

Background and Purpose

ACSQ, through its commissions and ministries, undertakes child and youth ministries which together make ACSQ a regulated business within the meaning of the *Working with Children (Risk Management and Screening) Act 2000* ('the Act').

As required by the Act, ACSQ has a *Risk management strategy for child and youth ministries in the Anglican Church Southern Queensland* ('the Strategy') contained in Schedule A to this policy. The Strategy comprises the diocesan policies, procedures and actions/evidence listed in that Schedule.

This Policy:

- (a) identifies risks of harm associated with services provided and activities conducted in child and youth ministries in ACSQ
- (b) develops and implements strategies to minimise those risks
- (c) provides a clear and consistent framework to guide and support all those who work or volunteer in child and youth ministries, and the children and young people who benefit from them, and
- (d) includes the eight minimum requirements set out in the *Working with Children (Risk Management and Screening) Regulation 2011* ('the Regulation'), which:
 - (i) address ACSQ's commitment to create a safe and supportive environment for children and young people involved in child and youth ministries;
 - (ii) strengthen ACSQ's capability to provide that environment;
 - (iii) manage any concerns about the safety and wellbeing of children and young people who engage in child and youth ministries; and
 - (iv) promote consistency in the approach to:
 - managing compliance with the Blue Card System established by the Act
 - communicating the Strategy throughout ACSQ's child and youth ministries, and
 - providing support to people involved in those ministries.

This policy also sets out the responsibilities of relevant office holders, and all those involved in the child and youth ministries in relation to the implementation, monitoring and annual review of the

Strategy, and compliance with the relevant diocesan policies and procedures referred to in Schedule A.

Application

1. This policy applies to:

- (a) all commissions and ministries of the Anglican Church Southern Queensland (ACSQ) that provide services or conduct activities primarily directed towards children and young people ('the child and youth Ministries'), including parish ministries of the Parish and Other Mission Agencies (PMC) and the Youth, Children and Families ministry of the Ministry Education Commission (MEC); and
- (b) all people involved in the child and youth Ministries, including:
 - (i) clergy
 - (ii) lay persons holding licences
 - (iii) Church workers and volunteers
 - (iv) parishioners
 - (v) parish councillors and members of the Professional Standards Board and Professional Standards Committee
 - (vi) children and young people
 - (vii) parents and carers, and
 - (viii) visitors.

Policy Exemptions

Anglican schools and Anglicare are expressly excluded from the scope of this policy.

Statement of Commitment

The Statement of Commitment of the Archbishop is contained in Schedule B to this policy.

Policy Statement

1. Responsibilities

- (a) All people involved in child and youth Ministries must comply with this policy and with the policies and procedures contained in the Strategy.
- (b) All Ministry leaders are accountable for managing risks of harm to children

and young people within their areas of ministry, and must:

- (i) implement the Strategy and monitor compliance by all people involved in the relevant child and youth Ministry including ensuring that child protection audit recommended rectifications and improvements are implemented;
- (ii) ensure that the Strategy is effectively communicated (in accordance with clause 2 below) to those people; and
- (iii) complete an annual safe ministry self-assessment, in accordance with the *Procedures for audit and review of risk management strategy – child and youth ministries*.

(c) The Director is responsible to:

- (i) monitor, through regular audits, compliance by the child and youth Ministries with the Strategy and the requirements of the Act;
- (ii) provide appropriate assistance to those Ministries, as necessary;
- (iii) implement and oversee appropriate training to improve understanding and compliance with the policies and procedures contained in the Strategy for clergy, and other people subject to the terms of this Policy and Strategy, who work or volunteer in the child and youth Ministries;
- (iv) conduct a review of this Policy and the Strategy, at least annually, in accordance with the *Procedures for audit and review of risk management strategy – child and youth ministries*, to ensure that the Policy and the Strategy continue to be effective in identifying and minimising risks of harm to children and young people. The review is to include the identification of child abuse risks that may cause harm to a child, and appropriate responses to any risks identified;
- (v) implement audits every three years of all child and youth ministries within parishes, and MEC in accordance with the *Procedures for audit and review of risk management strategy – child and youth ministries*, to provide assurance on effective compliance with relevant legislation, policies and procedures, and identify opportunities for improvement; and
- (vi) report annually to Diocesan Council both the outcome of the respective audits and the implementation and review of the Strategy.

2. Communication and support

This Policy and the Strategy must be made readily available to all those involved in child and youth Ministries, including:

- (a) Clergy;
- (b) people who are subject to this Policy and Strategy, and work with children in a paid or unpaid capacity;
- (c) children and young people; and
- (d) their parents and carers;

by:

- (e) providing written information that includes details of the Policy and Strategy, and where they can be accessed;
- (f) retaining a copy of the Strategy at an accessible location on the premises where child and youth Ministries are conducted; and
- (g) maintaining a current version of the Strategy on the websites of both ACSQ and any relevant child and youth ministry or, if the Ministry does not maintain a website, on that of an associated Commission or parish.

3. Reporting and managing breaches and other concerns

- (a) Any person who is concerned about:
 - (i) any failure to implement or review the Strategy as required under this policy;
 - (ii) any breach of this policy or of any policy or procedure contained in the Strategy; or
 - (iii) any breach of the Act;

may, subject to sub-clause (b) below, report the concern as provided in the *Procedure - Reporting and managing breaches of child and youth risk management strategy*.

- (b) If the concern relates to the breach of a policy or procedure which already contains a process for reporting and managing breaches of that policy or procedure, that process must be followed.
- (c) A breach, for the purpose of sub-clause (a), includes any action or inaction by any person, including a child or young person, that fails to comply with this policy or any of the policies or procedures contained in the Strategy. This includes any breach in relation to the:
 - (i) statement of commitment to the safety and wellbeing of

- children and young people and their protection from harm;
- (ii) code of conduct for interacting with children and young people;
- (iii) procedures for recruiting, selecting, training and managing paid employees and volunteers;
- (iv) policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines;
- (v) policies and procedures for implementing and reviewing the child and youth risk management strategy and maintaining an employee register;
- (vi) risk management plans for high-risk activities and special events; and
- (vii) strategies for communication and support.

(d) All breaches will be managed in a fair, unbiased and supportive manner.

Definitions

For the purpose of this Policy:

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| ACSQ | the Anglican Church Southern Queensland |
| The Act | the <i>Working with Children (Risk Management and Screening) Act 2000</i> |
| Child | a person under 18 years of age |
| Child and Youth Ministry | a ministry of the ACSQ which provides services or conducts activities primarily directed towards children and young people. |
| Church authority | a person or body having administrative authority in a Church body to license, appoint, authorise, dismiss, or suspend a Church worker. |
| Church body | includes a parish, body corporate, organisation or association that exercises ministry within or on behalf of ACSQ, but for the purposes of this Strategy, does not include an Anglican School or Anglicare. |
| Church worker | a person who is or who at any relevant time was: <ul style="list-style-type: none"> a) a member of the clergy; or |

| | |
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| | <p>b) a person employed by a Church body; or</p> <p>c) a person holding a position or performing a function with the actual or apparent authority of a Church authority or Church body;</p> <p>but excludes a bishop subject to the jurisdiction of the Special Tribunal of the Anglican Church of Australia.</p> |
| Clergy | Clergy licensed in ACSQ |
| Director | The Director of Professional Standards in ACSQ |
| Harm | <p>(as defined in section 9 <i>Child Protection Act 1999</i>)</p> <p>(1) Harm to a child is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.</p> <p>(2) It is immaterial how the harm is caused.</p> <p>(3) Harm can be caused by –</p> <p>(a) a single act, omission or circumstance; or</p> <p>(b) a series or combination of acts, omissions or circumstances.</p> |
| Ministry leader | The person or persons with overall responsibility in a child or youth ministry. By example, in the case of a parish, this is the Rector or Priest-in-Charge, and in the case of ministries within the Ministry Education Commission, this is the Executive Director of the MEC. |
| Parish | A parish in ACSQ |
| The Procedures | <i>Procedures for audit and review of risk management strategy – child and youth ministries.</i> |

Schedule A

Risk Management Strategy for Child and Youth Ministries Anglican Church Southern Queensland

Incorporating the minimum mandatory requirements pursuant to the *Working with Children (Risk Management and Screening) Regulation 2011*.

National Principles for Child Safe Organisations

Our strategy aligns with the National Principles for Child Safe Organisations. The purpose of the National Principles is to provide a nationally consistent approach to keeping children safe and embedding a child safe culture across all sectors and all jurisdictions in Australia that provide services to children.

The National Principles for a child safe organisation are:

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes for complaints and concerns are child focussed.
7. Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the National Child Safe Principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

ACSQ commit to implementing the child safe standards and will continue to identify opportunities to further embed the National Principles in partnership with staff, families and children and young people.

Policy – Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland

| Mandatory requirement | Document | Actions and evidence | Alignment to the National Principles for a Child Safe Organisation. |
|---|--|---|---|
| <p>Statement of Commitment to the safety and wellbeing of children and the protection of children from harm.</p> | <p>1. Policy – Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland – Schedule B</p> | <p>1. Statement of Commitment (SOC) is displayed in a prominent place where it can be viewed by church workers, children, families, and parishioners.</p> <p>2. SOC is published on key websites as part of child protection information.</p> <p>3. Included in child focused materials such as camps, overnight events, and youth ministry events.</p> | <p>Principle 1- Child safety and wellbeing are embedded in organisational leadership, governance, and culture.</p> <p>Principle 2- Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</p> <p>Principle 8- Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> <p>Principle 10- Policies and procedures document how the organisation is safe for children and young people.</p> |

Policy – Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland

| Mandatory requirement | Document | Actions and evidence | Alignment to the National Principles for a Child Safe Organisation. |
|---|--|---|--|
| <p>A Code of Conduct for interacting with children and young people.</p> | <ol style="list-style-type: none"> 1. Safe Ministry to Children Canon 2017 2. Faithfulness in Service: A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers 3. Code of Conduct for Ministry to Children within the Anglican Church Southern Queensland 4. Code of Conduct for the Corporation of the Synod of the Diocese of Brisbane 5. A Code of Conduct for holders of key lay officers in the Diocese of Brisbane 6. Policy for the protection of children in Ministry Units 7. AYCF/Ichthus Camp Leader’s Code of Conduct 8. Guidelines for Use of Digital Mediums with Children | <ol style="list-style-type: none"> 1. Induction (volunteer or employee) processes include a written copy of the relevant Code of Conduct and requires confirmation of understanding and agreement in writing (signature and date). 2. AYCF volunteers sign the AYCF Camper Protection Policy and Procedures Guide 2016 which is kept in their records. 3. A compliance register (Safe Ministry Register or similar) is used to record the date on which the relevant Code of Conduct was provided to a new employee/volunteer and agreed to in writing. 4. Relevant Code of Conduct documents are accessible on-line. 5. Consent obtained before including children in video or photography related to an activity in a ministry unit. | <p>Principle 1- Child safety and wellbeing are embedded in organisational leadership, governance, and culture.</p> <p>Principle 5- People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>Principle 8- Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> <p>Principle 10- Policies and procedures document how the organisation is safe for children and young people.</p> |
| <p>Written procedures for recruiting, selecting,</p> | <ol style="list-style-type: none"> 1. Safe Ministry to Children Canon 2. Safe Ministry Check | <ol style="list-style-type: none"> 1. Safe Ministries Check conducted for all employees/volunteers as required, prior to | <p>Principle 1- Child safety and wellbeing are embedded in</p> |

Policy – Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland

| Mandatory requirement | Document | Actions and evidence | Alignment to the National Principles for a Child Safe Organisation. |
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| <p>training, and managing staff and volunteers pre and post appointment processes.</p> | <p>Manual and Questionnaire</p> <ol style="list-style-type: none"> 3. Policy – Requirements for Blue Cards or Exemption Cards 4. Procedure – Application for and Renewal of Blue Cards 5. Policy Professional Standards Checks for Persons to be Licensed or Appointed to Positions in the Diocese 6. Procedures – Professional Standards Checks – Candidates for Ordination Training and Ordination. 7. National Register Canon (and Protocols 1 – 4) 8. Procedure – Permission to Officiate on a single occasion or short term for which a Blue Card cannot be obtained. 9. Information for new clergy regarding appointments in the diocese of | <p>commencement –</p> <ul style="list-style-type: none"> • Clergy and paid workers • Volunteers – over 18 • Volunteers – under 18 <ol style="list-style-type: none"> 2. Safe Ministry Screening and Training Register completed and maintained for each new employee and volunteer. 3. Goal of 100% compliance with Working with Children Clearance screening as required by the legislation and recorded in the WWC Employee Register or Safe Ministry Screening and training Register. 4. Goal of 100% compliance with child protection online training, where required by policy and as recorded in the Safe Ministry Training Register. 5. Blue Card register data is provided quarterly to Office of Professional Standards to monitor compliance. 6. Internal, yearly self-assessment of compliance as scheduled in <i>Procedure for Audit and Review of Risk Management Strategy – Child and Youth Ministries</i>, managed by the OPS. 7. External audit of compliance, as per schedule <i>Procedure for</i> | <p>organisational leadership, governance, and culture.</p> <p>Principle 5- People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>Principle 7- Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.</p> |

Policy – Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland

| Mandatory requirement | Document | Actions and evidence | Alignment to the National Principles for a Child Safe Organisation. |
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| | <p>Brisbane.</p> <p>10. Policy – Professional Ethics Training for Ordinands and Clergy and Certain Lay Church Workers</p> <p>11. Policy – Mandatory Child Protection Training</p> <p>12. Policy – Training for Professional Standards Boards and Professional Standards Committee Members</p> <p>13. Qualification and Credential Policy</p> <p>14. Qualifications and Credentials Requirements for Parish Positions.</p> | <p><i>Audit and Review of Risk Management Strategy – Child and Youth Ministries</i>, managed by the OPS.</p> <p>8. Professional Ethics Training for Clergy every three years.</p> <p>9. Safe Ministry Training for Clergy at the commencement of position in ACSQ.</p> <p>10. Child Protection Training for all clergy, relevant employees, and volunteers.</p> | |
| <p>Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines</p> | <p>1. Policy for the protection of children in Ministry Units.</p> <p>2. Procedure and Information for Reporting and Responding to Child Sexual Abuse in Ministry Units</p> <p>3. Procedure and Information for Reporting and</p> | <p>1. Child protection training as part of induction.</p> <p>2. Child protection online training every three years as recorded in the Safe Ministry Screening and Training Register</p> <p>3. Annual child protection training for AYCF Ichthus volunteers (in-person)</p> <p>4. Reporting template</p> | <p>Principle 1- Child safety and wellbeing are embedded in organisational leadership, governance, and culture.</p> <p>Principle 6- Processes for complaints and concerns are child focussed.</p> |

| Mandatory requirement | Document | Actions and evidence | Alignment to the National Principles for a Child Safe Organisation. |
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| | <p>Responding to Signs of Harm in Ministry Units</p> <ol style="list-style-type: none"> 4. Safe Ministry to Children Canon 2017 5. Professional Standards Canon 6. AYCF Camper Protection Policy and Procedures Guide 2016 7. ICHTHUS Ministry Child and Youth Protection Strategy and Procedure 8. Protocol for Responding to Child Sexual Abuse and Sexual Misconduct. 9. Policy for Reporting to the Queensland Police Service, Criminal Allegations (that are not Child Sexual Abuse) 10. Policy for Suspension of a Church Worker Against Whom a Complaint has been made and the Identification of the Worker 11. Procedure for Suspension of a Church Worker Against Whom a | <ol style="list-style-type: none"> 5. 'Safeguarders' appointed in parishes. 6. Safeguarding poster displayed in parishes which advertise the name/s of Safeguarders, with contact details. 7. Disclosure Report (AYCF form) 8. Safeguarding advice and support available to ministries from Office of Professional Standards. | <p>Principle 10- Policies and procedures document how the organisation is safe for children and young people.</p> |

Policy – Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland

| Mandatory requirement | Document | Actions and evidence | Alignment to the National Principles for a Child Safe Organisation. |
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| | <p>Complaint has been made and the Identification of the Worker</p> <p>12. Policy for Safe Ministry in a parish where there is a risk of sexual abuse by a Person of Concern</p> | | |
| <p>A plan for managing breaches of risk management strategy</p> | <ol style="list-style-type: none"> 1. Policy – child youth risk management strategy for child and youth ministries (clause 3) 2. Procedure – Reporting and managing breaches of the risk management strategy for child and youth ministries | <ol style="list-style-type: none"> 1. DPS details are advertised on multiple pages of the ACSQ website to facilitate contact should a concern arise. 2. Staff and volunteers are informed of the process to report breaches in Child Protection Training. | <p>Principle 10- Policies and procedures document how the organisation is safe for children and young people.</p> |
| <p>Policies and procedures for managing compliance with the blue card system.</p> | <ol style="list-style-type: none"> 1. Safe Ministry to Children Canon 2017 2. Policy – Requirements for Blue Cards and Exemption Notices 3. Procedure – Application for and Renewal of Blue Cards 4. Procedure – audit and review of risk management strategy for child | <ol style="list-style-type: none"> 1. Goal of 100% compliance – current and valid Blue Card as recorded in the local Safe Ministry Screening and Training Register. 2. Oversight of compliance with Blue Card requirements by OPS each quarter. 3. Triennial external audit of child protection and risk management practices in parishes and MEC. 4. Annual review and | <p>Principle 5- People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>Principle 10- Policies and procedures document how the organisation is safe for children and young people.</p> |

Policy – Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland

| Mandatory requirement | Document | Actions and evidence | Alignment to the National Principles for a Child Safe Organisation. |
|---|--|---|---|
| | and youth ministries | <p>publication of a current Child and Youth Risk Management Strategy informed by past practice and internal review of incidents and audits.</p> <p>5. Safe ministry self-assessment is completed by MEC and parishes as part of the annual review.</p> <p>6. Centralised management of Clergy compliance with Blue Card requirements.</p> | |
| <p>Risk management plans for high-risk activities and special events</p> | <ol style="list-style-type: none"> 1. Procedure- Risk management plans for high-risk activities and special events- child and youth ministries. 2. AYCF/Ichthus Camp Leader’s Code of Conduct 3. Policy for the protection of children in Ministry Units 4. Procedure and Information for Maintaining a Safe Environment for Children in Ministry Units. | <ol style="list-style-type: none"> 1. Incident Report template 2. Development of risk management plan for any child-related activity. 3. Prescribed ratios and arrangements for camps. 4. Consent and medical information for child-related activities required. 5. A register is kept and updated recording attendance at activities. | <p>Principle 8- Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> |

Policy – Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland

| Mandatory requirement | Document | Actions and evidence | Alignment to the National Principles for a Child Safe Organisation. |
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| Strategies for Communication and support | <ol style="list-style-type: none"> 1. Policy- Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland (Clause 2) 2. ACSQ Professional Standards Resources page with links to key documents (online) 3. AYCF Camp information (online) 4. AYCF camp evaluation (campers) 5. AYCF camp volunteer de-brief 6. AYCF parent feedback | <ol style="list-style-type: none"> 1. Safeguarding posters displayed in the parish. 2. Statement of Commitment displayed in public spaces. 3. News articles in the Anglican Focus highlighting Safeguarding and commitment to child safety. 4. Child protection and safeguarding measures communicated on ACSQ website. 5. Provision of Safeguarding support through the Office of Professional Standards. 6. AYCF camper and parent evaluation. 7. Children and families can access the designated Safeguarder role in parishes. | <p>Principle 1 - Child safety and wellbeing is embedded in organisational leadership, governance, and culture.</p> <p>Principle 2- Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</p> <p>Principle 3- Families and communities are informed and involved in promoting child safety and wellbeing.</p> |

Schedule B

Statement of Commitment

Made the 15th of December 2023

Statement of commitment to the safety and wellbeing of children and the protection of children from harm

Church workers are servants and leaders in the Church's ministry. They are in privileged positions which carry significant responsibilities and trust. Church workers must do all in their power to ensure that children and young people in the Church are safe and protected from all forms of harm including child sexual abuse.

God calls us to share in Christian ministry. Church workers entrusted with the safety and wellbeing of children and young people must be selected with great care. The wider community rightly expects this.

Our ongoing commitment to the safety and wellbeing of the children and young people is reflected in the *Policy - Risk Management Strategy for Child and Youth Ministries in the Anglican Church Southern Queensland*.

The Policy helps to ensure that everyone involved in child and youth ministries in ACSQ is aware of potential risks of harm to our children and young people and takes action to minimise those risks.

I commend the updated 2024 Policy to you and ask that you do your utmost to ensure that our Church is, and is seen to be, a safe place for our children and youth.

Signed:



Archbishop of Brisbane

Dated this Nineteenth day of December 2023

Related Documents

- *Procedures for audit and review of risk management strategy – child and youth ministries.*
- *Procedure - Reporting and managing breaches of child and youth risk management strategy.*
- *Procedures- Risk management plans for high-risk activities and special events- child and youth ministries.*

Legislative References

- *Working with Children (Risk Management and Screening) Act 2000*
- *Working with Children (Risk Management and Screening) Regulation 2011*
- *Child Protection Act 1999*

Document Approval / History

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