



#### 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 complements the Person of Concern Procedure (C/2.4.1.1).

### Mandatory Reporting

- 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 using the template on the next page. Complete and print all pages except for this current page (page 1). Follow the guidelines in the Person of Concern procedure document.
2. Print off a copy of both of the following documents:
  - the Person of Concern Policy document; and
  - the Person of Concern Procedure 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. The process is that the safety agreement is completed by Church Council, Monitors and POC. The agreement is then forwarded (without signatures) to the Safe Church Assurance and Support Officer [safechurch@ucaqld.com.au](mailto:safechurch@ucaqld.com.au) who will then have the General Secretary and Presbytery Minister sign the document, before returning back to the Church Council, Monitors and POC for your final signatures.
5. Once final signatures have been completed, please provide a signed copy to the POC and to the parties to the agreement (email a signed copy to [safechurch@ucaqld.com.au](mailto:safechurch@ucaqld.com.au) for distribution). Note the mandatory requirement to report any suspected sexual abuse or grooming to police. Information, advice and support is available via 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/2.4.1.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
5.0	10.04.2025	Program Manager, Risk and Assurance,	10.04.2025	General Manager, Risk and Safeguarding	Safe Church Assurance and Support Officer
Next scheduled review		10.04.2027			

## 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

(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

☐ Person of Concern Procedure 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 following services or activities:

Service or Activity	Location	Day and Time	Frequency
(insert name of specified worship service or bible study or activity)	insert location	(day and time of service, i.e. Sunday 0930)	Eg weekly, monthly

(Insert name of person of concern) understands that they will not be employed by the Church or partake in any activities requiring a Blue Card (including volunteering with children or being engaged as a consultant or contractor to work with children).

(Insert name of person of concern) agrees to the following:

- will not visit any property or activity of the presbytery/Synod outside of a specified worship service or an authorised activity listed above.
- consents to being monitored at all times by Monitors during an authorised activity listed above.
- will enter and leave via a route designated by a Monitor and will comply with all reasonable directions given by monitors.
- 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.
- will actively avoid being alone with any child/vulnerable adult, with the exception of their own family members.
- will not use or seek to use any Uniting Church computers or information technology including mobile phones and tablets
- will meet as requested with Monitors.
- will not undertake or accept nomination for any leadership role in the congregation, presbytery or Synod

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POC initials	Representatives' initials
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- 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.

(Insert name of person of concern) agrees to immediately, inform their Monitor and seek the support of the Monitor if the following occurs:

- If a child/vulnerable adult approaches them, they will move away immediately
- If (insert name of person of concern) feels they are at risk of offending or re-offending

## 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 not knowingly place (insert name of person of concern) in a situation where he/she may be alone with children/vulnerable adults.

The congregation commits to providing pastoral support to (insert name of person of concern). The person providing pastoral support will be (insert name of person providing pastoral support)

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. This agreement or its contents will be disclosed to the parties to this agreement.

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

## Termination

(insert name of person of concern) agrees to notify a Monitor or the Chairperson of the congregation church council as soon as practicable of either of the following:

- ceases to be involved in the congregation and wishes to move to another congregation, presbytery or synod of the Uniting Church in Australia,
- ceases to be involved in the Uniting Church in Australia and wishes to move to another denomination

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.

## Entire agreement and counterparts

This agreement will be reviewed in 12 months.

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

POC initials	Representatives' initials
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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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