



# Safe Places Policy

of Churches of Christ in Victoria and Tasmania Inc  
and all affiliated Churches and Agencies

Version 1

Approved 08.06.2017

## Introduction

We believe that Churches of Christ in Victoria and Tasmania Inc (CCVT) will be doing better at building Communities of Hope and Compassion and developing Leaders to lead them when each place of ministry and mission Affiliated with CCVT is a safe place for everyone to grow in their discipleship of Jesus and in their relationships with one another.

The purpose of this policy is to set out CCVT's position in relation to safety, including the expectations that CCVT has of its churches and agencies (Affiliates).

## Who This Policy Applies To

This policy applies to every individual, congregation and organisation within the CCVT, including CCVT Inc, Churches of Christ Community Care, The Properties Corporation of the Churches of Christ, Churches of Christ Financial Services, all CCVT churches and agencies (Affiliates) in Victoria and Tasmania, and CCVT's national partner Stirling Theological College.

This policy applies to all leaders, including all people appointed to paid or unpaid ministry roles, elders, deacons, board/council members, administrators, office staff, helpers and anyone appointed to positions of authority over ministries or activities run in the name of the CCVT or its Affiliates.

## Commitment To Safety

CCVT is committed to being a safe place for all people.

We value diversity and do not tolerate any discriminatory practices.

We are committed to the inclusion and empowerment of all people, and believe all people have the right to have their views and opinions valued, especially on matters that directly affect them.

We actively work to create a culture of safety and employ transparency, accountability and risk management practices to prevent abuse from occurring.

CCVT has a zero-tolerance policy for any type of abuse and will report all allegations and concerns for the safety of vulnerable people to the appropriate authority.

## Commitment To Child Safety

CCVT is committed to supporting children and young people by providing an environment that is physically, emotionally and spiritually safe.

CCVT is committed to the participation and empowerment of all children because it is integral to our mission.

We have zero tolerance policy for child abuse.

All allegations and safety concerns will be treated seriously as per the CCVT Child Safety Policy, including following our legal and moral obligations to contact authorities when we are concerned about a child's safety.

## Leaders

CCVT employs strategies to embed an organisational culture of safety, including through effective recruitment, screening, supervision and training of all leaders.

### Recruitment:

We develop selection criteria and advertisements for leadership roles which clearly demonstrate our commitment to safety.

We actively encourage applications from women, Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people living with a disability.

### Screening:

We carry out thorough background checks of people in both paid and unpaid leadership roles to ensure their eligibility and suitability for the role.

All pastors, elders, deacons, and anyone appointed to a role where they have general authority over the operations of the congregation are required to obtain a Working with Children Check or relevant equivalent prior to commencing in that role.

All people aged 18 and over who work with children under the age of 18 in any capacity are required to obtain a Working with Children Check or relevant equivalent prior to commencing involvement in that role.

Where exemptions apply under the Working with Children Act, Affiliates are encouraged to require a Working with Children Check as part of their local policy. This is demonstrative of our desire to meet a higher standard of practice that simply meeting the minimum legal requirements.

## Supervision:

We commit to ongoing supervision of leaders through the provision of:

- Position descriptions which give a clear expectation for each role
- Adequate physical and spiritual ministry support and accountability for leaders
- A commitment to develop leaders
- A Code of Conduct which clearly states expectations of appropriate behaviour and consequences for breaches of the Code
- A well communicated process for conflict resolution and complaints handling

## Training:

We have specific policies, procedures and training in place that support our leaders to achieve our commitment to providing Safe Places. CCVT encourages Affiliates to utilise the training and resources available through CCVT and other relevant training providers for all those who hold positions of leadership.

As a minimum training requirement, the Chair of the governing body, the Senior Minister/Leader, the Safety Contact Person, and the person responsible for children's ministry at each Affiliate must attend a National Council of Churches of Australia (NCCA) Safe Church Awareness Workshop.

All people involved in children's ministry must undergo training in child safety, including how to identify, assess, and minimise risks of child abuse, how to detect potential signs of child abuse and how to report any concerns appropriately.

## Responding To Complaints And Concerns

We work to ensure all children, families, staff, volunteers and others involved with our activities know what to do and who to tell if they are concerned about any behaviour towards themselves or others.

Every individual must:

- take personal responsibility for their own and others' safety
- carry out responsibilities in accordance with their employment contract, position description, and Code of Ethics or Code of Conduct
- raise any issues of concern with the relevant authority (call 000 if there is immediate danger)

Affiliates must report Child Safety issues in accordance with the CCVT Child Safety Reporting Procedure. Affiliates must report allegations of misconduct made against leaders in accordance with the CCVT Code of Ethics for Ministers (or any subsequent iteration) and the Victorian Government Reportable Conduct Scheme (where applicable).

## Privacy

We have safeguards and practices in place to ensure any personal information is protected in accordance with the Australian Privacy Act 1988 and the CCVT Privacy Policy.

## Risk Management

CCVT takes a proactive, risk management approach to safety and expects CCVT Affiliates to do the same.

We have risk management strategies in place to identify, assess, mitigate or minimise risks in both physical and online environments.

CCVT is committed to helping Affiliates to become safer places through the provision of guidance and resources and encourages Affiliates to seek assistance from CCVT's Safe Places Coordinator where needed.

CCVT will assist with safety issues at the invitation of the Affiliate, or if CCVT considers it necessary, at CCVT's instigation.

## Accountability For Safety

As stated in Affinity, (and any subsequent iteration of Affinity), Affiliates agree to “ensure that all mission and ministry activities are safe places for all people”. Thus, Affiliates are required to meet the minimum legislative requirements relevant to them in relation to Child Safety and Workplace Health and Safety in Victoria and Tasmania respectively, as a pre-requisite for being Affiliated with the Churches of Christ in Victoria and Tasmania.

The governing body of each Affiliate is expected to make an annual declaration to CCVT each year confirming that:

- an annual self-assessment of safety has been conducted;
- the minimum legislative requirements relevant to them are being met;
- the name and contact details of the person designated as the “Safety Contact Person” (by whatever name)

CCVT will conduct random conversational and/or written audits. Affiliates which fail to demonstrate commitment or ability to making their organisation safe will have a loading applied to their insurance premium, and risk lack of insurance coverage and potentially disaffiliation.

## Responsibility For Safety

Everyone associated with CCVT and its Affiliates has some responsibility for safety as set out below.

Who	Role in Promoting Safe Places
Individuals (participants)	Take personal responsibility for their own and others' safety; raise any issues of concern. Be aware of and act in accordance with policies and procedures.
Affiliate Leaders	Be aware of and act in accordance with policies and procedures. Encourage program participants to take responsibility for their own and others' safety and advise how to report any issues of concern.
Minister/Key Leader	Be aware of and act in accordance with policies and procedures. Carry out responsibilities in accordance with employment contract/position description.
Affiliate governing body	Take responsibility for what happens in our church or agency. Identify, assess and control risks, and review the effectiveness of control measures. Adopt appropriate policies and review them regularly. Ensure the relevant policies are lived out in the church or agency. Ensure the church or agency is compliant with regulatory obligations. Ensure appropriate insurance arrangements are in place. Seek help from CCVT where needed. Accept help from CCVT where CCVT believes necessary including where minimum requirements are not being met.
CCVT	Provide resources for Affiliates to use, for example template policies and checklists. Provide Affiliates with assistance when difficult issues arise, for example an allegation of abuse, either at the invitation of the Affiliate, or at the instigation of CCVT. Identify minimum requirements for risk management and compliance purposes. Hold Affiliates accountable for meeting those minimum requirements.
CCVT Inc. Board	Ensure that risk is managed proactively. Challenge the Movement in relation to opportunities and risks.

Who	Role in Promoting Safe Places
	<p>Implement a system to minimise risk and encourage compliance with regulatory obligations.</p> <p>Promote compliance with risk and compliance regulatory obligations across CCVT.</p> <p>Monitor risk and compliance.</p> <p>Take responsibility for how CCVT, as a whole, deals with allegations of abuse and other major risks.</p>
Churches of Christ Insurance	<p>Provide insurance.</p> <p>Promote utilisation of insurance and related services.</p>

## Authorisation

Responsible person:	Paul Cameron
Version:	1
Approved by the Boards of:	
CCVT Inc	08.06.2017
Community Care	08.06.2017
Properties Corporation	08.06.2017
Stirling	23.08.2017
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