Anglican Diocese of Adelaide

	Safe Ministry Policy v2.0		
Body adopting policy:	Diocesan Council	**Date of adoption or last review:**	8 July 2026
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)
- *Children and Young People (Safety and Support) Act 2025*
- *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)

Anglican Diocese of Adelaide

	Safe Ministry Clearance Procedures		
Implementation of:	Safe Ministry Policy	**Date of adoption or last review:**	8 July 2026
Related Documents:	Safe Ministry Undertaking	**Review schedule:**	Every 3 years

1. SCOPE

1.1. Everyone in the Church whose ministry or work includes;

1.1.1. 'child related work' or 'working with children'; or

1.1.2. working with vulnerable adults

must obtain diocesan safe ministry clearance before commencing that ministry or work.

1.2. For the avoidance of doubt, this includes:

1.2.1. Licensed clergy and clergy holding a permission to officiate from the Archbishop

1.2.2. Licensed lay persons

1.2.3. Candidates for ordination – NB additional screening requirements apply, see s 3

1.2.4. Paid employees who work with children

1.2.5. Lay volunteers (over the age of 14) who work with children

1.2.6. Ordained volunteers who work with children – for example clergy who do not hold a licence or permission to officiate from the Archbishop

1.2.7. Members of Diocesan Council

1.2.8. Members of Parish Councils, where the parish concerned provides ministry to children or other activities involving children

1.2.9. Employees and volunteers working at St Barnabas College

1.2.10. Members of diocesan bodies that have the power to manage aspects of Synod's affairs involving ministry to children.

2. SAFE MINISTRY CLEARANCE

Safe ministry clearance will only be granted when all the following steps have been satisfactorily completed –

2.1. Applicant submits a diocesan safe ministry clearance application on-line;

2.2. Applicant undertakes to comply with-

2.2.1. the diocesan Code of Conduct *'Faithfulness in Service: A National Code for Personal Behaviour and the Practice of Pastoral Ministry by Clergy and Church Workers'* and

2.2.2. the diocesan Undertaking of Commitment to Safe Ministry and Wellbeing;

2.3. Safe Ministry Team has verified their Not Prohibited "Working With Children Check" (**WWCC**) from the Department of Human Services (SA);

2.4. Safe Ministry Team has searched the Anglican Church's National Register;

2.5. Safe Ministry Team has received reference checks which confirm their suitability for work with children, young people and vulnerable people;

2.6. The Registrar has completed a safe ministry assessment as defined in the *Safe Ministry to Children Canon 2017*;

2.7. Applicant has undertaken the diocese's approved Safe Ministry Training Course – see paragraph 4 below;

2.8. Where an applicant has come from, or is coming from interstate or overseas, from another diocese or from another religious denomination,

2.8.1. the Safe Ministry Team has received reference checks from their last place of employment or engagement, which confirm their suitability for work with children and vulnerable people; and

2.8.2. the Registrar has undertaken a church ministry assessment as defined in the *Safe Ministry to Children Canon 2017.*

3. SPECIAL CASES

Before a person can be ordained as a deacon, the screening authority (the Bishop or the Bishop's delegate) must determine whether a candidate can proceed to ordination. In making that determination, the screening authority must obtain and consider a medical assessment and a psychological assessment of the candidate.

4. SAFE MINISTRY TRAINING COURSE

The content of the diocese's approved Safe Ministry Training Course includes:

4.1. How to behave appropriately towards

4.1.1. children and young people; and

4.1.2. other vulnerable people.

4.2. How to minimise the chances of harm, risk of harm and abuse in relation to

4.2.1. children and young people; and

4.2.2. other vulnerable people.

4.3. How to identify cases of harm, risk of harm and abuse in relation to

4.3.1. children and young people; and

4.3.2. other vulnerable people.

4.4. The obligations of clergy, employees and volunteers to notify the Child Abuse Report Line (CARL) on 13 14 78 immediately if they have a suspicion on reasonable grounds that a child or young person has been or is being harmed or is at risk of harm under the *Children and Young People (Safety) Act 2017 or Children and Young People (Safety and Support) Act 2025* ; and

4.5. How to report concerns about inappropriate behaviour or misconduct to the diocese's Professional Standards Director, Kooyoora Ltd. Kooyoora is an independent Not For Profit company that specialises in handling complaints and promoting a culture of child safety.

5. DURATION OF SAFE MINISTRY CLEARANCE

A safe ministry clearance is valid until the earlier of

- three (3) years from the date it is granted or
- expiry of the applicant's Not Prohibited "Working With Children Check".

Applicants and the Safe Ministry Coordinator in the relevant setting are notified by email when safe ministry clearance has been granted and of its expiry date.

6. RESPONSIBILITIES

6.1. <u>The Bishop</u>

The Bishop will

6.1.1. not issue a licence or authority to any person until they have been granted a safe ministry clearance;

6.1.2. obtain and consider a medical assessment and a psychological assessment of each candidate for ordination before determining that the candidate can proceed to ordination.

6.2. <u>Diocesan Council</u>

Diocesan Council will:

6.2.1. ensure adequate resources are available to implement these Safe Ministry Clearance Procedures;

6.2.2. review a report on the efficacy of these Procedures at least annually;

6.2.3. support ongoing improvement of safe ministry in the Diocese;

6.2.4. have oversight of these Procedures.

6.3. The Registrar

The Registrar will conduct safe ministry assessments and (where required) church ministry assessments.

6.4. The Secretary of Synod

The Secretary of Synod will:

6.4.1. report annually to Diocesan Council on the efficacy of these Safe Ministry Clearance Procedures;

6.4.2. make all documentation related to these Procedures available to clergy, church workers and the public;

6.4.3. communicate targeted, relevant information about these Procedures across the Diocese;

6.4.4. 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 the Safe Ministry Policy and/or of these Procedures;

6.4.5. conduct a review of these Procedures every three years.

6.5. Safe Ministry Team

The Safe Ministry Team will:

6.5.1. verify applicants' Not Prohibited "Working With Children Check" (**WWCC**) from the Department of Human Services (SA);

6.5.2. search the Anglican Church's National Register;

6.5.3. obtain reference checks that confirm applicants' suitability for work with children, young people and vulnerable people;

6.5.4. where an applicant is new to the Diocese (see 2.8.), obtain reference checks from applicants' last place of employment or engagement that confirm their suitability for work with children and vulnerable people

6.6. Parish Councils

Parish Councils will:

6.6.1. ensure that Diocesan-approved Safe Ministry and Child Safe Organisations signage is prominently displayed in the Parish.

6.7. Applicants for safe ministry clearance

Applicants for safe ministry clearance will:

6.7.1. submit a diocesan safe ministry application on-line;

6.7.2. undertake to comply with-

6.7.2.1.1. the diocesan Code of Conduct *'Faithfulness in Service: A National Code for Personal Behaviour and the Practice of Pastoral Ministry by Clergy and Church Workers'* and

6.7.2.1.2. the diocesan Personal Undertaking of Commitment to Safe Ministry and Wellbeing

6.7.3. undertake the diocese's approved Safe Ministry Training Course.

7. RELATED LEGISLATION AND OTHER USEFUL MATERIALS

7.1. Legislation and related materials

- Children and Young People (Safety) Act 2017 (South Australia)
- Child Safety (Prohibited Persons) Act 2016 (South Australia)
- Criminal Law Consolidation Act 1935 (South Australia)
    - section 64A failure to report child sexual abuse (maximum penalty of 3 years imprisonment) and
    - section 65 failure to protect a child from sexual abuse (maximum of 15 years imprisonment)
- Children and Young People (Safety and Support) Act 2025
- Privacy Act 1988 (Commonwealth)

- National Principles for Child Safe Organisations
- Mandated notifiers and their role:
    - https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role
    - https://www.childprotection.sa.gov.au/ data/assets/pdf_file/0008/107099/mandatory-reporting-guide.pdf
    - Department for Child Protection reporting child abuse website:
    - https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect

7.2. **General Synod Canons, Diocesan Ordinances, Policies and Procedures**

- *Safe Ministry to Children Canon 2017*
- *Professional Standards Ordinance 2015*
- '*Faithfulness in Service: A National Code for Personal Behaviour and the Practice of Pastoral Ministry by Clergy and Church Workers*'
- '*Being Together*'
- Diocesan Guidelines for Protecting Children
- Archbishop's Licensing Policy
- Diocesan Protocol for the Comprehensive Psychological Assessment of Candidates for Ordination v2.0 Approved 18 May 2022
- Diocesan Grievance Policy
- Diocesan Equity, Diversity and Inclusion Policy

7.3. **List of key contacts**

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

8. REVIEW

These Procedures will be reviewed at least every three years.

Anglican Diocese of Adelaide

Undertaking of Commitment to Safety and Wellbeing

Safe Ministry Policy v2.0 and Procedures	Date of adoption 12th July 2023

Being a person who requires safe ministry clearance in order to perform my role in the Anglican Diocese of Adelaide,

1. I acknowledge that the Diocese is committed to:
   1.1. safe ministry to and with children, young people and all vulnerable people as an outworking of our pastoral, biblical, legal and moral responsibilities;
   1.2. the safety and wellbeing of children, young people and all vulnerable people through our policies and practices;
   1.3. promoting the participation and empowerment of children and young people and of all vulnerable people in all aspects of true church life as appropriate to ensure that the church has a safe and nurturing environment where all people are respected and listened to; and
   1.4. doing everything practicably possible to prevent harm or risk of harm to children, young people and vulnerable people by identifying risks early and reducing and removing those risks.
2. I acknowledge that by making these commitments, I am demonstrating my intention to protect children, young people and other vulnerable adults from harm, risk of harm, abuse and inappropriate behaviour.
3. In my work and ministry with children, young people and vulnerable people, I am:
   3.1. responsible for the safety and well being of children, young people and vulnerable people under my care.
   3.2. responsible for upholding and acting in accordance with the standards in the diocesan code of conduct [*Faithfulness in Service*] including in my physical and online interactions with children, young people and vulnerable people.
4. In relation to empowering children, young people and vulnerable people, I will:
   4.1. provide a welcoming, inclusive and safe environment for all children, young people and vulnerable people.
   4.2. treat all children, young people and vulnerable people with equity and respect, regardless of race, national or ethnic origin, age, gender, sexual orientation, religion, cultural or indigenous background, socioeconomic status,health, academic ability or social origin.
   4.3. involve children, young people, vulnerable people, parents, guardians, carers and communities in making decisions about activities, policies and processes wherever possible and appropriate.
5. In relation to reporting and responding to concerns about safety, I will:
   5.1. report any reasonable belief that a child or young person is being harmed or is at risk of harm to SA Police (131 444), to the Child Abuse Report Line (13 14 78) and to the Professional Standards Director (1800 135 246).
   5.2. support children, young people and their families after such a report has been made by referring them to the minister in charge of the setting or to an appropriate support service in the community.
   5.3. seek advice from the Professional Standards Director regarding my reporting obligations if I have any concerns about the safety of a child or young person or the risk of harm to a child or young person.

5.4. raise concerns with a leader in my church setting or the safe ministry coordinator in my parish or ministry setting if risks to safety of children or young people are identified in any of the activities, facilities, structures, procedures or staffing in my parish or ministry setting.
5.5. immediately disclose to the Professional Standards Director any information about criminal charges or convictions involving harm or abuse to children, young people or vulnerable people, including those made against myself.
5.6. disclose any other information relevant to screening to the Professional Standards Director.
5.7. participate fully in the Diocese's grievance and misconduct processes.

6. In relation to online communication, I will:
   6.1. before engaging in online communication with children or young people, obtain written consent from parents/ guardians/ carers for online communication with their children and young people.
   6.2. ensure another adult who has completed diocesan safe ministry screening is included in any online conversation
   6.3. consider whether words and actions are appropriate.
   6.4. record information (including times, dates, participants, topics and any proposed actions) of online communications.
   6.5. comply with protocols for safe online communication with children.
7. In relation to risk management and mitigation, I will:
   7.1. identify and mitigate risks to children, young people and vulnerable people in both the physical and online environment according to the role/s I perform.
   7.2. ensure an environment exists where children, young people and vulnerable people feel comfortable to point out attitudes or behaviour they do not like or that make them feel unsafe, including violence and abuse, racism and discrimination.
8. In relation to legal, moral and pastoral obligations, I will:
   8.1. comply with all applicable legislation (federal, state and church) concerning safety of children, young people and vulnerable people.
   8.2. respectfully challenge others behaviour when that behaviour is unsafe or may be in breach of the diocesan code of conduct [*Faithfulness in Service*].
   8.3. respond to reasonable directions and requests from my church minister and/or supervisor and the Diocese.
   8.4. complete safe ministry clearance checks and attend training as required.
   8.5. work with children only if I have a current Not Prohibited "Working With Children Check" from the Department of Human Services (SA).
9. In my ministry to children and young people, I will not:
   9.1. engage in behaviour, in person or online, that is intended or likely to bully, shame, humiliate, belittle, discriminate against or degrade a child or young person.
   9.2. use offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child or young person.
   9.3. hit, physically assault or otherwise abuse or harm a child or young person.
   9.4. engage in physical discipline of a child or young person.
   9.5. engage in any conduct that constitutes grooming for sexual contact with a child or young person or their family.
   9.6. initiate unnecessary physical contact with a child or young person or do things of a personal nature that a child or young person can do for themselves.
   9.7. engage in any form of sexual contact with a child or young person or contact that may be perceived as of a sexual nature.
   9.8. condone or encourage the use of alcohol or illegal drugs by a child or young person, except wine in the context of Holy Communion.
   9.9. participate in behaviour with a child or young person that is illegal or unsafe.
   9.10. use any technology to exploit, harass, sexually abuse or groom a child or young person.
   9.11. unless unavoidable, be alone in a motor vehicle with a child or young person. If unavoidable, I will immediately inform another adult who has completed diocesan safe ministry screening and give the reason.