

# Complete the Safe Church Audit in Protecht

C/2.1.13.8

## **Overview**

In the past, we relied on an email process to manage the Safe Church Audit. Presbyteries would email requests to congregations and congregations would respond via email.

Now that congregations and presbyteries have access to Protecht, we can use better tools to do the job more quickly and easily.

The new process involves the Synod Risk and Compliance Team assigning questions to one of your congregation's Protecht account-holders. That person then signs in and answers a series of questions, adding documents to show that you have various processes in place.

Follow the steps below to help you complete the <u>Safe Church Audit</u> online in Protecht.

## Scope

These instructions apply only to people assigned a Protecht login in congregations and presbyteries.

## Know your credentials

**Username and password** for Protecht. This would have been organised as part of the round of rollout meetings mid-2024. Your minister or church council leaders know who your account holders are. If you're not sure, check your details with a member of the Risk and Compliance team by emailing <u>ProtechtSupport@ucaqld.com.au</u>.

## Find the right records and documents

Before you do anything else, locate the records and documents below. This will make the process much faster and easier once you log in.

Preparation	Notes
Minutes of the church council	Each year, church councils adopt this synod policy. The minutes of
meeting where your	that meeting, or a copy of the <u>template</u> serves as proof that this has
congregation adopted the <u>Safe</u>	been done.
Church Policy.	
A list of any child-related	Include Baptisms.
activities that your congregation	
provides.	
Register of Workers for your	This is a list of paid and/or volunteer workers who work with
congregation.	children, along with each person's blue card information, training
	details and pre-appointment screening details.
Statements of Personal	Each year, anyone who works with children, signs one of these
Commitment for all:	statements as a reminder and renewal of their commitment to safe
Workers	practices involving children and vulnerable people.
Volunteers	
Ministry agents (Statement of	
<u>Commitment</u> )	

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Blue Card register	You need to keep a record of the Blue Cards for people in your congregation. You may be using:
	<ul><li>The Blue Card Services Portal</li><li>Another method of your own</li></ul>
A <u>risk assessment</u> for an activity that your congregation has run.	A risk assessment helps to identify things that could cause harm to leaders, participants or property and plan to reduce the likelihood of these things happening.
Breach register	A register where you can record instances where the Safe Church Policy has not been followed.

# Login to Protecht

If this is your first time logging in to Protecht, you may want to review <u>how to login to Protecht for congregations</u> and presbyteries.

- 1. Open Protecht.
- 2. Enter your username and password and click Login.

# **Open Compliance Attestations**

When you're logged in, you'll see the Protecht home page.

1. In the top menu, choose **Compliance Attestations > My Compliance Entry**.





You should see a list of questions that have been assigned to you.



The Uniting Church in Australia QUEENSLAND SYNOD

Instructions: Complete the Safe Church Audit in Protecht

### My Compliance Entry 🕿

Show Business Units Q Search X Business Unit	•	_
Business Unit	Control/Question	Response
Sample Uniting Church		
Sample Uniting Church	01. Have you adopted the Safe Church Policy?	+ Fill response
Sample Uniting Church	02. Do you run any child-related activities?	+ Fill response
Sample Uniting Church	03. Do you have a register of volunteers?	+ Fill response
Sample Uniting Church	04. Do all workers have current and up to date Safe Church training?	+ Fill response
Sample Uniting Church	05. Do all workers complete the Statement of Personal Commitment a	+ Fill response
Sample Uniting Church	06. Do you screen workers and formally approve them and care for th	+ Fill response
Sample Uniting Church	07. Do you maintain a Blue Card register?	+ Fill response
Sample Uniting Church	08. Do all people listed as being in child-related roles have a valid and	+ Fill response
Sample Uniting Church	09. Do you conduct risk assessments of all activities?	+ Fill response
Sample Uniting Church	10. Do you have a breach register?	+ Fill response

#### Figure 2: List of questions

If you can't see a list of questions on this page, it may be that the questions for your congregation have been assigned to someone else. Email <u>ProtechtSupport@ucaqld.com.au</u> and let us know so we can reassign the questions to you.

## **Respond to the questions**

3. Click the first question. It will expand to show more detail. You can read through the description and the attachments on the left if you need.

01. Have you adopted the Safe Church Policy?						
Description Every congregation is required to adopt the Safe Church Polic If this has been done, please attach a copy of the church cour Risk Events None End Of Period Control Frequency area none	y annually. Incl minutes from the relevant meeting as evidence. Attestation Frequency	Respons	e In Progress No evious values + t			Ŷ
31/08/2024 Attachments C2.1-Safe-Church-Policy.pdf C2.1.13.3-Template-Model-Mir Linkage —	Annual	Linked	ctions	Drop files here to upload or select. (Maximum file size is 20 MB)		
					Cancel Sa	ive
ample unifine Church	uz. uo vou run anv chiid-related activities?	+ FIII response	∃1/08/2024	Scott Training	21/08/2024	

Figure 3: Question expanded to show detail

- 2. Once you're ready to respond, click Yes, In Progress or No.
- 3. Leave a comment if you'd like to provide an explanation.

## **Adding Evidence**

For some questions, you'll need to upload a document to show that your congregation has met certain requirements. Question 1 is a good example. You'll need to attach a copy of your church council minutes showing a motion to adopt the Safe Church Policy.

This document is uncontrolled when printed.



## Method 1 – drag and drop

- 1. Open a window on your computer and navigate to a folder containing your minutes.
- 2. Position this window near the browser.
- 3. Drag the document on to the Evidence panel on the right.

		Business Unit		Control/Question	Ť	Response	End Of Period	User Name	Last Modified Date
		Sample Uniti	ng Church						
	ouncil Minutes		- 🗆 ×	01. Have you adopted the Safe Church Po	dicy?	Yes	31/08/2024	Scott Training	21/08/2024
are Vie	v		~ 😮	d activities?					
This PC $\rightarrow$	Documents > Council Minutes	~	ර Search Co , p	d detrifies.					
^	Name	Status	Date modified			Response			
	Church Council Minutes 12 Feb 20	24.docx	21/08/2024 11:12 AM	please provide a list of activities in the comments.		• Yes	In Progress	No	
*						Show previous	values 🚽		4
*						Comment			
*				En antenin Automation					
Doci 🖈				Annual					
Projec 🖈				Amida					
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							+ Copy		
niting Ch									Cancel Save
91				03. Do you have a register of volunteers?		+ Fill response	31/08/2024	Scott Training	21/08/2024
ting Chu	1		,	04. Do all workers have current and up to	date Safe	+ Fill response	31/08/2024	Scott Training	21/08/2024
1 19.4 KB	Available on this device		E .	AF A 11 1 1 1 1 1 1 1 1 1				a	********
		Displaying 1 - 10 /	10						<pre>&lt;  Page 1 of 1 &gt; &gt;</pre>

Figure 4: Using drag and drop to add evidence

#### Method 2 – Select

- 1. Click **Select** in the *Evidence panel*.
- 2. Navigate to the relevant folder on your computer.
- 3. Click the file to upload.
- 4. Click Open.



# Instructions: Complete the Safe Church Audit in Protecht

🦻 Open					×				
← → × ↑ 📴 > This PC > Docum	ients → Counci	l Minutes 🗸 🗸	Ö Sear	h Council Minutes	2	riod	User Name		Last Modified Date
Organize 🔻 New folder					0				
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Shifting the Dial Project	*	Church Council Minutes 12 Feb 2024.docx	0	21/08/2024 11:12 AM	Mi				
	*		-						
Management-WHS	*								
Camera Roll	*								
Account Request Templates	*								
Website Redevelopment	*				- [				$\downarrow$
Documentation									
OneDrive - The Uniting Church in Au	ıstralia, Qld								
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Tags									
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Figure 5: Method 2: Using Select to open a window and choose a document.

Response		
Yes In Progress No		
Show previous values 🗸		$\downarrow$
Comment		
Evidence		
Drop files here to upload or select.		
Church Council Minutes 12 Feb 2024.docx	Scott Training 21/08/2024 11:15:22 am 19.9 KB	٥
Linked Actions		
Actions (0)		

Figure 6: After the document has successfully uploaded.

5. Click **Save**. Your work will be recorded, and the next question will open.

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Instructions: Complete the Safe Church Audit in Protecht

		Dr	Drop files here to upload or select. (Maximum file size is 20 MB)					
	w	Church Council Minutes 12 Feb 2024.docx		Scott Training 21/08/2024 11:15:22 am 19.9 KB	0			
	Linked Actions Actions (0)							
				Cancel	Save			
	+ Fill response	31/08/2024	Scott Training	21/08/2024				
	+ Fill response	31/08/2024	Scott Training	21/08/2024				
e (hurch training?	+ Fill response	21/08/2024	Scott Training	21/08/2024				

Figure 7: Click Save

# Complete the rest of the questions

Continue with the process until you have responded to all questions.

At the end of the process, you should see something like this.

My Compliance Entry 🕿

Show Business Units Q Search X Business U	Jnit 💌			C
Business Unit	Control/Question	Response	End Of Period	User Nam
Sample Uniting Church				
Sample Uniting Church	01. Have you adopted the Safe Church Policy?	Yes	31/08/2024	Scott Trai
Sample Uniting Church	02. Do you run any child-related activities?	Yes	31/08/2024	Scott Trai
Sample Uniting Church	03. Do you have a register of volunteers?	Yes	31/08/2024	Scott Trai
Sample Uniting Church	04. Do all workers have current and up to date Safe Church.	Yes	31/08/2024	Scott Trai
Sample Uniting Church	05. Do all workers complete the Statement of Personal Co	Yes	31/08/2024	Scott Trai
Sample Uniting Church	06. Do you screen workers and formally approve them and	Yes	31/08/2024	Scott Trai
Sample Uniting Church	07. Do you maintain a Blue Card register?	Yes	31/08/2024	Scott Trai
Sample Uniting Church	08. Do all people listed as being in child-related roles have	Yes	31/08/2024	Scott Trai
Sample Uniting Church	09. Do you conduct risk assessments of all activities?	Yes	31/08/2024	Scott Trai
Sample Uniting Church	10. Do you have a breach register?	Yes	31/08/2024	Scott Trai

Figure 8: All questions show a coloured response when you have responded to them.

## **Revisions**

Document	number	C/2.1.13.8			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	22.08.2024	Program Manager, Risk and Assurance	22.08.2024	General Manager – Risk & Safeguarding	Program Manager, Risk and Assurance
Next scheduled review		03.12.2024			