



C3 AUSTRALIA SAFE CHURCH MANUAL

2023



AUSTRALIA SAFE CHURCH MANUAL

*** The C3 Australia Safe Church Manual is supported by the C3 Australia Safe Church Implementation Kit and C3 Australia Safe Church Induction Training***

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DISCLAIMER: *The C3 Australia Safe Church Documentation is based on nationally recognised “good practice advice” for Safe Churches and is written with due regard to Australian legislation April 2023 It does not amount to legal advice. The documentation has been prepared without taking your individual church objectives into account. All information contained within, including, but not limited to the policy, guidelines, checklists, forms, and codes, has been written to provide you with a set of recommended minimum standards for people protection, that will need to be adapted and then adopted to suit your purposes.*



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INTRODUCTION

The C3 Australia Safe Church Manual, accompanying C3 Australia Safe Church Implementation Kit, and C3 Australia Safe Church Induction Training, form part of our movement's ongoing commitment to be a safe place for all people, in order that our churches may be God-honouring, life-giving, and harm-free.

These are designed to support C3 Churches in fulfilling their pastoral and organisational responsibilities along with legal obligations in the Australian context.

THE C3 AUSTRALIA SAFE CHURCH POLICY AND GUIDELINES;

- Are written with regard to the recommendations of the Royal Commission into institutional responses to child sexual abuse, the *10 National Principles for Child Safe Organisations* (based on the 10 Standards for Child Safe Organisations from the Royal Commission), Child Safe Standards and legislation, including child protection, work health and safety and the governance standards of the ACNC.
- Take into account the autonomous nature of our C3 churches and C3 Global Policy documentation.
- Contain the Region's '**minimum standards**' for C3 Church Australia Safe Church, in child and vulnerable people protection and responses to misconduct and abuse.
- Are for the adoption and implementation in all Australian C3 full member churches, or for comparison with existing local C3 church policy and procedures for people protection and responding to misconduct and abuse, to ensure existing policy and procedure meets these 'minimum standards'.
- Are written with regard to the Region's '**minimum standards**' for C3 Australia's Code of Conduct for Credential Holder's and Ministry Standard Investigation Procedure, meeting all C3 policy and procedures at a regional level, and as approved from time to time by the Regional Leader.
- Require signed agreement with C3 Global Policy documentation and by-laws.

ACKNOWLEDGEMENT: *The C3 Australia Safe Church Manual and supporting documentation are an adaptation of Creating Safer Communities (CSC)) - Safe Church Framework © 2023. All documents are used by permission of CSC and for the purpose of child and vulnerable people protection in C3 Churches.*



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1.2 SAFE CHURCH ROLES AND STRUCTURES

1.2.1 C3 AUSTRALIA REGIONAL LEADER AND C3 AUSTRALIA EXECUTIVE TEAM

In consultation with the Regional Leader's C3 Australia Executive Team; the Regional Leader has established the C3 Australia Safe Church Policy, Guidelines, and Implementation Kit.

The Regional Leader has also established a C3 Australia Safe Church Resource Group.

This group will report to the C3 Australia Executive Group.

The C3 Church Australia LTD Board has provided governance oversight in the creation of this document for the use of C3 Australia full member churches and is responsible for the ongoing review and improvement of the C3 Australia Safe Church Manual and Implementation Kit.

1.2.2 C3 AUSTRALIA SAFE CHURCH RESOURCE GROUP

As part of the movement's commitment to the National Child Safe Organisations principles, and in particular principles:

1. "Committed leadership, governance and culture"
9. "Regular improvement", and
10. "Child Safety and well-being policies and guidelines".

In some jurisdictions have legislated the National Principles (eg: NSW, Victoria)

The C3 Australia Safe Church Resource Group, which is made up of suitably skilled persons as appointed by the Regional Leader, has been established. This group will at regular intervals, as set by C3 Australia Executive Team, to carry out reviews of the C3 Australia Safe Church Documentation and provide recommendations for change to the Regional Leader.

1.2.3 C3 AUSTRALIA SAFE CHURCH DOCUMENTS ACCESS

The up to date versions of the C3 Australia Safe Church Documentation (Manual and Implementation Kit) is available from the C3 Australia website;

<https://www.c3australia.com/>



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1.2.4 SAFE CHURCH HELPLINE - 1800 070 511

C3 Australia (region) has entered a partnership with CSC to assist us on our C3 Australia Safe Church implementation.

The Helpline is part of the reporting of Safe Church concerns in accordance with the C3 Australia Safe Church Guideline 4: *Responding to Safe Church concerns*.

When the Helpline receives a call from a C3 church the call will be logged and general advice (non-legal) given in line with C3 Australia Safe Church Policy and Guidelines.

The call will be followed up (where possible) with a C3 Helpline Contact form sent to the local C3 Church for record keeping and action.

The Helpline can also be utilised in local churches implementation of C3 Australia Safe Church Policy and Guidelines.

The Helpline is available business hours 9am-5pm AEST Monday – Friday, accessible to all C3 churches.

CSC is a company that provides Christian denominations with 'Safe Church' type prevention, response and recovery resources.

1.2.5. SAFE CHURCH TRAINING

Customised Online Safe Church Induction and Refresher Training is mandated training under C3 Australia Safe Church Guidelines, and is available for all full member C3 Australia Church credential holders at no cost.

Additional training for church leaders and volunteers is also required. Local churches may choose how this training occurs. CSC provides an online option for volunteer training. For more information go to (weblink to C3 volunteers courses)

1.2.6 SAFETY MANAGEMENT ONLINE – (ChildSAFE)

Implementation of the C3 Australia Safe Church Guidelines can be assisted in C3 churches by utilising the Safety Management Online for record keeping and training of workers (paid and unpaid).

1.2.7 LOCAL CHURCH BOARD

As self-governing local churches, the responsibility for implementing Safe Church practices is primarily with the local church board, this extends to all legal, insurance and risk management responsibilities. It is recommended that Safe Church implementation is a regular agenda item for Local Church Boards, and that a safety team and an appropriate number of Local Church Safe Church Persons are appointed for the local church.



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1.2.8. SAFE CHURCH REPRESENTATIVE/S

The C3 Australia Local Church Safe Church Contact Person is delegated the role of receiving and managing Safe Church concerns with the Board. This person or team may also be involved in C3 Australia Safe Church implementation oversight for the local church. A more complete role description is found in this C3 Australia Safe Church Implementation Guide.

1.2.9 HEALTH & SAFETY TEAM

The Safety Team is delegated the oversight of WHS and risk management compliance for the local church. A more complete role description is found in the C3 Australia Safe Church Implementation Guide.

SAFE CHURCH POLICY

OVERVIEW:

- Purpose
- Scope
- Policy Statements
- Responsibilities
- Safe Church Procedures
- Policy Approval and Review

1. PURPOSE

The C3 Australia Safe Church Policy and Guidelines:

- 1.1** Guides our work in establishing and maintaining safe environments for all people, including children and young people;
- 1.2** Underpins our biblical mandate to: Love the Lord your God with all your heart, soul, mind and strength and to love your neighbour as yourself (Matthew 22:37-40);
- 1.3** Promotes and provides for the provision of services that foster the health and safety of all who access our church and/or programs;
- 1.4** Ensures that all workers (paid and volunteer) associated with our church fulfil their pastoral and organisational responsibilities with regard to child protection; and



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1.5 Ensures compliance with legislation, and also with the intention of the legislation (including but not limited to the State and Territory Child Safe Legislations (ie. the 11 Victorian Child Safe Standards, 10 NSW Child Safe Standards, 10 National Child Safe Principles, child protection, work health and safety, and the governance standards of the ACNC) as it relates to protecting people, particularly the vulnerable (including Children and Young people).

2. SCOPE

This Policy applies to all those associated with our movement with a role that includes, all state and territory legislated definitions for working with children and those under the definition of state and territory reportable conduct schemes, and:

2.1 All credential holders, workers (paid & volunteer) and members of boards;

2.2 As specified herein, guests or hirers of the church and its facilities

2.3 As specified herein, contractors, subcontractors, delivery persons or others engaged to provide services; and

2.4 As specified herein, those who access our site and/or programs.

3. POLICY STATEMENTS

3.1 We acknowledge that all people have a right to feel and be safe, and to experience life-giving, harm-free interactions when engaging in C3 activities, events and programs;

3.2 We acknowledge the need for sensitivity and consideration of all people of aboriginal, ethnically and/or linguistically diverse backgrounds, as well as any person with a disability;

3.3 We commit to the welfare of all people through the implementation and ongoing improvement of our C3 Australia Safe Church Guidelines including:

3.3.1 safe and friendly environments where people are listened to, feel safe, accept challenges, develop faith and grow in connection with God and others,

3.3.2 safe and adequate recruitment, training, supervision, support and resourcing of our workers, and



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- 3.3.3** appropriate and expedient responses to all incidents, accidents, child protection and/or Safe Church (misconduct and abuse) concerns. This includes promoting caring attitudes and responses towards Children or Young People, so that the need for appropriate nurture, care and protection is understood, risks to a Child's wellbeing are quickly identified, and any necessary support, protection or care is promptly provided including child focused responses to allegations of risk of harm or harm in line with Safer Church Guideline 4;
- 3.4** In relation to children (0-17 years) we acknowledge;
- 3.4.1** the primary role of parents and caregivers as well as the role of children in child protection and will engage with children and caregivers, and invite feedback as part of our procedures and interactions,
 - 3.4.2** the shared responsibility of the whole community for child safety and welfare, including caregivers and our workers, and as such we will promote the role of parents and caregivers and the wider community in the shared responsibility of child safety,
 - 3.4.3** the diverse needs of all Children and Young People, with special reference to Aboriginal Children and Young People (for churches in Victoria this included compliance with the Victorian Child Safe Standard 1) and those from culturally and/or linguistically diverse backgrounds and also the safety of Children and Young People with a disability as relevant in the local church setting
 - 3.4.4** promote empowering Children and Young People by engaging with Children and Young People and Caregivers in relation to decisions that impact them, including inviting feedback as part of our services; and
 - 3.4.5** promote a Child safe culture in both physical and online settings that is understood, endorsed and put into action by all the individuals who work for, volunteer or access a C3 program, service or managed facility;
- 3.5** We commit to **regularly** reviewing, evaluating and improving Safe Church procedures and practices; and in relation to the safety and protection of Children and Young People.
- 3.6** We will ensure that clear policy and procedural documentation is up to date and readily available.



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3.7 It is a serious breach of this policy for any worker in our church to contravene this policy, any related procedure, regulation in law, in relation to the safety and protection of children and the vulnerable, relevant state or territory Child Safe legislation (i.e. the 11 Victorian Child Safe Standards, 10 NSW Child Safe Standards) and prohibited behaviours as defined in the applicable code of conduct.

4. RESPONSIBILITIES

4.1 ALL WORKERS ARE TO;

- 4.1.1** be respectful of all people, especially of children and the vulnerable, respecting the rights of all people at our church to safe and friendly interactions,
- 4.1.2** foster and encourage the participation and empowerment of all people in staying safe,
- 4.1.3** take all reasonable care for their own health and safety,
- 4.1.4** take reasonable care that their actions do not adversely affect others health and safety,
- 4.1.5** comply with all reasonable instructions from the church leadership,
- 4.1.6** comply with church policies, guidelines and directives from the leadership as communicated, including the code of conduct relevant to role/position,
- 4.1.7** report all child protection and other Safe Church (misconduct and abuse) concerns, allegations or incidents immediately to the Safe Church contact person, and
- 4.1.8** report all incidents or hazards to the Health & Safety contact person (or to a Team Leader) as soon as practicable.

SPECIFIC RESPONSIBILITIES

In addition to the general responsibilities the following office holders and those associated with our church have the following specific responsibilities under this policy:

4.2 CHURCH BOARD

- 4.2.1** Primary duty of care, to ensure so far as is practicable the health and safety of all persons involved in the organisation,
- 4.2.2** Ensure that C3 Australia Safe Church minimum standards are maintained at their church (as found in the C3 Australia Safe Church Policy and Guidelines),
- 4.2.3** Assign responsibilities for the management of the C3 Australia Safe Church Policy and Guidelines,.



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4.2.4 Monitor and review the implementation of C3 Australia Safe Church Policy and Guidelines. Develop opportunities for regular discussion to support a culture of continuous improvement and accountability of Child protection; including regular (minimum annual) review, evaluation and improvement of child safe procedures and practices; and maintenance of clear policy and procedural documentation that is readily available

4.2.5 ensure disclosures of harm are reported to all relevant regulatory bodies and

4.2.6 fulfil relevant legislative 'head of entity roles' (and equivalent in State based reportable conduct schemes) in child protection related investigations.

4.3 MINISTRY LEADERS

4.3.1 implementation of this policy and related procedures as applicable to their Church program/events,

4.3.2 monitor workers who they oversee to ensure workers are acting safely and according to policy, guidelines and procedures,

4.3.3 provide reasonable instruction to workers regarding the provision of safe environments,

4.3.4 report to the Safe Church contact person any suspicions, allegations, incidents or potential breaches of the relevant code of conduct, and

4.3.5 identify and report all risks and hazards to the Health & Safety contact person/team for treatment.

4.4 SAFE CHURCH CONTACT PERSON/ TEAM

4.4.1. implementation of the procedures in relation to responding to Safe Church concerns, including child protection,

4.4.2 tasks as directed by the Church Board,

4.4.3 receive reports of incidents and/or concerns of risk of harm in relation to children or workers,

4.4.4 maintain secure records in relation to Safe Church Policy and Guidelines, and

4.4.5 regular reporting to Management Group and/or Governance Board.



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4.5 HEALTH & SAFETY OFFICER / TEAM

- 4.5.1 implement WHS policies, including privacy policy and evacuation procedures,
- 4.5.2 keep WHS on the agenda at meetings of the Management Group and Governance Board,
- 4.5.3 receive notifications of hazards/incidents such as serious events and dangerous incidents from workers and visitors,
- 4.5.4 notify incidents such as serious events and dangerous incidents within a prescribed period to the appropriate office holder/s e.g. board,
- 4.5.5 address health and safety concerns within reasonable time frame, and
- 4.5.6 undertake a site safety audit at regular intervals (minimum 2 times per year).

4.6 WORKERS (PAID AND VOLUNTEER)

- 4.6.1 uphold all church policy, guidelines and procedures,
- 4.6.2 report to Safe Church contact person any suspicions, allegations, incident or potential breaches of the relevant code of conduct, and
- 4.6.3 identify and report all risks and hazards to relevant officer holder for treatment.

4.7 CAREGIVERS OF CHILDREN AND VULNERABLE ADULTS

- 4.7.1 provide all information as necessary to ensure the safety of the person in their care,
- 4.7.2 provide feedback to the leaders of the church about safety issues.

5. SAFE CHURCH GUIDELINES

This Policy is implemented through our C3 Australia Safe Church Guidelines.

6. DEFINITIONS AND TERMINOLOGY

See C3 Australia Safe Church Implementation Guide



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7. RELEVANT LEGISLATION

See C3 Australia Safe Church Implementation Guide

8. POLICY APPROVAL AND REVIEW

This Policy was revised and updated to reflect current legislative requirements in Australia in April 2023.

C3 Australia will develop opportunities for regular discussion to support a culture of continuous improvement and accountability of Child protection; including regular (minimum annual) review, evaluation and improvement of The Policy and Guidelines; and maintenance of clear policy and procedural documentation that is readily available.

Any proposed changes will be submitted to the Governing body of our church for approval at a properly convened meeting for approval before being adopted and implemented.

It was approved by the church governing body and adopted for use by our church on <insert date your local C3 church board approves the policy >.



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C3 AUSTRALIA SAFE CHURCH GUIDELINES

The **C3 Australia Safe Church Guidelines** contain both C3 Australia Region's mandated '**minimum standards**' ('**shall**') and 'recommended good practice' ('**recommend**') for duty of care, child and vulnerable people protection and just and caring responses to misconduct and abuse. The Guidelines are an outworking of our C3 Australia Safe Church Policy, Training and Implementation Kit assisting C3 Australia Churches and their workers in upholding Child Protection legislation and other relevant 'people protection' legislation –e.g. Health and Safety. That is to say, the C3 Australia Safe Church Guidelines is aimed at the protection of all people in C3 Churches.

The Guidelines are good practice procedures for the implementation of the Policy and people protection.

The Guidelines aim to ensure that all workers (paid and volunteer) in C3 Australia Churches, are safe people who act in a protective manner with the people they serve and are divided into two categories:

- those considered to be legal, biblical and/or moral imperatives, denoted by the word '**shall**' must be implemented as a minimum standards in practice, and
- those considered as good practice, denoted by the word '**recommended**', are nevertheless strongly recommended

It is an expectation that all workers (paid and volunteer) in C3 Australia Churches will follow the Guidelines.



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GUIDELINE 1 - SAFE CHURCH TRAINING

- a. C3 Australia Credential Holders as part of their credentialing '**shall**' complete C3 recognised Safe Church training initially and then every three years.
- b. C3 Churches **shall** provide workers (paid and unpaid) with adequate, appropriate and ongoing training in our C3 Australia Safe Church Policy and Guidelines. This shall include indicators of Child or Young Person risk of harm (abuse and neglect), and the reporting procedures for when they have risk of harm concerns about a Child and/or Young Person who is involved in the church.
- c. C3 Churches **shall** provide workers involved in children and youth ministry with adequate, appropriate and ongoing training in the concepts of child protection including knowledge, identifying and responding to concerns and indicators of Child or Young Person at risk of harm (eg: abuse and neglect).

GUIDELINE 2 - PROMOTING EMPOWERMENT AND PARTICIPATION

- a. Our church '**shall**' promote the empowerment and participation of all people at church by:
 - i. providing opportunities for Children or Young People to tell us their views and feedback about the services we provide to them;
 - ii. making information about the Child Protection Policy available to Children, Young People and Parents/Carers;
 - iii. ensuring that Children, Young People and Parents/Carers have access to adequate and age-appropriate information about child safety and how to protect themselves;
 - iv. ensuring that Children and Young People have access to adequate support to promote safety and intervene early in concerns that they raise; and
 - v. listening to Children or Young People and appropriately address any concerns that they raise with us, in the least intrusive way possible, that is consistent with the paramount concern to protect the Child or Young Person from harm and promote the Child or Young Person's development.



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GUIDELINE 3 - BEING AWARE OF CHILD ABUSE INDICATORS

- a. All C3 workers in child related ministry '**shall**' be made aware of the indicators of Child or Young Person abuse and neglect and report to their Safe Church Contact when they have concerns about a Child and/or Young Person who is involved in the church.

GUIDELINE 4 - RESPONDING TO CONCERNS OF RISK OF HARM

4.1. CONCERNS ABOUT CHILDREN

- a. It is **recommended** that C3 Churches appoint a Safer Churches Person or Team, whose roles include: receiving reports, assisting in the process of reporting of Child Protection concerns, and keeping accurate records permanently and securely in accordance with privacy legislation.
- b. When responding to concerns about children C3 workers **shall**;
 - i. put the rights of a Child or Young Person to the protection of harm ahead of any cultural and religious practices of families in their ministry programs;
 - ii. follow reporting procedures without hesitation in response to concerns no matter who is involved; and
 - iii. co-operate with police and/or other formal investigation procedure.
- c. All C3 Workers (paid and unpaid) **shall** report concerns when:
 - i. a Child or Young Person discloses they have been, or are at risk of being harmed;
 - ii. someone else (regardless of age) discloses that they know of a Child or Young Person who has been/is at risk of being harmed; or
 - iii. there are concerns that the Child or Young Person may have been, or is at risk of being harmed based on their physical appearance or behaviour



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4.2 PROCESS FOR REPORTING CONCERNS ABOUT CHILDREN

- a. C3 workers are not required, as an initial response, to establish or investigate if harm has occurred, but rather report reasonable suspicions or concerns of harm, including the grounds for concerns, to the Local Church Safer Churches Person/Team (or equivalent). NB: *In South Australia, individuals must report directly to CARL (Child Abuse Report Line on 13 14 78).*

If a Local Church Safer Churches Person is not available, and the harm is currently occurring, or there are reasons to believe that a Child or Young Person is at risk, a report should be made immediately to the police and appropriate authorities. If the allegation involves the Local Safer Churches Person, then this should be reported to the most senior person available, who will take the role of the Safe Churches person in this instance.

- b. Take the appropriate action with your Local Church Safer Churches Person including:
 - i. police/government child protection agency reporting;
 - ii. contact the **National Safe Churches Helpline (1800 070 511)** for advice and assistance and/ or to ensure C3 is aware of all child-related matters of concern; and
 - iii. Complete applicable form/s and/or online reporting. The Local Church Safer Churches Person/Team will keep permanent and secure records for the Constituent Church, upholding privacy principles.
 - iv. initiate the correct complaints handling processes if the allegations are about C3 Workers/Credential Holders.
 - v. Provide ongoing support, pastoral care and risk management processes. It is the role of the Local Church Board to implement pastoral care and support for all parties involved, including the Child or Young Person and family, as much as is practical. There may also be Local Church risk management action plans that need to be implemented, e.g. stepping aside a leader/Credential Holder who has been accused of harming a Child or Young Person whilst the investigation occurs

- c. Responding to disclosures - “Do’s and Don’ts” for Workers

DO:

- Listen ... do not add anything to what the child says (you will need to write this down, exactly)
- Reassure ... the child that they have done the right thing in speaking to you
- Inform ... the child that you need to tell people who will try to help you
- Ensure ... that the child is not in immediate danger



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DON'T:

- Start an investigation re the information, do not ask leading questions, i.e. questions that have a yes or no answer
- Promise the child that the abuse will stop
- Tell anyone who does not need to know

NOTE: Keep it brief, do not have a long conversation, as this may be seen to have influenced the child.

4.2. CONCERNS ABOUT ADULTS

a. It is '**recommended**' that C3 churches appoint a Safe Church Contact Person/Team, whose roles include: receiving reports, assisting in the process of reporting of Safe Church concerns and keeping accurate records permanently and securely in accordance with privacy legislation.

b. C3 workers '**shall**' report concerns when there are concerns of:

- Bullying behaviours
- Emotional harm
- Harassment
- Elder abuse
- Domestic violence
- Criminal behaviours
- Sexual harassment
- Sexual misconduct
- Sexual assault
- Physical violence
- Stalking
- Self-harming / suicide risk
- Historical child abuse (sexual, physical, emotional, neglect)
- Concerns about the harmful behaviours of any person at a church program
- Concerns about misconduct by a church worker against another adult

c. Recommended Process for reporting Concerns about Adults;



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C3 Australia Church leaders shall report to police and/or government agencies all concerns involving adults as required by their State or Territory Legislation.

It is recommended that C3 Australia Church leaders follow good pastoral practice in relation to concerns of harm or risk of harm in adults

i) During a disclosure - Follow the principles of the Disclosure (above)

ii) Report to supervisor

→ Report to your supervisor all disclosures and reasonable concerns about an adult to discuss reasonable appropriate pastoral, legal and organisational actions, actions (unless the concern is about your supervisor, then go to point 'd').

→ It may be that this is a process of negotiation with the adult, as their right to privacy should be considered. However, remember confidentiality does not mean keeping secrets but rather telling those who need to know. As a worker of the church you are required to follow all church procedures, including this one, and as such will need to inform the person disclosing of your church requirement to report, at least the some of the information, i.e. that there has been a disclosure, the nature and the person's first name. Note: In the case of immediate danger to an adult it may be necessary to call the emergency services, e.g. threat of violence against another person, suicide attempts. In such cases the most senior leader on site should make this phone call.

iii) Seek advice from National Safe Church Helpline

iv) Implement a response plan - Supervisor will contact the Safe Church Contact to arrange a response plan.

v) Assist - Actively assist the Safe Church Contact to take the appropriate pastoral, legal, organisational and risk management actions, dependent upon the nature of the concern.



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GUIDELINE 5 - RECRUITMENT AND SCREENING OF WORKERS

- a. screen, appoint, and induct all workers (paid and volunteer) using a formal accountable/transparent process, including:
 - i. compliance with State and Territory legislation with regard to Working with Children/Vulnerable Persons Checks;
 - ii. self-declarations;
 - iii. referee checking (at least two referees); and
 - iv. police background checking for paid employees.
- b. provide adequate and role-relevant induction training as required by Health and Safety legislation;
- c. store securely and permanently all successful applicant worker appointment documentation; and
- d. **not** allow an individual to work or continue his/her work if he/she has been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance. It is illegal in all States and Territories for a person who does not, or cannot, hold a Working with Children Check (or equivalent) to engage in any child related work. The church board will need to complete a full risk assessment to ascertain the current risks, and then implement a risk mitigation strategy to protect children and young people. This risk assessment must include seeking advice from the C3 Australia Safer Churches Helpline and the church insurance company. C3 Australia People who have been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance have an ongoing obligation to inform the Constituent Church of this matter.
- e. It is **recommended** that C3 Australia Churches conduct annual ministry role reviews for workers. This process should be made clear to applicants at the time of appointment, as part of the induction process. This provides an opportunity for workers to say they will or will not be available next year/time, which is important for the health of committed teams.



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GUIDELINE 6 - SUPERVISION OF WORKERS

- a. C3 workers '**shall**' receive adequate and appropriate oversight/supervision in their roles, including being provided with clear behavioural expectations for their role through the provision of a Code of Conduct and sample Volunteer Church Workers Code of Conduct. Additional requirements may be required of employed workers);
- b. C3 credential holders '**shall**' adhere to the standards in the C3 Australia Code of Conduct for Credential Holders.
- c. It is '**recommended**' that C3 churches:
 - i. Provide adequate support for workers in line with Health and Safety legislation , it is recommended that there is adequate provision for formal and informal support for all C3 workers.
 - ii. Establish and maintain Safe Church environments for each other and those to whom we minister when we work as the 'body', or minister in 'team' context. All C3 workers shall minister in transparent and accountable teams e.g. avoid unsupervised 1:1 contact with Children or Young People.
 - iii. Develop skills of workers, it is recommended that there is adequate provision for developing workers. This may include things like regular team meetings and through in-house in-services and external training events.

GUIDELINE 7. CHILD SAFETY AND WELLBEING

7.1. Empowerment and participation

We '**shall**' promote the empowerment and participation of children and caregivers;

- a. providing opportunities for Children to tell us their views and feedback about the services we provide to them,
- b. making information about the Policy available to Children and Parents/Carers;
- c. ensuring that Children and Parents/Carers have access to adequate and age-appropriate information about child safety and how to protect themselves;
- d. ensuring that Children People have access to adequate support to promote safety and intervene early in concerns that they raise; and
- e. listening to Children or Young People and appropriately address any concerns that they raise with us, in the least intrusive way possible, that is consistent with the paramount concern to protect the Child or Young Person from harm and promote the Child or Young Person's development.



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7.2 Being aware of child abuse indicators

- a. All C3 workers in child related ministry 'shall' be made aware of the indicators of Child or Young Person abuse and neglect and report to their Safe Church Contact when they have concerns about a Child and/or Young Person who is involved in the church.

7.3. Spiritual and emotional environment

- a. The church 'shall' provide safe environments including a commitment to:
 - i. servant leadership in our Church to all people,
 - ii. not engage in spiritually and emotionally abusive practices
 - iii. upholding National Privacy Act principles,
 - iv. respecting and valuing all people, with special care for those from Aboriginal and Torres Strait Island or diverse cultural backgrounds, and/or those with a disability; ministry in transparent and accountable teams e.g. avoiding unsupervised contact with Children or Young People;
 - v. providing opportunities for formal debriefing and/or counselling for families of Children or Young People who have experienced abuse and any other family in the community who may indirectly be affected by an incident.
- b. It is recommended that C3 workers support healthy development and wellbeing through:
 - i. understanding and upholding the rights of Children and Young People according to their age and stage of development;
 - ii. providing regular opportunities for workers to clarify and confirm the procedures to apply when taking action in relation to Children or Young People's welfare and safety;
 - iii. good practice in accessing local resources when Children or Young People are experiencing distress or crisis. To assist church attendees to recognise and access their support networks within the church and also in the local community; and
 - iv. provide practical pastoral care. For example, providing information and support in practical parenting, marriage enrichment, caring for those with special needs or in times of crisis;



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7.4. Safe Online and digital practices

- a. C3 Churches shall be mindful of the position of trust they hold by:
 - i. actively being safe in all online and digital interactions, including maintaining transparency and accountability in the use of electronic communications with Children or Young People as far as is practical, that is as a team, not as individuals, e.g. group emails/text messages/Facebook,
 - ii. not transmitting, downloading or storing any communication that is; discriminatory, harassing, derogatory, obscene, sexually explicit or pornographic, defamatory, threatening, for any purpose that is illegal or contrary to the Code of Conduct relevant to their position;
 - iii. reporting any communication to their Local Church Safe Churches Person/Team that breaches the requirements outlined above; and
 - iv. not sending any electronic communication that attempts to hide their identity or represent the sender as someone else.
- b. It is recommended that communications with Children under 16 occur with the full knowledge of the Parent/s or Carer/s of the Child or Young Person.
- c. It is recommended that photos or videos of Children under 16 not be shared without the consent of the Parent/s or Carer/s of the Child or Young Person.

7.5 Physical Environments

C3 Churches shall actively minimise the risk of child abuse in the physical environment.

The following areas must be considered in this process:

- a. Approved programs It is recommended that all Children programs be approved by the Local Church Board through a formal, annual written approval process;
- b. Managing event and/or program risks It is recommended that ministry coordinators manage individual program risk according to risk management good practice, including annual risk management as part of the annual program approval process;



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c. First Aid including:

- i. at least one on-site leader should have current first aid training; and
- ii. a suitable, up-to-date and accessible first aid kit is to be available at all times and in all locations;

d. Transportation including,

- i. never be alone in a car with a Child or Young Person;
- ii. at no time should there be more passengers in a car than the number of seat belts that are in working order and available for use;
- iii. all cars will be registered, in good working order and driven by licensed drivers abiding by any licence restrictions (e.g. Provisional licence passenger conditions); and
- iv. Child/Young Person is travelling in a vehicle driven by a worker, prior written consent should, wherever possible, be given by a Parent/Carer, except in the case of emergencies.e.

e. Food Safety including:

- i. prepare a food preparation & storage practices guide;
- ii. display food preparation and storage practices guide in the kitchen or food preparation area; and
- iii. checking with the relevant council to ensure compliance with local requirements in relation to food handling.



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f. Supervision numbers including:

- i. C3 Churches should ensure that adequate numbers of leaders are present to supervise the program; precise numbers of leaders are hard to determine and will depend greatly on the size of the group, their age, and the level of physical and/or emotional risk inherent to the activity. Programs aimed at younger children and those with an additional need require more supervision due to the increased level of risk involved; when considering supervision numbers, risk assessment should include how supervision would be affected by an accident or emergency. Adjustment to required leader numbers should then be made to reduce any reasonably foreseeable risk; an example may be requiring a minimum of two adult leaders on site for all programs in addition to the leader-to-participant ratio of 1:10. This will allow for safe supervision if and when accidents or critical incidents occur. Of course, many more leaders will be needed for high-risk activities such as taking Children or Young People off-site, swimming, bushwalks, games nights or the like, or if the group is large.
- ii. It is recommended that C3 churches running Children's or Young People's programs: make the distinction between those adults who are part of the team, and who are junior leaders (under 18 years). Junior leaders are not to be counted in the supervision ratios; use adult helpers age 18 or over who are not leaders of the group, but rather are present on-site for supervision purposes. Such adult helpers, though still Volunteer Workers, would not actually run activities, whereas junior ministry leaders may run many. Adult helpers are important to help ensure the safety of the Children or Young People;
- iii. do not allow leaders or helpers to be alone, one-on-one, with a Child or Young Person. One adult with a small group may be fine as long as there are other adults on site. Where possible, have both male and female leaders to provide support for both boys and girls; and
- iv. in relation to camps or overnight settings, it is not advisable that leaders sleep in the same room as Children or Young People. Leaders should be sleeping in a designated leaders' space (cabin) nearby.



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g. Management of high-risk activities including:

- i. for high-risk and off-site activities: e.g. water sports, swimming excursions, white water rafting/caving/bungy jumping, inflatable sumo suit wrestling, gladiator games, horse-riding, high ropes activities, roller blading/skating, skateboarding or activities involving live animals, an employee/leader with appropriate (certified) training for the event should be running the activity;
- ii. active supervision is required at all times. Supervisors must not be involved in any additional activities that will distract from their role as a supervisor;
- iii, all participants involved in high-risk activities should have a signed liability release from each Parent/Guardian. However, it is important to note that a liability release form does not actually indemnify against an accident. Individual leaders may be protected where all due care has been taken, but a church may still be deemed liable, where duty of care failures are proven; and
- iv. contact the church's insurance broker/company for advice before running high-risk activities as some high-risk injuries may be excluded from the Church's liability cover.



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GUIDELINE 8 - COMPLIANCE WITH WHS/OHS

It is **recommended** that each C3 Church:

- a. elect a **Health & Safety Team**, including at least one Board member, to oversee implementation of WHS compliance;
- b. write and implement Health and Safety policies, including privacy policy and evacuations procedures;
- c. keep Health and Safety on the agenda at every Local Church Board and team meetings;
- d. notify incidents such as serious events and dangerous incidents within a prescribed period to the Health & Safety Team;
- e. address health and safety concerns within a timely manner of the concern being communicated to the Health & Safety Team;
- f. use incident report documentation to report serious incidents to your insurer
- g. ensure all workers know and follow the church's abuse reporting and grievance procedures; and
- h. have the Health & Safety Team undertake a safe environment audit of all church facilities at least twice a year.

GUIDELINE 9 - RESPONDING TO CONFLICTS, AND/OR ALLEGATIONS AGAINST C3 WORKERS

- a. C3 workers '**shall**' make an appropriate report to the relevant government agency/department (e.g. police, child protection, children's guardian/commission) and we recommend contacting the Safe Church Helpline
- b. C3 workers '**shall**' work through an appropriate process which affords natural justice to all parties when responding to allegations of misconduct and/or harm by those who are not Credential holders
- c. In all instances, it is '**recommended**' that churches consider the pastoral, legal and insurance implications of the conflict or allegation and respond with transparency and accountability.
- d. C3 Australia Ministry Standards Investigation Procedures '**shall**' be used in all allegations of serious misconduct against credential holders.



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GUIDELINE 10- RESPONDING TO INCIDENTS

a. C3 workers **'shall'**;

i) respond to incidents appropriately and promptly and take adequate follow up action.

ii) Use of report forms: Injuries or accidents requiring secondary medical attention, e.g. visit to a doctor or medical centre, are to be written up on an incident report.

iii) Incidents of a serious nature need to be reported to our insurer.

b. It is **'recommended'** that all incidents in relation to children are reported to parents and/or care-givers of Children or Young People, and in instances where the impact has been felt by a wider group, report, with the permission of those involved in the incident, to the wider concerned group.



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IMPLEMENTATION KIT

IMPLEMENTATION KIT OVERVIEW

The C3 Australia Safe Church Implementation Kit 2020 edition, is part of C3 Church Australia's ongoing work commitment to resource C3 Australia local churches in their implementation of the *C3 Australia Child Protection Policy* and *C3 Australia Safe Church Policy and Guidelines*.

The Implementation Kit is designed to become part of the local church's operational documentation in the areas of Child and vulnerable people protection; employment / human resource management; and health & safety.

The Implementation Kit includes *sample*:

- **checklists,**
- **procedures,**
- **forms,** and
- **templates**

for local church customisation, adoption by local church boards, and implementation in churches.

Through the implementation of these procedures, checklists, forms and templates all persons associated with C3 Australia churches will be better equipped to fulfil their pastoral, legal, organisational and duty of care obligations towards children and vulnerable people.

The Implementation Kit takes into account the 10 Child Safe Standards of the Royal Commission into Institutional Responses to Child Sexual Abuse in Australia (Final report December 2017) and is structured around the C3 Australia Child Protection Policy and C3 Australia Safe Church Policy and Guidelines.

Acknowledgement:

The C3 Australia Safe Church Implementation Kit 2020 has been developed in partnership with Safe Ministry Resources Pty Ltd (SMR).

It is an adaptation of the SMR Safe Ministry Framework.

SMR permits C3 Australia churches to use and adapt the forms, checklists, and procedures to best fit the needs of the local church, by the permission provided in this statement.

Disclaimer:

This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice for Safer Churches and has been written with due regard to Australian legislation in November 2020.



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