

**How to help create a Child Safe culture in the your Parish**

**Community**

**The care and protection of children and young people should never just be a compliance matter.**

Below are guidelines to be implemented in order to enable a Child Safe Culture.

**• Child Safe commitment statement**

This statement can be used on role descriptions, program reports, displayed in

newsletters and bulletins, on notice boards and websites. It outlines that your

organisation is committed to the safety and protection of children and young people.

**• Child Safe Signage**

Along with the Child Safe commitment, it is good practice to visually display that

you are committed to safeguarding children and young people. The signage should

include who the Child Safe contact is for your community and be child friendly in its

language so it is accessible to everyone.

**• Child Safety Policies/Code of Conduct**

This policy needs to follow the national and state legislation. It should provide

guidance and structure on acceptable and unacceptable behaviour. It should

show appropriate measures for responding to disclosures of abuse or any areas of

misconduct. A Child Safe Code of Conduct informs staff and volunteers what is appropriate and inappropriate behavior with children.

• Council/Board Meeting quarterly agenda item

At council/board meetings, discuss how Child Safe practices are being achieved,

reviewed and accepted. This is advised to be done on a regular basis throughout the

year.

**• Child Safe recruiting practices**

Good practices in recruiting include: appropriate advertising; role descriptions;

screening of applicants; reference checking; interviews; proper induction; probation

periods for workers, both paid and volunteer. These practices will deter unsuitable

applicants and reduce risk to children and young people.

**• Regular training**

Without suitable training and resources, all of the above points become ineffective.

Those who are involved in children’s and youth programs or have any responsibility

over children and young people need regular training aimed at equipping and

empowering them to serve with confidence and know where to get support.

**• Pastoral and Professional Supervision**

Supervision is part of duty of care to those who are in leadership. Here they are able

to share concerns and be held accountable to their roles and responsibilities. It is a

professional standard across many forms of work including doctors, social workers

and youth workers, and therefore should be a standard held by those in leadership

in your parish community.

**Further resources on the Anglican Diocese Website**

**Child Safety resources for Parishes**

[The Child Safe Standards](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/The-Child-Safe-Standards-AD.docx)
[Reportable Conduct Scheme](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/Reportable-conduct-AD.docx)

AD1 Code of Conduct for Child Safety
AD2 [How to help create a child safe culture in the your parish](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/How-to-help-create-a-Child-Safe-culture-in-the-your-Parish.docx)
AD3 [Reporting guidelines](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/REPORTING-GUIDELINES-AD.docx)
AD4 [Reporting concerns form](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/REPORTING-CONCERNS-FORM-AD.docx)
AD5 [Incident reporting form](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/INCIDIENT-Reporting-Form-AD.docx)
AD6 [Risk of significant harm form](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/RISK-OF-SIGNIFICANT-HARM-FORM-AD.docx)

**Child safety posters and factsheets**

AD7 [Child Safe Standards Poster](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/CSS-poster-web.pdf)
AD8 [What is Child Abuse Poster](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/ChildAbusePoster2-1.pdf)
AD9 Youth Poster
AD10 [My Body Safety Rules Poster](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/MyBodySafetyRulesPosterMu.pdf)
AD11 [My Early Warning Signs Poster](https://www.melbourneanglican.org.au/wp-content/uploads/2019/11/MyEarlyWarningSignsPoster.pdf)

**Human Resources**

AD12 [Clearance for Ministry Protocol Melbourne](https://www.kooyoora.org.au/wp-content/uploads/2019/03/Clearance-for-ministry-Protocol-Melb-31.5.2017.pdf)
AD13 [Clearance for Service Protocol (Melbourne)](https://www.kooyoora.org.au/wp-content/uploads/2019/06/Uniform-Act-Clearance-for-service-Protocol-Melb-12.3.2019.pdf)
AD14 [Application for clearance for ministry](https://www.kooyoora.org.au/wp-content/uploads/2019/03/Clearance-for-Ministry-Application-Form-Melb-28.6.2018-ed.pdf)
AD15 [Application for clearance for service](https://www.kooyoora.org.au/wp-content/uploads/2019/03/Clearance-for-Service-application-form-Melb-28.6.2018-ed.pdf)
AD16 [Fact sheet National Police Check for clearance for service](https://www.kooyoora.org.au/wp-content/uploads/2019/03/Fact-sheet-National-Police-Check-Clearance-for-service-Melb-14.3.2019.pdf)
AD17 [Fact sheet National Police Check for clergy and lay ministers](https://www.kooyoora.org.au/wp-content/uploads/2019/03/Fact-sheet-National-Police-Check-clergy-and-lay-ministers-Melb-14.3.2019.pdf)
AD18 [Fact sheet Obtaining a Working with Children Card](https://www.kooyoora.org.au/wp-content/uploads/2019/03/Fact-Sheet-Working-with-Children-Check-Melb-14.3.2019.pdf)

**Codes of Conduct**

AD19 Faithfulness in Service Code of Conduct (updated as at November 2011, adopted by the Diocese in May 2016)
AD20 [Code of Good Practice for Clergy](https://www.kooyoora.org.au/wp-content/uploads/2019/03/CodeGoodPractice-Final-26.8.2010.pdf) (adopted by the Diocese in 2010, repealed 2017)

**Child safe standards media**

[Child safe standards CCYP Presentation](http://www.youtube.com/watch?v=YJBD_LSU5nQ&t=38s)

[Taking Children’s Safety Seriously](http://www.youtube.com/watch?v=vR4_Ak7dxuo)

[Child safe standard 1 – Governance and Leadership](http://www.youtube.com/watch?v=wG0xB13A68U&t=2s)

[Child safe standard 2 – Clear Commitment to Child Safety](http://www.youtube.com/watch?v=5kN1p1fz21M)

[Child safe standard 3 – Code of Conduct](http://www.youtube.com/watch?v=CVJHEF9LKNY)

[Child safe standard 4 – Human Resources](http://www.youtube.com/watch?v=6ymDBvCiQcI)

[Child safe standard 5 – Responding and Reporting](http://www.youtube.com/watch?v=-80NSH-2LRg)

[Child safe standard 6 – Risk Management and Mitigation](http://www.youtube.com/watch?v=Crag2FRzTP0)

[Child safe standard 7 – Empowering Children](http://www.youtube.com/watch?v=U4xXPKALQxc)

**Fact sheets about Complaints**

AD21 [Fact sheet People Thinking About Making a Complaint](https://www.kooyoora.org.au/wp-content/uploads/2019/03/Fact-sheet-People-Thinking-About-Making-a-Complaint-3.3.-2019.pdf)
AD22 [FAQs for People Thinking About Making a Complaint Melbourne](https://www.kooyoora.org.au/wp-content/uploads/2019/03/FAQs-for-People-Thinking-About-Making-a-Complaint-Melbourne-3.3.2019.pdf)
AD23 [Fact Sheet People Responding to a Complaint](https://www.kooyoora.org.au/wp-content/uploads/2019/03/Fact-Sheet-People-Responding-to-a-Complaint-3.3.2019.pdf)
AD24 [FAQs People Responding to a Complaint](https://www.kooyoora.org.au/wp-content/uploads/2019/03/FAQs-People-Responding-to-a-Complaint-3.3.2019.pdf)