



CONFIDENTIAL WHEN COMPLETED

C/2.4.1.2

Purpose

This document provides guidelines to follow when developing a written Safety Agreement in response to a Person of Concern (POC). The Safety Agreement informs the POC about any terms and conditions placed upon them. This document is a guide to assist with [Responding to a Person of Concern \(C/2.4.1.1\)](#).

New Reporting Laws

New laws start on **5 July 2021** which target behaviour that ignores or hides the sexual abuse of children pursuant to the *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020*. These new laws mean:

- all adults must report sexual offending against children to the police unless they have a reasonable excuse
- adults in an institutional setting (e.g. a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.

Suggested steps for preparing and using the Sample Safety Agreement:

1. Create the Safety Agreement. A template for use is provided on the next page. Complete and print all pages except for this current page (page 1).
2. Print off a copy of both of the following documents:
 - the Person of Concern Policy document; and
 - Responding to a Person of Concern document
3. Provide a copy of each document to the POC at the face to face meeting, and make sure to check the boxes on page 3 (page 2 of the Safety Agreement) to confirm that you have handed a copy of each document to the POC.
4. Follow the guidelines in the procedure document [Responding to a Person of Concern](#).
5. Once finalised, provide a signed copy to the POC, the General Secretary, and the nominated police officer, if applicable. Note the mandatory requirement to report any sexual abuse or grooming; or suspected sexual abuse or grooming to police. Information, advice and support is available via the Safe Church Assurance and Support Officer on: 0491 491 227 or safeministrywithchildren@ucaql.com.au
6. Keep a signed copy for your records.

Revisions

Document number		C/2.4.1.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	30.06.2021	Manager, Risk and Compliance	30.06.2021	ED Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review		30.06.2026			

Safety Agreement for a person of concern

BETWEEN

Uniting Church in Australia, Queensland Synod

AND

(insert name) Presbytery

AND

(insert name) Uniting Church

AND

(insert full name of person of concern)

This Safety Agreement is a memorandum of understanding regarding the involvement of (insert full name of person of concern) with (insert name) Uniting Church in (insert name) Presbytery of the Uniting Church in Australia, Queensland Synod.

This Safety Agreement is not a legally binding document but failure to adhere to the Safety Agreement will result in (insert full name of person of concern) being unable to attend and participate in Uniting Church events, activities and programs, and to no longer to be present on (insert name) Uniting Church property.

This Safety Agreement is offered by the Synod to (insert name of person of concern). The Synod has final determination if a Safety Agreement will be offered/continue to be offered/terminated.

Parties

The parties to this agreement are:

Uniting Church in Australia, Queensland Synod represented by (insert name of Synod representative)

(Insert name) Presbytery represented by (insert name of Presbytery representative)

(Insert name) Uniting Church congregation represented by (insert name of congregation representative); and

(Insert full name of person of concern and any abbreviated version that will be used through the agreement)

Purpose

The purpose of this agreement is to state the conditions upon which (insert name of person of concern) can be involved with the (insert name) Uniting Church congregation.

Acknowledgements

The parties are committed to the physical, emotional and spiritual welfare and safety of all people involved in the congregation.

(Insert name of person of concern) has been worshipping at and is involved in activities with the congregation/seeks to worship with the congregation.

(Insert name of person of concern) is currently charged with a criminal sexual offence/has conviction for sexual offences/has been observed/suspected to engage in harmful sexual behaviour and is being assessed as a person of concern by the Synod.

POC and each representative to initial the bottom of each page

POC initials	Representatives' initials
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(Insert name of person of concern) has been provided with a copy of each of the following documents: (tick the box when the document has been provided)

- the Person of Concern Policy document; and
- Responding to a Person of Concern document

The parties commit themselves to abide by the provisions of this agreement to ensure the physical, emotional and spiritual welfare and safety of all people involved in the life of the congregation and enable (insert name of person of concern) to worship and be involved with the congregation.

Supervision and support will be provided to (insert name of person of concern) through monitoring. The following are appointed to monitor (insert name of person of concern) under this agreement (Monitor/s):

Name of monitor	Position within the Church
(insert name of first monitor)	(insert position of monitor)
(insert name of first monitor)	(insert position of monitor)
Add additional monitors as required	

(Insert name of person of concern) commitment to the congregation

If (insert name of person of concern) wishes to worship and commence/continue their involvement with the congregation, it is agreed that they will attend the (state date and time of service, i.e. Sunday 0930) worship service at (insert name of specified worship service or location).

(Insert name of person of concern) may attend the congregation other than during the specified worship service only if authorised beforehand by the congregation Minister or Chairperson of the congregation church council or a monitor for the following specific authorised activities (name activities).

(Insert name of person of concern) will not visit any property or activity of the presbytery/Synod outside of a specified worship service or an authorised activity.

(Insert name of person of concern) consents to being monitored at all times by Monitors during specified worship service and authorised activities.

(Insert name of person of concern) is committed to not offending or re-offending. If (insert name of person of concern) feels they are at risk of offending or re-offending they will seek guidance and support from the Ministry agent, a Monitor, a support person or other appropriate person.

When attending a specified worship service or authorised activity, (insert name of person of concern) will enter and leave via a route designated by a Monitor and will comply with all reasonable directions given by monitors.

When attending a specified worship service or authorised activity, (insert name of person of concern) will keep a reasonable distance (as agreed with their Monitor) from and avoid any physical contact with children/vulnerable adults including when using toilet facilities. (insert name of person of concern) will actively avoid being alone with any child/vulnerable adult. If a child/vulnerable adult approaches them, (insert name of person of concern) will move away immediately, inform their Monitor and seek the support of the Monitor. This sub-clause does not necessarily apply to the family of (insert name of person of concern).

When attending the congregation, (insert name of person of concern) will not use or seek to use any Uniting Church computers or information technology including mobile phones and tablets.

(Insert name of person of concern) will not undertake or accept nomination for any leadership role in the congregation, presbytery or Synod including but not limited to the following:

- Standing for or accepting nomination for any leadership position in the congregation, presbytery or Synod including membership of church council, Presbytery Standing Committee, or Synod Standing Committee, any committees or task groups of the congregation, presbytery or Synod

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- Membership of any congregation/faith community task groups/portfolio working groups
- Leading worship in any capacity including but not limited to saying grace, prayers, singing as an individual or member of a band/group/choir, bible reading, lighting candles, offering votes of thanks, carrying Communion elements or the Bible into the Church, serving Communion elements, addressing the congregation in any way, standing in the sanctuary space
- Leader or helper role of any children or youth activities including but not limited to creche, Sunday School, Kids Group, youth group, days camps, fun days
- Greater, welcomer, pastoral care visitor
- Keys to any Church property, afterhours access to any Church property, access to any Church computer equipment or technology
- Leading bible studies, home/life/fellowship groups, organizing or hosting any Church events, activities or programs, involvement in religious education programs
- Any other activity which a reasonable person might identify as acting in a leadership role/position with the Uniting Church

(Insert name of person of concern) understands that they must notify the Chairperson of the congregational church council if they wish to attend a Church activity, event or program at a Uniting Church other than where the Safety Agreement has been offered so that safety measures can be put in place.

(Insert name of person of concern) will meet as requested with Monitors.

(Insert name of person of concern) understands that if any person makes a complaint against him/her of inappropriate or abusive behaviour, this will be reported to the Chairperson of the congregation church council and the Synod. This may also be reported to police, a parole officer (if any) child protection and/or other appropriate authorities as required.

If (insert name of person of concern) is a registered person under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004* or equivalent, they will provide a Monitor as soon as is practicable with a copy of any written notice detailing their reporting obligations and the contact details of the police officer they report to. (Insert name of person of concern) will also provide a copy of this Safety Agreement to the police officer they report to. The Monitor will forward a copy of any written notice to the church council who will inform the Synod.

The congregation's undertaking to (insert name of person of concern)

The congregation accepts (insert name of person of concern) as a member of the congregational community and encourages them to use their gifts appropriately.

The congregation commits to providing monitoring and pastoral support to (insert name of person of concern) and to not knowingly place them in a situation where he/she may be alone with children/vulnerable adults.

The congregation commits to providing (insert name of person of concern) with Monitors for their supervision and support to participate in the services and activities specified in this safety agreement.

Disclosure

This agreement will be kept confidential and will only be disclosed in limited circumstances as determined by the Uniting Church in Australia, Queensland Synod. Pursuant to the *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020*:

- all adults must report sexual offending against children to the police unless they have a reasonable excuse
- adults in an institutional setting (e.g. a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.

This means that a report about the risk that your behaviour poses, has been made to the police.

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This agreement or its contents may be disclosed to:

- Present and future ministry agents of the congregation
- Monitors and any other person undertaking supervision and support of (insert name of person of concern)
- Persons responsible for the welfare and safety of children and/or vulnerable adults involved in the congregation
- Church council members
- Presbytery Minister
- The General Secretary or their delegate
- The Placements Committee
- Synod professional and legal advisors
- Any congregation or presbytery member if deemed appropriate by the Chairperson of the congregation church council or Synod
- Appropriate ecumenical partners

This agreement or its contents and/or information relating to (insert name of person of concern) membership of the congregation may be disclosed:

- To any person, not necessarily a member of the congregation, where it is considered reasonably necessary to ensure the welfare and safety of any child or person
- To persons in other congregations, presbyteries or synods in the event that (insert name of person of concern) is interested in being involved with another entity of the Uniting Church in Australia
- To appropriate ecumenical partners in the event that (insert name of person of concern) becomes involved with another denomination
- To the Police and/or other authorities, if considered necessary

If (insert name of person of concern) breaches any provision of this agreement, the agreement, its contents and the breach may be disclosed to any person involved with the congregation, presbytery or Synod including professional and legal advisors and the police and/or other authorities if appropriate.

Termination

If (insert name of person of concern) ceases to be involved in the congregation and wishes to move to another congregation, presbytery or synod of the Uniting Church in Australia, they will notify a Monitor or the Chairperson of the congregation church council as soon as practicable.

If (insert name of person of concern) ceases to be involved in the Uniting Church in Australia and wishes to move to another denomination, they will notify a Monitor or the Chairperson of the congregation church council as soon as practicable.

If (insert name of person of concern) breaches any provision of this agreement, the agreement will be terminated, and they must immediately cease attending any specified worship services or authorised activities. In the event of termination, (insert name of person of concern) must be excluded from all Synod services or activities, is not to be present on Uniting Church property and requested to be removed as a member of the Uniting Church in Australia.

This agreement will be reviewed in 12 months.

Entire agreement and counterparts

This document as executed by the parties constitutes the entire agreement.

The parties may execute this agreement in counterparts, each of which is deemed an original and all of which constitute only one agreement.

POC and each representative to initial the bottom of each page

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Signatures

X

Full name
Synod Representative

Date: _____

X

Full name
Presbytery Representative

Date: _____

X

Full name
Congregation Representative

Date: _____

X

Full name
Person of Concern

Date: _____

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