

## SAFE CHURCH POLICY – AFFILIATED CHURCHES

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This Policy is provided by Churches of Christ in Queensland (CofCQ) to all affiliated churches for their adoption as their Safe Church Policy. Adoption of this Policy on an annual basis and it's continual implementation by the Affiliated Church Leadership is required to ensure:

- A culture of safety is maintained in each Affiliated Church;
- That the National Principles for Child Safe Organisations that resulted from the recommendations made by the Royal Commission into Institutional Responses to Child Sexual Abuse are embedded in each Affiliated Church;
- That affiliated churches are compliant with legislation relating to reporting harm and protecting Children and Vulnerable People; and

**Risk Rating: HIGH**

- That affiliated churches meet insurance requirements in the area of Children and Vulnerable People.

This policy replaces and updates the Safe People, Places and Programs Policy dated 15 May 2019. This policy should be read in conjunction with any associated guidelines, checklists and templates provided by CofCQ to assist Affiliated churches in its implementation. Affiliated churches are encouraged to request assistance or advice in relation to the implementation of this Policy from CofCQ.

## 1. PURPOSE

- 1.1 Underlying this Policy is the acknowledgement that a safe church begins and ends with the knowledge that God’s love is for all people. The church is committed to the Biblical call to care for the vulnerable and acknowledges God’s special concern for the poor, the marginalised and the oppressed
- 1.2 This Policy aims to reduce the risk of abuse and harm occurring and to ensure that the church has processes in place to act in an appropriate and timely manner to identify abuse or harm and respond to allegations or disclosures of abuse or harm
- 1.3 This Policy is designed to fulfil the church’s responsibility and accountability under relevant State and Federal laws
- 1.4 This Policy and any processes/procedures/tools associated with its implementation, represents the church’s ‘Child and Youth Risk Management Strategy’ in line with obligations under legislation
- 1.5 This Policy responds to the National Principles for Child Safe Organisations that resulted from the recommendations made by the Royal Commission into Institutional Responses to Child Sexual Abuse

## 2. SCOPE

- 2.1 This Policy applies to all people (paid or volunteer) engaged in any capacity with the programs of the church
- 2.2 There are specific requirements for people (paid or volunteer) that conduct and/or oversee programs that are Child-Related Activities or engage with/involve Vulnerable Persons as part of their ministries and employment

<input type="checkbox"/> All			
<input type="checkbox"/> Children Youth and Families	<input type="checkbox"/> Seniors Living	<input type="checkbox"/> Housing Services	<input type="checkbox"/> Integrated Communities
<input type="checkbox"/> Centenary Development Foundation	<input checked="" type="checkbox"/> Church and Community Engagement	<input type="checkbox"/> Corporate Services	

## 3. POLICY STATEMENT

### Commitments

- 3.1 The church does not tolerate abuse or harm to children or adults

Risk Rating: HIGH

- 3.2 The church is committed to providing safe environments where all people, especially Children and Vulnerable People, are listened to, respected and their views sought in relation to their safety
- 3.3 The church commits to fulfil responsibilities under State and Federal law to provide safe places, protect vulnerable people, and to report harm and abuse
- 3.4 The church will actively seek to prevent abuse and harm of Children and Vulnerable People, including maintaining an open and aware culture, treating all concerns and allegations raised seriously, not minimising the impact of abuse and harm on the victim, and promptly responding to all concerns and allegations

## Screening and training volunteers and leaders

- 3.5 The church will screen and train all staff, leaders and volunteers involved in any ministry/program/activity of the church via a safe ministry training course approved by CofCQ (currently Safe Ministry Check). This will include:
  - Completing the training course/s relevant to their role at the church
  - Signing a code of conduct
  - Completing a self-disclosure statement
  - Providing two referees who can attest to their suitability to work with Children or Vulnerable People
  - Providing Working with Children Check details (Queensland Blue Card or Exemption Card) for verification if their role involves working/serving to provide services to children, conduct activities with children or making decisions relating to children.
- 3.6 The church will outline the roles and responsibilities of leaders and volunteers and provide appropriate supervision and accountability
- 3.7 The church will nominate a minimum of two Safe Ministry Contacts and communicate who they are to the church
- 3.8 The church will respond immediately to any concerns about the suitability of volunteers and leaders revealed either through the screening process in Safe Ministry Check, or through any other means such as verbal or written communication, or observed behaviours. This response will include keeping appropriate records and maintaining confidentiality and privacy. It may also include contacting CofCQ's Church and Community Engagement team for advice where required
- 3.9 Where the suitability of a volunteer or leader cannot be satisfactorily determined by the Church Leadership, the church will ensure that person is not involved in Child-related Activities in any way
- 3.10 The church will ensure all staff, leaders and volunteers who work/serve to provide services to children, conduct activities with children or make decisions relating to children have valid Blue Cards or Exemption Cards and that they are linked to the church via the Blue Card Services Organisational Portal. Where staff, leaders and volunteers work with children, they will not commence that work until they have a valid Blue Card

Risk Rating: HIGH

## Programs and property

3.11 The church commits to providing safe and accessible programs that are suitable for those attending including:

- Conducting and approving annual risk assessments for all programs and specific risk assessments for High Risk Activities
- Giving due consideration to:
  - activities undertaken,
  - the suitability of the venue, equipment and facilities,
  - safe supervision,
  - appropriate toileting practices for children,
  - inclusion of children and vulnerable people and people living with a disability,
  - transportation and driver suitability,
  - workplace health and safety legislation,
  - parent or guardian permission, and
  - confidentiality of records kept.

3.12 The church commits to providing safe facilities, including:

- conducting an annual fire evacuation practice,
- conducting an annual fire safety review,
- maintaining facilities and equipment in good repair, and
- conducting an annual property maintenance review.

## Complaints, concerns and input

3.13 The church is committed to creating a culture where everyone feels safe to raise concerns regarding behaviour and safety

3.14 The church will provide and communicate appropriate and accessible ways for all people involved in the services, ministries or programs of the church to give input, raise concerns, be heard and be informed. This will include specific consideration of how Children and Vulnerable People can be afforded these opportunities

3.15 The church will respond promptly to all concerns and complaints raised regarding behaviour and the safety of people, facilities, equipment and programs, including keeping records and maintaining confidentiality and privacy

- Concerns and complaints regarding the safety of programs, facilities/equipment or an individual's behaviour will be dealt with by the Safe Ministry Contacts or Church Leadership / Governance Group of the church

**Risk Rating: HIGH**

- Concerns or allegations involving suspected, disclosed (current) or historical abuse or harm of children will be reported to the Queensland Police Service, or Department of Child Safety Regional Intake Service in accordance with the Queensland Criminal Code.
- If the perpetrator of the alleged abuse is associated with the church in any way, the Church Leadership will inform CofCQ’s Safeguarding Response Group within 48 hours via [safeguarding@cofcqld.com.au](mailto:safeguarding@cofcqld.com.au)

## Persons of Concern

- 3.16 A person who fits the definition of a Person of Concern in CofCQ’s Persons of Concern Policy and/or is not eligible to hold a blue card will not be employed or volunteer in the church in any capacity or be in any decision-making role in relation to services provided to Children or Vulnerable People at the church
- 3.17 If the church becomes aware that a Person of Concern is connected with their services, ministries or programs, the Church Leadership will report to CofCQ’s Safeguarding Response Group within 48 hours via [safeguarding@cofcqld.com.au](mailto:safeguarding@cofcqld.com.au)
- 3.18 The Leadership of the church will adhere to any advice given by CofCQ in relation to an identified Person of Concern. In accordance with the CofCQ Persons of Concern Policy, this advice may include but not be limited to:
  - Excluding the Person of Concern from the church facilities, services, ministries and programs
  - Providing alternative ministry for the Person of Concern
  - Where there is capacity within the church and if agreed with CofCQ, managing the Person of Concern’s interaction with the church under a Safety Agreement

## 4. PRINCIPLES

### Responsible, Accountable, Consulted and Informed (RACI)

4.1 This policy is supported by roles and responsibilities in adherence to the following:

Policy Risk Rating	Accountable	Responsible	Consulted	Informed
<input checked="" type="checkbox"/> High	<input checked="" type="checkbox"/> Board	<input checked="" type="checkbox"/> CEO	Via Church and Engagement	Affiliated Churches

- 4.2 Once adopted by an Affiliated Church, the Church Leadership (e.g. Board, Elders, Management Committee, staff) of the church is responsible for ensuring this Policy and appropriate supporting processes and procedures are embedded in the church culture and operations at all levels
- 4.3 Where required, the church will contact CofCQ Church and Community Engagement team staff for assistance or advice in relation to the implementation of this Policy by the church

Risk Rating: HIGH

## Accountable Person

- is the owner and is accountable for the controlled document; and
- other than minor formatting and editing (known as admin changes), must approve all changes.

## Responsible Person

- encourages a culture of good governance through the purpose or intent of a controlled document towards the culture of this organisation;
- ensures effective processes, reporting and management strategies are in place across Churches of Christ in Queensland;
- ensure risk-rated reviews are conducted in accordance with this Document Management Policy and the Policy Writing Information Sheet;
- ensures robust processes are in place to monitor compliance legislative requirements and obligations; and
- identifies risks and opportunities that can support continuous improvement opportunities.

## Consulted Person/s

- identify areas within the organisation that policies and other controlled documents should be developed or reviewed for presentation to those accountable and responsible;
- evaluate and review Governing Principles and Benchmarks, providing suggestion where necessary, to the consultation process for improvements;
- provide peer support and facilitate communication between Senior Managers;
- ensure quality practice is applied through regular review;
- inform the Executive Group of any issues, within the context of the Document Management Policy, which may impact on the organisation;
- review the actions taken or proposed for significant systems improvements made by the consultation team; and
- identifies risks and opportunities that can support continuous improvement opportunities.

## Informed Persons

- are identified by the term Affiliated Churches and include: Employees, Volunteers, Contractors, Students and Consultants; and
- are expected to remain informed and knowledgeable of all policies adopted by the Affiliated Church leadership.

**Risk Rating: HIGH**

## Compliance, Monitoring and Review

- 4.4 This policy is mandatory and binding upon
- the Board and Council of Churches of Christ in Queensland;
  - CEO;
  - Affiliated Churches (once adopted).

Breaches of this Policy may result in the church not being covered by CofCQ’s group insurance policy.

The CofCQ group insurance policy will not respond to claims if the Affiliated Church knew or ought reasonably to have known a perpetrator of the sexual abuse has:

- previously committed sexual abuse, and/or
- been convicted of sexual abuse, and/or
- whilst being a representative, member, employee, or service provider of the affiliate church has been the subject of a prior complaint in respect of sexual abuse which has not been appropriately investigated.

## Reporting and Records Management

- 4.5 The church will provide a signed confirmation to CofCQ’s Church and Community Engagement Team that this Policy has been adopted by the Church Leadership on an annual basis
- 4.6 Records regarding training and screening of leaders, Blue Cards, complaints and concerns, and program risk assessments will be maintained confidentially and in accordance with privacy requirements
- 4.7 Staff must maintain all records relevant to administering this policy in a recognised Churches of Christ in Queensland record keeping system.

## 5. DEFINITIONS AND TERMINOLOGY

Term	Definition
<b>Abuse or harm</b>	Child abuse is an action or inaction that causes injury, death, emotional harm or risk of harm to a child. There are four forms of child abuse - physical abuse, sexual abuse, emotional abuse and neglect. Harm is the detrimental impact on the child caused by the abuse. There are three types of harm: physical, emotional and psychological. <a href="#">QFCC Child Protection Kit for Professionals.</a>
<b>Accountable</b>	The person who has ultimate ownership of a policy. Ownership cannot be transferred.
<b>Affiliated Church</b>	A Church of Christ which has been admitted into membership of Churches of Christ in Queensland (CofCQ) as a member congregation pursuant to CofCQ’s constitution



**Risk Rating: HIGH**

<b>Child/Children</b>	Any person under the age of 18 years. Often the term ‘young person’ is used to describe an older child even though legally they are still a child
<b>Child-Related Activities</b>	Any services or programs directed mainly towards children or any activities conducted mainly involving children
<b>Child Sexual Offence</b>	<p>A child sexual offence is an offence of a sexual nature committed against a child and includes:</p> <ul style="list-style-type: none"> <li>• Indecent treatment of a child</li> <li>• Carnal knowledge with or of a child</li> <li>• Rape</li> <li>• Incest</li> <li>• Grooming a child (or their parent or carer)</li> <li>• Making child exploitation material</li> <li>• Maintaining a sexual relationship with a child</li> </ul> <p>Learn more about <a href="#">child sexual offences</a>.</p>
<b>The church</b>	The Affiliated Church adopting this Policy
<b>Church Leadership</b>	The governance group of the church as per the church constitution – may be variously referred to as the Elders, Board, Management Committee
<b>CofCQ</b>	The Churches of Christ in Queensland Group of Entities including Churches of Christ in Queensland, Churches of Christ Care, Churches of Christ Housing Services Limited and all Churches of Christ in Queensland subsidiary entities.
<b>Consulted</b>	The people who contribute valuable subject matter expertise to the development/review of the policy.
<b>High Risk Activities</b>	High risk activities as defined by CofCQ’s insurer include: jumping castles, motor races, motor rallies, motor speed tests, canyoning, caving, rifle/firearms, shooting, aircraft, hang gliding, parachuting, para gliding, white water canoeing/kayaking/rafting, scuba diving, dune buggies, vertical and horizontal bungee jumping, hot air ballooning, gladiator games, unsupported rock climbing, go karts, motocross, martial arts or boxing activities, fireworks, pyrotechnics, high or low ropes courses, horseback riding.
<b>Informed</b>	The people expected to remain informed and knowledgeable of the policy.
<b>Organisation</b>	The Churches of Christ in Queensland Group of Entities including Churches of Christ in Queensland, Churches of Christ Housing Services Limited and all Churches of Christ subsidiary entities.



Risk Rating: HIGH

<b>Person of Concern</b>	<p>A person whose presence or interaction with CofCQ or movement and their current or historical behaviour and/or actions, create a risk of committing a child sexual offence. A Person of Concern includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Has pleaded guilty to, been convicted of, or has admitted to a child sexual offence and/or is on the Queensland Child Protection Offender Registry or the equivalent from another Australian state, territory or international jurisdiction; or</li> <li>• Has been identified as someone who has committed a child sexual offence. This may occur through self-disclosure; disclosure by an adult with reference to their childhood, or disclosure by a child or a person on their behalf; or through due diligence checks that may include recruitment screening, Working with Children Checks or advice from other sources; or</li> <li>• Is currently charged with a child sexual offence; or</li> <li>• Has been the subject of an allegation or complaint of a child sexual offence; which has not been properly investigated by or to the satisfaction of the Safeguarding Response Group.</li> <li>• Is deemed to be a risk to the safety of children because of an adverse risk assessment relating to sexual misconduct; or</li> <li>• Demonstrates behaviours toward children that make children or other people feel there is risk of a child sexual offence occurring.</li> </ul>
<b>Program</b>	Any ministry, program or activity carried out under the oversight or auspice of the church, whether on their property or elsewhere. This includes any and all church services, social groups, bible studies, home/cell/life groups, children and youth programs etc.
<b>RACI</b>	A matrix describing the participation by various roles in completing tasks or deliverables in support of business processes.
<b>Responsible</b>	The person who is implements the process and monitors compliance.
<b>Safe Ministry Check</b>	Online program for training and screening leaders and volunteers <a href="https://safeministrycheck.com.au/">https://safeministrycheck.com.au/</a>
<b>Safe Ministry Contacts</b>	Person/s nominated in Safe Ministry Check as the Safe Ministry Contact/s for an Affiliated Church
<b>SRG</b>	CofCQ Safeguarding Response Group
<b>Subject Matter Expert</b>	The person/s with definitive sources of knowledge who contribute their expertise to enhance organisational efficiency.
<b>Vulnerable Persons</b>	A person who is unable to care for themselves or they are unable to protect themselves from being exploited or harmed because of an illness,

Risk Rating: HIGH
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	mental health, trauma or because of a disability, or because of their age (elderly or under 18)
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## 6. RELATED LEGISLATION AND DOCUMENTS

Category	Related Reference Document(s)
<b>Related Churches of Christ in Queensland Policies</b>	Persons of Concern Policy
<b>Related Legislation, Industry Standards and Care Standards</b>	Churches of Christ in Queensland Constitution National Principles for Child Safe Organisations Privacy Act 1988 (Cth) Criminal Code Act 1899 (Qld) Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Working with Children (Risk Management and Screening) Act 2000 Working with Children (Risk management and Screening) Regulation 2011 (Qld)
<b>Related Churches of Christ in Queensland Procedures, Supporting Documents and references</b>	Resources to assist in Affiliated Churches in implementing this Policy can be found at <a href="https://www.cofc.com.au/churches/church-resources">https://www.cofc.com.au/churches/church-resources</a>

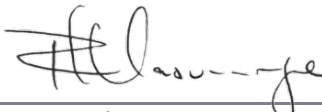

## 7. FEEDBACK

- 7.1 The church, a congregant or a member of the public may provide feedback about this document by one of the following mechanisms:
- Email [churchsupport@cofcqld.com.au](mailto:churchsupport@cofcqld.com.au)
  - Phone 1800 193 438 (Church Support Hotline)

Risk Rating: HIGH
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## 8. REVIEW AND APPROVAL DETAILS

Approval and Review	Details		
<b>Policy Author and Position</b>	Joanna Lee, Project Manager Church and Community Engagement		
<b>Accountability (endorsed)</b>	<input checked="" type="checkbox"/> Board <input type="checkbox"/> CEO		
<b>Responsibility (approved)</b>	<input checked="" type="checkbox"/> CEO <input type="checkbox"/> Executive Group		
<b>Consulted</b>	<b>No.</b>	<b>Name</b>	<b>Date</b>
	1	Tim McMenamin, Director, Church and Community Engagement	31/03/2022
	2	Donna Savill, Church Engagement Manager	31/03/2022
	3	Samantha Patterson, Child Safe Practice Lead	31/03/2022
<b>Date Endorsed</b>	5 September 2022		
<b>Next Review Date</b> (calculate from the date endorsed and risk category)	5 September 2023		

Signatories	Please sign here
<b>Accountable Owner/Endorser</b> Name: Rue Masunungure	 8/9/2022
<b>Responsible Approver</b> Name: Gary Edwards, CEO	 8/9/2022

Revision History	Details
<b>Previous Endorsed Date</b>	15 May 2019
<b>Amendment History</b>	Major Change - 14 July 2022 – replaces Safe People, Places and Programs Policy dated 15 May 2019 Admin – 22 July 2022
<b>Notes (if any)</b>	Version 1.1 Major change endorsed by Executive Group 14 July 2022  Version 1.2 Admin edits for clarity after receiving feedback from Affiliated churches on version 1.1 and to update web links and definitions . Both these versions were not published.

**Risk Rating: HIGH**

**APPENDIX A – ADOPTION BY AFFILIATED CHURCH**

To comply with the Working with Children (Risk Management and Screening) Act 2000 and with CofCQ’s insurance requirements, each Affiliated Church is required to annually formally adopt (or reaffirm) the CofCQ Safe Church Policy, and to record a statement of adoption and commitment in the Governance Group (church leadership) meeting minutes.

Suggested wording for the Governance Group meeting minutes:

*“..... [Name of Church] is committed to providing safe places where people are cared for, nurtured and sustained and commits itself to the care, protection and safety of all people, particularly children and those who are vulnerable. We commit to ongoing compliance with requirements of the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011, and adopt the CofCQ Safe Church Policy. We will ensure the implementation of the requirements of the Policy to ensure we meet our legislative and insurance requirements.”*

The Governance Group members of ..... [Church Name] agree to adopt and implement the CofCQ Safe Church Policy and have recorded this in our minutes:

Name	Role/Position	Signature