

Safe Ministry Code of Conduct

Grace Church Bega Valley

I commit to conducting myself in a manner consistent with the Safe Ministry Check Training Course when serving at Grace Church Bega Valley.

I will treat adults, children and young people with respect and value, without favouritism.

I will behave appropriately, being faithful to my appointed tasks, being an example to others, and being careful in how I physically interact with others.

I will never use physical punishment or abusive language - even as a form of discipline.

I will act transparently, as far as possible, ensuring that another adult is present or within eyesight when I am with a vulnerable person (including other people's children).

I commit to ensuring that the spaces and activities I'm responsible for are safe and do not put people at risk of significant harm.

I commit to including vulnerable people (and/or their carers/significant other) in discussions about decisions that will significantly affect them.

I commit to encouraging openness by listening to people's concerns with a willingness to support them and help them.

I commit to reporting any concerns or suspicions about harmful behaviours and significant risks to the Grace Church Bega Valley Safe Ministry Contacts without bias or partiality.

I will submit to the Grace Church Bega Valley leader screening process to ensure I'm a suitable person to work with vulnerable people.

I will submit to disciplinary steps if I am found to violate these commitments or act in an otherwise inappropriate or illegal manner at Grace Church Bega Valley.

SAFE MINISTRY CONTACTS

If you have a concern about the safety of someone in a Grace Church Bega Valley program, or a concern about how a volunteer or leader at Grace Church Bega Valley has behaved, please contact one of the Safe Ministry Contacts (below) directly or, through the online form at:

<https://gracechurchbv.safeministrycheck.com.au/statement/>

- Sue Duchesne ph: 0439 949 033 e: sue.duchesne@gmail.com
- Lee-Anne Todd ph: 0434 883 970 e: landgtodd@gmail.com
- Todd Helton ph: 0400 325 688 e: toddhelton78@yahoo.com.au
- Beth Walters ph: 0400 034 988 e: bvw@internode.on.net

SAFE MINISTRY ADMINISTRATOR

If you need help navigating our online safe ministry platform, or have any questions related to safe ministry training, please contact our administrator below

- Jill Elliott-Morrow e: admin@gracebega.au

KEY REQUIREMENTS FROM OUR SAFE MINISTRY POLICY:

★ Anyone serving in a ministry activity (including music, coffee, and welcoming) **must**:

- have completed the online 'Volunteer Training' course prior to serving.
- have signed the Safe Ministry Code of Conduct
- provide contact details for two personal referees
- refresh online training every 12 months

Note: Anyone involved in ministry to vulnerable people must have completed the additional certification. Please refer to the document titled '*Safe Ministry Compliance Requirements*' for information on what is required.

★ All safe ministry documentation and training is managed and delivered through an online system. This is accessed at gracechurchbv.safeministrycheck.com.au

★ Our Safe Ministry policy must be reviewed annually and updated as required.

- The Safe Ministry Administrator is responsible for undertaking or delegating the annual review.
- The Elders are responsible for endorsing the reviewed documents prior to publication.
- Published documents must clearly note the date they were last reviewed (see document revision information at end of document).

★ Grace Church will ensure that those who attend but who are not serving in a ministry at Grace Church have access to the online safe ministry awareness course. Accessed at

gracechurchbv.safeministrycheck.com.au

DOCUMENT REVISION INFORMATION

Version	Date	Amendment	Author
2.1	16/10/24	Elder Approved Version 2.1	C. Horner
3.0	13/02/25	Update. Approved by Elders	C. Horner
3.1	04/03/25	Inclusion of Admin Contact	C. Horner
3.2	16/04/26	Yearly review and admin email change	J. Elliott-Morrow