



# JANNALI

## Anglican Church

### Safe Ministry Practices

June 2023

#### Contents:

Reporting.....	Page 2
Safe Ministry Authorization Requirements.....	Page 3
Glossary and Clarification of Ministry Roles.....	Page 4-6
How to obtain the required qualifications.....	Pages 7-8

Appendices –	A) Children’s Ministry - specific ministry practices
	B) Youth Ministry - specific ministry practices

#### Contacts

Safe Ministry Representative: [safe.ministry@jac.org.au](mailto:safe.ministry@jac.org.au)

Church Office: [office@jac.org.au](mailto:office@jac.org.au) , Ph 9528 9130

Senior Minister: [neil.fitzpatrick@jac.org.au](mailto:neil.fitzpatrick@jac.org.au), Ph 9528 9130

# Reporting

## A. Concerning clergy, staff and church workers

Should anyone have knowledge of, or reasonable suspicion of, abuse or other misconduct by a member of the clergy, staff or church worker, please report it to the Office of the Director of Safe Ministry (ODSM) of the Diocese of Sydney.

**Abuse Report Line : 1800 774 945 or**

**E-mail: [abusereport@safeministry.org.au](mailto:abusereport@safeministry.org.au)**

Should any clergy, staff or church worker have knowledge of, or reasonable suspicion that a vulnerable person who attends or has attended any activity of the church has suffered abuse or is at the risk of harm from clergy, staff or a church worker, he/she has a duty to report it.

## B. Reporting suspected child abuse and disclosures

Issue or concern:	Report to:
General Suspensions	<b>Responsible staff member</b>
Child or young person currently at risk of significant harm Because of: <ul style="list-style-type: none"> <li>physical or sexual abuse, ill-treatment or neglect (basic physical or psychological needs not being met);</li> <li>parent/carer not arranging necessary medical care or parent/carer causing serious psychological harm;</li> <li>serious physical or psychological harm from a domestic violence incident;</li> </ul> report to:	<b>DCJ (Department of Communities &amp; Justice)</b> If possible discuss with the responsible staff member or Senior Minister* first and use the <a href="#">Mandatory Reporters Guide</a>  <b>Police</b> Contact the police first if the situation required emergency assistance  <b>Office of the Director of Safe Ministry</b> Contact the ODSM where the alleged perpetrator is a church worker
Knowledge of relevant criminal offences	<b>Police</b>  <b>Office of the Director of Safe Ministry</b> (regarding a church worker)
Child abuse by a church worker**	<b>Senior minister*/church worker's employer</b> <b>Anglican Abuse Report line (1800 744 945)</b> <b>Police</b>

Contact the Office of the Director of Safe Ministry if you are unsure of what to do in any circumstance or where an allegation is regarding the senior minister.

\*Do not report to the senior minister if the allegation is regarding the senior minister

\*\*A church worker includes a minister, any ministry volunteer or leader, warden, parish councillor, parish Synod representative

The person to whom a disclosure is made should not undertake an investigation, and should not disclose the allegations to the alleged offender at this initial stage

The NSW Children and Young Persons (Care and Protection) Act 1998 distinguishes between voluntary and mandatory reporters. However, as a matter of policy the Diocese requires all persons in a position of authority within the church, be it paid or unpaid, or any person working with children or young people in any capacity, who has reasonable grounds to suspect a child is at risk of significant harm, to disclose this suspicion to the authorities. For this reason, the Safe Ministry training materials do not cover who is and is not a mandatory reporter.

## Safe Ministry Authorisation Requirements

The table below outlines the specific requirements we implement in order to ensure that our clergy, staff and church workers practice “safe ministry” with vulnerable people in their various ministries. It should be read in conjunction with the Diocesan Safe Ministry Policy and [Faithfulness in Service](#) booklet.

All persons involved in ministry with our church must be known, trusted and appointed by the staff member or ministry leader responsible. Some ministries involved a formal application (refer to appendices).

It is the responsibility of the Ministry Leader, in consultation with the Safe Ministry Officer to ensure the compliance of their teams with these requirements.

**Table A – Safe Ministry Requirements**

Ministry/Position	WWCC	Anglican Safe Ministry Training	Safe Ministry Check	Ongoing Job Description
Clergy/Staff	✓	✓	Diocesan Check	-
Children’s or youth leader (junior leader) - under 18	No WWCC required for under 18’s	✓ Junior Safe Ministry Training	✓ Junior Safe Ministry Check	✓
Children’s or youth leader or helper - 18+	✓	✓	✓	✓
Children’s or Youth <u>Occasional</u> Leader or Helper (eg. School Holiday programs, non-residential camps/clubs/activities, back-up/fill-ins)	✓	✓	✓	✓
Children’s & Youth Support Worker for non-residential activities (eg. Cooks, registration)	-	-	-	-
Residential Camp Support Workers – cooks, helpers, camp parents	✓	✓	✓	✓
Creche leader or helper	✓	✓	✓	✓
Vulnerable People (adults) – Leadership team members (eg. ESL, Jesus Club, Thursday Church)	-	✓	-	-
Kids Hope mentor	✓	✓	✓	✓
It’s Music Time leadership team member and adult helpers.	✓	✓	✓	✓
SRE Teacher or helper (Anglican Church member)	✓	✓	✓	✓
SRE Teacher or helper (Non-Anglican Church member) *see clarification of ministry roles	✓	Anglican or other valid denomination Authorisation required	Anglican or other valid denomination Authorisation required	✓

## Glossary & Clarification of Ministry Roles

Children's or youth leader or helper	<ul style="list-style-type: none"> <li>Church worker appointed to a ministry team for youth or children within our church. This includes all adults who are regularly present with children or youth, whether considered a 'leader', 'helper' or some other title.</li> </ul>
Children's or Youth Occasional Leader or Helper	<ul style="list-style-type: none"> <li>Adults who serve from time to time as part of an on-site program, who have direct engagement with Children or Youth, regardless of their job or the role being undertaken</li> </ul>
Children's & Youth Support Worker	<ul style="list-style-type: none"> <li>Those who support on-site ministry with very limited or no direct engagement with Children or Youth. (eg. cooks, registration). No Safe Ministry qualifications are required for these people.</li> </ul>
Church worker	<ul style="list-style-type: none"> <li>Parishioners who undertake various roles and tasks in a voluntary capacity, contributing to the ministry of our church involving vulnerable people – includes all persons in Table A who are not Clergy or staff.</li> </ul>
Clergy	Ordained Ministers – Rector/Senior Minister, Assistant Ministers, Youth Minister
Creche Leader	<ul style="list-style-type: none"> <li>Those who are rostered to serve as a leader in crèche on a regular basis</li> <li>At least one leader should always be rostered to take responsibility in crèche</li> </ul>
Creche Helper	<ul style="list-style-type: none"> <li>Those who are rostered to serve as a helper in crèche on a regular basis</li> <li>Parents who accompany their own children to crèche, but have no formal responsibility for the children of others (i.e. as a rostered leader or helper) have no safe ministry requirements</li> </ul>
Faithfulness in Service	<ul style="list-style-type: none"> <li>A National Code For Personal Behaviour And The Practice Of Pastoral Ministry By Clergy And Church Workers</li> </ul>
Its music time leader	<ul style="list-style-type: none"> <li>Those who co-ordinate or lead children in "Its music time" (i.e. those who take regular responsibility for the children of others).</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>Every person serving in a ministry position that requires a Safe Ministry Check, must be supplied with a Job Description before completing their SMC, and be given updated job descriptions in order to continue serving in their position. The Job description will include the position title, a description of the role, the person to whom they report, and the dates of appointment.</li> </ul>
Junior Leader	<ul style="list-style-type: none"> <li>A person, generally under 18 years of age, ministering alongside Children's leaders within Children's programs</li> </ul>
Junior Safe Ministry Training process	<p>In consultation with the Children's Minister:</p> <ol style="list-style-type: none"> <li>1. Parent/guardian permission form for online junior safe ministry training to be signed</li> <li>2. Senior Minister Authorization - appropriate form includes senior minister signature and date – this date is the Junior Leader's date of appointment</li> <li>3. Training mentor &amp; church coordinator registered to oversee training of the junior leader</li> <li>4. Online Safe Ministry training undertaken by junior leader – time and location determined in consultation with parents/guardian and overseen by training mentor, including discussion of Safe Ministry Pledge.</li> <li>5. Commence active duty under the direct supervision of a qualified adult leader.</li> <li>6. Expiry date will be 3 years from completion of training, or the Junior leader's 18<sup>th</sup> birthday – whichever comes first</li> </ol>
Kids Hope Mentor	<ul style="list-style-type: none"> <li>Those who visit Jannali Public School to mentor a student under the World Vision Kids Hope program.</li> <li>Each person must also complete the required World Vision, Kids Hope training and be appointed by the Kids Hope Coordinator.</li> </ul>
Ministry leader	<ul style="list-style-type: none"> <li>Appointed leaders of a program of our church – clergy, staff or church workers.</li> </ul>
ODSM	<ul style="list-style-type: none"> <li>Office of the Director of Safe Ministry – the body within the Anglican Diocese of Sydney who oversee Safe Ministry compliance and training</li> </ul>
Safe Ministry Check (SMC)	<ul style="list-style-type: none"> <li>Every volunteer church worker starting in a position of ministry to children needs to complete a Safe Ministry Check (SMC) and be cleared to work with children before they start in their role. The contents of the SMC will be assessed by the Senior Minister or someone authorized by him, before the church worker is cleared to serve.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prior to completing the SMC the applicant must be supplied with links to or copies of Faithfulness in Service (The national code of behavior for Anglican church workers), the Sydney Diocesan “Blueprint” relevant to the area of ministry in which they will serve, and a job description for the ministry role in which they are seeking to serve.</li> <li>• If the applicant has attended Jannali Anglican Church for less than two years a reference must be obtained from the Senior Minister of the person’s previous church.</li> <li>• If the Senior Minister of Jannali Anglican Church has not been at the church for 2 years or observed the person undertake ministry to children for at least this period, he is to contact the previous minister of the church.</li> <li>• The SMC only needs to be completed once, and is securely stored as a permanent record.</li> <li>• There are certain exemptions where a person undertaking ministry to children is not required to undergo the Safe Ministry Check. These apply if – <ul style="list-style-type: none"> <li>• the church worker is below 13 years of age,</li> <li>• the church worker is undertaking ministry to pre-school aged children (or younger) on not more than 10 occasions in a calendar year in the context of activities in which the church worker’s own child usually participates,</li> <li>• the church worker is undertaking ministry at or in connection with a university or other tertiary institution, or</li> <li>• the church worker undertakes ministry to children on not more than a total of 5 occasions in a calendar year, if the ministry involves minimal direct contact with children or is supervised when children are present.</li> </ul> </li> <li>• Junior Leaders are required to complete the Safe Ministry Check for leaders aged 13-17 years. The SMC for Junior Leaders is substantially different to the adult volunteer form and takes the form of a pledge or positive declaration rather than a questionnaire. It also includes a parental consent section for applicants under 16 years of age.</li> </ul>
Safe Ministry Officer	<ul style="list-style-type: none"> <li>• Responsible for verification and record keeping of all Safe Ministry training &amp; requirements. All evidence of training or WWCC to be sent to the Safe Ministry Officer.</li> </ul>
Safe Ministry Training	<p>Online or face-to-face training courses required to be completed by church workers (<a href="#">Safe Ministry Training website</a>):</p> <ul style="list-style-type: none"> <li>• Anglican Safe Ministry with Vulnerable People – Essentials, Refresher or Junior (see above for additional details)</li> <li>• Safe Ministry Training must be completed before commencement of a ministry position with Vulnerable People, including children and youth, and must be maintained as current at all times.</li> <li>• The safe ministry training expires after 3 years. The Refresher safe ministry training must be completed prior to the expiry date. If this training is not completed the church worker must stand down immediately from their ministry position(s) with vulnerable people, including youth and children. (Upon application to the safe Ministry Officer, extensions of up to 30 days will be considered for very unusual circumstances where it is impossible for the person to complete their training by the expiry date.)</li> <li>• A person stood down after failure to complete their safe ministry refresher training by the expiry date, then has 30 days in which they can be reinstated upon completion of their <b>refresher</b> safe ministry training. After 30 days, they will be required to complete the <b>essentials</b> training before being reinstated.</li> <li>• New 17 year old leaders can consider doing the Essentials course and not the Junior course and will then have 3 years validity, provided that they also have parent permission.</li> <li>• For SRE only, where a teacher has equivalent Safe Ministry training from a different denomination, Youthworks must approve the training undertaken</li> </ul>
SRE Teacher – Anglican Church Member	<ul style="list-style-type: none"> <li>• Appointed by Jannali Anglican Church to enter a school classroom to teach SRE</li> <li>• SRE Accreditation – complete the Youthworks SRE Accreditation Requirements</li> </ul>

	<ul style="list-style-type: none"> <li>Complete an SRE Engagement Form and return it to the SRE Coordinator, and be issued with an SRE authorization Card, signed by the Senior Minister. This is to be carried and available on request whenever the person enters a school to teach SRE.</li> </ul>
SRE Teacher – Non-Anglican Church Member with authorisation from another Approved SRE Provider from this list.	<ul style="list-style-type: none"> <li>Non-Anglican Scripture Teachers who enter school classrooms to teach Scripture within the Parish of Jannali, do so under the co-ordination of Jannali Anglican Church.</li> <li>These teachers need to obtain and present to the SRE Coordinator, an SRE Authorization Card from their own denomination (assuming they are an Accredited SRE Provider). This is evidence that the person is known, trusted and has completed all equivalent safe ministry training and SRE training for their own denomination.</li> <li>This person must also present to the Senior Minister of Jannali and/or the SRE Coordinator, a letter of recommendation from their church minister).</li> <li>The SRE Coordinator must also forward copies of these documents to the Safe Ministry Representative for accountability and long-term filing.</li> <li>The SRE Authorization Card is to be carried and available on request whenever the person enters a school to teach SRE.</li> </ul>
SRE Teacher – Non-Anglican Church Member - who seeks approval as an Anglican-Authorised SRE teacher.	<ul style="list-style-type: none"> <li>In some cases, a teacher is not able to obtain an SRE Authorization Card from their own church.</li> <li>In this circumstance, they may be authorized by Jannali Anglican Church. This Authorization is at the discretion of the Senior Minister in consultation with the SRE Coordinator.</li> <li>Anglican SRE Authorization is given upon completion of the Anglican SRE modules, Anglican Safe Ministry Training (including a safe ministry check), and presentation of a letter of recommendation from their church minister.</li> <li>The SRE Coordinator must also forward copies of these documents to the Safe Ministry Representative for accountability and long-term filing.</li> <li>The SRE Authorization Card is to be carried and available on request whenever the person enters a school to teach SRE.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>Paid &amp; unpaid workers who are not clergy, such as a Children’s Minister, Student Minister, JMAP Apprentice, Bookkeeper, Administration Manager, Family Church pastoral worker</li> </ul>
Vulnerable people	<ul style="list-style-type: none"> <li>Anyone, who because of their age, physical/psychological condition or language, could be vulnerable. These include children, youth, people with disabilities, frail aged people, ESL</li> </ul>
Working With Children Check (WWCC)	<p>A Government requirement for adults working with children and youth under 18 years of age - obtained through the <a href="#">Office of the Children's Guardian</a>:</p> <ul style="list-style-type: none"> <li>Must be obtained &amp; verified prior to commencement of ministry position</li> <li>Renewed every 5 years</li> <li>It is an offence to engage a person to work with children in NSW without a valid Working With Children Check</li> <li>WWCC number, along with date of birth, to be presented to the Safe Ministry Officer for verification</li> </ul>

# How to obtain the required Safe Ministry Qualifications

## For Adults

### A. Government Working with Children Check (WWCC)

1. If you have already obtained a WWCC number for another organization – go straight to step 3. You can use your WWCC number for multiple organisations.
2. If you haven't yet obtained a WWCC number, the process is:
  - a. Apply online – Go online and fill in the application form [here](#) . On the form indicate that you are a volunteer in the 'religious services' sector. Once submitted you will be issued with an application number. There is no fee for volunteers, and your WWCC number will be valid for 5 years.
  - b. Prove your identity – Visit a Services NSW office with your renewal Application Number and verify your identity.
  - c. Obtain notification of clearance - Services NSW will advise of your clearance via e-mail and issue you with a WWCC number and expiry date.
3. Advise the church – Please email your name, WWCC number and date of birth to the safe Ministry Representative at [safe.ministry@jac.org.au](mailto:safe.ministry@jac.org.au). We need this to verify the clearance and update our records.

### B. Anglican training: Safe Ministry with Children and Vulnerable People

The Anglican Church requires that everyone who has ongoing/rostered responsibility for children and other vulnerable people needs to have completed the necessary Anglican Safe Ministry Training.

The course and all necessary information can be accessed here: <https://safeministry.training/online-training-information/>

There are 2 training courses:

"Essentials" – must be done by everyone initially, including those who have only done Junior Safe Ministry  
"Refresher" - must be done every subsequent 3 years.

The cost of the online training is \$20 for Essentials and \$15 for Refresher. If for some reason this cost is prohibitive, or you are unable to pay online, please contact our church office on 9528 9130.

Upon completion of the training courses, you will receive a certificate. Please forward this to our safe Ministry Representative at [safe.ministry@jac.org.au](mailto:safe.ministry@jac.org.au)

### C. Anglican Safe Ministry Check

1. Once you have received your Faithfulness in Service, Ministry Blueprint and Job Description, start the process online at <https://safeministry.org.au/volunteer-smc/>

2. You will need to enter our church code, which is 00705
3. If you have joined our church within the last 2 years you will be asked to supply names and emails for references
4. After you submit your completed form, a copy will be emailed to you and to the Senior Minister or his Authorized representative for review. Once cleared, your SMC will be recorded as complete and forwarded to our Safe Ministry Representative for permanent filing in a secure and confidential electronic form.

## **For Juniors (aged 13-17)**

### **A. The Government Working with Children Check is not required.**

### **B. Anglican Junior Safe Ministry Training**

Prospective Junior leaders should

1. First speak with the Children's Minister to understand the process and receive information for parents/guardians
2. A Parent/guardian must sign a permission form for online junior safe ministry training
3. Complete the Junior online Safe Ministry training, overseen by a training mentor.
4. The Senior Minister must authorize the training and eventual appointment
5. Commence active duty under the direct supervision of a qualified adult leader.
6. Expiry date will be 3 years from completion of training, or the Junior leader's 18<sup>th</sup> birthday – whichever comes first

### **C. Anglican Junior Safe Ministry Check**

Prospective Junior Leaders should

1. First speak to the Children's minister and obtain the necessary forms to complete the Junior Safe Ministry Check (which takes the form of a pledge/declaration, rather than a questionnaire)
2. Obtain the signed consent of a parent/guardian
3. Return the forms to the Children's Minister