



Action Plan Information session:


How do we meet the new Victorian Child Safe Standards


New 11 Child Safe Standards


Victoria's Child Safe Standards


Plain
language
summary


- 1** Your organisation welcomes Aboriginal children. You support them to express their culture and to enjoy their rights. You don't allow racism.



- 2** Child safety is important to everyone at all levels in your organisation. You document how you find, avoid, and stop risks of child abuse or harm.



- 3** Your organisation supports children to know their rights to be safe from abuse, informed, and involved. You help them to talk openly and take part in decisions that affect them.



- 4** Your organisation tells families and the community about what you do, and how you keep children safe from harm and abuse. You help families to have a say and to take part in decisions that affect their child.



- 5** Your organisation understands that every child is different and has different needs. You make sure that they can get the information and help that they need.



- 6** Staff know what they must do to keep children safe from abuse and harm. They record, report, and share information about child safety when they should. Staff who work with children have had the background checks they need.



- 7** Children and their families know how to make a complaint and what happens when a complaint is made. Your staff know how to respond properly to complaints.


- 8** Your organisation trains and supports staff to keep children safe from abuse and harm. Your staff know the signs of child abuse and harm and what to do if there are issues of abuse and harm.


- 9** Your organisation makes sure children are safe when they use your services, settings, and activities. This includes when children are online.


- 10** Your organisation checks and improves the ways you keep children safe from abuse and harm.


- 11** Your organisation has written policies about how you keep children safe from abuse and harm. They are easy to understand, and all staff follow them.



For more information,
contact the Commission for
Children and Young People
www.ccyp.vic.gov.au



<https://ccyp.vic.gov.au/assets/resources/New-CSS/Victorias-Child-Safe-Standards-Plain-language-poster-10.02.2023.pdf>

Standard 1

1

Your organisation welcomes Aboriginal children. You support them to express their culture and to enjoy their rights. You don't allow racism.



Standard 1 - Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander children and young people are respected and valued.

Standard 2

2

Child safety is important to everyone at all levels in your organisation. You document how you find, avoid, and stop risks of child abuse or harm.



Standard 2 - Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Standard 3

3

Your organisation supports children to know their rights to be safe from abuse, informed, and involved. You help them to talk openly and take part in decisions that affect them.



Standard 3 - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Standard 4

4

Your organisation tells families and the community about what you do, and how you keep children safe from harm and abuse. You help families to have a say and to take part in decisions that affect their child.



Standard 4 - Families and communities are informed and involved in promoting child safety and wellbeing.

Standard 5

5

Your organisation understands that every child is different and has different needs. You make sure that they can get the information and help that they need.



Standard 5 - Equity is upheld and diverse needs respected in policy and practice.

Standard 6

6

Staff know what they must do to keep children safe from abuse and harm. They record, report, and share information about child safety when they should. Staff who work with children have had the background checks they need.



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

Standard 7

7

Children and their families know how to make a complaint and what happens when a complaint is made. Your staff know how to respond properly to complaints.



Standard 7 - Processes for complaints and concerns are child-focused.

Standard 8

8

Your organisation trains and supports staff to keep children safe from abuse and harm. Your staff know the signs of child abuse and harm and what to do if there are issues of abuse and harm.



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.

Standard 9

9

Your organisation makes sure children are safe when they use your services, settings, and activities. This includes when children are online.

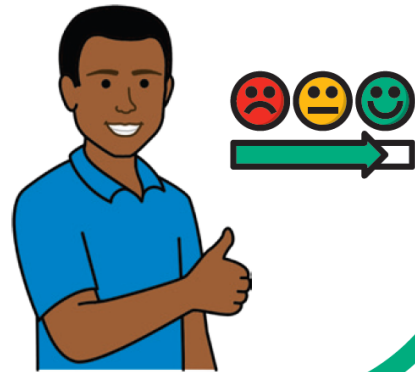


Standard 9 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Standard 10

10

Your organisation checks and improves the ways you keep children safe from abuse and harm.



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

Standard 11

11

Your organisation has written policies about how you keep children safe from abuse and harm. They are easy to understand, and all staff follow them.



Standard 11 - Policies and procedures document how the organisation is safe for children and young people.



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Fast Finder

Use the quick links below to find our frequently accessed resources

[Safe Ministry | Anglican Diocese of Melbourne \(melbourneanglican.org.au\)](http://www.melbourneanglican.org.au)



Governance -> Child safe standards

Scroll down to the ADOM Action Plan for Meeting the New Victorian Child Safe Standards

Or click [here](#)



Child safety and wellbeing requires action at every level of the diocese from the office of the archbishop to the smallest parish or congregation and a commitment from their leaders, clergy and lay. Each community is expected to engage in this process of self-assessment. [Click here](#) for self-assessment template developed by the Safe Ministry Team for parishes and congregations.

The Diocese has developed an Action Plan for Meeting the New Victorian Child Safe Standards. This Action Plan has specific actions for both the diocese and for parishes/AAC to meet each Standard and its compliance indicators. This Action Plan can be found [here](#).

Please refer to the [Short Guide to the Child Safe Standards](#) and the [Guide for Creating a Child Safe Organisation](#) for details of the documents and actions that are required as evidence of compliance with each standard.

The 11 Child Safe Standards (effective 1 July 2022)

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

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

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

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

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

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

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

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

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

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

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

The Archbishop in Council of the Diocese (the governing body) has approved a number of key safe ministry documents including codes of conduct, a safe ministry policy, and a Child Safety and Wellbeing Policy. These can be found in the [Document Library](#).

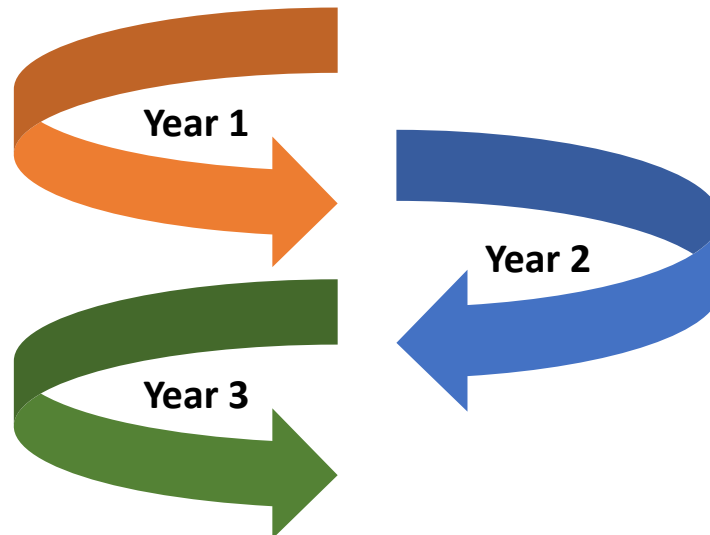
Child Safe reference documents:

- [ADOM Action Plan for Meeting the New Victorian Child Safe Standards](#)
- [Parish Self-Assessment Template](#) to be used with Action Plan for Meeting New Victorian Child Safe Standards 2023 (note: download a copy of the document for parish use)
- [Child Safe Standards Self-Assessment Template June 2022](#) for parishes and congregations (note: download a copy of the document for parish use)

[Action Plan for Meeting the New Victorian Child Safe Standards April 2023.pdf](#) | [Legal Information Church](#)

ADOM Action Plan - <https://www.melbourneanglican.org.au/wp-content/uploads/2023/05/FINAL-ADOM-Action-Plan-for-Meeting-the-New-Victorian-Child-Safe-Standards-April-2023.pdf>

How does it work?



This is an Action Plan for 3 years.

If you think of a standard accreditation cycle - 3 years – then the Main aim is to achieve consistency across the diocese in that 3 years.

The Action plan is a 3 year cycle Year 1 is the urgent Year 2 is important and year 3 is improvement.

- lots of actions in yrs 1 & 2 – you have probably already done some of them

Re-evaluating for new/updated plan in 3rd year

The Building blocks

Standard 2

<p>STANDARD 2 <i>Child safety and wellbeing is embedded in organisational leadership, governance and culture.</i></p>	
<p>Why this is important Our leadership, governance and culture, both in the Diocese as a whole and in each parish, all play their part in making our Diocese a place in which children are and feel safe and their well-being is promoted. The Diocese looks to its leaders to embody the values of the organisation. Leaders' behaviour is key to a child safe culture promoting the wellbeing being of children. Our culture and the values which undergird it are expressed in our governance as we are open and transparent and put the interests of children first.</p>	
<p>CCYP minimum requirements of a child safe organisation for Standard 2</p>	
<p>2.1 The organisation makes a public commitment to child safety.</p> <p>2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.</p> <p>2.3 Governance arrangements facilitate implementation of the Child Safety and Wellbeing Policy at all levels</p>	<p>2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.</p> <p>2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.</p> <p>2.6 Staff and volunteers understand their obligations on information sharing and record keeping.</p>
<p>Currently in place at ADOM</p>	
<ul style="list-style-type: none"> A public commitment to Child Safety on the ADOM website and displayed in parishes (2.1) Each parish has a Child Safety Officer who actively champions a child safe culture as per the role description (2.2) Safe Ministry Policy, Code of Conduct for Child Safety & Wellbeing, Guidelines for Child Safety & Wellbeing and Statement of Commitment for Child Safety & Wellbeing are included in training. Agreeing to abide by the behaviour statement is included in the Safe Ministry level 2 training (2.3, 2.4, 2.6) Child Safety is a standing item for Archbishop in Council meetings, Parish Council meetings and Chapter meetings (2.2) 	<ul style="list-style-type: none"> Safe Ministry Reference Group works across Diocese with the Safe Ministry and Inclusion Officer to support parishes and advise Archbishop in Council (2.2, 2.3) Safe Ministry table at Synod as a way of highlighting importance of child safety Child Safe Posters available on website and displayed in parishes (2.1, 2.3) Screening and training processes are in place in parishes for all staff and volunteers and recorded on the Volunteer and Lay Employee Register (2.4, 2.5, 2.6) Regular audits and risk assessments are expected for all parish activities (2.5)
<p>Currently in progress at ADOM</p>	
<ul style="list-style-type: none"> Risk management work is in process at Diocese level Safe Ministry/Child Safety documents being reviewed 	

- Why this Standard is important for the diocese and your parish
- How we measure – these have been supplied by CCYP as the compliance indicators under each standard
- Actions that are required to meet the measures

Diocesan Actions and Parish Actions

Standard 2 – Action Plan			
<i>Child safety and wellbeing is embedded in organisational leadership, governance and culture.</i>			
Diocese Action	Requirement	Due Date	Responsible
Review all ADOM policies/procedures to identify where child safety and wellbeing elements need to be added and updated	2.3	Year 1	SMRG – advise SMO – enact AiC - approve
Review and update the Safe Ministry Policy to refer to Child Safety and Wellbeing Policy	2.1 2.3	Year 1	SMRG – advise AiC – approve SMO – enact
Develop and implement a new Child Safety and Wellbeing Policy	2.3	Year 1	SMRG – advise SMO – enact AiC - approve
Review and update Code of Conduct for Child Safety and Wellbeing	2.4	Year 1	SMRG – advise SMO – enact AiC - approve
Develop and implement record keeping and information sharing policy and procedures	2.6	Year 1-2	Registry team, P&C SMRG – advise SMO – enact AiC - approve
Update the child safety responsibilities for Archbishop, bishops, clergy, lay staff and volunteers across the diocese	2.3	Year 2	SMRG – advise SMO – enact AiC - approve
Continue to develop and distribute resources for parishes that empowers them to improve child safety at parishes (including wallet cards, additional posters, etc)	2.2	Year 2-3	SMRG – advise SMO – enact AiC - approve
Use 'Being Together' posters and resources (General Synod) as a standard of participation for those attending parish service, events and programs	2.5	Year 2	SMO – enact SMRG – advise AiC - approve
Develop Risk Management Plan	2.5	Year 1	SMRG – advise SMO – enact AiC - approve
Develop audit process for child safety in parishes, including regular return of Volunteer and Lay Employee Registers (See Standard 10)	2.5	Year 2	SMRG – advise SMO – enact AiC - approve



Parish actions in more detail

- Each action has minimum and best practice actions to work on.
- Explain the 'why'

While the need to comply with these Standards is a legal requirement, we are also God's Church and so it is vital we are ensuring all people, especially children, young people and vulnerable people are able to hear the Good News safely.

Parish actions example

8

Your organisation trains and supports staff to keep children safe from abuse and harm. Your staff know the signs of child abuse and harm and what to do if there are issues of abuse and harm.



Parish Actions	Requirement	Due Date	Responsible
Minimum: Diocesan safe ministry training requirements are in place for all clergy, staff and volunteers every 3 years Best Practice: Site specific training is implemented alongside diocesan requirements.	8.1 8.2 8.3 8.4	On commencement and then every 3 years	Vicar, Parish council
Minimum: Volunteer and Lay Employee Register is kept up to date at all times as a 'living document' Best Practice: regular review of volunteer and lay employee register Keep accurate records of past volunteers	8.1	Year 1	Vicar, Child Safety Officer
Minimum: clergy and authorised staff take part in diocesan supervision Best Practice: lay leaders and volunteers are supervised by ministry staff Child Safe Officers and Children/Youth ministers engage in Communities of Practice	8.1 8.2 8.3 8.4	Year 2	Professional Supervision and Coaching Teams Vicar
Ongoing actions for leaders			
Ensure that ongoing (professional) development is available and promoted to staff and volunteers in this space. Seek and include up to date best practice advice, and feedback from children and families in regular reviews of policies and procedures.			

Parish actions example

3


Your organisation supports children to know their rights to be safe from abuse, informed, and involved. You help them to talk openly and take part in decisions that affect them.



Parish Actions	Requirement	Due Date	Responsible
Minimum Requirements: Post child-accessible Child Safety policies and procedures on wall/notice board and link to Diocesan website Best Practice: Children and youth are part of developing parish-based child safety practices	3.1	Year 1	Child Safety Officer
Minimum Requirements: Children and Youth are verbally welcomed each service Child safety posters (linked here) are present in a clearly visible, child-accessible space as well as online. Best Practice: Buddy and mentoring systems are used to encourage and support friendships between children/youth as well as with adults	3.2	Year 1 Year 3	Vicar, Child Safety Officer
Minimum Requirements: Diocesan resources are encouraged for use by families and church run programs Best Practice: Third-party providers are engaged for sessions with children, youth and families	3.3	Year1 Year 3	Child Safety Officer, Vicar
Minimum Requirements: All clergy, lay staff, and volunteers complete required Safe Ministry training for their roles A Child Safety Officer is appointed and information is displayed in child-accessible spaces Best Practice: A team of children and young people formed to seek and give regular feedback and suggestions to parish council Children and Youth are part of creating a parish-based children's code of conduct for their children's programs	3.4	Year 1 Year 2 Year 3	Parish Council, Vicar

Parish actions example

11 Your organisation has written policies about how you keep children safe from abuse and harm. They are easy to understand, and all staff follow them.



Parish Actions	Requirement	Due Date	Responsible
<p>Minimum: Review site specific policies and practices in-line with all 11 Child Safe Standards</p> <p>Best Practice: Child Safety Officer and Parish council review parish procedures/practice according to regular schedule detailed on each document</p>	11.1	Year 2 then annually	Vicar Parish Council Child Safe Officer
<p>Minimum: implement easy to understand and translated diocesan documents and other resources</p> <p>Best Practice: develop and review parish-specific, easy to understand procedures</p>	11.2	Year 2 Year 3	Vicar Parish Council Child Safe Officer
<p>Minimum: participate in diocesan consultation for development and reviews of policies and procedures</p> <p>Best Practice: Include children, youth and families in the review and development of new diocesan policies and procedures Consult with children, youth and families in the development of new parish procedures</p>	11.3	Year 2 Year 2	Vicar Parish Council Child Safe Officer
<p>Minimum: leaders respond promptly to all child safety concerns. Feedback from children/youth about the child safe practices of the parish is gathered annually and reported to Parish Council</p> <p>Best Practice: child safety is regularly spoken about publicly in services Children and Young people are involved in creating a culture of Child Safety</p>	11.4	Year 1 Year 1 then annually Year 2 Year 2 - ongoing	Vicar Parish Council Child Safe Officer Children/youth ministry staff
<p>Minimum: Parishes keep the Volunteer and Lay Employee Register up to date including signing Code and completing training, including keeping historical details</p> <p>Best Practice: monthly team meetings and regular supervision includes regular updates on training, policies and child safe practices</p>	11.5	Year 1 – 2 Year 2 – 3	Vicar Parish Council Child Safe Officer



Self-assessment template



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

Why this is important: Our leadership, governance and culture, both in the Diocese as a whole and in each parish, all play their part in making our Diocese a place in which children are and feel safe and their well-being is promoted. The Diocese looks to its leaders to embody the values of the organisation. Leaders' behaviour is key to a child safe culture promoting the well-being of children. Our culture and the values which undergird it are expressed in our governance as we are open and transparent and put the interests of children first.

Available from the same website as the ADOM Action Plan for Meeting the New Victorian Child Safe Standards

Or click [here](#)

CCYP Minimum Requirements	Parish Minimum Actions	Evidence and Date Minimum Action met	Parish Best Practice Actions	Evidence and Date Best Practice Action met
2.1 The organisation makes a public commitment to child safety.	Post public statement of Commitment to Child Safety on wall/notice board and link to diocesan website Child safety posters (LINK HERE) are present in a clearly visible, child-accessible space as well as online.	[]	Draw attention to the Child Safety policies and procedures monthly during announcements in services and at events. Ask children and young people what they would like to see in a statement of commitment and feedback to the Centre.	[]
2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.	Each Parish appoints a Child Safe officer and notifies the Diocese Child Safety is regularly spoken about as a value by leaders in services Yearly feedback from children about the Child Safe practices of the parish	[]	A team of children and young people formed to seek and give regular feedback and suggestions to parish council. Children and Young people are involved in creating a culture of Child Safety. The Parish invests in children and young people for the time they contribute (meal, gift voucher, recognition)	[]
2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.	Child Safety is a standing item on the agenda of Parish Council and the Child Safe Officer reports regularly to each meeting of the Parish Council	[]	Parish Councils have Child Safety on the agenda every meeting, discusses and responds to the report and gives feedback of Child Safety officer and Children and Young people	[]

<https://www.melbourneanglican.org.au/wp-content/uploads/2023/05/Parish-Self-Assessment-Template-to-be-used-with-Action-Plan-for-Meeting-New-Victorian-Child-Safe-Standards-2023-some-locked-cells.docx>

A piece of the puzzle



New Policies and Procedures

2020 documents	2023 Restructured documents
Safe Ministry Policy	<p>Safe Ministry Policy</p> <ul style="list-style-type: none"> Amend to clarify that child safety will be dealt with in a separate Child Safety and Wellbeing Policy.
	<p>Child Safety and Wellbeing Policy</p> <ul style="list-style-type: none"> Prepare new Policy.
Reporting Guidelines (procedure)	<p>Child Safety and Wellbeing Reporting Procedure</p> <ul style="list-style-type: none"> Retain but amend to refer to ADOM's new child safety documents. (Internal amendments to be made)
Code of Conduct for Child Safety and Wellbeing	<p>Code of Conduct for Child Safety and Wellbeing</p> <ul style="list-style-type: none"> Amend the Code of Conduct to amalgamate these three documents. The document will include a signed acknowledgement that relevant people have read and agree to comply with ADOM's child safety documents, including the Code of Conduct.
Statement of Commitment for Child Safety and Wellbeing	
Guidelines for Child Safety and Wellbeing	
	<p>Child Safety Policy for Children</p> <ul style="list-style-type: none"> Prepare new Policy.

Find on the Document Library, [Key Safe Ministry Documents | Anglican Diocese of Melbourne \(melbourneanglican.org.au\)](#)

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



Next steps

- Clergy, lay staff and volunteers need to read new policies and procedures and sign new code of conduct
- Get familiar with the action plan and self-assessment template
- With child safety being a standing parish council agenda item – introduce parish council to this action plan and then work through a few standards each meeting



Questions & Answer time



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

- written by Revd. Amy Brown with Bishop Genieve Blackwell, 2022