

## Policy Name: Safe Ministry Policy

### Document Version Control

Updated By	Update Date	Reason for Change
Ray Forlin	05/07/2024	Brought up to date with new policies template
Ray Forlin	06/12/2024	Updated following Elders review
Ray Forlin	26/02/2026	Updated Safe Ministry Officers and definitions

## Definitions

For the purposes of this Policy, the following definitions apply:

### Abuse

Any action, behaviour, or omission that causes, or is likely to cause, physical, emotional, psychological, spiritual, or sexual harm to a person. This includes neglect, exploitation, grooming, harassment, and inappropriate boundaries.

### Child / Young Person

Any person under the age of 18 years.

### Code of Conduct

The document issued by Subi Church that sets out expected standards of behaviour, ethical conduct, and professional boundaries for all Relevant Leaders.

### Confidential Information

Any personal, sensitive, or private information relating to an individual, including records of concerns, complaints, investigations, or personal circumstances.

### Independent Ministry Investigator

An appropriately qualified and independent person appointed by the Safe Ministry Supervisors to investigate allegations of inappropriate behaviour, misconduct, or abuse.

### Mandatory Reporting

The legal obligation under Western Australian law to report reasonable suspicions of child abuse, neglect, or harm to the relevant government authority.

### Relevant Leaders

All staff, pastors, elders, coordinators, ministry leaders, volunteers, trainees, and any other persons engaged by or representing Subi Church in any ministry or organisational role.

### Safe Ministry Check

The screening process required by Subi Church prior to appointment to ministry roles, including application, reference checks, Safe Ministry Training, Working With Children Check (where applicable), and acceptance of the Code of Conduct.

### **Safe Ministry Supervisors**

The individuals appointed by Subi Church to oversee safeguarding practices, receive and manage concerns and complaints, coordinate reporting obligations, and ensure compliance with this Policy.

### **Safe Ministry Training**

The approved safeguarding training program required by Subi Church, including the Safe Ministry Training Course ([www.SafeMinistryTraining.com.au](http://www.SafeMinistryTraining.com.au)) or other recognised equivalent.

### **Vulnerable Person**

Any person who may be at increased risk of harm due to age, disability, illness, mental health, social isolation, dependency, or other personal circumstances. This includes, but is not limited to, children, young people, the elderly, and people living with disability.

### **Working With Children Check (WWCC)**

The background screening process required under Western Australian law for individuals engaged in child-related work.

## **1. Background & Governance**

This policy outlines our commitment to safeguarding the physical, emotional and spiritual welfare and safety of all people (especially vulnerable people) involved with Subi Church. It applies to all staff, leaders, pastors, coordinators, volunteers, trainees and anyone working on behalf of Subi Church (“Relevant Leaders”). The Subi Church Safe Ministry Supervisors take responsibility for ensuring these principles are reviewed at least every two years, or earlier if legislation, organisational structure, or risk factors change, and embedded in the organisation culture at all levels.<sup>1 2</sup>

## **2. Commitment to Safeguard Vulnerable People**

We are committed to the Biblical call to care for the vulnerable by actively preventing harm and abuse, and by seeking to provide safe programs.<sup>3</sup> We are also responsible and accountable for fulfilling our obligations under State and Federal law to protect children and vulnerable people.

We are committed to ensuring that vulnerable people (including children, families, people with disability and the elderly) are informed and involved in decisions that considerably affect them. We recognise the diverse needs of vulnerable people should be considered and that their concerns be taken seriously.<sup>4</sup> We are committed to embedding this care into all levels of our leadership and culture.

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<sup>1</sup> This policy is in accordance with the Children and Young Persons (Care and Protection) Act 1998 No 157

<sup>2</sup> As per Point 1 of the National Statement of Principles for Child Safe Organisations

<sup>3</sup> Deuteronomy 6:4-7; Matthew 18:1-6; Mark 10:13-16

<sup>4</sup> As per Points 2, 3 & 4 of the National Statement of Principles for Child Safe Organisations

### 3. Commitment to Screening and Training Volunteers

We are committed to ensuring all volunteers are screened, appropriately supported and trained through the process outlined below.<sup>5</sup>

1. All volunteers must be regular participants at Subi Church (normally at least three months of active involvement for non-child related roles; at least one year for child related roles). They will have their roles and responsibilities clearly outlined for them as they start their role
2. Volunteers must complete the Safe Ministry Check process respective to their role
3. As part of the Safe Ministry Check process, volunteers will attend the Safe Ministry Training Course ([www.SafeMinistryTraining.com.au](http://www.SafeMinistryTraining.com.au)) which outlines appropriate behaviour including how to minimise the chances of harm and abuse, as well as training in how to identify and report cases of abuse. All volunteers must complete Safe Ministry training at least every three years
4. Volunteers will be asked to provide referees who can confirm their suitability to work with vulnerable people and that there is no reason they should not be appointed
5. Volunteers will commit to the leader's Code of Conduct and behave as followers of Jesus and be willing to be held accountable for their behaviour
6. If the volunteer is working with children & youth, they must have the WA state "Working With Children Check" verified

No-one with a criminal record of child abuse, molestation or similar offences is allowed to be involved in children's or youth ministry at Subi Church.

Leaders must maintain appropriate boundaries in all electronic communications, including social media, messaging platforms, and email. Furthermore, risk assessments must be completed for major programs, camps, excursions, and special events involving vulnerable people.

### 4. Commitment to Providing Safe and Accessible Programs

We are committed to ensuring that our programs and events are safe and appropriate for those attending. Careful consideration must be given to the activities chosen, the venue, safe ratios of supervision, appropriate toileting practices, transportation, work health and safety, parental or guardian permission and confidentiality of records kept. All safeguarding records will be securely stored, access restricted, and retained in accordance with legal and insurance requirements.

To help maintain appropriate standards, we provide all relevant leaders access to ongoing training and adequate supervision in their roles and responsibilities.

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<sup>5</sup> As per Point 5, 7 & 8 of the National Statement of Principles for Child Safe Organisations

## 5. Commitment to Appropriately Respond to Concerns

We are committed to creating a culture where people feel safe to speak out about inappropriate behaviour without fear of being rejected or ridiculed. We are committed to listening and responding appropriately to concerns and complaints at Subi Church. Throughout this process we will protect the confidentiality, dignity, health and well-being of all individuals involved. Any child-related issues will be managed with a focus on the interest of the child and will be reported to the relevant State Child Protection body.<sup>6</sup> Information will be handled sensitively and confidentially, except where disclosure is required by law or necessary to protect individuals from harm.

All reports will be managed by the Subi Church Safe Ministry Supervisors.

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The Safe Ministry Supervisors will follow a **Safe Ministry Issue Management Process**.<sup>7</sup> This includes Mandatory Reporting as set out by the state government of Western Australia,<sup>8</sup> reporting any criminal activity to Police, and the reporting of allegations of abuse to the State Ombudsman and the insurer of Subi Church. In certain incidents (as outlined in the Issue Management Process) the Safe Ministry Supervisors will appoint an Independent Ministry Investigator to investigate allegations of inappropriate behaviour.

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### Document Approved by:

Ray Forlin, Executive Pastor

Amanda Tan, Executive Director

27/02/2026

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<sup>6</sup> As per Point 6 of the National Statement of Principles for Child Safe Organisations

<sup>7</sup> As per Point 10 of the National Statement of Principles for Child Safe Organisations

<sup>8</sup> See <https://www.wa.gov.au/service/community-services/community-support/mandatory-reporting-of-child-sexual-abuse-wa>