

<b>Purpose</b>	To describe the policy for ensuring safe ministry and upholding professional standards within CMS.
<b>Safe Ministry Policy</b>	<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 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"><li>• carefully recruit and train its mission personnel, staff and volunteers;</li><li>• adopt and encourage safe ministry practices by its mission personnel, staff and volunteers;</li><li>• respond promptly to each concern raised about the behaviour of its mission personnel, staff and volunteers;</li><li>• offer pastoral support to any person who has suffered abuse; and</li><li>• provide supervision of and pastoral accountability to any person known to have abused a child or another vulnerable person.</li></ul>
<b>Codes of Conduct</b>	<p>The CMS Codes of Conduct serve as the standard for the behaviour and the practice of all CMS mission personnel, staff and volunteers within the Society of CMS. Due to the variety and uniqueness of the various CMS ministry settings there are three (3) Codes of Conduct, dependent on a person's role in CMS.</p> <p>Adherence to the appropriate Code of Conduct 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 appropriate standards.</p> <p>Those in positions of authority are responsible for ensuring mission personnel, staff and volunteers are made aware of, and are committed to, the appropriate Code of Conduct.</p> <p>Mission personnel, staff and volunteers not complying with the appropriate Code of Conduct may be subject to disciplinary action up to and including termination of employment or service with CMS.</p>
<b>Fitness for Ministry</b>	<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 &amp;/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> <p>Protocols and procedures are maintained to describe the process adopted in the assessment and appointment of:</p>

- 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 abuse or sexual misconduct by a CMS worker.

CMS entities will ensure that procedures exist for handling complaints that do not fall within the purview of the PSD. The CMS Complaints Procedure can be accessed on the CMS Intranet and is available upon request from CMS.

### **Approval**

The approval authority for this policy is the BOARD  
Approved by BOARD RESOLUTION 2019-02-09.2c.1 on 22 February 2019  
Review Date: February 2024

Toll free number for complaints and professional standards inquiries:  
Telephone: 1800 070 511, Email: [helpline@safercommunities.net.au](mailto:helpline@safercommunities.net.au)