## THE ANGLICAN CHURCH OF AUSTRALIA - DIOCESE OF NEWCASTLE

## Providing assurance that our churches are safe places for children and vulnerable people

NAME OF THE PARISH:

**NAME OF THE INCUMBENT/LOCUM:**

**EMAIL AND MOBILE PHONE:**

**NAME OF THE PERSON COMPLETING THIS ASSURANCE TOOL:**

**EMAIL AND MOBILE PHONE:**

NAMEOF THE SAFE MINISTRY OFFICER FOR THE PARISH (if one appointed):

EMAIL AND MOBILE PHONE:

DATE COMPLETED PERIOD COVERED:

**Instructions for completing this Self-Assessment Tool**

You may assess the safety of the environment in the parish at one of three levels for each activity – **In Place (Yes/No/Partially)**

We are assisted in reviewing this form if you can provide evidence where you indicate something is **“In Place or Partially in Place”**

Where you identify that something is ‘partially in place’ or ‘not in place’ you should indicate the improvement steps the parish will be taking, the timeframe to be completed and who will be responsible for completing it.

At the bottom of each section you will find a series of hyperlinks to assist you. Some are resources, some are links to pages and promotional information you may wish to place around your church and halls.

**Culture**

***The Parish has strategies to embed a culture safety for children and vulnerable people within the parish, including through effective leadership arrangements***

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| The safety of children and vulnerable people is a core part of public and internal messaging by the parish. |  | * Details in weekly newsletter * Signs within eyesight of parishioners and public (toilets, foyer, halls) * Child Safety Posters displayed * Link to Director of Professional Standards on parish website |  |  |
| Parish based policies and practices exist that prioritise safety for children and vulnerable people and promote shared responsibility – not just at a leadership level – by outlining responsibilities for all staff and volunteers. |  | * Faithfulness in Service has been read and understood by all staff/volunteers * **Form:** Acknowledgement of FiS has been signed and filed with Safe Ministry documents by the Incumbent/Safe Ministry Officer * Being Together has been adopted by the parish as a general code of behaviour. |  |  |
| Policies include the steps staff, volunteers, adults, children or their families should take if they have concerns about the organisation’s leadership regarding safety for children and vulnerable people. |  | * Posters promoting contact details for the Diocesan Professional Standards Office are current and prominently displayed. * Pew sheets, or information on noticeboards, refer to the importance of keeping people safe and help people identify how to make reports including to the Diocesan Professional Standards Office |  |  |
| A culture exists in which staff, volunteers, children and families feel comfortable and supported when talking about any child safety concerns. |  | * Pew sheets, or information on noticeboards, refer to the Diocesan Survivor Support service. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| The Incumbent & Church Wardens are aware of their responsibility to ensure safety for children and vulnerable people is assured within the parish. |  | * The parish has made a clear decision whether to appoint a Safe Ministry Officer or not * This person conducts random checks of children’s activities and volunteer tasks to ensure safety standards are being met. * Checks to be done quarterly and evidenced by email to the Incumbent/Safe Ministry Assurance Officer (SMAO) |  |  |
| The safety of children and vulnerable people form part of the discussions at Parish Council |  | * Evidence available from the Agenda and Minutes of the Parish Council * Standard of Child Safety & vulnerable people to be an early item on agendas regularly. * Child safe policies to be reviewed annually |  |  |

Useful Links for this section

Director of Professional Standards: <http://newcastleanglican.org.au/safe-ministry/professional-standards/>

Child Safety Poster: <https://www.newcastleanglican.org.au/wp-content/uploads/2019/01/2018-Commitment-A3_child.pdf>

Form Acknowledgement of Faithfulness in Service: (link to be added)

Being Together: <https://www.newcastleanglican.org.au/safe-ministry/being-together/> (need to add updated version)

Professional Standards poster: <http://newcastleanglican.org.au/wp-content/uploads/2015/06/Professional-Standards-Poster.pdf>

Diocesan Survivor Support Service: <https://newcastleanglicanhealthyfuture.com/seeking-support/>

Policy

*The Parish has a policy or suitable statement committing the Parish to the safety of children and vulnerable people*

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| The parish has a policy on the safety of children and vulnerable people or statement of commitment, which is accessible to the public. |  | * The parish has received & understood its obligations outlined in the Parish Safety policy & Grievance Policy * Noted in Pew Sheet |  |  |
| The Parish Council, all staff and volunteers are aware of the parish’s commitment to the safety of children and vulnerable people and their duty of care requirements. |  | * Standing item on Meeting Agendas * FiS provided and explained on commencement of role – acknowledgement signed |  |  |

Useful Links for this section

The Anglican Diocese of Newcastle Parish Child-Safe Policy: (link to be added)

The Anglican Diocese of Newcastle Grievance Policy (link to be added)

Conduct

*The Code of Conduct – “Faithfulness in Service”, which establishes clear expectations for appropriate behaviour with children and vulnerable people, is well known within the parish*

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| Faithfulness in Service outlines the appropriate safe behaviour with children and vulnerable people. Faithfulness in Service is accessible and understood by staff, volunteers, families and children. |  | * Is there a copy in the foyer or somewhere easily accessible? * Are volunteers provided a copy and had it explained upon commencement of their role? * How do you ensure it has been read and understood? |  |  |
| The procedures for dealing with identified safety risks or breaches of the code of conduct are clearly communicated and understood. |  | * This includes a good understanding of how to make contact with the Diocesan Director of Professional Standards. * Director of Professional Standards is contacted in every case. |  |  |

Useful Links for this section

Acknowledgement of Faithfulness in Service: (link to be added)

Director of Professional Standards: <http://newcastleanglican.org.au/safe-ministry/professional-standards/>

Human Resources

*Screening, supervision, training and other human resources practices that reduce the risk of abuse by new and existing personnel*

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| Interviews, reference checks and Working with Children Checks are undertaken for staff and volunteers working with children. |  | * Every person who requires a WWCC has completed their WWCC and it has been verified by the parish on the Office of the Children’s Guardian website * The Delegated Authority Register is completed for each person who is required to have a WWCC. * The Incumbent/Parish Office/Parish Secretary has all documentation relating to the employment of staff and leading volunteers stored securely and easily accessible. |  |  |
| The parish has a process of recruiting staff and volunteers that ensures the selection of staff and volunteers, and discourage inappropriate staff and volunteers undertaking role or responsibilities within the parish. |  | * Interviews * Reference checks * *Note the General Synod Website has copies of reference checking forms.* * WWCC and National Police Check |  |  |
| Staff and volunteers are trained in child safety, and understand and practice appropriate behaviour, including with Aboriginal people, culturally and/or linguistically diverse people and people with a disability respectively. |  | * Safe Ministry Training completed (see table below as a reference for who needs to complete SMT) |  |  |
| All staff and volunteers required to complete Child Safe Training have done so. |  | * Safe Ministry records are kept within the parish. * How are these managed |  |  |

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| All staff and volunteers have role descriptions and understand who it is that supports and supervises them in their work.   * *We understand this will be a new task for a number of parishes. All positions should have role descriptions in place by February 2020. These descriptions should be reviewed annually & evidence of the review recorded by the Incumbent.* |  | * Has the parish made a clear decision to lodge electronic records of staff and volunteer personnel files to the Diocesan office? |  | February 2020 |
| People responsible for supervising staff and volunteers do so on a regular basis. |  | * Are random checks completed and documented to ensure policies and procedures are being adhered to |  |  |

Useful Links for this section

Sample Role Descriptions: <https://www.toronto.anglican.ca/parish-administration/screening/ministry-descriptions/>

Role Descriptions Template: <https://www.anglican.org.au/data/Sample_Ministry_Position_Template.pdf>

Working with Children Check: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Verify Working with Children Check: <https://wwccheck.ccyp.nsw.gov.au/Employers/Registration/Create>

National Police Check: <https://www.service.nsw.gov.au/transaction/apply-national-police-certificate>

Safe Ministry Training: <https://www.openlearning.com/courses/safe-ministry-online-induction>

**Who is REQUIRED to complete Safe Ministry Training?**

* Anyone who holds the Bishop’s licence
* Anyone leading a Church activity
* Anyone who has involvement with children, youth or vulnerable people
* All SRE Teachers.

**Who is ENCOURAGED to do Safe Ministry Training?**

* Anyone on Parish Council
* Anyone in a decision making role
* Op-Shop workers
* Regular volunteers.

Responding & Reporting

*Processes for responding to and reporting suspected child abuse*

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| Staff and volunteers are aware of actions they should take in the event of an incident or allegation, including the type of contact that should be reported, who is responsible for reporting and to whom the report should be made. |  | * Incumbent is available to receive expressions of concern or complaints and understands the escalation points. * NSW Police * Grievance Policy * Director of Professional Standards |  |  |
| If child abuse alleged/suspected, all legal requirements for reporting to authorities complied with (e.g. police, mandatory reporting and reporting to the Diocesan Director of Professional Standards). |  | * The Incumbent should be able to outline if any reports of abuse or misconduct have been made. |  |  |
| The Parish works closely with the Bishop, the Diocesan Director of Professional Standards to ensure that disciplinary and protective processes are clearly defined and understood by all staff and volunteers, are adhered to when necessary. |  | * Management plans in place * FiS is followed and understood * Clergy Discipline ordinance |  |  |

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| All breaches of child safe and other safety policies and procedures are appropriately managed, including adhering to all mandatory requirements (e.g. professional codes of conduct) and other matters of law, and suspending (where necessary to ensure alleged victims’ safety) staff or volunteers while allegations are investigated. |  | * To avoid confusion, all clergy & church workers working with children are to regard themselves Mandatory Reporters. * Are relevant staff aware of ChildStory? A website designed to assist with deciding whether a report should be made or not. * Director of Professional Standards has been contacted * Are appropriate Mental Health resources available/being provided. * Any member of the parish is able to contact the Director of Professional Standards to make a report * Annual Reporting – each AGM to receive Safe Ministry report as part of AGM. Report to be forwarded as part of annual returns. |  |  |

Useful Links for this section

ChildStory Mandatory Reporter Guide: <https://reporter.childstory.nsw.gov.au/s/>

Newcastle Anglican Diocese Grievance Policy: (add link)

Kids Helpline: <https://kidshelpline.com.au/>

Kids Helpline Bullying Poster: <https://kidshelpline.com.au/sites/default/files/document/Kids%20Helpline%20poster.pdf>

Kids Helpline Poster: <https://kidshelpline.com.au/sites/default/files/document/Brain%20basics%20poster.pdf>

**Reporting Table**

|  |  |
| --- | --- |
| How many child related issues have been reported within the parish? |  |
| How many incidents have been reported to DPS? |  |
| If an incident wasn’t reported, why? |  |
| Any reports made to NSW Police? |  |

Risk Management

*Strategies to identify and reduce or remove the risk of abuse*

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| Situational risks are considered and understood by all personnel. |  | * Has risk management assessment been completed for volunteer roles and all parish activities? * Are volunteers monitored to ensure they’re capable of performing the tasks specified within the role? * Are role descriptions reviewed annually and adhered to |  |  |
| Risk management approaches are regularly reflected on and improved. |  | * There is evidence of risk assessment of events involving children and vulnerable people * There is evidence that significant risks have been mitigated within the parish   + The Guidelines in Faithfulness in Service are understood and acted upon   + Hi-Vis wear   + Child safe fencing   + Accessibility for children and vulnerable people with mobility issues   + Correct adult to child ratios within children’s activities |  |  |

Useful Links for this section

Adult to Child Ratio Tip Sheet: <https://safeministry.org.au/faqs/best-leadergroup-member-ratios>

Sample Role Descriptions: <https://www.toronto.anglican.ca/parish-administration/screening/ministry-descriptions/>

Hearing the Voice of Children

*Strategies to promote the participation and empowerment of children and vulnerable people.*

| Activity | In place  Y/N/P | Evidence Guides | Action required and by whom | Timeframe for actions |
| --- | --- | --- | --- | --- |
| Reporting procedures are accessible for all children and vulnerable people. |  | * Child friendly posters displayed at child height   Child Safety Poster (link below)  SAFE Series resources (link below) |  |  |
| Children and vulnerable people understand how to report an allegation of abuse or concern for their safety to the organisation and external bodies (for example, the police, child protection or the Diocesan Director of Professional Standards) |  | * Children are aware of the designated child safety person within the parish * Evidence of discussion at child group activities |  |  |
| Children and vulnerable people feel safe, empowered and taken seriously if they raise concerns. |  | * Children and vulnerable people feel they have a voice within the parish |  |  |

Useful Links for this section

Child Friendly Poster: <https://www.newcastleanglican.org.au/wp-content/uploads/2019/01/2018-Commitment-A3_child.pdf>

SAFE Series Information: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/safe-series/safe-resources>

Hearing Children’s Voices Tip Sheet: <https://ccyp.vic.gov.au/assets/resources/tipsheet-empower-participation-children.pdf>

Kids Helpline: <https://kidshelpline.com.au/>

Kids Helpline Bullying Poster: <https://kidshelpline.com.au/sites/default/files/document/Kids%20Helpline%20poster.pdf>

Kids Helpline Poster: <https://kidshelpline.com.au/sites/default/files/document/Brain%20basics%20poster.pdf>

**Cultural Inclusion**

***Strategies to promote the inclusion of Aboriginal, Torres Strait Islander, Culturally Diverse and Disabled Children***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | In place  Y/N/P | Evidence Guides | Action required | Timeframe for actions |
| A culture exists of supporting cultural safety for Aboriginal people, cultural safety for culturally and/or linguistically diverse children and vulnerable people and the safety of people with a disability.   * *How can our parish create a culturally safe environment for Aboriginal people, culturally or linguistically diverse, vulnerable elderly and the disabled?* |  | * Talk with Aboriginal people * Find out who the Traditional Custodians or Registered Aboriginal Party is in your area * Recognise the impact of the past and respect and embrace Aboriginal culture in every aspect of your organisation. * Find out if your church is on Aboriginal land. * Pre-empt unsafe situations via your risk assessment processes. * Empower children with a disability by assisting them to build their self-esteem and confidence. * Being respectful, inclusive and welcoming of families from a range of backgrounds * Asking children and families about their culture and cultural support needs * Recognising occasions which are important to different cultures and dietary requirements * Ensuring the physical environment reflects a positive and welcoming approach to diverse cultures, through decoration and artwork * Avoid isolating elders. * Keep elders active: Encourage elders to attend religious services and community activities. * Don’t allow elders to live with someone who is known to be abusive or violent. * Be wary of caregivers or friends needing financial help, * Elders should be aware of their own financial affairs * Don’t allow a caretaker or family member to impulsively alter an elder’s will. * Inform elders to be wary of solicitations from the telephone, internet or mail |  |  |

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| --- | --- | --- | --- | --- |
| The parish actively encourages volunteering and participation from Aboriginal peoples and people from a culturally and/or linguistically diverse background. |  | * Participate in Harmony Day events and invite your local refugee community * Celebrate NAIDOC Week, Sorry Day, Reconciliation Week * Recognise World Elder Abuse Awareness Day on June 15th |  |  |

Useful Links for this section

**Aboriginal Services:**

Cultural Safety Aboriginal Children: <https://ccyp.vic.gov.au/assets/resources/tipsheet-cultural-safety-aboriginal-children.pdf>

Including Aboriginal Children: http://www.earlychildhoodaustralia.org.au/nqsplp/wp-content/uploads/2012/05/including\_aboriginal\_australia.pdf

Reconciliation Australia: <https://www.reconciliation.org.au/>

Building Respectful Relationships: [www.shareourpride.org.au/sections/respectful-relationships/](http://www.shareourpride.org.au/sections/respectful-relationships/)

**Children with Disabilities**

Safety for Children with Disabilities: <https://ccyp.vic.gov.au/assets/resources/tipsheet-safety-children-disability.pdf>

Tip Sheet Disability Safety: <https://ccyp.vic.gov.au/assets/resources/tipsheet-safety-children-disability.pdf>

Guide to Protecting Children with Disability: <https://www.secasa.com.au/assets/Documents/a-guide-to-protecting-children-and-young-people-with-disability-and-preventing-sexual-abuse.pdf>

**Migrants & Refugees**

Safety for Culturally Diverse children: <https://ccyp.vic.gov.au/assets/resources/tipsheet-safety-children-cult-ling-diverse.pdf>

Migrants & Refugees: <https://www.anglican.org.au/migrant-refugees>

**Elder Abuse**

Preventing Elder Abuse: [www.eternitynews.com.au/opinion/guarding-against-elder-abuse-in-church/](http://www.eternitynews.com.au/opinion/guarding-against-elder-abuse-in-church/)

Elder Abuse & Adult Related Safe Church Matters: [www.safechurchpcv.org.au/adults](http://www.safechurchpcv.org.au/adults)

NSW Elder Abuse Website & Helpline: <http://www.elderabusehelpline.com.au/>

Elder Abuse Posters: <http://www.elderabusehelpline.com.au/uploads/pdf/Dorothy%20-%20Web%20-%20Low-res.pdf>

<http://www.elderabusehelpline.com.au/uploads/pdf/Betty%20&%20Pam%20-%20A3%20-%20web-ready%20-%20landscape.pdf>