



C3 AUSTRALIA SAFE CHURCH POLICY & GUIDELINES

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

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 February 2020. 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, have been provided to provide you with a set of recommended minimum standards for people protection, they will need to be adapted and then adopted to suit your purposes.



1. 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 are 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) 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 procedure 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 Safe Ministry Resources P/L (SMR) - Safe Church Framework © 2020. All documents are used by permission of SMR and for the purpose of child and vulnerable people protection in C3 Churches.

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 Regional Leader and the C3 Australia Leadership Group after each meeting with recommendations and information in relation to the state of implementation.

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",

The C3 Australia Safe Church Resource Group made up of suitably skilled persons as appointed by the Regional Leader has been established. This group will at regular intervals, as set by the Regional Leaders' C3 Australia Leadership 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/>

1.2.4 SAFE CHURCH HELPLINE - 1800 070 511

C3 Australia (region) has entered a partnership with Safe Ministry Resources P/L (SMR) 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.*

The Helpline aims to address conflicts of interests by ensuring that the caller is supported in working through the legislative and denominational action required in relation to the information being shared, with a person who is not related to or has a no perceived local church conflict of interest.

The Helpline **does not** carry out reporting to statutory government bodies for the local church. Rather SMR assists the local church in their reporting and responding according to legislative and C3 Safe Church responsibilities.

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.

SMR provides quarterly reports to the C3 Australia Executive in relation to the number and types of calls to the Helpline, along with feedback on local church responses.

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

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 churches C3 Australia credential holders at no cost.

Additional training is strongly encouraged to assist in implementation of the C3 Australia Safe Church Policy and Guidelines and is available at additional cost.

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). SMR and ChildSafe operate under a Cooperation and agree to resource churches and community organisations in keeping people safe (available at additional cost).

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



SAFE CHURCH REPRESENTATIVE/S

The C3 Australia Safe Church Guidelines 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.

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.

2. 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; and
- 1.5** ensures compliance with legislation, and also with the intention of the legislation, as it relates to protecting people, particularly the vulnerable (including children).

2. SCOPE

This Policy applies to all those associated with our movement including:

- 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
 - 3.3.3** appropriate and expedient responses to all incidents, accidents, child protection and/or safe Church (misconduct and abuse) concerns
 - 3.3.4** In relation to children (0-17 years), we acknowledge 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
 - 3.3.5** In relation to children (0-17 years), we acknowledge 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** It is a serious breach of this policy for any worker in our church to contravene this policy, any related procedure, or any regulation in law, in relation to the safety and protection of children and the vulnerable.

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,
- 4.2.4 monitor and review the implementation of C3 Australia Safe Church Policy and Guidelines,
- 4.2.5 ensure disclosures of harm are reported to all relevant regulatory bodies and
- 4.2.6 fulfill 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,

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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.

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

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 September 2020.

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 >**.

The Policy and Guidelines will be reviewed, as a minimum, by the C3 Australian Region every 2 years and as often as necessary, in order to remain compliant with new legislation.

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.

3. 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 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.

GUIDELINE 1

SAFE CHURCH TRAINING

As an outworking of policy statements:

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

- safe and adequate recruitment, training, supervision, support and resourcing of our workers, and
 - appropriate and expedient responses to all incidents, accidents, child protection and/or Safe Church (misconduct and abuse) concerns.
- a. All C3 workers (paid and unpaid) **shall** receive adequate, appropriate and ongoing training in our C3 Australia Safe Church Policy and Guidelines.
 - b. All C3 workers involved in children and youth ministry **shall** receive adequate, appropriate and ongoing training in the concepts of child protection including identifying and responding to concerns about children at risk of harm.
 - c. C3 Australia Credential Holders as part of their credentialing **shall** complete C3 recognised Safe Church training initially and then every three years.

GUIDELINE 2

PROMOTING EMPOWERMENT AND PARTICIPATION

As an outworking of policy statements:

- 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
- we commit to the welfare of all people through the implementation and ongoing improvement of our Safe Church Documentation which includes: safe and friendly environments where people are listened to, feel safe,



accept challenges, develop faith and grow in connection with God and others

- a. Our church **shall** promote the empowerment and participation of all people at church.
- b. It is **recommended** that C3 workers will assist the families of Children:
 - Speak up when they have a concern
 - Access information about what child abuse is,
 - Feel welcome and have a say in the activities and programs in which their Children or Young People participate as far as is practical,
 - Engage in two-way communication between families and the church.

GUIDELINE 3

BEING AWARE OF CHILD ABUSE INDICATORS

As an outworking of policy statements:

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

- safe and adequate recruitment, training, supervision, support and resourcing of our workers, and
 - appropriate and expedient responses to all incidents, accidents, child protection and/or Safe Church (misconduct and abuse) concerns.
- 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

As an outworking of policy statements:

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

- appropriate and expedient responses to all incidents, accidents, child protection and/or Safe Church (misconduct and abuse) concerns.

4.1. CONCERNS ABOUT CHILDREN

It is **recommended** that C3 church appoint a Safe Church Contact Person or 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.

- a. All C3 workers (paid and unpaid) **shall** report concerns when:
 - a Child or Young Person discloses they have been or are at risk of being abused
 - someone else (regardless of age) discloses that they know of a Child or Young Person who has been/is at risk of being abused
 - there are concerns that the Child or Young Person may have been or is at risk of being abused based on their physical appearance or behaviour.
- b. C3 workers are **not** required, as an initial response, to establish or investigate if abuse has occurred, but rather report reasonable suspicions or concerns of abuse, including the grounds for concerns, to a Safe Church Contact Person (or equivalent).
- c. If a Safe Church Contact Person or Team member is not available and the abuse 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.

PROCESS FOR REPORTING CONCERNS ABOUT CHILDREN (AS RISK OF HARM)

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i) Report to Safe Church Contact Person/Team

Report concerns to the appointed Safe Church Contact Person/Team, except when a disclosure occurs at a program or event, or a Child's/Young Person's immediate safety is at risk (sexual and physical abuse). In this case, immediately phone the police and organise appropriate support for the Child/ren. This can be done with the help of the most senior on-site Leader, who will also need to assist with managing the immediate situation.

ii) Report to the Safer Churches Helpline 1800 070 511 (AEST Monday – Friday, 9am-5pm) for advice and guidance in the management of the situation as a church.

This will include appropriate actions including:

- Complete applicable form/s and/or online reporting, e.g. Safe Church Helpline Contact form and/or state government online reporting tool.
- The Safe Church Contact Person will keep a Local Church log, upholding privacy principles.
- Police and Government Child Protection agency reporting (police, government agency).
- Initiate relevant complaints handling processes (including Reportable conduct) if the allegations are about a worker.
- insurance reporting

iii) Provide ongoing support, pastoral care and risk management processes: It is the role of the 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 risk management action plans that need to be implemented, e.g. stepping aside a worker who has been accused of harming a Child or Young Person whilst the investigation occurs.

iv) 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

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. It is **recommended** that C3 workers 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;**

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.

GUIDELINE 5

RECRUITMENT AND SCREENING OF WORKERS

As an outworking of policy statements:



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

- safe and adequate recruitment, training, supervision, support and resourcing of our workers,
- a. C3 workers **shall** be screened, appointed and inducted using a formal accountable / transparent process.
- b. All completed recruitment and screening documentation **shall** be stored securely, and successful applicant documentation will be held on file permanently.
- c. It is **recommended** that recruitment and screening documentation only be accessed by a member of the church with the authority of the Church Board.

GUIDELINE 6

SUPERVISION OF WORKERS

As an outworking of policy statements:

We commit to the welfare of all people through the implementation and ongoing improvement of our Safe Church Guidelines including: *safe and adequate recruitment, training, supervision, support and resourcing of our workers,*

- a. C3 workers **shall** receive appropriate oversight in their roles, including being provided with clear behavioural expectations for their role through a code of conduct.
- 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, 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

RESPONDING TO CONFLICTS, AND/OR ALLEGATIONS AGAINST C3 WORKERS

As an outworking of policy statements:

We commit to the welfare of all people through the implementation and ongoing



improvement of our Safe Church Guidelines including:

- appropriate and expedient responses to all incidents, accidents, child protection and/or Safe Church (misconduct and abuse) concerns.

- 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.

- 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.

GUIDELINE 8

COMPLIANCE WITH WHS/OHS

As an outworking of policy statements:

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;

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a. It is **recommended** that each Church:

- Elect a Health & Safety Team to oversee implementation of WHS compliance.
- Write and implement Health and Safety policies, including privacy policy and evacuations procedures.
- Keep Health and Safety on the agenda at the Church Board team meetings.
- Notify incidents such as serious events and dangerous incidents within a prescribed period to the Health & Safety Team.
- Address health and safety concerns within a timely manner of the concern being communicated to the Health & Safety Team.
- Notify incidents such as serious events and critical incidents within a prescribed period to the Health & Safety Team.
- Use incident report documentation to report serious incidents.
- Ensure all workers know and follow church guidelines for responding to risk of harm concerns.
- Have the Health & Safety Team undertake a safe environment audit regularly.

GUIDELINE 9

SAFE ENVIRONMENTS

a. SAFE SPIRITUAL AND EMOTIONAL ENVIRONMENTS IN CHURCH PROGRAMS AND EVENTS

As an outworking of policy statements:



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;

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) respect for diversity ethnically, e.g. the cultural safety of Aboriginal and Torres Strait Islander people and those from culturally and/or linguistically diverse backgrounds,
- v) the safety of people with a disability.

b. SAFE PHYSICAL ENVIRONMENTS

As an outworking of policy statement:

- we commit to the welfare of all people through the implementation and ongoing improvement of our Safe Church Documentation which includes:
 - safe and friendly environments where people are listened to, feel safe, accept challenges, develop faith and grow in connection with God and others
- i) Churches **shall** appropriately risk manage physical environment, including but not limited to; first aid, transportation, food safety, supervision numbers, management of high risk activities, fire and emergency.

c. SAFE ONLINE AND DIGITAL PRACTICES

We acknowledge that the use of electronic media for communication is part of everyday life, as such, as an outworking of policy statements:

- 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;
- i) C3 workers **shall** be mindful of the position of trust they hold by actively being safe in all online and digital interactions, including maintaining transparency and accountability in the use of electronic communications especially 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, not sending electronic communication that attempts to hide their identity or represent the sender as someone else.

ii) C3 workers **shall not** transmit, download or store any communication that is: discriminatory or 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. In the case where C3 workers receive such communication from any C3 worker or other C3 Church attendee, they will report this to their Safe Church Contact, Pastor or Safe Church Helpline.

iii) It is **recommended** that communications with Children under 16 occur with the knowledge of the parent/s or carer/s of the Child or Young Person.

GUIDELINE 10

RESPONDING TO INCIDENTS

As an outworking of policy statement:

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

- appropriate and expedient responses to all incidents, accidents, child protection and/or Safe Church (misconduct and abuse) concerns.

a. C3 workers **shall**;

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- 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.