



SAFE PEOPLE POLICY

The Safe People Policy covers the appointing, screening, training, supervision and resourcing of those that minister at City on a Hill and relates to the implementation of the following Safe Ministry Policy statement.

We commit ourselves to the welfare of all people through the implementation and ongoing improvement of our codes of conduct, policies, guidelines, procedures and related safe ministry documentation, which includes:

- *guidance for safe physical and online environments where people are listened to and feel safe as they develop faith and a connection with God and others,*
- *safe and effective recruitment, training, supervision, support, and resourcing,*
- *appropriate and timely responses to all complaints of alleged misconduct and all other concerns,*
- *pastoral care in responding to those who have been abused within City on a Hill, and*
- *safe and appropriate ministry to persons of concern.*

The requirements outlined in this procedure represent the minimum requirements, additional requirements may be imposed in certain circumstances.

For City on a Hill churches that operate under the authority of an Anglican Diocese, diocesan requirements may apply in addition to those contained in this procedure. In situations where a diocese has a requirement equivalent to, or in contradiction to, City on a Hill, then the diocesan requirement takes precedence.

City on a Hill may participate in programs run by other organisations. Those organisations may have additional requirements which will need to be complied with.

DEFINITIONS

Ministry Leaders

Defined as any volunteer role where having a **spiritual input into a person's life is an expectation of the role**, or the volunteer role involves ministering to vulnerable adults. If the role has direct contact with children, then the Next Generation overlay applies. In Anglican terminology under relevant Professional Standards acts, Ministry Leaders will be either *church workers* or *church volunteers* depending on the role.

Examples: Gospel Community leader, prayer team, pastoral care team, mentors, service/worship team leaders, leaders of volunteer teams.

Team Members

Defined as any volunteer role where having a spiritual input into a person's life is NOT an expectation of the role. If the role has direct contact with children, then the Next Generation overlay applies. In Anglican terminology under relevant Professional Standards acts, Volunteers are *church volunteers*.

Examples: welcome team, creative, logistics, hospitality.

Next Generation Overlay

Defined as any role (including those defined above) that has direct contact with those under 18 years of age. Also includes people serving in a safe ministry role. Such roles are subject to additional requirements. In Anglican terminology under relevant Professional Standards acts, any person with direct contact with children is a *church worker*.

Examples: city youth leader (ministry leader), creche (team member), city kids leader (ministry leader), playgroup helper (team member).

Staff

Defined as all paid and voluntary staff (regardless of job description) and interns. All persons in this category are assumed to be cleared to work with children. In Anglican terminology under relevant Professional Standards acts, persons in this category are *church workers*.

Governance Volunteers

Defined as volunteer members of the City on a Hill Movement Council, sub committees, local church councils and other similar bodies. In Anglican terminology under relevant Professional Standards acts, Governance Volunteers are *church workers*.

Contractor

A person engaged by City on a Hill to undertake a contract to provide materials or labour to perform a service or do a job on property occupied and controlled by City on a Hill.

SELECTION & BACKGROUND CHECK REQUIREMENTS FOR APPOINTMENT

Successful applicants are required to undertake the background check requirements listed in the table below. If an applicant is required to be in possession of an Anglican licence or clearance for the role, then the requirements of the relevant diocese are to be followed. This will be in addition to, or complimentary to, the requirements of City on a Hill.

	STAFF AND INTERNS	GOVERNANCE VOLUNTEERS	MINISTRY LEADERS	TEAM MEMBERS	NEXT GENERATION MINISTRY OVERLAY
DEFINITION	Staff (paid or voluntary) and interns.	Volunteer members of the movement council, council sub committees and local church councils.	Any volunteer role where having a spiritual input into a person's life IS an expectation of the role, or the role involves ministering to vulnerable adults.	Any volunteer role where having a spiritual input into a person's life is NOT an expectation of the role.	Any role that has direct contact with those under 18 years of age and volunteers in a safe ministry role.
EXAMPLES			Gospel Community Leader Prayer team Pastoral care team Mentors	Welcome team Creative Logistics Hospitality Gospel Community Host	Playgroup Helper City Kids Leader City Youth Leader Crèche City Kids Security
TRAINING	+ Safe ministry essentials + Safe ministry with children & young people	+ Safe ministry essentials	+ Safe ministry essentials	+ Safe ministry essentials	+ Safe ministry essentials + Safe ministry with children & young people
BACKGROUND CHECKS	+ Working With Children Check + Police Check	+ Working With Children Check + Police Check	Working With Children Check	Nil	+ Working With Children Check + Police Check
DISCLOSURE QUESTIONNAIRE	Yes	Yes	Yes	Yes	Yes
ASSENTS	+ Staff Code of Conduct	+ Volunteer Code of Conduct + Privileged Volunteer Agreement	+ Volunteer Code of Conduct	+ Volunteer Code of Conduct	+ Volunteer Code of Conduct
REFERENCES	Yes	Yes	Yes	No	Yes

Exemptions

Various state legislation exempts certain persons from holding a Working With Children Check card. In this situation that exemption also applies to this policy.

Other requirements

Staff

- Refer to [Recruitment Policy and Process](#) for all staff roles.

Governance roles

- Refer to [Capability Requirements for Board Directors](#) and [Application process for board directors](#) for board roles.

Ministry Leaders

- It is recommended that the applicant be an active and engaged member of City on a Hill for 6 months prior to appointment.
- Must be interviewed by the pastoral staff member with oversight over the ministry area and assessed as possessing the suitable level of Christ like character, Christian maturity and spiritual gifting required for the role.
- Approval to appoint Ministry Leaders is to be made by paid pastoral staff not volunteers. Pastoral staff are responsible for ensuring that all requirements have been met prior to appointment.
- All applications for Ministry Leader positions must apply using the set forms.

Team Members

- It is recommended that the applicant be an active and engaged member of City on a Hill for 3 months prior to appointment.
- Must be interviewed by the relevant ministry leader and assessed as possessing the suitable level of Christ like character, Christian maturity and spiritual gifting required for the role. Noting that in some roles, a personal faith in Christ is not a requirement (though still desirable).
- The pastoral staff member with oversight over the ministry area is responsible for ensuring that all requirements have been met prior to appointment.

Reference Checks

- If reference checks are required a minimum of 2 references must be obtained. Referees must not be relatives.
- If the next generation overlay applies, a question regarding the applicant's suitability to work with children is mandatory e.g. Do you believe [applicant's name] to be a suitable person to work with children?

- A note is to be made in Planning Centre stating that positive or negative references have been received, the role applied for and the name of the referees e.g., ‘two positive references received from referees X & Y for the role of Gospel Community Leader’. No other details are necessary.

Contractor access

If children are present whilst contractors are on sites occupied and controlled by City on a Hill:

- then all prospective contractors are to be provided with a copy of the Safe Ministry Policy prior to a quote being accepted for work and in particular an assurance that there will be no known sexual offenders on site.
- all contractors are to report to sign in, including signing a declaration about safe behaviour on site.

Contractors on site are expected to abide by all relevant health and safety requirements.

TRAINING

City on a Hill is committed to training and resourcing God’s people for God’s work. All those serving in a formal capacity are required to be inducted into their role in an appropriate manner. This will vary according to the size of the church and the role but must include being made aware of safe ministry principles and the mechanism for making reports.

Ongoing refresher training will be conducted at least every 3 years.

RESOURCING OF WORKERS

The Movement Council will ensure that the programs of the church are adequately resourced with human resources and equipment for the safe and effective running of the program.

The local church leadership will ensure that Ministry Leaders and Team Members are resourced with the equipment and qualified persons to run the events and activities that are programmed.

Ministry Leaders and Team Members are required to report to their team leader when there’s a shortage of resources prior to the operation of events and activities, to ensure that these supplies can be replaced for the effective operation of the event or activity.

SUPERVISION

All paid staff shall engage in an annual process of position review through a formal written process. Ministry Leaders and Volunteers are to be provided with clear expectations for their role.

The local church leadership will provide a system of support and supervision for all volunteers and ensure have a clear understanding of to whom they can go to for support and what type of support is available to them.

APPENDIX 1 - DISCLOSURE QUESTIONNAIRE

To help us meet our commitment to safe ministry, we ask everyone who wants to serve with City on a Hill to answer some important questions. We ask them because they are part of an important process that helps keep you and our churches are safe.

All information provided will be treated with confidentiality, care and respect in accordance with our Privacy Policy which can be found at: cityonahill.com.au/privacy. Except as required by law, your answers will only be used for assessment of suitability for ministry. This information will be disclosed to the relevant ministry leader.

- Do you have any health problem(s), which may affect your ability to volunteer in the role/s for which you have applied. Yes/No
- Do you have any past criminal charges and/or convictions? Yes/No
- Have you ever engaged conduct involving in non-consensual sexual activity? Yes/No
- As an adult, have you ever engaged in conduct involving sexual contact with a person under the age of consent?
- Have you ever engaged in conduct involving the illegal use, production, sale or distribution of pornographic materials?
- Have you ever been the subject of allegations of abuse or engaged in conduct that may result in allegations being made against you of abuse?

(Refer to the Safe Ministry Terminology document for a definition of abuse)

I agree to undertake safe ministry training and other relevant training as requested.

I will immediately disclose to the leadership of the church any criminal charges and/or convictions I may receive in the future.

I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a role as a volunteer at City on a Hill.

I consent to City on a Hill collecting, using and disclosing personal information in accordance with the City on a Hill privacy policy.

I declare that the information I have provided in this questionnaire is true and correct to the best of my knowledge and belief.

APPENDIX 2 – REFERENCE CHECK QUESTIONS

These questions must be asked for all applications involving ministry to children.

1. Are you [referee name]?
2. Have you known [applicant's name] for more than 12 months? If so, in what capacity?
3. How would you describe [applicant's name] character?
4. Do you believe [applicant's name] to be a suitable person to work with children?
5. [Applicant's name] has applied for the position of [ministry role]. Do you believe they are suitable for this role?
6. Is there anything else that you think we should know about [applicant's name]?

Further questions can be asked as appropriate.