



Safe Ministry Policy v2.0			
Body adopting policy:	Diocesan Council	Date of adoption or last review:	12th July 2023
Related Documents:	Safe Ministry Screening Procedures: Personal Undertaking of Commitment to Safety and Wellbeing	Review schedule:	Every 3 years

1. PURPOSE

This Policy outlines the Anglican Diocese of Adelaide's commitment to safe ministry. It seeks to fulfil the church's biblical, pastoral, legal and moral responsibilities with a view to ensuring that all our ministries are spiritually, emotionally and physically safe.

God calls us to love and minister to vulnerable and marginalised people. These are people who need special care, protection and support. This Policy provides the foundation for ministry, programmes and activities that are run in safe environments.

The Diocese seeks to develop, build and maintain safe ministries to all people by:

- Fostering healthy relationships between church members and those of the wider community based on the teachings of Jesus Christ.
- Providing a safe and secure environment where all people are, and feel, respected.
- Having clear and well communicated processes that empower all people, including children and other vulnerable people.
- Providing responsible and loving Christian leadership and ministry based on scripture.
- Minimising the risk of misconduct, including harassment and other forms of abuse, and the misuse of power by those in authority in churches.
- Ensuring that all complaints of misconduct and all other grievances are handled in a consistent, unbiased, fair and thorough manner.
- Fulfilling our biblical, pastoral, legal and moral obligations.

2. SCOPE

This policy outlines our commitments, responsibilities and procedures for safe ministry. It applies to everyone in roles, offices and positions in our Diocese, including all clergy, employees and volunteers.

3. POLICY PRINCIPLES

As a Diocese, we are committed to the spiritual, emotional and physical safety and wellbeing of all people participating in the life and ministries of our church:

- 3.1. We acknowledge that all people in our church have the right to feel and be safe in their interactions and experiences in all our ministry, programmes and activities.
- 3.2. We commit ourselves to the safety and wellbeing of all people through our Ordinances, policies, procedures and related safe ministry documentation that includes:

- 3.2.1. Guidance for how to develop and maintain safe and supportive physical and online environments where people are listened to and feel safe as they develop their faith and a connection with God and others
 - 3.2.2. Safe and effective screening, training, supervision, support and resourcing
 - 3.2.3. Appropriate and timely responses to all complaints of alleged misconduct and all other grievances
 - 3.2.4. Pastoral care in responding to those who have been harmed or put at risk of harm
 - 3.2.5. Safe and appropriate ministry to persons of concern
- 3.3. We acknowledge the role of children and young people, parents, carers and the community in creating a culture of safety for children and young people and will actively engage with children and young people and with their parents, carers and the wider community, inviting open communication and feedback.
 - 3.4. We acknowledge the shared responsibility of the whole community for the safety and wellbeing of children and young people, including their parents, carers and people in roles, offices and positions within the Church. As such we will actively promote the role of parents, carers and the wider community in the shared responsibility for children and young people.
 - 3.5. We acknowledge the role of vulnerable people, their carers and the community in creating a culture of safety and will actively engage with vulnerable people, their carers and the wider community, inviting open communication and feedback.
 - 3.6. We acknowledge the shared responsibility of the whole community for the safety and wellbeing of all vulnerable people, including their carers and people in roles, offices and positions within the Church. As such we will actively promote the role of carers and the wider community in the shared responsibility for vulnerable people.
 - 3.7. We are committed to thorough and effective governance for safe ministry to children, young people and all vulnerable people at diocesan and parish level.
 - 3.8. We will engage in continuous improvement of our Ordinances, policies, procedures and related safe ministry documentation.
 - 3.9. We will comply with all relevant secular legislation.
 - 3.10. We will continue to support children, young people and their families and vulnerable people and their carers who have been harmed or put at risk of harm, by referring them to appropriate support services.

4. GENERAL RESPONSIBILITIES

All people who have a role, office or position within the Church:

- 4.1. Must take all reasonable and practical steps to prevent or avoid abuse, harm or risk of harm to members of the Church and the wider community arising from their involvement in any ministry or work for the Church.
- 4.2. Must comply with all relevant secular legislation.
- 4.3. Must adhere to the *Safe Ministry to Children Canon 2017*, and with the Ordinances, Safe Ministry Policy, Safe Ministry Procedures and related safe ministry documentation of the Diocese.
- 4.4. Must sign a Personal Undertaking of Commitment to Safety and Wellbeing where this is required for their role.
- 4.5. Must take part in required screening, training and supervision for their role.
- 4.6. Must report any information relevant to screening to the Professional Standards Director.

5. SPECIFIC RESPONSIBILITIES

5.1. The Bishop

The Bishop:

- 5.1.1. Licenses and authorises clergy and lay ministers for ministry roles in the Diocese
- 5.1.2. Is the Church Authority for defined matters under the *Professional Standards Ordinance 2015*
- 5.1.3. Promotes knowledge, understanding and observance of the Diocesan Code of Conduct, *Faithfulness in Service*.

5.2. Diocesan Council

The Diocesan Council:

- 5.2.1. Acts as the Safe Ministry Authority of the Diocese under General Synod's *Safe Ministry to Children Canon 2007*.
- 5.2.2. Approves this Policy and related safe ministry documentation for the Diocese and reviews this Policy at least once in every three years.
- 5.2.3. Oversees the implementation of this Policy and related safe ministry documentation.
- 5.2.4. Ensures officeholders have adequate resources to implement this Policy and related safe ministry processes and procedures.
- 5.2.5. Appoints the Professional Standards Director and members of professional standards bodies to support safe ministry.
- 5.2.6. Ensures that this Policy and related safe ministry documentation are communicated to stakeholders throughout the Diocese, including by publication on the diocesan website.

5.3. Assistant Bishops and Archdeacons

Assistant Bishops and Archdeacons will:

- 5.3.1. Promote knowledge, understanding and observance of the Diocesan Code of Conduct, *Faithfulness in Service*.
- 5.3.2. Support parishes to resolve misunderstandings and conflicts
- 5.3.3. Report, if this has not already occurred, all concerns in relation to misconduct and persons of concern to the Professional Standards Director.

5.4. The Registrar

The Registrar will maintain a register of all people who have been granted safe ministry clearances in the Diocese.

5.5. Secretary of Synod

The Secretary of Synod will:

- 5.5.1. Coordinate the development and implementation of this Policy and related safe ministry documentation.
- 5.5.2. Manage safe ministry clearance procedures.
- 5.5.3. Oversee the delivery of safe ministry training across the Diocese.
- 5.5.4. Receive regular compliance reports from Safe Ministry Coordinators.
- 5.5.5. Conduct a review of this Policy and compliance with it every three years.
- 5.5.6. Lodge a Child Safe Environment compliance statement with the South Australian Department of Human Services within 30 days of the adoption of an amended version of this Policy.
- 5.5.7. Build relationships with internal and external stakeholders, advocate for cultural change, offer advice and promote safe ministry compliance and good practice across the Diocese.

5.6. Professional Standards Director

The Professional Standards Director will:

- 5.6.1. Promote knowledge, understanding and observance of the Diocesan Code of Conduct, *Faithfulness in Service*.
- 5.6.2. Implement the Diocesan professional standards framework, including by receiving information about possible misconduct.

- 5.6.3. Manage complaints and investigations of alleged misconduct, including making determinations and recommendations to the Church Authority.
- 5.6.4. Receive information relevant to screening and promptly notify the relevant statutory authority of any assessable information.

5.7. Clergy

Clergy will:

- 5.7.1. Implement, with parish councils, this Policy and related safe ministry documentation within their parish or ministry setting.
- 5.7.2. Ensure that anyone aged under 18 years who is providing ministry to children does so under the direct supervision of an adult.
- 5.7.3. Report, if this has not already occurred, all concerns in relation to misconduct and any known persons of concern to the Professional Standards Director.

5.8. Parish councils

Parish councils will:

- 5.8.1. Ensure that Vestry appoints a Safe Ministry Coordinator in the parish or ministry setting, and informs the Secretary of Synod of the person's appointment and contact details.
- 5.8.2. Implements, with clergy, this Policy and related safe ministry documentation within their parish or ministry setting.
- 5.8.3. Ensures that details of this Policy and related safe ministry documentation are readily available to all members of and visitors to the Church.

5.9. Safe Ministry Coordinator

The Safe Ministry Coordinator will:

- 5.9.1. Oversee safe ministry, including child safety and well-being, in the parish or ministry setting, including by keeping the following records:
 - 5.9.1.1. Name of everyone who works with children in the ministry setting and the date they started that work;
 - 5.9.1.2. Dates when someone under 18 provided ministry to children and the name of the adult supervisor on each occasion;
 - 5.9.1.3. Everyone in the parish or ministry setting who has been granted safe ministry clearance.
- 5.9.2. Act as the primary contact person for safe ministry in the parish or ministry setting
- 5.9.3. Forward regular compliance reports to the Safe Ministry Authority (Diocesan Council via the Secretary of Synod).

6. POLICY REVIEW

This Policy will be reviewed at least every three years.

7. KEY CONTACTS

- 7.1. Dept of Child Protection - CARL: 13 14 78
- 7.2. SAPOL: 131 444 (life threatening emergency only 000)
- 7.3. Professional Standards Director: 1800 135 246: contact@kooyoora.org.au
- 7.4. Archbishop: (08) 8305 9353
- 7.5. Secretary of Synod (08) 8305 9357

8. RELEVANT LEGISLATION AND ORGANISATIONAL DOCUMENTATION

- 8.1. South Australian and Federal Legislation and related materials
 - *Children and Young People (Safety) Act 2017 (SA)*
 - Website links to Department for Child Protection [reporting](#) and [mandated notifiers](#)
 - [Mandatory Reporting Guide](#)
 - *Child Safety (Prohibited Persons) Act 2016 (SA)*

- *Criminal Law Consolidation Act 1935 (SA)*
 - section 64A failure to report child sexual abuse (maximum penalty of 3 years imprisonment)
 - section 65 failure to protect a child from sexual abuse (maximum of 15 years imprisonment)
- *Work Health and Safety Act 2012 (SA)*
- *Privacy Act 1988 (Commonwealth)*
- *National Principles for Child Safe Organisations*

8.2. General Synod and Diocesan Legislation, Policies and Procedures

- *Safe Ministry to Children Canon 2017 (GS)*
- *Professional Standards Ordinance 2015 (Diocese)*
- 'Faithfulness in Service: A National Code for Personal Behaviour and the Practice of Pastoral Ministry by Clergy and Church Workers' (Diocesan Code of Conduct)
- Statement of Commitment to Safe Ministry (Diocesan)
- 'Being Together' (GS: adopted by Diocese)
- Safe Ministry to Persons of Concern Policy (GS Policy, adopted by Diocese, effective 1 January 2019)
- Guidelines for Protecting Children (Diocese)
- Grievance Policy (Diocese)
- [Safe Ministry Clearance on-line application form](#)
- Ten commitments for Prevention and Response to Domestic and Family Violence in the Anglican Church of Australia (GS: adopted at Synod 2021)
- Model Litigant Guidelines (Diocese)

Policy history

Safe Ministry Policy v1.0 approved by Diocesan Council by resolution on 8 July 2020

Safe Ministry Policy v1.1 approved by Diocesan Council by resolution on 12 May 2021(DC21/62)

Safe Ministry Policy v1.2 approved by Diocesan Council by resolution on 9 February 2022 (DC22/11)

Safe Ministry Policy v1.3 approved by Diocesan Council by resolution on 9 March 2022 (DC22/45)

Safe Ministry Policy v2.0 approved by Diocesan Council by resolution on 12 July 2023 (DC23/132)