



**ANGLICAN
DIOCESE OF
MELBOURNE**

Anglican Diocese of Melbourne

Action Plan for meeting the new Victorian Child Safe Standards

Making the Word of God fully known

TABLE OF CONTENTS

Introduction

Victorian Child Safe Standards

Child Safe Organisations

Using this plan

ADOM Action Plan

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

Standard 2

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

Standard 3

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

Standard 4

Families and communities are informed and involved in promoting child safety and wellbeing

Standard 5

Equity is upheld and diverse needs respected in policy and practice

Standard 6

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

Standard 7

Processes for complaints and concerns are child focused

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

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

Standard 10

Implementation of the Child Safe Standards is regularly reviewed and improved

Standard 11

Policies and procedures document how the organisation is safe for children and young people

INTRODUCTION

This document has been developed in response to the new updated Child Safe Standards that apply from 1 July 2022. The core of this document is the Anglican Diocese of Melbourne's (ADOM's) Action Plan which describes each new Standard in detail, ADOM's current position and what action is required to achieve full compliance with the Standards. This is supplemented with a range of supporting information to provide background and explanation.

VICTORIAN CHILD SAFE STANDARDS

What are they?

The Standards are a compulsory framework (law) that supports organisations to promote the safety of children by requiring them to implement policies to prevent, respond to and report allegations of child abuse and harm.

The legislation that creates the Standards is the Child Wellbeing and Safety Act 2005 (Vic).

The Standards are designed to drive cultural change and embed a focus on child safety by including consideration of children's rights and wellbeing in everything done within an organisation.

All organisations in Victoria that undertake activity that involves children and young people are legally required to follow the Child Safe Standards.

How the Standards contribute to child safe organisations

Implementing the Standards recommended policies and practices should establish an effective, consistent approach to child safety at all levels of the organisation and working together, should prevent, respond to, and encourage reporting of allegations of child abuse and harm.

CHILD SAFE ORGANISATIONS

What is a child safe organisation?

Policies and procedures alone are not enough to keep children [and young people] safe and well in organisational settings. A child safe organisation is one that creates a culture, adopts strategies, and takes action to promote child wellbeing and prevent harm to children and young people.¹

A child safe organisation consciously and systematically

- creates an environment where children and young people's safety and wellbeing is at the centre of thought and actions at all levels of the organisation
- creates conditions in which children and young people feel respected and valued and feel confident to report problems – particularly if they are harmed or feel unsafe
- promotes and demonstrates openness, creating a culture in which everyone – employees, volunteers, members, parents, carers, children, and young people – feels confident, empowered and supported to raise concerns about their own or others' safety.

ADOM is committed to being a child safe organisation – implementing policies, procedures, practices, and training to ensure we create safe environments for children and young people that are free from child abuse and harm.

DETAILS ABOUT THIS PLAN

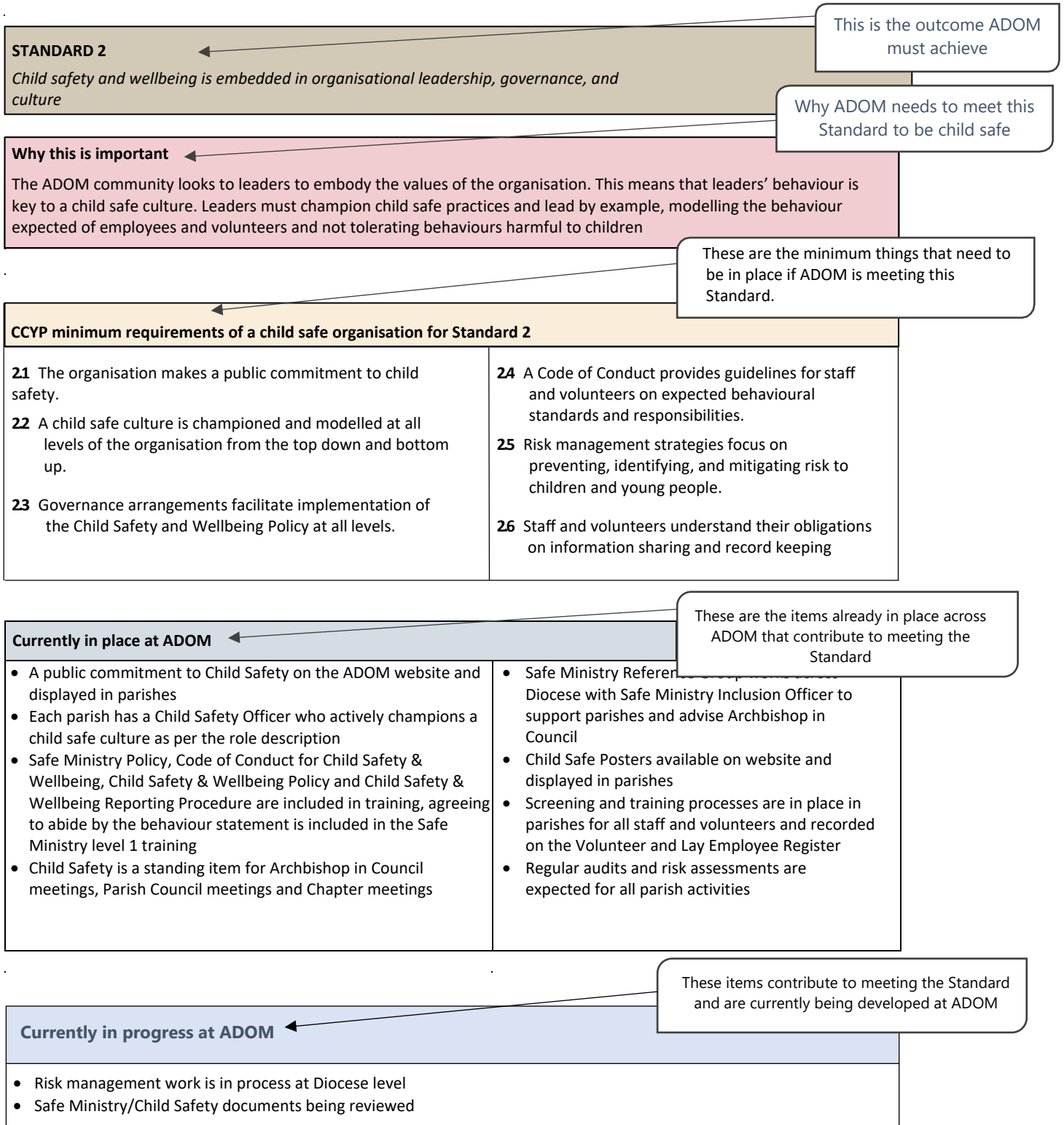
Examples added in "currently in place" are from information gathered during workshops in 2022 focusing on 30 representative parishes across the diocese. These parishes represent the diversity of religious tradition, theological beliefs, cultural backgrounds and generational spread. This information helps inform minimum and best practice actions for both Diocese (head office) and parishes. The actions in this action plan applies to all clergy and church workers, including the archbishop and bishops and leadership committees.

The term Aboriginal in this guide is inclusive of Aboriginal and Torres Strait Islander Peoples.

¹ Australian Human Rights Commission, Child Safe Organisations, 2021 <childsafe.humanrights.gov.au/about/what-child-safe-organisation>

USING THE ACTION PLAN

How each Standard in the Action Plan is structured in this document



USING THE ACTION PLAN

How each Standard in the Action Plan is structured in this document

Each Standard has an Action Plan

STANDARD 2 – ACTION PLAN

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

Diocesan 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 Policy		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	Requirement	Due Date	Responsible
<p>Minimum: Post public statement of Commitment to Child Safety on wall/notice board and link to diocesan website</p> <p>Child safety posters (LINK HERE) are present in a clearly visible, child-accessible space as well as online.</p> <p>Best Practice: 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.</p>	2.1	Year 1 Year 1 Year 2-3	Child Safe Officer/Parish Council/ Vicar
<p>Minimum: Each Parish appoints a Child Safe officer and notifies the Diocese</p> <p>Child Safety is regularly spoken about as a vocation in the parish</p> <p>Yearly feedback from children about the Child Safety in the parish</p> <p>Best Practice: A team of children and young people are involved in creating a culture of Child Safety. 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)</p>	2.2	Year 1 Year 2 Year 3	Parish Council, Vicar, Child Safe officer together with relevant ministry staff members
<p>Minimum: 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</p> <p>Best Practice: Parish Councils have Child Safety on the agenda every</p>	2.3	Year 1 Year 2	Parish Council, Vicar, & Child Safe Officer

The plan describes the diocesan actions required to meet the Standard, the relevant requirement, the due date, and team/area responsible

The plan describes the parishes actions required to meet the Standard, the relevant requirement, the due date, and role/position responsible

meeting, discusses and responds to the report and gives feedback of Child Safety officer and Children and Young people			
<p>Minimum: Clergy, Lay Staff and Volunteers undertake the Diocese Safe Ministry Training as recommended by the Child Safety and wellbeing policy (LINK HERE) Screening and training processes are in place in parishes for all lay staff and volunteers and recorded on the Volunteer and Lay Employee Register.</p> <p>Best Practice: Parish specific Induction and training is developed to compliment the Diocesan Safe Ministry Training. This will include practical application of the Child Safe Standards. Parish specific agreement/guidelines are developed to create culture of Child Safety.</p>	2.4	Year 1 Year 1 Year 2 Year 1 Year 2	Vicar, ChildSafe officer, Parish Council
<p>Minimum: Annual review of risk management document. Risk register reviewed at each Parish Council meeting. Reporting child abuse posters visible in common areas. Professional Supervision is offered to all ministry staff.</p> <p>Best Practice: Reminding the parish weekly of the shared responsibility of Child Safety and the reporting of anything that could be unsafe “if you see something, say something”. Regular Code of conduct conversations/Supervision is available for all volunteers</p>	2.5	Year 1 Year 1 Year 2 Year 1 Year 2	Wardens, Parish Council, Clergy, Child Safe Officers
<p>Minimum: Staff and Volunteers undertake the Diocese Safe Ministry Training as recommended by the Child Safety and wellbeing policy (LINK HERE) Volunteer and Lay Employee Register is kept up to date (as a living document) and returned to Diocese as required.</p> <p>Best Practice: Parish specific induction and training includes training on parish systems of information sharing and record keeping.</p>	2.6	Year 1 Year 2-3	Clergy, Parish Council

Ongoing actions for leaders	
<p>Leaders must champion child safe practices and lead by example, modelling the behaviour expected of employees and volunteers and not tolerating behaviours harmful to children by:</p> <ul style="list-style-type: none"> • Senior leaders supervise whether risk assessment and management in the organisations is properly focused on identifying, preventing, and reducing risk of child abuse • Senior leaders regularly review ADOM's pe • Leaders set clear expectations around child and volunteers, lay and ordained • Leaders promote a culture of reporting all c 	<p>These actions are required to meet the Standard, and have been listed separately as they are specific to leaders and once established, they will be ongoing activities so do not have a set due date</p> <p>by employees</p>

Standard 1

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.

Cultural safety is defined as *“an environment that is safe for people: where there is no assault, challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living, and working together with dignity and truly listening.”*²

Why this is important

Aboriginal children are stronger and safer when they are able to be themselves and express their cultural identity. This is important for many reasons. In the context of preventing child abuse, it is important because, when Aboriginal children do not feel safe to be themselves and express their culture, the risk they will be abused by others increases and they may be less willing to report abuse.³

CCYP minimum requirements of a child safe organisation for Standard 1

- 1.1** A child’s ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- 1.2** Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- 1.3** Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.

- 1.4** The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- 1.5** All of the organisation’s policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

Currently in place at ADOM

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| <ul style="list-style-type: none"> • Acknowledging celebrations – NAIDOC week, Reconciliation week, sorry day, including children’s activities • Acknowledgement of Country at services, meetings and in pew sheets/newsletters • Adapting liturgy for NAIDOC/Reconciliation weeks • Indigenous clergy in all levels of leadership • Quarterly cultural awareness sessions run by Indigenous clergy (St Paul’s Cathedral) • Monthly listening circle for education (Yarraville) | <ul style="list-style-type: none"> • Engaging with local indigenous leaders • Partnering with an indigenous college and engaging children in writing letters to students • Written and visual representations of indigenous culture in church spaces • Using Common Grace resources • Some parishes are developing a parish-specific RAP |
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Currently in progress at ADOM

- Developing a RAP across the Diocese
- Updating safe ministry and child safety and well-being policies

² SNAICC, Cultural safety, 2021

³ P Anderson et al., Aboriginal and Torres Strait Islander children and child sexual abuse in institutional settings, Report for the Royal Commission into Institutional Responses to Child Sexual Abuse, [pdf 1MB], 2017, pp 30–33

Standard 1 – Action Plan

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.

Foundation steps have been provided by CCYP which outline what must be done to be compliant with Standard 1. Between 1 July 2022 and 30 June 2023 ADOM must complete additional steps to be fully compliant with the Standard on 1 July 2023

Diocese Actions	Requirement	Due Date	Responsible
Safe Ministry Policy, Child Safety and Wellbeing Policy and Code of Conduct include commitment to the identities and experiences of Aboriginal children and youth.	1.1	Year 1	SMRG – advise SMO – enact AiC - approve
Review training to highlight our commitment to the identities and experiences of Aboriginal children and youth	1.1	Year 1-2	CSC and SMO
Diocese puts together a working group including Aboriginal children, youth and families to: - develop resources for parishes to build the understanding of Aboriginal culture and - review documents for cultural safety	1.2	Year 2	SMRG – advise SMO – enact AiC - approve
Diocese engages with relevant organisations to understand the needs and diversity of Indigenous children	1.2	Year 2	SMO
Review Child Safety and Wellbeing Policy and Code of Conduct to identify and define consequences for racism	1.3	Year 1	SMRG – advise SMO – enact AiC - approve
Adapt and develop liturgy to acknowledge and include Aboriginal children, youth and families	1.3	Year 3	Bishops
Develop or source additional cultural training for Archbishop, bishops, clergy, staff and volunteers	1.4	Year 3	SMRG – advise SMO – enact AiC - approve
Diocese continues to work on developing Reconciliation Action Plan	1.5	Year 2 – ongoing	RAP working group SMO – enact AiC - approve
Parish Actions	Requirement	Due Date	Responsible
Minimum: Diocesan policies are adhered to and made available throughout the parish Display Acknowledgement of Country in parish Best Practice: discover information about the traditional owners of the parish and reach out to their cultural centres for resources	1.1	Year 1 Year 2	Vicar Churchwardens and Parish Council Child safe officer
Minimum: Display and promote diocesan developed resources Best Practice: Build a working group of Aboriginal children, youth and adults to develop resources for use in the parish and feed this back to diocese	1.2	Year 2 Year 3	Vicar Churchwardens and Parish Council Child safe officer
Minimum: ensure clergy, staff and volunteers are aware of inclusive practices in diocesan policies, code and procedures Display anti-racism posters and resources Best Practice: develop parish-based strategies for identifying and confronting racism	1.3	Year 2 Year 3	Vicar Churchwardens and Parish Council Child safe officer

<p>Minimum: investigate and participate in indigenous cultural training</p> <p>Best Practice: engage with local indigenous leaders to learn and develop understanding of the history and story of the people and land</p>	1.4	Year 2	Vicar, Churchwardens and Parish Council
<p>Minimum: participate where possible in the development of Diocesan RAP</p> <p>Best Practice: develop parish RAP</p>	1.5	Year 1 Year 3	Vicar Churchwardens and Parish Council Child safe officer
Further steps			
Further steps to be informed and shaped by the Diocesan Reconciliation Action Plan process.			

Standard 2

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 wellbeing 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.

CCYP minimum requirements of a child safe organisation for Standard 2

- 2.1** The organisation makes a public commitment to child safety.
- 2.2** A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.
- 2.3** Governance arrangements facilitate implementation of the Child Safety and Wellbeing Policy at all levels

- 2.4** A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 2.5** Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 2.6** Staff and volunteers understand their obligations on information sharing and record keeping.

Currently in place at ADOM

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| <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, Child Safety & Wellbeing Policy and Child Safety & Wellbeing Reporting Procedure are included in training, agreeing to abide by the behaviour statement is included in the Safe Ministry level 1 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) |
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Currently in progress at ADOM

- Risk management work is in process at Diocese level
- Safe Ministry/Child Safety documents being reviewed

Standard 2 – Action Plan*Child safety and wellbeing is embedded in organisational leadership, governance and culture.*

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	Requirement	Due Date	Responsible
Minimum: 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. Best Practice: 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.	2.1	Year 1	Child Safe Officer/Parish Council/ Vicar
		Year 1 Year 2-3	
Minimum: 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 Best Practice: 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)	2.2	Year 1	Parish Council, Vicar, Child Safe officer together with relevant ministry staff members
		Year 2	
		Year 3	
		Year 2	
Minimum: 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 Best Practice: Parish Councils have Child Safety on the agenda every	2.3	Year 1	Parish Council, Vicar, & Child Safe Officer
		Year 2	

meeting, discusses and responds to the report and gives feedback of Child Safety officer and Children and Young people			
<p>Minimum: Clergy, Lay Staff and Volunteers undertake the Diocese Safe Ministry Training as recommended by the Child Safety and wellbeing policy (LINK HERE) Screening and training processes are in place in parishes for all lay staff and volunteers and recorded on the Volunteer and Lay Employee Register.</p> <p>Best Practice: Parish specific Induction and training is developed to compliment the Diocesan Safe Ministry Training. This will include practical application of the Child Safe Standards. Parish specific agreement/guidelines are developed to create culture of Child Safety.</p>	2.4	Year 1 Year 1 Year 2 Year 1 Year 2	Vicar, ChildSafe officer, Parish Council
<p>Minimum: Annual review of risk management document. Risk register reviewed at each Parish Council meeting. Reporting child abuse posters visible in common areas. Professional Supervision is offered to all ministry staff.</p> <p>Best Practice: Reminding the parish weekly of the shared responsibility of Child Safety and the reporting of anything that could be unsafe “if you see something, say something”. Regular Code of conduct conversations/Supervision is available for all volunteers</p>	2.5	Year 1 Year 1 Year 2 Year 1 Year 2	Wardens, Parish Council, Clergy, Child Safe Officers
<p>Minimum: Staff and Volunteers undertake the Diocese Safe Ministry Training as recommended by the Child Safety and wellbeing policy (LINK HERE) Volunteer and Lay Employee Register is kept up to date (as a living document) and returned to Diocese as required.</p> <p>Best Practice: Parish specific induction and training includes training on parish systems of information sharing and record keeping.</p>	2.6	Year 1 Year 2-3	Clergy, Parish Council
Ongoing actions for leaders			
<p>Leaders must champion child safe practices and lead by example, modelling the behaviour expected of employees and volunteers and not tolerating behaviours harmful to children by:</p> <ul style="list-style-type: none"> • Senior leaders supervise whether risk assessment and management in the organisations is properly focused on identifying, preventing, and reducing risk of child abuse and harm • Senior leaders regularly review ADOM’s performance in delivering child safety and wellbeing • Leaders set clear expectations around child safety and ensure the Child Safety and Wellbeing Policy is implemented by employees and volunteers, lay and ordained • Leaders promote a culture of reporting all concerns 			

Standard 3

STANDARD 3

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

Why this is important

Engaging children and young people in planning and enabling them to contribute to our ministries helps them feel like they belong and enables these ministries to be more effective. Children and young people are more likely to feel safe when they are heard, valued and respected. When listened to, they are also more likely to raise complaints or concerns.

CCYP minimum requirements of a child safe organisation for Standard 3

- 3.1 Children and young people are informed about all of their rights, including to safety, information and participation
- 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.
- 3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.

- 3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.
- 3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.
- 3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

Currently in place at ADOM

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| <ul style="list-style-type: none"> • Children are involved in the planning of children's/youth programs (3.6) • Children and Youth are part of creating a parish-based children's code of conduct for their children's programs (3.6) • Archbishop, bishops, clergy, Lay Staff and Volunteers working with children are required to complete Safe Ministry with Children and Young People training (3.4, 3.5) • Archbishop, bishops, clergy, Lay Staff and volunteers working with children/youth are required to agree to the Code of Conduct for Child Safety and Wellbeing (3.4, 3.5) | <ul style="list-style-type: none"> • Friendships between children/youth are encouraged and supported as well as with adults utilising buddy and mentoring systems (3.2) • External providers (eg Big Kids Table) are engaged to speak with youth groups regarding sexual abuse, consent, etc with a Biblical framework (3.3) • 'Protecting God's Children', a parent's guide to keeping their kids safe (3.3) • Using "My Body, My Choice" children's book (3.3) |
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Currently in progress at ADOM

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Standard 3 – Action Plan

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

Diocese Actions	Requirement	Due Date	Responsible
Documents are accessible for children and youth Posters are available on the diocesan webpage Reporting procedure is reviewed to ensure it is accessible for children and youth	3.1	Year 2 Year 1 Year 1-2	SMRG – advise SMO – enact AiC - approve
Child Safety and Wellbeing posters are developed and accessible on diocesan website	3.2	Year 1	SMRG – advise SMO – enact AiC - approve
Appropriate resources are linked to diocesan website under Parish & Congregation Administration	3.3	Year 2	SMO - enact
Safe Ministry training for Archbishop, bishops, clergy, lay staff and volunteers includes information to identify signs of harm	3.4	Year 1	CSC review SMRG – advise SMO – enact AiC - approve
Continue to develop and distribute resources for parishes that empowers them to improve child and youth participation at parishes	3.5 3.6	Year 2	SMRG – advise SMO – enact AiC - approve
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
Minimum: Children and youth are included in planning/feedback of their programs Best Practice: Children/youth feedback is part of regular feedback to parish council Parish Council responds to child/youth feedback and reports this back to the congregation	3.5	Year 2 Year 3	Parish Council

<p>Minimum Requirements: Children and youth are involved in roster roles in services</p> <p>Best Practice: Parish has leadership training for youth/children including the training video for young helpers A team of children and young people formed to seek and give regular feedback and suggestions to parish council</p>	3.6	Year 2 Year 3	Vicar, Parish Council CSC
Ongoing actions for leaders			
<p>Promote the idea that children’s and young peoples’ input improves programs and activities. Ensure both diocesan and parish processes include consulting with children and young people. Develop lower-level strategies to remind clergy and lay leaders that input from children and young people is a requirement. Continue to consider and improve how children and young people’s voices are included in parish processes.</p>			

Standard 4

STANDARD 4

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

Why this is important

Empowering families and communities to play a part in ADOM's child safety and wellbeing journey is beneficial for children. It means that:

- Parents, carers, and the community will learn what helps make organisations child safe and how they can help keep children safe
- ADOM can better support individual children with the benefit of insights from families, who know their children best
- Parents, carers, and the community will feel empowered and know what to do if they are concerned about the safety or wellbeing of a child
- ADOM's child safe approach and culture will continue to improve

CCYP minimum requirements of a child safe organisation for Standard 4

4.1 Families participate in decisions affecting their child.

4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.

4.3 Families and communities have a say in the development and review of the organisations policies and practices.

4.4 Families, carers and the community are informed about the organisation's operations and governance.

Currently in place at ADOM

- Families are encouraged to participate in reviews and planning for programs/activities (4.1)
- Parents are part of Parish Council and involved in reviews of parish policies and practices (4.1, 4.3)
- Parents/families are leaders in children's/youth ministry teams (4.2, 4.3)
- All Safe Ministry information is available on Diocesan website as well as on parish websites/notice boards (4.4)

- Parish Council minutes or summaries are published in parish newsletters or pew sheets (4.4)
- Welcome packs are given to new families which includes information on Safe Ministry (4.2, 4.4)
- Families are given contact details of who they can talk to at church regarding any concerns (Child Safety Officer/Vicar/Ministry leaders) (4.2, 4.4)

Currently in progress at ADOM

- Developing processes to ensure families and parishes are consulted as policies and related documents are being updated

Standard 4 – Action Plan*Families and communities are informed and involved in promoting child safety and wellbeing.*

Diocese Actions	Requirement	Due Date	Responsible
Develop opportunities for family and community participation in policy and procedure reviews	4.1	Year 1	SMO enact
Develop family and community friendly information packs relating to Diocese's child safe approach to ministry; including child safety peoples contact details, posters, fliers. Develop family participation roles and descriptions.	4.2	Year 2 Year 3	SMO & Youth Consultant enact
Develop procedures for families and communities to provide suggestions and feedback at parish and diocesan levels: feedback forms, surveys, consultation groups	4.3	Year 2	SMO & Youth Consultant enact
Review reporting procedure for accessibility Include and publish Child Safety report in diocesan Synod report	4.4	Year 1 Year 2	SMO & Inclusion staff enact
Parish Actions	Requirement	Due Date	Responsible
Minimum: Parish Council membership includes parents Parish Council seeks regular feedback from families and the community Best Practice A team of families and community members is formed to organise regular check-ins and then give feedback to parish council	4.1	Year 2 Year 3	Parish Council,
Minimum: Parish Council meeting minutes are published within the parish Posters are displayed in all areas of parish buildings Parish distributes family welcome packs to new families which includes reporting procedures Regular conversations regarding children/youth ministry are had with families Best Practice: Feedback from regular intentional conversations is part of regular reviews of processes at each parish	4.2	Year 1 Year 2	Vicar, Parish Council, Child Safety Officer, Children's / Youth ministry staff
Minimum: Parish Council seeks regular feedback from families and the community Best Practice: Children's/Youth ministries seek regular feedback from families and the community and bring this to monthly parish council meetings Parish feedback is discussed and responded to.	4.3	Year 1 Year 2	Parish Council, Vicar, Children's / Youth ministry staff
Minimum: child safety report is Included in annual meeting Reports Posters are displayed in all areas of parish buildings Best Practice: Opportunities for family feedback is incorporated in policy reviews Parishes and diocese create opportunities for feedback from families Parishes and diocese create ways to communicate how family feedback is incorporated	4.4	Year 1 Year 2	Vicar, Parish Council, Child Safety Officer
Ongoing actions for leaders			
Maintain up to date knowledge of policies, procedures and resources as they become available and communicate this to parishioners. Advocate for the work the local and broader church is doing in the area of child safety and wellbeing. Consult with families asking what could be done better and/or differently. Create opportunities for families and communities to provide formal and/or informal feedback.			

Standard 5

STANDARD 5

Equity is upheld and diverse needs respected in policy and practice

Why this is important

Organisations and communities are stronger when diversity is valued and respected because children can access opportunities to fulfil their potential.

Negative experiences like exclusion and discrimination can be harmful, increase the risk of harm and abuse to a child and decrease the likelihood of a child speaking up if they have a concern.

CCYP minimum requirements of a child safe organisation for Standard 5

- 5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.
- 5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible, and easy to understand

- 5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.
- 5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Currently in place at ADOM

- Child Safety posters are available on the diocesan website and linked to from parish websites (5.2, 5.3, 5.4)
- Information about Kooyoora and the complaints/reporting procedures is available in parishes and online for children and youth (5.1, 5.2)
- Children/ youth and their families are consulted on best ways to support and involve them (5.2, 5.3, 5.4)
- Regular opportunities for children/youth to give feedback and suggestions via discussions, feedback forms and suggestions boxes (5.1, 5.2)

Currently in progress at ADOM

- Child focused 'Child Safety and Wellbeing Policy' is being developed

STANDARD 5 <i>Equity is upheld and diverse needs respected in policy and practice.</i>			
Diocese Actions	Requirement	Due Date	Responsible
Safe Ministry Policy and Child Safety and Wellbeing Policy include commitment to inclusion. Training is reviewed to include information about diversity, identifying factors of harm and promoting equity	5.1	Year 1	SMRG – advise SMO – enact AiC - approve
Code of Conduct for Child Safety and Wellbeing sets out clear expectations around respecting diversity. Policies, Codes, and procedures are accessible to children/youth and easy to understand.	5.2	Year 1	SMRG – advise SMO – enact AiC - approve
Diocese engages with relevant organisations to understand the needs and diversity of children with a disability, diverse cultures, those who are unable to live at home, and LGBTQIA+ to develop training procedures	5.3	Year 3	SMRG – advise SMO – enact AiC - approve
Diocese continues to establish culturally specific congregations and engage with those CALD congregations and communities to raise awareness in training (especially L1&3) Diocese raises awareness of the value of diversity in training (especially L1&3) Support Diocesan youth/children Community of Practice (COP) to provide specific training opportunities	5.3	Year 3	CSC SMRG – advise SMO – enact AiC - approve
Develop Disability Access Plan (DAP) Liaise with agencies (eg BSL) to develop DAP and specific training for COP	5.3	Year 2-3	A&IO Working Group? SMRG – advise SMO – enact AiC - approve
Engage with (Anglican) schools and other agencies (eg Anglicare) to develop additional resources and training for children/youth within the LGBTQIA+ community for COP	5.3	Year 2	SMRG – advise SMO & youth consultant – enact AiC - approve
Diocese engages with relevant organisations to understand the needs and diversity of Indigenous children. See Standard 1 for more details	5.4	Year 2	SMRG – advise SMO – enact AiC - approve
Parish Actions	Requirement	Due Date	Responsible
Minimum: lay staff and volunteers' complete level 1 training and those ministering with children/youth also complete level 2. Best Practice: All congregation members are invited to complete level 1 training	5.1	Year 1 – 2 Year 3	Vicar, Parish Council, Child Safety Officer
Minimum: Clergy, lay staff and volunteers are equipped to refer to appropriate professional services Best Practice: The church has a relationship with local services and preferred referral system with quality local services	5.1	Year 1 Year 2	Vicar, Child Safety Officer
Minimum: Clergy, lay staff and volunteers are encouraged to undertake training appropriate to the needs of the local population and common vulnerabilities. Best Practice: Clergy, lay staff and volunteers are provided with training opportunities annually in relevant needs of the local population and common vulnerabilities.	5.1	Year 1 Year 3 - ongoing	Vicar, Child Safety Officer, Parish Council

<p>Minimum: There is a formal complaints process that young people can partake in as necessary.</p> <p>Best Practice: The formal complaints process is reviewed and re-written, with young people as part of the process, annually as well as regularly spoken about where young people can engage.</p>	5.2	Year 1 Year 2	Child Safety Officer
<p>Minimum: Equipping staff with the knowledge and skills to support and respect those from the disability, CALD, those who are unable to live at home, and LGBTQIA+ fields, following the child safety and wellbeing policy.</p> <p>Best Practice: Engage with relevant local organisations in the disability, CALD, those who are unable to live at home, and LGBTQIA+ fields, in order to understand the needs of young people and provide further training for staff and volunteers.</p>	5.3	Year 2 Year 3	Vicar, Child Safety Officer
<p>Minimum: Equipping clergy and lay staff with the knowledge and skills to support and respect indigenous youth, following the relevant child safety and wellbeing policy.</p> <p>Best Practice: Engage with relevant local indigenous organisations, in order to understand the needs of young people and provide further training for clergy, lay staff and volunteers.</p>	5.4	Year 2 Year 3	Vicar, Child Safety Officer
Ongoing actions for leaders			
<p>Advocate for equity and diversity. Ensure they are reflected in all policies and practices. Build upon relationships with external agencies (both at diocesan and parish leadership levels). Seek and include up to date best practice advice, and feedback from children and families in regular reviews of policies and procedures.</p>			

Standard 6

STANDARD 6

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

Why this is important

Good recruitment practices, robust screening processes and quality ongoing training and support play a vital role in preventing harm to children and young people.

CCYP minimum requirements of a child safe organisation for Standard 6

- 6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.
- 6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.

- 6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- 6.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Currently in place at ADOM

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| <ul style="list-style-type: none"> • Screening (Clearance for Ministry / Clearance for Service) requirements are in place through Kooyoora for all bishops, clergy and lay people working with children (6.1, 6.2) • Safe Ministry Policy, Code of Conduct for Child Safety & Wellbeing, Child Safety & Wellbeing Policy and Child Safety & Wellbeing Reporting Procedure are included in training, agreeing to abide by the behaviour statement is included in the Safe Ministry level 1 training (6.3) • Supervision procedures are in place for clergy (6.4) • Professional supervision for clergy (6.4) • New professional supervision for lay staff (6.4) | <ul style="list-style-type: none"> • Reference checks are part of pre-employment/volunteering roles (6.1, 6.2) • Parish Child Safety Officer position description is available on Diocesan website (6.3) • Parish Child Safety Officer works closely with parish leaders to ensure screening and training is undertaken and recorded (6.1,6.3) • Retreat days and leaders' days/meetings include training and team building (6.4) • Communities of Practice run by diocese for youth / children ministers (6.4) |
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Currently in progress at ADOM

- Some parishes have site-specific induction and checklists for new staff/volunteers – templates can be added to diocesan website to be made available for all parishes
- Diocese is working on implementing a supervision procedure for lay staff

STANDARD 6

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

Diocese Actions	Requirement	Due Date	Responsible
<p>Position description templates are made available for all clergy and authorised roles (eg. ASLM/AHLM)</p> <p>Youth and Children’s ministry position description templates are developed for use in parishes.</p> <p>Position description templates for other volunteer/staff roles are developed for parish use</p>	6.1	Year 1 Year 2 Year 3	Episcopate, Youth Consultant, and SMRG - advise SMO - enact P&C - approve
Volunteer applications, suitability for role checks, and advertising templates stating ADOM (and Parishes) commitment to child safety and wellbeing are developed and made available for use in parishes	6.1	Year 2	SMRG, Youth Consultant and P&C advise SMO enact
Clearance for Ministry and Clearance for Service requiring a WWCC and Police Check is obtained for all archbishops, bishops, clergy, authorised lay ministers and volunteers in child related roles	6.2	Year 1	Kooyoora Registry team
Develop a self-declaration form for volunteers not working with children	6.2	Year 1-2	Kooyoora and SMRG advise Registry team - enact AIC- approve
Continue to update the Safe Ministry Toolbox website with policies, procedures and other information for all staff, archbishop, bishops, clergy and volunteers including induction and regular updates	6.3	Ongoing	SMO - enact
Continue to review and update Safe Ministry Training package including developing: <ul style="list-style-type: none"> - 13–17-year-olds training program, and - refresher courses - Translations 	6.3	Year 1 Year 2 Year 1-2	SMRG & CSC- advise SMO- enact
Develop and implement record keeping and information sharing policy and procedures (see Standard 2)	6.3	Year 1-2	Registry team
Continue to develop supervision process for all clergy and authorised staff. Develop template for parish-based supervision of lay staff and volunteers	6.4	Year 3	Episcopate
Parish Actions	Requirement	Due Date	Responsible
<p>Minimum: Advertising, position descriptions and referee checks for staff emphasise child safety through the need for WWCC and suitability for ministry checks</p> <p>Best Practice: Advertising, position descriptions and referee checks for all staff and volunteers emphasise child safety</p>	6.1	Year 1 Year 2	Churchwardens
<p>Minimum: All successful applicants for paid or volunteer positions pass both safe ministry training and clearance for service.</p> <p>Best Practice: Before the safe ministry and clearance for service check, parishes contact a referee about suitability for the role prior to completing the Safe Ministry application form through Kooyoora.</p> <p>Best Practice: Before working with children, volunteers are an active member of the Parish for at least 12-months</p>	6.1	Year 1 Year 2 Year 1	Vicar, Child Safety Officer

<p>Minimum: All staff and volunteers must have current WWCC and Clearance for service check complete</p>	6.2	Year 1	Vicar, Child Safety Officer
<p>Minimum: All clergy, lay staff and volunteers receive appropriate training through both the required diocesan training as well as parish-based training as part of their induction</p> <p>Best Practice: In addition, all staff and volunteers receive an appropriate induction specific to the parish context and are aware of their responsibilities to children and young people, including record keeping, information sharing, and reporting obligations</p>	6.3	Year 2 Year 2-3	Vicar, Child Safety Officer
<p>Minimum: Formal Supervision relationship of paid staff with regular checks by the Parish Council that the supervision relationship is ongoing.</p> <p>Best Practice: Formal Supervision relationship or mentoring of volunteer leaders</p> <p>Best Practice: Appropriate staff or volunteers are encouraged to be part of a relevant community of practice in addition to supervision</p>	6.4	Year 2 Year 3 Year 3	Parish Council, Vicar
<p>Minimum: Safe ministry training is repeated every 3 years.</p> <p>Best Practice: Safe ministry training is repeated more often and staff training, retreats and meetings include refreshment on the child safety standards and their application</p>	6.4	on commencement, then every 3 years	Child Safety Officer, Vicar
Ongoing actions for leaders			
<p>Confirm that those involved in selection processes (of both staff and volunteers) are aware of the minimum requirements of those who are working with and understand that child safety is our primary concern.</p> <p>Ensure that ongoing (professional) development is available and promoted to staff and volunteers in this space.</p> <p>Seek and include up to date best practice advice, and feedback from children and families in regular reviews of policies and procedures.</p>			

Standard 7

STANDARD 7

Processes for complaints and concerns are child focused

Why this is important

A child-focused complaint handling process requires organisations to have a positive complaints culture. This means ADOM encourages and welcomes the reporting of concerns, responds to complaints promptly, thoroughly, and fairly, and takes immediate action to protect children at risk.

CCYP minimum requirements of a child safe organisation for Standard 7

7.1 The organisation has an accessible, child-focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.

7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.

7.3 Complaints are taken seriously and responded to promptly and thoroughly.

7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and cooperates with law enforcement.

7.5 Reporting, privacy, and employment law obligations are met.

Currently in place at ADOM

- All parishes are to have a Child Safety Officer (7.4)
- 'Right to Feel Safe' posters with name and photo of Child Safety Officer are to be displayed in each parish (7.1, 7.2, 7.4)
- Reporting posters are available on the diocesan website and are to be displayed in each parish (7.1, 7.5)

- Incident forms are available on diocesan website and in parishes (7.3, 7.4, 7.5)
- Incidents are responded to at a parish level (7.3, 7.4, 7.5)
- Conversations are had with children and youth at program activities to inform and encourage them to speak up if they have any concerns (7.1, 7.2)

Currently in progress at ADOM

- Review of reporting procedure to be child focused

STANDARD 7*Processes for complaints and concerns are child focused*

Diocese Actions	Requirement	Due Date	Responsible
Review reporting and complaints procedure for: <ul style="list-style-type: none"> o Consistency with child safety and wellbeing policy & code of conduct o Child focused language o Cultural sensitivity 	7.1 7.2	Year 1	Kooyoora and SMRG – advise SMO – enact AiC - approve
Develop child focused posters and translated fliers to display information about what to do with any concerns or complaints	7.2	Year 1-2	SMRG – advise SMO – enact
Develop a wallet card with Kooyoora to include reporting details and legal requirements (Including archbishop reporting details)	7.4 7.5	Year 1	Kooyoora SMRG SMO AiC
Reporting information is kept up to date on the Safe Ministry Toolbox website	7.1	ongoing	SMRG – advise SMO – enact
Review safe ministry training relating to reporting and complaints reporting procedures	7.3	Year 2	SMRG & Kooyoora – advise SMO – enact AiC - approve
Undertake consultation sessions with young people and families about their reporting needs. This also has an educative purpose of discussing the current process.	7.1 7.2 7.3 7.5	Year 3	Kooyoora - advise SMRG, SMO & Youth Consultant - enact
Parish Actions	Requirement	Due Date	Responsible
Minimum: policies and procedures are available and displayed in all areas of church buildings Parish procedures are consistent with diocesan policies Parish websites link to diocesan website Best Practice: parish processes and procedures are available on parish website	7.1	Year 1 Year 2	Vicar, Child Safety Officer
Minimum: diocesan posters and translated information is displayed across the parish Diocesan website resources are linked to parish website Best Practice: procedures are written in easily understood English and translated into represented languages in the parish. Children/youth are involved in discussions with leaders and volunteers regarding reports and complaints handling process	7.2	Year 2 Year 3	Vicar, Child Safety Officer
Minimum: all clergy, staff and volunteers are informed of the reporting and complaints handling procedure through required safe ministry training Reporting posters and procedures are displayed in buildings and on parish websites The child safe officer is displayed in the parish so all know who to speak to regarding any concerns Best Practice: Kooyoora is contacted for concerns, including for advice Reports are followed up as appropriate in a timely manner	7.3	Year 1-2 Ongoing	Vicar, Churchwardens, child safe officer

<p>Minimum: all clergy, staff and volunteers are made aware of reporting policies and procedures. The role of Kooyoora is highlighted regularly in services and communications</p> <p>Best Practice: congregation members are made aware of reporting policies and procedures. All church members including children and youth know who to speak to if they have a concern.</p>	7.4	Year 1	Vicar, child safe officer
<p>Minimum: all clergy, staff and volunteers are made aware of reporting requirements</p> <p>Best Practice: all clergy, staff, volunteers and congregation members are made aware of their reporting responsibilities</p>	7.5	Year 1	Vicar, Child Safe Officer
Ongoing actions for leaders			
Seek and include up to date best practice advice, and feedback from children and families in regular reviews of policies and procedures.			

Standard 8

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

Why this is important

When an organisation's employees and volunteers are properly informed, trained and supported, they are more likely to uphold the organisation's child safe values and more likely to report concerns to their manager or child safety officer.

CCYP minimum requirements of a child safe organisation for Standard 8

<p>8.1 Staff and volunteers are trained and supported to effectively implement the organisation's Child Safety and Wellbeing Policy.</p> <p>8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.</p>	<p>8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.</p> <p>8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.</p>
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Currently in place at ADOM

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| <ul style="list-style-type: none"> • Safe Ministry training, levels 1, 2 & 3 available online and face to face (8.1, 8.2, 8.3, 8.4) • Safe Ministry Policy, Code of Conduct for Child Safety & Wellbeing, Child Safety & Wellbeing Policy and Child Safety & Wellbeing Reporting Procedure are included in training, agreeing to abide by the behaviour statement is included in the Safe Ministry level 1 training (8.2, 8.3) | <ul style="list-style-type: none"> • Safe Ministry policies and documents are translated into other languages and plain English (8.1) • Monthly Safe Ministry reports to Parish Council (8.3) • Professional supervision for clergy including a clinical governance system (8.1) • New professional supervision for lay staff (8.1) • Resources on Diocesan website (8.1, 8.2, 8.3, 8.4) |
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Currently in progress at ADOM

Child Safe Training Levels 1, 2 and 3 provided by Creating Safer Communities (CSC) is being rolled out across the Diocese and feedback is being incorporated as part of continuous improvement.
Children and Youth ministry communities of practice

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

Diocese Actions	Requirement	Due Date	Responsible
Review current safe ministry training <ul style="list-style-type: none"> - in light of 11 Child Safe Standards and - embed new child safety documents - trauma informed language 	8.1 8.2 8.3 8.4	Year 1-2	CSC with SMRG – advise SMO – enact AiC - approve
Keep safe ministry toolbox website updated with training information and resources, including additional web-links and information relating to children/youth causing harm to other children	8.2	Year 1	SMRG – advise SMO – enact AiC - approve
Develop junior leader safe ministry training program	8.1 8.2 8.3 8.4	Year 1	SMRG – advise SMO with CSC – enact AiC - approve
Review training arrangements and define regular intervals of refreshers and updates <ul style="list-style-type: none"> - then develop refresher trainings 	8.1	Year 1 Year 2	SMRG- advise with CSC AiC - approve
Training is recorded on the Volunteer and Lay Employee Register / Central Database	8.1 8.2 8.3 8.4	Year 2	IT and Registry teams
Continue to develop supervision process for all clergy and authorised staff, including focusing on child safety Develop template for parish-based supervision of lay staff and volunteer focusing on child safety	8.1 8.2 8.3 8.4	Year 2	Professional Supervision and Coaching Teams Youth consultant SMRG
Continue to facilitate communities of practice and develop mentoring and Community of Practice templates for parishes	8.1 8.2 8.3 8.4	Year 3	SMRG - advise Youth Consultant - enact
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.			

Standard 9

STANDARD 9

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

Why this is important

Identifying and managing risk in organisations is a fundamental step in keeping children safe from harm. By adopting a risk management approach, ADOM can actively reduce the likelihood of children suffering harm or abuse.

Definition of risk

For the child safe standards, 'risk' means the chance for harm or abuse of a child to occur in connection with an organisation. This includes risks to children from the organisation or people involved with it, risks that arise due to the activities undertaken by the organisation and those that arise in its physical and online environments.

CCYP minimum requirements of a child safe organisation for Standard 9

- 9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- 9.2 The online environment is used in accordance with the organisation's Code of Conduct and Child Safety and Wellbeing Policy and practices.

- 9.3 Risk management plans consider risks posed by organisational setting, activities, and the physical environment.
- 9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Currently in place at ADOM

- Online and physical safety guidelines are documented in safe ministry policy, code of conduct for child safety and wellbeing and guidelines for child safety and wellbeing (9.2)
- Children/youth registration forms include information and consent for online activities and these are checked regularly (9.1)
- Parish OHS and property risk assessments are reviewed annually (9.1, 9.3)
- Diocesan compliance calendar includes risk management (9.1, 9.2)
- Parishes ensure staff know how to use online platforms (e.g., zoom) and are made aware of family permissions (9.2)
- Physical spaces are assessed and modified for safety concerns (eg, open spaces and visibility) (9.3)
- Hire agreements using diocesan form includes clause ensuring all organisations hiring premises adhere to all State laws and requirements (9.4)

Currently in progress at ADOM

- Diocesan risk management plan is progressing with 30 representative parishes/AAC's
- Third party fact sheets are currently being drafted

STANDARD 9

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

Diocese Actions	Requirement	Due Date	Responsible
Diocesan risk management Plan is completed and rolled out for use in parishes	9.3	Year 1-2	SMRG – advise SMO – enact AiC - approve
Risk assessments and management tools are developed and made available to parishes. Include risk management training in refresher course development.	9.1	Year 2 Year 3	CSC and SMRG – advise SMO – enact AiC - approve
Develop and implement child safety and wellbeing policy and code of conduct Develop online and social media policy and procedures in accordance with child safety and wellbeing policy and code of conduct	9.2	Year 1 Year 2	SMRG – advise SMO – enact AiC - approve
Develop guides for parishes to use with third party organisations (this includes use of diocesan hire agreements requiring hirer to adhere to all legal requirements including child safety).	9.4	Year 1-2	SMRG – advise SMO – enact AiC - approve
Parish Actions	Requirement	Due Date	Responsible
Minimum: Diocesan risk management plan is implemented. Annual parish risk assessments are completed. Best Practice: children and youth are included in risk assessments and management strategies for all activities and services. Risk assessments and management are checked and approved by Parish Council	9.1	Year 2 OHS risk assessments annually (already in place)	Parish Council Vicar Child Safe Officer Chn/youth ministry staff
Minimum: Implement all ADOM child safety policies and procedures when using the online environment. Best Practice: develop parish-specific procedures for using the online environment	9.2	Year 2	Parish Council Vicar Child Safe Officer Children/youth ministry staff
Minimum: Diocesan incident forms for safety incidents reported to parish councils Best Practice: complete site-specific risk assessment annually, as a program begins and following any incident. Parish council checks and approves risk assessments and management strategies	9.3	Year 1 Annually	Churchwardens, Vicar
Minimum: diocesan hire agreements are used for hire of all parish facilities. Best Practice: parish records and stores securely a list of details of organisations and people using parish facilities.	9.4	Year 2 Annually	Churchwardens, Vicar
Ongoing actions for leaders			
Advocate for child safety and wellbeing clearly and regularly. Review risk assessments and management strategies annually, at the beginning of a new program, and after any incident.			

Standard 10

STANDARD 10

Implementation of the child safe standards is regularly reviewed and improved

Why this is important

Being a child safe organisation cannot be achieved as a one-off exercise but requires ongoing effort. Child safe organisations have an open and transparent culture, learn from their mistakes, and put the interests of children first.

CCYP minimum requirements of a child safe organisation for Standard 10

10.1 The organisation regularly reviews, evaluates, and improves child safe practices.
10.2 Complaints, concerns, and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.

10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people.

Currently in place at ADOM

- Focus groups and workshops are part of the review, evaluation and analysis process (10.1, 10.2)
- Parish Councils review evaluation and analysis site specific policies every 12 months (10.1) minimum
- Regular review dates are specified on each policy (10.1)
- Policies and procedures are reviewed on regular review dates as well as following incidents (10.1)

- Safe Ministry Reference Group involved in the review evaluation and analysis process
- Diocesan incident forms and feedback from Kooyoora are part of the reviewing evaluation and analysis process (10.2)
- Parish clergy and staff follow up all incident reports as they occur as well as weekly and with wardens and parish council monthly (10.3)
- Regular meeting between Kooyoora and the Safety and Inclusion Officer to review, evaluate and analysis of concerns, themes, and opportunities
 - Kooyoora provides quarterly reports to MADC and AIC regarding, amongst other things, quality improvements, risks and good practice themes from across various organisations.
 - Professional Standards Outcome spreadsheet and associated meetings with Kooyoora and EO to the Archbishop and Registrar

Currently in progress at ADOM

- Safe Ministry policy, Code of Conduct, Statement of Commitment and Guidelines are being reviewed and updated
- Safe Ministry Reference Group established to advise AiC

STANDARD 10 <i>Implementation of the child safe standards is regularly reviewed and improved</i>			
Diocese Actions	Requirement	Due Date	Responsible
Safe Ministry Reference Group meets approx 6 times a year and provides advice to AiC on child safe policies and practices	10.1	Ongoing	SMRG Chair
The Safe Ministry Officer ensures the ADOM website is up to date		Year 1	SMO
Developing a process for annual reporting as part of Annual Returns		Year 1 (by 2023 annual meetings)	Episcopate, Registry & SMRG – advise SMO - enact
Feedback from the Diocese and Kooyoora are part of the reviewing process	10.2	Year 2-3	SMRG – advise SMO- enact AiC - approve
Dates for reviews on all policy documents		Year 1	
Develop appropriate methods and processes for reporting back to involved parties and community from incidents	10.3	Year 3	SMRG – advise SMO- enact
Develop process for using data to feedback to parishes on emerging best practice		Year 2-3	
Once embedded this action plan will become a mechanism for disseminating information to the parishes. It could also have a suggested communication section for parishes to easily share information to children, young people and families (template that can be adjusted depending on the parish).	10.3	Year 3	SMRG – advise SMO- enact
Develop audit process for child safety in parishes, including regular return of Volunteer and Lay Employee Registers (see Standard 2)	10.1	Year 2	Registry & SMRG – advise SMO – enact AiC - approve
Review action plan	10.1	Year 3	SMRG – advise SMO- enact AiC - approve
Parish Actions	Requirement	Due Date	Responsible
Minimum: Review site specific policies and practices every 12 months as per annual parish compliance calendar (review dates are recorded on each document) as well as after incident Best Practices: Child Safety Officer and Parish Council have a regular parish procedures/practice review schedule	10.1	Year 1 then annually	Parish Council, Child Safety Officer
Minimum: all concerns, complaints are reported to Kooyoora Safety incidents are reported as required by diocese Parishes review practices following incidents and reports Best Practices: Proactive risk assessments are part of risk management plan Incidents and reports are worked into regular risk management work	10.2	Year 1 Year 1 then ongoing	Vicar, Parish Council
Minimum: Report from Child Safety Officer included in annual reports Reporting findings of incidents to those involved in any incidents Best Practice: use announcements/newsletters to advise on follow up from incidents	10.3	Year 2 Year 1 then regularly	Child Safety Officer
Ongoing actions for leaders			
Diocesan leaders review policies and procedures according to schedule on each document. Diocesan leadership implement action plan and adapt as a living document Child Safety Officer and Parish Council have a regular parish procedures/practice review schedule.			

Standard 11

STANDARD 11

Policies and procedures document how the organisation is safe for children and young people

Why this is important

Documenting policies and procedures to implement all the standards sends a message to everyone involved with the organisation that child safety is important. It is not enough to have preferred practices in mind or believe that everyone in the organisation is already doing the right thing. Rules and expectations need to be written down and formalised in policies and procedures so they can be shared and used to embed child safety.

CCYP minimum requirements of a child safe organisation for Standard 11

11.1 Policies and procedures address all Child Safe Standards.	11.4 Leaders champion and model compliance with policies and procedures.
11.2 Policies and procedures are documented and easy to understand.	11.5 Staff and volunteers understand and implement policies and procedures.
11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.	

Currently in place at ADOM

<ul style="list-style-type: none"> • A working group of people from parishes across the diocese were part of drafting the 2021 Safe Ministry documents (11.3) • Safe Ministry Reference Group part of the review process for Safe Ministry policies and procedures (11.3) • Senior leaders (including archbishop, bishops and leadership committees) across diocese completed training with other Clergy (11.4) • Senior leaders (including archbishop, bishops and leadership committees) speak publicly about and model the importance of child safety (11.4) 	<ul style="list-style-type: none"> • Safe Ministry Policy, Code of Conduct and other documents are translated into Plain English, Easy English, and CALD languages (11.2, 11.5) • Safe Ministry Reference Group is chaired by a Bishop (11.4) • Parishes, Safe Ministry Reference Group and Kooyoora are consulted with as part of the review and editing process of policy and procedure documents (11.3)
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Currently in progress at ADOM

- 30 representative parishes/AAC's from across the diocese are part of the currently risk management CSS action plan work
- As Safe Ministry documents are updated, they are written in plain language and are child-friendly
- Consultation surveys are used to gather feedback from children, youth, families, parishes, and other stakeholders

STANDARD 11*Policies and procedures document how the organisation is safe for children and young people*

Diocese Actions	Requirement	Due Date	Responsible
Review current procedures in line with Victorian Child Safe Standards Develop new policies reflecting all 11 standards.	11.1	Year 1	SMRG – advise SMO – enact AiC - approve
Ensure all documents are written in easy-to-understand language and translated into other languages represented through the diocese.	11.2	Year 1 - 2	SMRG – advise SMO – enact
Safe Ministry Reference group and Kooyoora review new documents. Parishes and parishioners invited to give feedback on policies and procedures.	11.3	Year 2 - ongoing	SMRG & Kooyoora - advise SMO - enact
Archbishop in Council (AIC) to be involved in consultation and then approve policies and procedures.	11.4	Year 1-2	SMRG – advise SMO – enact AiC - approve
Senior leaders speak about the importance of child safety.	11.4	Year 1 - ongoing	Senior Leadership Team
Policies and procedures are covered in required training for staff at the Diocesan Centre. Archbishop, bishops, clergy, parish staff, and volunteers are required to complete training regularly.	11.5	Year 2 – ongoing Year 1 - ongoing	SMRG – advise P&C with SMO – enact
Parish Actions	Requirement	Due Date	Responsible
Minimum: Review site specific policies and practices in-line with all 11 Child Safe Standards Best Practice: Child Safety Officer and Parish council review parish procedures/practice according to regular schedule detailed on each document	11.1	Year 2 then annually	Vicar Parish Council Child Safe Officer
Minimum: implement easy to understand and translated diocesan documents and other resources Best Practice: develop and review parish-specific, easy to understand procedures	11.2	Year 2 Year 3	Vicar Parish Council Child Safe Officer
Minimum: participate in diocesan consultation for development and reviews of policies and procedures 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	11.3	Year 2 Year 2	Vicar Parish Council Child Safe Officer
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 Best Practice: child safety is regularly spoken about publicly in services Children and Young people are involved in creating a culture of Child Safety	11.4	Year 1 Year 1 then annually Year 2 Year 2 - ongoing	Vicar Parish Council Child Safe Officer Children/youth ministry staff
Minimum: Parishes keep the Volunteer and Lay Employee Register up to date Including signing Code and completing training, including keeping historical details Best Practice: monthly team meetings and regular supervision includes regular updates on training, policies and child safe practices Volunteer and Lay Employee Register details are maintained in a digital church management system	11.5	Year 1 – 2 Year 2 – 3	Vicar Parish Council Child Safe Officer

Ongoing actions for leaders

Advocate for child safety and wellbeing clearly and regularly. Ensure all policies and procedures are reviewed annually, asking for input from children and young people.