



# **CALVARY CHAPEL** *Newcastle.*

ABN 88 274 403 607

## **Safe Church Policy**





# Safe Church Policy

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# 1 INTRODUCTION

This document is the *Safe Church Policy* (the Policy) for Calvary Chapel Newcastle (the Church).

This Policy is a reflection of the Church's aim to create a supportive and nurturing environment for spiritual growth and development. In particular it reflects the Church's commitment to and legal obligations in protecting "Children" and "Vulnerable Persons" involved in our programs, events and activities.

## 1.1 Purpose

The Church has developed this Policy to:

- a) Reflect its values and commitment to providing safe environments for all programs, events, and activities, based on the biblical principle of loving and caring for others, particularly "Children" and "Vulnerable Persons".
- b) Align with Australia's high standards for safety and the duty of care, as well as laws to protect children in light of the Royal Commission into Institutional Responses to Child Sexual Abuse (2017).
- c) Adhere to the Ten National Principles for Child Safe Organisations endorsed by the Council of Australian Governments (COAG) in 2018.<sup>1</sup>
- d) Comply with legal obligations related to Work Health & Safety (WHS), Working With Children Checks (WWCCs), and "Mandatory Reporting" of incidents of "Abuse" and "Reportable Conduct" involving "Children" and "Vulnerable Persons" to the relevant authorities.
- e) Meet the requirements of the Church's insurance policies in relation to:
  - Work Health & Safety,
  - Risk,
  - Privacy,
  - WWCCs, and
  - "Mandatory Reporting" of incidents of "Abuse" and "Reportable Conduct" involving "Children" and "Vulnerable Persons" to appropriate government authorities.

## 1.2 Scope

This Policy applies to all participants in Calvary Chapel Newcastle's programs, events, and activities and must be upheld by all "Staff and Volunteers". For clarity, definitions of key terms used in this Policy (denoted by " ") can be found at Appendix A to this document.

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<sup>1</sup> "Child Safety Principles," <https://www.childsafe.org.au/safety-management/safetymanagement-childsafe-standards>

## 2 SAFE CHURCH FRAMEWORK

This Policy is comprised of 11 key elements that outline a comprehensive approach to Church safety.

Figure 1: Calvary Chapel's Safe Church Framework.



### 2.1 Cooperating with External Authorities

All “Staff and Volunteers” are required to responsibly and reasonably cooperate with government authorities, legislation, and child protection agencies. For the purposes of this Policy, these include:

- a) State Police, Department of Communities and Justice (DCJ),
- b) The *NSW Children and Young Persons (Care and Protection) Act* 1998 no. 157,
- c) The *Children’s Guardian Act* 2019 no 25, and
- d) Any other relevant authority, legislation, or child protection agency as may be updated or introduced from time to time.

## 2.2 Implementing Church Policies & Procedures

All “Staff and Volunteers” are required to read, sign and adhere to the Church’s *Code of Conduct* which outlines:

- a) “Staff and Volunteer” commitments, including the minimum behavioural standards and appropriate boundaries,
- b) “Elder” commitments, including the minimum behavioural standards and appropriate boundaries, and
- c) The steps required in instances of a breach or potential breach of the *Code of Conduct*.

### 2.2.1 Disciplinary Action Against Staff & Volunteers

The Church has the right to take disciplinary action against its “Members”, inclusive of “Staff and Volunteers”, who have violated the *Code of Conduct*. Disciplinary action is taken to ensure the safety and well-being of all individuals involved in the Church’s activities

In instances of a breach or potential breach of the *Code of Conduct*, or if any of the Church’s “Staff and Volunteers” are reasonably suspected of “Abuse” or “Grooming”, the individual(s) will be immediately suspended from their roles and responsibilities within the Church.

An investigation will be conducted in accordance with the *Procedure for Handling Complaints Against Staff and Volunteers* and any other relevant policies and procedures to determine the outcome.

## 2.3 Establishing Safe Spaces

The Church is committed to establishing safe spaces in both physical and cyber environments for all its programs, events, and activities, recognising that every person has the right to feel safe, to be listened to and have their views and concerns taken seriously.

Regarding Church “Attendees”, especially “Children” and “Vulnerable Persons”, the Church acknowledges that:

- a) All individuals, regardless of age, disability, gender, racial background, and religious beliefs, have the right to equal protection from all forms of “Harm” or “Abuse”.
- b) Some “Children” and “Vulnerable Persons” are particularly susceptible to “Harm” and “Abuse” due to previous experiences, level of dependence, communication needs, and other factors.

### 2.3.1 Program, Event & Activity Admission

- a) All “Children” will be registered and signed into children’s programs with contact information recorded for their parent/guardian as well as any allergies or medical issues the child may have.
- b) All Church programs, events, or activities will be conducted by approved, screened “Staff and Volunteers”.
- c) Any guest speakers or leaders attending a child-related Church program event, or activity, in the absence of direct parent/guardian supervision, must possess a NSW

WWCC or equivalent (excluding adult parents or guardians of “Children” and “Vulnerable Persons”).

- d) The Church reserves the right to refuse admission or require departure from its programs, events, or activities for any “Attendee” deemed to be a threat or disruption to others in attendance. If departure is refused, “Staff and Volunteers” must contact a suitable authority for assistance, such as the police.

### **2.3.2 Access Boundaries**

“Staff and Volunteers” WILL NOT:

- a) Visit a Child or Young Person in their home, unless a parent or guardian is present, or another person is present, and you have parental permission.
- b) Be in a confined space one-on-one with a “Child”.
- c) Drive a “Child” without parental consent and having more than one other in the vehicle at the time.

### **2.3.3 Activity Boundaries**

“Staff and Volunteers” WILL NOT:

- a) Allow or participate in initiations or secret ceremonies.
- b) Allow a “Child” or “Vulnerable Person” to sleep in close proximity to an “Adult”, other than their parent or guardian.
- c) Allow entrance of “Adults” to programs, events and activities involving “Children” and “Vulnerable Persons”, unless they are an authorised “Staff or Volunteer” of the Church, parent, guardian and/or companion of parent(s)/guardian(s), and/or approved guest under the supervision of a “Staff or Volunteer”.
- d) Tolerate abuses of power towards “Children” and “Vulnerable Persons” in any Church event, program or activity, including (but not limited to): bullying, coercion, or peer pressure.

### **2.3.4 Ratio of Staff & Volunteers to Children**

A minimum of 2 “Staff and Volunteers” over the age of 18 years old will be required to be present for any program involving “Children” from birth up to and including preschool age.

The ratio for “Staff and Volunteers” to “Child” will be as follows:

- a) Birth and up to 24 months: 1:4.
- b) Over 24 months and less than 36 months: 1:5.
- c) 36 months up to and including preschool age: 1:10.
- d) Over preschool age: 1:15.



### 2.3.5 Toileting Practices

- a) Statistics of “Abuse” and “Grooming” indicate that males are more likely to be perpetrators than females. Accordingly, the Church requires that for toilet-trained children who require adult assistance, **a female** “Staff or Volunteer” will take the child with another child to the toilet in a pair, if the toilet cubicle is out of sight of the main group. They will ensure the inside of the cubicle is safe first and wait outside the door of the cubicle and only assist the child if required. They should ensure the other “Staff or Volunteer” is aware of where they have gone and inform them upon their return to the main group.
- b) “Staff and Volunteers” are not permitted to change a baby’s nappy; a parent or guardian will be contacted to do so, as required.
- c) Older school aged children will be sent to the toilet in pairs in circumstances where the toilet facility is out of sight from the main group.

## 2.4 Managing Risks

Risk management will be conducted in accordance with the Church’s *Procedure For Managing Risk*. It is the responsibility of each “Ministry Leader” who oversees fellow “Staff and Volunteers” and a particular Church program, event, or activity.

A *Risk Assessment Form* will be completed when a Church program, event, or activity is planned that has the potential to pose a risk to the safety of participants, attendees, or the broader community (e.g., field trips, youth activities, large social gatherings, or the use of hazardous equipment and facilities). *Risk Assessment Forms* are to be submitted to a “Safe Church Officer” for record retention and processing.

The goal of risk assessment is to practically identify and mitigate potential hazards, ensuring that appropriate measures are in place to prevent accidents or injuries. It is not appropriate to fill out a *Risk Assessment Form* for routine or daily activities that do not pose a significant risk, such as regular Sunday services, Church catering, or small gatherings (e.g., Bible Studies). “Ministry Leaders” should regularly review and assess the risks associated with ongoing ministry activities to ensure that they are safe and to make any necessary changes or updates as required (i.e., following an “Incident” or “Near Miss”).

## 2.5 Reporting Concerns, Incidents & Near Misses

“Staff and Volunteers” must report safety concerns and incidents using the Church’s *Safety Concerns Form* and *Incident and Near Miss Form*.

- a) The *Safety Concerns Form* is used to report a safety concern, complaint, or observed/“Perceived” misconduct in accordance with “Mandatory Reporting Requirements” involving “Children” and “Vulnerable Persons”.
- b) The *Incident and Near Miss Form* documents and reports on any accidents, incidents, or close calls that occur within any Church program, event or activity. The form is used to document and identify the cause of the event, assess the level of risk, and implement corrective actions to prevent similar incidents from occurring in the future. The information collected on the form can also be used to improve safety procedures, training programs, and overall safety culture within the Church.

Both forms are to be submitted to a “Safe Church Officer” for record retention and processing.



Note: these forms are only the initial means for documenting a safety concern, incident or near miss. Documented reporting and escalation procedures are in place for handling allegations of “Harm”, “Abuse” and “Grooming” in accordance with the Church’s *Procedure for Handling Conflicts* and the Church’s *Procedure for Responding to Child Protection Concerns*.

### 2.5.1 Procedure for Responding to Child Protection Concerns

Responding to child protection concerns will be conducted in accordance with the *Procedure For Responding to Child Protection Concerns*.

Where a person has “Reasonable Grounds” to suspect a “Child” or “Vulnerable Person” has been or is suffering “Abuse”, they must:

- a) Immediately notify a “Safe Church Officer” who will assist in notifying the police, in addition to maintaining appropriate pastoral care for the person making the disclosure. It is important that the “Staff or Volunteer” reaches out for pastoral care and support (beyond formal proceedings) should they feel out of their depth, whilst maintaining appropriate confidentiality
- b) Not make contact with the alleged perpetrator, unless necessary, and if they were already providing counsel to the alleged perpetrator, it may be advisable for another person to assume this responsibility during the investigation.
- c) Treat every formal allegation seriously and not attempt to deny the allegation or minimise its impact on the alleged “Victim”. They should not attempt to push the person to “Disclose” details of the “Abuse” or investigate the allegation.
- d) Assure the person making the “Disclosure” that they are understood that their “Disclosure” is being taken seriously, that the “Abuse” is not their fault, and that they did the right thing in disclosing the information.

For the purposes of this Policy, “Reasonable Grounds” can be assumed when:

- a) “Children” or “Vulnerable Persons” “Disclose” that he or she has been abused, and/or
- b) Someone close to a “Child” or “Vulnerable Person” (e.g., sibling, relative, or close friend) “Discloses” on behalf of that individual.

The police must also be also be notified if “Children” or “Vulnerable Persons” “Disclose” an incident of “Abuse” that has occurred somewhere other than the Church (e.g. home or school) in accordance with the *Procedure For Responding to Child Protection Concerns*.

### 2.6 Screening Staff & Volunteers

The appointment of Church “Staff and Volunteers” and “Ministry Leaders” will be conducted in accordance with the below Staff and Volunteer screening process:

- a) Regular attendance at the church in good standing.
- b) Provision of a current NSW WWCC before starting their proposed role for anyone working with “Children” or “Vulnerable People” or taking on a “Ministry Leader” or “Elder” position.
- c) Provision of two-character references for anyone working with “Children” or “Vulnerable People” or taking on a “Ministry Leader” or “Elder” position.
  - a. For those in attendance at the Church for > 1 year, one reference must be from within the Church and one from without.

- b. For those in attendance at the Church for <1 year, references must vouch for spiritual criterion (a former pastor, ministry leader, or elder) and reliability criterion (an employer, coach, ministry leader etc.).
- d) Completion of relevant Safe Church Training modules for anyone working with “Children” or “Vulnerable People” and any “Ministry Leader” or “Elder” before starting their proposed role and refreshed every 2-years. Refer to Appendix B to this document for a full list of ministry positions that require training.
- e) All documents provided to the relevant “Safe Church Officer” for record retention and processing.

It is important to note that the “Elder” overseeing the ministry that the “Staff and Volunteer” or “Ministry Leader” is applying for, is responsible for ensuring the above screening processes is adhered to.

All successful applicants must sign the Church’s *Code of Conduct* before starting their proposed role.

The “Safe Church Officers” are responsible for verifying and maintaining the currency of WWCCs.

The Church will not consider candidates who have previously committed a violent or sexually related offenses (e.g., “Sexual Assault”) for any roles involving “Children” or “Vulnerable Persons”. While offences such as this do not necessarily prevent a candidate from serving in other capacities at Church, each case must be considered individually by the Church “Elders”, “Safe Church Officers”, and any relevant “Ministry Leaders” to ensure the safety and wellbeing of the broader Church community is maintained.

## 2.7 Training Staff & Volunteers

All “Staff and Volunteers” will be trained, educated, supported, and supervised as appropriate to their role. This includes the provision of the resources needed to enable such people to maintain and promote safe spaces for everyone, particularly “Children” and “Vulnerable Persons”.

The “Ministry Leaders” are responsible for coordinating and maintaining the currency of “Staff and Volunteer” training, with oversight from a “Safe Church Officer”.

## 2.8 Handling Conflicts & Complaints

The Church will handle all complaints, conflicts, and concerns in accordance with this Policy and the Church’s *Procedure for Handling Complaints Against Staff and Volunteers*, the Church’s *Procedure for Handling Conflict Resolution*, and the Church’s *Procedure for Responding to Child Protection Concerns*.

These procedures provide a structured and fair process for individuals to voice their concerns, “Complaints” or “Conflicts”, and for the Church to resolve those issues in a timely, impartial, and effective manner. They outline the steps to be followed, who is responsible for handling complaints, and the expectations for resolution. The goal is to ensure that all parties involved feel heard and that the resolution is just and appropriate, while also protecting the interests of the Church.

## 2.9 Supporting Parents & Guardians

The Church aims to provide support that is sensitive to the individual socio-cultural situations of families participating in its programs, events, or activities. It will communicate openly and honestly with adult parents and guardians about the safety and well-being of their “Children” and any “Vulnerable People” under their care, taking into consideration the need to protect these individuals from “Harm”.

Wherever practicable, the Church will seek to involve “Adult” parents and guardians in the decision-making process that impacts them and their Children, Young Person(s), and/or Youth.

Classroom management by “Staff and Volunteers” should be effective but never involve the use of physical force. If “Children” or “Vulnerable Persons” do not follow established rules or disrupts the care of others, they will be referred to their adult parent or guardian.

## 2.10 Maintaining Confidentiality

All personal information shared with “Staff and Volunteers” must be kept confidential, except in the following situations:

- a) When consultation with a “Ministry Leader”, “Safe Church Officer”, and/or “Elder” is required for guidance on processing certain information,
- b) When “Disclosure” to a “Church Safety Officer” and/or “Elder” is required according to Church policies and procedures,
- c) When “Disclosure” is required by law according to “Mandatory Reporting Requirements”, in which case it will be disclosed to a “Safe Church Officer”, the “Elders” and appropriate legal agencies, and
- d) When confidentiality risks the safety of “Children” and “Vulnerable Persons” in the Church or community, appropriate parties must be informed as needed to mitigate the risk.

In all cases, discretion will be exercised and those who disclosed the information will inform the affected person of the need to break confidentiality and the reasons why.

## 2.11 Retaining Records

- a) The Church will maintain all written records for at least 50 years in either hard copy or electronic formats.
- b) Hard copy records will be stored in a locked filing cabinet and electronic records will be stored in a secure, access-controlled directory on the Church's designated management software.
- c) “Ministry Leaders” who require access to the Church Governance Documentation must receive access credentials from an authorised church officer as well as a brief by a “Safe Church Officer” regarding confidentiality and safe storage of information.
- d) Records that contain sensitive information will be kept in a secure manner and accessed by only a limited number of authorized individuals. Records that fall under this section include, but are not limited to:

- Personal information of Church “Attendees” and all Members (both past and present).
- *Risk Assessment Forms, Safe Church Concerns Forms, and Incident and Near Miss Forms.*
- Relevant documentation pertaining to complaint handling and conflict resolution.

## APPENDIX A

The following table provides a list of definitions for terms used in this Policy.

Table 1. Definitions for terms used in this Code.

Term	Definition
Abuse	<p>There is no legal definition of “abuse,” however it is commonly understood as any <b>intentional</b> action that harms or injures another person. For the purposes of the Church’s policies and procedures, abuse includes, but is not limited to, the following forms:</p> <ul style="list-style-type: none"> <li>• <b>Emotional &amp; psychological abuse:</b> repeated neglect, rejection, criticism or threatening of a person which results in significant damage to that person’s emotional or psychological wellbeing or development.</li> <li>• <b>Exposure to family violence:</b> “a child being present (hearing or seeing) while a parent or sibling is subjected to physical abuse, sexual abuse or psychological maltreatment, or is visually exposed to the damage caused to persons or property by a family member’s violent behaviour” (Higgins, 1998, p. 104).</li> <li>• <b>Institutional abuse:</b> the maltreatment of people within the care of a system of power.</li> <li>• <b>Physical abuse:</b> non-accidental physically aggressive acts which inflict an intentional injury, or inadvertent injury, as a result of physical punishment or the aggressive treatment of another person. It includes, but is not limited to: pushing, hitting, slapping, shaking, throwing, punching, biting, burning, kicking, as well as giving harmful substances such as drugs, alcohol or poison.</li> <li>• <b>Sexual Abuse:</b> abusive sexual behaviour by one person upon another, often perpetrated using force or by taking advantage of another, particularly Children and/or Vulnerable Persons. It includes, but is not limited to: unsolicited sexual comments (in person and online), grooming, groping, kissing, touching genitals or breasts, oral sex and intercourse, and encouraging others to view pornographic images and videos. In NSW the Office of the Children’s Guardian includes “inappropriate personal communication (including emails, telephone calls, text messaging, social media and web forums) that explore sexual feelings or intimate personal feelings with a child” as part of its extended definition of sexual misconduct.</li> <li>• <b>Spiritual abuse:</b> the exercise of authority by the Church for the purposes of coercing, controlling or manipulating individuals in a spiritual context, such as religious choices, beliefs and actions, in a way contrary to Scripture.</li> </ul> <p>Sources:</p> <ul style="list-style-type: none"> <li>• <i>Ansvar Insurance, Community Insurance Policy Documents</i> <a href="https://www.ansvar.com.au/information-for-brokers/#1495678738572-1ca8c507-789a">https://www.ansvar.com.au/information-for-brokers/#1495678738572-1ca8c507-789a</a></li> <li>• <i>The NSW Communities and Justice</i> <a href="https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect">https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect</a></li> </ul>



	<ul style="list-style-type: none"> <li>• <i>Australian Institute of Family Studies</i> <a href="https://aifs.gov.au/cfca/publications/what-child-abuse-and-neglect">https://aifs.gov.au/cfca/publications/what-child-abuse-and-neglect</a></li> <li>• <i>The NSW Office of the Children's Guardian</i> <a href="https://www.kidsguardian.nsw.gov.au/">https://www.kidsguardian.nsw.gov.au/</a></li> </ul>
Adult(s)	Persons over the age of 18 years at the time (of the incident, complaint, alleged abuse, etc.).
Attendee, Attend, Attendance	Any person who regularly (at least once a month) attends a ministry of the Church (Sunday service, Bible study, youth group, etc.).
Children, Child	A person under the age of 18 years, with a subset of Children known as Youth or Young People aged between 16 and 17 years. This definition holds for the time of the incident, complaint, alleged abuse, etc.
Church	Name of the Incorporated Association Calvary Chapel Newcastle, and sometimes the entity referred to by collective terms such as "we," "our" and "us."
Complaint	Any allegation, suspicion, concern, information or report of a breach of the <i>Code of Conduct for Staff and Volunteers</i> . It also includes all such related disclosures of information made to the Church.
Conflicts	Any situation where there is a disagreement or opposition between two or more people within the Church.
Disclosure / Disclose	The act of making information publically available or revealing it to relevant parties.
Elders	Members designated to the Church's Board of Elders, including: <ul style="list-style-type: none"> <li>• Pastors (Senior and/or Assistants), and</li> <li>• Office Bearers (including Chairman, Secretary, and Treasurer in accordance with the <i>Constitution of Calvary Chapel Newcastle</i>).</li> </ul>
Grooming	<p>A term used to describe what happens when a perpetrator of abuse builds a relationship with a Child, Children, Young Person(s) and/or Youth, with the intent of abuse. There is no set pattern in relation to the grooming of people; typically, it involves a lengthy period of time where special attention is given to a Child, Children, Young Person(s) and/or Youth for the purpose of later abuse. This can begin with apparently normal displays of affection, such as cuddling, which develop over time into sexual touching and/or masturbation and then into more serious sexual behaviour.</p> <p>Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by SMS.</p> <p>In 2018 the scope of grooming was extended in NSW to include grooming of another adult to gain access to a child. Further, the Reportable Conduct scheme also includes sexual grooming in its definition of sexual misconduct, and as such all concerns about a worker should be reported.</p> <p>See NSW Communities and Justice.</p> <p>Source:</p> <ul style="list-style-type: none"> <li>• <i>NSW Department of Justice</i> <a href="https://www.justice.nsw.gov.au/Documents/Media%20Releases/2018/new-legislation-strengthen-child-sexual-abuse-laws-factheet-service-providers.pdf">https://www.justice.nsw.gov.au/Documents/Media%20Releases/2018/new-legislation-strengthen-child-sexual-abuse-laws-factheet-service-providers.pdf</a></li> </ul>



Harm	Any detrimental effect of a significant nature on a person's spiritual, emotional, psychological and/or physical wellbeing. It is immaterial how the harm is caused (i.e., by Abuse, Neglect, Abuse, exploitation, a single act, omission or circumstance, etc.).
Mandatory Reporting	The legislative requirements for certain people to report suspected Child Abuse and Neglect to government authorities in accordance with the <i>NSW Children and Young Persons (Care and Protection) Act 1998 no 157</i> . Source: <ul style="list-style-type: none"> <li><i>Children and Young Persons (Care and Protection) Act 1998 No 157</i> <a href="https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1998-157#sec.27">https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1998-157#sec.27</a></li> </ul>
Ministry Leader	Any Staff or Volunteer who has been screened and approved by the Elders to oversee and manage a specific ministry or program within the Church.
Perception and Reality	Perception is the way we receive and interpret behaviour or information. We form our opinions from our perception. We make assumptions, develop attitudes and make judgments all based on our perception. The outcome of our perception becomes our reality with which we respond to a person or situation. As perception is unique and is a reflection of a person's reality, it is unlikely that someone will change their perception about a given person or situation simply because they are told to. Perception also impacts what someone labels as bullying behaviour.
Reasonably Suspected / Reasonable Grounds	A slight opinion based on some credible evidence which is more than speculation, but less than a positive belief.
Reportable Conduct	Behaviour that is deemed serious or harmful, and which must be reported to appropriate authorities as mandated by a policy or law in a timely and confidential manner.
Safe Church Officer(s)	The delegated person(s) functioning as the Church's point of contact for reporting and handling safety concerns, as well as overseeing the implementation of the Safe Church Policy and related procedures.
Serious Breach	A breach of the <i>Code of Conduct</i> which comprises a significant and/or sustained contravention of the declared encouragements and commitments of the Church. Typically, this includes instances of Abuse and/or Harm.
Sexual Assault	Sexual Assault is a general term used to describe a broad range of sexual crimes committed against a person. These crimes include sexual intercourse without consent, aggravated sexual assault, indecent assault and acts of indecency (these offences generally involve inappropriate touching, including genitals or other intimate areas or forcing a person to touch the genitals or intimate areas of another person). Sources: <ul style="list-style-type: none"> <li><i>NSW Government Health</i> <a href="https://www.health.nsw.gov.au/parvan/sexualassault/Pages/default.aspx">https://www.health.nsw.gov.au/parvan/sexualassault/Pages/default.aspx</a></li> </ul>





	<ul style="list-style-type: none"> <li>• <i>NSW Police Force</i> <a href="https://www.police.nsw.gov.au/crime/sex_crimes/adult_sexual_assault">https://www.police.nsw.gov.au/crime/sex_crimes/adult_sexual_assault</a></li> <li>• <i>Victim Services</i> <a href="https://www.victimsservices.justice.nsw.gov.au/sexualassault/Pages/sexual_assault_victims.aspx">https://www.victimsservices.justice.nsw.gov.au/sexualassault/Pages/sexual_assault_victims.aspx</a></li> </ul>
Staff and Volunteers	Any full time or part-time, paid or non-paid member of the Church acting in leadership capacity or in a role of service to the life of the Church beyond regular attendance.
Victim	Any person who is reasonably suspected of being subject to Abuse or Assault.
Vulnerable Persons	Any person who is or may be: <ul style="list-style-type: none"> <li>• in need of care services by reason of age, mental, social, financial or other disability or illnesses; or</li> <li>• any person who is unable to take care of him or herself or unable to protect him or herself against harm or exploitation by another person.</li> </ul>
WHS	Refers to Work, Health & Safety, which is the legislative requirements found in the <i>Work Health and Safety Act 2011 No 10</i> . Source: <ul style="list-style-type: none"> <li>• <i>Work Health and Safety Act 2011 No 10</i> <a href="https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2011-010">https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2011-010</a></li> </ul>
WWCC	Refers to a Working With Children Check, which is the legislative requirements found in the <i>Child Protection (Working With Children) Act 2012 (NSW)</i> . A WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct. Sources: <ul style="list-style-type: none"> <li>• <i>Children's Guardian Act 2019</i> <a href="https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2019-025">https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2019-025</a></li> <li>• <i>Office of the Children's Guardian</i> <a href="https://www.kidsguardian.nsw.gov.au/about-us/who-we-are/our-legislation/legislative-changes">https://www.kidsguardian.nsw.gov.au/about-us/who-we-are/our-legislation/legislative-changes</a></li> </ul>

## APPENDIX B

Table 2. Staff and Volunteer Screening Requirements.

Role	Working With Children Check	Safe Ministry training*	References**
<b>High trust volunteer role</b>			
Pastor, elder or safe church officer	✓	Staff/Board Member	✓
Ministry leader	✓	Team Leader	✓
Kids church teacher or weekly youth leader or pastoral care team member	✓	Volunteer/Leader	✓
Weekly worship leader or hospitality leader	-	Volunteer/Leader	✓
Kids church or youth helper over 18 years (and any other role working ad hoc or regularly with people under 18 years)	✓	Volunteer/Leader	✓
<b>Other volunteer roles</b>			
Music team member over 18 years	-	Volunteer/Leader	✓
Kids church or youth helper under 18 years	-	-	✓
Music team member under 18 years	-	-	✓
<b>Participant/helper</b>			
Ad hoc ministry help (ad hoc hospitality support)	-	-	-
Parent or close relative of child volunteering in children's activity that the child participates in	-	-	-
Person assisting in emergency	-	-	-
Church attendee	-	Member (optional)	-

\* Safe Ministry Check categories are included overleaf

\*\* Provide references if church attendance is less than 1 year. References must vouch for spiritual maturity, from a former pastor, ministry leader, or elder, and personal reliability (i.e., from an employer, coach, ministry leader). Verbal references are acceptable.

Table 3. Trainee Type Definitions.

Member	Volunteer/Leader	Team Leader	Staff/Board Member
<p>Use this trainee type for anyone in your church to help them look out for vulnerable people.</p> <p>You can choose whether or not you require them to complete the Awareness course.</p>	<p>Use this trainee type for people who serve others; kids leaders, small group leaders, support people and carers.</p> <p>Their training will cover types of abuse and signs to look out for, how to raise concerns, supporting vulnerable people, appropriate volunteer/leader behaviour, and more.</p> <p>They will be required to complete the Awareness course, the Volunteer/Leaders course, and the screening checks.</p>	<p>Use this trainee type for those who are running events and programs or leading big teams, to help them understand their unique responsibilities.</p> <p>Their training will cover training and screening their people, risk management, building safe environments, and more.</p> <p>They will be required to complete the Awareness course, the Volunteer/Leaders course, and the Team Leaders course, as well as the screening checks.</p>	<p>Use this trainee type for those who are running events and programs or leading big teams, for elders, staff, or board members, to help them understand their unique responsibilities.</p> <p>Their training will cover the responsibilities of the organisation, appointing Safe Ministry Contacts, making a public commitment to safety, and more.</p> <p>They will be required to complete the Staff/Board Members course, followed by the Awareness Course, the Volunteer/Leaders course, the Team Leaders course, and the screening checks.</p>