

# Safe Ministry NEWSLETTER

Edition 1 / 2023

Welcome to the first Safe Ministry Newsletter for 2023. Thank you for your time reading this newsletter.

Keeping children and young people safe is everyone's responsibility. Thanks for the part you play in ensuring children and young people are safe and thrive in our parishes and congregations.

We would love to hear from you - if you have a question, need information or have an idea for strengthening the safe ministry work we all do together, please send us and email to [safeministry@melbourneanglican.org.au](mailto:safeministry@melbourneanglican.org.au).

## A Message from Anne

Safe Ministry and Inclusion Officer



Welcome to 2023. I am always surprised by how quickly January and February fly by.

As our programs and ministries start up again for the new year, let's continue doing all we can to keep our children, youth and vulnerable adults, safe. This includes completing and recording all screening, training, risk assessments, etc for all programs and ministries including for our staff and volunteers. We know this takes time but it is important in keeping all people, including children and young people, safe.

Thank you again for continuing to invest in developing and building the culture of safety in all areas of ministry and church life across our diocese. As always, please keep in touch via email, [safeministry@melbourneanglican.org.au](mailto:safeministry@melbourneanglican.org.au).

*Anne*

## Important training updates in this Newsletter

- Don't forget the online training is on a new platform, see the [training webpage](#) for current links.
- There are 3 ways to complete training.
- Each parish can set up a group analyst to administrate the online training.
- Please see the [Safe Ministry Training Implementation 2023 flyer](#) on the training webpage of the Safe Ministry Toolbox to help with your continued implementation of safe ministry training including for people who have experienced trauma.

**Please read through this newsletter for more details**



*Making the Word of God fully known*

# News

In this edition of the Safe Ministry Newsletter, you can read more about:

- **Safe Ministry Training**
- **Volunteer and Lay Employee Registers**
- **Diocesan Safe Ministry Action Plan**
- **Safe Ministry Toolbox webpage**
- **Updates to Safe Ministry and Child Safety & Wellbeing Policies and Procedures**

## Safe Ministry Training

It is terrific to see the continued participation with the Safe Ministry Training. As ministries and programs commence again for the year, please remember to ensure all clergy, staff and volunteers have completed or are in process of completing their required training.

As you will remember, in September 2022 our training provider changed platforms for levels 1 and 2 of our Safe Ministry training. To access the online training modules please follow the links on the [training page](#) of the Safe Ministry Toolbox. Old links will longer work and you will get an error message.

With this new platform for training, parishes are now able to have their own group analyst for the online training modules. This allows the parish to see who has completed levels 1 and 2 of training. This person can be the Vicar or the Child Safe Officer. Please email [etraining@safercommunities.net.au](mailto:etraining@safercommunities.net.au) (cc: [safeministry@melbourneanglican.org.au](mailto:safeministry@melbourneanglican.org.au)) to organise this.

There are 3 ways to access this Level 1 and 2 training for volunteers. These include:

- Accessing the online training through the diocesan [training page](#) on the Safe Ministry Toolbox.
- Parish facilitated small groups using the online modules. The resources for running these groups can also be found on the [training page](#).
- A diocesan trainer may be able to run face to face training by request to the diocese.

All Clergy and authorised ministers are required to complete Level 1 and 2 training using the online platform.

Level 3 training is available through Zoom sessions - the link for booking into these is also on the training page.

Please see the [Safe Ministry Training Implementation 2023 flyer](#) on the training page of the Safe Ministry Toolbox for more information regarding the ongoing implementation of Safe Ministry training.

For parishes and congregations who have used the facilitated small groups, we hope you have found this a helpful way to training people in your parish. To keep reliable records of this method of training, we are asking you to please use the parish facilitated group training register (on the [training page](#) of the Safe Ministry Toolbox) to list all participants and email it to [safeministry@melbourneanglican.org.au](mailto:safeministry@melbourneanglican.org.au). We ask that this be sent to the diocese as soon as possible.

More Safe Ministry information can be found on the [Safe Ministry Toolbox](#) including relating to [clearances](#) and [training](#).



**Did you know?**

**Child Safe Standard #6**

requires each organisation to ensure people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

**How does your parish/congregation do this?**

Check out the [Guide to Creating a Child Safe Organisation](#). For more information. There are also more [resources](#) on the CCYP website.

## Volunteer and Lay Employee Registers

It is a requirement under the Child Safe Standards that organisations record all screening, clearance and training information for volunteers and staff. This means that each parish is required to record this information on the parish [Volunteer and Lay Employee Register](#). The Registry team has been working through these registers with parishes to ensure the correct information is recorded. Parishes were requested to email their Register to [registrar@melbourneanglican.org.au](mailto:registrar@melbourneanglican.org.au) in March 2022. The Register is a living document and needs to be continually maintained.

For parishes who use a digital data base (eg. Elvanto) to record this information, please ensure a report with fields matching the register can be emailed to the Registrar when requested.

## Diocesan Safe Ministry Action Plan

The Safe Ministry Reference Group (SMRG) is in the final drafting and approval stage of this Action Plan. Once the action plan final draft is approved by Archbishop in Council, it will be rolled out across our diocese.

Parishes are encouraged to continue using the diocesan [Child Safe Standards self-assessment tool](#) found on the [Child Safe Standards webpage](#) of the Safe Ministry Toolbox to monitor how they are putting the Standards into action.

## Safe Ministry Toolbox Webpage

Please remember to familiarise yourself, your staff and volunteers with the [Safe Ministry Toolbox](#). This user-friendly website forms a toolbox of resources which is updated regularly and as additional resources are developed.



On the latest News page, you will find past editions of the Safe Ministry Newsletter as well as the Safe Ministry video which was prepared for Synod.

Please ensure your parish website is linking to the Safe Ministry Toolbox for all safe ministry information, including policies and procedures. The new link is <https://www.melbourneanglican.org.au/safe-ministry/> - there are redirections active so old links will still work.

## Updates to Safe Ministry and Child Safety & Wellbeing Policies and Procedures

Following the introduction of the new Child Safe Standards, the diocese is in the process of updating its Safe Ministry and Child Safety & Wellbeing Policies and Procedures. We are continuing to work with the 30 representative parishes in the development of these updates. Further communication about these documents will happen as the process continues.



*Making the Word of God fully known*

# Helpful Resources

**Commission for Children and Young People (CCYP)** - useful guides and information about the new Child Safe Standards, including [translated information sheets](#) in many languages.

**eSafety Commissioner** – February 7<sup>th</sup> was Safer Internet Day 2023. See the eSafety website for more information about popular and emerging online technologies and ways to manage online risks. There are also child focused information for use with [children](#) and [young people](#).

**Does everyone in your parish / congregation know how to **Speak Up** if they have a concern about the safety and wellbeing of a child or young person?**

If something doesn't look, feel or sound right, **Speak Up**.

Adults can support children and young people to tell someone they trust if they have a concern.

## REPORTING CHILD ABUSE IS A COMMUNITY-WIDE RESPONSIBILITY



**ANGLICAN  
DIOCESE OF  
MELBOURNE**

Reporting Child Abuse in the Anglican Diocese of Melbourne

**1** If a child is in **immediate danger** at any point **CALL 000**

**2** All suspicions or reports of child abuse must be reported to:

<p>Police</p> <p>Child Protection</p> <p>Kooyoora Professional Standards</p>	<p><b>What is Child Abuse?</b></p> <p>Abuse and neglect includes but is not limited to:</p> <p><b>Physical Abuse, Emotional Abuse, Family Violence, Sexual Abuse, Grooming and Neglect.</b></p>	<p><b>Who can report neglect and abuse of a child under the age of 18?</b></p> <p>Children, Parents, Staff, Volunteers, Anyone.</p>	<p><b>What sorts of things must be reported?</b></p> <p>All child safety concerns must be reported:</p> <ul style="list-style-type: none"> <li>Disclosure of past and present abuse and harm</li> <li>Allegations, suspicions or observations</li> <li>Breaches of the Code of Conduct</li> </ul>
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**CONTACT NUMBERS:**

**POLICE 000**

**CHILD PROTECTION SEE BELOW**

**KOOYOORA PROFESSIONAL STANDARDS 1800 135 246**

**Contact the child protection intake service that covers the area in which the child lives:**

<p><b>North Division 1300 664 977</b></p> <p><small>Area Includes:</small> Banyule, Darebin, Hume, Macedon Ranges, Moreland, Nillumbik, Whittlesea, Yarra.</p>	<p><b>South Division 1300 655 795</b></p> <p><small>Area Includes:</small> Dayside, Cardinia, Casey, Frankston, Glen Eira, Greater Dandenong, Kingston, Mornington Peninsula, Port Phillip, Stonnington.</p>	<p><b>East Division 1300 369 391</b></p> <p><small>Area Includes:</small> Booroondara, Knox, Manningham, Maroondah, Mitchell, Monash, Murrindindi, Whitehorse, Yarra Ranges.</p>	<p><b>West Division (Rural and regional only) 1800 075 599</b></p> <p><small>Area Includes:</small> Colleen Plains, Greater Geelong, Moorabool, Queenscliffe, Surf Coast.</p>	<p><b>West Division (Metropolitan only) 1300 664 977</b></p> <p><small>Area Includes:</small> Brimbank, Hobsons Bay, Maribyrnong, Melbourne, Melton, Moonee Valley, Wyndham.</p>
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**A Safe Ministry prayer.**

Dear God,  
We are so sorry for the times our church has hurt others and not been a safe place.

Please forgive us.

Please comfort and heal those people.

May your Spirit enable us to right wrongs, and help us to make and keep our churches safe.

Help us look after everyone, including children and vulnerable people.

Please guide our leaders as they make decisions that keep our ministries safe.

Help each one of us do our part in making church a safe place for everyone.

In Jesus' name we pray,  
Amen



*Making the Word of God fully known*

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