

Safe Ministry NEWSLETTER

Edition 2 / 2023

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

Keeping children and young people safe is everyone's responsibility. Thank you for playing your part 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 an idea for strengthening the safe ministry work we all do together, a question or need information, please send us and email to safeministry@melbourneanglican.org.au.

A Message from Anne

Safe Ministry and Inclusion Officer



After reflecting on Easter and the lengths to which Jesus went to save us, His people, let's continue to do all we can to keep all people, including our children and young people, safe from harm. We recognise there is an amount of administration for safe ministry that takes time, but it is important to ensure we are all doing our part.

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

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.

Anne



Making the Word of God fully known

Important updates in this Newsletter

- The **Diocesan Action Plan** for meeting the new 11 Child Safe Standards has been approved by AiC, therefore updated **Safe Ministry and Child Safety policies and procedures** are being rolled out.
- The **Volunteer and Lay Employee Register** is an ongoing, living document which the diocesan Registry Services team can request at any time.
- Don't forget the online **Safe Ministry training** is on a new platform.

Please read through this newsletter for more details

News

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

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

Diocesan Action Plan for Meeting the Victorian Child Safe Standards

The Diocesan Action Plan for Meeting the 11 Victorian Child Safe Standards has been approved by Archbishop in Council at its April meeting. Over the next weeks, we will be communicating about this plan which includes both diocese and parish actions to ensure we meet the new Child Safe Standards. This will include an info session/webinar and updates in emails and the TMA. The Action Plan can be found [here](#) on the Safe Ministry Toolbox. Please be on the lookout over the next month for more information.

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

Following the introduction of the new Child Safe Standards, the diocese in consultation with children, youth, families, staff and clergy across our diocese, has updated its Safe Ministry and Child Safety & Wellbeing Policies and Procedures. These documents have been approved by Archbishop in Council in April and will be rolled out across the diocese.

Volunteer and Lay Employee Registers

As all Clergy should be aware, parishes and AACs are required to maintain their [Volunteer and Lay Employee Register](#). This Register is an ongoing, living document and tool which is to be kept up to date by each parish as a record of the screen and safe ministry training undertaken by each volunteer/employee. The Royal Commission into Institutional Responses to Child Sexual Abuse recommended that organisations keep records for up to 45-year post-engagement with child-related work.

Each parish will have their own administrative processes however the Vicar holds overall responsibility for ensuring that safe ministry requirements are met, including the upkeep of this register. Parishes are

Did you know?

Child Safe Standard #10 requires each organisation to check and improve the ways they keep children safe from abuse and harm.

How does your parish/congregation do this?
Check the Diocesan Action Plan for what your parish can do for this. More information can be found in the [Guide to Creating a Child Safe Organisation](#) and on the [resources](#) page on the CCYP website.



encouraged to have Safe Ministry as a standing item on the Parish Council meeting agenda which could include a regular review of their Register for currency and accuracy.

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. The Registry Services team can request this Register be forwarded to the diocese at any time and [CCYP](#) may also request these records as part of their compliance activity in ensuring that the Child Safe standards are met (see more information [here](#)).

Safe Ministry Training

After Easter the Safe Ministry Training Level 1 was updated. All those who had already completed Safe Ministry Essentials (Level 1) Training DO NOT need to do anything at this stage. These changes will be covered when completing their 3 yearly Safe Ministry Training refresher.

There are 3 ways to complete training which are explained in the [Safe Ministry Training Implementation 2023 flyer](#). For parishes and congregations who have used the parish facilitated small group option, we hope you have found this a helpful way to training people in your parish.

Parishes can set up a group analyst to administrate the online training and access records to add to the Volunteer and Lay Employee Register. This can be set up by emailing the etraining team, etraining@saferrcommunities.net.au, and copy (cc) the safe ministry team, safeministry@melbourneanglican.org.au.

Safe Ministry Toolbox Webpage

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



The resources in this Toolbox include information about [the Victorian Child Safe Standards](#), [Diocesan Safe Ministry Policies and Procedures](#), [how to make a report or complaint](#), [information about training](#), [information relating to clearances](#), [Safe Ministry Newsletters and news](#), [parish resources](#) and [support and redress information](#).

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 Bishop Genieve Blackwell and Revd. Amy Brown, 2022



Making the Word of God fully known

Parish website are to be linked to the Safe Ministry Toolbox for all safe ministry information, including policies and procedures. The link to use is <https://www.melbourneanglican.org.au/safe-ministry/>.

Helpful Resources

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

eSafety Commissioner – See the eSafety website for more information about popular and emerging online technologies and ways to manage online risks. Check out the [First Nations information and online resources](#) for supporting First Nations children and youth.

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

CONTACT NUMBERS:

POLICE
000

CHILD PROTECTION
SEE BELOW

KOYOORA PROFESSIONAL STANDARDS
1800 135 246

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

| | | | | |
|--|---|--|--|--|
| <p>North Division 1300 664 977</p> <p>Area Includes: Banyule, Darebin, Hume, Mccoon, Ranges, Moreland, Nunmolk, Whittlesea, Yarra.</p> | <p>South Division 1300 655 795</p> <p>Area Includes: Dayside, Cardinia, Casey, Frankston, Glen Eira, Greater Dandenong, Kingston, Korrington, Peninsula, Port Phillip, Stonnington.</p> | <p>East Division 1300 369 391</p> <p>Area Includes: Boroondara, Knox, Manningham, Maronnah, Mitchell, Monash, Murrindindi, Whitehorse, Yarra Ranges.</p> | <p>West Division (Rural and regional only) 1800 075 599</p> <p>Area Includes: Colden Plains, Greater Geelong, Moorabool, Queenscliffe, Surf Coast.</p> | <p>West Division (Metropolitan only) 1300 664 977</p> <p>Area Includes: Brimbank, Hobsons Bay, Maribyrnong, Melbourne, Melton, Moonee Valley, Wyndham.</p> |
|--|---|--|--|--|



Making the Word of God fully known