Safe Church INTRODUCTION Facilitator Guide

Required:
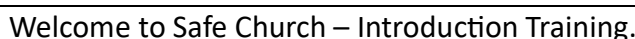- ○ **Equipment to play videos** (included in PowerPoint).
- ○ C2.1.2.7 Statement of Personal Commitment (1pp if the intention is to sign that day).

Optional (location/trainer preferences)**:**
- ○ SC Introduction **Activity** (for 'looks like, feels like, sounds like' activity. 1 per group & pens).
- ○ SC Introduction **Handout** (1pp or direct attendees to The Hub).
- ○ SC Introduction **Quiz** (1pp or digital quiz or complete in small groups using slides).
- ○ SC Introduction **Answers** (1 copy, if marking individually).

Reference document (optional, but available on the Hub and referred to in Handout which is also on the Hub)**:**
- ○ C2.1.2.7.1 **List of Acceptable Behaviours**.
- ○ C2.1.2.7.2 **List of Unacceptable Behaviours**.

Welcome to Safe Church – Introduction Training.

Video

This video is an Acknowledgement of Country.
[Press play, or use link: https://vimeo.com/813041826] [1:17]

The purpose of this training is to help you gain an understanding of:
- What a Safe Church means, and how it aligns with our mission and values.
- **Shared Guardianship** and your role in supporting it.
- **Maintaining boundaries** and what to do if someone is violating these boundaries

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- There are many unique cultures in Australia.
- **Culture** is important part of who you are, flowing through all you do.
- Issues about safety may need to be discussed in different ways.

- This training aims to be culturally respectful and relevant.
- **No room for variation in the requirement that every Congregation and Faith Community must adhere to the Safe Church policy and meet its requirements.**
- Ensure the primary goal of safety is not compromised.

- **Build appropriate bridges of understanding and compliance** between policies and procedures, Safe Church Training and the community it is implemented in.

- One responsibility in serving others is completing required training.
- Assists in awareness of our Safe Church culture and processes.
- Ensures we meet legislative and insurance requirements.

Table provides a snapshot of generalised roles and connection to the modules.
- If unsure, ask Safe Church coordinator or review matrix
- Modules completed every 2nd year, except for Foundations and External training (annually).
- Ministry Agents have a specialised Foundations and reporting module due to additional responsibilities.

- External training (added in September 2024 due to a change in requirements from insurer).
  - Optional in 2025 due to transition period, but compulsory from 2026 onwards.
  - Topic related to safeguarding vulnerable people.
  - Suggestions on the Hub or in Uniting News.
- NDIS Worker Orientation for specific ministries with vulnerable people.

- Safe Church contains a suite of resources.
- Supports the Church's vision, mission and ministry.
- Ensures we comply with legislation.

- **Safe People** focuses on our **volunteers**.
- **Safe Behaviour** focuses on **actions** and **reporting.**
- **Safe Programs** focuses on the **activities** and **guidelines.**
- **Safe Participants** focuses on **attendees**.

To find The Hub, find the Uniting Church in Queensland website by searching on the internet.

Step 1 - Scroll right to the bottom of the home page and you will find the link for The Hub. (light green) Or you can go directly to hub.ucaqld.com.au
Step 2 – On the left side of The Hub, click on or hover over 'Resources'. (light blue)
Step 3 – Click 'Safe Church'.

Alternatively, you can search the name or code of a resource using the search tool on the left side of The Hub. (orange)

Video

Here is a welcome message and blessing from the Moderator.
[Press play or use link: https://vimeo.com/896403007] [2:07]

Activity

We want to hear from you – what does a safe Church:
- Look like?
- Feel like?
- Sound like?

[Whole group – people to shout out answers; Small group – people to work in groups of 2-4 to share ideas with optional page to record responses]
[**Hint**:
- What would you notice?
- What is the atmosphere?
- What emotions would you experience?
- What would you love to hear?]

- At the heart of Safe Church is wanting people to experience the love of God in safe and supportive environments.
- Each person has an important part to play.

Our Safe Church values include:
Compassion   Respect   Justice
Working Together   Leading through Learning

	1 - Compassion • We treat everyone with compassion.
	2 – Respect • We respect each person's physical, emotional, behavioural and physical boundaries. • We respect that everyone has rights, including the right to be safe and protected from harm.
	3 – Justice • We will seek justice for those who have been harmed.
	4 – Working together • We will work together to create friendly and safe environments where people are seen, listened to, valued and protected.
	5 – Leading through Learning • We will be leaders in continually improving what we do to offer safe spaces, programs, services and protect people from harm.
	Through these values of compassion, respect, justice, working together and leading through learning, we help to create a positive Safe Church culture.
	Let's explore creating a culture of shared guardianship.
	So how do we create a safe Church? The **three core elements** of Safe Church are: 1. **A positive culture** in which individuals are welcome to participate; feel included in ministry and mission and feel confident to raise even small concerns. 2. **Environments that are safe and reduce the risk** of physical, emotional, behavioural or spiritual harm or abuse. 3. **Systems which are effective and comprehensive** with policies, procedures and tools to assist in conducting ministry safely.
	A culture of shared guardianship is a **positive, respectful and supportive culture in which everyone plays an important role**. We all have the responsibility to: • Look out for the safety and wellbeing of all. • Plan safe events, programs and activities with approved volunteers. • Empower others to raise even small concerns about safety or wellbeing. • Report anything concerning. While shared guardianship includes looking out for other adults, it is important to emphasise extra support or guidance young or vulnerable people may need, especially as they may not identify risks present.

Let's pause and reflect.
How can you contribute to creating a culture of shared guardianship in your role?

Take 2 minutes and share with the person next to you.

- No matter what your role is, we expect you to act in a way that is safe for others.
- You are responsible for your own conduct and behaviour, and you will be held responsible for it.

Acceptable behaviours are found in:
- The **Statement of Personal Commitment**, an overarching agreement indicating our dedication in keeping people safe.
- The **List of Acceptable behaviours,** which outlines physical, emotional, behavioural and spiritual boundaries.

[Optional – if people are signing their Statement of Personal Commitment, take 5 mins now for people to read through it at their own pace]

Some examples of unacceptable and acceptable behaviours are included. See the Hub for the full list.

Unacceptable Physical Behaviours:
- Inappropriate touch, threats of physical contact.
- Unapproved or unreported direct contact with a child, including any breaches of ratios.
- Exposing body parts
- Showing inappropriate images, such as nudity or pornography.

Acceptable Physical Behaviours:
- Appropriate, non-sexual physical contact – if responsive to a person's need, initiated by them and in clear sight of others.
- Practice personal space and privacy.
- Meet leader-to-participant ratios (including transport and online).
- Be sober and drug free.

Unacceptable Emotional Behaviours:
- Activities or behaviours that promotes secrets or secrecy.
- Showing favouritism.
- Bending 'rules' or boundaries.
- Derogatory language including racial slurs, swearing or describing sexual acts.

Acceptable Emotional Behaviours:
- Respect the rights, dignity and worth of every person regardless of their abilities, gender, religion or cultural background.
- Prioritise safety and wellbeing.
- Seek help, guidance and support.
- Debrief incidents confidentially.

Unacceptable Behavioural Boundaries:
- Fighting, aggressive or bullying behaviour.
- Breaches of Statement of Personal Commitment or Digital Media Obligations.
- Failure to follow approved safety plan or risk assessment.

Acceptable Behavioural Boundaries:
- Be a positive role model.
- Communicate respectfully.
- Use positive behaviour management strategies with young or vulnerable people.
- Not abusing social or professional power that stems from your role.

Unacceptable Spiritual Behaviours:
- Language and actions which create fear, ongoing guilt, self-loathing or self-blame.
- Using teaching materials outside of the theology of the Church and not approved by Church Council.

Acceptable Spiritual Behaviours:
- Show respect to an individual's culture, religion and spiritual developmental stage.
- Act to enhance a positive relationship with God as a God of grace, love, acceptance, trust and forgiveness.

Discussion

Let's pause and reflect.

In light of the Statement of Personal Commitment and acceptable behaviours:
Is there anything you have been doing that:
- **You need to stop or change?**
- **You should do more of?**

Take 2 minutes and share with the person next to you.

- It can sometimes be difficult to stay within boundaries.
- People may forget, or it may be deliberate.
- Interrupting and reporting violations is key to the safety of all.

Our culture of shared guardianship means everyone:
- Is **intentional about acceptable behaviour**, taking responsibility for our own actions.
- Is **empowered to interrupt unacceptable behaviour** that steps outside accepted behaviour boundaries. Even if it is a close friend, colleague or senior leader in our Church.
- **Responds kindly to notifications of a boundary violation** they have made, and adjusts behaviour to return within the acceptable behaviour boundaries.
- **Reports personal boundary violations**, including adults, young or vulnerable people.

[Continued over page]

- There is an imbalance of power in adult-child relationships making it difficult for a child to identify boundary violations.
- **It is primarily the responsibility of all adults to protect young and vulnerable people from harm.**
- We ask you to maintain a safe culture and interrupt and report violations.

Here are some ideas on how you can respond if you recognise a boundary violation:
- Instruct the boundary violator to stop and ask them not to engage in the behaviour again: "**Stop. We don't do that here, please don't do it again**"
- If challenged, the observer should refer to the policy, identifying it is unacceptable behaviour: "**It's the policy of the church**"
- Please report any concerning behaviour or raise concerns with your Ministry Agent (or trusted leader) as soon as possible.

[Optional: Let's join as a group and say these responses together]

- Our **mandatory reporting** involves **internal** and **external** reporting.
- Report even minor concerns internally with Church leadership or using the '**Speak Up!' internal reporting form via QR code**, link on the Hub or phone.
- It only takes a few minutes and is tailored based on your selections, ensuring all information is collected.
- It notifies appropriate people in your Church who can follow up as needed.

[Optional – click the 'live form' on the slide to view the form. https://tinyurl.com/rd3z9fpd]

Please report any:
- Injuries or illnesses
- Abuse, neglect or boundary violations
- Hazards
- Near misses
- Property damage

Even if you are hesitant, please report it.

For example, imagine if someone was walking into Church and tripped while walking up the stairs. There was no injury, but you notice some of the timber on the stairs is sticking out. You have a few options.
1. Don't report it. The person is fine, and no damage was done. But what happens if that was not the same next time?
2. Report it. The Property team at the Church will get notified and be able to look into a solution, preventing a potential accident in the future that might result in a more serious injury if it was not addressed.

By taking a few minutes to submit a report, you help to keep us all safe – not only in your own Congregation or Faith Community, but everyone across the Synod.

Quiz   Let's have a look at a few questions related to this module.
[Choose the format that best suits your audience]
- Group quiz
- Individual quiz (paper)

Q1: You may see someone acting or speaking inappropriately. How can you respond if someone is behaving outside of acceptable boundaries?
A. Say "Stop, we don't do that here! Please don't do it again".
B. Say "Stop please. It's the Policy of the Church".
C. Raise concerning behaviour by speaking with Ministry Agent or reporting it using 'Speak Up!' QR code/link.
D. All the above.

Answer:
D: All of the above.

Q2: The primary purpose of Safe Church is to support the Church's vision, mission and ministry. The three core elements of Safe Church are:
A. A combative culture; risk-averse environments; and systems which are intentionally difficult to access and understand.
B. A positive culture; environments that are safe and reduce risk of harm or abuse; and systems which are effective and comprehensive.
C. A culture that reduces opportunities for adults to be near children with systems and processes that are complex and confusing.

Answer:
B: A positive culture; environments that are safe and reduce risk of harm or abuse; and systems which are effective and comprehensive.

Question 3: What is meant by "culture of shared guardianship" in relation to young people?
A. The Church trying to control how parents raise their children.
B. The Church undermining the role of the parents.
C. The Church community joining together to play an important role to share care and concern for children, their families and each other.
D. The Church taking over the role of the parents.

Answer:
C: The Church community joining together to play an important role to share care and concern for children, their families and each other.

Question 4: "Every Congregation and Faith Community must adhere to the Safe Church Policy and meet its requirements". Is it acceptable to **only partially follow** the policy due to cultural considerations?
A. Yes
B. No

Answer:
B: No
We acknowledge there are many unique cultures here in Australia and recognise that culture is an important part of who you are, flowing through all you do.
Our desire is to enable all people to maintain a safe culture, and that is why it is important for each of us to follow ALL of the requirements of the Safe Church policy, ensuring the primary goal of safety is not compromised.

Q5: We expect the people who lead and help with activities for vulnerable people to have been screened, trained and are committed to the safety of vulnerable people. If you see unsafe or unacceptable behaviour, what is the **most appropriate** response?

A. Only tell someone if the problem gets worse.
B. Feel confident to raise even small concerns about safety and wellbeing.
C. Share your concern with a friend. Do not raise the concern with Church leadership unless your friend agrees.

Answer:

B: Feel confident to raise even small concerns about safety and wellbeing.

Remember this can be shared with ministry leaders, Ministry Agent, or by completing the digital reporting form.

Question 6: Part of our Safe Church culture is for everyone to act in a way that is safe and supportive, taking responsibility for our own conduct and behavior. Which **two** documents outline our range of acceptable behaviours?

A. Statement of Personal Commitment.
B. Statement of Synod Commitment.
C. List of Acceptable Behaviours.
D. Synod Work, Health and Safety Policy Statement.

Answer:
A: Statement of Personal Commitment
C: List of Acceptable Behaviours.

- Thank you so much for your time and effort with the training.
- A reminder that you can access the Safe Church resources on The Hub.
- Please contact the Safe Church Unit if you have any questions via email or phone.