safest environment possible in all aspects of ministry.

The education seminar will involve video clips, interactive exercises, and collaborative investigation into the 7 standards of child safety recommended by the CCYP. All church members will receive an invitation and welcome to take part in any one of the optional seminars listed below. Some church members will be personally invited to attend as a new responsibility attached to the ministry roles they currently undertake in the church's name.

By engaging in this education process together we can learn how best to create and maintain the safest possible environment for any children or vulnerable people in our church community.

The current options for the **education seminars thus far are as follows:**

- I. The first option for attending an education session for child safe ministries is **Saturday 8 February 2020 from 1pm – 3.30pm** in the church. All members of the parish are welcome to join in this seminar. Some members will be personally invited to take part in this or another session due to the nature of their current ministry role(s).
- II. The Parish Council will undertake this training as a team on Tuesday, **February 11 from 7pm in the church**, and all members of the parish are welcome to join in this seminar. This is the second option for those personally invited to take part in an education session due to the nature of their current ministry role(s).
- III. If unable to attend I or II above, the **CCYP** holds 2-hour seminars on weekdays from time to time in the CBD, details for which can be found at [www.ccyp.vic.gov.au](http://www.ccyp.vic.gov.au)
- IV. If unable to attend any of the above, **ADOM** holds 5-hour education sessions on Saturdays during the year, details to follow soon.

Anyone unable to take part in the optional seminars listed above can discuss other possibilities with the vicar.

## Essential responsibilities for people in various ministry roles

The following organisational chart helps to identify those involved in ministries of the church whose ministry role now carries an extra responsibility of attendance at one of the above education seminars.

Other responsibilities (e.g. Working With Children Check) already in place are listed in the chart.

There are **six categories** of responsibilities attached to various ministry roles set out in the organisational chart below:

1. Clearance by the independent Director of Professional Standards (DPS)
  - The DPS is accessible 24/7 by phone on 1800 135 246. Clergy and authorised ministers are required to pass an independent clearance by the director for fitness to be in ministry.
2. National Police Check or “CrimCheck”
3. Working With Children Check
4. Attendance at annual child safe education session (either external or internal)
5. Assent to the current code of conduct statement and child safe policy for church workers
6. Professional Standards education session (“Power and Trust”) 5-hour session (ADOM)

## Essential Responsibilities and Ministry Roles

Role	#1	#2	#3	#4	#5	#6	Comments
Authorised Lay Ministers (ALM or ASLM)	*	*	*	*	*	*	e.g. Kim, Roslyn
Bible readers							
Children's ministry		*	*	*	*		
Churchwardens		*	*	*	*	*	
Cleaners		*	*				
Clergy	*	*	*	*	*	*	
Communion assistant		*	*	*	*		
Event leader		*	*		*		
Excursion leader		*	*		*		
Flower arrangements		*	*				If they have key for entry
Gardening team member		*	*				If they have key for entry
Intercessors (liturgical)		*	*	*	*		
Kids Fiesta volunteer		*	*		*		
Lawn mowing duty		*	*				If they have key for entry
Mid-week chaplain		*	*	*	*		
Missions secretary							
Morning/afternoon tea							
Music director		*	*	*	*		
Music group leader		*	*	*	*		If children involved
Musician/singer							
Office secretary		*	*		*		
Paid pastoral staff		*	*	*	*		
Parish council members		*	*	*	*		
Pastoral visitor		*	*	*	*		
Playgroup team member		*	*	*	*		
PowerPoint operator							
Prayer ministers		*	*	*	*		
Recording of sermons							
Small group leader		*	*	*	*		If children involved
Transport		*	*	*	*		If children involved
Usher/Front-of-house		*	*		*		
Welcomer		*	*	*	*		
Worship service leader		*	*	*	*		
Youth ministry		*	*	*	*		

## Administration, Reporting, Review

- We are required to keep current confidential records of any compliance documents (as we do now) and to be able to show at any time whether a person in a ministry role that brings the person into contact with children and vulnerable people is compliant.
- If we receive advice in a report from a police check report or WWCC report or other source that a person involved in ministries is, for some reason, in breach of or not compliant with standards, it will be necessary to seek advice from the DPS as to the next steps to take. Our office secretary will have responsibility for managing the records, keeping same up-to-date, private and secure.
- This document shall be reviewed by Parish Council at least annually at the February meeting.
- Expenditure of at least \$500 shall be included in the parish budget for compliance with required screening to assist parishioners with costs of checks where necessary.
- Anyone who has any concerns for their own safety, or the safety of another person in relation to church ministries or activities can call the DPS directly (Kooyora Pty. Ltd.) on 1800135246.

Steve Webster, 16 Jan 2020