

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

Safe Church Communities Ordinance 2024

An Ordinance to provide for safeguarding for children and young people in the Diocese of Tasmania.

BE IT ENACTED by the Bishop, Clergy, and Laity of the Anglican Church in Tasmania in Synod assembled, as follows:

1. This Ordinance may be cited as the *Safe Church Communities Ordinance 2024*.
2. This Ordinance commences on a date to be declared by resolution of Diocesan Council.
Diocesan Council declared by resolution at its meeting on 24 September 2024 that this Ordinance commences on 1 October 2024.

Part I – Introductory

Objects and Purpose

3. Recognising the commitment of this diocese to ensuring our church communities are safe places for all, the objects of this Ordinance are:
 - (a) To foster an environment, a culture, and systems in our churches that make them safe places for children and young people; and
 - (b) To implement the Safe Ministry to Children Canon 2017 in the Diocese of Tasmania; and
 - (c) To embed the Child and Youth Safe Standards into our church life.

Interpretation

4. In this Ordinance,
 - “**accredited training**” has the same meaning as in the Safe Ministry to Children Canon 2017, and includes the training courses or modules listed in Part I of Schedule 2;
 - “**Child and Youth Safe Standards**” means the child and youth safe standards set out in Schedule 1 to the *Child and Youth Safe Organisations Act 2023* (Tas);
 - “**church worker**” has the same meaning as in the Safe Ministry to Children Canon 2017;
 - “**clergy**” has the same meaning as in the Safe Ministry to Children Canon 2017;
 - “**criminal history assessment**” means consideration of:
 - (a) a person’s registration to work with vulnerable people under the *Registration to Work with Vulnerable People Act 2013* (Tas), or equivalent registration under the laws of

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

another jurisdiction; or

- (b) if a person is ineligible to apply for registration under paragraph (a), a National Police History Check, or equivalent check from another jurisdiction, of that person;

“diocesan safe ministry authority” has the same meaning as in the Safe Ministry to Children Canon 2017;

“Director of Professional Standards” has the same meaning as in the Professional Standards Ordinance 2005;

“Disclosable Matter” in respect of a person who is endorsed, or is required to be endorsed, under this ordinance means:

- (a) That person being charged with an offence that would be punishable by 6 months imprisonment or more if the offence was or were to be committed in Tasmania; or
- (b) That person being convicted or found guilty of an offence that would be punishable by any term of imprisonment if the offence was or were to be committed in Tasmania; or
- (c) An Australian court making a finding against that person in relation to violence against a family member or a child or an order under the Family Violence Act 2004 (Tas); or
- (d) That person becoming aware of a notification being made against him or her to any Child Protection Authority; or
- (e) A finding against that person of a licensing board or a professional board that relates to a complaint of a sexual nature;

“emergency response team” means a team of people who:

- (a) are endorsed under this Ordinance to undertake ministry with or to a child or young person; and
- (b) are not part of the team running the ministry with or to a child or young person; and
- (c) are available to assist the ministry with or to a child or young person if there is a critical incident; and
- (d) meet any other requirements prescribed by Diocesan Council from time to time;

“examinable conduct” has the same meaning as in the Professional Standards Ordinance 2005;

“ministry with or to a child or young person” means any ministry or event, whether one-off or recurring, that is:

- (a) designed or run for young people, or

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

(b) run for people of all ages where it is anticipated or reasonably likely that a young person will take part, except for a public worship service where it is likely that any young person would attend with a parent, guardian or carer;

“national register assessment” has the same meaning as in the Safe Ministry to Children Canon 2017;

“Professional Standards Committee” has the same meaning as in the Professional Standards Ordinance 2005;

“professional standards personnel” has the same meaning as in the Safe Ministry to Children Canon 2017;

“safe ministry personnel” has the same meaning as in the Safe Ministry to Children Canon 2017 and, for the avoidance of doubt, includes a Safe Ministry Coordinator in a parish;

“standards of screening” means the standards in column 2 of Schedule 1;

“standards of training” means the standards in column 3 of Schedule 1;

“young person” means a person under the age of 18 years;

5. This Ordinance is to be interpreted in a way that advances the purposes of the Safe Ministry to Children Canon 2017, of the Ordinance and of the Child and Youth Safe Standards.

Safe Ministry Authority

6. The Professional Standards Committee is the diocesan safe ministry authority for the Diocese of Tasmania.

Part II – Safe Church Communities Endorsement

Requirement for Endorsement

7. A person must not undertake
- (a) ordained ministry; or
 - (b) any ministry with or to a child or young person; or
 - (c) any role that falls within a class of person described in column 1 of Schedule 1, in the Diocese of Tasmania, unless that person is endorsed under this Ordinance.
8. A person will be endorsed for the purposes of this Ordinance where the Registrar, or relevant safe ministry personnel identified in column 4 of Schedule 1, as the case may be, is satisfied that the person:

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

- (a) Has met the standards of screening and standards of training prescribed in this Ordinance; or
- (b) Is deemed to be endorsed in accordance with section 9 of this Ordinance.

9. A person is deemed to be endorsed under this Ordinance if:

- (a) That person has been screened by another organisation, which is listed in Part II of Schedule 2; and
- (b) That person has undertaken accredited training; and
- (c) The screening and training referred to in this section are current and were completed within the three years prior to the deemed endorsement.

Screening

- 10. A person who is a member of a class of persons listed in column 1 of Schedule 1 must comply with the prescribed corresponding standards of screening when seeking endorsement under this Ordinance.
- 11. Where a person falls into multiple classes of persons, the screening requirements for that person are the more stringent requirements.
- 12. Screening must be renewed at intervals of not more than three years.
- 13. In addition to the Safe Ministry Checks as provided under the Safe Ministry to Children Canon 2017, the Safe Ministry Checks set out in Schedule 3 of this ordinance may be used to satisfy the requirement for a safe ministry assessment as required under the Canon.

Training

- 14. A person who is a member of a class of persons listed in column 1 of schedule 1 must comply with the prescribed corresponding standards of training when seeking endorsement under this Ordinance.
- 15. The standards of training prescribed in Schedule 1 are in addition to any training required under the Safe Ministry to Children Canon 2017.
- 16. Training must be renewed at intervals of not less than three years, by satisfactory completion of accredited training.
- 17. The Registrar shall publish and maintain, on advice from the Professional Standards Committee, a summary of the screening and training requirements for endorsement to the Diocesan website.

Ongoing Disclosure obligations

- 18. If any Disclosable Matter occurs in respect of a person who is endorsed, or is required to be endorsed, under this ordinance, that person must report that matter to the Director of Professional Standards as soon as reasonably possible.

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

19. Whenever a person who is endorsed, or is required to be endorsed applies to renew his or her endorsement under the Safe Church Communities Program, he or she must confirm that all Disclosable Matters have already been reported or report any Disclosable Matter that has occurred since the last renewal.
20. If a Disclosable Matter has been reported, the Professional Standards Committee may, if the matter constitutes examinable conduct, suspend or revoke a person's endorsement and may require that person to undergo further screening and/or training prior to any consideration about re-endorsing the person.

Part III – Programs for Safe Church Communities

21. A person must not run a ministry with or to a child or young person unless the provisions of this Part are satisfied.
22. A ministry with or to a child or young person must only be run if that ministry has permission to proceed granted by the Incumbent of the parish, his or her delegate, or the relevant leader of the organisation running the ministry.
23. Subject to section 24, an application for permission to proceed must contain the following:
 - (a) A list of all team members, who must be endorsed as required under this ordinance, and possess the right skill and ability to provide a safe environment for children; and
 - (b) An event or program schedule that describes the activities that will be undertaken; and
 - (c) A safety plan that assesses risks associated with the event and any activities, and that provides for risk management and mitigation; and
 - (d) Where possible, emergency contact information for emergency services, for the emergency response team, and for parents and carers of participants; and
 - (e) Where possible, a list of participants in the program.
24. Where a permission to proceed has been obtained for specific ministry with or to a child or young person within a public event where it is likely that a young person would attend with a parent, guardian or carer, then no further permission to proceed will be required.
25. The Diocesan Council shall make regulations or guidelines to support processes for applying for and granting permission to proceed.

Part IV – Record Keeping

26. The Registrar must ensure that the records required by the Safe Ministry to Children

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

Canon 2017 are maintained in respect of the classes of persons listed in Schedule 1 where responsibility for record keeping is assigned to the Registrar in column 5 of that Schedule.

27. The Parish or organisation with which the person is affiliated must ensure that proper records are maintained in respect of the classes of persons listed in Schedule 1 where responsibility for record keeping is assigned to the parish or organisation in column 5 of the Schedule.

Part V – Audit

28. The Diocesan Council will conduct an annual audit of a random sample of parishes and organisations to oversee adherence to the provisions of this Ordinance.
29. A person, parish or other organisation subject to the provisions of this Ordinance and selected for audit under the foregoing provision must cooperate with the audit process and do all things reasonably necessary to assist the Diocesan Council in conducting the audit.

Part VI – Savings, Transitional and Amendments

30. The *Safe Church Communities Ordinance 2009* is repealed from the date Diocesan Council declares the commencement of the *Safe Church Communities Ordinance 2024*.
31. Subject to section 32, the Diocesan Council may by resolution, on the advice of the Professional Standards Committee, amend the Schedules to this Ordinance.
32. Any amendment made in accordance with section 30 takes effect as determined by the Diocesan Council, but is to be tabled at the next session of the Synod and may be disallowed by the Synod.
33. Any amendment to Schedule 1 made in accordance with section 30 must not alter row 1 of Schedule 1, which may only be amended by ordinary resolution of the Synod together with the assent of the Bishop.

Savings and Transitional

34. Any endorsement made under the *Safe Church Communities Ordinance 2009* that was current on the day on which this Ordinance entered into force continues in effect as if that endorsement were made under this Ordinance.
35. Any permission to proceed that had been granted to a ministry with or to a child or young person on or before the day on which this Ordinance entered into force continues in effect as if that permission to proceed had been granted under this Ordinance.

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

36. Unless expressly provided or by necessary implication, nothing in this Ordinance derogates from the rights and privileges of the Bishop of the Diocese of Tasmania.

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

Schedule 1 (s. 4, 7, 8, 10, 14, 15, 25, 26)

	<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>
	Class of person	Applicable screening requirements	Applicable training requirements	Assessment responsibility	Record keeping responsibility
1.	(a) clergy, (b) church workers who hold the Bishop's licence, (c) church workers who undertake ministry to children, whether paid or volunteer, (d) professional standards personnel, (e) safe ministry personnel.	As set out in the Safe Ministry to Children Canon 2017	As set out in the Safe Ministry to Children Canon 2017	Diocesan safe ministry authority	Registrar
2.	Any other role which enables a person to obtain authority, power or control over a child, or enables the person to develop the trust of or intimacy with a child	As for a church worker who undertakes ministry to children	As for a church worker who undertakes ministry to children	Diocesan safe ministry authority	Registrar
3.	A person paid to work in a parish or in the Diocesan Registry whose role does not involve ministry to children or young people	National register assessment Criminal history assessment	F1 Faithfulness in Service Ridley Certificate in Child Safety Unit 1	Diocesan safe ministry authority	Registrar
4.	A volunteer whose role	National register	F1 Faithfulness in	Safe ministry	Parish or Organisation

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

	<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>
	Class of person	Applicable screening requirements	Applicable training requirements	Assessment responsibility	Record keeping responsibility
	involves the exercise of spiritual oversight or leadership of persons over the age of 18 years	assessment Criminal history assessment	Service	personnel of the relevant Parish or Organisation	
5.	A volunteer who holds a governance role in a parish, organisation or the Diocese	National register assessment Criminal history assessment	F1 Faithfulness in Service	Safe ministry personnel of the relevant Parish or Organisation	Parish or Organisation

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

Schedule 2 (s. 32)

Part I

Accredited Training (s. 4)

The following courses or models are accredited training for purposes of this Ordinance and the Safe Ministry to Children Canon:

- ChildSafe training modules:
 - F1 Faithfulness in Service
 - M1 Keeping people safe
 - M2 Child protection
 - M4 Keeping Children and Young People Safe
 - L1 The ChildSafe Team Leader
 - L2 Safety Management and Permission to Proceed
 - C1 The Childsafe Coordinator
- Ridley Certificate in Child Safety (when this becomes available)
 - Unit 1: Safe ministry for volunteers
 - Unit 2: Creating a culture of safe ministry
- Australian Childhood Foundation
 - Safeguarding Children in Organisations
 - Sexual Abuse Awareness Training
 - Mandatory Reporting Training

Part II

Cross recognition of endorsement (s. 9(a))

- The Hutchins School
- Launceston Church Grammar School
- St Michael's Collegiate School
- Anglicare Tasmania
- Another Diocese in the Anglican Church of Australia

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

Schedule 3 (s. 13)

Safe Ministry Checks

Confidential Volunteer Information Form

Thank you for volunteering to be involved in ministry in the Parish of (INSERT PARISH NAME).

The Anglican church is committed to creating churches and organisations that are safe places for all who participate in our activities – including children, people with disabilities, the aged, and you, a volunteer.

This is why everyone who participates in any type of ministry is asked to meet specific standards of personal and public conduct, and to be screened. This ensures that our churches are safe places.

Standards for suitable behaviour and the screening of church volunteers are explained in the Faithfulness in Service document and the Safe Church Communities Ordinance.

We are required to gather information from the following bodies: General Synod Office (National register check), Department of Justice (WWVP) or Police (NPC) and, if you're serving on parish council, the Australian Charities and Not-for-profits Commission (ACNC), to conduct your screening and assess suitability for the role. The liability release below would mean that those organisations are free to share information they hold about you with us, that you have consented to this, and that you therefore would not be able to take action to prevent that.

Please complete your personal details as requested below and return to your Rector or Safe Church Coordinator. This will enable us to complete your screening required as per the Ordinance

Your time to complete this form is appreciated. Thank you once again.

If you have any questions or concerns, please speak with your Rector or Safe Church Coordinator.

Privacy Statement

Your privacy is important to the Anglican Diocese of Tasmania. Only information relevant to the purpose of this form is collected. Your details are held in a secure system and not made available to others unless it is legally required to do so. For further details, please read the Privacy Policy. You can request a copy of this policy from your Rector or Safe Church Coordinator.

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

About you:

*First Name (As shown on your ID)	
Middle Name	
*Legal Surname (As shown on your ID)	
*Previous Surname/s	
Also known as	
*Date of Birth (dd/mm/yyyy)	

Your Contact Details:

*Email Address	
*Primary Contact Number	
Street Address	
Suburb / State	
Postcode	

Working With Vulnerable People Card (WWVP) or Police Check:

- ☐ Yes, I hold a current WWVP card, its details are:

WWVP Card Number	
Name on Card	
Card Expiry Date	

- ☐ I would prefer not to apply for a WWVP, I will order a police check to be delivered to the parish at the following address: (INSERT PARISH POSTAL ADDRESS) (a personally provided police check cannot be accepted)

FIS responsibilities:

- ☐ I understand that I am required to undertake FIS training and sign a declaration before commencing in my role

ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF TASMANIA

Authority for information:

I hereby authorise:

- The Parish of (INSERT PARISH NAME) and its delegates to contact and exchange information with the diocese so that the National Register and the ACNC (Charities Regulator) checks can be conducted
- The Parish of (INSERT PARISH NAME) and its delegates to confirm my identity or licenses/authorities and to conduct a Working With Vulnerable People Check

Release from liability

- I hereby release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church
- I also agree to release the Anglican Church and delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation

Acknowledgement

- I understand that any intentional error or omission in the information in this application may prevent me from undertaking voluntary ministry in the Church

Name: _____

Signature: _____

Date: _____