

# Safe Ministry NEWSLETTER

Edition 3 / 2023

Welcome to the June 2023 edition of the Safe Ministry Newsletter. Thank you for your time reading this newsletter and to those who have engaged with the Information Session for the Diocesan Action Plan for meeting the Victorian Child Safe Standards.

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](mailto:safeministry@melbourneanglican.org.au).

## A Message from Anne

Safe Ministry and Inclusion Officer



We have been working on ensuring the Action Plan and related documents and information is available to all parishes and congregations. Thank you for engaging with this Plan and working through the actions in your parish/congregations. The Information Session is the best way to understand your responsibilities and next steps.

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](mailto:safeministry@melbourneanglican.org.au).

*Anne*

### Important updates in this Newsletter

- The **Diocesan Action Plan** for meeting the new 11 Child Safe Standards is available on the Safe Ministry toolbox.
- **Recorded Information Session** can be found on the [Child Safe Standards page](#)
- The **Safe Ministry and Child Safety policies and procedures** are to be made available in parishes and congregations.
- The **Volunteer and Lay Employee Register** is an ongoing, living document.
- [Safe Ministry training](#)

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



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

- [Diocesan Action Plan for Meeting the Victorian Child Safe Standards](#)
- [Safe Ministry and Child Safety & Wellbeing Policies and Procedures](#)
- [Volunteer and Lay Employee Registers](#)
- [Safe Ministry Training](#)
- [Safe Ministry Toolbox](#)
- [Helpful Resources](#)

## Diocesan Action Plan for Meeting the Victorian Child Safe Standards and Information Session

The Diocesan Action Plan for Meeting the 11 Victorian Child Safe Standards and the Parish Self-Assessment template are both on the Toolbox.

The recorded information session and slides from the May 2023 Action Plan are also available on the Toolbox. If you were unable to attend or if you would like to re-watch the [recording](#), it can be found on the [Child Safe Standards page](#) of the Safe Ministry Toolbox.

We have developed new Frequently Asked Questions (FAQs), following the Information Session which are also available on the Child Safe Standards page of the Toolbox.

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

The new and updated Safe Ministry and Child Safety & Wellbeing Policies and Procedures are available in the [Document Library](#) on the Toolbox. These policies and procedures now have a QR code on the front page so the Document Library can be accessed digitally. One of these new policies is a Child Safety Policy that is written for children and youth. We are working on translations, and this may take some time, so your patience is appreciated.

As the Statement for Commitment has been combined into the new Code of Conduct for Child Safety and Wellbeing, all clergy, lay staff, and volunteers need to sign this new Code.

## 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

**Did you know?**  
**Child Safe Standard #7** requires each organisation to have processes for complaints and concerns are child focused.

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

*The minimum parish actions are:*

- policies and procedures are available.
- Parish procedures are consistent with diocesan policies.
- Parish websites link to diocesan website.
- all clergy, staff and volunteers are informed of the reporting and complaints handling procedure.
- The child safe officer contact information is displayed in the parish.
- The role of Kooyoora is highlighted regularly.



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. 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.

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.

## Safe Ministry Training

A reminder that 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. Links to all levels of training are on the training page of the Safe Ministry Toolbox.

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 training team, [etraining@saferrcommunities.net.au](mailto:etraining@saferrcommunities.net.au), and copy (cc) the safe ministry team, [safeministry@melbourneanglican.org.au](mailto:safeministry@melbourneanglican.org.au).

## Safe Ministry Toolbox Webpage

The [Safe Ministry Toolbox](#) is the go-to place for 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 Child Safe Standards](#), [Safe Ministry Policies and Procedures](#), [making a report or complaint](#), [Safe Ministry training](#), [clearances for service](#), [Safe Ministry Newsletters and news](#), [parish resources](#) and [support and redress information](#).

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/>.



### 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 Genevieve Blackwell, 2022



## 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 support children and youth in online spaces.

[NAPCAN](#) – More information about the theme and key dates for Child Protection Week, 3<sup>rd</sup> – 9<sup>th</sup> September 2023. The theme this year is 'Every child in every community needs a fair go'.

**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:

- Police
- Child Protection
- Kooyoora Professional Standards

**What is Child Abuse?**

Abuse and neglect includes but is not limited to:

**Physical Abuse, Emotional Abuse, Family Violence, Sexual Abuse, Grooming and Neglect.**

**Who can report neglect and abuse of a child under the age of 18?**

Children, Parents, Staff, Volunteers, Anyone.

**What sorts of things must be reported?**

All child safety concerns must be reported:

- 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**

**KOOYOORA  
PROFESSIONAL STANDARDS  
1800 135 246**

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

**North Division  
1300 664 977**

Area Includes:

Banyule, Darebin, Hume, Macedon Ranges, Moreland, Nillumbik, Whittlesea; Yarra.

**South Division  
1300 655 795**

Area Includes:

Bayside, Cardinia, Casey, Frankston, Glen Eira, Greater Dandenong, Kingston, Mornington Peninsula, Port Phillip, Stonnington.

**East Division  
1300 369 391**

Area Includes:

Booroondara, Knox, Manningham, Maroondah, Mitchell, Monash, Murrindindi, Whitehorse, Yarra Ranges.

**West Division  
(Rural and regional only)  
1800 075 599**

Area Includes:

Colden Plains, Greater Geelong, Moorabool, Queenscliffe, Surf Coast.

**West Division  
(Metropolitan only)  
1300 664 977**

Area Includes:

Brimbank, Hobsons Bay, Maribyrnong, Melbourne, Melton, Moonee Valley, Wyndham.



*Making the Word of God fully known*

Anglican Diocese of Melbourne | 209 Flinders Lane Melbourne Vic 3000 | +61 3 9653 4220

[safeministry@melbourneanglican.org.au](mailto:safeministry@melbourneanglican.org.au) | [www.melbourneanglican.org.au/safeministry](http://www.melbourneanglican.org.au/safeministry)