

Safe Church Breach Register

Insert Location/Congregation

The Safe Church Breach Register records breaches of the Safe Church Policy which is the Synod’s risk management strategy. The Safe Church Policy requires all volunteers lay preachers and lay workers to have pre-appointment screening, complete Safe Church Training, sign a Statement of Personal Commitment (SOPC) annually and have a valid linked blue card for all child-related roles. All ministry agents must hold a valid, linked Blue Card, complete Safe Church Training and sign a Ministry Agent Statement of Commitment (SOC) annually. Breaches of the Safe Church Policy relate to a lack or failure to comply with these requirements. All breaches must be recorded in a register and must be reported to the Safe Church Coordinator and the Church Council or Presbytery Chair or their delegate. The actions taken in response to the breach must be suitable consequences and outcomes for breaches. For example, a breach would be a person’s Statement of Personal Commitment (SOPC) is out of date, and a consequence would be the person stopping all volunteering until they have signed a new SOPC. Some examples have been added in the register below.

Date/Time	Type of Breach <i>(Blue Card, Training, SOPC)</i>	Name of Person/s	Status of Person/s <i>(Volunteer, lay worker, lay preacher, ministry agent)</i>	What Happened? <i>(Brief summary)</i>	Actions taken in response to Breach <i>(Brief summary)</i>	Person the breach was reported to <i>(SMC Coordinator, Council Chair, Synod office)</i>	Date Reported	Comment
11/02/22	Training	Volunteers Name	Volunteer	SMC Training has expired	Advised that volunteering can’t continue until SMC Training has been completed and up to date.	SMC Coordinator	11/03/22	SMC Training completed 10/06/22, resumed volunteering
12/04/22	Blue Card	Volunteers Name	Volunteer	Volunteer has received a negative notice	Advised person that all volunteering must stop immediately. Also advised them that the negative notice may require further processes to be implemented.	Council Chair Synod office	12/04/22 14/04/22	24/05/22: Person is able to undertake a new application process to volunteer in roles that do not require a Blue Card, pending final approval by the Church Council.
5/05/22	SOPC	Volunteers Name	Volunteer	SOPC is out of date	Advised that volunteering can’t continue until a new SOPC is signed	Council Chair	5/5/22	5/5/22 new SOPC signed, and volunteering resumed





Revisions

Document number	C/2.1.15				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review	26.07.2027				