

Purpose	To describe the policy for ensuring safe ministry and upholding professional standards within CMS.
Safe Ministry Policy	<p>The Church Missionary Society (CMS) is committed to the physical, emotional and spiritual welfare and safety of people, particularly within its areas of activity.</p> <p>CMS has zero tolerance for child abuse and therefore to ensure the safety of children and vulnerable people within our areas of activity, CMS will:</p> <ul style="list-style-type: none">carefully recruit and train its mission personnel, staff and volunteers;adopt and encourage safe ministry practices by its mission personnel, staff and volunteers;respond promptly to each concern raised about the behaviour of its mission personnel, staff and volunteers;offer pastoral support to any person who has suffered abuse; andprovide supervision of and pastoral accountability to any person known to have abused a child or another vulnerable person.
Faithfulness in Missionary Service	<p>CMS adopts <i>Faithfulness in Missionary Service</i> (FiMS) as the code of personal behaviour and the practice of pastoral ministry by CMS mission personnel, staff and volunteers.</p> <p>The form used is that adopted by the General Synod of the Anglican Church of Australia for clergy and lay workers (Refer CMS-A Constitution, Schedule 3, Clause (d)(x)), adapted for applicability to the CMS mission, staff and volunteer contexts.</p> <p>Adherence to FiMS is included as a requirement in agreements with mission personnel, staff and volunteers.</p> <p>CMS mission personnel, staff and volunteers are responsible for being aware of and meeting the FiMS standards.</p> <p>Those in positions of authority are responsible for ensuring mission personnel, staff and volunteers are made aware of FiMS.</p> <p>Mission personnel, staff and volunteers not complying with FiMS may be subject to disciplinary action up to and including termination of employment or service with CMS.</p>
Fitness for Ministry	<p>CMS will assess the fitness of mission personnel, staff and volunteers for the position or ministry they are to exercise and for the work they will be carrying out.</p> <p>Criteria for fitness are described in position specifications &/or position descriptions and procedures describe assessment methodologies.</p> <p>Only mission personnel, staff or volunteers assessed as of suitable fitness for a position or ministry will be appointed into that position or ministry.</p>

Protocols and procedures are maintained to describe the process adopted in the assessment and appointment of:

- Mission personnel, including Missionaries, Short Term Workers and Cross Cultural Apprentices;
- Staff, including senior staff, staff exercising a pastoral ministry, and administrative staff; and
- Volunteers including those appointed to governance roles (Board and Committees), those working with children, those assisting in an administrative capacity, those assisting with events, and those assisting in a variety of other ways.

The procedures for Mission Personnel form part of the Candidacy Process that includes both Branches and CMS-A. The procedures for Staff and Volunteers form part of the Recruitment and Selection Process as managed by and within each CMS entity.

A common agreed Fitness for Service Protocol is adopted by CMS-A and CMS Branches for the assessment of individuals as to their fitness for ministry and work to be undertaken.

Records of fitness are retained in a suitably secure and confidential files for a period of (at least) 40 years after separation from CMS.

Handling Serious Complaints

CMS takes complaints of misconduct very seriously and will ensure that complaints are handled:

- by staff and volunteers trained to deal appropriately with allegations;
- thoroughly and as quickly as practicable; and
- with due regard for natural justice and confidentiality for all parties.

A serious complaint is where an allegation if substantiated may result in dismissal from a role or position and serious complaints are handled in accordance with established protocols.

CMS maintains a toll free telephone number for receiving complaints and this number is publicised on the CMS website and on relevant materials for activities and events.

The CMS-A Board appoints a Professional Standards Director (PSD) with assigned responsibilities for handling serious complaints for CMS as well as to advise on safe ministry and professional standards matters.

CMS maintains a *Pastoral Care and Assistance Scheme* for the pastoral care and assistance of a victim of child abuse or sexual misconduct by a CMS worker.

CMS entities will ensure that procedures exists for handling complaints that do not fall within the purview of the PSD.

Approval

Approved by the CMS-A Board
14 October 2016

Toll free number for complaints and professional standards inquiries: **1800 070 511**