



Safe Church Package .

1st November 2023



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These documents, and the Baptist Churches of NSW & ACT *Code of Ethics and Conduct*, are available at <https://creating safespaces.org.au/resources/>

[insert church logo]

Safe Church Policy

Adopted by [governance body] on [date]

Our Safe Church Commitment:

Our Church is committed to modelling the love of Christ to all people we have contact with. We are committed to partnering with individuals, parents and families in providing meaningful, welcoming and fun experiences in high quality, safe environments. We want to ensure that when anyone (including children, young people and vulnerable adults) interacts with the ministries and activities of our Church that they feel safe – physically, emotionally and spiritually.

The NSW Government requires organisations to implement ten Child Safe Standards with respect to children and young people and we are committed to upholding these standards in our Church community. Every adult working with children or young people holds a valid Working with Children Check*. We use strict screening procedures. We have a process for anyone (including children and young people) to be able to raise any concerns they may have, and for the Church to respond in a timely and appropriate manner, including reporting concerns to the relevant authorities if appropriate. We train our leaders and volunteers to understand their responsibilities, to ensure our Church is a safe place.

We encourage anyone with concerns regarding the safety or wellbeing of a child or young person at our Church, or any other concerns about safety, to contact a member of the Safe Church Team. The Church will publish the names of our Safe Church Team members on our webpage and/or noticeboard.

(* or in the ACT a WWVP)

Purpose

The Church has adopted the *Safe Church Policy* (the **Policy**) to:

- a) help us live out our biblical mandate to 'Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself' (Mark 12:30-31);
- b) provide a framework to inform the provision of safe environments and programs for children, young people and vulnerable adults; and
- c) meet our legal obligations in relation to:
 - implementing the 10 Child Safe Standards;
 - staff and volunteers engaged in child-related work or, in ACT, regulated activities; and
 - reporting matters to government authorities, including making reports to police, making mandatory reports, and making notifications about reportable conduct.

The Policy outlines the commitment of the Church to principles in various areas. More detail regarding the practical implementation of these commitments is available in the relevant procedures and guidelines.

Scope

This Policy applies to:

- a) all Church Leadership, staff and volunteers; and
- b) all people who are involved in or attend the Church and its programs.

1. Activities and Services for Children at the Church

As a Church, we commit to providing places, services and programs that are physically, emotionally and spiritually safe.

1.1 Church Leadership

- a. recognise that children and young people are an integral part of the Church and talk about this in services, sermons, training events and meetings;
- b. involve children and young people in the routine of Church life as appropriate;
- c. consider the needs of children and young people when they make decisions about budgets, buildings, renovations, use of property, décor, or catering; and
- d. encourage children and young people to have input in decisions that affect them by including them in Church forums and meetings as appropriate.

1.2 Safe Church Team

- a. talk with children and young people about the fact that they have the right to feel safe, to be listened to and to have their views respected (including discussing what they should do and who they should approach if they feel unsafe or hurt, or they suspect that someone else is unsafe or hurt); and
- b. ensure their contact details are accessible to children.

1.3 Staff and volunteers

- a. listen to children and take seriously what children say;
- b. talk with children and young people about the kinds of behaviours, attitudes or 'culture' that they would like to promote in their group; and
- c. encourage children and young people to have input regarding the content of programs and types of activities they engage in.

Please see the *Guidelines for Activities with Children and Young People* for more detail.

2. Staff and Volunteers

2.1 Screening, selection and induction of Staff and Volunteers

The Church **will**:

- a. undertake screening processes for all staff and volunteers;
- b. engage in fair and transparent selection processes for all staff and volunteers;
- c. provide induction for all staff and volunteers; and
- d. recruit, select and induct all staff and volunteers in accordance with the *Procedure for Staff and Volunteers*.

2.2 Training and Resourcing of Staff and Volunteers

The Church **will**:

- a. ensure that staff and volunteers develop the knowledge and skills to create safe spaces for everyone, particularly children and young people;
- b. ensure that staff and volunteers have access to information about creating safe spaces and that they all undergo appropriate training regarding the available procedures, guidelines and forms referred to in the Policy;
- c. support staff and volunteers with adequate resources to enable them to maintain and promote safe spaces for everyone, particularly children and young people; and
- d. implement the *Procedure for Staff and Volunteers*.

2.3 Standards of Behaviour for Staff and Volunteers

The Church **will**:

- a. provide spaces, programs and relationships that are physically, emotionally and spiritually safe;
- b. require staff and volunteers to uphold the *Code of Conduct* which includes expected standards of behaviour for those who engage in ministry with children and/or vulnerable people; and
- c. expect staff and volunteers to follow *Guidelines for Activities with Children and Young People*.

3. Conflict, Complaints and Child Protection Concerns

3.1 Responding to Child Protection Concerns

The Church **will**:

- a. ensure appropriate and timely reporting of all child protection concerns and any complaints relating to child sexual abuse and/or sexual misconduct involving a child in accordance with the *Procedure for Responding to Child Protection Concerns*; and
- b. ensure that all child protection concerns and complaints will be reported to the relevant government departments and, if necessary, police as soon as possible.

3.2 Complaint Handling

The Church **will**:

- a. respond to complaints in accordance with the *Procedure for Handling Complaints against Staff and Volunteers*; and
- b. where there is a complaint that a staff member or volunteer has engaged in abuse, including child sexual abuse and sexual misconduct involving a child, treat the allegation as an allegation relating to a serious breach of the *Code of Conduct* and respond in accordance with the *Procedure for Handling Complaints Against Staff and Volunteers*.

3.3 Resolving Conflict

In the event of receiving a complaint that relates to a minor breach of the Code of Conduct or a grievance, the Church may determine to respond to the matter in accordance with the *Procedure for Resolving Conflict*.

4. Safe Environments

4.1 Physical Environments

The Church **will**:

- a. appoint a Work, Health and Safety Team to assist the Church to comply with Work, Health and Safety requirements;
- b. ensure that paid pastoral staff and all members of the Work, Health and Safety Team have completed the Baptist Insurance Services WHS online training (or equivalent training).
- c. consider the impact of the physical environment on the potential for risk to children and vulnerable people;

- d. identify and address risks arising from the physical environment in which programs and activities take place (see Risk Assessment and Safe Church Risk Management Plan at sections 5.2 and 5.3);
- e. consider whether any ministries it supports have appropriate child protection practices in place;
- f. take reasonable steps to ensure the safety of children and vulnerable people when it provides direct support to overseas ministries (that is, not via the relevant Australian entity of the overseas ministry), in accordance with ACNC External Conduct Standard 4 (this includes consideration of whether supporting orphanages overseas is appropriate); and
- g. if the Church has any residential property that is identifiable as being Church property (e.g. a manse adjacent to the Church building) then the Church will ensure that all regular adult occupants of that property obtain and hold a Working With Children Check (or a Working With Vulnerable Persons) clearance for the duration of their residence.

4.2 Online Environments

The Church **will**:

- a) ensure that online environments promote safety and wellbeing and minimise the opportunity for children and young people to be harmed; and
- b) promote safe online behaviour in any electronic communication.

Please see the *Guidelines for Activities with Children and Young People* for more detail.

5. Risk Management

5.1 Persons of Concern

The Church will manage any person identified as a Person of Concern in accordance with *An Australian Baptist Response to Persons of Concern*.

5.2 Risk Assessments

The Church **will**:

- a. ensure that ministry leaders complete and make a record of a risk assessment in relation to any program or activity undertaken at, for, or with the Church;
 - for regular activities, the risk assessment will be conducted at least annually and whenever there are significant changes in the program activities, attendance or location.
 - for special or 'one-off' activities, a risk assessment to that 'one off' activity will be completed.
- b. ensure that appropriate and reasonable precautions are adopted to address risks identified as part of a risk assessment. When considering what measures are appropriate, the Church will consider the likelihood of an incident occurring, the seriousness of the consequences and the difficulty of avoiding the risk;

- c. at least annually, ensure that the Work Health and Safety Team reviews risk assessments and gives appropriate feedback to each ministry area; and
- d. store risk assessment forms in a secure location for a period of at least 45 years.

5.3 Safe Church Risk Management Plan

The Church **will**:

- a. as a part of the annual risk assessment process outlined in section 5.2, specifically consider risks to children and vulnerable adults;
- b. at least annually, ensure that the Safe Church Team reviews the part of the risk assessments relating to risks to children and vulnerable adults and gives appropriate feedback to each ministry area;
- c. require staff and volunteers to abide by the *Guidelines for Activities with Children and Young People*;
- d. carefully consider and address any disclosures received on the Screening Questionnaire; and
- e. ensure that any staff or volunteer in child related work who poses a serious risk to children will be removed from their role in accordance with the Failure to Protect provisions outlined in Section 43B of the NSW Crimes Act 1900 (or Section 66A of the ACT Crimes Act 1900).

6. Third Parties and Affiliated Entities

The Church **will**:

- a. require any third party (tenant or external party using Church property) that provides services to children and/or young people to provide written confirmation of their compliance with the Child Safe Standards at least annually; and
- b. ensure that any affiliated entities (any entity or program that is, or is represented as, a ministry of the Church) comply with the Child Safe Standards including annual reports to the governance body regarding child safety.

7. Recordkeeping

The Church will retain all written records for a minimum of 45 years (preferably 100 years), in hard copy and/or electronically in a secure manner.

Record type	Required Approach
Sensitive information	The records will be stored in a manner to protect confidentiality and only accessed by a limited number of authorised persons (For example <i>Screening Questionnaires</i> , <i>Safe Church Concerns Forms</i> , or incident reports)
Hard copy	The records will be stored in a secure location with proper consideration of access, and the physical condition of the records.

Record type	Required Approach
Electronic	The records will be stored in a manner to ensure security and to allow for ongoing accessibility.

Records to which this item applies includes, but is not limited to:

- a) operational records such as ministry information forms, attendance records, staff/volunteer rosters, position descriptions, risk assessments;
- b) staff and volunteer records (as outlined in the *Procedure for Staff and Volunteers*);
- c) general child safety records such as the *Safe Church Register*, the annual safe Church commitment by third parties and affiliated entities, dated copies of this Policy and the relevant procedures, forms and guidelines from time to time; and
- d) specific child safety incident records such as any completed *Safe Church Concerns Form*, any other document relating to reporting an incident or handling a complaint, and any contemporaneous notes regarding reporting decisions.

Please see the *Privacy Policy* for more detail.

8. Review and Accountability

8.1 Internal Review

The Church will review this policy annually.

8.2 External Accountability

The Church will seek advice from and communicate with the Baptist Churches of NSW & ACT Ministry Standards Manager in relation to any safety and wellbeing incident that relates to a police report, mandatory report, reportable conduct allegation, legal claim, work safe report, and/or any complaint about an Accredited or Recognised Minister.

Please see the *Procedure for Handling Complaints against Staff and Volunteers* and the *Procedure for Responding to Child Protection Concerns* for more detail.

[insert church logo]

[Church Leaders should note this document includes some commentary in red that should be considered and deleted before the document is adopted.]

Procedure for Staff and Volunteers

Adopted by [governance body name] on [date]

Purpose

The *Procedure for Staff and Volunteers* (the **Procedure**) sets out a procedure for the thorough recruitment, screening, induction, training and resourcing of all staff and volunteers, particularly those engaged in child-related work within the meaning of the *Child Protection (Working with Children) Act 2012* (NSW) or a regulated activity within the meaning of the *Working with Vulnerable People (Background Checking) Act 2011* (ACT).

Scope

This Procedure applies to all Church staff and volunteers.

This Procedure should be read in conjunction with the Safe Church Policy and:

- *Screening Check Questionnaires*
- *Safe Church Register*
- *Code of Conduct*
- *Privacy Policy*

Part 1 – Recruitment and Screening

Please note there may be additional recruitment and screening requirements in the Church's constitution.

Category 1 a - Pastoral staff and staff in leadership roles and/or engaged in child-related work or work with vulnerable adults

The recruitment and screening process for this category applies:

- to any staff member, who undertakes pastoral work in or on behalf of the church (this typically includes any role that includes the word 'Pastor' or 'Minister' but may include other roles - noted as category 1 a(i) in summary table at the end of Part 1 of this document);
- to any staff member in a leadership role (i.e., considered a 'spiritual officer' of the church - noted as category 1 a(ii) in summary table at the end of Part 1 of this document);
- to any staff member engaged in child-related work or work with vulnerable people (or in the ACT, work in a regulated activity - noted as category 1 a(ii) in summary table at the end of Part 1 of this document); and
- in addition to any requirements of the Baptist Churches of NSW & ACT Affirmation Oversight Team.

Recruitment and screening requirements	
Step 1	<p>Advertising for the role</p> <p>The position will be advertised appropriately, and the Church will ensure:</p> <ul style="list-style-type: none"> the position description is up to date; that any offer will be made subject to: <ul style="list-style-type: none"> the applicant satisfactorily completing further screening requirements, including completing a screening questionnaire, obtaining a working with children check [or working with vulnerable people clearance], satisfactorily completing a national police criminal check, and agreeing to comply with the relevant Code of Conduct; and for pastoral staff: <ul style="list-style-type: none"> providing evidence of Accreditation or Recognition by the Baptist Churches of NSW & ACT (or express a willingness to apply for this); and agreeing to abide by and uphold the <i>Code of Ethics and Conduct</i>; and applicants are required to submit a resume that includes relevant experience.
Step 2	<p>Consideration of the Applicant</p> <p>Preferred applicants will:</p> <ul style="list-style-type: none"> be invited to complete a <i>Screening Questionnaire</i>; sign and agree to the <i>Code of Conduct</i>; if pastoral staff, provide evidence of Accreditation or Recognition by the Baptist Churches of NSW & ACT (or express a willingness to apply for this). Note the Church Leadership may choose to exempt some pastors from this requirement in exceptional circumstances after considering recommendations from the Baptist Association – see document 17 of the Safe Church Package entitled “<i>Letter to Churches regarding the use of the title “Pastor”</i>”; if pastoral staff, provide evidence of agreeing to abide by and uphold the <i>Code of Ethics and Conduct</i>; attend an interview with Church Leadership or a committee appointed by Church members; undertake a National Police Criminal Record Check to be provided to the Church; provide evidence of a working with children check [or working with vulnerable people clearance]; and provide a minimum of two referees.

Recruitment and screening requirements	
	<p>Prior to the staff member commencing in the role, the Safe Church Team (or Church Leadership) will:</p> <ul style="list-style-type: none"> • review the responses given in the <i>Screening Questionnaire</i>, including consideration of any 'yes' responses and the suitability of the applicant for that role, and/or any appropriate risk management steps required. The questionnaire and any records of consideration will be included in the individual's personnel file; • review the National Police Criminal Record Check and consider any disclosures and the suitability of the applicant for that role; • include a copy of the <i>Code of Conduct</i> agreement in the individual's personnel file; • verify the WWCC number (if in NSW and over 18 years of age) and: <ul style="list-style-type: none"> i. input the WWCC number, verification status, verification date and expiry date in the Safe Church Register; ii. include a copy of the WWCC verification confirmation in the individual's personnel file; • contact referees provided and document feedback given in the individual's personnel file; • ensure that an interview has been conducted with the applicant and interview notes have been included in the individual's personnel file; and • ensure that the applicant is endorsed by the Church Leadership or governance group.
Step 3	<p>Appointment</p> <p>Successful applicants will:</p> <ul style="list-style-type: none"> • be provided a written employment contract for them to sign; • provide appropriate payroll and financial details; • be provided with an induction appropriate to the role (as outlined in part 2); and • complete Creating Safe Spaces training (as outlined in part 3).

Category 1 b - Staff who are not in leadership roles or engaged in child-related work or work with vulnerable adults

The recruitment and screening process for this category applies to **Church staff to whom the screening process in category 1 a does not apply.**

Recruitment and screening requirements	
Step 1	<p>Advertising for the role</p> <p>The position will be advertised appropriately and the Church will ensure:</p> <ul style="list-style-type: none"> • the position description is up to date; • that any offer will be made subject to the applicant satisfactorily completing further screening requirements, including completing a screening questionnaire, and agreeing to comply with the relevant Code of Conduct; and • applicants are required to submit a resume that includes relevant experience.
Step 2	<p>Consideration of the Applicant</p> <p>Preferred applicants will:</p> <ul style="list-style-type: none"> • be invited to complete a <i>Screening Questionnaire</i>; • sign and agree to the <i>Code of Conduct</i>; • attend an interview with Church Leadership or a committee appointed by Church members; and • provide a minimum of two referees. <p>Prior to the staff member commencing in the role, the Safe Church Team (or Ministry Leader) will:</p> <ul style="list-style-type: none"> • review the responses given in the <i>Screening Questionnaire</i>, including consideration of any 'yes' responses and the suitability of the applicant for that role, and/or any appropriate risk management steps required. The questionnaire and any records of consideration will be included in the individual's personnel file; • include a copy of the <i>Code of Conduct</i> agreement in the individual's personnel file; • contact referees provided and document feedback given in the individual's personnel file; • ensure that an interview has been conducted with the applicant and interview notes have been included in the individual's personnel file; and

Recruitment and screening requirements	
	<ul style="list-style-type: none"> ensure that the volunteer applicant is endorsed by a member of pastoral staff, Church Leadership (or governance group) or Safe Church Team.
Step 3	<p>Appointment</p> <p>Successful applicants will:</p> <ul style="list-style-type: none"> be provided a written employment contract for them to sign; provide appropriate payroll and financial details; and be provided with an induction appropriate to the role (as outlined in Part 2).

Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults (or in the ACT a regulated activity)

The recruitment and screening process for this category applies to:

- any church leader, deacon or elder (i.e., 'spiritual officer');
- any person in a role of significant authority in a church service (including regular preachers, and worship/service leaders);
- any volunteer involved in ministry to children and/or young people (this may include children's ministry, playgroup, creche, youth ministry or families ministry);
- any volunteer engaged in a role that includes leadership of a ministry area in which children or young people are also part of the ministry team (this may include band leader, sound/AV coordinator, discipleship coordinator, outreach coordinator, café, or cleaning roster); and
- any volunteer engaged in ministry to vulnerable adults (this may include seniors ministry, ministry to persons with disabilities, pastoral care team, or prayer ministry team). *

Volunteers in this category would usually be over 18 years of age, or in some limited cases 16 or 17 years of age. In the case of those who are 16 or 17 years of age, where possible, the Church should obtain written parent/guardian consent for the volunteer to undertake the role. Generally, applicants for volunteer roles in this category will only be considered after the potential volunteer has regularly attended the church for at least 6 months.

*In NSW, the WWCC clearance is only required if the person is engaged in 'child-related work'. In religious organisations, this includes leadership roles (those considered to be spiritual officers) but does not include roles involving ministry to vulnerable adults. A volunteer who is involved in ministry to vulnerable adults but not considered a 'spiritual officer' or involved in child-related work should not be required to obtain a WWCC clearance but should still complete CSS training.

Recruitment and screening requirements	
Step 1	<p>Planning for the role</p> <p>The Church will ensure:</p> <ul style="list-style-type: none"> the position description is up to date; and that any offer will be made subject to the applicant satisfactorily completing further screening requirements, including completing a screening questionnaire, obtaining a working with children check [or working with vulnerable people clearance], and agreeing to comply with the relevant Code of Conduct.
Step 2	<p>Consideration of the Applicant</p> <p>Potential volunteers will:</p> <ul style="list-style-type: none"> be invited to complete a <i>Screening Questionnaire</i>; sign and agree to the <i>Code of Conduct</i>; provide a minimum of two referees; and provide evidence that they hold a current clearance in accordance with WWCC Legislation (unless the volunteer is aged under 18) or WWVP Legislation (unless the volunteer is aged under 16). <p>Prior to the volunteer commencing in the role, the Safe Church Team (or Ministry Leader) will:</p> <ul style="list-style-type: none"> review the responses given in the <i>Screening Questionnaire</i>, including consideration of any yes responses and the suitability of the applicant for that role, and/or any appropriate risk management steps required. The questionnaire and any records of consideration will be included in the individual's personnel file; include a copy of the <i>Code of Conduct</i> agreement in the individual's personnel file; verify the WWCC number (if in NSW and over 18 years of age) and: <ul style="list-style-type: none"> i. input the WWCC number, verification status, verification date and expiry date in the Safe Church Register; ii. include a copy of the WWCC verification confirmation in the individual's personnel file; contact referees provided and document feedback given in the individual's personnel file; ensure that an interview has been conducted with the applicant and interview notes have been included in the individual's personnel file; and will ensure that the volunteer applicant is endorsed by a member of pastoral staff, Church Leadership (or governance group) or Safe Church Team.

Recruitment and screening requirements	
Step 3	Appointment Successful applicants will: <ul style="list-style-type: none"> • be provided with an induction appropriate to the role (as outlined in part 2); and • complete Creating Safe Spaces training (as outlined in Part 3).

Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults

The recruitment and screening process for this category applies to any volunteer to whom the processes in category 2 a or 3 do not apply. This category includes volunteers who are **not** a Church leader, Ministry Leader, engaged in child related work or engaged in work with vulnerable adults. This may include for example volunteers on the flower, morning tea, cleaning or maintenance rosters.

Volunteers in this category would usually be over 18 years of age, or in some limited cases teenagers aged under 18 years of age (for further information see category 3).

Recruitment and screening requirements	
Step 1	Planning for the role The Church will ensure: <ul style="list-style-type: none"> • the position description is up to date; and • that any offer will be made subject to the applicant satisfactorily completing further screening requirements, including completing a screening questionnaire, and agreeing to comply with the relevant Code of Conduct.
Step 2	Consideration of the Applicant Potential volunteers will: <ul style="list-style-type: none"> • be invited to complete a <i>Screening Questionnaire</i>; • sign and agree to the <i>Code of Conduct</i>; <p><i>[Some churches may wish to adopt separate Codes of Conduct for different categories of staff and volunteers. Sample documents for this multi-levelled more nuanced approach can be accessed via the resources tab on the Creating Safe Spaces webpage]</i></p> <ul style="list-style-type: none"> • provide a minimum of two referees; and • be interviewed by the Ministry Leader.

Recruitment and screening requirements	
	<p>Prior to the volunteer commencing in the role, the Safe Church Team (or Ministry Leader) will:</p> <ul style="list-style-type: none"> • review the responses given in the <i>Screening Questionnaire</i>, including consideration of any 'yes' responses and the suitability of the applicant for that role, and/or any appropriate risk management steps required. The questionnaire and any records of consideration will be included in the individual's personnel file; • include a copy of the <i>Code of Conduct</i> agreement in the individual's personnel file; • contact referees provided and document feedback given in the individual's personnel file; • ensure that an interview has been conducted with the applicant and interview notes have been included in the individual's personnel file; and • ensure that the volunteer applicant is endorsed by a member of pastoral staff, governance group or Safe Church Team.
Step 3	<p>Appointment</p> <p>Successful applicants will be provided with an induction appropriate to the role (as outlined in Part 2).</p>

[The Baptist Churches of NSW & ACT strongly recommends the above requirements because: -

- *We believe God calls church leaders to prioritise safe church environments.*
- *We believe these requirements are necessary to fulfil the 10 child safe standards which are mandatory under the Child Safe Scheme (especially Standards 1 and 8).*
- *Churches may receive legal claims, and be held to be vicariously liable for the actions of any volunteer in accordance with civil litigation legislation.*

However, we recognise that some churches with resource limitations may choose to simplify the requirements for volunteers in category 2 b. These churches may choose not to require volunteers in category 2 b to complete some or all of the actions outlined in Step 2 above. If churches choose not to require a Screening Questionnaire, the Church will still be required under their WHS obligations to have volunteers complete a volunteer application form and induction (as outlined in Part 2). A model volunteer application form is available upon request to the NSW/ACT Baptist Association Ministry Standards Team. This more flexible option is not available to churches based in the ACT due to differing legislative requirements.

We note that churches making this decision do so at their own risk. Making this decision may increase their legal and financial risk due to the potential vicarious liability the church has for the actions of their volunteers. We also note that some insurers (including Baptist Insurance Services) currently require screening processes and a Code of Conduct for any volunteer who may come into contact with children, young people or vulnerable adults (as outlined in the 2020 BIS Molestation Declaration Form).]

Category 3 – Supervised volunteers aged under 18

The recruitment and screening process for this category applies to any volunteer who is under 18 years of age and engaged in a junior leader, trainee leader, support or helping role which requires that the volunteer is supervised at all times.

Where a volunteer is engaged in a junior leader, trainee leader, support or helping role but is aged over 18 they will need to be screened in accordance with category 2 as appropriate in order to meet legal requirements.

*The Church may determine that specific teenagers aged under 18 have sufficient maturity to volunteer without direct supervision, despite being under 18 years of age. These volunteers will be screened and trained in accordance with category 2a or 2b, including if category 2 a, Creating Safe Spaces training. **However, note that there should always be at least one adult leader on-site and participating in the activity or program.***

Please see the *Guidelines for Activities with Children and Young People* for more details on the differences between junior/trainee leaders volunteers and other volunteers.

Recruitment and screening requirements	
Step 1	<p>Planning for the role</p> <p>The Church will ensure:</p> <ul style="list-style-type: none">• the position description is up to date; and• that any offer will be made subject to the applicant satisfactorily completing further screening requirements, including completing a screening questionnaire, and agreeing to comply with the relevant Code of Conduct.
Step 2	<p>Consideration of the Applicant</p> <p>Potential volunteers will:</p> <ul style="list-style-type: none">• be invited to complete the <i>Screening Questionnaire (under 18 version)</i>;• sign and agree to the <i>Code of Conduct</i>; <p><i>[Some churches may wish to adopt separate Codes of Conduct for different categories of staff and volunteers. Sample documents for this multi-levelled more nuanced approach can be accessed via the resources tab on the Creating Safe Spaces webpage]</i></p> <ul style="list-style-type: none">• provide a minimum of two referees;• if in the ACT and over 16 years of age, provide evidence that they hold a current clearance in accordance with WWVP Legislation; and• be interviewed by the Ministry Leader. <p>Prior to the volunteer commencing in the role, the Safe Church Team (or Ministry Leader) will:</p>

Recruitment and screening requirements	
	<ul style="list-style-type: none"> review the responses given in the <i>Screening Questionnaire</i>, including consideration of any 'yes' responses and the suitability of the applicant for that role, and/or any appropriate risk management steps required. The questionnaire and any records of consideration will be included in the individual's personnel file; include a copy of the <i>Code of Conduct</i> agreement in the individual's personnel file; contact referees provided and document feedback given in the individual's personnel file; ensure that an interview has been conducted with the applicant and interview notes have been included in the individual's personnel file; and ensure that the volunteer applicant is endorsed by a member of pastoral staff, Church Leadership (or governance group) or Safe Church Team.
Step 3	<p>Appointment</p> <p>Successful applicants will:</p> <ul style="list-style-type: none"> be provided with an induction appropriate to the role (as outlined in part 2); if they are under 16 years of age, provide written parental/guardian consent to undertake the role; and be provided with an additional briefing on child protection responsibilities and practices, including the procedures and guidelines relevant to their area of ministry.

Category 4 – Process for visiting ministry guest/s (including any contractors engaged in child related work)

The recruitment and screening process for this category applies to any person/s the Church invites from outside the church context to engage in short term (less than 5 days per calendar year) ministry or child related roles (including guest speakers/preachers, visiting music ministry guests, other ministry guests engaged in ministry or child related roles, or contractors engaged in child related roles).

Screening and risk management requirements	
Step 1	<p>Planning for the engagement</p> <p>The Church will ensure:</p> <ul style="list-style-type: none"> the scope of the engagement is documented (e.g., short position description) and communicated to the ministry guest/s including informing the ministry guest that the church has a <i>Code of Conduct</i>.

Screening and risk management requirements	
	<ul style="list-style-type: none"> that any ministry guest/s comply with the documented risk management process for that activity; and ministry guest/s are supervised by an endorsed category 1a staff member or 2a volunteer from the church when engaging in any direct interaction with children or young people.
Step 2	<p>Consideration of the Ministry Guest/s</p> <p>If the ministry guest/s represents or belongs to another organisation (e.g., local church, denomination, mission or parachurch organisation), then they will be required to have an appropriate representative of that organisation declare in writing that the ministry guest/s are a person of good standing and have met the requirements of the screening and child protection processes of that sponsoring organisation. This should usually include the organisation verifying a WWCC (or holding a WWVP), signing a Code of Conduct, a ministry screening process, reference checks and child protection training. These requirements can be fulfilled by a referring organisation completing a <i>Declaration for Ministry Guests</i> form, or alternatively, by a sponsoring organisation providing a <i>Letter of Authorisation for Endorsed Representative</i>.</p> <p>If the ministry guest/s has not fulfilled appropriate screening and child protection processes in another organisation, then the church will complete all necessary processes outlined in the relevant category above. The church will consider the suitability of any child safe requirements completed by ministry guests from interstate or overseas jurisdictions.</p> <p>Prior to the ministry guest/s commencing in the role, the Safe Church Team (or Ministry Leader) will:</p> <ul style="list-style-type: none"> review the <i>Declaration for Ministry Guests</i> form, or <i>letter of declaration</i>, and ensure that the ministry guest/s are a suitable person for the ministry role; will ensure that the ministry guest/s is/are endorsed by a member of pastoral staff or governance group; and ensure that relevant documents are stored in the church's records.
Step 3	<p>Appointment</p> <p>The church will:</p> <ul style="list-style-type: none"> communicate with the ministry guest/s to confirm their appointment for the short-term role; and communicate to the ministry guest/s any risk assessment that pertains to their engagement.

Summary table of screening and training								
<i>Please see category definitions above for further detail</i>	Application & Screening questionnaire	BA Code of Ethics and Conduct	Accreditation or Recognised Minister	Interview, reference checks, induction	Code of Conduct	WWCC/ WWVP	CSS	Police Check
1a(i): Pastoral Staff	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
1a(ii): Staff engaged in leadership, child-related work or work with vulnerable adults	Yes	No	No	Yes	Yes	Yes	Yes	Yes
1b: Other Staff (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	No	No	Yes	Yes	No	No	Maybe at church discretion
2a: Volunteers in leadership, child-related work or work with vulnerable adults	Yes	No	No	Yes	Yes	Yes (if over 18)	Yes	No

Summary table of screening and training								
<i>Please see category definitions above for further detail</i>	Application & Screening questionnaire	BA Code of Ethics and Conduct	Accreditation or Recognised Minister	Interview, reference checks, induction	Code of Conduct	WWCC/ WWVP	CSS	Police Check
2b: Other Volunteers (not engaged in leadership, child-related work or work with vulnerable adults)	Yes	No	No	Yes	Yes	No	No	No
3: Supervised volunteers under 18	Yes (use under 18 screening)	No	No	Yes	Yes	No	No	No
4: Visiting Ministry Guest/s	Will provide endorsement from an external organisation (e.g., church, mission agency etc)							

Part 2 – Induction

- 2.1 All staff and volunteers will be provided with an induction appropriate to their role. This induction will include:
- a) an overview of general site workplace health and safety expectations;
 - b) operating procedures that apply to relevant equipment;
 - c) the content of the *Code of Conduct* and expectations and appropriate behaviours for staff and volunteers as set out in the *Safe Church Policy*;
 - d) the role description and any reporting structure;
 - e) expectations regarding Creating Safe Spaces training, if appropriate;
 - f) an overview of the *Procedure for Handling Complaints against Staff and Volunteers*, *Procedure for Conflict Resolution*, and the *Procedure for Responding to Child Protection Concerns*;
 - g) who to contact in the event of any conflict, concerns or complaints; and
 - h) any guidelines appropriate to their ministry area.
- 2.2 A record of the induction will be kept in the individual's personnel file (including the name of the person giving the induction, the date of the induction and the topics covered).

Part 3 – Ongoing Support for Staff and Volunteers

3.1 Creating Safe Spaces Training

- a) All staff and volunteers engaged in leadership and/or child-related work and/or work with vulnerable adults (see Part 1 category 1a and category 2a) will:
- attend Baptist Churches of NSW & ACT Creating Safe Spaces training at least once every 4 years (the church will also recognise other safe church training offered by Training Providers or Partners of the Safe Church Program of the National Council of Churches of Australia – see: <https://www.ncca.org.au/safe-church-program/scp-members>); or
 - if they have not attended such training prior to appointment, will complete the online component of Creating Safe Spaces training prior to commencement and commit to attend the face-to-face workshop (in person or via Zoom) within 3 months of commencement.
- b) The Safe Church Team will ensure that information about staff and volunteer attendance at Creating Safe Spaces training is recorded in the *Safe Church Register*.

3.2 Other training

Church Leadership (or Ministry Leaders) will arrange ongoing staff and volunteer training as required. This may include in-house training, attendance at conferences such as Connect Training Days, Activate Children's Ministry Conference or Baptist Youth Ministries State Conference and/or attendance at external training opportunities.

3.3 Resourcing

Church Leadership will ensure that Church programs are adequately resourced with staff and volunteers and have the required equipment for the safe and effective running of the program.

3.4 Staff and Volunteer Support and Supervision

Church Leadership will provide ongoing support and supervision for all staff and volunteers, to ensure they feel valued, respected and fairly treated, including:

- a) providing them up to date *Safe Church Policy*, guidelines and procedures;
- b) formal or informal support mechanisms, so that staff and volunteers have a clear understanding of who to go to for support and what type of support is available to them (for example, team meetings, counselling, prayer, and pastoral supervision for pastoral staff); and
- c) an annual process of position review to provide an opportunity for mutual feedback and encouragement.

Part 4 – Recordkeeping and Review

4.1 Recordkeeping

Records are to be kept for a minimum of 45 years (preferably 100 years) and in accordance with the *Safe Church Policy and Privacy Policy*.

For each staff member or volunteer, the following items should be recorded:

- a) personal information such as full name, date of birth and residential address;
- b) their written application for the position (if applicable);
- c) their completed *Screening Check Questionnaire*;
- d) all notes relating to the interview and reference checks (if applicable);
- e) notes confirming the content and date of their induction;
- f) signed *Code of Conduct*;
- g) signed *Code of Ethics and Conduct* (if required);
- h) a copy of the *National Police Criminal Record Check* (if required);
- i) evidence of their WWCC clearance and any verifications undertaken (or if in the ACT the WWVP) (if required);
- j) evidence of the date/dates of completion of Creating Safe Spaces training (or approved equivalent training – see part 3.1) (if required);
- k) evidence of Baptist Insurance Services WHS training (if required); and
- l) records of all other relevant training, incidents, annual reviews, etc.

4.2 Safe Church Register

The church must maintain a *Safe Church Register* which records a summary of all necessary screening and training for all staff and volunteers as outlined in section 4.1 above, as well as positions undertaken and start and end date for these roles.

The Safe Church Team will regularly review the Safe Church Register to ensure that WWCC/WWVP clearances are renewed and verified when required for relevant staff and volunteers.

4.3 Review

- a) Pastoral Staff should participate in pastoral or professional supervision in addition to other review processes.
- b) Staff should participate in a formal review process each year. This process should:
 - review the position description and make any necessary amendments;
 - provide an opportunity for mutual feedback and encouragement;
 - identify opportunities for training and development in the following twelve months; and
 - consider involving a committee comprising members of the governance body and any other church members who may be appropriate.
- c) Volunteer positions should be reviewed at least annually to identify areas for support or development and to amend role descriptions where appropriate.

[Insert church logo]

Procedure for Conflict Resolution

Adopted by [governance body] on [date]

Purpose

The *Procedure for Conflict Resolution* (the **Procedure**) sets out a procedure for resolving conflict between two or more staff members, volunteers, Church members or attendees of the Church in a pastoral and restorative manner, rather than through a formal complaint handling procedure.

It is important to identify that some issues cannot be resolved in this manner, and this Procedure is **not** designed to:

- resolve issues relating to domestic violence or family law matters before the Family Law Court (or similar body);
- resolve complaints or concerns relating to abuse (including child abuse or sexual misconduct involving a child) or other serious breaches of the *Code of Conduct*, including matters which could constitute criminal conduct, which are to be resolved in accordance with the *Procedure for Handling Complaints against Staff and Volunteers*; or
- replace any process set out in the Constitution of the Church in relation to the disciplining or removal of members from membership of the Church.

Scope

The Procedure applies to all staff, volunteers, members and attendees of the Church.

An attendee is a person who regularly attends (at least once a month) a ministry of the Church (for example, Sunday services, Bible study, Friday night youth group).

The Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Code of Conduct for Staff and Volunteers*
- *Procedure for Handling Complaints against Staff or Volunteers*
- *Procedure for Responding to Child Protection Concerns*

When does this Procedure apply?

Situations to which this Procedure applies include the following:

- a) a personal disagreement between two or more staff, volunteers, members or attendees of the Church;
- b) a perceived offence caused by a staff member, volunteer, member or attendee to another;
- c) a perception by one person that they have been bullied by a staff member, volunteer, member or attendee (and that it is a matter that is able to be resolved in a pastoral manner);
- d) dissatisfaction with the manner in which a staff member or volunteer has fulfilled their ministry role; and
- e) a complaint that a staff member or volunteer has committed a minor breach of the *Code of Conduct*.

Raising an issue

Anyone may raise an issue:

- with a person directly (see **Pathway 1**).
- with Church leadership or the Safe Church Team in order to seek assistance in resolving the issue (see **Pathway 2**).

If the concern relates to a member of the Church leadership or the Safe Church Team, the person should raise their concern with another member of the Church leadership or Safe Church Team.

Key Principles

In raising an issue, all parties are to be guided by the following key principles:

- Seeking to glorify God in our responses to each other.
- Striving to serve each other even in the midst of our disunity.
- Seeking to be Christ-like in our reactions to each other.
- Extending grace to each other.
- Focusing on forgiveness and restoration of relationships where appropriate.
- Seeking help where needed, to address grievances.

The Church acknowledges that:

- the nature of relationship breakdown means that it is necessary to respond sensitively and with care for all parties involved;
- in many conflict situations, to help each party understand the key issues and ways forward, the assistance of a neutral third party becomes essential;
- many issues are specific to a particular context and relationship and so must be responsive to this, seeking resolution of substantive issues and where possible, appropriate restoration of relationships between all parties; and
- the pathway recommended by Church leadership will depend upon the nature of the issue, the positions or roles of the parties involved and the skills and capacity of Church leadership to address the situation.

Pathway 1 – Personal Approach

- a) Where an issue arises between a staff member, volunteer, member or attendee and another and the parties feel able to address their concerns without involving other parties, they are to go to the other person and express their concerns with a view to resolving their differences in accordance with Matthew 18:15-17.
- b) The person initiating the personal approach should consider seeking counsel from a wise and unbiased senior leader (from within the church community or externally) or receiving conflict coaching before approaching the other person.
- c) This approach may be useful for addressing personal disagreements and perceived offences. This pathway will not be appropriate where there are concerns about significant power imbalances or there is risk of harm.

Pathway 2 – Locally-assisted Approach

Notifying Church leadership

Church leadership should be notified where:

- Pathway 1 is unsuccessful in restoring relationship; and/or
- the issue relates to perceived bullying or harassment; and/or
- the issue relates to dissatisfaction with the way a staff member or volunteer has performed their ministry role.

Church leadership to provide support and appoint person to assist

Church leadership are to provide support to all parties.

Where the Church leadership considers the issue to be sufficiently serious, they are to appoint a suitably skilled person to assist in resolving the conflict. This may be a senior member of the pastoral staff. Church leadership are to avoid conflicts of interest where possible when selecting this person, including being mindful of the relationships involved. In some cases, for example, where the conflict involves the Senior Pastor, the church leadership may appoint a church consultant from the Baptist Churches of NSW & ACT.

Appointed person to assist parties resolve the conflict

Where all parties involved in the matter are willing to work towards restoring relationships, the person appointed to assist in resolving the conflict will:

- value confidentiality at all times;
- meet with each person separately to ensure they are given a chance to tell their story in private, working through their underlying concerns in moving towards resolution;
- clearly communicate the process to be used to each party during resolution meetings;
- hold a meeting with the parties together to identify common ground, work through the issues and determine the course of action;
- follow up to ensure that the solutions are being implemented; and

- if appropriate, monitor the situation over the following weeks, including to check-in with the parties to ensure that the situation is resolving and that relationships are being restored.

At any stage throughout the process, the person appointed to assist resolve the issue may contact Baptist Churches of NSW & ACT for assistance or resourcing. At the conclusion of a conflict resolution process the person appointed to assist in resolving the conflict will provide to the Church leadership a summary of the process and brief outcome which will be stored securely in the Church's records.

Escalation to *Procedure for Handling Complaints against Staff or Volunteers*

During the course of resolving a concern in accordance with this Procedure, it may be necessary to escalate the matter in accordance with the *Procedure for Handling Complaints Against Staff and Volunteers*.

There may be several reasons this is required, including:

- that on inquiry into the issue it is identified that the conduct complained of would more appropriately be characterised as a serious breach of the *Code of Conduct*, or
- the subject of the concern is a staff member or volunteer and they are not willing to participate in this Procedure (as required under the *Code of Conduct*).

Escalation to membership removal process

During the course of resolving an issue in accordance with this Procedure, it may be necessary to escalate the matter to the process for removing someone from membership of the Church as prescribed in the Constitution of the Church (if any).

[Insert church logo]

Procedure for Handling Complaints Against Staff and Volunteers (NSW)

Adopted by [governance body] on [date]

Purpose

The *Procedure for Handling Complaints Against Staff and Volunteers* (the **Procedure**) sets out a procedure by which a complaint or information relating to a serious breach of the *Code of Conduct* can be received, investigated, and resolved.

The Procedure is a mandatory requirement for the Church in accordance with the **reportable conduct scheme** (as outlined in Part 4 of the *Children's Guardian Act 2019* (NSW)). The Church has an obligation to have policy and procedures to address the matters set out in the reportable conduct scheme,¹ including:

- requiring staff and volunteers, and allowing others, to report information about reportable allegations and reportable convictions to the head of the relevant entity;
- handling or responding to a reportable allegation or reportable conviction involving a staff member or volunteer in leadership, or child-related work, as outlined in category 1(a) or 2(a) of the *Procedure for Staff and Volunteers*²; and
- receiving, handling and disclosing information relating to reportable allegations, reportable convictions, and related investigations and findings.

Scope

This Procedure applies to all staff and volunteers of the Church.

This Procedure applies to all matters which are a serious breach of the *Code of Conduct*, including complaints relating to a child abuse offence, child sexual abuse or sexual misconduct involving a child or young person.

Staff and volunteers who are Accredited and Recognised Ministers are subject to the Baptist Churches of NSW & ACT's *Code of Ethics and Conduct* and *Procedures for Handling Allegations*. Under the Church's *Code of Conduct*, if a member of staff or volunteer who is an Accredited or Recognised Minister has been found to have breached the *Code of Ethics and Conduct* this would constitute a breach of the Church's *Code of Conduct*.

This Procedure *does not* apply to matters which would more appropriately be dealt with under the *Procedure for Conflict Resolution* (for example, a low-level breach of the *Code of Conduct*).

¹ See the *Children's Guardian Act 2019* (NSW) including the following sections: S8D(2), 54(2), 54(D), 54(E).

² The *Children's Guardian Act 2019* (NSW) uses the language of an "Employee of a relevant entity" meaning an individual who holds, or is required by the religious body to hold, a working with children check clearance for the purpose of engagement with the religious body.

If there is any doubt as to whether a complaint or information would fall within the scope of the Procedure, or about any of the steps set out in the Procedure, a church leader should contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780.

The Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Code of Conduct for Staff and Volunteers*;
- *Procedure for Responding to Child Protection Concerns*;
- *Procedure for Conflict Resolution*; and
- *Privacy Policy*.

Key terms

The following terms used in this Procedure have the same meaning as in the *Children's Guardian Act 2019* (NSW):

Head of relevant entity, means the principal officer of the entity. The head of relevant entity in our Church is the Senior Pastor (or in their absence the Church Secretary or Chair of Church Leadership Team).

Reportable allegation means an allegation that the staff member or volunteer in leadership or child-related work has engaged in conduct that may be reportable conduct, whether or not the conduct is alleged to have occurred in the course of the person's engagement with the religious body.

Reportable conviction means a conviction, including a finding of guilt without the court proceeding to a conviction, in this State or elsewhere, of an offence involving reportable conduct whether or not the conduct occurred in the course of the person's engagement with the religious body.

Reportable conduct means the following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded:

- a sexual offence;
- sexual misconduct;
- ill-treatment of a child;
- neglect of a child;
- an assault against a child;
- an offence under section 43B or 316A of the *Crimes Act 1900* (NSW); or
- behaviour that causes significant emotional or psychological harm to a child.

Staff member or volunteer in leadership, or child-related work, is described in the *Children's Guardian Act 2019* (NSW) as an "employee of the relevant entity". This description aligns with staff and volunteers in category 1(a) or 2(a) of the *Procedure for Staff and Volunteers*. The *Children's Guardian Act 2019* (NSW) defines an "employee of a relevant entity" as an individual who holds, or is required by the religious body to hold, a working with children check clearance for the purpose of engagement with the religious body.

1. Receiving a Complaint or Information

Anyone may make a complaint or pass on information that relates to a breach of the *Code of Conduct* (including any reportable allegation or reportable conviction) by staff or volunteers of the Church to:

- Church leadership;
- the Safe Church Team Leader and the Safe Church Team; or
- any staff or volunteer of the Church.

Complaints or information may be received verbally, however a written outline of the complaint should be encouraged. In all cases, the Safe Church Team should document all complaints and information received on the *Safe Church Concerns Form*.

2. Reporting Information

2.1 Determining Appropriate Reporting Process

- a) Any complaint about a staff member or volunteer which may be considered a serious breach of the *Code of Conduct* should be reported to the Church leadership. If the complaint or information relates to a member of the Church leadership then it should not be reported to them, but instead reported to another person in the Church leadership or the Safe Church Team.
- b) On receipt of a complaint or information that may relate to any form of child protection concern, the person that has received the complaint or information is to also follow the *Procedure for Responding to Child Protection Concerns*.
- c) If any person who has knowledge that a serious crime has been committed, whether or not it is related to children, should report that knowledge to the Police.
- d) If a complaint is, or should be, reported to government authorities, the Church leadership will only commence an investigation under this Procedure after consultation with the government authorities that it has been reported to.
- e) If a complaint relates to an issue which may give rise to a potential legal claim or financial liability for the Church, then the Church will usually be required to notify the Church's insurer of the complaint. If the Church leadership is unsure whether or not the insurer needs to be notified, they will seek advice from the insurer.

2.2 Reportable Allegations and Reportable Convictions

- a) If the complaint or information relates to a reportable allegation or reportable conviction concerning a staff member or volunteer in leadership, or child-related work then it must be reported by staff and volunteers of the Church to the head of the relevant entity. If it relates to the head of the relevant entity, it must be reported directly to the Children's Guardian.³
- b) On becoming aware of a complaint or information that may be a reportable allegation or reportable conviction about a staff member or volunteer in leadership, or child-related work, the head of relevant entity, or their delegate, is to:

³ See s 27(2) of the *Children's Guardian Act 2019* (NSW).

- (i) notify the Office of the Children's Guardian in writing within 7 business days in accordance with the process on their website;⁴
- (ii) as soon as practicable:
 - (A) investigate or arrange for an investigator to investigate the reportable allegation; or
 - (B) determine whether the information about a conviction is a reportable conviction;⁵ and
- (iii) provide an interim report, or a final entity report, to the Office of the Children's Guardian within 30 calendar days of having become aware of the reportable allegation or reportable conviction.⁶ (see section 11e for more information about the final entity report).

3. Risk Assessment

- a) In addition to considering or making a report under section 2 above, the Safe Church Team and pastoral staff must conduct a risk assessment relating to the safety of the complainant or any other children or vulnerable people and take reasonable precautions to minimise those risks.
- b) The Church should be careful not to prejudice ongoing criminal investigations and so there may be a need to initiate risk management without alerting the person subject of the complaint.
- c) Subject to the view of government authorities, if the Church has received a plausible complaint (i.e. not clearly false or vexatious) of relating to child abuse or sexual misconduct involving a child and the complaint relates to a staff member or volunteer in leadership or child-related work then the Church leadership would usually suspend the person from such duties while the complaint is considered in accordance with this Procedure.

4. Appointing a Person to Handle the Complaint

- a) Where a matter is to be investigated under this Procedure, the Church Leadership is to appoint a person to handle the complaint (the **Investigator**).
- b) In appointing the Investigator, the Church Leadership will avoid conflicts of interest (for example where there may be a close personal relationship between the subject of the complaint and the proposed investigator).
- c) For any matters related to any form of harm or abuse of a child, the Investigator should be an external person (unless this is not reasonably practicable, and a suitably qualified and independent internal Investigator is available).
- d) Church leaders should contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780 for assistance in identifying an external Investigator.

⁴ See s 29 of the *Children's Guardian Act 2019* (NSW) for those matters to be included in the written notification. This information will be requested at the time of lodging the written notice on website of the Office of the Children's Guardian.

⁵ See s 34 of the *Children's Guardian Act 2019* (NSW).

⁶ See ss 36 to 38 of the *Children's Guardian Act 2019* (NSW).

5. Providing Support

The Church is to ensure that support is provided to both the complainant and the respondent, including:

- a) providing them with a contact person to whom they can direct inquiries about the progress of the complaint;
- b) offering them a support person; and
- c) considering providing them with access to counselling and other support services.

6. Investigating the Complaint

- a) The Investigator is to investigate the complaint (or concern or allegation).
- b) In investigating the complaint, the Investigator is to:
 - (i) act in good faith, without bias and without unreasonable delay;
 - (ii) collect and document evidence, including by conducting interviews and taking statements from the complainant and other witnesses; and
 - (iii) maintain a record of all relevant evidence obtained and steps taken in the investigation.
- c) If the matter is related to a reportable allegation, the Investigator is to consider matters in Division 6 of Part 4 of the *Children's Guardian Act 2019* (NSW) including:
 - (i) the nature of the reportable allegation and any defence;
 - (ii) the gravity of the matters alleged;
 - (iii) whether the reportable allegation relates to conduct that is in breach of the standards applying to the respondent, including the *Code of Conduct*, the *Code of Ethics and Conduct* (if relevant), and/or accepted community standards; and
 - (iv) whether the conduct is not reportable conduct.⁷

7. Putting the Complaint to the Respondent

- a) The Investigator is to put the complaint in writing to the person whose conduct is subject of the complaint (the **Respondent**).
- b) In doing so, the Investigator is to:
 - (i) set out the complaint with sufficient detail for the respondent to understand the complaint;
 - (ii) state the part of the *Code of Conduct* that is alleged to have been breached;
 - (iii) set out the potential adverse outcomes for the respondent if there is a finding that the respondent breached the *Code of Conduct*, or is found to have committed reportable conduct (if relevant); and
 - (iv) provide the respondent with an opportunity to respond to the complaint in writing and within a stated timeframe not usually exceeding 2 weeks.

⁷ See s 41 of the *Children's Guardian Act 2019* (NSW).

8. Putting any Further Relevant Information to the Respondent

In the course of the investigation, if further relevant information (including adverse information) is brought forward in relation to the Respondent, the Investigator will:

- (a) advise the Respondent in writing of the further relevant information; and
- (b) provide the Respondent the opportunity to respond to the new information.

9. Investigators Findings

- (a) The Investigator must provide a written report which sets out:
 - (i) the complaint, including any relevant alleged facts and circumstances;
 - (ii) the part of the *Code of Conduct* that is alleged to have been breached;
 - (iii) a preliminary finding about whether the complaint is sustained or not sustained, applying the standard of proof of the 'balance of probabilities' with reference to the principle in *Briginshaw v Briginshaw*⁸;
 - (iv) an analysis of the evidence relied upon to make the finding, including the response of the respondent (if any) to the complaint;
 - (v) possible outcomes or consequences that the Church leadership may consider implementing; and
 - (vi) any copies of documents that are relevant to the investigation report, including any interviews notes or transcripts and documented evidence.
- (b) The Investigator's report will be provided to:
 - (i) the Church leadership; and
 - (ii) Baptist Churches of NSW & ACT Ministry Standards Manager (standards@nswactbaptists.org.au).
- (c) A summary of the Investigator's report and its preliminary findings (considering both confidentiality and procedural fairness) will be provided to the Respondent along with:
 - (i) an invitation to respond in writing to the Church leadership within a defined timeframe; and
 - (ii) written notice of the possible consequences if the preliminary findings are accepted by the Church leadership. This may include suspension, termination from duties for volunteers, or termination of engagement for staff. It may also require notice to government authorities, such as the Police or Office of the Children's Guardian.

⁸ *Briginshaw v Briginshaw* (1938) 60 CLR 336 per Dixon J at 361-362:

'... reasonable satisfaction is not a state of mind that is attained or established independently of the nature and consequence of the fact or facts to be proved. The seriousness of an allegation made, the inherent unlikelihood of an occurrence of a given description, or the gravity of the consequences flowing from a particular finding are considerations which must affect the answer to the question whether the issue has been proved to the reasonable satisfaction of the tribunal. In such matters "reasonable satisfaction" should not be produced by inexact proofs, indefinite testimony, or indirect inferences.'

10. Determination of Complaint and Outcomes

- a) The Church leadership is to consider the report of the Investigator and to decide whether to accept the finding/s put forward by the Investigator.
- b) In doing so, the Church leadership is to consider all relevant material available, including the response of the Respondent (if any).
- c) If the Church leadership makes a determination that a complaint is sustained and the *Code of Conduct* has been breached, they are to determine an outcome for the respondent, which may include, but is not limited to:
 - (i) termination of employment/engagement;
 - (ii) suspension from employment/engagement for a period of time; and/or
 - (iii) imposing conditions on the employment/engagement.
- d) If the Church leadership does not accept the Investigator's finding/s, the Church leadership should decide whether there is another available finding on the basis of the evidence presented to it, and record written reasons for departing from the Investigator's finding/s (and if relevant, propose an outcome for the Respondent as above).

11. Communication of Outcome

- a) The Respondent will be informed in writing of the:
 - (i) determination of the complaint;
 - (ii) any consequences arising from the determination; and
 - (iii) the reasons for the decision.
- b) The person who raised the complaint will usually be informed of the outcome of the complaint.⁹
- c) If the Church has informed their insurer of the complaint (see section 2.1 e), then the insurer will be notified of the outcome.
- d) The Baptist Churches of NSW & ACT Ministry Standards Manager will be informed of the outcome of the investigation.
- e) If the matter constitutes a child abuse offence or other serious criminal offence, a report must be made to the local police station (unless a report has already been made).
- f) If the matter related to a reportable allegation, then the head of relevant entity or their delegate, must notify the Office of Children's Guardian of the outcome by completing an entity report¹⁰ in accordance with the process on their website on their website, which will include:
 - the Investigator's report;
 - any deviation made by the Church Leadership from the Investigator's finding/s, including reasons for the deviation; and
 - the proposed course of action in response.

⁹ For any reportable conduct matters see s 57 of the *Children's Guardian Act 2019* (NSW) which requires that the head of relevant entity provide relevant information about the investigation and determination of a reportable conduct matter to the child or parent of the child unless there is a reason not to.

¹⁰ See s 37 of the *Children's Guardian Act 2019* (NSW) for those matters to be included in the entity report. This information will be requested at the time of lodging the entity report on the website of the Office of the Children's Guardian.

[Insert church logo]

Procedure for Handling Complaints Against Staff and Volunteers (ACT)

Adopted by [governance body] on [date]

Purpose

The *Procedure for Handling Complaints Against Staff and Volunteers* (the **Procedure**) sets out a procedure by which a complaint or information relating to a serious breach of the *Code of Conduct* can be received, investigated, and resolved.

The Procedure is a mandatory requirement for the Church in accordance with the **reportable conduct scheme** (as outlined in Division 2.2A of the Ombudsman Act 1989 (ACT)). The Church has an obligation to have policy and procedures to address the matters set out in the reportable conduct scheme,¹ including:

- requiring staff and volunteers, and allowing others, to report information about reportable allegations and reportable convictions to the head of the designated entity;
- handling or responding to a reportable allegation or reportable conviction involving all staff and volunteers as outlined in the *Procedure for Staff and Volunteers*.²; and
- receiving, handling and disclosing information relating to reportable allegations, reportable convictions, and related investigations and findings.

Scope

This Procedure applies to all staff and volunteers of the Church.

This Procedure applies to all matters which are a serious breach of the *Code of Conduct*, including reportable allegations or reportable convictions, or complaints relating to a sexual offence having been committed against a child, sexual misconduct involving a child or a child or young person that has experienced, or is experiencing, child sexual abuse or non-accidental physical injury.

Staff and volunteers who are Accredited and Recognised Ministers are subject to the Baptist Churches of NSW & ACT's *Code of Ethics and Conduct* and *Procedures for Handling Allegations*. Under the Church's *Code of Conduct*, if a member of staff or volunteer who is an Accredited or Recognised Minister has been found to have breached the *Code of Ethics and Conduct* this would constitute a breach of the Church's *Code of Conduct*.

This Procedure *does not* apply to matters which would more appropriately be dealt with under the *Procedure for Conflict Resolution* (for example, a low-level breach of the *Code of Conduct*).

¹ See the Ombudsman ACT 1989 (ACT) Division 2.2A.

² The Ombudsman Act 1989 (ACT) uses the language of an "Employee of a designated entity" meaning an individual who is a minister of religion, a religious leader or officer of the religious body, a person who is engaged under contract of employment or a person who is engaged by the religious body to provide services (other than under a contract of employment) whether or not the services are provided to children. It doesn't include a person only because they participate in worship.

If there is any doubt as to whether a complaint or information would fall within the scope of the Procedure, or about any of the steps set out in the Procedure, a church leader should contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780.

The Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Code of Conduct for Staff and Volunteers*;
- *Procedure for Responding to Child Protection Concerns*;
- *Procedure for Conflict Resolution*; and
- *Privacy Policy*.

Key terms

The following terms used in this Procedure have the same meaning as in the *Ombudsman ACT 1989 (ACT)*:

Head of designated entity, means the principal officer of the entity. The head of relevant entity in our Church is the Senior Pastor (or in their absence the Church Secretary or Chair of Church Leadership Team). The church will inform the ACT Ombudsman of this nomination.

Reportable allegation means an express assertion that the staff member or volunteer has engaged in reportable conduct, whether or not the conduct is alleged to have occurred in the course of the person's engagement with the religious body.

Reportable conviction means a conviction, including a finding of guilt for an offence, under a territory law or a State or Commonwealth law, involving reportable conduct and entered against the person before or after the commencement of the *Reportable Conduct and Information Sharing Legislation Amendment Act 2016 (ACT)*, section 3. This includes reportable conduct whether or not the conduct occurred in the course of the person's engagement with the religious body.

Reportable conduct means the following conduct:

- ill treatment or neglect of child;
- exposing or subjecting the child to behaviour or a circumstance that psychologically harms the child;
- misconduct of a sexual nature that does not form part of an offence under the Crimes Act 1900 (ACT);
- offences against parts 2 to 5 of the Crimes Act 1900 (ACT)³; and
- offences against the Education and Care Service National Law (ACT) relating to inappropriate discipline and protection of children from harm and hazards.

Staff member or volunteer, is described in the Ombudsman Act 1989 (ACT) as an "Employee of a designated entity" meaning an individual who is a minister of religion, a religious leader or officer of the religious body, a person who is engaged under contract of employment or a person who is engaged by the religious body to provide services (other than under a contract of employment) whether or not the services are provided to children. It doesn't include a person only because they participate in worship.

³ These include (but are not limited to) offences against the person (e.g., murder) and sexual offences.

1. Receiving a Complaint or Information

Anyone may make a complaint or pass on information that relates to a breach of the *Code of Conduct* (including any reportable allegation or reportable conviction) by staff or volunteers of the Church to:

- Church leadership;
- the Safe Church Team Leader and the Safe Church Team; or
- any staff or volunteer of the Church.

Complaints or information may be received verbally, however a written outline of the complaint should be encouraged. In all cases, the Safe Church Team should document all complaints and information received on the Safe Church Concerns Form.

2. Reporting Information

2.1 Determining Appropriate Reporting Process

- a) Any complaint about a staff member or volunteer which may be considered a serious breach of the Code of Conduct should be reported to the Church leadership. If the complaint or information relates to a member of the Church leadership then it should not be reported to them, but instead reported to another person in the Church leadership or the Safe Church Team.
- b) On receipt of a complaint or information that may relate to any form of child protection concern, the person that has received the complaint or information is to also follow the *Procedure for Responding to Child Protection Concerns*.
- c) If any person who has knowledge that a serious crime has been committed, whether or not it is related to children, should report that knowledge to the Police.
- d) If a complaint is, or should be, reported to government authorities, the Church leadership will only commence an investigation under this Procedure after consultation with the government authorities that it has been reported to.
- e) If a complaint relates to an issue which may give rise to a potential legal claim or financial liability for the Church then the Church will usually be required to notify the Church's insurer of the complaint. If the Church leadership is unsure whether or not the insurer needs to be notified, they will seek advice from the insurer.

2.2 Reportable Allegations and Reportable Convictions

- a) If the complaint or information relates to a reportable allegation or reportable conviction concerning a staff member or volunteer, then it must be reported by staff and volunteers of the Church to the head of the designated entity. If it relates to the head of the designated entity, it must be reported directly to the Ombudsman.
- b) On becoming aware of a complaint or information that may be a reportable allegation or reportable conviction about a staff member or volunteer, the head of designated entity, or their delegate, according to s17G of the Ombudsman Act 1989 (ACT) is to:
 - (i) notify the Ombudsman in writing within 30 calendar days in accordance with the process on their website: <https://www.ombudsman.act.gov.au/accountability-and-oversight/reportable-conduct/employer-responsibilities>.
 - (ii) as soon as practicable:

- (A) investigate or arrange for an investigator to investigate the reportable allegation; or
- (B) determine whether the information about a conviction is a reportable conviction; and
- (iii) provide a written report as soon as practicable after the end of an investigation by the entity into a reportable allegation or reportable conviction to the Ombudsman in the form outlined in ACT Ombudsman website:
<https://www.ombudsman.act.gov.au/accountability-and-oversight/reportable-conduct/employer-responsibilities>

3. Risk Assessment

- a) In addition to considering or making a report under section 2 above, the Safe Church Team and pastoral staff must conduct a risk assessment relating to the safety of the complainant or any other children or vulnerable people and take reasonable precautions to minimise those risks.
- b) The Church should be careful not to prejudice ongoing criminal investigations and so there may be a need to initiate risk management without alerting the person subject of the complaint.
- c) Subject to the view of government authorities, if the Church has received a plausible complaint (i.e., not clearly false or vexatious) of relating to child abuse or sexual misconduct involving a child and the complaint relates to a staff member or volunteer then the Church leadership would usually suspend the person from such duties while the complaint is considered in accordance with this Procedure.

4. Appointing a Person to Handle the Complaint

- a) Where a matter is to be investigated under this Procedure, the Church leadership is to appoint a person to handle the complaint (the **Investigator**).
- b) In appointing the Investigator, the Church leadership will avoid conflicts of interest (for example where there may be a close personal relationship between the subject of the complaint and the proposed investigator).
- c) For any matters related to any form of harm or abuse of a child, the Investigator should be an external person (unless this is not reasonably practicable and a suitably qualified and independent internal Investigator is available).
- d) Church leaders should contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780 for assistance in identifying an external Investigator.

5. Providing Support

The Church is to ensure that support is provided to both the complainant and the Respondent, including:

- a) providing them with a contact person to whom they can direct inquiries about the progress of the complaint;
- b) offering them a support person; and
- c) considering providing them with access to counselling and other support services.

6. Investigating the Complaint

- a) The Investigator is to investigate the complaint (or concern or allegation).
- b) In investigating the complaint, the Investigator is to:
 - (i) act in good faith, without bias and without unreasonable delay;
 - (ii) collect and document evidence, including by conducting interviews and taking statements from the complainant and other witnesses; and
 - (iii) maintain a record of all relevant evidence obtained and steps taken in the investigation.
- c) If the matter is related to a reportable allegation, the Investigator is to consider matters in Division 2.2A of the Ombudsman Act (1989) (ACT) including:
 - (i) the nature of the reportable allegation and any defence;
 - (ii) the gravity of the matters alleged;
 - (iii) whether the reportable allegation relates to conduct that is in breach of the standards applying to the respondent, including the *Code of Conduct*, the *Code of Ethics and Conduct* (if relevant), and/or accepted community standards; and
 - (iv) whether the conduct is not reportable conduct.

7. Putting the Complaint to the Respondent

- a) The Investigator is to put the complaint in writing to the person whose conduct is subject of the complaint (the Respondent).
- b) In doing so, the Investigator is to:
 - (i) set out the complaint with sufficient detail for the respondent to understand the complaint;
 - (ii) state the part of the *Code of Conduct* that is alleged to have been breached;
 - (iii) set out the potential adverse outcomes for the respondent if there is a finding that the respondent breached the *Code of Conduct*, or is found to have committed reportable conduct (if relevant); and
 - (iv) provide the respondent with an opportunity to respond to the complaint in writing and within a stated timeframe not usually exceeding 2 weeks.

8. Putting Any Further Relevant Information to the Respondent

In the course of the investigation, if further relevant information (including adverse information) is brought forward in relation to the Respondent, the Investigator will:

- (a) advise the respondent in writing of the further relevant information; and
- (b) provide the respondent the opportunity to respond to the new information.

9. Investigators Findings

- (a) The Investigator must provide a written report which sets out:
 - (i) the complaint, including any relevant alleged facts and circumstances;
 - (ii) the part of the *Code of Conduct* that is alleged to have been breached;
 - (iii) a preliminary finding about whether the complaint is sustained or not sustained, applying the standard of proof of the 'balance of probabilities' with reference to the principle in *Briginshaw v Briginshaw*⁴;
 - (iv) an analysis of the evidence relied upon to make the finding, including the response of the respondent (if any) to the complaint;
 - (v) possible outcomes or consequences that the Church leadership may consider implementing; and
 - (vi) any copies of documents that are relevant to the investigation report, including any interviews notes or transcripts and documented evidence.
- (b) The Investigator's report will be provided to:
 - (i) the Church leadership; and
 - (ii) Baptist Churches of NSW & ACT Ministry Standards Manager (standards@nswactbaptists.org.au).
- (c) A summary of the Investigator's report and its preliminary findings (considering both confidentiality and procedural fairness) will be provided to the respondent along with:
 - (i) an invitation to respond in writing to the Church leadership within a defined timeframe; and
 - (ii) written notice of the possible consequences if the preliminary findings are accepted by the Church leadership. This may include suspension, termination from duties for volunteers, or termination of engagement for staff. It may also require notice to government authorities, such as the Police or Ombudsman.

⁴ *Briginshaw v Briginshaw* (1938) 60 CLR 336 per Dixon J at 361-362:

'... reasonable satisfaction is not a state of mind that is attained or established independently of the nature and consequence of the fact or facts to be proved. The seriousness of an allegation made, the inherent unlikelihood of an occurrence of a given description, or the gravity of the consequences flowing from a particular finding are considerations which must affect the answer to the question whether the issue has been proved to the reasonable satisfaction of the tribunal. In such matters "reasonable satisfaction" should not be produced by inexact proofs, indefinite testimony, or indirect inferences.'

10. Determination of Complaint and Outcomes

- a) The Church leadership is to consider the report of the Investigator and to decide whether to accept the finding/s put forward by the Investigator.
- b) In doing so, the Church leadership is to consider all relevant material available, including the response of the Respondent (if any).
- c) If the Church leadership makes a determination that a complaint is sustained and the *Code of Conduct* has been breached, they are to determine an outcome for the Respondent, which may include, but is not limited to:
 - (i) termination of employment/engagement;
 - (ii) suspension from employment/engagement for a period of time; and/or
 - (iii) imposing conditions on the employment/engagement.
- d) If the Church leadership does not accept the Investigator's finding/s, the Church leadership should decide whether there is another available finding on the basis of the evidence presented to it and record written reasons for departing from the Investigator's finding/s (and if relevant, propose an outcome for the Respondent as above).

11. Communication of Outcome

- a) The Respondent will be informed in writing of the:
 - (iv) determination of the complaint;
 - (v) any consequences arising from the determination; and
 - (vi) the reasons for the decision.
- b) The person who raised the complaint will usually be informed of the outcome of the complaint.⁵
- c) If the Church has informed their insurer of the complaint (see section 2.1 e), then the insurer will be notified of the outcome.
- d) The Baptist Churches of NSW & ACT Ministry Standards Manager will be informed of the outcome of the investigation.
- e) If the matter constitutes a child abuse offence or other serious criminal offence, a report must be made to the local police station (unless a report has already been made).
- f) If the matter related to a reportable allegation, then the head of designated entity or their delegate, must notify the Ombudsman of the outcome in accordance with the process on their website⁶. This will include a written report which will include the results of the investigation, any action taken or proposed action to be taken, statements taken in the course of the investigation, documents mentioned in the report and any other information the head of designated entity deems relevant.

⁵ For any reportable conduct matters see s 57 of the *Children's Guardian Act 2019* (NSW) which requires that the head of relevant entity provide relevant information about the investigation and determination of a reportable conduct matter to the child or parent of the child unless there is a reason not to.

⁶ <https://www.ombudsman.act.gov.au/accountability-and-oversight/reportable-conduct/employer-responsibilities>

[insert church logo]

Procedure for Responding to Child Protection Concerns (NSW)

Adopted by [governance body] on [date]

Purpose

The *Procedure for Responding to Child Protection Concerns* (the **Procedure**) sets out a procedure to follow when a complaint or information about any form of child protection concern is received. In NSW this includes a child abuse offence, child sexual abuse, sexual misconduct involving a child, or that a child or young person is at risk of significant harm.

The Church and its staff and volunteers have legal obligations to report certain information to government authorities. This includes the obligation to make a mandatory report to the Department of Communities and Justice¹, to report information to the Police², and to notify the Children's Guardian of reportable allegations and reportable convictions³.

Some of these obligations apply to the Church as an organisation or to Church leaders, some of the obligations apply to individuals. In some circumstances, failing to report information of child abuse offences to NSW Police may be a criminal offence. Baptist Churches of NSW & ACT have developed this Procedure for use by local churches to address all relevant obligations in a way that is both thorough and practical.

Scope

This Procedure applies to all staff and volunteers of the Church. Attendees are encouraged to also follow the steps outlined in this procedure.

If you have any doubt as to whether a complaint or information would fall within the scope of the Procedure, or about any of the steps set out in the Procedure, contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780.

The Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Procedure for Handling Complaints Against Staff and Volunteers*
- *Safe Church Concerns Form*

¹ See s 27 of the *Children and Young Persons (Care and Protection) Act 1998* (NSW).

² See s 316A of the *Crimes Act 1900* (NSW).

³ See s 27 of the *Children's Guardian Act 2019* (NSW).

1. Receiving a complaint or identifying a child protection concern

A child protection concern may include concerns regarding:

- a child at risk of significant harm;
- a child abuse offence (including sexual or physical abuse);
- sexual misconduct involving a child;
- serious neglect of a child;
- behaviour which may cause serious psychological harm to a child;
- inappropriately personal or intimate communication and/or behaviours which may constitute grooming;
- exposure of a child to Domestic and Family Violence; or
- any other reason for concern.

A child protection concern may be received:

- from a child who has been directly involved;
- from an adult who has been directly involved (including personal disclosures of wrongdoing);
- from another person with information about a child or adult;
- from another organisation with information about a child or adult; or
- from staff or volunteers who have concerns based on their observations and interactions with one or more children or adults.

If someone raises a concern or reports an allegation:

- **DON'T** promise that you will keep it confidential and not report the information;
- **DON'T** ask leading questions;
- **DON'T** attempt to assess the validity of the concern, or seek to investigate any allegation yourself;
- **DO** clarify information reported to you if appropriate (for example, 'Can you tell me more about that?');
- **DO** assure the person that appropriate action will be taken; and
- if a child, **DO** reassure them that they are not at fault and that they will not be in trouble for sharing this information.

If a staff member or volunteer has a concern about a child's wellbeing but have not received any specific information they may report the concern using the *Safe Church Concerns Form*.

2. Consider whether there is an immediate danger to a child

Where there is an **immediate** danger to a child

- contact the Police immediately on 000 or 131 444 and report the information;
- follow any instructions given by the Police;
- address any immediate safety needs of others present; and
- organise support for the person who has disclosed the complaint or information.

3. Internal Reporting

3.1 Complete Safe Church Concern Form

If a staff member or volunteer has or is notified of a child protection concern they should complete a *Safe Church Concerns Form* as soon as possible. This form should include relevant details of the concern, contact information, and the signature of the person completing the form.

3.2 Notify the Safe Church Team

If a staff member or volunteer has or is notified of a child protection concern they must inform the Safe Church Team as soon as possible. The Safe Church Team is responsible for ensuring the church fulfils its legal obligations and ensuring that all concerns are managed appropriately.

If there is any delay before the Safe Church Team can be contacted, the individual should consider whether it is necessary to report their concerns to external government authorities as outlined in step 4 below. They may contact the Ministry Standards Hotline on 1300 647 780 for advice.

Staff and volunteers should ensure they do not discuss any concerns raised with the accused person at this point in time. Doing so may impede future investigation processes.

If the concern raised would create a conflict of interest for a member of the Safe Church Team consider contacting the Baptist Churches of NSW & ACT Ministry Standards Hotline on 1300 647 780 for advice.

4. External Reporting to Government Authorities

4.1 Safe Church Team responsibilities

The Safe Church Team should:

- ensure all necessary reports are made. Reports to different government authorities are required for different purposes and therefore multiple reports may be required;
- keep detailed contemporaneous notes of all information and steps taken; and
- also follow all relevant steps outlined in the *Procedures for Handling Complaints Against Staff and Volunteers*.

4.2 Report Risk of Significant Harm to Department of Communities and Justice (DCJ)

A. Mandatory Reporting Requirements

A person in religious ministry, or a person providing religion-based activities to children, is a mandatory reporter within the meaning of section 27 of the *Children and Young Persons (Care and Protection) Act 1998* (NSW).

Where a mandatory reporter develops reasonable grounds to suspect that a child is at risk of significant harm within the course of their role they are required to make a report to the Secretary of the Department of Communities and Justice (DCJ, formerly known as FACS or DOCS). See section 4.2B below for guidance on how to make this report.

The *Children and Young Persons (Care and Protection) Act 1998* (NSW) defines 'child' as someone under the age of 16 years old. Accordingly, the mandatory reporting duty only relates to children under the age of 16 years old. Under s 24 of the *Children and Young Persons (Care and Protection) Act 1998* (NSW) an individual may make a voluntary report to the Secretary of the DCJ for the same concerns about a 'young person' (a child aged between 16 and 18 years).

A child is at **risk of significant harm** if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances:

- the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met;
- the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care;
- the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated;
- the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm; and/or

- a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm.

(See section 23 of the *Children and Young Persons (Care and Protection) Act 1998* (NSW) for a complete list of circumstances.)

B. Making a Mandatory Report to DCJ

If a staff member or volunteer who is a mandatory reporter, or the Safe Church Team, determine that there is a child at risk of significant harm then they are to make a report as soon as possible to the Child Protection Helpline via 132 111 or an e-report.

If there is any doubt whether a concern would be considered a risk of significant harm then the Safe Church Team should complete the Mandatory Reporter Guide (MRG) at <https://reporter.childstory.nsw.gov.au/s/mrg>.

If the MRG results in 'Immediate Report to the Child Protection Helpline', make a report as soon as possible via 132 111 or an e-report. The staff member or volunteer who is a mandatory reporter, and Safe Church Team, should both keep a copy of the MRG report for their records.

The MRG result may suggest other actions be taken. The Safe Church Team should contact Baptist Churches of NSW & ACT Ministry Standards Hotline on 1300 647 780 if any assistance is required, and email the Safe Church Concerns Form to standards@nswactbaptists.org.au if a mandatory report is made.

4.3 Report Child Abuse Offences to Police

Any adult staff member, volunteer or attendee at the Church may have obligations to report information regarding child abuse offences to Police. In addition, any adult staff member or volunteer at the Church must report any information regarding a child abuse offence connected in any way with the Church to the Safe Church Team. Any attendee is also encouraged to report any information regarding a child abuse offence connected in any way with the Church to the Safe Church Team.

If the Safe Church Team considers that a child abuse offence may have been committed, they must ensure this information is reported to the Police **regardless of whether the victim of the alleged abuse wants this report to be made**. The requirement to report to Police includes both recent incidents and allegations of historic abuse.

The Safe Church Team should notify the Baptist Churches of NSW & ACT Ministry Standards Hotline on 1300 647 780 of any allegations of a child abuse offence. In NSW failing to report a child abuse offence to Police without a reasonable excuse may be considered a concealing child abuse offence which is punishable by up to five years imprisonment.

Crimes Act 1900 (NSW)

S316A - Concealing Child Abuse (Failure to Report) Offence

If an adult fails to report a Child Abuse Offence to the NSW Police this may constitute a Concealing Child Abuse Offence under s316A of the Crimes Act if they:

- believe, know or reasonably ought to know that a Child Abuse Offence has been committed against another person; and
- believe, know or reasonably ought to know that they have information that might be of material assistance to the NSW Police in securing the apprehension, prosecution or conviction of the person who has committed that offence; and
- fail without 'reasonable excuse' to bring that information to NSW Police as soon as practicable.

Reasonable excuses for not reporting to Police may include:

- If you believe on reasonable grounds that the information is already known to Police;
- If you have, or have reasonable grounds to believe another person has, provided the information to government authorities such as Department of Communities and Justice or the Office of the Children's Guardian under another reporting obligation
- If the alleged victim is no longer a child and you have reasonable grounds to believe that the person does not want the information reported to Police; or
- If you have reasonable grounds to fear for the safety of the alleged victim or any other person (other than the offender) if the information is reported to Police.

4.4 Report Allegations and Convictions of Reportable Conduct to the Office of Children's Guardian

Any staff member or volunteer who has or is notified of a child protection concern must inform the Safe Church Team as soon as possible.

If the complaint or information relates to a **reportable allegation** or **reportable conviction** concerning any staff member or volunteer in leadership, or child-related work then the staff member or volunteer, and the Safe Church Team, must ensure this information is reported to the head of the relevant entity. The head of relevant entity in our Church is the Senior Pastor (or in their absence the Church Secretary or Chair of Church Leadership Team). If the complaint relates to the head of the relevant entity, then it must be reported directly to the Office of the Children's Guardian.⁴

On becoming aware of a complaint or information that may be a **reportable allegation** or **reportable conviction** about a staff member or volunteer in leadership, or child-related work, the head of relevant entity, or their delegate, is to:

- notify the Reportable Conduct Directorate of the Office of the Children's Guardian within 7 days via their online reporting form: <https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme/reportable-conduct-notification-forms#section-target-1>;
- As soon as practicable, conduct an investigation or appoint a suitable person to conduct an investigation, according to the requirements of the Reportable Conduct legislation; and
- provide an interim report and/or a final entity report to the Office of the Children's Guardian within 30 days of having become aware of the **reportable allegation** or **reportable conviction**.

See Sections 2.2, 6 and 11 of the *Procedures for Handling Complaints Against Staff and Volunteers* for further information about handling reportable conduct matters.

⁴ See s 27(2) of the *Children's Guardian Act 2019* (NSW).

5. Accountability Measures and Insurance Notification

5.1 Report back to person making initial notification

As soon as is practicable (no longer than 48 hours after notification), the Safe Church Team must inform the person completing the initial *Safe Church Concerns Form* of what action they have taken including any reports made and the 'report number' for reports to the relevant government authorities.

If the Safe Church Team determines that it is not necessary to make a report to NSW Police, the Office of the Children's Guardian, or the DCJ Child Protection Hotline, the person who completed the initial *Safe Church Concerns Form* may choose to make a report themselves in order to be satisfied they have met their personal obligations under the law.

5.2 Report to Baptist Churches of NSW & ACT Ministry Standards

If a report has been made to any government authority the Safe Church Team should advise the Baptist Churches of NSW & ACT Ministry Standards Manager via email on standards@nswactbaptists.org.au of the matter for the Association's confidential records, and to seek confirmation that the matter has been managed appropriately.

5.3 Notify the Church's Insurer

If a complaint relates to an issue which may give rise to a potential legal claim or financial liability for the Church, then the Church will usually be required to notify its insurer of the complaint. If the Church Leadership is unsure whether or not the insurer needs to be notified, they will seek advice from the insurer.

6. Recordkeeping

The Safe Church Concerns Form, Mandatory Reporters Guide report (if completed) and detailed notes of action taken in relation to any child protection concern must be kept secure for a minimum of 45 years (or preferably for 100 years).

7. Advice and Support

If you have questions about whether a report should be made please contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780 for advice, guidance and support.

[insert church logo]

Procedure for Responding to Child Protection Concerns (ACT)

Adopted by [governance body] on [date]

Purpose

The *Procedure for Responding to Child Protection Concerns* (the **Procedure**) sets out a procedure to follow when a complaint or information about any form of child protection concern is received. In the ACT, this includes a sexual offence committed against a child or young person, sexual misconduct involving a child, child sexual abuse and/or non-accidental physical injury.

The Church and its staff and volunteers have legal obligations to report certain information to government authorities. This includes the obligation to make a mandatory report to Child and Youth Protection Services (CYPS)¹, to report information to the Police², and to notify the Ombudsman of reportable allegations and reportable convictions³.

Some of these obligations apply to the Church as an organisation or to Church leaders, some of the obligations apply to individuals. In some circumstances, failing to report information of child abuse offences to ACT Police may be a criminal offence. Baptist Churches of NSW & ACT have developed this Procedure for use by local churches to address all relevant obligations in a way that is both thorough and practical.

Scope

This Procedure applies to all staff and volunteers of the Church. Attendees are encouraged to also follow the steps outlined in this procedure.

If you have any doubt as to whether a complaint or information would fall within the scope of the Procedure, or about any of the steps set out in the Procedure, contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780.

The Procedure should be read in conjunction with the *Safe Church Policy* and:

- *Procedure for Handling Complaints Against Staff and Volunteers*
- *Safe Church Concerns Form*

¹ See Section 356 of the Children and Young People Act 2008 (ACT).

² See Section 66AA of the Crimes Act 1900 (ACT).

³ See Section 17G of the Ombudsman Act 1989 (ACT).

1. Receiving a complaint or identifying a child protection concern

A child protection concern may include concerns regarding:

- a child abuse offence (including sexual or physical abuse);
- non accidental physical injury;
- sexual misconduct involving a child;
- ill treatment or neglect of a child;
- behaviour, or a circumstance, that psychologically harms a child;
- inappropriate discipline;
- inappropriately personal or intimate communication and/or behaviours which may constitute grooming;
- exposure of a child to Domestic and Family Violence; or
- any other reason for concern.

A child protection concern may be received:

- from a child who has been directly involved;
- from an adult who has been directly involved (including personal disclosures of wrongdoing);
- from another person with information about a child or adult;
- from another organisation with information about a child or adult; or
- from staff or volunteers who have concerns based on their observations and interactions with one or more children or adults.

If someone raises a concern or reports an allegation:

- **DON'T** promise that you will keep it confidential and not report the information;
- **DON'T** ask leading questions;
- **DON'T** attempt to assess the validity of the concern, or seek to investigate any allegation yourself;
- **DO** clarify information reported to you if appropriate (for example, 'Can you tell me more about that?');
- **DO** assure the person that appropriate action will be taken; and
- if a child, **DO** reassure them that they are not at fault and that they will not be in trouble for sharing this information.

If a staff member or volunteer has a concern about a child's wellbeing but have not received any specific information they may report the concern using the *Safe Church Concerns Form*.

2. Consider whether there is an immediate danger to a child

Where there is an **immediate** danger to a child

- contact the Police immediately on 000 or 131 444 and report the information;
- follow any instructions given by the Police;
- address any immediate safety needs of others present; and
- organise support for the person who has disclosed the complaint or information.

3. Internal Reporting

3.1 Complete Safe Church Concern Form

If a staff member or volunteer has or is notified of a child protection concern, they should complete a *Safe Church Concerns Form* as soon as possible. This form should include relevant details of the concern, contact information, and the signature of the person completing the form.

3.2 Notify the Safe Church Team

If a staff member or volunteer has or is notified of a child protection concern, they must inform the Safe Church Team as soon as possible. The Safe Church Team is responsible for ensuring the church fulfils its legal obligations and ensuring that all concerns are managed appropriately.

If there is any delay before the Safe Church Team can be contacted, the individual should consider whether it is necessary to report their concerns to external government authorities as outlined in step 4 below. They may contact the Ministry Standards Hotline on 1300 647 780 for advice.

Staff and volunteers should ensure they do not discuss any concerns raised with the accused person at this point in time. Doing so may impede future investigation processes.

If the concern raised would create a conflict of interest for a member of the Safe Church Team consider contacting the Baptist Churches of NSW & ACT Ministry Standards Hotline on 1300 647 780 for advice.

4. External Reporting to Government Authorities

4.1 Safe Church Team responsibilities

The Safe Church Team should:

- ensure all necessary reports are made. Reports to different government authorities are required for different purposes and therefore multiple reports may be required;
- keep detailed contemporaneous notes of all information and steps taken; and
- also follow all relevant steps outlined in the *Procedures for Handling Complaints Against Staff and Volunteers*.

4.2 Mandatory Reporting to the Child and Youth Protection Service (CYPS)

A. Mandatory reporting requirements

If a pastoral staff member:

- Believes, on reasonable grounds, that a child or young person is being or has been **sexually abused**, or is experiencing or has experienced **non-accidental physical injury** (physical abuse)
- AND the reasons for the belief arise from information obtained during the course of, or because of, that person's work

then they must make a Mandatory Child Concern Report as soon as possible to the CYPS via

- CYPS Mandated Reporters Line on 1300 556 728, or
- by email childprotection@act.gov.au, or
- by using the online form at <https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1136&tmFormVersion>

Children and Young People Act 2008 (ACT) section 356

Offence—mandatory reporting of abuse

- (1) A person commits an offence if—
- (a) the person is a mandated reporter; and
 - (b) the person is an adult; and
 - (c) the person believes on reasonable grounds that a child or young person has experienced, or is experiencing—
 - (i) sexual abuse; or
 - (ii) non-accidental physical injury; and
 - (d) the person's reasons for the belief arise from information obtained by the person during the course of, or because of, the person's work (whether paid or unpaid); and
 - (e) the person does not, as soon as practicable after forming the belief, report (a **mandatory report**) to the director-general—
 - (i) the child's or young person's name or description; and
 - (ii) the reasons for the person's belief.

...

(3) In this section:

mandated reporter—each of the following people is a **mandated reporter**:

- ...
- (p) a minister of religion, religious leader or member of the clergy of a church or religious denomination;

B. Voluntary reporting regarding risk to the safety and wellbeing of a child

If the Safe Church Team considers that there is a serious risk to the safety and wellbeing of a child or young person then they should make a voluntary report to the CYPS on 1300 556 729 as soon as possible to the CYPS via

- CYPS Mandated Reporters Line on 1300 556 729, or
- by email childprotection@act.gov.au, or
- by using the online form at <https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1136&tmFormVersion>

If there is any doubt whether a concern would be considered a serious risk to the safety and wellbeing of a child or young person then the Safe Church Team should call CYPS on 1300 556 729 to receive advice.

Children and Young People Act 2008 (ACT) section 354

Voluntary reporting of abuse and neglect

- (1) This section applies if a person believes or suspects that a child or young person—
 - (a) is being abused; or
 - (b) is being neglected; or
 - (c) is at risk of abuse or neglect.
- (2) The person may report (a ***voluntary report***) the belief or suspicion, and the reasons for the belief or suspicion, to the director-general.

4.3 Report Child Abuse Offences to Police

Any adult staff member, volunteer or attendee at the Church may have obligations to report information regarding child abuse offences to Police. In addition, any adult staff member or volunteer at the Church must report any information regarding a child abuse offence connected in any way with the Church to the Safe Church Team. Any attendee is also encouraged to report any information regarding a child abuse offence connected in any way with the Church to the Safe Church Team.

If the Safe Church Team obtains information that leads to a reasonable belief that a sexual offence has been committed against a child then they must report this to an ACT Police officer, **regardless of whether the victim of the alleged abuse wants this report to be made**. The requirement to report to ACT Police includes both recent incidents and allegations of historic abuse.

The Safe Church Team should notify the Baptist Churches of NSW & ACT Ministry Standards Hotline (1300 647 780) of any allegations of a child abuse offence. In the ACT failure to report a child sexual offence to ACT Police is a criminal offence and may be punishable by up to two years imprisonment.

Crimes Act 1900 (ACT) 66AA

Failure to report child sexual offence

- (1) A person commits an offence if the person—
 - (a) is an adult; and
 - (b) obtains information that leads to the person reasonably believing that a sexual offence has been committed against a child; and
 - (c) does not, as soon as practicable after forming the belief, give the information to a police officer.
- (2) Subsection (1) does not apply if—
 - (a) the person—
 - (i) obtains the information when the alleged victim was no longer a child; and
 - (ii) reasonably believes the alleged victim does not want a police officer to be told about the person's belief; or
 - (b) the person reasonably believes that giving the information to a police officer would endanger the safety of a person (other than a person reasonably believed to have committed the sexual offence); or
 - (c) the person reasonably believes a police officer already has the information; or
 - (d) the person—
 - (i) is a mandated reporter under the *Children and Young People Act 2008*, section 356 (2); and
 - (ii) has reported the information under that *Act*, division 11.1.2 (Reporting abuse and neglect of children and young people) or reasonably believes someone else has done so; or
 - (e) subject to subsection (3), giving the information to a police officer would disclose information in relation to which privilege may be claimed under a law in force in the Territory; or
 - (f) the information is generally available in the public domain; or
 - (g) the person has another reasonable excuse.

4.4 Report Allegations and Convictions of Reportable Conduct to the ACT Ombudsman

Any staff member or volunteer who has or is notified of a child protection concern must inform the Safe Church Team as soon as possible. If the complaint or information relates to a **reportable allegation** or **reportable conviction** concerning any staff member or volunteer then the staff member or volunteer, and the Safe Church Team, must ensure this information is reported to the head of the designated entity. The head of designated entity in our Church is the Senior Pastor (or in their absence the Church Secretary or Chair of Church Leadership Team). If the complaint relates to the head of the designated entity then it must be reported directly to the Ombudsman.

On becoming aware of a complaint or information that may be a **reportable allegation** or **reportable conviction** about a staff member or volunteer, the head of designated entity, or their delegate, in accordance with section 17G of the Ombudsman Act 1989 (ACT) is to:

- (i) notify the Ombudsman in writing within 30 calendar days in accordance with the process on their website:
<https://www.ombudsman.act.gov.au/accountability-and-oversight/reportable-conduct/employer-responsibilities>;
- (ii) as soon as practicable:
 - (A) investigate or arrange for an investigator to investigate the reportable allegation; or
 - (B) determine whether the information about a conviction is a reportable conviction; and
- (iii) provide a written report as soon as practicable after the end of an investigation by the entity into a reportable allegation or reportable conviction to the Ombudsman in accordance with the process on their website:
<https://www.ombudsman.act.gov.au/accountability-and-oversight/reportable-conduct/employer-responsibilities>.

See Sections 2.2, 6 and 11 of the *Procedures for Handling Complaints Against Staff and Volunteers* for further information about handling reportable conduct matters.

Ombudsman Act 1989 (ACT) 17E - Meaning of Reportable Conduct

(1) In this division: "reportable conduct" means conduct—

- (a) engaged in by an employee of a designated entity, whether or not in the course of employment with the entity; and
- (b) that results in any of the following, regardless of a child's consent:
 - (i) ill treatment or neglect of the child;
 - (ii) exposing or subjecting the child to—
 - (A) behaviour, or a circumstance, that psychologically harms the child; or
 - (B) misconduct of a sexual nature that does not form part of an offence mentioned in subparagraph (iii);
 - (iii) an offence against any of the following provisions of the Crimes Act 1900 for which the child is either present or a victim at the time of the conduct:
 - (A) part 2 (Offences against the person);
 - (B) part 3 (Sexual offences);
 - (C) part 4 (Female genital mutilation);
 - (D) part 5 (Sexual servitude);
 - (iv) an offence against either of the following provisions of the Education and Care Service National Law (ACT)
 - (A) section 166 (Offence to use inappropriate discipline);
 - (B) section 167 (Offence relating to protection of children from harm and hazards).

5. Accountability Measures and Insurance Notification

5.1 Report back to person making initial notification

As soon as is practicable (no longer than 48 hours after notification), the Safe Church Team must inform the person completing the initial *Safe Church Concerns Form* of what action they have taken including any reports made and the 'report number' for reports to the relevant government authorities.

If the Safe Church Team determines that it is not necessary to make a report to ACT Police, the ACT Ombudsman, or CYPS, the person who completed the initial *Safe Church Concerns Form* may choose to make a report themselves in order to be satisfied they have met their personal obligations under the law.

5.2 Report to Baptist Churches of NSW & ACT Ministry Standards

If a report has been made to any government authority the Safe Church Team should advise the Baptist Churches of NSW & ACT Ministry Standards Manager via email on standards@nswactbaptists.org.au of the matter for the Association's confidential records, and to seek confirmation that the matter has been managed appropriately.

5.3 Notify the Church's Insurer

If a complaint relates to an issue which may give rise to a potential legal claim or financial liability for the Church, then the Church will usually be required to notify its insurer of the complaint. If the Church Leadership is unsure whether or not the insurer needs to be notified, they will seek advice from the insurer.

6. Recordkeeping

The Safe Church Concerns Form and detailed notes of action taken in relation to any child protection concern must be kept secure for a minimum of 45 years (or preferably for 100 years).

7. Advice and Support

If you have questions about whether a report should be made please contact the Baptist Churches of NSW & ACT Ministry Standards Manager on 1300 647 780 for advice, guidance and support.

Code of Conduct For Staff and Volunteers

Adopted by [governance body] on [date]

Note: your church may wish to amend or replace part 1 and/or sections a, and m-r of part 2. Any amendments should be carefully considered and reflect the beliefs and values of your church.

[Some churches may wish to adopt separate Codes of Conduct for different categories of staff and volunteers. Sample documents for this multi-levelled more nuanced approach can be accessed via the resources tab on the Creating Safe Spaces webpage.]

Purpose

The Church is committed to creating safe spaces where people can be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual and emotional abuse.

As part of this commitment, staff and volunteers are required to sign and abide by this *Code of Conduct*.

The *Code of Conduct* sets out the following:

- the ministry commitments of staff and volunteers
- minimum behavioural standards and appropriate boundaries required of staff and volunteers;
- the obligation of staff and volunteers to comply with Safe Church Policy and Procedures; and
- the steps to be taken in the event of a potential breach of this Code.

The *Code of Conduct* seeks to reflect the biblical call to godliness and faithfulness in ministry (e.g., 1 Timothy 3) but it is not intended as a replacement for the Bible as a fundamental guide for faith and practice.

Scope

The *Code of Conduct* applies to all staff and volunteers.

The *Code of Conduct* should be read in conjunction with the *Safe Church Policy* and:

- *Procedure for Staff and Volunteers*
- *Procedure for Responding to Child Protection Concerns*
- *Procedure for Handling Complaints against Staff and Volunteers*
- *Procedure for Conflict Resolution*

1. Staff and Volunteers are encouraged to:

Nurture their own relationship with God

- join regularly in the life and ministry of the Church;
- study and reflect on the Scriptures in private and in groups;
- pray regularly in private and in fellowship with and for the people and ministry of the Church; and
- give of their time and finances to the work of the Church, as an expression of our gratitude to God.

Nurture healthy relationships:

- treat others with respect;
- love and care for their family (including paying attention to the effect of ministry on them);
- be a team player;
- be accountable;
- cooperate with other staff and volunteers;
- treat every program participant fairly and equitably, paying special care to include those who may find it difficult to participate; and
- acknowledge when they are out of their depth, or do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Safe Church Team or a Pastor.

2. Staff and Volunteers commitments:

As a staff member/volunteer of the Church, I will:

- a) respect and support the mission, beliefs and values of the Church and any other doctrinal statements of the Church (as may be outlined in the Church Constitution or other Church documents);
- b) uphold, support and abide by the *Safe Church Policy*;
- c) respond to reasonable directions from the person with responsibility for the ministry I am involved in;
- d) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*;
- e) not knowingly make false, misleading, or deceptive statements;
- f) not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- g) not engage in sexual misconduct involving children;
- h) not act violently or intentionally provoke violence;
- i) uphold confidentiality; not disclose any confidential information without the consent of the person providing the information (except where there is a legal or ethical obligation to disclose);
- j) report concerns about misconduct and/or abuse according to the Church's *Safe Church Policy* and relevant procedures;
- k) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- l) disclose to the Church Leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context as soon as practicable.
- m) act with sexual purity, meaning I will:
 - express my sexuality in healthy and God directed ways;
 - restrict sexual intimacy to the confines of the marriage relationship:
 - (where marriage has the same meaning as in the Marriage Rites of the Baptist Union of Australia i.e. 'the union between a man and a woman to the exclusion of all others, voluntarily entered into for life');
 - (if an individual is unwilling or unable to commit to this requirement, church leaders may choose to endorse them as a volunteer for non-leadership roles);
 - recognise that it is inappropriate to access any type of pornographic material and, if I struggle with this addiction, I will seek professional help;
 - ensure that romantic interactions are meaningfully consensual; and
 - give consideration to any power imbalances in intimate relationships.
- n) act with financial integrity, including:
 - having accountable and transparent systems in place for financial matters; and
 - not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions).
- o) not take or use property belonging to others without express consent, including intellectual property (copyright);
- p) not use any prohibited substance and be responsible in my use of substances that may be addictive (e.g., prescriptions, alcohol);
- q) avoid ongoing counselling of people with whom I have pastoral relationships; and

- r) make alternative arrangements for pastoral ministry for any person with whom I may develop a romantic or intimate relationship.

3. *I understand that if there is a complaint against me relating to a breach of this Code of Conduct:*

- a) and it is a plausible complaint relating to serious misconduct and/or abuse (including child sexual abuse), the Church may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including child sexual abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I agree to participate in any process initiated under *the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.

4. *If I am a Pastoral staff member, I:*

- a) agree to uphold and be bound by the Baptist Churches of NSW & ACT *Code of Ethics and Conduct*;
- b) understand that a breach of the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* will be considered a breach of this *Code of Conduct*; and
- c) (if I am an Accredited or Recognised Minister) agree to participate in, and be bound by the outcomes of, any process initiated under the Baptist Churches of NSW & ACT *Procedures for Handling Allegations*.

I, _____ have read, and agree to be bound by and uphold,
the Code of Conduct for Staff and Volunteers.

Signature

Date

NOTE: the staff member or volunteer should receive a copy of this *Code of Conduct* and the Church should retain the signed and dated copy of the *Code of Conduct* for at least 45 years (preferably 100 years).

Insert Church Logo
Here

Safe Church Concerns Form

The completed form should be given to a member of your Safe Church Team who will follow the *Procedure for Responding to Child Protection Concerns*.

This documentation is to be kept in a locked filing cabinet and/or in secure electronic format for at least 45 years (preferably 100 years) from the date of completion.

Please do not discuss the concern with anyone other than the Safe Church Team or your Ministry Team Leader.

If there is immediate danger please contact police immediately.

Church Name: _____

DETAILS ABOUT PERSON COMPLETING THIS FORM

(either the victim, the person bringing a concern, or the safe church team)

Name:
Role:
Relationship to the victim and/or the person allegedly causing harm:
Address:
Email
Phone:

DETAILS OF ALLEGED VICTIM (if applicable)

Name:		
Date of Birth:	Age:	Gender:
Address:		
Parent/guardian name and contact phone number:		

DETAILS OF THE PERSON AGAINST WHOM THE ALLEGATION HAS BEEN MADE (if applicable)

Name
Date of birth if known otherwise approximate age:
Home address:
Email
Phone:
Position/title at time of allegation (if any):
Is the person aware of the existence of the allegations? Yes / No

NATURE OF THE ALLEGATION

Provide details of the allegations that were made known to you – what has been alleged, when it was alleged to have occurred, other relevant details (if necessary use additional page/s and attach to this form).

Are there additional pages attached to this form? Yes / No

Number of pages:

Names and contact details of any witness/es:

Have written accounts from witnesses been attached? Yes ☐ No ☐ If yes, number of pages
(written accounts should be received from each person who received a disclosure or observed a concern, however, do not start an investigation at this stage)

19. Who else knows about the alleged abuse?

Signature (of person bringing concern):

Date:

Sign

Part two - Safe Church Team to complete the following information

In NSW, Mandatory Reporter Guide completed? Yes / No
If yes, please attach report printout

Other government agencies or departments involved:

Agency	Date	Reference/Event Number	Name of contact
Police			
DCJ (FaCS)/ CYPS			
OCG/Ombudsman			

Contact with Ministry Standards Hotline 1300 647 780

Date and time:

Emailed copy of Safe Church Concerns Form to standards@nswactbaptists.org.au

Date and time:

Safe Church Team provides feedback to the person bringing the concern about church response and any reports made. (include tick box and date and time) : Yes / No

Signature of Safe Church Team Member

Date:

Sign

Insert Church Logo Here

Safe Ministry Screening Questionnaire

For staff and volunteers aged 18 and over

Please Note: This is a **sensitive** document that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:

Given Names:.....

Previous Name/s (if applicable):.....

Date of Birth:/...../..... Male/Female

Address:

Phone:Email:

WWCC / WWVP Number (if required):

Please outline any health conditions that may affect your volunteer role?

.....

Please circle either “YES” or “NO” for each of the following questions. If you answer “yes” to any of the following questions, please give details on a separate page or discuss with the Senior Pastor or the person holding an equivalent leadership role in your church. **A ‘yes’ answer will not automatically rule an applicant out of selection.**

Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

For all staff and volunteers

1. Have you ever been charged with or convicted of a criminal offence?	Yes / No
2. As an adult (18+ years) have you ever engaged in any of the following conduct:	
• sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate)	Yes / No
• use, possession, production or distribution of child abuse material?	Yes / No
• sexual contact with a person under the relevant age of consent	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No
4. 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?	Yes / No
5. Have you had a history of alcohol abuse or substance abuse (including prescription, over-the-counter, recreational or illegal drugs)?	Yes / No
6. (if the ministry role may involve driving) Has your driver's licence ever been revoked or suspended?	Yes / No

For staff and volunteers in pastoral ministry, leadership or engaged in child-related work or work with vulnerable adults

7. 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?	Yes / No
8. Has a child or dependent young person in your care ever been removed from your care by relevant authorities?	Yes / No

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Name of church	Location	When (Month/Year)	Any positions held

REFEREES

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the church.

Referee 1

Name: Phone:

Referee 2

Name: Phone:

WORKING WITH CHILDREN CHECK AND/OR NATIONAL POLICE CHECK

I consent to
 * verification of my WWCC number (in NSW, if required)
 * a National Police Check (for staff only)

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application, including any 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 purposes.

DECLARATION

I,..... sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the Church.
- I have received a copy of the *Code of Conduct* and am willing to uphold it.

Applicant's signature:Date:

Church Use Only

CSS Training undertaken: (date of training) _____
 WWCC/WWVP No. supplied Yes / NA Expiry date _____
 (if in NSW) WWCC Verified by: (name) _____ On (date): _____
 Signed *Code of Conduct* received by: (name) _____ On (date): _____
 Entered onto Safe Church Register by: (name) _____ On (date): _____
 Interview led by: (name) _____ On (date): _____
 Referee Checks conducted by: (name) _____ On (date): _____
 Volunteer Endorsement* by (name) _____ On (date): _____
 Induction led by (name) _____ On (date): _____

**Volunteers must be endorsed by a member of pastoral staff, governance group or Safe Church Team*

. Full records of the above processes (including interview notes, referee check comments and induction content) should be kept in the relevant individual's personnel file.

Insert Church Logo Here

Safe Ministry Screening Questionnaire

For anyone aged under 18 serving as a volunteer or a junior volunteer/helper.

This is a **sensitive** document that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:

Given Names:.....

Previous Names (if applicable)

Date of Birth:/...../..... Male/Female:.....

Phone/s:

Address:

Email:

Please outline any health conditions that may impact your volunteer role?

.....
.....

Name of at least one Parent/Guardian:

Contact Phone for Parent/Guardian:

Please circle either "YES" or "NO" for each of the following questions. If the answer to any of the following questions is "yes", please give details on a separate page or discuss with the Senior Pastor or the person holding an equivalent leadership role in your church.

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

Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

1. Have you ever been charged with or convicted of a criminal offence?	Yes / No
2. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Name of church	Location	When (Month/Year)	Any positions held

REFEREES

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the Church.

Referee 1

Name:Phone:

Referee 2

Name:Phone:

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application, including any 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 purposes.

DECLARATION

I, sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the church.
- I have received a copy of the *Code of Conduct* and am willing to uphold it.

Applicant's signature:Date:

PARENT GUARDIAN SIGNATURE

Name of parent/guardian:

Signature:Date:

Church Use Only

Parental Consent obtained (name):	On (date):
WWVP number (16/17 yo in ACT)	On (date):
CSS Training undertaken (for 16/17 yo in non-junior roles):	On (date):
Interview led by: (name)	On (date):
Referee Checks conducted by: (name)	On (date):
Senior Leadership Endorsement (name)	On (date):
Entered onto Safe Church Register: (name)	On (date):
Induction led by (name)	On (date):

**Volunteers must be endorsed by a member of pastoral staff, governance group or Safe Church Team*

Full records of the above processes (including interview notes, referee checks and induction content) should be kept in the relevant individual's personnel file.

Safe Church Register

For a downloadable and editable Excel version of this register, go to the Creating Safe Spaces Website - www.creatingsafespaces.org.au/resources.

First Given Name	Family Name	Date of Birth	Volunteer Category (1a, 1b, 2a, 2b, or 3)	Position / Ministry Roles (Including Role Commencement and Conclusion Dates)	Date of First commencement (for new staff and volunteers)	Date Signed Screening Questionnaire	Date Signed Staff & Volunteer Code of Conduct	WWCC / WWVP (NSW & ACT):				WWCC (NSW):				Creating Safe Spaces Information:			
								WWCC / WWVP Number	WWCC / WWVP Expiry	WWCC / WWVP Expiring Within 3 Months	WWCC Status	WWCC Cleared / Barred	WWCC Verified Date	WWCC Type Volunteer / Employee	CSS Training Completed Date	CSS Expiring within 3 months			
Chris	Christianson	21/09/1968	1a	Pastor	20/03/2020	20/03/2020	20/03/2020	WWC123456	25/08/2025	FALSE	Cleared	Cleared	23/08/2020	Employee	04/06/2022	04/06/2026	FALSE		
Ken	Kennedy	16/07/1970	2b	Lawn Mowing - 1/1/2020 - 1/1/2022 -	01/01/2020	24/12/2019	24/12/2019	n/a		TRUE	Cleared	Cleared	23/01/2020	Volunteer	04/06/2022	04/06/2026	FALSE		
Morrie	Morris	16/10/2000	2a	Morning Tea roster - 31/1/2020 - 31/1/2023, Deacon 2/2/2023 -	31/01/2020	15/01/2020	15/01/2020	WWC123456	05/11/2023	FALSE	Cleared	Cleared	25/10/2021	Employee	n/a	04/06/2022	FALSE		
Peter	Peterson	04/12/1983	2a	Youth Leader - 31/1/2018 - 7/1/2023,	31/01/2018	24/12/2019	24/12/2019	WWC123456	28/10/2026	FALSE	Cleared	Cleared			n/a	04/06/2022	FALSE		
Ronnie	Ronaldo	05/03/2002	2b	Church Secretary - 1/1/2021 -	01/07/2022	25/08/2022	27/06/2022	n/a											
Sammie	Singh	19/04/1957	2a	Audio and Tech - 1/7/2022 -	23/01/2009	24/12/2019	24/12/2019	n/a											
Tammy	Thomson	05/01/2010	3	Pastoral Care (seniors) - 23/1/2009 -	29/01/2023	22/01/2023	22/01/2023	n/a											
Woo	Wong	08/11/1990	1b	Creche Junior Leader - 29/1/2023 -	01/01/2016	24/12/2019	24/12/2019	n/a											
Ylias	Ylias	05/09/2000	2a	Office Administrator - 1/1/2016 -	31/01/2023	15/01/2023	15/01/2023	WWC123456	05/10/2028	FALSE	Cleared	Cleared	15/01/2023	Volunteer	26/02/2023	26/02/2027	FALSE		
Zach	Zacharias	31/03/1995	2a	Youth Leader - 31/1/2023 -	29/01/2023	28/01/2023	28/01/2023	WWC123456	05/01/2024	TRUE	Cleared	Cleared	28/01/2023	Employee	21/01/2020	21/01/2024	TRUE		

Insert Church Logo
Here

Ministry Information Form

Church name: _____

Program name: _____

GENERAL INFORMATION

Participant's name: _____ Date of birth: _____

Parent/guardian name/s: _____

Phone: _____ Email: _____

Dietary issues: Is there anything your child can not eat and/or drink? Yes / No
(If yes, please indicate foods or beverages your child should not consume.)

Medical conditions: Please list any medical conditions or allergies, and any medication or special care they require. If your child is anaphylactic to any substance, please provide information regarding EpiPen and management plan.

IN CASE OF EMERGENCY

Emergency Contact 1 Name: _____

Relationship to child: _____

Phone: (h)(w)(m): _____

Emergency contact 2: Name: _____

Relationship to child: _____

Phone: (h)(w)(m): _____

☐ I authorise the leader in charge to arrange for my child to receive such first aid and medical treatment as a trained first aid person may deem necessary.

☐ I authorise the use of calling an ambulance in an emergency.

☐ I accept responsibility for payment of all expenses associated with such treatment.

Please read the follow statement and tick the boxes from which you wish to preclude your children:

☐ I DO NOT give permission for my child to participate in activities outside of the normal meeting complex except where they are within reasonable walking distance.

☐ I DO NOT give permission for my child to be transported in private cars arranged by the leaders of the group.

☐ I DO NOT permit photos taken of my child to be displayed in Church publications, e.g., website, newsletters, brochures, etc.

Transport authority: If I am unable to collect my child at the finishing time they may be transported home from the program with the following people:

Signature of parent/guardian: _____

Name: _____ Date: _____

[Insert Church Logo]

Safe Church Team Role Description

Adopted by [governance body] on [date]

A person appointed as a Safe Church Team Member should be a mature Christian who has been recruited according to the *Procedure for Staff and Volunteers*, have a current WWCC / WWVP clearance and have attended a Creating Safe Spaces workshop in the last 4 years. Close and direct liaison with the Senior Pastor / Senior leader and an ability to maintain confidentiality is essential.

The responsibilities of the Safe Church Team include:

- to provide oversight of the church's Safe Church program, including *Safe Church Policy* and procedures.
- to provide oversight of the management of Safe Church/Child Protection concerns/reports.

Specific Roles:

1. Oversight of the Safe Church Policy and Procedures

- Preparing *Safe Church Policy* and Procedures for the Church in line with legal responsibilities and Baptist Churches of NSW & ACT recommendations.
- Implementing the *Safe Church Policy* and procedures, including:
 - Promoting awareness of and adherence to the *Safe Church Policy* and procedures (including ensuring that staff and volunteers have completed National Police Checks, WWCC/WWVP clearances and Creating Safe Spaces training).
 - Maintaining records related to *Safe Church Policy* and procedures.
- Preparing regular reports for Deacons /Elders/Church leadership meetings.
- Reviewing *Safe Church Policy* and procedures annually or more often if required due to changing legislation.
- Receiving feedback from Church leaders, children, families and communities regarding *Safe Church Policy* and procedures.
- Overseeing the completion of the 'Safe Church Health Check' every 3 years.

2. Management of Safe Church/Child Protection Concerns and Incidents

- Receiving reports of child protection concerns from church staff, volunteers, ministry leaders and/or Church members.
- Providing support in following the procedure for responding to child protection concerns and incidents.
- Contacting the Baptist Churches of NSW & ACT Ministry Standards Manager to discuss action plan/appropriate action.
- Making any reporting calls (to Police, Government authorities) as required.

- Ensuring reporting in line with relevant Reportable Conduct Legislation.
- Ensuring child protection concerns and subsequent responses have been appropriately documented.
- Ensuring adequate follow-up and pastoral care of all persons involved in a child protection concern/incident.
- Assisting with legal, procedural and risk management issues related to a child protection concern/incident.
- Keeping records, filing complaints and reports of investigations in a secure file, in accordance with the record-keeping procedure.

[insert church logo]

Work Health and Safety Team Role Description

Adopted by [governance body] on [date]

To fulfil their duty of care, we recommend that each local church appoint a Workplace Health and Safety (WHS) Team (ideally between 2-4 people). Each member of the WHS team and all paid pastoral staff should complete WHS training.

WHS teams should undertake the free online WHS training offered by Baptist Insurance Services and are encouraged to make use of the many other resources provided by Baptist Insurance Services on their website to assist local churches in general risk management and church specific risk management.

The responsibility of the Work Health and Safety Team includes:

- To provide oversight of the church's Work Health and Safety program, including policy and procedures.

Specific Roles:

- Develop and implement appropriate WHS policy and procedures including the following:
 - Evacuation and Emergency responses.
 - Safe Manual Handling, Visual and Auditory Care.
 - Risk Assessments.
- Address health and safety concerns within one month of the concern being raised.
- Report to senior leadership team meetings regarding work health and safety and provide reports as appropriate.
- Ensure Risk Assessments are completed for all church ministry programs (both onsite and offsite).
- Ensure incident report documents are completed and stored, and that serious or dangerous incidents are notified to Baptist Insurance Services (or relevant insurer) as required.
- Undertake a safe environment audit of the church site at least once a year, or more regularly for high-risk areas, ensuring that any concerns are appropriately rectified.
- Any other tasks as advised in the Baptist Insurance Services Risk Management Guide for Churches.

[insert church logo]

Guidelines for Activities with Children and Young People

Adopted by [governance body] on [date]

[This document is provided to assist local churches as they make decisions about specific situations related to ministry with children and young people. In most instances, there are many variables to be considered and it would be inappropriate to formulate a uniform single rule for application across every activity of the Church.]

Please take the time to consider the underlying principles and consider the guidelines in light of those principles. Your Church should have a defined policy about the matters considered in these guidelines.]

Principles

1. Risk management

It is not possible to eliminate all risk from activities. However, we have a responsibility to be aware of possible risks and to take appropriate action in response. This is what risk assessment involves: identifying possible risks and considering how likely they are, how serious they are and what steps can reasonably be taken to mitigate or reduce them.

2. Never alone

As a general rule, Church staff and volunteers should never be alone in private (outside of line of sight of another person) with any child or young person unless they are family members. This protects the child or young person from risk of harm, and it also protects the leader. This rule is applicable for Church programs and social contact outside of Church programs. Exception may be made for family or personal private arrangements which are separate from any role or activity at the Church, such as babysitting, if this is authorised by the parent or guardian responsible.

This principle is not designed to limit one adult volunteer ministering with a group of children or young people where there are other adults present, and an appropriate risk management plan is in place.

3. Accountability

Procedures and systems help staff and volunteers to be above reproach and avoid difficult situations with children and young people. This protects the children and young people and also protects the leaders. When making decisions about activities involving children and young people it is important to maintain accountability, including oversight processes, safe use of physical spaces (e.g., clear panels in doors) and transparent communication (e.g., accessible reporting procedures). Documenting any potential incident as soon as possible provides both accountability and protection for those involved.

4. Awareness

It is important for everyone involved in ministry with children or young people to maintain an awareness of potential risks and issues.

Ministry with children and young people involves building relationships of trust, which is a positive and worthy aim. However, staff and volunteers should also be aware of the potential for healthy relationships to be misunderstood as an inappropriate grooming relationship. Following these principles and safeguarding guidelines will minimise the potential for misunderstanding. Similarly, staff and volunteers should remain alert to potentially dangerous grooming behaviour by any other staff or volunteer.

5. Gender

Church leaders will consider gender dynamics and role modelling in Church activities for children and young people. One-on-one discipleship or mentoring of children and young people will generally be undertaken by a leader of the same gender. If there is a single gendered small group in school years 7 to 12 (e.g., year 7-8 girls Bible study), the Church will usually have at least one leader of the group who is of the same gender as the members of the group.

Church leaders should seek to be welcoming and gracious where appropriate to any young people experiencing gender dysphoria.

Particular issues

Attendance, permission and roll keeping

The two issues to be worked out are firstly how you will get permission from parents or carers for children/young people to take part in programs and secondly how you will record who was present (including leaders) at an activity.

Permission could be obtained by a registration process at the beginning of each year or when a child/young person joins the program and updated as needed. Additional permission can be requested for specific events. Alternatively, you could ask parents to sign their children into the program each week. Please see *Ministry Information Form*. Some churches may choose to allow young people over the age of 16 to register themselves without parental consent.

Attendance could be recorded by parents/ carers signing children/ young people into and out of an activity or program. Alternatively, where general permission has already been given, attendance can be recorded by the marking of a role by program leaders. The leaders who were present at an activity also need to be recorded.

Both permission/ registration forms and attendance records for ministry programs for children or young people needs to be held on file (electronic or hard copy) for at least 45 years (or preferably 100 years).

It is also important to make clear to everyone (children, parents and leaders) the process for children re-joining parents/ carers at the conclusion of a children/youth program which runs concurrently with a church service.

Where legal orders around custody of children are in place the Church should take extra precaution to ensure children are only released to authorised people.

Leader / participant ratios

When determining how many leaders are required for an activity, Church leaders should begin by considering how many leaders are needed to build relationship and allow for positive discipleship of children and young people. Once those factors have been considered, Church leaders can then go on to consider whether there is an adequate number of leaders to provide supervision and protect children and young people from harm. The exact number of leaders will depend on the specific setting. How old are the children and young people? What size is the group? What activities are part of the program? What is the layout of the space?

As a general guideline, the Church will need a minimum of two fully screened and trained leaders on-site and participating in all programs. If the ministry program has more than 16 participants, there should usually be additional leaders to provide a minimum ratio of 1:8 (one leader for every eight participants). This is a general guide and Church leaders will need to adapt this ratio to the specific context of each ministry program. Some ministry programs will need more leaders the younger the children are or if there are children with

additional needs or if they are engaging in higher risk activities. Ministry programs for older teens may need less leaders depending on the activity.

There are other questions to ask as well, like 'how well do we know these children?', 'How familiar are the children with the space and the leaders?' For example, a weekly kids club compared with a holiday kids club. For Sunday programs, where is the room for the children's program in relation to where the adults are listening to the sermon? If one leader gets hurt how will the other leader get help? You may find you need more than one leader per eight children.

These leadership ratios do not prevent breaking up into smaller discussion groups with one leader or assistant leader in each group, provided there are enough responsible people (who have been screened and trained) within reasonable proximity on the premises to look out for each other, the leaders and the children/young people.

Junior leaders, those who are under 18 years old, can be a wonderful and key part of the team! Junior leaders can take responsibility for many facets of the program - opening the Bible with the kids, planning activities, and leading small groups. However, typically, leaders under 18 will be assistants and not count towards the ratio of leaders to participants. You may decide that a particular teenager aged under 18 has outstanding maturity and is able to take on full leadership responsibilities. In such instances, the individual should be screened and trained (including Creating Safe Spaces training) as though they were an adult volunteer (see the *Procedure for Staff and Volunteers*). Even if they are fully screened and trained, teenage leaders aged under 18 should not lead groups of their own peer group and there should always be at least one adult (over 18 years) leader involved in any program or activity.

Driving

Licences and Drivers

The Church will consider having a consistent policy regarding who may provide transport for Church activities. Church leaders may wish to institute a 'No P Platers' policy or may wish to require specific parental consent for travel with young and or P Plate drivers. The Church leaders should communicate any such driving policy to relevant parents or carers.

Church leaders should also be aware of the relevant restrictions on P Plate in NSW drivers, such as:

- between 11PM and 5AM, P1 P Plate drivers under 25 years of age may not have more than one passenger under 21;
- restrictions on the cars they are legally allowed to drive; and
- P Plate drivers may not use mobile phones while driving, even if the phone is connected via Bluetooth or a hands-free device.

Time alone in cars

No staff member or volunteer should be in a car alone with a child or young person (unless they are family members). Exception may be made for private arrangements, such as babysitting, which are separate from any role or program at the Church, if this is authorised by the parent or guardian responsible.

If there are extraordinary circumstances where no one else is available, and the child or young person may be at greater risk of harm if they were not transported in the car, then the time spent alone in the car should be minimised as far as possible and some additional measures taken, for example:

- the child or young person rides in the back seat of the car;
- the staff member or volunteer receives express permission from the child's parent or carer for the specific occasion; and/or
- a phone call is placed to another leader and maintained throughout the journey (where legal to do so).

If it has been necessary for a staff member or volunteer to spend time alone in a car with a child or young person then the situation and the circumstances giving rise to the situation should be recorded and the Safe Church Team and/or Ministry Leader should be notified.

Overnight activities

Where there are activities involving overnight accommodation, consideration should be given to some of the additional risk factors involved, including

- transport arrangements;
- sleeping arrangements, including nighttime supervision;
- bathroom configuration;
- safety and instruction on activities;
- third parties involved; and
- physical safety of external locations.

Decisions regarding these issues will depend on various contextual factors such as the physical location and facilities of the campsite. It is important that a thorough risk assessment, including consideration of the items listed, is conducted and recorded. The list of activities, leaders and sleeping arrangements should also be recorded. These records should be stored, along with permission and attendance records for the event, for a minimum of 45 years (or preferably 100 years).

Social contact

In person communication outside Church programs and events

Fruitful Christian ministry with children and young people involves healthy, appropriate relationships. This can at times involve contacting them outside of Church programs and can include meeting in person. However, it is important that relationships between staff/volunteers and children/young people are transparent, and that parents, families and program leaders are appropriately informed and have given permission for this contact.

Staff and volunteers, when meeting with a child or young person, should:

- have parental or carer consent, where practicable;
- meet with them in a public place (for example, a café) in line of sight of other people;
- not have a child or young person alone in your home;
- not visit a child or young person in their home when no other adult is present; and
- make a record of the time, location, duration and circumstances of any face to face meetings with any child or young person.

Telephone, postal and online communication outside Church programs

For many Church programs, telephone, postal and online communication are useful tools for building community and pastoral care and support. However, telephone, postal and online communication may be used by those seeking to harm children, young people and vulnerable people. Telephone, postal and online communication may be used to test or step over relational boundaries. Church leaders need to be mindful of the positional power dynamic that exists between staff and volunteers and the children and young people under their care.

Contact with all children and young people in our Church:

- where possible and practical, parents will be informed of any possible telephone, postal or online communication with children and young people;
- staff and volunteer leaders in our Church must not engage in any telephone, postal or online communication that:
 - constitutes unlawful discrimination;
 - is harassing, threatening or derogatory;
 - is obscene, sexually explicit or pornographic;
 - is inappropriately personal or intimate;
 - attempts to hide the identity of the sender or represent the sender as someone else; or
 - is defamatory.

These guidelines for social contact are summarised in the table below in age-appropriate groupings.

	Contact with Primary Aged Children (K-6)	Contact with Children in Years 7 and 8	Contact with Young People in Years 9 to 12
Telephone Contact	Staff and volunteers should first contact parents and then, with permission of the parents or carer, speak with the child. If the child answers the phone the staff member or volunteer should ask to speak to the parent first and explain to the parent why they are calling. Staff and volunteers should never call a child in years K to 8 on their mobile phone (unless there is a serious emergency relating to the safety and wellbeing of the child).		Is permissible. Ideally staff and volunteers should request permission from the parents or carer of the young person.
SMS Contact (or other messaging service e.g., Whatsapp)	Must be limited to conveying information about Church programs. Never message a child in years K to 8 privately or one-on-one.		Is permissible and should be limited to conveying information about Church programs and encouragement (e.g., praying for you this week). Ideally, this communication should be in a group chat with another leader. Messages should be retained for accountability.
Other Online Contact (e.g., Facebook, Instagram, TikTok)	Must be limited to conveying information about Church programs. Staff and volunteers should never communicate directly (privately or one-on-one) with primary-aged children on a social networking site.	Caution must be used when participating with children and young people on social networking sites. Staff and volunteers must maintain transparency and be accountable for what they say. They must also take care with the message they intend to communicate through both the words and images they use as it may be perceived differently by those who view it. Staff and volunteers should consider limiting social media contact with children and young people in years 7 to 12, however, if social media contact is made with children in years 7 to 12 the following guidelines are recommended: <ul style="list-style-type: none"> • Limit contact to group discussions that can be read by others (including other staff and volunteers). • Consider gender dynamics. Staff and volunteers should be beyond reproach and consider societal expectations regarding online communication with a group of young people of the opposite gender. • The history of the chat should be kept for accountability. Staff and volunteers should not communicate using social media platforms that automatically erase messages. 	

	Contact with Primary Aged Children (K-6)	Contact with Children in Years 7 and 8	Contact with Young People in Years 9 to 12
		<ul style="list-style-type: none"> Consider privacy settings which prevent personal contacts from seeing or interacting with child contacts connected to the ministry. Staff and volunteers will ensure any text is beyond reproach and cannot be misconstrued. Staff and volunteers will ensure all photos are beyond reproach and cannot be misconstrued. 	
		<ul style="list-style-type: none"> Private contact or conversations with children in years 7 & 8 should be limited to conveying information about Church programs and basic encouragement. 	
Videocalls (e.g., Facetime, Skype, Zoom, Teams)	One-on-one video calls are not appropriate, however, group video calls may be appropriate in some circumstances (e.g., small group bible study context). Staff and volunteers should be aware and retain control of group chat and screen sharing settings.		
Email or postal Contact	Email must be limited to conveying information about Church programs. Postal communication is permissible on an ad hoc basis for the purposes of encouragement. More significant conversations should be held in person.		Can include logistics and private conversations. If possible, more significant conversations should be held in person. Messages should be retained for accountability.
In-person contact outside of Church programs and events	Leaders will only meet with students one-on-one in exceptional circumstances. Leaders will only meet with groups of children if it is for discipleship and ministry purposes. Meetings will always be with the permission of the parents or carer and ministry leader and will occur in a public place with appropriate visibility by other adults (e.g., café).	Leaders may meet with same gender students one-on-one or in mixed groups if it is for discipleship and ministry purposes. Leaders may also meet with different gender students in exceptional circumstances for discipleship and ministry purposes (e.g., preparation for baptism). Meetings will always be with the permission of the parents or carer and ministry leader and will occur in a public place with appropriate visibility by other adults (e.g. café).	Leaders may meet with same gender students one-on-one or in mixed groups. Leaders may also meet with different gender students in limited circumstances for discipleship and ministry purposes (e.g., preparation for baptism). Meetings will always be with the permission of the parents or carer and ministry leader and will occur in a public place with appropriate visibility by other adults (e.g., café).

Model Communication to Third Party Entities

Name
Organisation
Address
State Postcode

By email [email address]

Confidential

Dear [Salutation]

Child Safe Standards for child safe organisations: Third Parties

[Church Name] is committed to the safety of all people who attend its activities and services, particularly children. We are interested in the approach to child safety taken by any entity that uses our premises or facilities.

The purpose of this letter is to seek your commitment to uphold the Child Safe Standards identified by the Royal Commission into Institutional Responses to Child Sexual Abuse. The Child Safe Standards are mandatory for all religious bodies as well as clubs or other bodies providing programs or services of a recreational or sporting nature for children in which workers are required to hold a Working With Children Check. The NSW Government has introduced legislation to create a Child Safe Scheme administered by the NSW Office of Children's Guardian (NSWOCG) which makes the Child Safe Standards mandatory for organisations that provide services to children (as set out at section 8C of the *Children's Guardian Act 2019* (NSW)).

Please confirm your organisation's commitment to upholding the Child Safe Standards by completing the declaration attached.

We are available to discuss the implementation of the Child Safe Standards with you, including in respect of any issues with our premises or facilities. We are thankful for the services you provide to the community and we look forward to connections between the church and your organisation.

Yours faithfully

[signatory]

Model Paragraph to Third Party Entities (alternative to letter)

Paragraph to insert in communication.

[Name of entity] is licenced to use the facilities of [name of church], so [name of church] is interested in the approach [name of third party] takes to matters relating to child safety. We ask that [name of entity] commits to upholding the Child Safe Standards identified by the Royal Commission into Institutional Responses to Child Sexual Abuse. Please confirm this commitment in writing. You may wish to use the attached declaration of commitment to the Child Safe Standards.

Please note that a commitment to upholding the Child Safe Standards will now be an essential term of all license or lease agreements regarding use of [name of church] property or facilities.

Declaration of Commitment to Child Safe Standards

[Name of entity] commits to uphold the following Child Safe Standards*:

1. Child safety is embedded in organisational leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld, and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse are child focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the institution is child safe.

[Name of entity] understands and accepts that compliance with the Child Safe Standards is a condition of any lease or licence to occupy or otherwise use any property or facilities of **[name of Church]**.

Signed: _____
Name: _____
Position: _____
Date: _____

For more information about the Child Safe Standards please see
<https://ocg.nsw.gov.au/child-safe-scheme/why-we-have-child-safe-standards>

Model Communication to Affiliated Entities

Name
Organisation
Address
State Postcode

By email

Confidential

Dear [Salutation]

Compliance with legislated child safe standards: Affiliated Entities

[Insert church name] is committed to the safety of all people who attend its activities and services, particularly children.

As an affiliated entity, we are interested in the approach you take to matters relating to child safety. The purpose of this letter is to draw your attention to:

- the **enclosed** recommendation 16.35 made by the Royal Commission into Institutional Child Sexual Abuse (**Royal Commission**);
 - In responding to this recommendation in a Baptist context, the most appropriate process is for an 'affiliated entity' to report to the local church that it is affiliated with, rather than reporting to the denomination. Notwithstanding this, the local church should also report to the Baptist Churches of NSW & ACT about significant adverse child protection matters arising within entities affiliated with that local church.
- the Child Safe Scheme administered by the NSW Office of Children's Guardian (NSWOCG) which makes the Child Safe Standards mandatory for organisations that provide services to children (as set out at section 8C of the *Children's Guardian Act 2019* (NSW)).

For more information about the Child Safe Standards please see <https://ocg.nsw.gov.au/child-safe-scheme/why-we-have-child-safe-standards>

We ask that [name of entity] reports to [name of church] on an annual basis regarding their compliance with the Child Safe Standards. This report should detail at a high-level how the entity is complying with the Child Safe Standards. Where there are other obligations to report compliance with the Child Safe Standards (for example, under a funding agreement or as part of registration renewal), it will be sufficient to share this report with the Church.

We hope that shared reporting and responsibility for child safety will demonstrate to both members of the Church, the community, and the broader public that we are united in our efforts to create safe spaces for everyone, and particularly children.

Please do not hesitate to contact [insert contact] if you would like to discuss any aspect of this request.

Yours faithfully

[insert signatory name]

Model Paragraph for Communicating with Affiliated Entities

Paragraph to insert in communication (as an alternative to the letter to affiliated entities]

In accordance with the Royal Commission's recommendation, Baptist churches are advised to require all affiliated entities to report annually regarding compliance with the 10 Child Safe Standards.

[Name of church] requests that [name of affiliated entity] ensures that a report regarding compliance with the Child Safe Standards is included in their regular annual report to the Church. This report should detail how the entity is complying with each of the Child Safe Standards.

(Royal Commission) Recommendation 16.35

Religious institutions in highly regulated sectors, such as schools and out-of-home care service providers, should report their compliance with the Royal Commission's 10 Child Safe Standards, as monitored by the relevant sector regulator, to the religious organisation to which they are affiliated.

In responding to this recommendation in a Baptist context, the most appropriate process is for an 'affiliated entity' to report to the local church that it is affiliated with, rather than reporting to the denomination. Notwithstanding this, the local church should also report to the Baptist Churches of NSW & ACT about significant adverse child protection matters arising within entities affiliated with that local church.

Declaration Regarding Ministry with Persons of Concern

[Name of church] commits to following the process set out in the Australian Baptist Response to Persons of Concern process by **(please tick one box as appropriate)**:

- ☐ A. ensuring that no person who is known to be a person of concern attends church premises or participates in any church programs, activities or events; or,
- ☐ B. notifying the Baptist Churches of NSW & ACT Ministry Standards Manager when any person of concern is identified and following the risk management process they advise.

In making this decision, we understand that:

- 1) The Persons of Concern process is developed on a case-by-case basis with careful attention to risk management principles. There will be some instances in which the risk of harm to others cannot be appropriately managed and, in these circumstances, the person of concern may be directed not to attend any church programs, activities or events.
- 2) Baptist Insurance Services **does not provide insurance** cover for claims made in relation to harm caused by any known offender, or person who should reasonably have been identified as a known offender (see explanation on next page).
- 3) As an alternative to insurance coverage and to mitigate risk to churches, access to a contingency fund, managed by Baptist Churches of NSW & ACT Finance and Risk Committee, is available in the event of a claim against the church in relation to harm caused by a known offender:
 - a) The fund will cover **legal fees only** up to a maximum of \$75,000
 - b) The church will be required to pay an excess of \$5000
 - c) Access to this fund is dependent on the church having adhered to the Persons of Concern process as advised by the Baptist Churches of NSW & ACT Ministry Standards Manager.
- 4) The church will be asked to make a financial contribution towards establishment costs if a Person of Concern risk management process proceeds to include a written Individual Accountability and Safety Agreement. This contribution does not represent the full cost of administering a Persons of Concern process and is subsidised by Baptist Churches of NSW & ACT.

Typical Church Attendance (including children)	Financial contribution*:
0 – 50	\$250
51 – 100	\$500
101 – 150	\$1000
151 – 250	\$1500
251 – 350	\$2000
351+	\$2500

*2023 figures, subject to change

I declare that the relevant governance body of the church has read and understood this statement and on [date] agreed to adopt the Persons of Concern process as indicated above.

Signed: _____

Name: _____

Role: _____

Who is person of concern?

A person of concern is someone who:

1. has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence.
2. has been found to have sexually offended, arising through due diligence checks related to recruitment (screening).
3. is currently charged with a sexual offence.
4. has been the subject of an allegation of a sexual offence and this was not appropriately investigated.
5. has been found to have received an adverse risk assessment arising from sexual misconduct
6. is deemed to be a risk to the safety of children and/or vulnerable adults because of an adverse risk assessment relating to sexual misconduct.
7. exhibits constant wandering across other peoples' sexual boundaries

Explanation of the 'Known offender' exclusion clause

Explanation of the Insurance position

Currently with the General Liability Insurance Policy that covers all Baptist Churches in Australia, there is an exclusion clause which states that the insurer will not cover any compensation claims, damages or legal costs associated with any claims in respect of injury sustained by a third person (i.e. a victim) where:

Part 1 - the injury arises either directly or indirectly from sexual abuse; and the perpetrator of the sexual abuse was a representative, member, employee or service provider of the insured.

Part 2 - and the insured knew or ought reasonably to have known that the perpetrator of the sexual abuse had previously: committed sexual abuse; and/or been convicted of sexual abuse; and/or whilst being a representative, member, employee or service provider of the insured, been the subject of a prior complaint in respect of sexual abuse, which has not been appropriately investigated. (Numbers 1-4 of POC list above)

We want to be able to resource churches who face the situation where a person of concern has been worshipping and been involved, or wishes to worship and be involved, in your church.

This process has been developed to reduce the Church's exposure to risk by developing this 7 step process. If this process is followed for the POC who fits into the exclusion clause category, then the Church is eligible to access the Contingency Fund managed by Baptist Churches of NSW & ACT Finance and Risk Committee to help fund legal costs incurred if the Church is sued over a POC re-offending.

Other Persons of Concern

There are also other persons of concern who do not fall within the exclusion clause and so are covered by the General Liability Insurance Policy (Numbers 5-7 of POC list above).

We have included them in the person of concern definition as we believe that this process perhaps in a modified way is necessary and will help the Churches manage the situation in a clear, transparent and pastoral way as well as reducing the risk of the person of concern causing harm.

When to use this process?

If a person in your church, or a person interested in coming to your church:

- tells you that they have committed a sexual offence
- in the course of doing your due diligence checks for recruitment, a person discloses they have committed a past sexual offence
- if you are aware that a person has had an allegation of a past or current sexual offence
- deemed to be a risk to the safety of children and/or vulnerable adults because of an adverse risk

Is this a Christian Response?

A Christian congregation can be one of the few places where sexual abusers, as the recipients of God's forgiveness, can mix with a Christian community. However, that forgiveness does not mean immunity from temptation to re-offend.

The forgiveness and grace of God, mediated with supervision and clear guidelines through a local church, can be a vital part of that journey.

This demonstrates the Australian Baptist Churches' mission and commitment to provide a safe place for children and other vulnerable people to grow and shine.

Who should we contact?

Your Professional Standards or Safe Church

Liaison person:

Baptist Churches of South Australia

08 8357 1755

Baptist Union of Victoria & Baptist

Churches of Tasmania

03 9880 6100

Queensland Baptists

07 3354 5600

Baptist Churches Western Australia

08 6313 6300

Baptist Churches NSW & ACT

02 9868 9200

An Australian Baptist Response to Persons of Concern



Individual Accountability & Safety Agreements



The definition of a Person of Concern is adapted from the Anglican Church of Australia – Professional Standards Commission "Guidelines for parish safety where there is a risk of sexual abuse by a person of concern", 2010.



Why do we need a process?

From time to time you may face the situation where a person of concern has been worshipping and been involved, or wishes to worship and be involved, in your church. While demonstrating genuine compassion and justice, you must take steps to protect the whole church community.

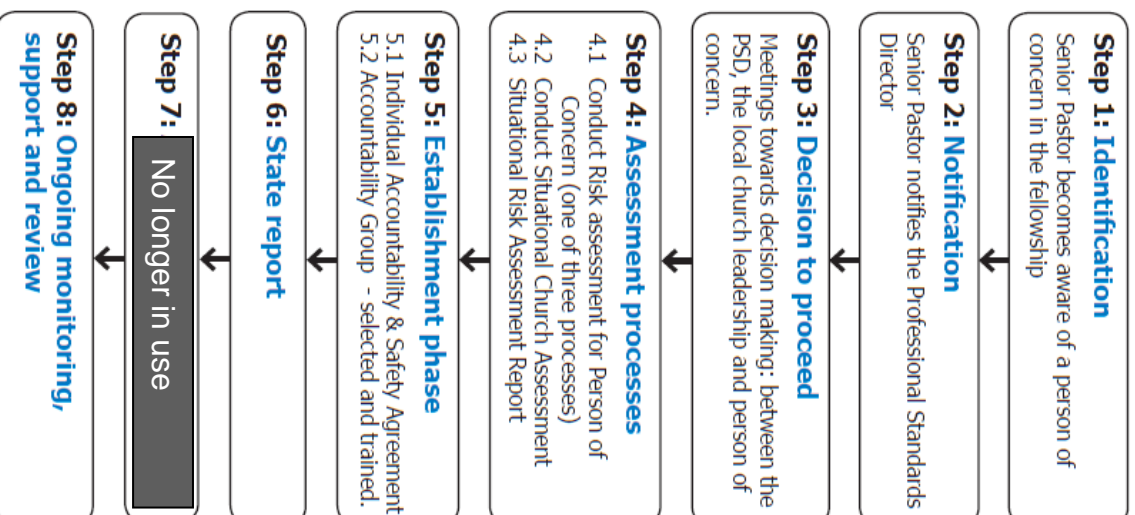
This process aims to ensure that all reasonable measures have been put in place to ensure *safe ministry* occurs with persons of concern.

Australian Baptists are committed to *safe ministry*, i.e. God honouring, abuse free, harm free, person valuing and respectful ministry.

Ministry to a person of concern acknowledges:

- that there is a high level of community feeling and fear about sexual abuse.
- the duty of care we have to provide safe environments for all people in our churches.
- that there is no one type of person of concern, therefore Individual Safety Agreements are necessary.
- that there are survivors of abuse in congregations, and we seek to care for them effectively.
- the issues of forgiveness and a person of concern's right to privacy.
- the liability issues around a person of concern reoffending.
- the need for denominational support, training, monitoring and oversight in this process.

Flowchart



Who are persons of concern (POC)?

A person of concern:

1. has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence.
2. has been found to have sexually offended, arising through due diligence checks related to recruitment (screening).
3. is currently charged with a sexual offence.
4. has been the subject of an allegation of a sexual offence and this was not appropriately investigated.
5. has been found to have received an adverse risk assessment arising from sexual misconduct
6. deemed to be a risk to the safety of children and/or vulnerable adults because of an adverse risk assessment relating to sexual misconduct.
7. exhibits constant wandering across other peoples' sexual boundaries.

What does an Individual Accountability & Safety Agreement Mean?

An individual safety agreement is an agreement between a person of concern, the local church and denomination, establishing the terms and conditions for the person of concern to participate in the life of the church.

A Safety Agreement makes clear what steps the church and person of concern are taking to reduce real and potential risks associated with ministry to the person of concern.

Dear Pastor, Church Secretary or Administrator,

Re: Use of the title "Pastor"

As you would be aware, sadly many denominations of the church in Australia have been before the recently concluded Royal Commission into Institutional Responses to Child Sexual Abuse. In every case we grieve for those who have been victims of such abuse. We also grieve for each occasion the church has failed, for whatever reason, in its duty of care.

Within the Baptist movement, whilst tragically isolated cases have come to light where individuals have perpetrated abuse and/or inappropriate institutional responses to known cases of abuse have occurred, these have to this point, by the grace of God, been rare. However, that does not mean that there are not things for us to learn!

In particular, there is much for us to gain from a good understanding of the Royal Commission's Case Study 18: "The response of the Australian Christian Churches (ACC) and affiliated Pentecostal churches to allegations of child sexual abuse." The ACC is a voluntary association of autonomous local churches. There are many parallels with how the Baptist Association of NSW/ACT is structured.

While the Royal Commission (RC) recognised this structure, it still made three observations that are worth our noting:

- i. The RC expected the ACC to have greater control over Member churches around compliance and policy implementation
- ii. Where churches failed to adopt and/or comply with policies and standards, the RC expected the ACC to implement action to ensure compliance in Member churches
- iii. The RC considered that the use of the title 'Pastor' in the ACC implied a certain level of responsibility, competence and compliance. The RC expected the ACC to address the question of who can be given the title 'Pastor'.

With respect to items (i) and (ii), we note that the NSW Government indicated in June 2018 that they will encourage all organisations who work with children to adopt the Child Safe Standards and practices recommended by the Royal Commission. The Baptist Association of NSW & ACT is currently awaiting further responses from government, however it seems clear that there will be greater compliance obligations upon churches in the future. While still seeking to work within our ecclesiological convictions, we are currently piloting a Safe Church Certification process to assist local churches in meeting their obligations for safe ministry with children and young people. There is more work to do in this area and you should expect to hear more from the Association about these matters later in 2018.

Item (iii), however, is also a matter to which we need to give appropriate attention. As autonomous local churches we have continued to affirm that it is a local church's role to discern before God and appoint whomever they sense appropriate to ministry roles. We would not want to stray from this essential expression of theological conviction and autonomy.

However, the point made by the RC cannot be ignored. Appointment to ministry roles and the giving of associated titles such as "pastor" or "minister", brings with it perceptions and expectations by both the church and the wider community. In making such appointments, and determining role titles, we must be considerate of this contextual reality.

In the light of the above reality, including the RC's conclusions and recommendations, the Assembly Council of the Baptist Churches of NSW/ACT strongly recommends to our churches that the use of the title "Pastor" be restricted to persons who have been (or are in the process of becoming) either accredited or recognized by the Association, thereby having undergone an appropriate level of assessment, examination, training and oversight.

However, if such a title is applied to other persons, we strongly encourage our churches to ensure appropriate skills, qualification, orientation and accountabilities are in place. Anyone who carries the title 'Pastor' should:

- undertake the Creating Safe Spaces training offered by the BANSW/ACT,
- have an up to date Working with Children Check (or Working with Vulnerable People Check in the ACT),
- have a National Police Check clearance prior to commencement of a new pastoral appointment,
- sign off on the BA NSW/ACT Ministers' Code of Ethics and Conduct, and
- ensure they engage with appropriate professional or pastoral supervision, or mentoring.

Compliance with these measures should be required by the local congregation regardless of the specific area of ministry to which the Pastor has been called.

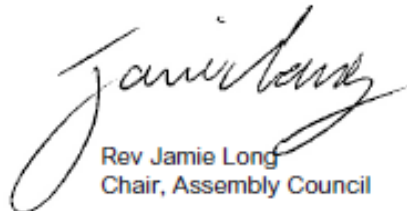
Ultimately this is not simply about compliance, adapting to a societal context, or responding to recommendations from a Royal Commission. It is about demonstrating God's love and care by being diligent and intentional in watching out for the most vulnerable in our congregations and the communities in which we minister.

If you would like to discuss any aspect of this letter or its implications please do not hesitate to contact any of the undersigned.

Yours in His service,



Rev Dr Steve Bartlett
Director of Ministries



Rev Jamie Long
Chair, Assembly Council



Rev Dr Vivian Grice
Team Leader – Gen1K Leadership Development



Rev Jonathan Bradford
Ministry Standards Manager

[insert church logo]

Privacy Policy

Adopted by [governance body] on [date]

The **Church** is committed to the privacy and security of the personal and sensitive information which we collect and hold.

This Privacy Policy describes how the **Church** collects, uses, holds and discloses personal information and sensitive information as defined in the *Privacy Act 1988* (Commonwealth) (the **Privacy Act**). We may update this Privacy Policy and, if we do, we will consider how to distribute to relevant stakeholders as appropriate (for example, via our church website or noticeboard).

1. Application of the Privacy Act to the Church

The Privacy Act does not currently apply to the Church due to the Church falling into the 'small business exemption'¹. Notwithstanding this, the Church has adopted this policy to be transparent about the way it collects, uses, holds and discloses personal information and sensitive information.

[If the Church annual turnover is greater than \$3 million then please adjust this paragraph, and this policy document, as appropriate]

2. Types of information we may collect and hold

Personal and sensitive information

The Church collects personal information during its programs, services and activities, and for the purposes of communicating with those that attend the Church or have expressed interest in the Church. The types of personal and sensitive information we may collect may include a person's name, gender, occupation, contact details, date of birth, financial information, medical and health information, criminal history, and associations with other organisations as relevant.

Personal information may be kept in various places including: a church directory or database; volunteers register; attendance records; pastoral care planning; written and email correspondence; and financial statements. We will normally collect this personal information directly from the person. We do not generally collect sensitive information unless it is relevant.

¹ Most small businesses are not covered by the Privacy Act 1988, but some are. A small business is one with an annual turnover of \$3 million or less. Annual turnover for the purposes of the Privacy Act includes all income from all sources. It does not include assets held, capital gains or proceeds of capital sales.

<https://www.oaic.gov.au/privacy/privacy-guidance-for-organisations-and-government-agencies/organisations/small-business>

Privacy Policy

Web information

We also collect metadata relating to website usage, including by using cookies, for statistical and administrative purposes. The types of information collected include a person's server address, domain name or IP address, the date, time and duration of the visit, the pages accessed, and documents downloaded, and other information.

If a person does not wish to receive any cookies, they may set their browser to refuse cookies. However, this may impact on website functionality and the services provided to them.

3. Use and disclosure of information

The Church will not use or disclose personal information or sensitive information unless the following applies:

- it is necessary to fulfil the purpose for which it was collected;
- the church engages consultants or auditors for advice or assistance;
- the person would reasonably expect the use or disclosure;
- the Church is required by law, or has an obligation, to use or disclose the information or there is another permitted purpose; or
- the person consents to the use or disclosure.

For example, we may collect personal information in relation to an enquiry you have made about a mission partner of the Church. We might use and disclose this information to the mission partner so that we can respond to your enquiry.

We may use or disclose this information for the purposes of delivering our programs and services and in the ordinary course of our business, including for the purpose of planning, praying or co-ordinating care.

4. Storage and security of information

The Church will take reasonable steps to ensure that all personal information or sensitive information we collect is held in a secure format and protected from loss and misuse, as well as unauthorised access, modification, disclosure, alteration, or destruction. The information may be held either in hard copy or electronically.

We will hold the information we collect on systems managed and maintained by us and/or our third-party IT and database service providers who may create a backup of our data and store that backup in overseas jurisdictions. Generally, the Church will prefer that any data backups will be in Australia or secure overseas jurisdictions.

5. Retention and destruction of personal and sensitive information

Where possible the Church will destroy or de-identify personal and sensitive information as soon as practicable once it is no longer needed for the purpose for which it was collected. We will take reasonable steps and use appropriate techniques and processes when destroying information.

In accordance with the Church's Safe Church Policy the Church will securely retain any records related to staff and volunteers, children's and youth ministry programs, child protection concerns, and insurance policies, for a period of at least 45 years (preferably 100 years).

6. Access

Requests for access to personal information or sensitive information held by the Church may be made by contacting the address below. If the request is deemed appropriate by the Church, we will endeavour to provide the information in a suitable timeframe, if it is reasonable accessible. We may charge a fee to cover our administrative costs in providing the information.

7. Questions and feedback

Questions or feedback about this policy, including any concerns about how the Church manages personal and sensitive information, should be directed to:

[Position title]

[Telephone number]

[Email address, for example, privacy@church.org.au]

Template - Safe Church Team Poster

For access to a Canva template file of this poster, click this link: -

https://www.canva.com/design/DAFxxkJNH_yg/Lii8o35bs-YmUfe7H_Vmka/view?utm_content=DAFxxkJNH_yg&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview

Please note there are versions in this template for the relevant number of people on your team, so use the appropriate template (2 through to 6).

For access to video instructions on how to edit this template, click this link: -

Video coming soon.



Insert Logo of
Host Church

Declaration for Ministry Guest

Our church is committed to providing a safe place for children, young and vulnerable people. Therefore, for people we engage in ministry or child related roles, we require the completion of this form. Please forward this form back to the church once complete.

This documentation will be kept in a locked filing cabinet and/or in secure electronic format for at least 45 years (preferably 100 years) from the date of completion.

This form is for referring organisations to confirm that a ministry guest is a person in good standing and has met the requirements of their organisation's safe ministry processes. This includes anyone engaged in short term (less than 5 days per calendar year) ministry and child related work (e.g., guest speakers/ preachers, visiting music ministry guests, other ministry guests engaged in ministry or child related roles, or contractors engaged in child related roles). Referring organisations might include other local churches or sporting organisations.

Referring Organisation Details	
Referring Organisation Name	
Office Address	
Office Phone Number	
Organisational Representative Name	
Representative Phone Number	
Representative Email Address	

Ministry Guest Name: _____ Phone number: _____
Residential Address: _____

As an authorised representative of the above referring organisation, I declare that:

1. The ministry guest noted above is a person of good standing in our organisation to engage in ministry or child related work.
2. The ministry guest noted above has complied with the requirements of our organisation with regards to screening and child protection processes.
3. Any complaints in relation to this ministry guest will be managed in accordance with our organisation's complaints procedure. If a serious complaint is made against the ministry guest noted above, then we will consider risk management and may suspend this ministry guest from engaging in any ministry role. If the ministry guests' Working with Children Check (or in the ACT WWVP) is barred or suspended, then they will be suspended from all ministry roles.
4. Our organisation has completed the following processes for this ministry guest (please tick as appropriate):
 - ☐ Ministry Screening Process
 - ☐ Reference Checks
 - ☐ Signed Code of Conduct
 - ☐ Appropriate Safe Church (child protection) Training
 - ☐ Verified Working with Children Check Number (or in the ACT confirmation of WWVP)
 - ☐ None of the above
 - ☐ Other: _____

Authorised representative of referring organisation Name: _____ Role: _____
Signature: _____ Date: _____

We understand that the ministry guest is not conducting this ministry on behalf of the referring organisation and therefore any liability arising from the conduct of this volunteer will be the responsibility of the church where the ministry activities take place.

This declaration is valid for 12 months from the date of signature above.

Insert Letterhead of
Sponsoring
Organisation
(including contact
details)

Letter of Authorisation for Endorsed Representative

This letter is for a sponsoring organisation to confirm that one of their authorised representatives is a person in good standing and has met the requirements of their organisation's safe ministry processes.

This includes staff or volunteers engaged in ministry and/or child related work (e.g., guest speakers/ preachers, visiting music ministry guests, other ministry guests engaged in ministry or child related roles, or contractors engaged in child related roles). Sponsoring organisations might include mission agencies, denominations or parachurch organisations.

We understand that the host church may retain a copy of this documentation in a locked filing cabinet and/or in secure electronic format for at least 45 years (preferably 100 years) from the date of completion.

Authorisation of Suitability for Ministry:

We wish to confirm that the following person is an officially endorsed representative of our organisation to conduct itinerant ministry. We understand that our organisation may be liable for any harm arising from the actions of our endorsed representative. This endorsed representative is covered by our organisation's public liability insurance.

Endorsed Representative Name: _____
Phone number: _____
Residential Address: _____

As an authorised person of the above sponsoring organisation, I declare that:

1. The endorsed representative noted above is a person of good standing in our organisation to engage in ministry or child related work.
2. The endorsed representative noted above has complied with the requirements of our organisation with regards to screening and child protection processes.
3. Any complaints in relation to this endorsed representative will be managed in accordance with our organisation's complaints procedure. If a serious complaint is made against the endorsed representative noted above, then we will consider risk management and may suspend this endorsed representative from engaging in any ministry role. If the endorsed representative's Working with Children Check (or in the ACT WWVP) is barred or suspended, then they will be suspended from all ministry roles.
4. Our organisation has completed the following processes for this endorsed representative (please tick as appropriate):
 - ☐ Ministry Screening Process
 - ☐ Reference Checks
 - ☐ Signed Code of Conduct
 - ☐ Appropriate Safe Church (child protection) Training
 - ☐ Verified Working with Children Check Number (or in the ACT confirmation of WWVP)
 - ☐ None of the above
 - ☐ Other: _____

Authorised person
of sponsoring organisation Name: _____
Role: _____
Signature: _____
Date: _____
Phone: _____
Email address: _____

This declaration is valid for 12 months from the date of signature above.

Insert Church Logo Here

Volunteer Application Form for Category 2b (volunteers not in child -related work)

Please Note: This document must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:

Given Names:

Previous Name/s (if applicable):

Date of Birth:/...../..... Male/Female:

Address:

Phone:Email:

Please outline any health conditions that may affect your volunteer role?

.....

If under 18 years of age:

Name of Parent/Guardian:

Contact phone for Parent/Guardian:

Email for Parent/Guardian:

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 2 YEARS

Name of church	Location	When (Month/Year)	Any positions held

REFEREES

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the church.

Referee 1

Name: Phone:

Referee 2

Name: Phone:

COMMITMENT OF APPROPRIATE CONDUCT

In undertaking my volunteer role/s, I will:

- uphold, support and abide by the **Safe Church Policy**;
- not knowingly engage in criminal conduct or break the law;
- follow the position description/s provided to me;
- respond to reasonable directions from the person/s with responsibility for the ministry I am involved in; and
- follow all requirements outlined to me in the volunteer induction process at our church.

CONSENT TO HOLD INFORMATION

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

DECLARATION

Volunteer Application Form for Category 2b

© Baptist Churches of NSW & ACT 2023

I, sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this application form, the church leadership may determine that I am unsuitable to serve in any role in the church.

Applicant's signature: Date:

If under 18 years of age: PARENT GUARDIAN SIGNATURE

Name of parent/guardian:

Signature: Date:

Church Use Only

Entered onto Safe Church Register by: (name) _____	On (date): _____
Interview led by: (name) _____	On (date): _____
Referee Checks conducted by: (name) _____	On (date): _____
Volunteer Endorsement* by (name) _____	On (date): _____
Induction led by (name) _____	On (date): _____

**Volunteers must be endorsed by a member of pastoral staff, governance group or Safe Church Team.*

Full records of the above processes (including interview notes, referee check comments and induction content) should be kept in the relevant personnel file.



ADDRESS

Level 4
5 Saunders Close
Macquarie Park, NSW 2113
9868 9200

PHONE

EMAIL

WEB

schc@nswactbaptists.org.au
nswactbaptists.org.au
CreatingSafeSpaces.org.au