# Branch Safe Ministry Policy v4

## Purpose

The purpose of this document is to outline the Church Missionary Society – Queensland with Northern New South Wales (CMS-QNNSW) Branch Safe Ministry Policy consistent with the following compliance requirements:

- CMS Code of Conduct (1, 2 & 3) - approved by CMS-A  April 2020
- CMS Safe Ministry Policy - approved by CMS-A 22/02/2019
- Fitness for Ministry Procedure – approved by CMS-A 03/11/2017
- SafeMinistry Guidelines
- National Re-dress scheme membership
- Public Liability Insurance

This policy is a summary document.  Due to ongoing legislative changes and improved child-safety initiatives a 'Safe Ministry Policy – Procedures' document will be regularly maintained and updated to reflect the detailed outworking of the policy.

## Introduction

"CMS has zero tolerance for child abuse and therefore, to ensure the safety of children and vulnerable people, including those from indigenous &/or cultural &/or linguistically diverse backgrounds, &/or with a disability, 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." - Fitness for Ministry Procedure

"Boards/Councils are accountable for ensuring that systems are in place to ensure appropriately authorised and trained people are making objective selection and appointment decisions based on all of the applicable assessment information." - Fitness for Ministry Procedure

## Scope

CMS-QNNSW is committed to the physical, emotional and spiritual welfare and safety of all children and other vulnerable people. Therefore, this branch policy applies to the following CMS-QNNSW groups:

- Council and committee members
- Staff
- Missionaries
- Missionaries in training (MIT)

- Short Term Workers (STW)

- Missionary and STW applicants

- Volunteers (office, conferences and events)

- Go Explore team participants

To ensure the safety of all children and vulnerable people, CMS-QNNNSW will;

1. Carefully recruit and train the aforementioned individuals in safe ministry practices;

2. Respond promptly to each concern raised about the behaviour of any members of the groups in accordance with the CMS Codes of Conduct and Complaints Procedure;

3. Offer pastoral support to any person who has suffered abuse;

4. Provide supervision of and pastoral accountability to any person known to have abused a child or another vulnerable person; and

5. Conduct ongoing reviews and assessments to ensure the aforementioned individuals maintain safe ministry practices.

## Safe Ministry Compliance

All individuals associated with CMS-QNNSW are required to comply with the following:

1. **State Legislation (Queensland and New South Wales)**. Check 'Safe Ministry Policy – Procedures' for detailed outworking.

    i. **Queensland: Blue Cards** – CMS will ensure that all Staff and Volunteers working in Queensland will operate according to the most up-to-date requirements of Queensland government safe ministry legislation. (https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services)

    ii. **New South Wales: Working with Children Checks** – CMS will ensure that all Staff and Volunteers working in New South Wales will operate according to the most up-to-date requirements of NSW government safe ministry legislation. (https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check)

    iii. **Mandatory Reporting:** past, present or potential risk of abuse to a child or vulnerable person must be report to the appropriate bodies, as outlined in the Codes of Conduct.

2. **CMS Safe Ministry Policy & Fitness for Ministry Procedure**

i. **The CMS Codes of Conduct (1, 2 & 3)** outline the mandatory checks required for individuals based on their roles and responsibilities within the organisation.

ii. **Safe Ministry Training:** All CMS Staff and Volunteers will undertake and maintain appropriate Safe Ministry Training.  See "Safe Ministry Policy – Procedures' for detailed outworking.

iii. **Additional CMS-A Policy Requirements –** A small number of individuals are required to undertake additional checks as outlined in the CMS-A Fitness for Ministry Procedure.  These include: Christian Life Questionnaire (CLQ), Federal Police Check, Psychological Assessment and Referee Checks.

3. **Insurance Policy Requirements**

i. **CMS-QNNSW Public Liability Insurance** requires a declaration that CMS has an organisation code of conduct, ongoing training and referee checks in relation to safe ministry.

ii. **National Redress Scheme** requires a declaration that CMS has an organisation code of conduct, ongoing training and referee checks in relation to safe ministry.

## Internal Controls

On an ongoing basis, CMS-QNNSW will advise individuals with a current Safe Ministry Clearance when they are required to renew compliance checks well in advance of expiry.  This includes maintaining up-to-date Safe MinistryTraining, Working With Children Check renewal and/or Blue Card renewal.

## Supporting Documents

- CMS Fitness for Ministry Procedure
- CMS Codes of Conduct (1, 2 & 3)
- CMS Safe Ministry Policy
- SafeMinistry Guidelines
- Branch Safe Ministry Initial Implementation Procedure v2

**Adoption Date:** 15 October 2020

**Review Date:** within 3 years

**Recommendation:** That the CMS-QNNSW Council adopts the CMS-QNNSW Branch Safe Ministry Policy v4.