



Safe Ministry Policy & Information Manual

Current as of March 2024



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Introduction

This manual provides the policies, guidelines and codes of conduct for Safe Ministry in the Anglican Diocese of Melbourne (ADOM). St Aidan's Anglican Church Strathmore has adopted a policy of complying with the legislation, policies, and codes of conduct of the Anglican Diocese of Melbourne, the Victorian State Government, and the General Synod of the Anglican Church of Australia.

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See also: Parish Policy and Statements Manual 2024

Further Information

Information and queries regarding these policies and statements can be made to the Vicar or the Parish Safe Ministry Officer.

Reverend Glen Wesley

Vicar – St Aidan's Anglican Church
0429 146 566
glen@staidans.or.au

Parish Safe Ministry Officer

Joy Symon
safeministry@staidans.org.au



Acknowledgement of Country

We acknowledge the Wurundjeri Woi-wurrung People of the Kulin Nation as the traditional custodians of the Melbourne region in which St Aidan's is located, and we respect the spiritual relationship they have with their country. We pay our respects to all elders, past, present, and those to come. We acknowledge that their cultural beliefs, authority, and wisdom, are still important to the Wurundjeri people today.

Important Information

Immediate Danger

If you know that someone is in immediate danger, please call the Victorian Police:

000

For Non-urgent reports call 131 444

Child & Young Person's Safety

Department of Families & Children

You should make a report to Child Protection if you have formed a reasonable belief that a child has suffered or is likely to suffer significant harm as a result of abuse or neglect and their parent has not or is unlikely to protect them from harm of that type.

dffh.vic.gov.au or [13 12 78](tel:131278)

Commission for Children & Young People

The CCYP is the government body responsible for the safety of children & young people in Victoria, and the Reportable Conduct Scheme. You may be advised to contact them to report misconduct.

ccyp.vic.gov.au or [1300 78 29 78](tel:1300782978)

Speaking Out is Important

Everyone has the right and responsibility to speak out about abuse. Abuse and harm can take many forms: bullying, emotional and psychological abuse, harassment, neglect, physical abuse, family violence, sexual abuse, spiritual abuse and grooming.

The Diocese of Melbourne has appointed Kooyoora Ltd to respond to all complaints of misconduct by clergy or Church workers.

You can also speak with them to obtain independent advice.

It is important to know that you are free to bypass the parish to speak with Kooyoora, especially if you need to make a complaint about parish church worker or minister.

Contacting Kooyoora

1800 135 246 | kooyoora.org.au

Help with Violence

Everyone has the right to safety. If you do not feel safe at home, or something just isn't right, speak with our parish priest or one of these agencies.

Safe Steps

Safe Steps is a 24/7 family violence help line. They can assist you in finding the right assistance safely. They can be contacted via the parish phone if you don't feel safe doing so from home or your own phone.

1800 015 188 | safesteps@safesteps.org.au

Parish Accountability

Vicar - Rev Glen Wesley

0429 146 566 | glen@staidans.org.au

Child Safe Officer - Joy Seymon

safeministry@staidans.org.au

Wardens

Christina Spurrell - chrissie@staidans.org.au

Joy Seymon - joy@staidans.org.au

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Commitment to Safety and Welfare

Written by: Rev Glen Wesley	Adopted: February 27, 2024
Type: Policy	Next Review: February 2026

Introduction

At St Aidan's, we firmly believe that everyone deserves to be emotionally and physically safe, respected, and have their opinions valued. We understand our spiritual, moral, and civic responsibility to make St Aidan's a secure place. The Bible consistently highlights the protection and care for the vulnerable, a principle we uphold seriously.

Australia's laws mandate people's safety, and as a parish, we are dedicated to adhering to all relevant national, state, and diocesan policies and legislation. Our commitment to safety and wellbeing is unwavering, with a zero-tolerance policy towards any form of violence. We ensure there are safe, confidential channels for anyone to voice concerns or issues.

Right Action

Everyone engaged in ministry at St Aidan's, including our office bearers and leadership team, is screened and trained to recognise and respond to situations that put our members and community at risk. And we take appropriate and right action. This includes:

- Ensuring the safety of children and young people
- Recognising and responding to family and domestic violence, including our elders
- Recognising and responding to bullying and abuse of power
- Reporting all violence to appropriate authorities
- Working to end violence towards all people.
- Ensuring the health and safety of everyone who uses our church and facilities.

Regulatory Commitment

The Parish of St Aidan's commits to complying with the following legislation, policies, and codes of conduct of the Anglican Diocese of Melbourne, the Victorian State Government, and the General Synod of the Anglican Church of Australia. This includes:

- Victorian Legislation and Regulation
 - Child Safe Standards (Commission for Children and Young People)
 - Children, Youth and Family Act 2005 (Vic)
 - Child Wellbeing and Safety Act 2005 (Vic)

- Crimes Act 1958
- Anglican Diocese of Melbourne
 - Faithfulness in Service (code of conduct for clergy and church workers)
 - Code of Conduct for Child Safety and Wellbeing
 - Safe Ministry Policy
 - Child Safety and Wellbeing Policy
 - Child Safety and Wellbeing Reporting Procedure
- General Synod of the Anglican Church of Australia
 - Safe Ministry to Children Canon

Contact

Information regarding this policy or your information can be directed to the parish Vicar or the Wardens.

Reverend Glen Wesley

Vicar – St Aidan’s Anglican Church

0429 146 566

glen@staidans.or.au

The Parish and Vicar’s Wardens

wardens@staidans.org.au



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Safe Ministry Policy

Approved by Archbishop in Council
under section 14 of Professional Standards Uniform Act 2016

Version 2.0, updated April 2023



Making the Word of God fully known

Safe Ministry Policy

Policy:	Safe Ministry Policy
Prepared by:	Registry – Safeguarding
Approved by:	Archbishop in Council
Responsibility of:	Archbishop in Council
Version number:	2.0
Date of version	April 2023
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1. Purpose

This policy expresses the Anglican Diocese of Melbourne’s commitment to safe ministry to fulfil the Church’s biblical, pastoral, legal and moral responsibilities, with the goal that all our ministries are spiritually, emotionally and physically safe.

This policy guides our behaviour and provides the foundation for ministry, programs and activities that are run in safe environments. In the Bible, we are given this command: “Love the Lord your God with all your heart, soul, mind and strength; and love your neighbour as yourself” (Deut 6:5, Matt 22:37, Luke 10:27). God calls us to love and minister to vulnerable and marginalised people – these are people who need special care, protection and support.

The Diocese is committed to promoting and protecting the health, safety and wellbeing of all people. The Diocese has zero tolerance for abuse and harm, and builds and maintains safe ministries by:

- Maintaining a clear and robust child safety framework.
- 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 built on Scripture.
- Minimising the risk of misconduct, including harassment (such as racism and discrimination) 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 in St Paul’s Cathedral, parishes and Authorised Anglican Congregations (‘AACs’).

This policy should be read in accordance with the Child Safety and Wellbeing Policy, the Child Safety Policy for Children, the Code of Conduct for Child Safety and Wellbeing, and the Child Safety and Wellbeing Reporting Procedure, which address our commitment to child safety and wellbeing, and the responsibilities and procedures for safe ministry in relation to children and young people. To the extent of any inconsistency, the Child Safety and Wellbeing Policy, the Child Safety Policy for Children, and Code of Conduct for Child Safety and Wellbeing will prevail.

3. Policy Statements

As a Diocese, we are committed to the spiritual, emotional and physical safety and well-being of all people participating in the life and ministries of our Church:

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, programs and activities.
2. We acknowledge the need for sensitivity to, and consideration of all people of Aboriginal and Torres Strait Islander background,
3. We acknowledge the need for sensitivity to, and consideration of, all people of culturally and/or linguistically diverse backgrounds, and any person with a disability.
4. We commit ourselves to the wellbeing of all people through our acts, regulations, codes of conduct, policies, guidelines, procedures and related safe ministry documentation, which includes:
 - i) 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 faith and a connection with God and others.
 - ii) Safe and effective recruitment, training, supervision, support and resourcing.
 - iii) Appropriate and timely responses to all complaints of alleged misconduct and all other grievances.
 - iv) Pastoral care in responding to those who have been abused or harmed.
 - v) Safe and appropriate ministry to persons of concern.
5. We acknowledge the role of children, parents, guardians and the community in creating a culture of child safety and will actively engage with children and their parents, guardians and the wider community, inviting open communication and feedback.
6. We acknowledge the shared responsibility of the whole community for child safety and wellbeing, including parents, guardians and people in roles, offices and positions within the Church. As such, we will actively promote the role of parents, guardians and the wider community in the shared responsibility for child safety.
7. We are committed to thorough and effective governance for safe ministry to children and all vulnerable people at the Diocesan and parish level.
8. We will engage in continuous improvement of our acts, regulations, codes of conduct, policies, guidelines, procedures and related safe ministry documentation.
9. We will comply with all relevant secular legislation.

4. Roles & Responsibilities

All people in roles, offices and positions within the Church:

- Must take all reasonable and practicable steps to prevent or avoid risks of any abuse, racism, discrimination or harm, to members of the Church and the wider community arising from their involvement in any ministry.
- Must agree to adhere to acts, regulations, codes of conduct, policies, guidelines, procedures and related safe ministry documentation of the Diocese.
- Must take part in required screening, training and supervision for their role.

Clergy and the Parish Council must ensure that, as far as is reasonably practicable, the parish or AAC complies with the *Occupational Health and Safety Act 2004* (Victoria) and the Diocesan Occupational Health and Safety Policy.

“People in religious ministry” are mandatory reporters in Victoria (see [Mandatory Reporting for people in religious ministry factsheet](#)).

5. Specific roles under this Policy

The Archbishop:

- Is the Head of Entity for the Anglican Diocese of Melbourne for the Reportable Conduct Scheme matters under the *Child Wellbeing and Safety Act 2005* (Victoria).
- Is the Church authority for defined matters under the *Professional Standards Uniform Act 2016* (Anglican Diocese of Melbourne).
- Licenses and appoints clergy and lay ministers.

Archbishop in Council:

- Acts (with Kooyoora) as the Safe Ministry Authority of the Diocese under the *Safe Ministry to Children Canon 2007* of General Synod.
- Is the Church authority for defined matters under the *Professional Standards Uniform Act 2016* (Anglican Diocese of Melbourne).
- Approve this policy, the Child Safety and Wellbeing Policy, the Child Safety and Wellbeing Reporting Procedure, Code of Conduct for Child Safety and Wellbeing, and related safe ministry and child safety documentation for the Diocese.
- Oversees safe ministry governance bodies and resources.
- Oversees the implementation of this policy and related safe ministry documentation.
- Ensures office holders have adequate resources to carry out this policy and related safe ministry documentation.
- Approves, through the Governance and Nominations Committee, membership of the Safe Ministry Reference Group.

Assistant Bishops

- Support parishes to resolve misunderstandings and conflicts.
- Report, if it has not occurred already, all concerns in relation to risk of harm and any known persons of concern to Kooyoora.

Safe Ministry Reference Group:

- Provides an expert resource to the Archbishop and the Archbishop in Council on safe ministry to children and other vulnerable persons in parishes and AACs.
- Supports parishes and AACs to adhere to acts, regulations, codes of conduct, policies, guidelines, procedures and related safe ministry and child safety documentation of the Diocese.

Diocesan Safe Ministry and Inclusion Officer:

- Coordinates the development and implementation of this policy and related safe ministry and child safety documentation.
- Builds relationships with internal and external stakeholders, conducts risk assessments, advocates for cultural change, offers advice, and promotes safe ministry compliance and good practice across the Diocese.
- Oversees the delivery of safe ministry training across the Diocese.

Kooyoora Ltd:

- Promotes knowledge, understanding and observance of codes of conduct and child safety documentation in the Diocese.
- Implements and monitors reportable conduct, persons of concern, and the National Register Canon.
- Manages and administers clearances for clergy and lay people.
- Manages complaints and investigations of alleged misconduct, including making determinations and recommendations to the Church authority.
- Appoints members to professional standards' bodies to support safe ministry.
- Manages the Kooyoora Independent Redress Scheme and supports the Diocese's response to applications for redress under the National Redress Scheme.

Director of Episcopal Standards

- Manages complaints and investigations of alleged misconduct in relation to the Archbishop.

Clergy:

- Appoint people to roles, offices and positions, subject to obtaining any relevant safe ministry clearances.
- Implement, with parish councils, this policy and related safe ministry and child safety documentation within their parish or AAC.
- In the case of a Vicar, acting with the churchwardens, is the Church authority for persons of concern under the *Professional Standards Uniform Act 2016* (Anglican Diocese of Melbourne).

- Report, if it has not occurred already, all concerns in relation to risk of harm and any known persons of concern to Kooyoora.

Parish Council:

- Appoints a child safety officer in the parish or AAC, ensuring the Diocese is made aware of this appointment and given contact details.
- Implements, with clergy, this policy and related safe ministry and child safety documentation within their parish or AAC.
- Considers safe ministry and child safety as a standing item at parish council meetings.
- Ensures there is a clear link to this policy and related safe ministry and child safety documentation on the parish or AAC's website.
- In the case of churchwardens, acting with the Vicar, is the Church authority for persons of concern under the *Professional Standards Uniform Act 2016* (Anglican Diocese of Melbourne).

Authorised Stipendiary/Honorary Lay Minister (ASLM / ALHM):

- Reports, if it has not occurred already, all concerns in relation to risk of harm and any known persons of concern to Kooyoora.
- Works with the Parish Child Safe Officer and Clergy in the implementation this policy and related safe ministry documentation within their parish or AAC.

Parish Child Safety Officer

- Oversees child safety and wellbeing in the implementation of the Child Safety and Wellbeing Policy, the Child Safety Policy for Children, the Code of Conduct for Child Safety and Wellbeing, the Child Safety and Wellbeing Reporting Procedure and related safe ministry and child safety documentation, including by keeping records for screening, training and risk management in the parish or AAC.
- Acts as the primary contact person for child safety in the parish or AAC.

6. Resources, procedures and fact sheets for policy implementation published on the Diocesan website

- [Child Safety and Wellbeing Policy](#)
- [Child Safety Policy for Children](#)
- [Code of Conduct for Child Safety & Wellbeing](#)
- [Child Safety and Wellbeing Reporting Procedure](#)
- [Workplace Diversity and Inclusion Policy](#)
- [Clearance for Ministry information](#)
- [Clearance for Service information](#)
- [Kooyoora reporting guidelines](#)
- [Protocol for responding to complaints of misconduct](#)
- [Mandatory reporting fact sheet](#)
- [Person of Concern Protocol](#)
- [OHS resources for parishes](#)
- [Occupational Health and Safety Policy](#)
- [Risk Management Procedure](#)
- [Safe Ministry Toolbox](#) - fact sheets, forms and resources
- [Protecting God's Children booklet](#)
- [Family Violence policy, procedures and guidelines for church workers](#)
- [Reporting concerns related to the Archbishop](#)

7. General Synod and Diocesan legislation, regulations and other documents

- [Professional Standards Uniform Act 2016](#)
- [Professional Standards Uniform Regulations 2017](#)
- [National Register Canon 2007](#)
- [Safe Ministry to Children Canon 2017](#)
- [Safe Ministry Training Benchmarks](#)
- [Faithfulness in Service](#)
- [Charter for the Safety of People within the Churches of the Anglican Communion](#)
- [Persons of Concern Policy – Guidelines for Implementation June 2017](#)

8. Victorian legislation and other documents

- [Equal Opportunity Act 2010 \(Vic\)](#)
- [Wrongs Act 1958](#)
- [Worker Screening Act 2020](#)
- [Crimes Act 1958](#)
 - [Failure to Protect](#)
 - [Failure to Disclose](#)
 - [Grooming Offence](#)
- [Privacy Act 1988 \(Cth\)](#)
- [Children, Youth and Families Act 2005](#)
- [Child Wellbeing and Safety Act 2005](#)
 - [Child Safe Standards](#)
 - [Reportable Conduct Scheme](#)
- [Occupational Health and Safety Act 2004](#)
- [Change or Suppression \(Conversion\) Practices Prohibition Act 2021 \(Vic\)](#)

9. Definitions and Terminology

Abuse: means bullying, emotional abuse, harassment, physical abuse, neglect, sexual abuse or spiritual (see section 3 of the *Professional Standards Uniform Act 2016* (Anglican Diocese of Melbourne)).

Child, children or young person: means anyone under the age of 18 years, unless otherwise defined by law or noted in the Child Safety and Wellbeing Policy.

Abuse or harm: means conduct towards, against, with or in the presence of a person, or threatening to engage in such conduct which includes: bullying, emotional and psychological abuse, harassment, neglect, physical abuse, family violence, sexual abuse, spiritual abuse and grooming.

Clergy: means collectively all clerks resident in the Diocese or licensed by the Archbishop.

Diocese: the Anglican Diocese of Melbourne.

Director of Episcopal Standards: has the meaning in Part 7 of the Episcopal Standards Act 2015.

Discrimination: has the meaning in Part 2 of the *Equal Opportunity Act 2010* (Vic).

Misconduct: has the meaning in section 5 of the *Professional Standards Uniform Act 2016* (Anglican Diocese of Melbourne).

Racism: means discrimination on the basis of a person's race, as defined in the *Equal Opportunity Act 2010* (Vic).

Safe Ministry Reference Group: a reference group to ensure policy, procedures and guidelines are maintained and reviewed, and to provide advice and recommendations to Archbishop in Council.

Parish Child Safety Officer: a person responsible for child safety communication and administration in a parish under this policy. This person is the local contact for the diocesan safe ministry staff. It is a role that may be undertaken by a member of parish council or someone appointed by the parish council.

10. Review and Improvement

The Safe Ministry Reference Committee is responsible for reviewing this policy every second year and for making any recommendations for amendments to the Archbishop in Council. The review process will provide an opportunity for the Church community to contribute.

A review may also occur if any incident arises that breaches this policy. The review will suggest any amendments to ensure the policy remains relevant, accessible and effective.



ANGLICAN
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Child Safety & Wellbeing Policy

Approved by Archbishop in Council

Version 1.0, updated April 2023



1. Introduction

- 1.1 The Anglican Diocese of Melbourne (**ADOM**) is committed to promoting and protecting the interests, safety and wellbeing of all children and young people. ADOM's commitment to child safe ministry has strong theological foundations. It is part of our commitment to enacting God's command to love our neighbour (Deut 6:5, Matt 22:37, Luke 10:27), and our pastoral, biblical, legal and moral responsibilities. The Archbishop of Melbourne (**Archbishop**) and all Church Workers and Contractors within ADOM are responsible for providing a supportive and safe environment where every child and young person has a place, a voice and their story is known and respected.
- 1.2 ADOM has no tolerance for child abuse and harm to children and young people.
- 1.3 The Child Safety and Wellbeing Policy (**Policy**) has been drafted with input from the ADOM community, including children and families, and approved by the Archbishop in Council.
- 1.4 If any person believes a child is at immediate risk of abuse or serious harm, telephone 000 and ask to speak to Victoria Police.

2. Purpose

- 2.1 The purpose of this Policy is to:
 - (a) set out controls and procedures for identifying and preventing child abuse or harm, and detecting it when it occurs in the ADOM environment, at Diocese and Parish levels;
 - (b) promote a culture of child empowerment, safety and wellbeing including by ensuring that physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed;
 - (c) ensure everyone is aware of their responsibilities in relation to preventing, identifying, responding to and reporting child abuse and harm, and the risk of child abuse and harm;
 - (d) ensure all complaints, concerns and safety incidents are reported and documented as required by the Parish Records Guidelines so that they can be analysed to identify causes and systemic failures and inform continuous improvement;
 - (e) provide a culturally safe and inclusive environment for the diverse needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children who are unable to live at home, and children who are vulnerable; and
 - (f) provide a clear statement of "no tolerance" for child abuse and assure that complaints of child abuse and harm will be taken seriously, reported, properly investigated, and responded to with the child's best interests.

- 2.2 The Policy forms the foundation of ADOM's procedures, practices, decision-making processes and ultimately ADOM's culture with respect to child safety and wellbeing.
- 2.3 This Policy incorporates the guidelines set out in the following sections of "Faithfulness in Service", a code adopted by the General Synod of the Anglican Church of Australia:
- (a) section 3 (Putting this Code into Practice) so far as they relate to section 5 (Children), and
 - (b) section 5 (Children).

3. Scope

- 3.1 This Policy applies to:
- (a) all Church Workers;
 - (b) the Archbishop of Melbourne (**Archbishop**);
 - (c) third party contractors engaged by ADOM to work with children (**Contractors**);
 - (d) members of ADOM Parishes;
 - (e) Members of MADC; and
 - (f) Kooyoora Ltd (**Kooyoora**),
- who must comply with this Policy and the Procedure.
- 3.2 This Policy applies in all ADOM environments and all interactions with children and young people including:
- (a) physical contact;
 - (b) face to face contact;
 - (c) contact by written, oral or electronic communication (including post, telephone, email and social media).
- 3.3 Other key terms in this Policy are set out at section 20 of this Policy.

4. Guiding Principles

- 4.1 This Policy is based on the following guiding principles:
- (a) all children have a right to feel and be safe within the ADOM environment, and to be protected from abuse and neglect;
 - (b) the views of the Child and a child's rights to safety, information, participation, privacy, social connections and learning opportunities must be respected; and
 - (c) all children and young people have equal rights to protection from abuse and harm, and to special care and support, regardless of their

gender, race, religious beliefs, age, disability, sexual orientation, or family or social background,

5. Recognising Child Abuse

5.1 Some examples of child abuse are set out below.

Type of child abuse	More details and examples
Sexual offence or grooming	Harassment. Encouraging a child to engage in, or be involved in, sexual activity. Encouraging sexual touching.
Physical abuse or family violence	See indicators of harm at 5.2 below.
Emotional or psychological harm	When a child has suffered or is likely to suffer emotional or psychological harm that causes the child's emotional or intellectual development to be or likely to be, significantly damaged and the child's parents have not protected, or are unlikely to protect, the child from harm.
Neglect	Neglect is an omission of proper care. Harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.
Spiritual abuse	Using faith, religion or spiritual beliefs to control, coerce or abuse a child. This may include public shaming or humiliation, or threats of spiritual consequences for certain behaviours. This may present as intense guilt, anxiety, or fear of Church authority figures.
Bullying or harassment	Behaviour or language that demeans, humiliates, offends or embarrasses a child. Bullying involves repeated behaviour that causes fear, distress, harm or undue pressure.

5.2 Indicators of harm can be behavioural or physical. Indicators of harm vary for different types of child abuse and can co-occur with multiple types of child abuse. Examples of indicators of harm include but are not limited to:

Physical or family violence
<ul style="list-style-type: none"> • unexplained bruises, burns, welts, cuts grazes or scratches (or vague or unlikely explanations); • avoiding physical contact, or disproportionate reactions or limited emotion displayed; • unexplained absences;

- wearing clothing that is unsuitable for the weather conditions (to hide injuries);
- abuse of drugs or alcohol, self-harm or suicide attempts;
- showing high anxiety or stress;
- poor self-image or low self-esteem;
- being aggressive, demanding or attention-seeking.

Sexual offences

- signs of pain, itching or discomfort in the genital or rectal area;
- sexualised behaviours;
- withdrawal, low self-esteem, suicidal ideation, self-harm;
- visible signs of psychological diagnoses including anxiety and depression;
- presence of sexually transmitted diseases;
- frequent urinary tract infections;
- pregnancy (actual or suspected);
- self-harm;
- showing age-inappropriate sexual behaviour or knowledge;
- inappropriate displays of affection;
- sudden fears of specific places or particular adults;
- obsessive and compulsive washing;
- complaining of headaches, stomach pains or nausea;
- sleeping difficulties;
- poor self-care or personal hygiene;
- regressive behaviours such as bedwetting and speech loss;
- abuse of drugs or alcohol, self-harm or suicide attempts.

Emotional or psychological harm

- delays in emotional, mental or physical development;
- speech impairments such as stuttering or being selectively mute;
- rocking, thumb-sucking or other infant-like behaviours;
- eating disorders;
- showing high anxiety or stress;
- poor self-image or low self-esteem;
- being aggressive, demanding or attention-seeking;
- compulsive lying or stealing;
- unexplained mood swings or depression;
- poor social and interpersonal skills;
- abuse of drugs or alcohol, self-harm or suicide attempt.

Neglect

- frequent hunger, or stealing or begging for food;
- poor hygiene;
- lack of suitable clothing;
- refusal or reluctance to go home;
- looking dirty and unwashed;

- unattended health problems;
- looking pale and weak;
- aggressive or self-destructive behaviour;
- involvement in criminal activity;
- limited positive interaction with parents, carers or guardians;
- abuse of drugs or alcohol.

6. Responsibilities

6.1 The safety of children and young people is everyone's responsibility.

The Archbishop

6.2 The Archbishop is the Head of Entity of the Anglican Diocese of Melbourne for the purposes of the Reportable Conduct Scheme under the *Child Wellbeing and Safety Act 2005* (Victoria).

6.3 The Archbishop is responsible for:

- (a) managing and overseeing the response and investigation of reports of child abuse and harm to children and young people, including making reports and adhering to obligations under the Reportable Conduct Scheme;
- (b) preventing, identifying and mitigating child safety risks, including the risk of child abuse and harm, within all ADOM environments;
- (c) ensuring all people covered by this Policy are aware of this Policy, Procedure, the Code of Conduct for Child Safety and Wellbeing, and overall child safety obligations, including the obligation to report suspected child abuse or harm;
- (d) ensuring appropriate policies and procedures are in place and reviewed and updated every two years and after every child safety incident, including effective internal control systems for the detection of child abuse and harm and risks of significant harm to children;
- (e) ensuring that Church Workers and Contractors are provided with support to meet their child safety obligations; and
- (f) monitoring compliance with this Policy, Procedure and Code of Conduct for Child Safety and Wellbeing.

Archbishop in Council

6.4 ADOM, via the Archbishop in Council, is responsible for the detection and prevention of child abuse and complying with the Victorian Child Safe Standards.

6.5 These responsibilities include:

- (a) ensuring child safety and wellbeing is embedded in leadership, governance and culture;

- (b) ensuring appropriate and effective internal control systems are in place, including processes to respond to risks, complaints, concerns, disclosures, with regular reviews and evaluation of child safety and wellbeing policies, procedures and practices after any significant child safety incident or at least every two years;
- (c) with Kooyoora, ensuring complaints, concerns and safety incidents are analysed to identify causes and systemic failures, and inform improvement;
- (d) implementing policies, procedures and codes of conduct to ensure Church Workers and Contractors know how to protect and prevent child abuse, and report it when it occurs or is suspected;
- (e) embedding a culture of child safety and wellbeing that promotes the identification and mitigation of risks; and
- (f) monitoring ADOM's overall compliance with its child safety policies, procedures and practices.

The Safe Ministry Reference Group

- 6.6 The Safe Ministry Reference Group provides consultation and advice to the Archbishop and the Archbishop in Council on safe ministry to children.
- 6.7 The Safe Ministry Reference Group also provides advice and support to parishes in relation to the implementation of child safety policies and procedures.

Diocesan Safe Ministry and Inclusion Officer

- 6.8 The Diocesan Safe Ministry and Inclusion Officer manages the development and implementation of this Policy and related safe ministry and child safety documentation.
- 6.9 The Diocesan Safe Ministry and Inclusion Officer is responsible for:
 - (a) conducting child safety risk assessments,
 - (b) overseeing the delivery of child safety training, and
 - (c) promoting child safety practices across the Diocese.

Kooyoora Ltd

- 6.10 Kooyoora is the independent complaints handling and investigations agency engaged by ADOM. Kooyoora is responsible for:
 - (a) ensuring it complies with all its obligations under the *Professional Standards Uniform Act 2016*;
 - (b) promoting knowledge, understanding and compliance with codes of conduct in the Diocese, including the Code of Conduct for Child Safety and Wellbeing;
 - (c) implementing and monitoring procedures related to reportable conduct, persons of concern, and the National Register Canon;

- (d) managing and administering clearances;
- (e) managing complaints and investigations of child safety concerns in relation to Church Workers and Contractors;
- (f) managing the Kooyoora Independent Redress Scheme and supporting the Diocese's response to applications for redress under the National Redress Scheme.

Director of Episcopal Standards

6.11 The Director of Episcopal Standards is responsible for managing complaints and investigations of child safety concerns in relation to the Archbishop.

Responsibilities of Parish leadership (Clergy and Parish Council):

6.12 Parish leaders are responsible for:

- (a) taking all practical measures to ensure this Policy and the Code of Conduct for Child Safety and Wellbeing are implemented effectively and that a child safe culture is maintained in all ADOM environments;
- (b) appointing Parish Child Safety Officers and ensuring that ADOM is made aware of the appointment;
- (c) considering child safety at all Parish Council meetings;
- (d) ensuring that the ADOM child safety policies and procedures, including this policy, are clearly linked on the Parish website;
- (e) ensuring Church Workers and Contractors engaged in child-connected work receive training and information on child safety consistent with this Policy;
- (f) consulting with Parish communities, including children and young people, about child safety;
- (g) ensuring all adults in Parish community are aware of their obligation to report suspected child abuse and harm, or risk of child abuse and harm;
- (h) assuring ADOM that key identified risks have been appropriately assessed, managed and reported (including risk treatments);
- (i) managing the reporting of any misconduct, inappropriate behaviour or suspected abuse pursuant to the Procedure; and
- (j) being familiar with the types of abuse and harm which might occur within their area of responsibility and being alert to any indicators of risk or harm.

Parish Child Safety Officers

6.13 Parish Child Safety Officers (**CSOs**). CSOs are nominated by a Parish leader in each Parish and receive additional specialised training about child safety issues. They are the first point of contact for raising child safety concerns within ADOM.

6.14 CSOs are responsible for:

- (a) championing child safety within their Parish community;
- (b) reporting any risks to child safety to Kooyoora and, where required, the relevant authorities;
- (c) organising responses to child safety and wellbeing incidents;
- (d) responding to a concern or complaint of child abuse as soon as possible, and ensuring they are taken seriously;
- (e) supporting all people covered by this Policy and others in the community to maintain a child safe environment, including by listening, discussing and clarifying issues in relation to child safety.

People covered by this Policy

6.15 All people covered by this Policy have a responsibility to prevent, identify and reduce risks related to child safety and wellbeing, and must:

- (a) promote child safety and wellbeing at all times, and provide a safe environment for children and young people;
- (b) read and comply with this Policy and the Code of Conduct for Child Safety and Wellbeing;
- (c) respond to all reports, allegations, complaints, concerns and disclosures of child abuse and harm, or a risk of child abuse or harm, seriously, in a child-focused manner, with sensitivity and professionalism;
- (d) report any concerns about actual, suspected or risk of child abuse or harm or any actual or suspected breach of this Policy as soon as possible in accordance with this Policy, the Procedure and the *Professional Standards Uniform Act 2016*;
- (e) cooperate fully with any investigation conducted by ADOM, DFFH, Victoria Police, law enforcement authorities, regulators, CCYP, or an investigator pursuant to the Reportable Conduct Scheme.

7. Risk Management and Prevention

7.1 To reduce and prevent risks in the ADOM environment, ADOM:

- (a) conducts Child Safety Risk Assessments to consider risks of specific activities by ADOM, and the characteristics of children and young people expected to be present in that environment;
- (b) regularly reviews risks, and monitors and evaluates the implementation of the risk controls, including after a critical incident to assess systemic issues;
- (c) requires all people covered by this Policy to comply with this Policy and the Procedure;

- (d) requires Church Workers, Contractors and the Archbishop to comply with the Code of Conduct for Child Safety and Wellbeing, the Safe Ministry Policy, and Faithfulness in Service;
 - (e) makes child safety and wellbeing a part of its overall risk management strategy, including in its recruitment, screening and performance management; and
 - (f) ensures people working with children regularly receive appropriate training and guidance.
- 7.2 Child safety is considered at all meetings of the Archbishop in Council, Parish Council, and Safe Ministry Reference Group, so that risks, strategies and child safety policies, procedures and practices are regularly reviewed.
- 7.3 Church Workers, Contractors and the Archbishop must identify and minimise all potential safety risks before organising any activity with children. This includes by:
- (a) where relevant, developing and documenting a risk management plan which includes contact details (e.g. emergency services and specialised help);
 - (b) making sure that a first aid kit appropriate to the activity is available and that at least one adult present has first aid training;
 - (c) ensuring that prescription medications are only administered with the consent of a parent or guardian, except in the case of an emergency;
 - (d) obtaining information from parents or guardians about the particular physical and mental health or safety needs of children, so that appropriate supports can be provided;
 - (e) ensuring the individual needs and circumstances of all children are considered. This requires assessing activities to ensure that materials are age-appropriate and suitable for children (i.e. by considering the suitability for the youngest child present in the group);
 - (f) ensuring that activities take place in a safe and open or observable place.

8. Recruitment and ongoing suitability

- 8.1 ADOM ensures people working with children are suitable to work with children by:
- (a) screening individuals who work with children to ensure that they have a valid Working with Children Clearance in accordance with the Clearance for Service Policy and/or the Worker Screening Act 2020 (Vic);
 - (b) identifying and recruiting safe and suitable candidates who share ADOM's values and commitment to protect children and young people. If any person poses a risk of harm to children, ADOM will prevent them from working or continuing to work at ADOM.

- 8.2 When engaging or using external service providers (such as a speaker for a camp), Parish Leadership or responsible Church Workers or Contractors must:
- (a) make reasonable enquiries as to whether they have been screened for suitability for working with children;
 - (b) ensure that they are only used in a supporting capacity ; and
 - (c) wherever practicable, ensure that they are not left alone with any child.
- 8.3 In all decisions about recruiting Church Workers or Contractors or engaging external providers, the safety and wellbeing of children and young people is the priority.

9. Training

- 9.1 ADOM provides Church Workers, Contractors and the Archbishop with appropriate guidance and training about:
- (a) this Policy, the Code of Conduct for Child Safety and Wellbeing, and ADOM's procedures for responding to complaints or concerns relating to child abuse and harm;
 - (b) child abuse and harm risks in the ADOM environment, including recognising indicators of harm (including harm caused by other children and young people), and identifying and preventing child safety risks without compromising a child's right to privacy, access to information, or social connections;
 - (c) responding effectively to child safety and wellbeing issues and supporting other people covered by this Policy who disclose harm or risk of harm;
 - (d) how to build culturally safe environments for children and young people;
 - (e) individual and shared obligations and responsibilities for managing the risk of child abuse and harm, including reporting obligations and offences, and information sharing and recordkeeping obligations.
- 9.2 The Archbishop in Council, and the Safe Ministry Reference Group regularly receive information and training about:
- (a) child abuse risks in the ADOM environment;
 - (b) individual and shared obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse and harm;
 - (c) child safety and wellbeing risks in the ADOM environment; and
 - (d) ADOM's child safety policies, procedures and practices.

10. Family Engagement and Communication

- 10.1 To ensure families and communities are informed and involved in promoting child safety and wellbeing and have a say in developing child safety and wellbeing-related policies and practices, ADOM:

- (a) communicates with families, carers and the ADOM community about its child safe approach and seeks feedback; and
 - (b) publishes this Policy, Procedure and the Code of Conduct for Child Safety and Wellbeing and other information on its website so families and the ADOM community are informed about how ADOM operates in relation to child safety and wellbeing.
- 10.2 Any person who holds a significant concern for the wellbeing of a child, or believes on reasonable grounds that a child is in need of protection from child abuse:
- (a) must disclose that information to Victoria Police or DFFH; and
 - (b) must make a report to/inform Kooyoora, and/or tell a CSO.
- 10.3 CSOs can listen, discuss and clarify issues confronting people covered by this Policy in relation to child abuse and harm, and risk of child abuse and harm.
- 10.4 Generally, ADOM includes families in decisions related to child safety and wellbeing that affect their child, but there may be times when ADOM and/or Kooyoora will need to report concerns of child safety to the DFFH or Victoria Police without telling a parent, carer or guardian. For example, there may be concerns that the parent, carer or guardian is involved in the harm. When deciding whether to communicate with parents, carers or guardians about a child safety concern, the safety of children and young people is the most important factor.

11. Empowerment of Children and young people

- 11.1 ADOM empowers children and young people to know their rights and participate in decisions affecting them. In particular, ADOM:
- (a) acknowledges the benefits of involving children in decision making and promotes meaningful participation;
 - (b) acknowledges and appreciates the strengths of diversity of children, including cultural diversity and the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children and young people;
 - (c) acknowledges the rights of children and assists them to make meaningful contributions while balancing the need to provide guidance to them and respecting their independence; and
 - (d) is responsive to the needs of children and encourages feedback.

12. Diversity and Equity for Children and young people

- 12.1 ADOM is committed to providing a culturally safe environment where the diverse and unique identities and experiences of children and young people are respected and valued. ADOM pays particular attention to the needs of children and young people:
- (a) who are Aboriginal and Torres Strait Islander,
 - (b) from culturally and linguistically diverse backgrounds,

- (c) who are unable to live at home,
 - (d) who are lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+); and
 - (e) with disability.
- 12.2 ADOM is committed to complying with anti-discrimination laws and preventing the harm of discriminatory conduct. ADOM will not tolerate racism or prejudice on the basis of a child's identity.
- 12.3 ADOM provides information to children and young people about child safety and wellbeing, and their rights. ADOM uses a range of strategies to ensure this information is accessible, easy to understand and age-appropriate. ADOM will consider the cultural, linguistic, accessibility and developmental needs of that child. ADOM also provides information to people covered by this Policy and other members of its community about children's diverse needs and experiences, and how to promote equity and cultural safety.
- 12.4 ADOM will make reasonable changes to support participation by all children and respond to all children's needs.
- 12.5 Church Workers and Contractors should ensure that games or activities for or with children are inclusive of all children and do not inappropriately emphasise gender, physical, intellectual, linguistic or cultural differences.

13. Responding & Reporting

- 13.1 When there are concerns a child is in immediate danger, call Victoria Police on 000.
- 13.2 All people covered by this Policy must follow the Procedure, which sets out when and how they must report:
- (a) breaches of the Policy, Procedure or Code of Conduct for Child Safety and Wellbeing; and
 - (b) actual or suspected child abuse or risk of harm to children.
- 13.3 When ADOM or Kooyoora receives information that a child has been harmed or is at risk of harm, ADOM will respond in a way that is professional, focused on the child, and prioritises the safety of children. ADOM will consider the diverse traits of the children and young people involved.
- 13.4 ADOM understands that talking about matters of a sexual nature may be confronting or upsetting. To promote child safety, ADOM supports open, honest and respectful communication. ADOM will support members of our community to report child safety concerns in a manner they feel comfortable – for example, by speaking with someone of the same gender.
- 13.5 When an allegation is made against Church Worker or Contractor, a CSO or Church Worker will follow the Procedure in consultation with Kooyoora.
- 13.6 When an allegation is made against the Archbishop, a CSO or Church Worker will follow the Procedure in consultation with the Director of Episcopal Standards.

14. Investigations

- 14.1 Kooyoora or the Director of Episcopal Standards, on behalf of ADOM, will appoint an investigator to investigate any allegations of child abuse and harm made against Church Workers, Contractors or the Archbishop. Kooyoora or the Director of Episcopal Standards may also appoint an investigator to investigate misconduct and breaches of the Policy, Procedure or Code of Conduct for Child Safety and Wellbeing.
- 14.2 ADOM, the Director of Episcopal Standards and Kooyoora will cooperate with law enforcement and relevant authorities as required and will not allow an investigation to interfere with investigations by DFFH, Victoria Police or CCYP.
- 14.3 Kooyoora and the Director of Episcopal Standards will make every effort to keep investigations confidential and protect individuals' privacy. However, from time to time, Church Workers, Contractors or members of a Parish community may need to be consulted for the investigation (e.g., to provide witness statements).
- 14.4 Investigations will be conducted in accordance with procedural fairness and ensure the safety and wellbeing of children is the priority.

15. Recordkeeping

- 15.1 Church Workers and Contractors must create and keep records of all complaints, concerns, safety incidents, risks, disclosures, decisions and of all actions taken in relation to a child safety complaint or disclosure.
- 15.2 Church Workers and Contractors must keep and store in a secure place all permission forms and records relating to discipline and meetings with children that do not occur in the presence of other persons.
- 15.3 Parish Leadership must:
 - (a) ensure that records are kept confidential, stored for an indefinite period of time, and accessible only by authorised persons (i.e. password protected where kept electronically or kept separately from any other documents and locked in a secure place when kept in paper form);
 - (b) ensure that a register of attendance of children and leaders and their emergency contact details is kept for each pastoral ministry involving children and included in the Church archives;
 - (c) ensure that a register of screening requirements, clearances and training for people covered by this Policy is kept for each pastoral ministry involving children and included in the Church archives.
- 15.4 When ADOM identifies a risk of child abuse in the ADOM environment, the risk and the actions taken (or that will be taken) to reduce or remove the risk must be recorded. Records must be factual and not based on opinions. Places, times, dates, names of people, behaviours that were observed, and evidence of harm must be recorded.
- 15.5 Incident Reports and all material in relation to the investigation of allegations or concerns will be securely stored by Kooyoora.

16. Privacy

- 16.1 ADOM must handle personal information about individuals (including children, Church Workers and Contractors, and parents and guardians) as required by its Privacy Policy, Parish Records Guidelines and its other legal obligations.
- 16.2 All people covered by this Policy must respect individuals' privacy. Sharing or disclosing information about child abuse and harm must be limited to support the child or comply with reporting obligations and this Policy or Procedure. For example, people covered by this Policy should not discuss child abuse concerns openly where many people are present. Instead, people covered by this Policy should arrange a private time and space to talk to a CSO or Kooyoora.

17. Breaches

- 17.1 If ADOM becomes aware of an actual or suspected breach of this Policy, Procedure or Code of Conduct for Child Safety and Wellbeing, it will take immediate steps to ensure the safety and wellbeing of any child at risk. A breach of this Policy, Procedure or the Code of Conduct for Child Safety and Wellbeing may result in a complaint under the Act.
- 17.2 Suspected breaches will be investigated in accordance with the Policy, Procedure and any relevant legislation (for example, the Reportable Conduct Scheme). The investigation will be child-focused and provide procedural fairness.
- 17.3 At all times and in all decisions relating to a breach or potential breach of this Policy, the Procedure or the Code of Conduct for Child Safety and Wellbeing, the safety of children and young people is most important.

18. Monitoring and Review

- 18.1 ADOM welcomes ideas from all members of the community (including children, young people and families) on ways that it can improve its approach to child safety and wellbeing.
- 18.2 ADOM reviews and evaluates this Policy and Procedure, Code of Conduct for Child Safety and Wellbeing and ADOM's child safety procedures and practices every year as well as after any significant child safety incident, with a full review occurring every two years. This includes evaluating the effectiveness of risk controls.
- 18.3 The Archbishop in Council is responsible for ensuring this review is conducted.

19. Related Policies, Procedures and Legislation

- 19.1 Related policies, procedures and codes of conduct include:
 - (a) Safe Ministry Policy;
 - (b) the Child Safety Policy for Children;
 - (c) Code of Conduct for Child Safety and Wellbeing;
 - (d) the Procedure; and

- (e) Parish Records Guidelines.

19.2 This Policy must be read in conjunction with:

- (a) The *Professional Standards Uniform Act 2016* (Anglican Diocese of Melbourne)
- (b) the law of the Commonwealth and of Victoria.

20. Definitions

20.1 “**ADOM environment**”, means:

- (a) the offices of ADOM;
- (b) the premises of an ADOM Parish or Authorised Anglican Congregation (**AAC**);
- (c) online or virtual ADOM environments (including email, intranet systems, portals, telecommunication, social media software applications, collaboration tools, online services and other online communications); and
- (d) any other locations provided by or connected with ADOM, or through a third-party provider for a child’s use, including, but not limited to, locations used for camps, excursions, activities and events, Sunday School, Youth Groups, and home-based congregation (such as for the purposes of a Bible Study or Prayer Group).

20.2 “**CCYP**” means the Commission for Children and Young People.

20.3 “**Child**” or “**children**” means a child or young person under the age of 18 years, unless otherwise defined by law or noted in this Policy or Procedure. A young person is a child aged 10-17 years old.

20.4 “**Child abuse**” means conduct towards, against, with or in the presence of a child, or threatening to engage in such conduct which includes:

- (a) physical or family violence;
- (b) conduct of a sexual nature including a sexual offence against a child and grooming behaviour;
- (c) misconduct of a sexual nature (which may include overly personal or intimate behaviour, crossing professional boundaries, or breaches of the Code of Conduct for Child Safety and Wellbeing);
- (d) bullying or harassment;
- (e) spiritual abuse;
- (f) conduct that causes emotional or psychological harm; or
- (g) neglect of a child.

20.5 “**Child safety**” includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of

child abuse, and responding suspicions, incidents, disclosures or allegations of child abuse.

- 20.6 “**Church Worker**” has the same meaning as defined in Section 3 of the *Professional Standards Uniform Act 2016 (the Act)* and includes but is not limited to a “prescribed church worker” and “church volunteer” as defined by Schedule 1 of the Act.

See: <https://www.melbourneanglican.org.au/wp-content/uploads/2023/01/Professional-Standards-Uniform-Act-Adoption-Act-2016.pdf>

- 20.7 “**Clergy**” or “**member of Clergy**” means collectively all clerks resident in the Diocese or licensed by the Archbishop..

- 20.8 “**CSOs**” means Child Safety Officers.

- 20.9 “**DFFH**” means the Department of Families, Fairness and Housing.

- 20.10 “**Diocese**” means the Anglican Diocese of Melbourne.

- 20.11 “**Director of Episcopal Standards**” has the same meaning as defined in the *Episcopal Standards Act 2015* and is the person appointed under Part 7 of that Act.

- 20.12 “**Mandatory Reporter**” means a mandatory reporter under section 184 of the *Children, Youth and Families Act 2005 (Vic)* (as amended from time to time) and includes the persons in religious ministry, a principal of a school, registered teachers or early childhood teachers, registered nurses, registered psychologists, youth, social or welfare workers, and registered early childhood teachers.

- 20.13 “**Parish Child Safety Officer**” is a person responsible for child safety communication and administration in a parish under this policy.

- 20.14 “**Policy**” means this Child Safety and Wellbeing Policy.

- 20.15 “**Prescribed Church Worker**” is a Church Worker and has the same meaning as defined in Section 3 of the Act and as prescribed by Schedule 1 of the Act.

See: <https://www.melbourneanglican.org.au/wp-content/uploads/2023/01/Professional-Standards-Uniform-Act-Adoption-Act-2016.pdf>

- 20.16 “**Procedure**” means the Child Safety and Wellbeing Reporting Procedure.

- 20.17 “**Reportable Conduct Scheme**” is the scheme which requires ADOM to respond to allegations of child abuse and child-related misconduct made against Church Workers, to notify CCYP of those allegations, and enable CCYP to oversee ADOM’s responses to these allegations.

- 20.18 “**Safe Ministry Reference Group**” is the group established to ensure policy, procedures and guidelines are maintained and reviewed, and to provide advice and recommendations to Archbishop in Council.



Child Safety and Wellbeing Reporting Procedure

In case of emergency and imminent danger call Police 000

Introduction

All reasonable concerns and allegations of abuse must be reported to civil authorities.

Any and all concerns of misconduct against clergy or Church workers must also be reported to Kooyoora, the Office of Professional Standards. This can include consultation about reporting and various scenarios to ensure all reporting obligations have been considered and discharged.

All reasonable concerns and allegations of misconduct and abuse against the archbishop must also be reported to the Director of Episcopal Standards.

More information about reporting can be found in the Child Safety and Wellbeing Policy.

What must be reported?

Any reasonable concerns and allegations of;

- Misconduct behaviour, mandatory reporting and reportable conduct (including but not limited to)
 - Child abuse and neglect
 - Any criminal or suspected criminal behaviour
 - Financial misconduct
 - Sexual misconduct
 - Bullying
 - Emotional abuse
 - Harassment
 - Physical abuse
 - Spiritual abuse
 - Grooming
- Breach of the Code of Conduct / Faithfulness in Service

Who reports?

Any person who has a reasonable concerns and allegations detailed above has a responsibility to report.

- Clergy and Lay Leaders
- Staff
- Volunteers
- Pastoral carers
- Chaplains
- Parents
- Guardians
- Adults
- Children
- **Everyone!**

Who to inform?

All reasonable concerns and allegations of child abuse must be reported to Police or child protection.

All concerns and allegations of abuse and misconduct against clergy or Church workers are to also be reported to Kooyoora Professional Standards Unit.

The first step in making a complaint against a clergy person or church worker or seeking advice is to call Kooyoora on: 1800 135 246 (this is a 24/7 message taking service however you will not receive a call back until the next business day if outside of hours). All information provided to this service is strictly confidential. The person taking a message on this number will ask you to give a name and your phone number or address so that Kooyoora can contact you as soon as possible.

Kooyoora Ltd has been appointed by the Anglican Diocese of Melbourne to respond to all reasonable concerns and allegations of misconduct including sexual, physical, spiritual, emotional or psychological abuse by clergy or Church workers. Kooyoora Ltd is an independent Professional Standards company which undertakes Professional Standards work for not for profit charitable entities.

All concerns and allegations of abuse and misconduct against the archbishop are to also be reported to the Director of Episcopal Standards.

The first step in making a complaint against the archbishop is to call the Director of Episcopal Standards through the recorded information line at any time on 1800 997 747.

Reporting concerns of child abuse will not replace or negate obligations to report to Police or child protection. The Director can support you through the reporting process.

What else do I need to do?

- Make immediate environment safe for children
- Complete an incident report and other relevant paper work required
- Seek support or debriefing for all involved
- Follow up on any actions required from reports
- Observe privacy and confidentiality legislation and only inform relevant or appropriate people. Information should not be shared further than the required reports.

Police: 000 - in case of emergency and imminent danger

Child Protection Intake (DFFH) after hours: 131 278

For more intake numbers visit: [Child protection contacts](#)

Kooyoora, Office of Professional Standards: 1800 135 246

Director of Episcopal Standards: 1800 997 747



ANGLICAN
DIOCESE OF
MELBOURNE

Code of Conduct for Child Safety & Wellbeing

Approved by Archbishop in Council

under section 14 of *Professional Standards Uniform Act 2016*

Version 3.0, updated April 2023



Making the Word of God fully known

1. Introduction

- 1.1 ADOM is committed to promoting and protecting the interests, rights, safety and wellbeing of children and young people, and providing a supportive environment where every child has a place and a voice. ADOM has no tolerance for abuse or harm to children and young people.
- 1.2 ADOM understands it has legal, moral, pastoral, and biblical responsibilities to keep children and young people safe.
- 1.3 This Child Safety Code of Conduct (**Code**) was drafted with the help of the Safe Ministry Reference Group, parish leadership, staff, families and children and is approved by the Archbishop in Council. It has been drafted taking into account ADOM's diverse community and the needs of children from different backgrounds.
- 1.4 Most importantly, the Code aims to protect children and young people, and reduce any opportunities for child abuse or harm to occur.

2. Theological foundations

- 2.1 When Jesus spoke to his disciples, he said they were not to be like the rulers of the day who used their authority to lord it over others. They were to be servants of others, even as Jesus did not come to be served, but to serve (Mark 10:42-45).

When Peter wrote to the Christians throughout Asia Minor, he reminded them of their identity in Christ as God's chosen people, who had been sanctified by the Spirit for obedience to Jesus Christ (1 Peter 2:1-17). The call to be holy is reflected in both the Old and New Testaments as the appropriate response to God's grace. Christians live according to the knowledge that they have been created by God and redeemed by Christ.

When Paul wrote to the Philippian Christians he rejoiced in their fellowship and prayed that their love might grow in knowledge and discernment so that they might be enabled to live pure and blameless lives for the day of Jesus Christ (Philippians 1:9-11). They live out God's love in their contact with others, especially those to whom they minister in Christ's name.
- 2.2 The Church is the fellowship that nurtures and sustains Christians as they seek to follow Christ faithfully and participate in God's mission. Its leaders especially are to be examples of Christian faith and obedience as they exercise their vocation, in dependence on the Holy Spirit.
- 2.3 The personal behaviour and practices of pastoral ministry required of ordained clergy (bishops, priests and deacons) of the Anglican Church of Australia are specified in the Holy Scriptures as well as in its Constitution, canons, ordinances, the Book of Common Prayer and the Ordinal. Although they are not bound by the promises made by ordained clergy, lay people who are employed by or hold a role, office or position within the Anglican Church of Australia are expected to conform to the same behaviour and practices as ordained clergy in relation to ministry to children.

3. Purpose

- 3.1 ADOM has no tolerance for child abuse. The Code aims to make ADOM's community and parishes safe places for children and young people. We want to promote child safety and wellbeing in the ADOM environment and protect children from child abuse and harm.

- 3.2 The Code sets out ADOM's expectations of people covered by the Code when they work with, provide ministry to, and/or are in contact with children.

4. Scope

- 4.1 The Code applies to:
- (a) all Church Workers;
 - (b) the Archbishop of Melbourne; and
 - (c) third party contractors engaged by ADOM to work with children (**Contractors**),
who must comply with this Code.
- 4.2 The Archbishop, Church Workers and Contractors may interact with children outside of usual ADOM settings. This includes outside usual hours, usual Parish activities or Parish premises. This Code applies to these interactions, and to interactions that occur in physical and online environments.
- 4.3 The Code applies in all areas of '**the ADOM environment**', which includes:
- (a) the offices of ADOM's Anglican Centre;
 - (b) the premises of an ADOM Parish or Authorised Anglican Congregation (**AAC**);
 - (c) online or virtual ADOM environments (including email, intranet systems, portals, telecommunication, social media software applications, collaboration tools, online services and other online communications); and
 - (d) any other locations provided by or connected with ADOM, or through a third-party provider for a child's use, including, but not limited to, locations used for camps, excursions, activities and events, Sunday School, Youth Groups, and home-based congregation (such as for the purposes of a Bible Study or Prayer Group).
- 4.4 This Code applies regardless of:
- (a) a child's age;
 - (b) a child's consent;
 - (c) the consent of parents/guardians and families; and
 - (d) circumstances in which a child initiates an interaction or relationship with a person covered by this Code.
- 4.5 This Code must be read together with any relevant laws, ADOM's Child Safety and Wellbeing Policy, Child Safety and Wellbeing Reporting Procedure, the Safe Ministry Policy, Faithfulness in Service, the Professional Standards Uniform Act, and any other professional or occupational codes of conduct that regulate particular Church Workers at ADOM.
- 4.6 Where there are differences between this Code and the Faithfulness in Service, this Code will prevail.

4.7 The Code incorporates the standards set out in these sections of the Faithfulness in Service:

- (a) section 3 (Putting this Code into Practice) so far as they relate to section 5 (Children), and
- (b) section 5 (Children),

when read with section 1 (About this Code) and section 2 (Key Terms).

4.8 Other key terms in this Code are set out at section 10 of this Code.

5. Breaches of the Code of Conduct

5.1 A breach of the Code may constitute misconduct as defined in Section 5 of the *Professional Standards Uniform Act 2016 (Act)*. This may call into question a person's fitness for their role, office or position with ADOM.

6. Required Behaviours

6.1 To help ensure the safety and wellbeing of children and young people, all people covered by this Code must:

- (a) call 000 if they have serious or immediate concerns for a child's safety;
- (b) act consistently with their position, and behave as a positive role model to children;
- (c) only undertake ministry within their competence, certification or training, and otherwise arrange for any such ministry to be provided by an experienced person or specialist agency;
- (d) take all reasonable steps to protect children from abuse, harm and/or the risk of harm;
- (e) maintain professional boundaries and strict impartiality at all times;
- (f) comply with all professional, pastoral, ministerial and/or employment obligations relevant to the person's role with ADOM;
- (g) when making transport arrangements, take reasonable steps to ensure that:
 - (i) all drivers or operators are licensed, screened, responsible, experienced and are not impaired by alcohol or any other mind-altering or addictive substance; and
 - (ii) all motor vehicles and other forms of transport used are registered, insured, safe and fitted with appropriate child restraints or safety devices (e.g. seat belts, life jackets).
- (h) provide appropriate supervision and care for children and consider the nature and environment of the activity, the children's age and maturity, the size of the group, and the children's individual characteristics, abilities and needs, such as disabilities and cultural factors;

- (i) comply with ADOM's Child Safety and Wellbeing Policy, this Code and other applicable policies and procedures at all times;
- (j) promote cultural safety, and actively encourage and support the participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Island child's identity);
- (k) support and encourage Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights;
- (l) respect the language, customs, religions, political differences, identities, abilities and cultures of children, including by:
 - (i) making a welcoming, inclusive and safe environment for all children;
 - (ii) treating all children with equity and respect, regardless of race, cultural, linguistic or social origin, sex, sexual orientation, gender identity, religion, disability, or other status;
- (m) promote the safety, participation and empowerment of children with disabilities, from culturally and linguistically diverse backgrounds, who are unable to live at home, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) children (for example, by having zero tolerance for discrimination, racist, bullying and phobic behaviour towards children);
- (n) ensuring games and activities for and with children include all children and do not inappropriately emphasise gender, physical, intellectual, linguistic or cultural differences;
- (o) establish and maintain a child-safe environment which includes using positive and affirming language towards children;
- (p) empower children to understand their rights, and encourage and empower their participation in decisions affecting them. This includes encouraging children to 'have a say' and participate in matters that are important to them, and encouraging friendships and support between children;
- (q) listen to the ideas and concerns of children and young people, particularly if they disclose that they are or another child has been abused or harmed, or that they are worried about their safety or the safety of another child;
- (r) report any suspected breaches of this Code to the Director of Professional Standards in accordance with the *Professional Standards Uniform Act 2016*;
- (s) immediately report any allegations of abuse or risk of harm to children (including concerns about child safety, bullying, discrimination and harassment) according to ADOM's policies and procedures and section 17 of the *Professional Standards Uniform Act 2016*;
- (t) where there is an allegation of child abuse, act as quickly as possible to make sure that the child involved is safe;

- (u) respect the privacy of children and their families, and act in accordance with ADOM's Privacy Policy;
- (v) immediately notify ADOM and Kooyoora if they are being investigated in relation to their conduct towards children (including criminal or civil investigation), are charged with any offence related to children or family violence, receive a negative Working with Children Check notice, are the subject of a Reportable Conduct Matter whilst employed in another organisation, or are named as a respondent in a family violence or personal safety intervention order;
- (w) exercise good judgment and sensitivity in terms of appropriate physical contact with children, and only engage in physical contact with children where it may be necessary, professional and beneficial and/or supportive;
- (x) where physical restraint or intervention is needed for the safety of children or another person, as soon as possible, accurately record the details of the incident including reasons for the physical contact and any witnesses.
- (y) interact with children online only for the purposes of pastoral ministry, or to organise events. There must be prior consent from each child's parent or guardian. The details of the online communication must be recorded (including times, dates, participants, topics and any proposed actions) as required by the Parish Records Guidelines;
- (z) comply with any lawful and reasonable direction by ADOM or the relevant Parish; and
- (aa) cooperate with any investigation by ADOM, Kooyoora, or any regulatory authority including Victoria Police and the Commission for Children and Young People.

Unacceptable Behaviours

6.2 All people covered by this Code must not:

- (a) ignore or disregard any suspected or disclosed child abuse or risk of harm to a child (which includes concerns or suspicions of child abuse or risk of harm);
- (b) discourage any person from reporting a complaint or concern of child abuse or risk of harm to children;
- (c) interact with a child in a way that could be seen as grooming or favouritism (such as offering gifts or special treatment of a child) unless they are a parent, guardian or relative of the child;
- (d) drive a child in their car unless they have the express consent of the parent, carer or guardian of the child, and a second adult is present (unless they are a parent, guardian, carer or relative of the child);
- (e) engage in, or encourage unnecessarily physical conduct towards or in the presence of, a child (including sitting on laps, cuddling, hugging, rough physical games, holding, massaging, kissing, cuddling, touching children in an inappropriate, unnecessary or culturally insensitive way, touching any area of the body normally covered by a swimming costume, specifically

- the buttocks, thighs, chest, breasts or groin areas, and doing things of a personal nature that a child can do for themselves, such as toileting or changing clothes);
- (f) interact with a child in a way that could be perceived as threatening, intimidating, derogatory, demeaning, culturally insensitive or humiliating;
 - (g) subject a child to any form of corporal punishment or physical violence;
 - (h) put a child at risk of harm or abuse (for example, by locking doors);
 - (i) discuss personal, overly-familiar or adult content in the presence of a child unless they are a parent, carer, or relative for that child (for example, by speaking about personal social activities or one's intimate relationships);
 - (j) use inappropriate or sexualised language towards or in the presence of child (including swearing, sexualised jokes or conversations);
 - (k) discuss sexual activities with a child unless it is a specific job requirement and the person is qualified or trained to discuss these matters;
 - (l) be naked, shower or change in the presence of a child (unless they are the parent, guardian, carer or relative of that child);
 - (m) share with or expose a child to sexually explicit materials (e.g. magazines, photographs, images, online material, cards, videos, films etc.);
 - (n) possess, access, solicit, transmit, or produce child abuse material;
 - (o) sleep in the same bed, sleeping bag, tent, room or cabin with a child unless they are a parent, guardian or relative of the child;
 - (p) have children spend the night at the residence of that person without prior approval of a parent, carer or guardian, unless they are a parent, guardian, carer or relative of the child;
 - (q) photograph or video a child without the consent of ADOM and the child's parent or guardian (unless they are the parent, carer or guardian of the child);
 - (r) discriminate against any child because of an attribute protected by discrimination law, including their gender identity, race, sexual orientation, sex or disability;
 - (s) have any online or electronic contact with a child (including by social media, email, instant messaging, etc.), unless:
 - (i) that contact is only to provide information about ADOM or is otherwise for the purposes of pastoral ministry; and
 - (ii) there is another relevant adult included in any online communication; and
 - (iii) prior written consent is obtained from the child's parent, carer or guardian; or
 - (iv) they are a parent, carer, guardian or relative of that child.

- (t) use any personal communication channels or software (such as a personal email account, social media or instant messenger account) to contact children;
- (u) exchange personal contact details with children such as phone numbers, social networking sites or personal email addresses (unless they are a relative of the child);
- (v) post images of children on Parish or AAC communication channels with personal information (i.e. personal addresses, phone numbers, email address and instant messaging names);
- (w) become 'friends' with, follow or add a child on any social media platform (unless they are a parent, carer, guardian or relative of that child);
- (x) share, request or use any photographs, videos, recordings or personal information about children without the consent of the parent or guardian, including on any social media platforms;
- (y) engage in any conduct to change or suppress a child's gender identity or sexual orientation;
- (z) work with a child while under the influence of illegal drugs or alcohol;
- (aa) consume illegal drugs at ADOM, Parish or AAC events in the presence of children while performing their duties for ADOM;
- (bb) supply any child with illegal drugs or alcohol, except wine in the context of a Holy Communion service; or
- (cc) spend time alone with a child unless it is in view of other adults.

7. Privacy

Disclosing Information to Church Workers, Contractors or the Archbishop

- 7.1 When a child communicates with a person covered by this Code in connection with their role at ADOM, that interaction is confidential to ADOM and not to the individual. This means people covered by this Code can identify the child or young person when talking to another person covered by this Code. Wherever possible, the privacy of the child should be respected. When a person covered by this Code is required to interfere with a child's privacy, information should be shared on a 'need to know basis'. Who and how many people are told should be limited as much as possible considering the best interests of the child. People covered by this Code should always seek guidance from a Child Safety Officer of ADOM.

Disclosing Information to People External to the Organisation

- 7.2 People covered by this Code should not discuss confidential matters about children with people outside ADOM in a way that identifies a child. This is unless they have the express consent of the child, their parent or guardian, or the disclosure complies with legal or reporting obligations, including the Child Safety and Wellbeing Policy and Child Safety and Wellbeing Reporting Procedure. Disclosures to external agencies including the police, Commission for Children and Young People and Department of Health and Human Services are permitted.

8. Related Policies and Procedures

- 8.1 Child Safety and Wellbeing Policy
- 8.2 Child Safety and Wellbeing Reporting Procedure
- 8.3 Faithfulness in Service
- 8.4 Safe Ministry Policy

9. Related Legislation

- 9.1 [Children, Youth and Families Act 2005 \(Vic\)](#)
- 9.2 [Child Wellbeing and Safety Act 2005 \(Vic\)](#)
- 9.3 [Crimes Act 1958 \(Vic\)](#)
- 9.4 [Change or Suppression \(Conversion\) Practices Prohibition Act 2021 \(Vic\)](#)
- 9.5 [Privacy Act 1988 \(Cth\)](#)
- 9.6 [Professional Standards Uniform Act 2016](#)

10. Key Terms

Church in this document means the Anglican Church of Australia.

Church authority has the meaning in the *Professional Standards Uniform Act 2016* (Diocese of Melbourne).

Church body is defined in the *Professional Standards Uniform Act 2016 (the Act)* and includes a parish, vicar, parish council, the Dean or Chapter of the Cathedral, a school affiliated with the Church, Anglicare Victoria and any other body corporate, organization or association that exercises ministry within, or on behalf of, the Church.

Church Worker has the same meaning as defined in Section 3 of the *Professional Standards Uniform Act 2016 (the Act)* and includes but is not limited to a “prescribed church worker” and “church volunteer” as defined by Schedule 1 of the Act.

See: <https://kooyoora.org.au/app/uploads/2019/10/Professional-Standards-Uniform-Act-2016-2019.pdf>.

Clergy means collectively all clerks resident in the Diocese or licensed by the Archbishop.

Kooyoora means Kooyoora Limited, ACN 616 776 919.

Acknowledgement

I acknowledge that I hold the following roles, offices or positions in the Anglican Diocese of Melbourne (**ADOM**):

.....
.....
.....
.....

At the following Parish/es or organisations/Church bodies:

.....
.....
.....

I have read, understood and agree to be bound by ADOM's:

- Code of Conduct for Child Safety and Wellbeing
- Child Safety and Wellbeing Policy
- Child Safety and Wellbeing Reporting Procedure
- Safe Ministry Policy

I acknowledge that I am:

- Responsible for the safety and wellbeing of children.
- Responsible for upholding and acting in accordance with the standards in the Code of Conduct for Child Safety, including in my physical and online interactions with children.

Name:

Signature:

Date:

Witness Name:

Witness Signature:

Victoria's 11 Child Safe Standards

Understanding Victoria's Child Safe Standards

The Child Safe Standards (the Standards) commenced in Victoria in January 2016. Since then, we have seen how the Standards have improved safety for children and young people.

Changes in 2022 and 2023 have made our Standards even stronger.

Since 1 July 2022, organisations¹ covered by the Standards have to comply with 11 new Standards.

The 11 Standards set out minimum requirements and outline the actions organisations must take to keep children and young people safe.

The Standards provide more clarity for organisations and are more consistent with Standards in the rest of Australia.

The 11 Standards include specific requirements:

- to involve families and communities in organisations' efforts to keep children and young people safe
- for a greater focus on safety for Aboriginal children and young people
- to manage the risk of child abuse in online environments
- in relation to governance, systems and processes to keep children and young people safe.

What do organisations need to do?

Organisations must comply with the 11 Standards

The Commission has a range of resources available on our [website](#) to help organisations understand the Standards and to implement them.

We would also encourage you to subscribe [here](#) to be emailed when the Commission issues new information and guidance to help organisations comply with the Standards.

The Commission has powers to take action where an organisation may not be compliant with the Standards.

¹ All references to 'relevant entities' have been replaced in this document with 'organisation/s' for reasons of accessibility. A relevant entity is defined in section 3(1) of the *Child Wellbeing and Safety Act 2005* and captures entities that are subject to the Child Safe Standards.

What are the Child Safe Standards?

There are 11 Child Safe Standards:

Child Safe Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

In complying with Child Safe Standard 1, an organisation must, at a minimum, ensure:

- 1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- 1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- 1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
- 1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- 1.5 All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

Child Safe Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture

In complying with Child Safe Standard 2, an organisation must, at a minimum, ensure:

- 2.1 The organisation makes a public commitment to child safety.
- 2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.
- 2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
- 2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 2.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.

Child Safe Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

In complying with Child Safe Standard 3, an organisation must, at a minimum, ensure:

- 3.1 Children and young people are informed about all of their rights, including to safety, information and participation.
- 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.

3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.

3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.

3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.

3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

Child Safe Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing

In complying with Child Safe Standard 4, an organisation must, at a minimum, ensure:

4.1 Families participate in decisions affecting their child.

4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.

4.3 Families and communities have a say in the development and review of the organisation's policies and practices.

4.4 Families, carers and the community are informed about the organisation's operations and governance.

Child Safe Standard 5 – Equity is upheld and diverse needs respected in policy and practice

In complying with Child Safe Standard 5, an organisation must, at a minimum, ensure:

5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.

5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.

5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

In complying with Child Safe Standard 6, an organisation must, at a minimum, ensure:

6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.

6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.

6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.

6.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Child Safe Standard 7 – Processes for complaints and concerns are child focused

In complying with Child Safe Standard 7, an organisation must, at a minimum, ensure:

7.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.

7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.

7.3 Complaints are taken seriously, and responded to promptly and thoroughly.

7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.

7.5 Reporting, privacy and employment law obligations are met.

Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

In complying with Child Safe Standard 8, an organisation must, at a minimum, ensure:

8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.

8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.

8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.

8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

In complying with Child Safe Standard 9, an organisation must, at a minimum, ensure:

9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

9.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.

9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.

9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Child Safe Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved

In complying with Child Safe Standard 10, an organisation must, at a minimum, ensure:

- 10.1 The organisation regularly reviews, evaluates and improves child safe practices.
- 10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.
- 10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people

In complying with Child Safe Standard 11, an organisation must, at a minimum, ensure:

- 11.1 Policies and procedures address all Child Safe Standards.
- 11.2 Policies and procedures are documented and easy to understand.
- 11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.
- 11.4 Leaders champion and model compliance with policies and procedures.
- 11.5 Staff and volunteers understand and implement policies and procedures.

Where to get help

Child Safe Standards regulators and peak or industry bodies may be able provide information and support to assist organisations to comply with the Standards. An overview of the different Child Safe Standards regulators is provided on the Commission's [website](#).

You can contact the Commission with questions or queries:

 Telephone: 1300 782 978

 Email: contact@ccyp.vic.gov.au

 Visit the Commission's website: www.ccyp.vic.gov.au

If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Commission for Children and Young People on 1300 782 978.

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service. For more information, visit: www.relayservice.gov.au.



Faithfulness in Service

A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers

Modified (11.4.2017) for the Diocese of Melbourne to operate in conjunction with its
Professional Standards Uniform Act 2016.

Approved by the Archbishop of Melbourne acting with the advice and consent of the
Council of the Diocese.

General Synod of the Anglican Church of Australia
Child Protection Committee

As adopted by General Synod 2004
Amended July 2005
Amended March 2006
Amended October 2006
Amended April 2011
Amended November 2011
Amended May 2016
Amended November 2016
Amended August 2021
Amended June 2022



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The General Secretary
General Synod Office
The Anglican Church of Australia
Suite 4, Level 5
189 Kent Street, Sydney NSW 2000

33/04

CHILD PROTECTION – 1 The General

Synod:

(a) receives the report of the Child Protection Committee; (b) adopts as the Church's *Safe Ministry Policy Statement*:

"The Anglican Church of Australia is committed to the physical, emotional and spiritual welfare and safety of all people, particularly within its own community. The Church will:

- carefully recruit and train its clergy and church workers;
- adopt and encourage safe ministry practices by its clergy and lay church workers;
- respond promptly to each concern raised about the behaviour of its clergy and lay church workers;
- offer pastoral support to any person who has suffered abuse; and
- provide pastoral support to and supervision of any person known to have abused a child or another vulnerable person."

(c) adopts the *Safe Ministry Check* in the Report of the Child Protection Committee as the national applicant and referee questionnaires for the selection of ordination candidates and for the screening of clergy and church workers who have contact with children in their ministry;

(d) authorises the revision of the *Safe Ministry Check* by the Standing Committee;

(e) adopts *Faithfulness in Service* in the Report of the Child Protection Committee as the national code for personal behaviour and the practice of pastoral ministry by clergy and lay church workers; and (f) authorises the revision of *Faithfulness in Service* by the Standing Committee.

Garth Blake – 4 Oct 04

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1 ABOUT THIS CODE

Faithfulness in service

When Jesus spoke to his disciples he said they were not to be like the rulers of the day who exercised authority over others. They were to be servants of others, even as Jesus did not come to be served, but to serve.

When Peter wrote to the Christians scattered throughout Asia Minor, he reminded them of their identity in Christ as God's chosen people, sanctified by the Spirit for obedience to Jesus Christ. The call to be holy is reflected in both the Old and New Testaments as the appropriate response to God's grace. Christians live according to the knowledge that they have been created by God and redeemed by Christ.

When Paul wrote to the Philippian Christians he rejoiced in their fellowship and prayed that their love might grow in knowledge and discernment so that they might see what was significant for their Christian vocation and be enabled to live pure and blameless lives for the day of Jesus Christ. In the light of that growing knowledge of God's love they are to live in humility and faithfulness in the power of the Holy Spirit. They live out that love in their contact with others, especially those to whom they minister in Christ's name.

The Church is the fellowship that nurtures and sustains Christians as they seek to follow Christ faithfully and participate in God's mission. Its leaders especially are to be examples of Christian faith and obedience as they exercise their vocation, in dependence on the Holy Spirit.

The personal behaviour and practices of pastoral ministry required of clergy (bishops, priests and deacons) of the Anglican Church of Australia are specified in the Holy Scriptures as well as in its Constitution, canons, ordinances, the Book of Common Prayer and the Ordinal. Although not bound by the promises made by clergy, church workers (lay persons who are employed or hold a position or perform a function within the Anglican Church of Australia) are expected to conform to the same behaviour and practices as clergy—except in areas that apply only to clergy.

Purpose

This Code is intended to identify the personal behaviour and practices of pastoral ministry that will enable clergy and church workers to serve faithfully those among whom they minister. If the behaviour and practices it outlines are followed, our communities will be safer places for everyone, where integrity is honoured, accountability is practised and forgiveness encourages healing and does not conceal misconduct.

Implementation

This Code (in its original form) was first adopted by the General Synod of the Anglican Church of Australia in 2004 as the national code for personal behaviour and the practice of pastoral

ministry by clergy and church workers. It has since then been amended from time to time by the Standing Committee of the General Synod.

It is important that this Code be understood by clergy and church workers. Each diocese will need to ensure that its clergy and church workers are trained in the Code and its application to personal behaviour and pastoral ministry. Clergy and church workers undertaking pastoral ministry will need to apply the standards and guidelines of this Code in their specific circumstances.

Diocesan note:

This Code, modified as here set out, has been approved by the Archbishop of Melbourne acting with the advice and consent of the Council of the Diocese, and modified only to the extent necessary to achieve consistency in terms with the Professional Standards Uniform Act 2016 of the Diocese (the Act).

This Code was modified in August 2021 to make clear that section 5 no longer applies, as it has been superseded in the Diocese by the Code of Conduct for Child Safety and Wellbeing and that have been approved by the Council. These documents build on the text from section 5 but augment it to meet Victorian Government requirements.

The code sets out standards of conduct expected of a Church worker and is relevant in determining whether the conduct of a person renders them unfit to hold a role office or position or fit subject to any condition or restriction.

A Church worker must familiarise themselves with the Code: s16 of the Act.

A prescribed Church worker (clergy and certain specified lay leaders) must make a report to the Director of Professional Standards if they believe on reasonable grounds that a person has suffered harm or is at risk of harm as a result of misconduct by another Church worker and have no reason to believe that the Director is aware of those facts: s17 of the Act.

A failure to comply is a relevant factor in determining the fitness or otherwise of that Church worker for any role office or position.

Format and presentation

Each section of this Code consists of three parts:

- a *preamble* which introduces the section;
- *standards* which state the Church's expectations for personal behaviour and the practice of pastoral ministry;
- *guidelines* which explain and illustrate best practice and highlight practical ways to achieve it.

Throughout the Code, all key terms appear in **bold text** the first time they appear in a section and their definitions are contained in the section headed 'Key Terms'.

2 KEY TERMS

abuse is defined in the [Professional Standards Uniform Act 2016 \(Diocese of Melbourne\)](#) and means bullying, emotional abuse, harassment, physical abuse, neglect, sexual abuse or spiritual abuse.

“**bullying**” is defined in the Professional Standards Uniform Act 2016 (Diocese of Melbourne) and means behaviour directed to a person or persons which

- is repeated;
 - is unreasonable (being behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening); and
 - creates a risk to their health and safety –
- but does not include excluded conduct as defined in the Act.

Cyberbullying is a form of bullying that involves the use of information and communication technologies.

child abuse means the following conduct in relation to a child:

- bullying;
- emotional and psychological abuse;
- harassment;
- neglect;
- physical abuse;
- sexual abuse; or
- spiritual abuse.

child exploitation material means material that describes or depicts a person who is or who appears to be a child –

- engaged in sexual activity; or
- in a sexual context; or
- as the subject of torture, cruelty or abuse (whether or not in a sexual context)

in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

child pornography means sexually explicit or suggestive material depicting children. Child pornography is a form of child exploitation material.

Church means the Anglican Church of Australia.

church authority has the meaning in the Act.

“**Church body**” is defined in the [Professional Standards Uniform Act 2016 \(Diocese of Melbourne\)](#), and includes a parish, Authorised Anglican Congregation, vicar, rector, parish council, the Dean or Chapter of the Cathedral, a school affiliated with the Church, Anglicare Victoria and any other body corporate, organization or association that exercises ministry within, or on behalf of, the Church;

church worker has the meaning in the Act.

civil authorities means the police and the relevant State or Territory government child protection authority.

clergy means bishops, priests and deacons of the Church.

corporal punishment means any punishment inflicted on the body.

Director of Professional Standards has the meaning in the Professional Standards Uniform Act 2016.

emotional and psychological abuse means—

- (a) subjecting a person to excessive and repeated personal criticism;
- (b) ridiculing a person, including the use of insulting or derogatory terms to refer to that person;
- (c) threatening or intimidating a person;
- (d) ignoring a person openly and pointedly;
- (e) behaving in a hostile manner or in any way that could reasonably result in another person feeling isolated or rejected; or
- (f) any other act or omission in relation to a person

which has caused, or is likely to cause physical or mental harm including self harm but does not include excluded conduct¹;

grooming² refers to actions deliberately undertaken to befriend a person with the intention of engaging and influencing an adult or a child to gain their trust and lower inhibitions for the purpose of sexual misconduct or abuse.

In the case of sexual abuse of a child, an offender may groom not only the child, but also those close to the child, including the child's parents or guardians, other family members, clergy and church workers. Grooming can include providing gifts or favours to the child or their family.

In the case of sexual abuse of an adult, an offender may groom not only the adult, but also those close to them, including their children, clergy and church workers.

harassment means unwelcome conduct, whether intended or not, in relation to another person where the person feels with good reason in all the circumstances offended, belittled or threatened. Such behaviour may consist of a single incident or several incidents over a period of time.

individual pastoral ministry means pastoral ministry carried out one-to-one. It includes spiritual direction, or pastoral counselling arising out of bereavement, divorce or other life crises.

“neglect” means the failure of a parent or guardian to provide a child the basic necessities of life where the child has suffered, or is likely to suffer, significant harm to his or her wellbeing or development;

It includes being deprived of:

¹ "excluded conduct" is defined in the [Professional Standards Uniform Act 2016 \(Diocese of Melbourne\)](#).

² Approved by Standing Committee, November 2016 – SC2016/2/29

- food;
- clothing;
- shelter;
- hygiene;
- education;
- supervision and safety;
- attachment to and affection from adults; and
- medical care.

offensive language includes blasphemy, verbal harassment, racial and other forms of vilification, personal insult or comment and obscene words.

pastoral ministry means the work involved or the situation which exists when a member of the clergy or church worker has responsibility as part of their role for the wellbeing of others. This includes the provision of spiritual advice and support, education, counselling, medical care, and assistance in times of need.

pastoral relationship means a relationship for the purposes of pastoral ministry.

“physical abuse” means any intentional or reckless act, use of force or threat to use force causing injury to, or involving unwelcome physical contact with, another person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. An injury may take the form of bruises, cuts, burns or fractures. It does not include lawful discipline by a parent or guardian.

professional supervision/consultation is a formal, collaborative process which a more senior or experienced person uses to develop and support a person in their ministry. This relationship is confidential, evaluative, and extends over time. It is preferable if the supervisor:

- has no other pastoral or personal relationship with the person being supervised; and
- has been trained in professional supervision.

prohibited material means:

- publications, films and computer games that have been classified by the Office of Film and Literature Classification as being unsuitable for a child to read, see or play;
- any other images or sounds not subject to classification by the Office of Film and Literature Classification that are considered with good reason within the Church to be unsuitable for a child to see or hear; and
- any substance or product whose supply to or use by children is prohibited by law, such as alcohol, tobacco products, illegal drugs and gambling products.

prohibited substance means any substance banned or prohibited by law for use or consumption by adults.

restricted material means:

- publications, films, and computer games that have been classified as Category 1 or 2 restricted, X or RC classification by the Office of Film and Literature Classification; and

- any other images or sounds not subject to classification by the Office of Film and Literature Classification (for example, internet material) that are considered with good reason within the Church as being offensive on the grounds of violence, sex, language, drug abuse or nudity.

sexual abuse of an adult means sexual assault, sexual exploitation or sexual harassment of an adult.

sexual abuse of a child³ means the use of a child by another person for his or her own sexual stimulation or gratification or for that of others.

“sexual assault” means any intentional or reckless act, use of force or threat to use force involving some form of sexual activity—

- (a) against an adult without their consent or a reasonable belief⁴ in their consent; or
- (b) against a child;

sexual exploitation refers to any form of sexual contact or invitation to sexual contact with an adult, with whom there is a pastoral or supervisory relationship, whether or not there is consent and regardless of who initiated the contact or invitation. It does not include such contact or invitation within a marriage.

sexual harassment⁵ means:

- an unwelcome sexual advance, or an unwelcome request for sexual favours, to the other person, or
- other unwelcome conduct of a sexual nature in relation to the other person, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.

Such behaviour may consist of a single incident or several incidents over a period of time.

“spiritual abuse” means the mistreatment of a person by actions or threats directed specifically to that person and justified by appeal to God, faith or religion, which mistreatment has caused, or is likely to cause physical or mental harm including self harm but does not include excluded conduct.

“the Act” means the *Professional Standards Uniform Act 2016* of the Diocese.

³ Approved by Standing Committee, November 2016 – SC2016/2/29

⁴ Whether a belief is reasonable depends on the circumstances. See Crimes Act 1958 (Vic) section

⁵ Approved by Standing Committee, November 2016 – SC2016/2/29

3 PUTTING THIS CODE INTO PRACTICE

Preamble

- 3.1 This Code will only be effective if it is widely known and available throughout the **Church**, practised consistently and implemented justly. **Clergy** and **church workers** will protect the safety of others and themselves by observing its standards and following its guidelines.
- 3.2 The absence of any reference to particular conduct in this Code does not imply that it is acceptable for clergy and church workers.
- 3.3 All clergy and church workers have a responsibility to ensure that personal behaviour and practices of pastoral ministry that are inconsistent with this Code are neither tolerated nor covered up.
- 3.4 Failure to meet the standards of this Code will indicate an area where clergy and church workers require guidance and specialised help. Such failures may result in formal disciplinary action if the conduct infringes an applicable disciplinary rule of the Church or is a breach of an employment contract.
- 3.5 Clergy and church workers are encouraged to follow the guidelines of this Code. Where this is impractical, the exercise of judgement will be required to ensure the safety of those to whom they minister and themselves. Wilful disregard of the guidelines may indicate an area where clergy and church workers require guidance and specialised help.

Diocesan note:

- 3.6 *The code sets out standards of conduct expected of a Church worker and is relevant in determining whether the conduct of a person renders them unfit to hold a role office or position or fit subject to any condition or restriction: s14(2) of the Act.*

Standards for clergy and church workers

These standards state the Church's expectations for personal behaviour and the practice of pastoral ministry.

- 3.7 It is your responsibility to be aware of and meet the standards of this Code.
- 3.8 If you have overall authority in a **church body**, you are to ensure that all clergy and church workers for whom you are responsible are made aware of this Code.
- 3.9 You are not to penalise, discriminate or take action against other clergy or church workers because of any action taken in good faith under this Code.

Guidelines

These guidelines explain and illustrate best practice and highlight practical ways to achieve it.

3.10 If you know or have reason to believe that another member of the clergy or another church worker has failed to meet a standard of this Code, other than for **child abuse** (the reporting of child abuse is addressed in the Diocese's Code of Conduct for Child Safety and Wellbeing and the Child Safety and Wellbeing Reporting Procedure) you should:

- If you know or reasonably suspect a person has not suffered harm or is not at the risk of harm, approach the member of the clergy or church worker and identify the concern; or
- If you know or reasonably suspect a person has suffered harm or is at the risk of harm, report this to the **Director of Professional Standards**.

If in doubt seek advice from a colleague or supervisor or the Director of Professional Standards without identifying the member of the clergy or church worker.

3.11 If you know or reasonably suspect that another member of the clergy or another church worker has not followed a guideline of this Code, you should approach the member of the clergy or church worker and identify the concern. If you consider that the member of the clergy or church worker is persisting in disregarding the guideline without good reason and a person has suffered harm or is at the risk of harm, you should report this to the Director of Professional Standards. If in doubt seek advice from a colleague or supervisor or the Director of Professional Standards without identifying the member of the clergy or church worker.

4 PASTORAL RELATIONSHIPS

Preamble

- 4.1 All people are created in the image of God and are of equal value. This is the foundation of all **pastoral relationships**.
- 4.2 Clergy have authority conferred upon them by their ordination, consecration and licensing. Church workers have authority conferred upon them by their appointment. The authority and training associated with their roles means that they have power in pastoral relationships which is always to be exercised in the service of others.
- 4.3 Trust is of primary importance in the creation and maintenance of an effective pastoral relationship. Trust grows with the maintenance of physical, sexual, emotional and psychological boundaries suitable to pastoral ministry. (The issues of Children and Sexual Conduct are addressed in the Diocese's Code of Conduct for Child Safety and Wellbeing and the Child Safety and Wellbeing Reporting Procedure.) Clergy and church workers will enhance their ability to maintain these boundaries by attending to their own wellbeing.
- 4.4 While clergy and church workers often enjoy personal friendships with those to whom they minister, their pastoral ministry responsibilities take precedence.
- 4.5 Clergy and church workers are colleagues in **pastoral ministry**: the activity of one inevitably impacts upon the ministry of others.

Standards for clergy and church workers

These standards state the Church's expectations for personal behaviour and the practice of pastoral ministry.

- 4.6 If you have overall authority in a **church body**, you are to ensure that clergy and church workers for whom you are responsible are provided with:
- a safe working environment, including safe housing, where housing is provided; • opportunities to maintain and enhance their ministry skills; and
 - personal encouragement, support and regular feedback.
- 4.7 When exercising pastoral ministry you are to act in the best interests of those to whom you are ministering. You must recognise any potential conflict of interest and take steps to resolve it.
- 4.8 When exercising pastoral ministry you are not inappropriately to discriminate between people.

- 4.9 You are not to disclose confidential information received in pastoral ministry to your spouse, family, friends, colleagues or any other person without the consent of the person providing the information, except where:
- the information is known publicly;
 - as required or allowed by law; or
 - it is in the public interest (such as to avoid the risk of serious injury or harm to any person).
- 4.10 When you are on leave or unable to fulfil your responsibilities through illness or any other reason, you are to make alternative arrangements for pastoral ministry.

Guidelines

These guidelines explain and illustrate best practice and highlight practical ways to achieve it.

Boundaries

- 4.11 Make sure you are clear about the requirements of your role, including the hours to be worked and the nature of your responsibilities as well as your leave and other entitlements. You need to be sure that your legitimate personal needs can be met.
- 4.12 Recognise the limits of your skills and experience. Do not undertake any ministry (such as relationship counselling, counselling for abuse or addictions, or an exorcism) that is beyond your competence or the role for which you have been employed or trained. If in doubt seek advice. A person who requires specialised help should be referred to an appropriately qualified person or agency.
- 4.13 Where ministry responsibilities overlap, be aware of the activities, function and style of other clergy and church workers. Consult with these colleagues and cooperate wherever possible.
- 4.14 Where your ministry responsibility to one person may conflict with your responsibility to another person to whom you are ministering, or with your own needs, you should seek advice from a colleague or supervisor. Consider the possibility of transferring ministry responsibility for one or both of these to another minister.
- 4.15 If you are unable to act in the best interest of the person to whom you are ministering because of your own interests you should seek advice from a colleague or supervisor and transfer ministry responsibility for the person to another minister.
- 4.16 Avoid behaviour that could give the impression of favouritism and inappropriate special relationships, particularly with individual children.
- 4.17 Think carefully before providing pastoral ministry to a person with whom you already have a close personal relationship, such as a friend or member of your family. Care is needed because confusion between close personal relationships and pastoral relationships can lead to a loss of objectivity, failure to act in the other's best interest and harm to both parties.

- 4.18 Pastoral relationships can legitimately develop into romantic relationships. If this begins to happen:
- acknowledge to yourself that your personal interest and the pastoral relationship are at risk of becoming confused;
 - tell the other person that your relationship is changing and becoming romantic;
 - disclose the nature of the relationship to a supervisor or colleague to ensure accountability and prevent misunderstanding; and
 - where practicable:
 - disclose to a supervisor or colleague any proposed alternative arrangements for ongoing **individual pastoral ministry**;
 - make alternative arrangements for ongoing individual pastoral ministry; and ○ cease providing individual pastoral ministry to the person.
- 4.19 If you are providing ongoing individual pastoral ministry or counselling, engage someone to provide regular professional supervision. This will help protect you and those to whom you minister.
- 4.20 When you resign or retire, you should generally terminate existing pastoral relationships. You should do this in a sensitive and timely manner to allow these responsibilities to be undertaken by your successors. Consult with your successor where the other person wishes to maintain an ongoing pastoral relationship with you.

Personal and professional development

- 4.21 Maintain a healthy lifestyle and do not overcommit yourself. Make sure you have adequate leisure time, through regularly taking time off, including your full holiday entitlement annually.
- 4.22 Try to develop interests outside your main area of ministry and continue to care for yourself and your personal and family relationships.
- 4.23 Look for, and take advantage of, opportunities to maintain and enhance ministry skills appropriate to the responsibilities of your role, through:
- regular ministry development;
 - professional supervision / consultation;
 - peer support;
 - having a mentor; and
 - regular feedback including an annual ministry review.

Confidentiality and confessions

- 4.24 When you are seeking or providing professional supervision / consultation you should not identify any person and only disclose what is necessary to obtain the supervision or advice.

- 4.25 In most cases you should tell someone who is to give you confidential information of the limits to confidentiality and the arrangements for supervision or obtaining advice. This should be done before the disclosure of the confidential information, such as at the beginning of an interview.
- 4.26 The Confessions Canon 1989 or the proviso to Canon 113 of 1603 is in force throughout the Church. These Canons make provision for the confession of sins to clergy and for the confidentiality of this confession. If you are a member of the clergy, you should be aware of the scope of, and your obligations under, the applicable Canon. For example, absolution is not automatic and may be withheld. You may require of the person making the confession of sins some appropriate action of contrition and reparation before you give them absolution.
- 4.27 There is a distinction between disclosures made in ordinary pastoral situations and disclosures made as a confession as provided in the applicable pastoral service in the Church's authorised liturgies. This service should normally be heard in a public place at advertised times or by arrangement.
- 4.28 If you are a church worker, remember that only clergy have the authority to receive a special confession of sins as provided in the applicable pastoral service in the **Church's** authorised liturgies.
- 4.29 You may have a legal obligation to report criminal offences to the applicable civil authorities (the issue of **child abuse** is addressed in the Diocese's Code of Conduct for Child Safety and Wellbeing and the Child Safety and Wellbeing Reporting Procedure). You may be subpoenaed to produce documents or to attend court to give evidence, or both. In some States or Territories, clergy may be able to claim privilege from producing documents and/or disclosing information obtained in a confession referred to in paragraphs 4.26 to 4.28.
- 4.30 You should be aware of and, when appropriate, seek advice in regard to:
- your legal obligations with regard to confidential information received during an interview or a confession, particularly in relation to criminal offences and child abuse;
 - the pastoral consequences of breaching confidentiality; and
 - the risk of physical, financial or emotional harm or hardship to another person by disclosing or not disclosing such information, particularly in writings, sermons or other public media.
- 4.31 Exercise special care that any illustrative material you use from personal experience does not involve a breach of confidentiality.

Conversations in a ministry context

- 4.32 Any communication in a ministry context, whether formal or informal, is a pastoral encounter. Communication may be face-to-face, in writing or involve some form of technology. Consider the appropriateness and impact of your words and actions.
- 4.33 Innuendoes or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, be aware that they may

have motives or needs that you do not understand. Be realistic about your own ability to assist them.

4.34 To minimise the risk of being accused of or engaging in misconduct, particularly when conducting interviews, think carefully in advance about:

- the place of the meeting, the arrangement of furniture and lighting, and your dress;
- whether the physical location allows for privacy of conversation while maintaining the opportunity for supervision. (For example, doors to interview rooms, if closed, should not be locked.);
- the physical distance between you and the other person to maintain both hospitality and respect;
- whether the circumstances would suggest a social interaction;
- the propriety and circumstances of the interview when you are visiting or being visited alone, especially at night;
- the personal safety and comfort of all participants;
- establishing at the outset the interview's purpose and the boundaries with respect to the subject matter, confidentiality and its duration;
- the appropriateness of initiating or receiving any physical contact, such as gestures of comfort, that may be unwanted or misinterpreted; and
- whether the presence of a child's parent, guardian or another person chosen by the child is appropriate.

4.35 When considering using technology for communication, you should apply the same principles as you would in any other form of communication. Minimise the risk of harming others or yourself by asking:

- is this an appropriate way to communicate about this matter?
- should this communication be confidential? If so, do not use electronic media;
- how will the language and images used impact upon the person receiving the communication and any other person who may access it?
- could the circumstances of the communication, including the language and images used, suggest your relationship with the other person(s) is inappropriate?

Risks associated with using technology in communication

Clergy, church workers, and other participants in church activities – including children – may communicate using:

- text and picture messaging;
- email;
- instant messenger services and chat rooms;
- video conferencing;
- blogs and internet forums;
- websites;
- social networking sites; and
- other forms of electronic interaction.

Remember information posted online is tracked and can be retrieved. Dangers associated with the use of communication technology are not always appreciated by clergy and church workers. These dangers include:

- losing your privacy;
- losing control of information (such as photographs or emails);
- ignoring personal security settings on social networking sites;
- being unable to determine if people are who they say they are;
- being exposed to unwanted information; and
- becoming a victim of cyberbullying when someone sends or spreads threatening or embarrassing information.

Record-keeping and privacy

- 4.36 If you are engaged in individual pastoral ministry, consider keeping a factual record of your daily pastoral activity. Record details such as the date, time, place, participants, subject, and any proposed action arising from each activity. Record personal remarks accurately.
- 4.37 You need to know the relevant principles of the applicable privacy legislation in relation to the collection, use, disclosure and management of personal information. These have implications for:
- the publication of personal information in church directories, newsletters, rosters and websites;
 - the recording and publication of voices and images of individuals; and
 - the use and security of all personal information, and especially sensitive information, held by clergy and church workers or in church offices.

5 CHILDREN

This section 5 no longer applies as it has been superseded by the Code of Conduct for Child Safety and Wellbeing that has been approved by the Council. This document builds on the text from section 5 but augments it to meet Victorian Government requirements. They are available on the Diocese's website at [Safe Ministry | Anglican Diocese of Melbourne \(melbourneanglican.org.au\)](https://www.melbourneanglican.org.au)

Preamble

- 5.1 **Children** are entitled to be safe and protected. They have the right to be respected, listened to and their particular needs addressed in all church activities, whether mixed aged or child specific.
- 5.2 Ministry where children are involved requires absolute trustworthiness.
- 5.3 **Clergy** and **church workers** with overall authority in a **church body** (e.g. incumbents and school principals) have a responsibility that cannot be delegated for the implementation and maintenance of proper systems for the safety and welfare of children participating in its pastoral ministry.
- 5.4 When they are exercising a pastoral ministry involving children in a church body, clergy and church workers (e.g. Sunday school teachers, youth group leaders) have responsibility for the safety and welfare of children in their care.
- 5.5 Clergy and church workers have *authority* over children because of their position and *power* because of their greater age, maturity, physical size and life experience. Abuse arises from the misuse of authority or power. Any form of **child abuse** is always wrong.
- 5.6 Due to the inherent imbalance of power, children are incapable of giving valid consent to abuse.
- 5.7 Appropriate physical contact is important for children's healthy development.

Standards for clergy and church workers

These standards state the Church's expectations for personal behaviour and the practice of pastoral ministry.

- 5.8 If you have overall authority in a church body, you are to ensure that:
- proper systems for the safety and welfare of children participating in the church's pastoral ministry are implemented and maintained;
 - all applicable requirements of the civil authorities, the church authority and the church body are complied with; and

- all clergy and church workers for whom you have responsibility and who work with children:
 - comply with all civil and Church screening and selection requirements;
 - receive regular training in child protection; and
 - are aware of the provisions of this Code relating to children.
- 5.9 If you are exercising a pastoral ministry involving children in a church body you are to take reasonable steps to ensure the safety and welfare of the children in your care.
- 5.10 You are to not abuse children.
- 5.11 When engaged in pastoral ministry you are not to administer **corporal punishment** to children in your care.
- 5.12 You are not to make available to children any **prohibited material**, except wine in the context of a Holy Communion service.
- 5.13 Before you allow a person who is currently charged with or convicted of an offence against a child to participate in activities involving children, you are to:
- consult the Director of Professional Standards;
 - ensure that a risk assessment is undertaken; and
 - be satisfied that no child will be at an increased risk of harm.
- 5.14 If you know or reasonably suspect that a child is at risk of harm from child abuse, you are to report this to the appropriate civil authorities.
- 5.15 If you know or reasonably suspect that another member of the clergy or a church worker has abused a child, you are to report this to the appropriate civil authorities and the Director of Professional Standards.

Guidelines

These guidelines explain and illustrate best practice and highlight practical ways to achieve it.

Recognising the characteristics and effects of child abuse

- 5.16 You need to be aware of the signs, symptoms and characteristics of child abuse and its impact on children.

Characteristics and effects of child abuse

Abuse of a child can be categorised as emotional, physical, sexual, or spiritual. It can also arise from neglect, bullying or harassment.

The signs and symptoms can include:

- **emotional abuse**—low self-esteem, apathy, an over readiness to relate to anyone even strangers, unduly aggressive behaviour, withdrawn behaviour;
- **physical abuse**—bruises, bites, burns and scalds, fractures;
- **sexual abuse**—a level of sexual knowledge or desire for either contact or distance inappropriate to the child’s age, self-harm, social isolation, and a sudden onset of soiling, wetting or other behavioural changes;
- **spiritual abuse**—low self-esteem, high levels of anxiety and fear, excessive deference to a leader and isolation from former friends and family members;
- **neglect**—failure of a child to grow within the normally accepted pattern, failure of a parent or guardian to provide adequate food, clothing, shelter, medical care and supervision;

Grooming actions are designed to establish an emotional connection to lower the child’s inhibitions through the development of a relationship with the child, and increased opportunity to see the child. Grooming involves psychological manipulation that is usually very subtle, drawn out, calculated, controlling and premeditated. Typically, grooming occurs incrementally: accessing the victim, initiating and maintaining the abuse, and concealing the abuse.⁶

All Australian jurisdictions have grooming offences, which vary in scope and application. Grooming offences may target online or other electronic communications, subjecting children to child exploitation material, and/or using intoxicating substances to engage children for the purpose of sexual activity.⁷

⁶ Approved by Standing Committee, November 2016 – SC2016/2/29

⁷ Approved by Standing Committee, November 2016 – SC2016/2/29

Characteristics and effects of child abuse

- **bullying or harassment**—low self-esteem, loss of trust in others, apathy, an over readiness to relate to anyone even strangers, unduly aggressive behaviour, withdrawn behaviour.

Sexual abuse of a child is often preceded by **grooming**.

The sexual abuse of a child commonly has the following characteristics:

- it usually starts with something minor and gradually builds up to more involved behaviours through a process of grooming;
- it is secretive and generally known only to the abuser and victim making it extremely difficult to detect;
- it is perpetrated by someone known to the child and/or held in a position of trust by the child or their parents or guardians; and
- it is rarely a self-contained or one-off incident but rather part of an ongoing relationship that is corrupting and distorting.

The abuse of a child commonly causes psychological and spiritual harm and is likely to lead to the impairment of their social, emotional, cognitive, spiritual and intellectual development and/or disturbed behaviour.

The effects of child abuse extend well beyond the abuser and their primary victims. The families of the victim and abusers as well as their communities can also experience a high degree of distress when revelations of abuse emerge. Often they can deny the disclosure and so reject the victim rather than face reality. Once the reality is confronted, the community will commonly experience profound shock, guilt about failing to protect the primary victim, deep hurt and disillusionment.

Recognising the characteristics of sexual offenders

- 5.17 You need to be aware of the characteristics of sexual offenders. A sexual offender may be a friend, a family member, a neighbour, a peer, or a person in authority.

Characteristics of sexual offenders

Sexual offenders generally:

- do not stop unless there is some intervening factor;
- believe or assert that the victim is complicit or a willing participant;
- attempt to deny, justify, minimise or excuse their behaviour by:
 - claiming their behaviour was an expression of love for the victim;
 - claiming their behaviour was a result of their childhood abuse;
 - claiming their behaviour was influenced by stress, the use of alcohol or other substances; and blaming the victim;

- enjoy the activity, despite claims to the contrary; and
- are repeat offenders.

Sexual offenders who target vulnerable adults and children will often undertake a grooming process as a precursor to abusive behaviour.

Ensuring the safety of children

5.18 Taking all reasonable steps to ensure the safety and welfare of children for whom you have overall responsibility or are in your care requires you prepare a risk management plan which considers the following issues:

- screening and selection of personnel;
- your role and capacity to perform it;
- use of external service providers;
- supervision;
- planning and conduct of activities;
- venue;
- health and safety;
- transport;
- disciplinary arrangements;
- physical contact;
- photographs and images; and
- record keeping.

These issues are considered in paragraphs 5.19 and 5.47.

Screening and selection of personnel

5.19 If you have responsibility for compliance with civil and Church screening and selection requirements, you should exercise care with the selection of leaders involved in mixed age or children's activities. You should ensure that any parents or guardians assisting with these activities are screened.

5.20 Consult the Director of Professional Standards as to whether a risk assessment is required before you appoint someone who has:

- been acquitted of a charge of an offence against a child;
- had a charge of an offence against a child not proceed;
- had a prohibited status under applicable child protection legislation lifted; or
- been the subject of Church disciplinary proceedings involving child abuse.

Your role and capacity to perform it

- 5.21 You need to recognise your own limits and not undertake any ministry that is beyond your competence or certification or that is not part of the role for which you have been or are being trained. Arrange for any such ministry to be provided by an experienced person or specialist agency. This applies particularly to outdoor or adventure activities such as canoeing, abseiling and hiking. Refer any child who requires specialised help (e.g. counselling for depression, abuse or addiction) to an appropriately qualified person or agency.
- 5.22 While children should be able to trust and confide in clergy and church workers— and you should expect to develop relationships of this character with children— avoid fostering inappropriate dependence on the part of a child.
- 5.23 Encourage children to develop leadership skills and undertake leadership roles that are appropriate for people of their age.

Use of external service providers

- 5.24 When you engage or use an external service provider for an activity (e.g. when you engage a specialist in outdoor education or a speaker for a camp), you should:
- make reasonable enquiries as to whether they have been screened and selected in accordance with civil and any Church requirements;
 - ensure that they are only used in a supplemental capacity; and
 - wherever practicable, ensure that they are not left alone with any child.

Supervision

- 5.25 The degree of supervision required will vary according to the nature and environment of the activity, the age and maturity of the children and the size of the group. Having multiple leaders to ensure that supervision and accountability standards are maintained is vitally important. You should:
- clearly distinguish the different levels of responsibility between you and any other supervisor and ensure that these differences are understood;
 - consider the extent of supervision required taking into account: o the age, number, ability and gender mix of the children; and o the venue, time, duration and nature of the activity;
- have a register of all children with contact details and parents' or guardians' names for emergencies; and
- monitor and periodically review the application of Church child protection procedures.

Activities

- 5.26 You should identify and minimise all potential hazards before embarking on any activity with children. This would include:
- being aware of the fire safety and evacuation procedures;
 - ensuring that emergency exits on church premises are clearly marked and never obstructed or internally locked;
 - not permitting smoking in any church premises where the activity is held; and
 - not knowingly permitting children with serious contagious diseases to attend the activity.
- 5.27 Games or activities that emphasise gender, physical, intellectual or ethnic differences should be assessed for their appropriateness. Think about what message children may learn from the way events are organised and conducted.
- 5.28 You should review in their entirety aural and visual materials, such as videos, films, computer games, graphics, photographs and lyrics, to ensure that any elements containing violence, sexual activity or lifestyle are appropriate for the intended audience. Exercise care if a film or computer game has been recommended by the Office of Film and Literature Classification as unsuitable for viewing or playing by children of a particular age (e.g. MA, M and PG classifications). In assessing whether something is suitable you should take into account the age of the youngest child present. If in doubt, seek the advice of a supervisor or colleague.
- 5.29 To minimise the possibility of children being harmed, give careful consideration to any activities or games that require children to act alone or in pairs independent of leaders.
- 5.30 Ensure that no children's activity includes:
- secret initiation rites and ceremonies;
 - nudity or engagement in sexual conduct;
 - the use or availability of prohibited materials, except wine in the context of a Holy Communion service.
- 5.31 When taking children away from church premises, obtain the written consent of a parent or guardian and keep them informed of the place and timing of the event.
- If you can, include parents or guardians in a leadership team of mixed gender.
- 5.32 When meeting a child privately, you should:
- have parental or guardian consent, where practicable;
 - ensure where appropriate that a parent, guardian or suitable adult is present;
 - inform another member of the clergy, an adult church worker or another adult of the time, location and duration of the meeting; and

- not invite or have children to your home or visit children in their home when no other adult is present; and
- make a record of the time, location, duration and circumstances of any meeting where it is impracticable to follow these guidelines.

Venue

5.33 Avoid working alone or in isolation with children. You should ensure that:

- all activities have defined boundaries that are easily observed or patrolled;
- all aspects of children's activities are open to observation;
- children are not permitted to leave church premises unsupervised; and
- where individual or small group ministry is needed, it occurs in the presence of adults, a public place or a location with high visibility.

5.34 When events require children to sleep over, you should ensure that where possible:

- parents or guardians are involved in the events and their supervision;
- sleeping accommodation is segregated between males and females;
- sleeping accommodation is supervised by more than one person, preferably including a parent or guardian or another adult of each gender; and
- supervisors do not sleep in close personal proximity to a child, unless they are a parent or guardian of the child.

5.35 Venues should allow for the privacy of all parties to be respected, particularly when changing clothes, washing and toileting. If you need to wash or toilet a child, tell another adult what you are doing.

Health and safety

5.36 Ensure that the risk management plan includes relevant contact details (e.g. emergency services and specialised help) and that a first aid kit appropriate to the activity is available. In the case of camps and similar activities, ensure that at least one adult present has first aid training.

5.37 Do not administer prescription medications to a child without the written consent of a parent or guardian.

5.38 Obtain information from parents or guardians about the particular physical and mental health or safety needs of children in your care (e.g. allergies, depression).

Transport

5.39 When making transport arrangements, take reasonable steps to ensure that:

- all drivers or operators are licensed, responsible, experienced and are not impaired by alcohol or any other mind-altering or addictive substance; and

- all motor vehicles and other forms of transport used are registered, insured, safe and fitted with appropriate child restraints or safety devices (e.g. seat belts, life jackets).

5.40 To the extent practicable, avoid being alone with a child in a motor vehicle or driving a child home unaccompanied. If such a situation is unavoidable, inform another adult of the trip and the reason for it.

Discipline

5.41 If you have overall responsibility in a Church body, you should ensure that:

- there is a strategy to prevent child abuse from occurring during church activities. This includes giving age-appropriate warnings to children about their own behaviour; and
- parents or guardians are advised that abuse of any child during children's activities will not be tolerated

5.42 If you have overall authority for children's ministry in a Church body you should ensure that a disciplinary strategy is developed, made known and implemented.

Disciplining children

When a child's behaviour requires correction, either for the safety and welfare of themselves or the group, it is important that:

- a warning precedes any discipline, where the situation permits;
- the discipline is explained to the child;
- the child is given an opportunity to explain;
- the discipline is appropriate to the occasion and age of the child;
- the form of discipline is not corporal punishment, does not ridicule or humiliate, or is not otherwise abusive;
- very young children are not isolated as a form of discipline;
- physical restraint is only used to protect children from harm or to avoid an accident;
- when physical restraint is used, a record is kept that identifies the restraint used, the member of the clergy or church worker and child involved and any witnesses, and sets out the incident's circumstances; and
- the child's parents or guardians are informed of the circumstances of the incident and discipline; and
- you make a record of the circumstances of the incident and discipline; and
- you make a record of the circumstances of the incident and discipline.

Physical Contact

5.43 In general—excluding circumstances such as immediate physical danger or medical emergency—physical contact should be initiated by the child or occur with their

permission. When you make physical contact with a child, be very careful that you respect the child's feelings and privacy.

- 5.44 Ensure that any physical contact you have with children is of a non-sexual nature and appropriate to the situation. Avoid any physical contact that is sexually stimulating, or that may be construed as sexually stimulating. Children may or may not be aware of creating such situations. It is your responsibility to be alert for such situations and to cease any inappropriate physical contact immediately.

Children and physical contact

You need to be very careful when making physical contact with children.

Appropriate contact includes:

- bending down to the child's eye level, speaking kindly and listening attentively;
- gaining permission before hugging a child and respecting their right to refuse;
- taking a child's hand and leading them to an activity;
- comforting a child by placing an arm around their shoulder and giving a gentle squeeze from the side;
- praising or welcoming a child by holding the child's two hands in yours;
- patting the child on the head, hand, back or shoulder in affirmation; and
- holding a preschool child who is crying, provided that they want to be held.

Inappropriate contact includes:

- kissing or coaxing a child to kiss you;
- extended hugging or tickling;
- touching any area of the body normally covered by a swimming costume, specifically the buttocks, thighs, breasts or groin areas; and
- carrying older children, sitting them on your lap or having them rub up next to you.

Communication

- 5.45 If you have overall responsibility in a Church body, you should ensure there is a policy for clergy and church workers which deals with the use of technology to communicate with children in pastoral ministry.

- 5.46 When considering using technology for communication, you should apply the same principles as you would in any other form of communication with children.

You should take care that:

- it is an appropriate way to communicate with a child;
- it is an appropriate way to communicate about the matter;
- you are sensitive to the impact of your words, images and actions on the child and any other person who may access it;

- you do not use sexually suggestive, explicit or **offensive language** or images; and
- the circumstances of the communication, including the language and images used, do not suggest your relationship with the child is inappropriate.

Risks associated with using technology in communication with children

Clergy, church workers and other participants in church activities – including children – may communicate using:

- texting and picture messaging;
- email;
- instant messenger services and chat rooms;
- video conferencing;
- blogs and internet forums;
- websites; and
- group social networking sites.

Remember information posted online is tracked and can be retrieved. Dangers associated with the use of communication technology with children are not always appreciated by clergy and church workers. These dangers include:

- ignoring personal security settings on social networking sites;

- disclosing contact details or images of the child in the communication;
- being unable to determine if people are who they say they are;
- exposing the child to unwanted or inappropriate information;
- the child becoming a victim of cyberbullying; and
- sexual predators gaining access to the child.

Clergy and church workers can assist children to stay safe when using technology to communicate with others by:

- educating children and their parents or guardians about the risks associated with the use of this technology;
- encouraging children to exercise care in disclosing personal information about themselves and others such as their contact details;
- encouraging children to talk about anything that worries them with their parents or guardians, older siblings, friends, and clergy and church workers with whom they have a **pastoral relationship** instead of posting their problems in a chat room or blog; and
- encouraging children to talk about anything they see or experience online that worries them.

Photographs and images

5.47 If you have overall authority in a church body, you should ensure that there is a policy requiring clergy and church workers to obtain the permission of relevant parents and guardians before making or using images (including photographs and videos) of children who are engaged in children's activities. The form of permission should clearly indicate the intended use of the images.

Record keeping

5.48 If you have overall authority in a church body, you should ensure that any Church screening documents:

- are treated with confidentiality and never left where they can be accessed by unauthorised persons;
- where kept on computer, are password protected and stored for an indefinite period of time with access limited to authorised persons; and
- where kept in paper form, are stored separately from any other documents and locked in secure place for an indefinite period of time, with access limited to authorised persons.

5.49 If you have overall authority in a church body, you should:

- ensure that a register of attendance of children and leaders and their emergency contact details is kept for each pastoral ministry involving children;
- consider including such registers in the church archives; and
- keep and store in a secure place all permission forms and records relating to discipline and private meetings.

5.50 If you are exercising a pastoral ministry involving children in a church body, you should keep a register of attendance of the children for whom you are responsible.

SUPERSEDED BY CODE OF CONDUCT
FOR CHILD SAFETY AND WELLBEING

6 PERSONAL BEHAVIOUR

Preamble

- 6.1 The personal behaviour and relationships of **clergy** and **church workers** have a significant impact on the **Church** and the community because they are a model to others. In a context where their responsibility is to care for others, people will especially observe the way in which clergy and church workers exercise power.
- 6.2 Abuse of power is at the heart of many relationship problems in the Church and the community. In essence, abuse is one person's misuse of power over another. Sometimes abuse will be a one off event and at other times it will be a pattern of behaviour.
- 6.3 **Abuse** can take any of several overlapping forms: **bullying, emotional and psychological abuse, harassment, physical abuse, sexual abuse or spiritual abuse**. Abuse in a family or domestic context is commonly known as "family and domestic violence."⁸
- 6.4 It is important for clergy and church workers to be good citizens and obey the laws of the community, except where those laws conflict with Christian convictions.

Standards for clergy and church workers

These standards state the Church's expectations for personal behaviour and the practice of pastoral ministry.

- 6.5 You are not to engage in:
- bullying;
 - emotional and psychological abuse;
 - harassment;
 - physical abuse;
 - sexual abuse; or
 - spiritual abuse.
- 6.6 You are not to **abuse** your spouse, children or other members of your family.
- 6.7 You are to be responsible in your use of alcohol and other mind altering or addictive substances or services.

⁸ Approved by Standing Committee, November 2016 – SC2016/2/29

- 6.8 You are not to undertake any pastoral ministry when you are impaired by alcohol or any other mind-altering or addictive substances.
- 6.9 You are not to use any **prohibited substance**.
- 6.10 You are not to take property belonging to others, including intellectual property.
- 6.11 You are not knowingly to make statements that are false, misleading or deceptive.
- 6.12 You are not knowingly to use **offensive language**.
- 6.13 Without a legitimate purpose you are not to view, possess, produce or distribute **restricted material**.
- 6.14 You are to observe the law, other than any law that:
- is contrary to the Holy Scriptures;
 - unjustly prohibits the practice of religion; or
 - prohibits civil disobedience.

Guidelines

These guidelines explain and illustrate best practice and highlight practical ways to achieve it.

- 6.15 You need to be aware of the impact that abuse can have on people.

The impact of abuse

A person who is abused may suffer emotionally, psychologically, physically, socially and spiritually. The impact can be life long and affect the person, their relationships and their capacity for ministry. *How abuse affects the person and their relationships*

The person who is abused may experience:

- feelings of shame, humiliation, rejection, powerlessness, insecurity, anger and resentment;
- sadness, tearfulness, depression, anxiety;
- fatigue, disturbed sleep, changed appetite and ill health;
- substance abuse, gambling and use of pornography;
- becoming more withdrawn or aggressive;
- burn out;
- suicidal thinking and action;
- loss of self-esteem and self-confidence;
- marital and family problems;
- breakdown in community and collegial relationships.

How abuse affects ministry

Clergy or church workers who are abused may experience:

- loss of coping skills;
- disillusionment;
- inability to concentrate;
- loss of motivation;
- decreased productivity and competence;
- bad decision-making and poor judgement;
- loss of faith or crisis of vocation;
- difficulty trusting others;
- diminished employability;
- premature desire to cease employment.

6.16 You need to be able to identify bullying and the cultures and environments which encourage it.

Cultures and environments which encourage bullying

Contexts in which bullying is likely to flourish are characterised by:

- overbearing or inadequate leadership;
- poor management;
- a high level of competition;
- a climate of uncertainty and insecurity;
- lack of support and governance structures;
- poor handling of conflict;
- rigid structures;
- low level of participation or consultation;
- excessive demands on time;
- unclear role description and processes;
- inadequate grievance procedures.

6.17 If another person indicates by their words or actions that they feel bullied or harassed by you, review your conduct. If in doubt, cease the conduct and seek advice. When teaching, admonishing or exercising discipline as part of your pastoral ministry, be sure you do it respectfully.

6.18 Love and care for your family and pay particular attention to the effect of your ministry on your family relationships. Ensure that your behaviour in family relationships is consistent with this Code.

6.19 Take steps to prevent your spouse or children or other members of your family becoming victims of your stress. If you find yourself acting violently or abusively to any member of your family, seek professional help immediately.

- 6.20 Monitor your consumption or use of alcohol and other mind altering or addictive substances or product (e.g. gambling) to ensure your wellbeing and that of others. Seek professional help if the use of these substances or products adversely affects your ministry, personal wellbeing or relationships.
- 6.21 You should be sensitive to the effect of your language on others. Avoid using language that may be misunderstood or that bullies, threatens, belittles, humiliates or causes unnecessary offence or embarrassment. Take care when using:
- any swear word;
 - language which has sexual connotations; and
 - racial, religious or other group descriptions.
- 6.22 Exercise discretion when viewing or using restricted material. You should:
- consider the legitimate purpose of viewing or using the restricted material;
 - consider whether your conduct will damage your reputation and impair your ministry; and
 - disclose the purpose and circumstances of your conduct to a supervisor or colleague to avoid any misunderstanding.
- 6.23 When engaged in civil disobedience, do not act violently or intentionally provoke violence.
- 6.24 Be sensitive to the effect of your dress on others. Dress appropriately to the context.
- 6.25 You should comply with copyright legislation. Ensure that any licences for the use of copyright material are current and complied with and that copyright is duly acknowledged.

7 SEXUAL CONDUCT

Preamble

- 7.1 The sexual conduct of clergy and church workers has a significant impact on the **Church** and the community.
- 7.2 Sexuality is a gift from God and is integral to human nature. It is appropriate for **clergy** and **church workers** to value this gift, taking responsibility for their sexual conduct by maintaining chastity in singleness and faithfulness in marriage.
- 7.3 It is part of the role of clergy and church workers to care for, protect and respect all with whom they have a **pastoral relationship**. It is never appropriate for clergy and church workers to take advantage of their role to engage in sexual activity with a person with whom they have a pastoral relationship. Consent to such activity will not be regarded by the Church as valid, except within marriage.

Standards for clergy and church workers

These standards state the Church's expectations for personal behaviour and the practice of pastoral ministry.

- 7.4 You are to be chaste and not engage in sex outside of marriage and not engage in disgraceful conduct of a sexual nature.
- 7.5 You are not to:
- sexually abuse an adult;
 - sexually abuse a child;
 - engage in prostitution;
 - visit brothels and other places associated with the sex industry without a legitimate purpose;
 - view, possess, produce or distribute **restricted material** containing sex or nudity without a legitimate purpose; and
 - view, possess, produce or distribute any form of child pornography or **child exploitation material**.

Guidelines

These guidelines explain and illustrate best practice and highlight practical ways to achieve it.

- 7.6 If you intend to make physical contact with another adult or speak to them about a sexual matter you should:
- take responsibility for your own actions;

- seek permission;
 - respect the person's wishes;
 - notice and respond to the person's non-verbal communication; and
 - refrain from such conduct if in doubt about the person's wishes.
- 7.7 You should avoid situations where you are vulnerable to temptation or where your conduct may be construed as a breach of the standards of sexual conduct in this Code.
- 7.8 Any involvement in pastoral ministry to persons in the sex industry requires safeguards and a high level of accountability and collegial support. If in pastoral ministry you intend to visit people or places associated with the sex industry, you should:
- consider the legitimate purpose of visiting the person or place;
 - consider whether your conduct will damage your reputation and impair your ministry; and
 - to avoid any misunderstanding, disclose the purpose and circumstances of what you are doing to a supervisor or colleague.

8 FINANCIAL INTEGRITY

Preamble

- 8.1 In both their personal capacity and their pastoral ministry **clergy** are involved in matters of a financial nature. The ministry of **church workers** may include financial management. The financial dealings of clergy and church workers have a significant impact on the **Church** and the community.
- 8.2 Financial integrity is essential to all financial processes and transactions.
- 8.3 Clergy and church workers with overall authority for financial management in a church body are responsible for the implementation and maintenance of proper systems for financial integrity and accountability. They cannot delegate this responsibility to anyone else.

Standards for clergy and church workers

These standards state the Church's expectations for personal behaviour and the practice of pastoral ministry.

- 8.4 You are not to avoid payment of your just debts and family support obligations.
- 8.5 You are not to engage in tax avoidance.
- 8.6 You are not to seek personal advantage or financial gain for yourself or your family from your position or from a **pastoral relationship**, beyond your stipend or wage and recognised allowances and deductions.
- 8.7 You are not to allow yourself to be influenced by offers of money or financial reward.
- 8.8 You are to avoid situations of conflict between your personal financial interest and your pastoral ministry responsibilities.
- 8.9 You are to arrange your personal and church finances to ensure that clear account and transaction boundaries are maintained.
- 8.10 You are to fully disclose and be publicly accountable for all church monies which you handle.
- 8.11 If you have overall authority for financial management in a church body, you are to ensure that:
- proper systems for financial integrity and accountability are implemented and maintained;

- all clergy and church workers for whom you have responsibility and who have authority for financial management in a church body are informed of their roles and responsibilities; and
- all stipends, wages and allowances payable are adequate, and paid promptly and in full.

Guidelines

These guidelines explain and illustrate best practice and highlight practical ways to achieve it.

Financial management practices

- 8.12 You should ensure that your salary packaging and the accounts of any church body for which you have responsibility are in accordance with Church and civil taxation and accounting requirements.
- 8.13 If you have overall authority for financial management in a church body, you should minimise the risk of you and other clergy and church workers being accused of or engaging in financial impropriety by:
- having two persons unrelated by family to handle church money received;
 - not involving paid clergy or paid church workers in the counting of church offertories;
 - ensuring that church money on church premises is kept safely and securely;
 - avoiding church money being taken home wherever possible;
 - ensuring that all church money received is banked promptly;
 - ensuring that proper accounting records are kept for church transactions, in the form of receipts, diary entries, tax invoices, accounts and account statements;
 - ensuring that all church accounts have more than one signatory;
 - ensuring that any accounts paid by cash are duly receipted; and
 - ensuring that those with the responsibility for handling money have suitable training in financial matters.

Gifts

- 8.14 If you are offered or receive a gift, whether monetary or otherwise, from a person with whom you have a pastoral relationship, you should:
- establish for whom the gift is intended and exercise discretion as to whether the gift should be personally accepted;
 - consider:
 - the size of the gift;
 - the intentions and circumstances of the giver; ○ the risk of your integrity being compromised; and
 - whether acceptance of the gift would cause scandal and embarrassment if known publicly;
 - if it is substantial, disclose the offer or receipt to a supervisor or colleague; and

- if there is any uncertainty as to the gift's appropriateness, seek advice from a supervisor or colleague.

Personal financial obligations

- 8.15 You should manage your finances so that personal debts, including those to any church body, are paid when due and in full.
- 8.16 You should avoid borrowing money from, or lending money to, a person with whom you have a pastoral relationship as this may place you in a position where your personal interest conflicts with your pastoral responsibilities. If you do, then disclose the circumstances to a supervisor or colleague. In some cultures where there are communal ownership and kinship obligations, this guideline may be applied differently.