

# Safe Ministry Policy

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## SECTION 1 - INTRODUCTION

### SCOPE

This policy and procedure applies to all Members, Leaders and non-attending Leaders.

### DEFINITIONS

Word/Term	Definition
Child	Anyone who is age 18 years and under.
Members	Anyone who regularly attends services at St Alfred's.
Leaders	All staff and Members with roles, offices and positions at St Alfred's who are over 18 years of age.
Child Safe Officer	The vicar or his delegate, responsible for Child Safe.
Loco Parentis	Legal responsibility of some person to perform some or all of the functions or responsibilities of a parent.

### ABBREVIATIONS

Word/Term	Definition
St Alfred's	St Alfred's Anglican Church, Blackburn North
ADOM	Anglican Diocese Of Melbourne

## LEGISLATIVE CONTEXT

Name	Location
Professional Standards Uniform Act	<a href="#">Professional Standards Uniform Amended Regulations 2021 Final July 2021</a>
Safe Ministry to Children Canon 2017 (General Synod)	<a href="#">Safe Ministry to Children Canon 2017 update 1 January 2019.pdf</a>
Safe Ministry Policy (August 2021)	<a href="#">ADOM-Safe-Ministry-Policy-August-2021.pdf</a>
Child Wellbeing and Safety Act 2005	<a href="#">Child Wellbeing and Safety Act 2005 - reportable allegation</a>
Children Legislation Amendment Act 2019	<a href="#">Children Legislation Amendment Act 2019 VIC</a>
Children, Youth and Families Act 2005	<a href="#">Children, Youth and Families Act 2005</a>

## DIOCESAN CONTEXT

Name	Location
Safe Ministry – Anglican Diocese of Melbourne	<a href="https://www.melbourneanglican.org.au/safe-ministry/">https://www.melbourneanglican.org.au/safe-ministry/</a>

## SECTION 2 - POLICY

This policy affirms St Alfred's commitment in adopting standardised policies and procedures of Anglican Diocese of Melbourne to Safe Ministry, fulfilling the Church's biblical, pastoral, legal and moral responsibilities, with the goal that all our ministries are spiritually, emotionally and physically safe. This policy guides our behaviour and provides the foundation for ministry, programs and activities that are run in safe environments.

## SECTION 3 - PROCEDURE

### Overview

- 3.1 Recruiting Procedures:
  - 3.1.1 Recruiting Procedures: Responsibility and processes for conducting the recruitment process.
  - 3.1.2 Safe Ministry Training: To be undertaken by all Leaders.
  - 3.1.3 Requirement for Roles: Clearances, checks and accreditations required before commencement of Leadership roles involving Children or vulnerable people.
- 3.2 Information Collection:
  - 3.2.1 Compliance information to be maintained in St Alfred's Volunteer and Lay Employee Register.
  - 3.2.2 Attendance records: When and by whom to be taken; retention.
  - 3.2.3 Adult visitors: Requirement for prior permission.
  - 3.2.4 Photos and videos: Compliance with policy.
- 3.3 Safe Environment: Responsibility of Leaders.
- 3.4 Child to Leader Interactions:
  - 3.4.1 Leader ratios
  - 3.4.2 Physical contact
  - 3.4.3 Toilets
  - 3.4.4 Storerooms
  - 3.4.5 Grooming: Grooming described; planned and spontaneous special attention processes including lodging of report.
  - 3.4.6 Electronic Communication
- 3.5 Misconduct:
  - 3.5.1 Unwise misconduct
  - 3.5.2 Illegal misconduct
- 3.6 Mandatory Reporting Obligation:
  - 3.6.1 Internal reporting
  - 3.6.2 External Reporting
  - 3.6.3 What to Report
- 3.7 Response to Report of Misconduct:
  - 3.7.1 Responsibility of Child Safe Officer
  - 3.7.2 Responsibility of Wardens

## PROCEDURE

<b>3.</b>	<b>Procedure</b>
<b>3.1</b>	<b>Recruiting Procedures</b>
<b>3.1.1</b>	<p><b>Recruiting for roles</b></p> <p>The Head of the relevant ministry is responsible for the recruitment process which may include:</p> <ul style="list-style-type: none"> <li>• confirmation of work history, identity and qualifications,</li> <li>• interviewing past employers,</li> <li>• reviewing social media activity,</li> <li>• interviewing staff from previous churches where they have worked,</li> <li>• seeking references from others within St Alfred's,</li> <li>• such additional checks as shall in the particular circumstances be considered best practice;</li> <li>• additional steps may be required for recent arrivals from interstate/overseas.</li> </ul>
<b>3.1.2</b>	<p><b>Safe Ministry Training</b></p> <p>All Leaders must attend Safe Ministry Training as prescribed by the Anglican Diocese of Melbourne, including any additional or refresher courses required to maintain currency.</p>
<b>3.1.3</b>	<p><b>Requirement for roles</b></p> <p>All Leaders involved in Children and vulnerable person's ministry and such other persons as shall be required to do so by St Alfred's or the Diocese as a condition of their employment must provide the following required compliance information before commencement of their role:</p> <ol style="list-style-type: none"> <li>a) <u>Clergy</u> - Clearance for Ministry issued by the Diocese or <u>Lay People</u> – Clearance for Service issued by Kooyoora (see <a href="https://www.melbourneanglican.org.au/governance/clearances/">https://www.melbourneanglican.org.au/governance/clearances/</a>)</li> <li>b) <u>National Police Check</u> (CrimCheck) and Overseas police check (if lived overseas for 12 months in past 10 years)</li> <li>c) <u>WWCC</u> (Working with Children Clearance or VIT Registration)</li> <li>d) <u>Signed acknowledgment</u> to abide by the following (from Anglican Diocese of Melbourne);             <ol style="list-style-type: none"> <li>i. Safe Ministry Policy</li> <li>ii. ADOM Code of Conduct for Child Safety</li> <li>iii. Statement of Commitment</li> <li>iv. Guidelines for Child Safety</li> </ol> </li> <li>e) Certificate of completion of Safe Ministry Training             <ol style="list-style-type: none"> <li>i. Level 1 – (everyone)</li> <li>ii. Level 2 – (anyone with interaction with Children or vulnerable persons)</li> <li>iii. Level 3 – (for all Leaders)</li> </ol> </li> <li>f) And any such certificates/certifications as may be required</li> </ol>
<b>3.2</b>	<b>Information Collection</b>

<p><b>3.2.1</b></p>	<p><b>Register of Volunteer and Lay Employee</b></p> <p>a) All Leaders must provide their most up-to-date compliance information to St Alfred’s Church Administrator before commencement.</p> <p>b) The collected compliance information will be updated to St Alfred’s Volunteer and Lay Employee Register, a copy of which will be forward to Anglican Diocese of Melbourne.</p> <p>c) The compliance information will be collected according to St Alfred’s Privacy Policy and any laws and regulations.</p>
<p><b>3.2.2</b></p>	<p><b>Record of Attendances</b></p> <p>All ministries involving Children and vulnerable persons are required to maintain a register of attendees including all Leaders. This register will, at the minimum contain the following information;</p> <p>a) First and last names</p> <p>b) Date and time of arrival and departure</p> <p>c) Name of parent/guardian for those 12 years and under</p> <p>d) Current contact details (mobile phone and email)</p> <p>e) This register shall be retained in accordance with the Diocesan Records Management Policy.</p>
<p><b>3.2.3</b></p>	<p><b>Adult Visitors</b></p> <p>Any adult wanting to visit St Alfred’s events designed for Children and not related to any attending Child, (including STAKs on a Sunday) must have pre-approval with the head of ministry prior to the day. They must be observed by an approved Leader. They will also be required to sign an attendance record in accordance with clause 3.2.2 above.</p>
<p><b>3.2.4</b></p>	<p><b>Photos</b></p> <p>Photos can only be taken in accordance with the Photo and Video Release Policy.</p>
<p><b>3.3</b></p>	<p><b>Safe Environment</b></p> <p>All Leaders have a duty of care to comply with the risk management strategies in place, as outlined in the Workplace Health and Safety Policy.</p> <p>Use the St Alfred’s Management Of Risk Form (Appendix A) to assess the risks. The form needs to be forwarded at least 2 weeks before the event to:</p> <ol style="list-style-type: none"> <li>i. Business Manager/Administrator – who then lodges a copy for record and forwards a copy to;</li> <li>ii. Chair of Risk Committee who then presents to Parish Council</li> </ol> <p>All regular and recurring ministries and events must also have the risk assessed each year following the above procedure, preferably two weeks prior to the start of the activity.</p>
<p><b>3.4</b></p>	<p><b>Child to Leader Interactions</b></p>
<p><b>3.4.1</b></p>	<p><b>Child to Leader ratios</b></p> <p>Leaders shall not be on their own with one or more Children. There shall always be a minimum of two Leaders. When two or more Leaders are present it is preferable for at least one of those Leaders to be a female. Below are recommended Leader to Child ratios.</p> <ul style="list-style-type: none"> <li>• The Leader/Child ratio for 0-2 year olds is 1:3</li> <li>• The Leader/Child ratio for 3 - 5 year olds (pre-school age) is 1:5</li> <li>• The Leader/Child ratio for 5 - 12 year olds (primary school age) is 1:10</li> </ul>

	<ul style="list-style-type: none"> <li>The Leader/Child ratio for 12 - 16 year olds (secondary school age) is 1:15</li> </ul> <p>Where a Child wishes to have a private conversation with a single Leader this shall only occur in public spaces where they may be observed by at least one other adult although at a distance to avoid the conversation being overheard.</p>
<p><b>3.4.2</b></p>	<p><b>Physical Contact</b></p> <p>Leaders should not initiate physical touch with a Child but should let the Child initiate physical touch. They should always exercise discernment with physical contact considering gender and age.</p>
<p><b>3.4.3</b></p>	<p><b>Toilets</b></p> <p>When using toilets, Children are to go in same-gender pairs, of a similar age. Adults are never to be in the toilets at the same time as Children. If there is an emergency and the Leader does need to enter toilets when Children are there, they must take another Leader of the same gender as the Child, in with them.</p> <p>Only parents/guardians/persons in Loco Parentis of Children are able to change the Child's nappy. This is not to be done by Leaders.</p>
<p><b>3.4.4</b></p>	<p><b>Storerooms</b></p> <p>Storerooms are not deemed safe. Children under 12 are not permitted in storerooms under any circumstances. Children over 12 may enter storerooms at a Leader's request to retrieve from or return items to storage, but should not enter storerooms with a Leader alone. If a lone Leader is retrieving from or returning items to storage, Children should remain outside the storeroom.</p>
<p><b>3.4.5</b></p>	<p><b>Grooming</b></p> <p>Grooming is a criminal offence. In essence, this is the act of developing a special relationship with a Child or vulnerable person for the purpose of engaging the Child or vulnerable person in a sexual offence. It is not necessary for the sexual offence to occur for the offence of grooming to have taken place.</p> <p><u>Example:</u></p> <p>Typical (but not exclusive) behaviour that is indicative of a grooming intent includes:</p> <ol style="list-style-type: none"> <li>Targeting Children or vulnerable persons, making them feel special or, exploiting their vulnerabilities.</li> <li>Buy or giving Children or vulnerable persons, things they may like or value.</li> <li>Asking Children or vulnerable persons to keep secrets.</li> <li>Gradual physical touch.</li> <li>Using treats, bribes, threats, and/or physical violence.</li> </ol> <p>Where a Leader, as part of their ministry, intends to pay special attention to a particular Child or vulnerable person they should consult with the Head of their ministry or other senior staff Member to see if their proposed action is appropriate. Where the special attention was spontaneous rather than planned, they should inform the Head of ministry as soon as possible. Whether planned or spontaneous a written notification should be sent to Head of the relevant ministry.</p> <p>The notification should include a summary of the action and context (e.g.  <i>"bought Sally a milk shake at McDonalds on DD/MM/YYYY at HH:MM and whilst</i></p>

	<p><i>she drank this we discussed a range of issues in particular ..... As a result of this meeting .....Sally made her own way home at end of the meeting”).</i></p> <p>Failure to provide the written report or repeated instances of taking action without prior consultation will be considered <u>misconduct</u>.</p> <p>The requirement to make written reports where conduct may be perceived as grooming is to protect not only the Children or vulnerable people but also Leaders and St Alfred’s. Some behaviour that may be interpreted as grooming will trigger mandatory reporting to police. Even where the behaviour is innocent, accusations may be raised even years after the event, and processes of consultation and the existence of records assists in responding openly and honestly if questions are raised.</p>
<p><b>3.4.6</b></p>	<p><b>Electronic Communication</b></p> <p>It is inevitable that Children and vulnerable people will utilise various forms of electronic communication. Leaders should not interact with a Child using electronic means if a permanent copy cannot be reproduced and retained. It is the Leader’s responsibility to ensure that communication not be initiated by them, or if initiated by the Child or vulnerable person shall not be continued by them, except in a form that can be reproduced. Continued use of communication formats by the Leader which cannot be reproduced shall disqualify the Leader from all forms of interaction with Children in St Alfred’s context.</p> <p>It should be noted that several communication formats can be altered post the event. Leaders should therefore either keep secure records (remotely stored copies or similar) of such conversations or preferably not use electronic communication for anything beyond simple things such as birthday wishes and meeting confirmations.</p>
<p><b>3.5</b></p>	<p><b>Misconduct</b></p> <p>Misconduct covers a wide range of Leader behaviour from unwise behaviour that in all likelihood stems from a willingness to help and is innocent at heart through to that which is illegal (spontaneous or premeditated) and which has no place in St Alfred’s. Misconduct is any action or inaction which is not consistent with or breaches the ADOM’s code of conduct.</p>
<p><b>3.5.1</b></p>	<p><b>Unwise</b></p> <p>Generally speaking, unwise behaviour will be that which is in breach of the accepted/preferred behaviour outlined through the training provided or recommended by St Alfred’s. It is unreasonable to expect that all unwise behaviour will be specifically identified through training events. Leaders will be expected to use discretion and to apply principles of appropriate behaviour to establish what is reasonable in any given circumstance.</p> <p>When a Leader takes action that is considered unwise by another Leader, the other Leader will be referred to St Alfred’s Child Safe Officer to determine what action is required. As a minimum this will involve a meeting with the relevant Leader and the Child Safe Officer. This meeting will be documented and held on record for 21 years.</p> <p>Depending on the severity of the action, the specific circumstances and past behaviour by the Leader, the Leader may be requested in writing to engage in a range of corrective actions which may include additional training. Where the action is of a more serious or repeat in nature the Child Safe Officer will inform the Leader in writing, the Leader be excluded from further engagement with Children in St</p>

	Alfred's context. Should they fail to follow such direction they will be considered a serious risk and all records will be passed to the Police.
<b>3.5.2</b>	<p><b>Illegal</b></p> <p>Where a Leader has reasonable belief that an instance of sexual abuse has occurred they shall advise the Police as required by the Crimes Act. Once St Alfred's become aware of the situation they will exclude the accused Leader from all further unsupervised contact with Children in St Alfred's context until advised otherwise by the Police. For this to occur effectively St Alfred's will need to advise all Staff, Wardens and Parish Council of the situation.</p>
<b>3.6</b>	<p><b>Mandatory Reporting Obligation</b></p> <p>There is a legal mandatory reporting requirement for all Leaders under the Children, Youth and Families Act 2005.</p> <ul style="list-style-type: none"> <li>• The legal requirement to report <u>suspected</u> cases of Child abuse and neglect is known as mandatory reporting.</li> <li>• Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a Child has an obligation to report that information to Police.</li> <li>• Failure to disclose the information to Police is a criminal offence: Crimes Act 1958 (Vic), s327.</li> </ul> <p>A reportable allegation means any information that leads a person to form a reasonable belief that an employee has committed a reportable conduct.</p> <p>There are five types of reportable conduct;</p> <ul style="list-style-type: none"> <li>• A sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded; or</li> <li>• Sexual misconduct, committed against, with or in the presence of, a child; or</li> <li>• Physical violence committed against, with or in the presence of, a child; or</li> <li>• Any behaviour that causes significant emotional or psychological harm to a child; or</li> <li>• Significant neglect of a child.</li> </ul>
<b>3.6.1</b>	<p><b>Internal Reporting</b></p> <p>Any Leaders, who in the course of their ministry, forms the belief on reasonable grounds, that a Child is in need of protection, must report the matter to the Child Safe Officer.</p> <p>See Appendix B: Principles for the Clearance</p>
<b>3.6.2</b>	<p><b>External Reporting</b></p> <p>The Child Safe Officer has a duty under the Act to notify both:</p> <ol style="list-style-type: none"> <li>The Commission for Children and Young People of reportable allegations and take further specified action. Whitehorse (Orange Door) 1800 354 322 Child Protection Crisis Line 13 12 78 (24 hrs 7 days, toll free)</li> </ol>

	<p>ii. The Kooyoora Office of Professional Standards. The Kooyoora Office of Professional Standards has undertaken to notify on behalf of the Archbishop, the Commission and take further action as may be required under the Act.</p>
<p><b>3.6.3</b></p>	<p><b>What to Report</b></p> <p>When you notify you will be asked:</p> <ul style="list-style-type: none"> <li>- Child: <ul style="list-style-type: none"> <li>o Name, gender, ethnicity</li> </ul> </li> <li>- Family: <ul style="list-style-type: none"> <li>o Composition, parents' marital status, other adults in the home, extended family, patterns of interaction, etc. likely reaction to investigation.</li> </ul> </li> <li>- Alleged abuse: <ul style="list-style-type: none"> <li>o Description, details of present and/or previous abuse.</li> </ul> </li> <li>- Description of indicators: <ul style="list-style-type: none"> <li>o physical/ emotional/ behavioural.</li> </ul> </li> <li>- Notifier: <ul style="list-style-type: none"> <li>o Identification, what are the grounds (How did you form your belief).</li> <li>o Relationship to Child.</li> <li>o Does the family know of notification?</li> </ul> </li> </ul> <p><b>NOTE:</b>  <i>Even if you don't know all of this information, you must still notify with the information that you have.</i></p>
<p><b>3.7</b></p>	<p><b>Response to Report of Misconduct</b></p>
<p><b>3.7.1</b></p>	<p><b>Responsibility of Child Safe Officer</b></p> <p>The Child Safe Officer receiving a report of misconduct under clause Internal Reporting:</p> <ul style="list-style-type: none"> <li>• Must ensure that the information has been disclosed to the Police and the Department of Health and Human Services in the manner and to the extent required by law – where applicable.</li> <li>• Must ensure that the information has been securely and confidentially recorded for future reference.</li> <li>• Formally notify the Wardens in writing, and must do so if the matter: <ul style="list-style-type: none"> <li>o has been reported to the Police and/or the Department of Health and Human Services under clause External Reporting; or</li> <li>o contains allegations of misconduct that may be criminal in nature; or</li> <li>o concerns a person that is a Staff or part of the Parish Council or Wardens.</li> </ul> </li> <li>• Must ensure that appropriate steps are taken in response to the report to ensure the ongoing and future safety of Children within St Alfred's, and this may include (without limitation): <ul style="list-style-type: none"> <li>o Initiating additional training.</li> <li>o Commissioning an independent external investigation into the alleged misconduct by a legal professional or Kooyoora.</li> <li>o Immediately suspending the person's involvement at St Alfred's pending the outcome of an investigation.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Taking any other steps necessary to reduce or remove a substantial risk that a Child will become the victim of a sexual offence committed by a person associated with St Alfred's.</li> </ul>
<b>3.7.2</b>	<p><b>Responsibility of Wardens</b></p> <p>If a Warden is notified, they (collectively and individually):</p> <ul style="list-style-type: none"> <li>• Must ensure that the information has been disclosed to the Police and the Department of Health and Human Services in the manner and to the extent required by law – where applicable.</li> <li>• Must ensure that the information has been securely and confidentially recorded for future reference.</li> <li>• Must ensure that appropriate steps are taken in response to the report to ensure the ongoing and future safety of Children within St Alfred's, and this may include (without limitation) removing the adult from further involvement at St Alfred's.</li> <li>• Must report the matter to the Parish Council, no later than the next Parish Council meeting.</li> </ul> <p>If the report contains allegations of misconduct that may be criminal in nature, or if it concerns a person that is a Staff or part of the Parish Council or Wardens, the name of the person that is alleged to have engaged in the misconduct must be reported to the Parish Council, otherwise the Wardens may exercise discretion as to the level of detail that is reported to the Parish Council.</p> <p>Where the misconduct is illegal, the relevant authorities shall be notified within the time frames required by the relevant Acts by those in possession of information as required by the Act.</p>

## SECTION 4 - GOVERNANCE

### RESPONSIBILITY

<b>Policy Owner</b>	Parish Council
<b>Policy Oversight</b>	Senior Minister
<b>Record Keeping</b>	Business Manager

### VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Review Date	Amendment
1.0	July 2022	Parish Council	July 2024	
2.0	November 2023	Parish Council	December 2025	
2.1	February 2024	Parish Council	March 2026	

## POLICY & PROCEDURE DIRECTORY REQUIREMENTS

<b>CATEGORY</b>
Governance Committee
<b>KEYWORDS</b>
Child; vulnerable; Safe Ministry; bully; sexual; abuse; harassment; neglect; exploit; physical; emotional; spiritual; psychological;

## PUBLICATION

For Group	Location
All Leaders and Members	<a href="https://stalfreds.elvanto.com.au/pages/governance/">https://stalfreds.elvanto.com.au/pages/governance/</a> <a href="https://www.stalfreds.org/about/parish-council/">https://www.stalfreds.org/about/parish-council/</a>

*Disclaimer: A printed or stored version of this document may be obsolete. The latest version is available in the church's document management system.*

This policy is to be read in conjunction with other St Alfred's policies.

**APPENDIX A: -  
MANAGEMENT OF RISK FORM**

1. Background Information			
Activity/Program			
Site		Conducting assessment Name:	
Signed and dated by the Business Manager		Signed	
Signed and dated by Parish Councillor		Dated	

2. Risk Assessment					
Identify and list Hazards <small>Health, Physical, Fire, Electrical, Chemical, Human, Transport</small>		List Current Risk Controls	Risk Rating (refer 3.Risk Matrix chart)	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>	
1					
2					
3					
4					

<b>2. Risk Assessment</b>					
<b>Identify and list Hazards</b> Health, Physical, Fire, Electrical, Chemical, Human, Transport		<b>List Current Risk Controls</b>	<b>Risk Rating (refer 3.Risk Matrix chart)</b>	<b>List Additional Controls (if any - where current controls are not adequately managing the level of risk)</b>	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

2. Risk Assessment				
Identify and list Hazards Health, Physical, Fire, Electrical, Chemical, Human, Transport		List Current Risk Controls	Risk Rating (refer 3.Risk Matrix chart)	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
17				
18				

3. Emergency Contacts (Relevant to location)	
Emergency	000
Doctor	
Hospital	
Police	

Staffing (including volunteers)	
Name	Qualifications (e.g. Working with Children, First Aid etc.)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Staffing (including volunteers)	
13	
14	
15	
16	
17	
18	
19	
20	

## RISK MATRIX

**1. Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

**3. Risk Matrix** – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

**2. Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime (“once in a life time / once in a hundred years”)
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

### 4. Risk Level/Rating and Actions

Descriptor	Definition
<b>Extreme:</b>	Notify <b>Senior Minister and/or Chair of Parish Council</b> immediately. Corrective actions should be taken immediately. Cease associated activity.
<b>High:</b>	Notify <b>Senior Minister and/or Chair of Parish Council</b> immediately. Corrective actions should be taken within 48 hours of notification.
<b>Medium:</b>	Notify <b>Event Organiser and or Business Manager</b> who is to follow up that corrective action is taken within 7 days.
<b>Low</b>	Notify <b>Event Organiser and/or Business Manager</b> who is to follow up that corrective action is taken within a reasonable time.

## Aspects to consider when conducting the Risk Assessment

### Health

- Medical emergency
  - Heart
  - Epilepsy
  - Asthma
  - Burn
  - Anaphylaxis
- Illness
- Food poisoning
- Pandemic controls

### Physical

- Steps
- Ladders
- Playground equipment and surrounds
- Access for all
- Carpark safety
- Games (consider age, injury risk)
- Manual handling (heavy and/or bulky objects)

### Fire

- Building
- Kitchen
- Barbecue including the gas bottle
- Electrical
- bonfire

### Electrical

- cabling
- appliances/cables etc., inspected according to regulations
- technical equipment

### Chemical

- Safe storage of cleaning products
- List of hazardous chemicals on site and where stored – do they need to be kept on site

### Human

- Intruder
- Safety of children
- Harassment
- Mental health

## APPENDIX B:

### Safe Ministry Requirements

#### Interstate Visiting Speaker(s) or similar:

- A letter of Good Standing from Diocesan Bishop (or denominational leader) or Supporting Organisation– using attached GS template (or equivalent).
- Copy of a police check – no older than 3 years (or confirmation from supporting organisation of a current Police Check)
- Copy of WWCC or equivalent for their state

#### Overseas Visitors:

- A letter of Good Standing from Bishop (or denominational leader) or Supporting Organisation – using attached GS template (or equivalent).
- An International Police Check – no older than 3 years
- Copy of WWCC or equivalent for Country (if there is one)

No Safe Ministry Forms to fill in.

#### Local Visiting Speakers (less than 30 days):

Required compliance information before commencement of their role:

- Current Police check
- WWCC
- Safe Ministry Training (through their organisation)
- If clergy, a letter of good standing

#### Local Visiting Speakers (More than 30 days):

Required compliance information before commencement of their role:

- Clearance for Service issued by Kooyoora
- National Police Check (CrimCheck) and overseas police check (if lived overseas for 12 months in the past 10 years).

Where roles involve interacting with children (U 18) or vulnerable persons a signed acknowledgement to abide by the following (from Anglican Diocese of Melbourne [ADOM]):

- Safe Ministry Policy
- ADOM Code of Conduct for Child Safety
- Statement of Commitment
- Guidelines for Child Safety
- Certificate of completion of Safe Ministry Training:
  - Level 1 – all staff and volunteers
  - Level 2 – any staff or volunteer interacting with Children or vulnerable persons
  - Level 3 – any Staff and Volunteers who are leaders

For Weekly Bulletin

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