Safe Ministry
Frequently Asked Questions

1. **Why has this Action Plan been developed?**

   This Action Plan has been developed to ensure the whole diocese is consistently meeting the new Child Safe Standards. This includes actions under each of the 11 Standards for the diocese as well as each parish and congregation.

2. **Where do I find the Action Plan and related documents and information?**

   The Safe Ministry Toolbox is the place to find all diocesan Safe Ministry documents, resources and information.

   o The Action Plan and the parish self-assessment template can be found on the Child Safe Standards page.
   o All Policies and Procedures can be found in the Document Library.
   o Training links can be found on the Training page.
   o Clearance for Service information and links are on the Clearances page.

   Please familiarise yourself and your parish with this Toolbox.

3. **Who is responsible for the implementation of these actions in each parish and congregation?**

   It is vital that all people in the parish or congregation play their part in creating and building a culture of child safety.

   The Vicar (or Acting Vicar) has responsibility to ensure the actions in this Action Plan are being implemented in the parish or congregation. The Vicar may ask the Child Safe Officer, Wardens, Parish Councillors, staff or other parishioners to assist with this.

4. **This is a 3-year Plan, when does year 1 begin?**

   This Action Plan was approved by Archbishop in Council in April 2023, year 1 covers 2023. This plan will be reviewed in the third year.

5. **This Action Plan refers to children, should we also be referring to vulnerable people?**

While the Child Safe Standards are specifically about the safety and wellbeing of children and young people, we do need to be aware of safety for all. Safe Ministry addresses safety for all people, this includes children, young people and vulnerable adults.

6. **Our parish does not have any children, do we still need to comply with the Child Safe Standards and work on the actions in this Plan?**

All religious organisations are legally required to comply with the Child Safe Standards. We are also God's church and so it is vital we are ensuring all people, including children, young people and vulnerable adults are able to hear the Good News of Jesus safely.

7. **My parish doesn't often have any children in the congregation; do any of our volunteers need a Clearance for Service or training?**

Only specified roles and child-related roles require a Clearance for Service. Your Parish Child Safe Officer or Vicar will advise staff and volunteers when a Clearance for Service is required. It is important to be aware of changes to your parish congregations and apply for the appropriate clearance when children start to attend ministries in your parish. This flowchart will help determine when a Clearance for Service is required.

All volunteers are required to complete some Safe Ministry training. The two charts at the top of this Parish Resources page will help to explain which levels of training is required for different roles.

Parishes and Congregations can email Kooyoora (enquiries@kooyoora.org.au) to ask about the status of volunteers clearance for service applications.

8. **Where can the Safe Ministry and Child Safety policies and procedures be found?**

Updated Safe Ministry and Child Safety policies and procedures have been approved by Archbishop in Council and can be found in the Document Library on the Safe Ministry Toolbox. These documents also have a QR code on the front page linking to the Document Library to make accessing them easier.

9. **Can I access these documents in my language?**
The diocese is working on translating some of the safe ministry documents into other languages. Once these are available, they will be on the website.

10. Do volunteers who have signed the Statement of Commitment for Child Safety now need to sign the Code of Conduct for Child Safety and Wellbeing?

Yes, all staff and volunteers will be required to sign this Code of Conduct for Child Safety and Wellbeing. All those who have already signed the Statement of Commitment of Child Safety and Wellbeing will need to sign this new Code. If a person does not sign this document, they may be removed from engaging with ministry.

11. What information and documents do parishes and congregations need to have available and displayed?

It is vital that all Safe Ministry policies and procedures in the Document Library are made available and linked on parish websites. There are also posters and other resources on the Parish Resources page that parishes and congregations are encouraged to have available. This includes a reporting poster with information about when and who to contact with any concerns.

12. What about our parish documents?

Parishes/AAC councils are required to follow the Diocesan Safe Ministry documents. As all Parishes/AAC's engage with their community in different way, they are encouraged to document their processes for all position holders and congregation members to access, ensuring adherence to Diocesan Safe Ministry documentation and resources.

13. How do we know who has completed their training?

Parishes are responsible to record their volunteers training on the Parish Register. Parishes can request to have a group analyst set up to access their parish registrations through the online platform for Safe Ministry Essentials (L1) and Safe Ministry with Children and Young People (L2) training. Please email etraining@safercommunities.net.au, cc'ing safeministry@melbourneanglican.org.au, to request this.

14. Who needs to be recorded on the parish Volunteer and Lay Employee Register?

All lay employees and all volunteers are to be included on the parish register. This includes those who engage in ministry with children as well as those who do not directly engage in ministry with children. It is vital to keep all records.

This register is a living document that needs to be kept up to date. The Registry Services team may request this register at any time.

If your parish uses an electronic data base (eg Elvanto), please ensure you can export a report from your data base that contains all columns in the register template.

15. How often does the Safe Ministry Newsletter come out?

This Newsletter comes out bi-monthly with the Diocesan Services Bulletin. You can also view the newsletter on the Latest News page of the Safe Ministry Toolbox.

16. Where can we get help?

The first place to go is the Safe Ministry Toolbox, Safe Ministry | Anglican Diocese of Melbourne (melbourneanglican.org.au). If you still have questions, please email safeministry@melbourneanglican.org.au.