The Anglican Church of Australia
Diocese of Wangaratta

Safe Church Responsibilities by Ministry Unit

This is a guide to the safe church requirements as apply at the Diocesan or Parish level. This is not a definitive list but is intended to give an idea of what responsibilities apply at each level. These responsibilities may be attributed to one or more people in each Ministry Unit, in accordance with relevant legislation, position descriptions or other method of allocation.

Safe Church Requirement	Diocesan Responsibility	Parish Responsibility
Safe Church Officers	Identify and support the Diocesan Safe Church Officer (DSCO). Develop role guidelines and support materials for PSCO/PSCT.	Identify and support Parish Safe Church Officer (PSCO) / Parish Safe Church Team (PSCT).
Risk Management	Develop suite of risk management policies, guidelines and tools to address: • insurance requirements • WH&S • risk assessment and management • event/activity/program safety systems	Follow all risk management policies and guidelines. Contribute to review of risk management policies, guidelines and tools.
Safe Church Noticeboards	Provide recommended/required content for Noticeboards to parishes. Audit safe church noticeboards at least annually.	Keep SC Noticeboards neat and up to date.
Safe Church Awareness Workshop	Coordinate delivery of training – two to three SCAWs across the diocese annually, depending on need. Maintain database of training participation / requirements.	Ensure all key staff undertake training in accordance with diocesan policy. Track participation at safe church training as part of clearance processes.

Safe Church Requirement	Diocesan Responsibility	Parish Responsibility
Recruitment and HR management	Position Descriptions developed and reviewed. Develop supervision and support models. Information packs for applicants. Induction (formal orientation) checklists for appointees. Ensure all clergy and diocesan appointed positions fulfil relevant clearance requirements.	Follow all HR recruitment and employment guidelines. Contribute to review of recruitment and HR management policies.
Safe Church Resource Kit	Prepare, distribute and update resource kit. Follow review schedule for all content.	Ensure kit is accessible and up to date. Ensure all leaders are aware of the resource kit.
Safe Church Policy	Review all policies in accordance with the review schedule	Follow the Safe Church Policy and related policies. Contribute to review of Safe Church and related policies.
Statement of Commitment	Develop and review the Statement of Commitment.	Display the Statement of Commitment as recommended by the Diocese. (Included on the Safe Church poster.)
Working with Children Checks	Maintain database of WWCC details including expiry dates and verification details. Monitor and advise on any changes to WWCC rules. Provide assistance and/or advice to parishes in relation to WWCC.	Ensure WWCC are completed for all relevant roles as stipulated in the Lay Authorisation Guidelines and HR guidelines. Ensure WWCC are current, verified and renewed prior to expiry. Provide reports as required to the Registrar.
Police Checks	Maintain database of police check details. Provide assistance and/or advice to parishes in relation to Police Checks.	Ensure police checks are completed for all relevant roles as stipulated in the Lay Authorisation Guidelines and HR guidelines. Where reviews/updates are required, ensure these occur. Provide reports as required to the Registrar.

Safe Church Requirement	Diocesan Responsibility	Parish Responsibility
Legislative compliance	Monitor and advise on legislative changes. Review policies, procedures and other material in line with legislative changes.	Promote safe church legislation in parishes: • Failure to Protect • Failure to Disclose • Grooming offence • Reportable Conduct Scheme • Child Safe standards • Mandatory Reporting • Working with Children Checks
Empowering children	Develop communication material and tools to support this.	Involve children in planning of all events/activities that will involve them. Display communication materials designed for children as recommended by the Diocese.
Reporting processes	Maintain strong professional standards relationships / arrangements. Develop process charts and associated communication material.	Display reporting contacts/process information. Support the PSCO/PSCT to enable them to stay up to date on safe church requirements.
Managing people of concern	Develop/implement a policy regarding persons of concern.	Undertake risk management in relation to persons of concern in accordance with Diocesan policy.
Code of Conduct	Develop / review Diocesan codes of conduct for clergy and church workers, children and congregants.	Operate within the relevant codes of conduct. Take action if someone behaves in a manner that breaches a code of conduct applicable to them.
Privacy and confidentiality	Provide training opportunities for all diocesan and parish staff on the Privacy Act. Develop / review a Privacy Policy. Ensure all information is collected, stored and used in a manner consistent with the Privacy Act and the Diocese's Privacy Policy.	Ensure all information is collected, stored and used in a manner consistent with the Privacy Act and the Diocese's Privacy Policy.