



# Safe Church Annual Audit Procedure: Regulated businesses and institutions

C/2.1.12

## Purpose

Provides guidance for the Annual Safe Church Audit and outlines the mandatory minimum requirements for regulated businesses and institutions to demonstrate compliance with the Safe Church Policy, which is the Synod’s risk management strategy.

## Scope

Applies to all regulated businesses and institutions (‘organisations’) within the Synod and includes the Synod office.

## Risk management strategy

### 1. Safe Church Annual Audit

- 1.1. To ensure we conduct child safe activities, each year the General Secretary requests information as part of a Safe Church Annual Audit, to demonstrate compliance with the Safe Church Policy.
- 1.2. The information assessed for the Annual Safe Church audit has been categorised to align with the 8 mandatory requirements of state legislation.

Legislative Requirement	Safe Church Compliance Test	Information required
1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.	All organisations make a statement of commitment to comply with the Safe Church Policy	<u>Templates</u> available for use; or Statement of Commitment by organisations occurs annually, and a copy of the minutes is provided
2. A code of conduct for interacting with children	A code of conduct with a commitment to child safety is signed annually by all workers	Register of Workers (RoW), <input type="checkbox"/> Date that the code of conduct was signed
3. Written procedures for recruiting, selecting, training, and managing staff and volunteers	<ul style="list-style-type: none"> <li>• All workers have evidence of pre-appointment screening</li> <li>• All workers have evidence of current training</li> </ul>	RoW <input type="checkbox"/> child protection training has been completed less than 12 months ago <input type="checkbox"/> All training is up to date <input type="checkbox"/> Date of the initial interview <input type="checkbox"/> Date of referee checks, evidence of a resume & mandatory qualifications for the role <input type="checkbox"/> Date of appointment by the Governing Body
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	<ul style="list-style-type: none"> <li>• Policies and procedures</li> <li>• Mandatory reporting processes</li> </ul>	<input type="checkbox"/> Central registers <input type="checkbox"/> Provide a de-identified copy of the register for the audit year
5. A plan for managing breaches of your risk management strategy	<ul style="list-style-type: none"> <li>• Policies and procedures</li> </ul>	<input type="checkbox"/> Provide a de-identified copy of the breach register for the audit year

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Legislative Requirement	Safe Church Compliance Test	Information required
6. Risk management plans for high-risk activities and special events.	<ul style="list-style-type: none"> <li>Policies and procedures</li> </ul>	<input type="checkbox"/> Provide a de-identified copy of an approved risk assessment from the audit year
7. Policies and procedures for managing compliance with the blue card system	Screening and appointment of all workers complies with the Synod Blue Card Policy.	Use of the Blue Card Services Portal; or Validation and linking of all blue cards and exemption cards in the RoW <ul style="list-style-type: none"> <li><input type="checkbox"/> Date that the initial positive notice was received, or the date that the Blue Card check was validated online.</li> <li><input type="checkbox"/> Blue Card or Exemption Card expiry date</li> <li><input type="checkbox"/> Type of card</li> <li><input type="checkbox"/> The card is linked to the organisation.</li> <li><input type="checkbox"/> A card is required for the role</li> </ul>
8. Strategies for communication and support	<ul style="list-style-type: none"> <li>All workers have evidence of ongoing support</li> </ul>	RoW <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of regular supervision or support for all workers</li> <li><input type="checkbox"/> All workers have participated in an annual performance review or annual check in</li> </ul>

1.3. Resources are available, including templates to assist in recording, collating, and reporting the information required to demonstrate compliance:

- 1.3.1. Blue Card Requirements for the Annual Safe Church audit
- 1.3.2. Pre-screening requirements for the Annual Safe Church audit

## Review Procedure

### 2. Initiation and timing

- 2.1. A 'Request from the General Secretary for information' initiates the Annual Safe Church Audit.
  - 2.1.1. A copy of this Review Procedure and any template or resources to assist with the Annual Safe Church Audit will accompany the General Secretary's request.
- 2.2. The Annual Safe Church Audit reviews compliance for the past calendar year. Each audit commences on or around the 31 January in reviewing the previous year.
- 2.3. The Annual Safe Church Audit correspondence must include a clear return date. The return date must provide a minimum of six (6) weeks between the commencement date and the requested return date.

### 3. Responsibilities

- 3.1. The General Manager, Early Learning Operations, UEL or their delegate, is to communicate the 'Request from the General Secretary for information', and any templates or resources to assist with the Annual Safe Church Audit to UEL services or personnel, to obtain the information required to demonstrate compliance with the Synod's Safe Church Policy.
- 3.2. The Executive Officer, Schools and Residential Colleges or their delegate, is to communicate the 'Request from the General Secretary for information', and any templates or resources to assist with the Annual Safe Church Audit to Schools, to obtain the information required to demonstrate compliance with the Synod's Safe Church Policy.



- 3.3. The nominated delegate from each institution, is to communicate the 'Request from the General Secretary for information', and any templates or resources to assist with the Annual Safe Church Audit to the institution, to obtain the information required to demonstrate compliance with the Synod's Safe Church Policy.
- 3.4. The Safe Church Assurance and Support Officer is to collate all responses received from these organisations.

**4. Reporting and feedback**

- 4.1. The Safe Church Assurance and Support Officer will facilitate the compilation of an Annual Review Report to the General Secretary, after analysis of the data obtained from each organisation.
- 4.2. The Annual Review Report will provide:
  - 4.2.1. An assessment of each organisation's compliance with the risk management strategy; and
  - 4.2.2. An assessment of the effectiveness of the risk management strategy providing recommendations for any identified areas of improvement.
- 4.3. The Annual Review Report will be tabled at the Audit and Risk Committee (ARC) and any comments, recommendations or feedback from ARC recorded.
  - 4.3.1. Following the acceptance of the Annual Review Report by ARC, any comment, feedback, or recommendations from ARC will be incorporated with the Annual Review Report, prior to summaries being supplied to the nominated delegate from each organisation.
- 4.4. An individual Summary Report will be compiled for each organisation by the Safe Church Assurance and Support Officer.
  - 4.4.1. This report will be provided to the nominated delegate from each organisation within four (4) weeks of the Annual Review report being accepted at ARC.
  - 4.4.2. The Annual Review of the risk management strategy will be deemed to have been finalised once the individual Summary Reports have been provided.

**Information and support**

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or [safechurch@ucaqld.com.au](mailto:safechurch@ucaqld.com.au)

**Revisions**

Document number		C/2.1.12			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	16.05.2024	General Manager Risk and Safeguarding	16.05.2024	General Manager Risk and Safeguarding	Safe Church Assurance and Support Officer
Next scheduled review		16.05.2026			