



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 [Safe Church Audit](#) 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 ProtechtSupport@ucaqld.com.au.

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

This document is uncontrolled when printed.



Blue Card register	You need to keep a record of the Blue Cards for people in your congregation. You may be using: <ul style="list-style-type: none"> • The Blue Card Services Portal • Another method of your own
A risk assessment 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 [how to login to Protecht for congregations 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**.

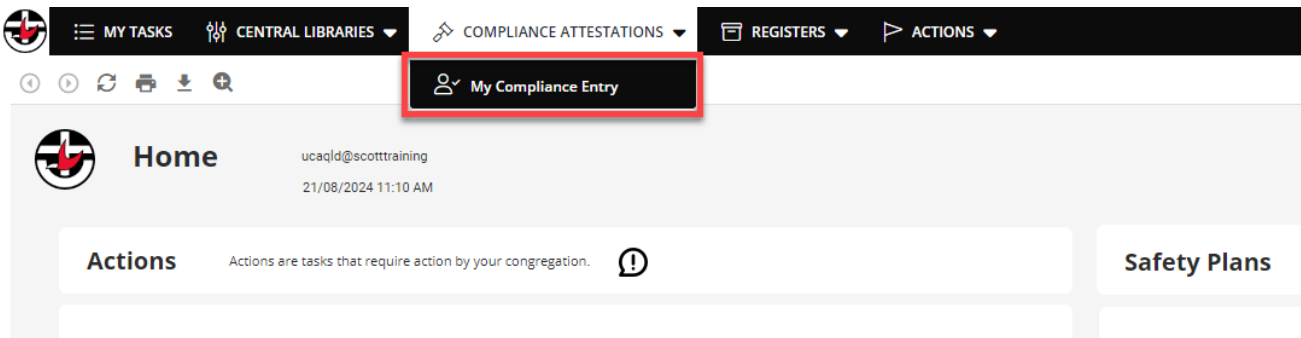


Figure 1: Open My Compliance Entry

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



My Compliance Entry

Business Unit	Control/Question	Response
Show Business Units Search Business Unit		
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 ProtechtSupport@ucaql.com.au and let us know so we can reassign the questions to you.

Respond to the questions

- 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.

Figure 3: Question expanded to show detail

- Once you're ready to respond, click **Yes**, **In Progress** or **No**.
- 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.

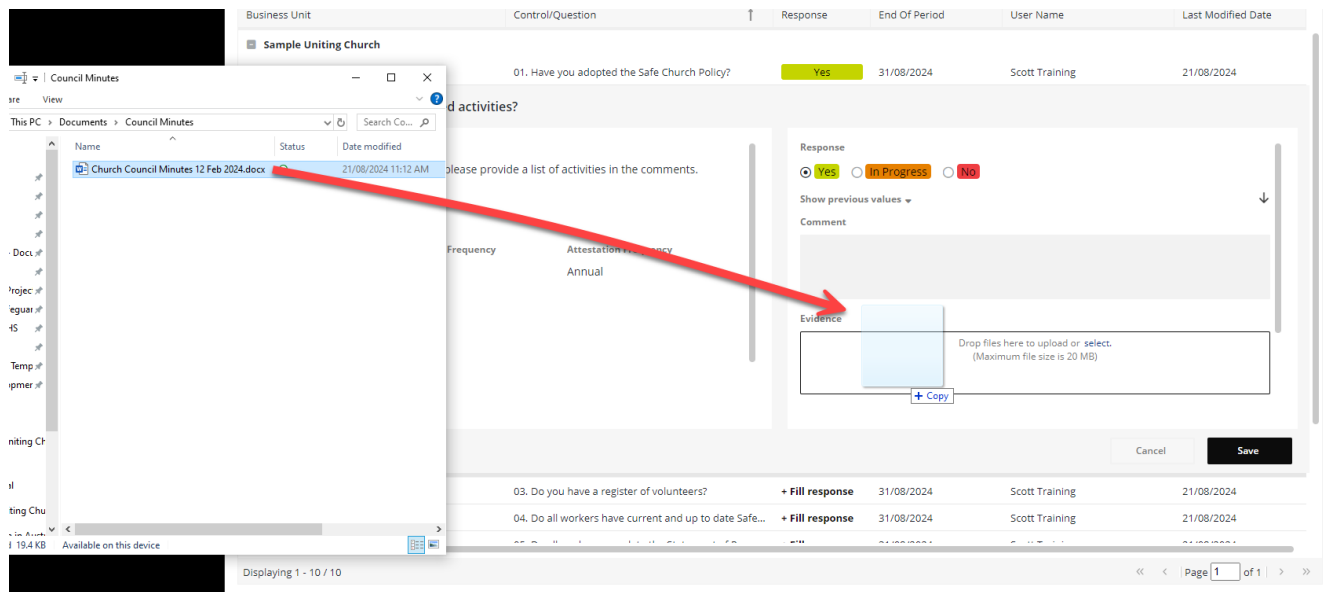


Figure 4: Using drag and drop to add evidence

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 Protect

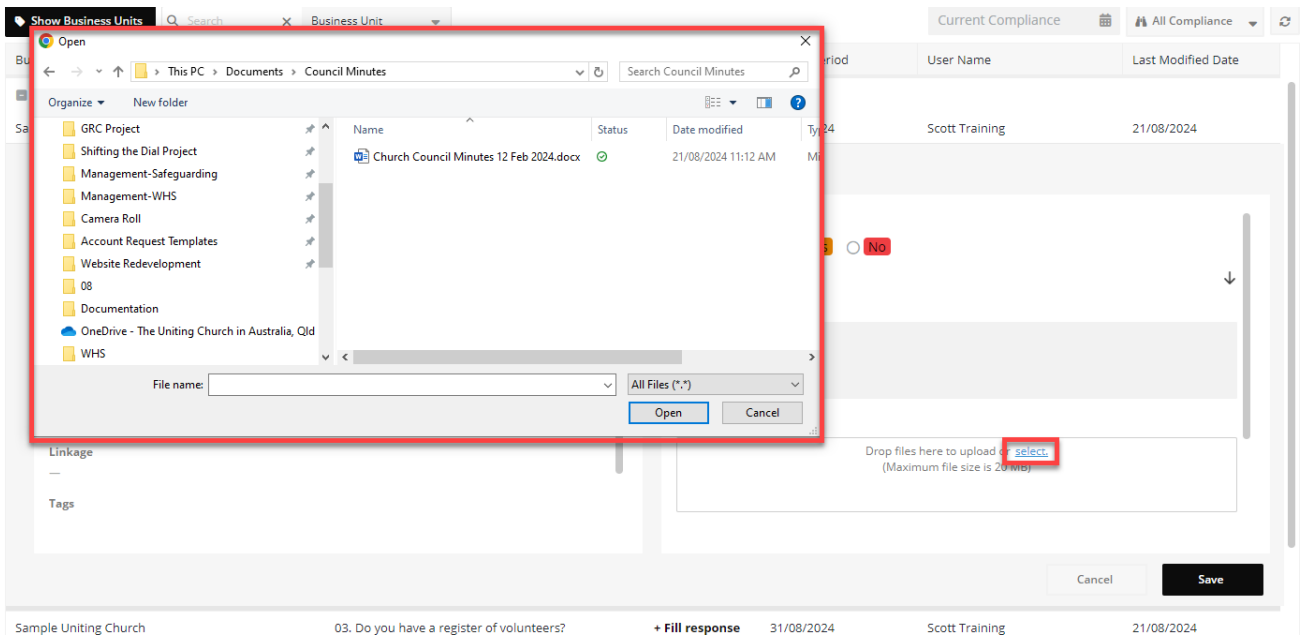


Figure 5: Method 2: Using Select to open a window and choose a document.

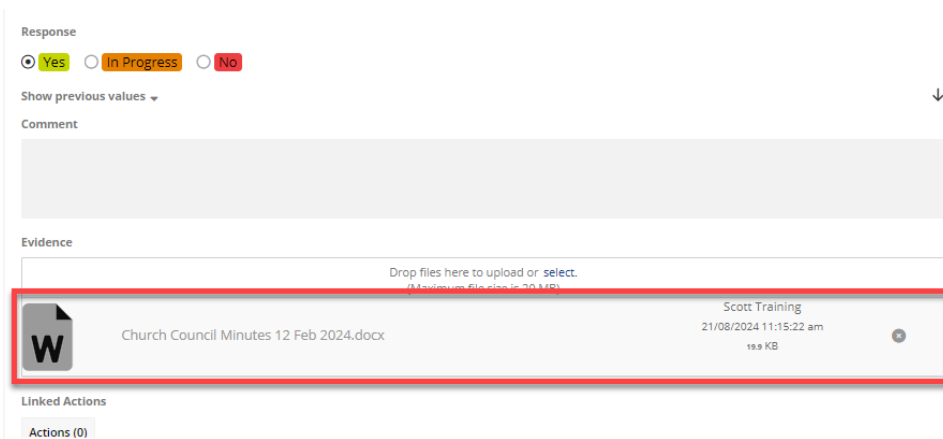


Figure 6: After the document has successfully uploaded.

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



Instructions: Complete the Safe Church Audit in Protecht

Evidence

Drop files here to upload or select.
(Maximum file size is 20 MB)

Church Council Minutes 12 Feb 2024.docx

Scott Training
21/08/2024 11:15:22 am
19.9 KB

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
+ Fill response	31/08/2024	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

Business Unit	Control/Question	Response	End Of Period	User Name
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				

This document is uncontrolled when printed.