ANGLICAN DIOCESE OF MELBOURNE

Child Safety & Wellbeing Policy

Approved by Archbishop in Council

Version 1.0, updated April 2023

Making the Word of God fully known

1. Introduction

1.1 The Anglican Diocese of Melbourne (**ADOM**) is committed to promoting and protecting the interests, safety and wellbeing of all children and young people. ADOM's commitment to child safe ministry has strong theological foundations. It is part of our commitment to enacting God's command to love our neighbour (Deut 6:5, Matt 22:37, Luke 10:27), and our pastoral, biblical, legal and moral responsibilities. The Archbishop of Melbourne (**Archbishop**) and all Church Workers and Contractors within ADOM are responsible for providing a supportive and safe environment where every child and young person has a place, a voice and their story is known and respected.

1.2 ADOM has no tolerance for child abuse and harm to children and young people.

1.3 The Child Safety and Wellbeing Policy (**Policy**) has been drafted with input from the ADOM community, including children and families, and approved by the Archbishop in Council.

1.4 If any person believes a child is at immediate risk of abuse or serious harm, telephone 000 and ask to speak to Victoria Police.

2. Purpose

2.1 The purpose of this Policy is to:

(a) set out controls and procedures for identifying and preventing child abuse or harm, and detecting it when it occurs in the ADOM environment, at Diocese and Parish levels;

(b) promote a culture of child empowerment, safety and wellbeing including by ensuring that physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed;

(c) ensure everyone is aware of their responsibilities in relation to preventing, identifying, responding to and reporting child abuse and harm, and the risk of child abuse and harm;

(d) ensure all complaints, concerns and safety incidents are reported and documented as required by the Parish Records Guidelines so that they can be analysed to identify causes and systemic failures and inform continuous improvement;

(e) provide a culturally safe and inclusive environment for the diverse needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children who are unable to live at home, and children who are vulnerable; and

(f) provide a clear statement of "no tolerance" for child abuse and assure that complaints of child abuse and harm will be taken seriously, reported, properly investigated, and responded to with the child's best interests.

2.2 The Policy forms the foundation of ADOM's procedures, practices, decision-making processes and ultimately ADOM's culture with respect to child safety and wellbeing.

2.3 This Policy incorporates the guidelines set out in the following sections of "Faithfulness in Service", a code adopted by the General Synod of the Anglican Church of Australia:

(a) section 3 (Putting this Code into Practice) so far as they relate to section 5 (Children), and

(b) section 5 (Children).

3. Scope

3.1 This Policy applies to:

(a) all Church Workers;

(b) the Archbishop of Melbourne (**Archbishop**);

(c) third party contractors engaged by ADOM to work with children (**Contractors**);

(d) members of ADOM Parishes;

(e) Members of MADC; and

(f) Kooyoora Ltd (**Kooyoora**),

who must comply with this Policy and the Procedure.

3.2 This Policy applies in all ADOM environments and all interactions with children and young people including:

(a) physical contact;

(b) face to face contact;

(c) contact by written, oral or electronic communication (including post, telephone, email and social media).

3.3 Other key terms in this Policy are set out at section 20 of this Policy.

4. Guiding Principles

4.1 This Policy is based on the following guiding principles:

(a) all children have a right to feel and be safe within the ADOM environment, and to be protected from abuse and neglect;

(b) the views of the Child and a child's rights to safety, information, participation, privacy, social connections and learning opportunities must be respected; and

(c) all children and young people have equal rights to protection from abuse and harm, and to special care and support, regardless of their

gender, race, religious beliefs, age, disability, sexual orientation, or family or social background,

5. Recognising Child Abuse

5.1 Some examples of child abuse are set out below.

Type of child abuse	More details and examples
Sexual offence or grooming	Harassment. Encouraging a child to engage in, or be involved in, sexual activity. Encouraging sexual touching.
Physical abuse or family violence	See indicators of harm at 5.2 below.
Emotional or psychological harm	When a child has suffered or is likely to suffer emotional or psychological harm that causes the child's emotional or intellectual development to be or likely to be, significantly damaged and the child's parents have not protected, or are unlikely to protect, the child from harm.
Neglect	Neglect is an omission of proper care. Harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.
Spiritual abuse	Using faith, religion or spiritual beliefs to control, coerce or abuse a child. This may include public shaming or humiliation, or threats of spiritual consequences for certain behaviours. This may present as intense guilt, anxiety, or fear of Church authority figures.
Bullying or harassment	Behaviour or language that demeans, humiliates, offends or embarrasses a child. Bullying involves repeated behaviour that causes fear, distress, harm or undue pressure.

5.2 Indicators of harm can be behavioural or physical. Indicators of harm vary for different types of child abuse and can co-occur with multiple types of child abuse. Examples of indicators of harm include but are not limited to:

Physical or family violence
• unexplained bruises, burns, welts, cuts grazes or scratches (or vague or unlikely explanations); • avoiding physical contact, or disproportionate reactions or limited emotion displayed; • unexplained absences;

- wearing clothing that is unsuitable for the weather conditions (to hide injuries);
- abuse of drugs or alcohol, self-harm or suicide attempts;
- showing high anxiety or stress;
- poor self-image or low self-esteem;
- being aggressive, demanding or attention-seeking.

Sexual offences

- signs of pain, itching or discomfort in the genital or rectal area;
- sexualised behaviours;
- withdrawal, low self-esteem, suicidal ideation, self-harm;
- visible signs of psychological diagnoses including anxiety and depression;
- presence of sexually transmitted diseases;
- frequent urinary tract infections;
- pregnancy (actual or suspected);
- self-harm;
- showing age-inappropriate sexual behaviour or knowledge;
- inappropriate displays of affection;
- sudden fears of specific places or particular adults;
- obsessive and compulsive washing;
- complaining of headaches, stomach pains or nausea;
- sleeping difficulties;
- poor self-care or personal hygiene;
- regressive behaviours such as bedwetting and speech loss;
- abuse of drugs or alcohol, self-harm or suicide attempts.

Emotional or psychological harm

- delays in emotional, mental or physical development;
- speech impairments such as stuttering or being selectively mute;
- rocking, thumb-sucking or other infant-like behaviours;
- eating disorders;
- showing high anxiety or stress;
- poor self-image or low self-esteem;
- being aggressive, demanding or attention-seeking;
- compulsive lying or stealing;
- unexplained mood swings or depression;
- poor social and interpersonal skills;
- abuse of drugs or alcohol, self-harm or suicide attempt.

Neglect

- frequent hunger, or stealing or begging for food;
- poor hygiene;
- lack of suitable clothing;
- refusal or reluctance to go home;
- looking dirty and unwashed;

- unattended health problems;
- looking pale and weak;
- aggressive or self-destructive behaviour;
- involvement in criminal activity;
- limited positive interaction with parents, carers or guardians;
- abuse of drugs or alcohol.

6. Responsibilities

6.1 The safety of children and young people is everyone's responsibility.

The Archbishop

6.2 The Archbishop is the Head of Entity of the Anglican Diocese of Melbourne for the purposes of the Reportable Conduct Scheme under the *Child Wellbeing and Safety Act 2005* (Victoria).

6.3 The Archbishop is responsible for:

(a) managing and overseeing the response and investigation of reports of child abuse and harm to children and young people, including making reports and adhering to obligations under the Reportable Conduct Scheme;

(b) preventing, identifying and mitigating child safety risks, including the risk of child abuse and harm, within all ADOM environments;

(c) ensuring all people covered by this Policy are aware of this Policy, Procedure, the Code of Conduct for Child Safety and Wellbeing, and overall child safety obligations, including the obligation to report suspected child abuse or harm;

(d) ensuring appropriate policies and procedures are in place and reviewed and updated every two years and after every child safety incident, including effective internal control systems for the detection of child abuse and harm and risks of significant harm to children;

(e) ensuring that Church Workers and Contractors are provided with support to meet their child safety obligations; and

(f) monitoring compliance with this Policy, Procedure and Code of Conduct for Child Safety and Wellbeing.

Archbishop in Council

6.4 ADOM, via the Archbishop in Council, is responsible for the detection and prevention of child abuse and complying with the Victorian Child Safe Standards.

6.5 These responsibilities include:

(a) ensuring child safety and wellbeing is embedded in leadership, governance and culture;

(b) ensuring appropriate and effective internal control systems are in place, including processes to respond to risks, complaints, concerns, disclosures, with regular reviews and evaluation of child safety and wellbeing policies, procedures and practices after any significant child safety incident or at least every two years;

(c) with Kooyoora, ensuring complaints, concerns and safety incidents are analysed to identify causes and systemic failures, and inform improvement;

(d) implementing policies, procedures and codes of conduct to ensure Church Workers and Contractors know how to protect and prevent child abuse, and report it when it occurs or is suspected;

(e) embedding a culture of child safety and wellbeing that promotes the identification and mitigation of risks; and

(f) monitoring ADOM's overall compliance with its child safety policies, procedures and practices.

The Safe Ministry Reference Group

6.6 The Safe Ministry Reference Group provides consultation and advice to the Archbishop and the Archbishop in Council on safe ministry to children.

6.7 The Safe Ministry Reference Group also provides advice and support to parishes in relation to the implementation of child safety policies and procedures.

Diocesan Safe Ministry and Inclusion Officer

6.8 The Diocesan Safe Ministry and Inclusion Officer manages the development and implementation of this Policy and related safe ministry and child safety documentation.

6.9 The Diocesan Safe Ministry and Inclusion Officer is responsible for:

(a) conducting child safety risk assessments,

(b) overseeing the delivery of child safety training, and

(c) promoting child safety practices across the Diocese.

Kooyoora Ltd

6.10 Kooyoora is the independent complaints handling and investigations agency engaged by ADOM. Kooyoora is responsible for:

(a) ensuring it complies with all its obligations under the *Professional Standards Uniform Act 2016*;

(b) promoting knowledge, understanding and compliance with codes of conduct in the Diocese, including the Code of Conduct for Child Safety and Wellbeing;

(c) implementing and monitoring procedures related to reportable conduct, persons of concern, and the National Register Canon;

(d) managing and administering clearances;

(e) managing complaints and investigations of child safety concerns in relation to Church Workers and Contractors;

(f) managing the Kooyoora Independent Redress Scheme and supporting the Diocese's response to applications for redress under the National Redress Scheme.

Director of Episcopal Standards

6.11 The Director of Episcopal Standards is responsible for managing complaints and investigations of child safety concerns in relation to the Archbishop.

Responsibilities of Parish leadership (Clergy and Parish Council):

6.12 Parish leaders are responsible for:

(a) taking all practical measures to ensure this Policy and the Code of Conduct for Child Safety and Wellbeing are implemented effectively and that a child safe culture is maintained in all ADOM environments;

(b) appointing Parish Child Safety Officers and ensuring that ADOM is made aware of the appointment;

(c) considering child safety at all Parish Council meetings;

(d) ensuring that the ADOM child safety policies and procedures, including this policy, are clearly linked on the Parish website;

(e) ensuring Church Workers and Contractors engaged in child-connected work receive training and information on child safety consistent with this Policy;

(f) consulting with Parish communities, including children and young people, about child safety;

(g) ensuring all adults in Parish community are aware of their obligation to report suspected child abuse and harm, or risk of child abuse and harm;

(h) assuring ADOM that key identified risks have been appropriately assessed, managed and reported (including risk treatments);

(i) managing the reporting of any misconduct, inappropriate behaviour or suspected abuse pursuant to the Procedure; and

(j) being familiar with the types of abuse and harm which might occur within their area of responsibility and being alert to any indicators of risk or harm.

Parish Child Safety Officers

6.13 Parish Child Safety Officers (**CSOs**). CSOs are nominated by a Parish leader in each Parish and receive additional specialised training about child safety issues. They are the first point of contact for raising child safety concerns within ADOM.

6.14 CSOs are responsible for:

(a) championing child safety within their Parish community;

(b) reporting any risks to child safety to Kooyoora and, where required, the relevant authorities;

(c) organising responses to child safety and wellbeing incidents;

(d) responding to a concern or complaint of child abuse as soon as possible, and ensuring they are taken seriously;

(e) supporting all people covered by this Policy and others in the community to maintain a child safe environment, including by listening, discussing and clarifying issues in relation to child safety.

People covered by this Policy

6.15 All people covered by this Policy have a responsibility to prevent, identify and reduce risks related to child safety and wellbeing, and must:

(a) promote child safety and wellbeing at all times, and provide a safe environment for children and young people;

(b) read and comply with this Policy and the Code of Conduct for Child Safety and Wellbeing;

(c) respond to all reports, allegations, complaints, concerns and disclosures of child abuse and harm, or a risk of child abuse or harm, seriously, in a child-focused manner, with sensitivity and professionalism;

(d) report any concerns about actual, suspected or risk of child abuse or harm or any actual or suspected breach of this Policy as soon as possible in accordance with this Policy, the Procedure and the *Professional Standards Uniform Act 2016*;

(e) cooperate fully with any investigation conducted by ADOM, DFFH, Victoria Police, law enforcement authorities, regulators, CCYP, or an investigator pursuant to the Reportable Conduct Scheme.

7. Risk Management and Prevention

7.1 To reduce and prevent risks in the ADOM evironment, ADOM:

(a) conducts Child Safety Risk Assessments to consider risks of specific activities by ADOM, and the characteristics of children and young people expected to be present in that environment;

(b) regularly reviews risks, and monitors and evaluates the implementation of the risk controls, including after a critical incident to assess systemic issues;

(c) requires all people covered by this Policy to comply with this Policy and the Procedure;

(d) requires Church Workers, Contractors and the Archbishop to comply with the Code of Conduct for Child Safety and Wellbeing, the Safe Ministry Policy, and Faithfulness in Service;

(e) makes child safety and wellbeing a part of its overall risk management strategy, including in its recruitment, screening and performance management; and

(f) ensures people working with children regularly receive appropriate training and guidance.

7.2 Child safety is considered at all meetings of the Archbishop in Council, Parish Council, and Safe Ministry Reference Group, so that risks, strategies and child safety policies, procedures and practices are regularly reviewed.

7.3 Church Workers, Contractors and the Archbishop must identify and minimise all potential safety risks before organising any activity with children. This includes by:

(a) where relevant, developing and documenting a risk management plan which includes contact details (e.g. emergency services and specialised help);

(b) making sure that a first aid kit appropriate to the activity is available and that at least one adult present has first aid training;

(c) ensuring that prescription medications are only administered with the consent of a parent or guardian, except in the case of an emergency;

(d) obtaining information from parents or guardians about the particular physical and mental health or safety needs of children, so that appropriate supports can be provided;

(e) ensuring the individual needs and circumstances of all children are considered. This requires assessing activities to ensure that materials are age-appropriate and suitable for children (i.e. by considering the suitability for the youngest child present in the group);

(f) ensuring that activities take place in a safe and open or observable place.

8. Recruitment and ongoing suitability

8.1 ADOM ensures people working with children are suitable to work with children by:

(a) screening individuals who work with children to ensure that they have a valid Working with Children Clearance in accordance with the Clearance for Service Policy and/or the Worker Screening Act 2020 (Vic);

(b) identifying and recruiting safe and suitable candidates who share ADOM's values and commitment to protect children and young people. If any person poses a risk of harm to children, ADOM will prevent them from working or continuing to work at ADOM.

8.2 When engaging or using external service providers (such as a speaker for a camp), Parish Leadership or responsible Church Workers or Contractors must:

(a) make reasonable enquiries as to whether they have been screened for suitability for working with children;

(b) ensure that they are only used in a supporting capacity ; and

(c) wherever practicable, ensure that they are not left alone with any child.

8.3 In all decisions about recruiting Church Workers or Contractors or engaging external providers, the safety and wellbeing of children and young people is the priority.

9. Training

9.1 ADOM provides Church Workers, Contractors and the Archbishop with appropriate guidance and training about:

(a) this Policy, the Code of Conduct for Child Safety and Wellbeing, and ADOM's procedures for responding to complaints or concerns relating to child abuse and harm;

(b) child abuse and harm risks in the ADOM environment, including recognising indicators of harm (including harm caused by other children and young people), and identifying and preventing child safety risks without compromising a child's right to privacy, access to information, or social connections;

(c) responding effectively to child safety and wellbeing issues and supporting other people covered by this Policy who disclose harm or risk of harm;

(d) how to build culturally safe environments for children and young people;

(e) individual and shared obligations and responsibilities for managing the risk of child abuse and harm, including reporting obligations and offences, and information sharing and recordkeeping obligations.

9.2 The Archbishop in Council, and the Safe Ministry Reference Group regularly receive information and training about:

(a) child abuse risks in the ADOM environment;

(b) individual and shared obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse and harm;

(c) child safety and wellbeing risks in the ADOM environment; and

(d) ADOM's child safety policies, procedures and practices.

10. Family Engagement and Communication

10.1 To ensure families and communities are informed and involved in promoting child safety and wellbeing and have a say in developing child safety and wellbeing-related policies and practices, ADOM:

(a) communicates with families, carers and the ADOM community about its child safe approach and seeks feedback; and

(b) publishes this Policy, Procedure and the Code of Conduct for Child Safety and Wellbeing and other information on its website so families and the ADOM community are informed about how ADOM operates in relation to child safety and wellbeing.

10.2 Any person who holds a significant concern for the wellbeing of a child, or believes on reasonable grounds that a child is in need of protection from child abuse:

(a) must disclose that information to Victoria Police or DFFH; and

(b) must make a report to/inform Kooyoora, and/or tell a CSO.

10.3 CSOs can listen, discuss and clarify issues confronting people covered by this Policy in relation to child abuse and harm, and risk of child abuse and harm.

10.4 Generally, ADOM includes families in decisions related to child safety and wellbeing that affect their child, but there may be times when ADOM and/or Kooyoora will need to report concerns of child safety to the DFFH or Victoria Police without telling a parent, carer or guardian. For example, there may be concerns that the parent, carer or guardian is involved in the harm. When deciding whether to communicate with parents, carers or guardians about a child safety concern, the safety of children and young people is the most important factor.

11. Empowerment of Children and young people

11.1 ADOM empowers children and young people to know their rights and participate in decisions affecting them. In particular, ADOM:

(a) acknowledges the benefits of involving children in decision making and promotes meaningful participation;

(b) acknowledges and appreciates the strengths of diversity of children, including cultural diversity and the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children and young people;

(c) acknowledges the rights of children and assists them to make meaningful contributions while balancing the need to provide guidance to them and respecting their independence; and

(d) is responsive to the needs of children and encourages feedback.

12. Diversity and Equity for Children and young people

12.1 ADOM is committed to providing a culturally safe environment where the diverse and unique identities and experiences of children and young people are respected and valued. ADOM pays particular attention to the needs of children and young people:

(a) who are Aboriginal and Torres Strait Islander,

(b) from culturally and linguistically diverse backgrounds,

(c) who are unable to live at home,

(d) who are lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+); and

(e) with disability.

12.2 ADOM is committed to complying with anti-discrimination laws and preventing the harm of discriminatory conduct. ADOM will not tolerate racism or prejudice on the basis of a child's identity.

12.3 ADOM provides information to children and young people about child safety and wellbeing, and their rights. ADOM uses a range of strategies to ensure this information is accessible, easy to understand and age-appropriate. ADOM will consider the cultural, linguistic, accessibility and developmental needs of that child. ADOM also provides information to people covered by this Policy and other members of its community about children's diverse needs and experiences, and how to promote equity and cultural safety.

12.4 ADOM will make reasonable changes to support participation by all children and respond to all children's needs.

12.5 Church Workers and Contractors should ensure that games or activities for or with children are inclusive of all children and do not inappropriately emphasise gender, physical, intellectual, linguistic or cultural differences.

13. Responding & Reporting

13.1 When there are concerns a child is in immediate danger, call Victoria Police on 000.

13.2 All people covered by this Policy must follow the Procedure, which sets out when and how they must report:

(a) breaches of the Policy, Procedure or Code of Conduct for Child Safety and Wellbeing; and

(b) actual or suspected child abuse or risk of harm to children.

13.3 When ADOM or Kooyoora receives information that a child has been harmed or is at risk of harm, ADOM will respond in a way that is professional, focused on the child, and prioritises the safety of children. ADOM will consider the diverse traits of the children and young people involved.

13.4 ADOM understands that talking about matters of a sexual nature may be confronting or upsetting. To promote child safety, ADOM supports open, honest and respectful communication. ADOM will support members of our community to report child safety concerns in a manner they feel comfortable – for example, by speaking with someone of the same gender.

13.5 When an allegation is made against Church Worker or Contractor, a CSO or Church Worker will follow the Procedure in consultation with Kooyoora.

13.6 When an allegation is made against the Archbishop, a CSO or Church Worker will follow the Procedure in consultation with the Director of Episcopal Standards.

14. Investigations

14.1 Kooyoora or the Director of Episcopal Standards, on behalf of ADOM, will appoint an investigator to investigate any allegations of child abuse and harm made against Church Workers, Contractors or the Archbishop. Kooyora or the Director of Episcopal Standards may also appoint an investigator to investigate misconduct and breaches of the Policy, Procedure or Code of Conduct for Child Safety and Wellbeing.

14.2 ADOM, the Director of Episcopal Standards and Kooyoora will cooperate with law enforcement and relevant authorities as required and will not allow an investigation to interfere with investigations by DFFH, Victoria Police or CCYP.

14.3 Kooyoora and the Director of Episcopal Standards will make every effort to keep investigations confidential and protect individuals' privacy. However, from time to time, Church Workers, Contractors or members of a Parish community may need to be consulted for the investigation (e.g., to provide witness statements).

14.4 Investigations will be conducted in accordance with procedural fairness and ensure the safety and wellbeing of children is the priority.

15. Recordkeeping

15.1 Church Workers and Contractors must create and keep records of all complaints, concerns, safety incidents, risks, disclosures, decisions and of all actions taken in relation to a child safety complaint or disclosure.

15.2 Church Workers and Contractors must keep and store in a secure place all permission forms and records relating to discipline and meetings with children that do not occur in the presence of other persons.

15.3 Parish Leadership must:

(a) ensure that records are kept confidential, stored for an indefinite period of time, and accessible only by authorised persons (i.e. password protected where kept electronically or kept separately from any other documents and locked in a secure place when kept in paper form);

(b) ensure that a register of attendance of children and leaders and their emergency contact details is kept for each pastoral ministry involving children and included in the Church archives;

(c) ensure that a register of screening requirements, clearances and training for people covered by this Policy is kept for each pastoral ministry involving children and included in the Church archives.

15.4 When ADOM identifies a risk of child abuse in the ADOM environment, the risk and the actions taken (or that will be taken) to reduce or remove the risk must be recorded. Records must be factual and not based on opinions. Places, times, dates, names of people, behaviours that were observed, and evidence of harm must be recorded.

15.5 Incident Reports and all material in relation to the investigation of allegations or concerns will be securely stored by Kooyoora.

16. Privacy

16.1 ADOM must handle personal information about individuals (including children, Church Workers and Contractors, and parents and guardians) as required by its Privacy Policy, Parish Records Guidelines and its other legal obligations.

16.2 All people covered by this Policy must respect individuals' privacy. Sharing or disclosing information about child abuse and harm must be limited to support the child or comply with reporting obligations and this Policy or Procedure. For example, people covered by this Policy should not discuss child abuse concerns openly where many people are present. Instead, people covered by this Policy should arrange a private time and space to talk to a CSO or Kooyoora.

17. Breaches

17.1 If ADOM becomes aware of an actual or suspected breach of this Policy, Procedure or Code of Conduct for Child Safety and Wellbeing, it will take immediate steps to ensure the safety and wellbeing of any child at risk. A breach of this Policy, Procedure or the Code of Conduct for Child Safety and Wellbeing may result in a complaint under the Act.

17.2 Suspected breaches will be investigated in accordance with the Policy, Procedure and any relevant legislation (for example, the Reportable Conduct Scheme). The investigation will be child-focused and provide procedural fairness.

17.3 At all times and in all decisions relating to a breach or potential breach of this Policy, the Procedure or the Code of Conduct for Child Safety and Wellbeing, the safety of children and young people is most important.

18. Monitoring and Review

18.1 ADOM welcomes ideas from all members of the community (including children, young people and families) on ways that it can improve its approach to child safety and wellbeing.

18.2 ADOM reviews and evaluates this Policy and Procedure, Code of Conduct for Child Safety and Wellbeing and ADOM's child safety procedures and practices every year as well as after any significant child safety incident, with a full review occurring every two years. This includes evaluating the effectiveness of risk controls.

18.3 The Archbishop in Council is responsible for ensuring this review is conducted.

19. Related Policies, Procedures and Legislation

19.1 Related policies, procedures and codes of conduct include:

(a) Safe Ministry Policy;

(b) the Child Safety Policy for Children;

(c) Code of Conduct for Child Safety and Wellbeing;

(d) the Procedure; and

(e) Parish Records Guidelines.

19.2 This Policy must be read in conjunction with:

(a) The *Professional Standards Uniform Act 2016* (Anglican Diocese of Melbourne)

(b) the law of the Commonwealth and of Victoria.

20. Definitions

20.1 "**ADOM environment**", means:

(a) the offices of ADOM;

(b) the premises of an ADOM Parish or Authorised Anglican Congregation (**AAC**);

(c) online or virtual ADOM environments (including email, intranet systems, portals, telecommunication, social media software applications, collaboration tools, online services and other online communications); and

(d) any other locations provided by or connected with ADOM, or through a third-party provider for a child's use, including, but not limited to, locations used for camps, excursions, activities and events, Sunday School, Youth Groups, and home-based congregation (such as for the purposes of a Bible Study or Prayer Group).

20.2 "**CCYP**" means the Commission for Children and Young People.

20.3 "**Child**" or "**children**" means a child or young person under the age of 18 years, unless otherwise defined by law or noted in this Policy or Procedure. A young person is a child aged 10-17 years old.

20.4 "**Child abuse**" means conduct towards, against, with or in the presence of a child, or threatening to engage in such conduct which includes:

(a) physical or family violence;

(b) conduct of a sexual nature including a sexual offence against a child and grooming behaviour;

(c) misconduct of a sexual nature (which may include overly personal or intimate behaviour, crossing professional boundaries, or breaches of the Code of Conduct for Child Safety and Wellbeing);

(d) bullying or harassment;

(e) spiritual abuse;

(f) conduct that causes emotional or psychological harm; or

(g) neglect of a child.

20.5 "**Child safety**" includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of

child abuse, and responding suspicions, incidents, disclosures or allegations of child abuse.

20.6 "**Church Worker**" has the same meaning as defined in Section 3 of the *Professional Standards Uniform Act 2016* (**the Act**) and includes but is not limited to a "prescribed church worker" and "church volunteer" as defined by Schedule 1 of the Act.

See: https://www.melbourneanglican.org.au/wp-content/uploads/2025/04/Professional-Standards-Adoption-Act-2016-as-at-4-September-2024.pdf

20.7 "**Clergy**" or "**member of Clergy**" means means collectively all clerks resident in the Diocese or licensed by the Archbishop..

20.8 "**CSOs**" means Child Safety Officers.

20.9 "**DFFH**" means the Department of Families, Fairness and Housing.

20.10 "**Diocese**" means the Anglican Diocese of Melbourne.

20.11 "**Director of Episcopal Standards**" has the same meaning as defined in the *Episcopal Standards Act 2015* and is the person appointed under Part 7 of that Act.

20.12 "**Mandatory Reporter**" means a mandatory reporter under section 184 of the *Children, Youth and Families Act 2005* (Vic) (as amended from time to time) and includes the persons in religious ministry, a principal of a school, registered teachers or early childhood teachers, registered nurses, registered psychologists, youth, social or welfare workers, and registered early childhood teachers.

20.13 **"Parish Child Safety Officer"** is a person responsible for child safety communication and administration in a parish under this policy.

20.14 "**Policy**" means this Child Safety and Wellbeing Policy.

20.15 "**Prescribed Church Worker**" is a Church Worker and has the same meaning as defined in Section 3 of the Act and as prescribed by Schedule 1 of the Act.

See: https://www.melbourneanglican.org.au/wp-content/uploads/2025/04/Professional-Standards-Adoption-Act-2016-as-at-4-September-2024.pdf

20.16 "**Procedure**" means the Child Safety and Wellbeing Reporting Procedure.

20.17 "**Reportable Conduct Scheme**" is the scheme which requires ADOM to respond to allegations of child abuse and child-related misconduct made against Church Workers, to notify CCYP of those allegations, and enable CCYP to oversee ADOM's responses to these allegations.

20.18 "**Safe Ministry Reference Group**" is the group established to ensure policy, procedures and guidelines are maintained and reviewed, and to provide advice and recommendations to Archbishop in Council.