

Clemton Park Baptist Church

9-11 Shackel Ave
Kingsgrove NSW 2208
02 9718 7620

Clemton Park Baptist Safe Church Policy 2020

Introduction

- Clemton Park Baptist Church is a family of people, forgiven by Jesus who follow Jesus. We strive to care for each other, study God's word together and grow in faith together. As a church we are committed to modelling the love of Jesus by providing a safe place which can minister to everyone by promoting physical, emotional, and spiritual safety.
- As a church we ensure that all of our leaders and parishioners who serve in positions of trust are screened, equipped through training and support to serve, and are aware of the legal and spiritual requirements pertaining to one's involvement in a ministry of the church. This will assist us, as a church, to individually and collectively protect children and vulnerable adults from harm.
- The policies and procedures within this document have been drafted and approved for use by the Baptist Churches of NSW & ACT as part of the Safe Churches Health Check 2019.
- The Governance Body of Clemton Park Baptist Church has agreed adopt and to adhere to these processes and procedures as the minimum standard on 7th May 2020.
- These processes and procedures are current documents, and will be reviewed and if need be altered, without in anyway subtracting/minimising from the standards as approved by the Baptist Churches of NSW & ACT.
- These policies and procedures are also subject to a review annually. This review will take place by May 2021.

Clemton Park Baptist Church Structure 2020



Based on the Safe Church Health check 2019, provided by the Safe Spaces office of the Baptist Church of NSW & ACT, Clemton Park Baptist has re-defined out church structure.

The church governance body is responsible for legal oversight and leadership of our church and comprises the *Pastor and the Diaconate.

**The title of Pastor is defined in accordance with the Baptist Churches of NSW & ACT as being restricted to people who have been, or are in the process of applying to be, accredited or recognised ministers by the Baptist Churches of NSW & ACT.*

Please see the role description of Safe Church Team and Work, Health & Safety Team.

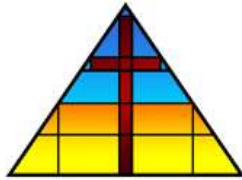
Church Structure 2020

Position	Names	Title
Church Governance Body	Michael Pippett	Pastor Nexus Youth Leader
	Steve Preston	Deacon Treasurer
Safe Church Team	Coralie Preston	Safe Church Member Child Protection Officer Kids Church Leader
	Neil Smallwood	Safe Church Member
Work Health & Safety Team	Liz Pippett	Work Health & Safety Member
	Andrew Tranter	Work Health & Safety Member
Ministry Leaders	Gizelle Farah	Nexus Youth Leader
	Sam Toy	Nexus Youth Leader Kid's Church Leader
	Susan Smallwood	Women's Ministry Leader Kid's Church Leader
	Leonie McCarron	Women's Ministry Leader
	Lorraine Leach	Kid's Church Leader
	Moira Gutierrez	Prayer Ministry Leader

New Roles Explained

Position	Responsibilities
<p>Safe Church Team</p>	<p>1.Oversight of Safe Church Policy and Procedures</p> <ul style="list-style-type: none"> • Preparing Safe Church Policy and Procedures for the church in line with legal responsibilities and Baptist Churches of NSW & ACT recommendations • Implementing Safe Church Policy and procedures • Promoting awareness of and adherence to Safe Church Policy and procedures (including ensuring that staff and volunteers have completed National Police Checks, WWCC/WWVP clearances and Creating Safe Spaces training) • Maintaining records related to Safe Church Policy and procedures • Preparing regular reports for Deacons /Elders/church leadership meetings • Reviewing Safe Church Policy and procedures annually or more often if required due to changing legislation • Receiving feedback from church leaders, children, families and communities regarding Safe Church Policy and procedures • Overseeing the completion of the 'Safe Church Health Check' every 3 years <p>2. Management of Safe Church/Child Protection Concerns and Incidents</p> <ul style="list-style-type: none"> • Receiving reports of child protection concerns from church staff, volunteers, ministry leaders and/or church members • Providing support in following the procedure for responding to child protection concerns and incidents • Contacting the Baptist Churches of NSW & ACT Ministry Standards Manager to discuss action plan/appropriate action • Making any reporting calls (to Police, Government agencies) as required • Ensuring reporting in line with relevant Reportable Conduct Legislation • Ensuring child protection concerns and subsequent responses have been appropriately documented • Ensuring adequate follow-up and pastoral care of all persons involved in a child protection concern/incident • Assisting with legal, procedural and risk management issues related to a child protection concern/incident • Keeping records, filing complaints and reports of investigations in a secure file, in accordance with the record-keeping procedure

Position	Responsibilities
<p>Work Health & Safety Team</p>	<p>To provide oversight of the church's Work Health and Safety program, including policy and procedures Develop and implement appropriate WHS policy and procedures including the following:</p> <ul style="list-style-type: none"> - Evacuation and Emergency responses - Safe Manual Handling, Visual and Auditory Care - Risk Assessments • Address health and safety concerns within one month of the concern being raised. • Report to senior leadership team meetings regarding work health and safety and provide reports as appropriate • Ensure Risk Assessments are completed for all church ministry programs (both onsite and offsite) • Ensure incident report documents are completed and stored, and that serious or dangerous incidents are notified to Baptist Insurance Services (or relevant insurer) as required. • Undertake a safe environment audit of the church site a least once a year, or more regularly for high-risk areas, ensuring that any concerns are appropriately rectified. • Any other tasks as advised in the Baptist Insurance Services Risk Management Guide for Churches.



Clemton Park Baptist Church

9-11 Shackel Ave
Kingsgrove NSW 2208
02 9718 7620

SAFE CHURCH POLICY

Adopted by the Church Governance Body on 7th May 2020 (07/05/20)

Commitment

The Church is committed to providing places, services and programs that promote physical, emotional and spiritual health and safety and model the love of Christ to all whom we have contact with, particularly children, young people and vulnerable adults.

Purpose

The Church has adopted the *Safe Church Policy* to:

- help us live out our biblical mandate to 'Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself' (Mark 12:30-31);
- implement the 10 Child Safe Standards;
- provide a framework to inform the provision of safe environments and programs for children, young people and vulnerable adults; and
- meet our legal obligations in relation to:
 - staff and volunteers engaged in Child-related Work (or, in ACT, Regulated Activities); and
 - reporting matters, including Child Sexual Abuse, Sexual Misconduct, and Reportable Conduct involving a Child, to government authorities.

The *Safe Church Policy* outlines the commitment of the church to principles in various areas. More detail regarding the practical implementation of these commitments is available in the relevant procedures and guidelines

Scope

This Policy applies to:

- all Church Leadership, staff and volunteers;
- all people who are involved in or attend the Church and its programs;

1. Activities and Services for Children at the Church

As a church, we commit to providing spaces, programs and relationships that are physically, emotionally and spiritually safe.

1.1 Church Leadership:

- a. recognise that children and young people are an integral part of the Church and talk about this in services, sermons, training events and meetings;
- b. involve children and young people in the routine of church life where appropriate
- c. consider the needs of children and young people when they make decisions about budgets, buildings, renovations, use of property, décor, or catering; and
- d. encourage children and young people to have input in decisions that affect them by including them in church forums and meetings when appropriate.

1.2 Safe Church Team:

- a. talk with children and young people about the fact that they have the right to feel safe, to be listened to and to have their views respected (including discussing what they should do and who they should approach if they feel unsafe or hurt, or they suspect that someone else is unsafe or hurt); and
- b. ensure their contact details are accessible to children.

1.3 Staff and volunteers:

- a. listen to children and take seriously what children are saying;
- b. talk with children and young people about the kinds of behaviours, attitudes or 'culture' that they would like to promote in their group;
- c. encourage children and young people to have input regarding the content and activities they would like to be part of their group.

Please see the *Guidelines for Activities with Children and Young People* for more detail.

2. Staff and Volunteers

2.1 Screening, selection and induction of Staff and Volunteers

- a. The church will undertake appropriate screening processes for all staff and volunteers
- b. The church will engage in fair and transparent selection processes for all staff and volunteers
- c. The church will provide appropriate induction for all staff and volunteers
- d. All staff and volunteers are to be recruited, selected and inducted in accordance with the *Procedure for Staff and Volunteers*.

2.2 Training and Resourcing of Staff and Volunteers

- a. The church will ensure that staff and volunteers develop the knowledge and skills to create safe spaces for everyone, particularly children and young people.
- b. The church will ensure that staff and volunteers have access to information about creating safe spaces and that they all undergo appropriate training regarding the available Procedures, Guidelines and Forms.
- c. The church will support staff and volunteers with adequate resources to enable them to maintain and promote safe spaces for everyone, particularly children and young people.
- d. The church will implement the *Procedure for Staff and Volunteers*.

2.3 Standards of Behaviour for Staff and Volunteers

- a. The church will provide spaces, programs and relationships that are physically, emotionally and spiritually safe.
- b. The church will expect all staff and volunteers to uphold the *Code of Conduct* which includes expected behaviours for those who engage in ministry with children and/or vulnerable people.
- c. The church will expect staff and volunteers to follow *Guidelines for Activities with Children and Young People*.

Please see the *Procedure for Staff and Volunteers* and the *Screening Questionnaire* for more detail.

3. Conflict, Complaints and Concerns

3.1 Responding to Child Protection Concerns

- a. The church will ensure appropriate and timely reporting of all child protection concerns and any complaints relating to child sexual abuse and/or sexual misconduct involving a child in accordance with the *Procedure for Responding to Child Protection Concerns*.
- b. The church will ensure that all child protection concerns and complaints will be reported to the relevant government departments and, if necessary, Police as soon as possible and in accordance with legislative duties.

3.2 Complaint Handling

- a. The Church will respond to complaints in accordance with the *Procedure for Handling Complaints against Staff and Volunteers*.
- b. Where there is a complaint that a staff member or volunteer has engaged in abuse, including child sexual abuse and sexual misconduct involving a child, the Church will treat the allegation as a serious breach of the *Code of Conduct* and respond in accordance with the *Procedure for Handling Complaints Against Staff and Volunteers*.
- c. In the event of receiving a complaint that relates to a minor breach of the *Code of Conduct* or a grievance, the Church may determine to respond to the matter in accordance with the *Procedure for Resolving Conflict*.

Please see the *Procedure for Responding to Child Protection Concerns* and the *Procedure for Handling Complaints against Staff and Volunteers* for more detail.

4. Safe Environments

4.1 Physical Environments

- a. The Church will ensure that physical and online environments promote safety and wellbeing and minimise the opportunity for children and young people to be harmed
- b. The Church will comply with Work, Health and Safety requirements.
- c. The Church will consider the impact of the physical environment on the potential for risk to children and vulnerable people.
- d. The Church will identify and address risks arising from the physical environment in which programs and activities take place.
- e. If the Church has any residential property that is identifiable as being church property then the Church will ensure that all regular adult occupants of that property obtain and hold WWCC or WWVP clearance for the duration of their residence.
- f. The Church will consider whether any ministries it supports, including overseas ministries, have appropriate child protection practices in place? (This includes consideration of whether supporting orphanages overseas is appropriate)

4.2 Online Environments

The Church will promote safe online behaviour in any electronic communication

Please see the *Guidelines for Activities with Children and Young People* for more detail.

5. Risk Management

5.1 Persons of Concern

The Church will manage any person identified as a Person of Concern in accordance with *An Australian Baptist Response to Persons of Concern*.

5.2 Risk Assessments

- a. The Church will ensure that Ministry Leaders complete and make a record of a risk assessment in relation to any program or activity undertaken at, for or with the Church.
 - for regular activities, the risk assessment will be conducted at least annually and whenever there are significant changes in the program activities, attendance or location.
 - for special activities, the Ministry Leader or Safe Church Team will complete a risk assessment.
- b. The Church will ensure that appropriate and reasonable precautions are adopted to address risks identified as part of a risk assessment. When considering what measures are appropriate, the Church will consider the likelihood of an incident occurring, the seriousness of the consequences and the difficulty of avoiding the risk.
- c. The Church will store risk assessment forms in a secure location for a period of at least 45 years.

6. Third Parties and Affiliated Entities

- a. The church will require any third party (tenant or external party using church property) that provides services to children and/or young people to provide written confirmation of their compliance with the Child Safe Standards at least annually.
- b. The church will ensure that any affiliated entities (any entity or program that is, or is represented as, a ministry of the Church) comply with Child Safe Standards including annual reports to the governance body regarding child safety.

7. Recordkeeping

- a. The Church will retain all written records for a minimum of 45 years, in hard copy and/or electronically in a secure manner.
 - Where records contain, or may contain, sensitive information, they will be kept in a manner that protects confidentiality and will only be accessed by a limited number of authorised persons.
 - Where records are kept in hard copy, they will be held in a secure location with proper consideration of access, and physical conditions.
 - Where records are kept electronically, they will be monitored to ensure security and ongoing accessibility.
- b. Records to which this item applies includes, but is not limited to:
 - Ministry Information Sheets
 - Staff and Volunteer files
 - Attendance (sign-in/sign-out) sheets
 - Risk assessment forms
 - Safe Church Register
 - Safe Church Concerns forms and any contemporaneous notes regarding reporting decisions
 - Annual Safe Church commitment by third parties and affiliated entities
 - Dated copies of any *Safe Church Policy*, Procedure, Form or associated document in force at any time

Please see the *Privacy Policy* for more detail.

8. Review and Accountability

8.1 Internal Review

The Church will review this policy annually.

8.2 External Accountability

The Church will seek advice from and communicate with the Baptist Churches of NSW & ACT Ministry Standards Manager in relation to any Reportable Conduct, Child Protection Concerns and/or Complaints against Accredited or Recognised Ministers in accordance the *Procedure for Handling Complaints against Staff and Volunteers* and the *Procedure for Responding to Child Protection Concerns*.

9. Definitions

In the *Safe Church Policy* and associated documents, unless the context otherwise requires:

Church means the local church which adopted this *Safe Church Policy*, as indicated on the cover of the Policy.

complaint includes any allegation, suspicion, concern or report of a breach of the Church's *Code of Conduct* or the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* (where applicable). It also includes disclosures made to an institution about any child protection concern.

Creating Safe Spaces means Creating Safe Spaces training offered by the Baptist Churches of NSW & ACT or alternative training that is Safe Church Training Agreement approved and has a face-to-face component.

disclosure means a process by which a person conveys or attempts to convey that they are being or have been abused or neglected.

governance body means the body designated by the constitution of the church to be responsible for the management of church affairs. This may be the Diaconate, Elders, or the Church Council.

Mandatory Reporting Legislation means

In NSW, the *Children and Young Persons (Care and Protection) Act 1998 (NSW)*

In the ACT the *Children and Young People Act 2008 (ACT)*].

Pastoral Staff means any pastor or any accredited or recognised minister or any paid or unpaid staff member of the Church who is engaged in pastoral ministry through the Church.

Reportable Conduct Legislation means

In NSW the *Children's Guardian Act 2019 (NSW)*

In the ACT the *Ombudsman Act 1989 (ACT)*].

Safe Church Register means the register required to record information relating to

In NSW staff and volunteers who engaged in Child-related Work and their relevant details in accordance with section 9A of the WWCC Legislation.

In the ACT, staff and volunteers who engaged in a Regulated Activity and all relevant WWVP clearances.

vulnerable means the state of being unable to take care of themselves, or unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason, and includes those that suffer disadvantage such as social and financial hardship.

WWCC Legislation means the *Child Protection (Working with Children) Act 2012* (NSW).

WWVP Legislation means the *Working with Vulnerable People (Background Checking) Act 2011* (ACT).

young person means a person who is 16 or 17 years old.