

SAFE MINISTRY POLICY

Kingsley Church of Christ Incorporated



Date of Issue: 01/09/2026

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Approved by: Elders

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Purpose

Kingsley Church of Christ has established this policy to express and direct our commitment to safeguarding vulnerable people.

Scope

This policy applies to all employees, volunteers, contractors, and visitors within Kingsley Church of Christ.

Definitions/Concepts

Church: Kingsley Church of Christ Inc.

Eldership: The Board of Management of the Church.

Management Team: Consists of Deacons who are appointed by the Elders to manage the affairs of the church.

Safe Ministry Contact: The person named in this policy as the contact for all issues relating to the safety of vulnerable persons.

Responsibilities

Eldership: Regularly review the policies. Ensure adequate consultation with affected persons.

Management Team: Regularly review procedures to ensure they give clear, practical guidance in conformity with these policies.

Safe Ministry Contact: Respond to breaches of these policies.

Ministry Team Leaders: Train and monitor adherence to these policies.

Staff and Volunteers: Understand and adhere to the policies.

Policy

The following principles guide our approach and the strategies being implemented to embed a safeguarding culture in the organisation at all levels.¹ Because of the changing nature of our world and our organisation, we commit to regularly reviewing and updating this policy to ensure its ongoing effectiveness, relevance and fulfilment of any State and Federal laws to protect children and vulnerable people.^{2, 3}

1. Commitment to safeguard vulnerable people

We are committed to the biblical call to actively prevent harm and abuse and ensure the safety and equity of everyone involved in our organisation with special concern for vulnerable people who face a higher risk of mistreatment.⁴ This includes children and young people, Aboriginal and Torres Strait Islanders, the elderly, people with disabilities, and people with identity and mental health challenges.⁵

¹ National Principles for Child Safe Organisations, point 1

² National Principles for Child Safe Organisations, points, 9 & 10

³ This policy is in accordance with the NSW Children and Young Persons (Care and Protection) Act 1998 No 157.

⁴ As an organisation that works with children, we are committed to the National Child Safe Principles. See <https://childsafe.humanrights.gov.au/national-principles>

⁵ National Principles for Child Safe Organisations, point 4

It is important that all people involved in our organisation (including vulnerable people and children) are informed about their rights, invited to express their individual needs, participate in decisions which significantly affect them, and have their concerns taken seriously.⁶ We also want families and communities who are involved in our organisation to be informed and involved in promoting the safety and wellbeing of vulnerable people.⁷ All people are encouraged to appropriately express their cultural backgrounds and racism will not be tolerated within the organisation.⁸

To help achieve this, we encourage every person attending or involved in our organisation to complete the church's Safe Ministry Members Safeguarding course at <https://kingsley.safeministrycheck.com.au>

We have also made this policy (and further information for children, families and vulnerable people) available through our statement page, accessible online through a badge on our webpage <https://kingsley.safeministrycheck.com.au/statement>

This material will help people in our community to better understand their shared responsibility to safeguard vulnerable people around our community and how to raise any concerns. We actively encourage everyone involved in our organisation to be involved in the effectiveness and ongoing improvement of our policies and safeguarding procedures.⁹

2. Commitment to respond to concerns

We are committed to creating a culture where people feel safe and encouraged to raise concerns about their own or other people's safety.

Therefore we encourage people at all levels of the organisation and in our community to report any concerns they have about the safety and wellbeing of people connected with the church. We are committed to listening well and handling all concerns seriously. We will protect the confidentiality, dignity, health and well-being of all individuals involved in any concern raised. Any child-related issues will be managed with a focus on the interest of the child.¹⁰

All reports will be managed by the church's Safe Ministry Contact. In the case of a conflict of interest or other concern with the designated Safe Ministry Contact, the Eldership may appoint another person to act in that capacity at their discretion.¹¹

Safe Ministry Contact:

Carolyn Birch, 0488 963 611, families@kingsleychurch.org

When any concerns or allegations are raised, the Safe Ministry Contact will follow the Safe Ministry Incident Management Process which, depending on the circumstances, may involve reporting the concern or allegation to other entities such as the Police, the Department of Communities, the Ombudsman, and the insurer of Kingsley Church of Christ. In certain incidents the Safe Ministry Contact will appoint an Independent Investigator to investigate allegations.

⁶ National Principles for Child Safe Organisations, point 2. Victorian Child Safe Standards, point 5

⁷ National Principles for Child Safe Organisations, point 3

⁸ Victorian Child Safe Standards, point 1

⁹ National Principles for Child Safe Organisations, point 8 & 3.

¹⁰ National Principles for Child Safe Organisations, point 6

¹¹ National Principles for Child Safe Organisations, point 10

2.1 Mandatory Reporting (Ministers of Religion)

Under WA law, Ministers of Religion are mandatory reporters.¹² If a minister forms a belief in the course of their work that a child is being or is at risk of sexual abuse, they must report it to the Department of Communities.

2.2 Reportable Conduct Scheme

As an organisation providing services to children, we comply with the Ombudsman WA Reportable Conduct Scheme¹³. The Senior Pastor/Board Chair must notify the Ombudsman of any "reportable allegation" involving staff or volunteers within 7 days.

3. Commitment to screening and training

We are committed to ensuring all leaders are appropriately screened, supported and trained.¹⁴

This means all elders, deacons, team leaders and volunteers involved in personal/relational serving roles (including anyone working with or around children) must follow the direction of the Safe Ministry Contact who oversees this compliance. These leaders must:

1. Be regular participants in worship services and other church activities.
2. Provide referees who can confirm they are suitable to work with vulnerable people;
3. Complete an approved safe ministry training course which outlines appropriate behaviour, including how to minimise the chance of harm, as well as training in how to identify and report cases of abuse (this can be completed at <https://kingsley.safeministrycheck.com.au>);
4. Commit to abiding by the church's Code of Conduct and any relevant policies and procedures, including being willing to be held accountable for their behaviour; and
5. If they are working with children & youth, they must have their "Working With Children Check" verified and current¹⁵.

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

4. Commitment to safe and accessible programs

We are committed to ensuring that our physical and online environments promote safety and wellbeing for all involved.¹⁶ Careful consideration will 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.

The Safe Ministry Contact will regularly check-in at events and team meetings to help establish a safeguarding culture and provide ongoing training and supervision to leaders and volunteers in those roles.¹⁷

References:

Internal Documents:

- POL004 - Code of Conduct
- POL020 – Volunteer Appointment
- POL301 – WHS Framework
- POL402 – Reportable Conduct

¹² <https://www.wa.gov.au/service/community-services/community-support/mandatory-reporting-of-child-sexual-abuse-wa>

¹³ https://www.ombudsman.wa.gov.au/Reportable_Conduct/Reportable_Conduct.htm

¹⁴ National Principles for Child Safe Organisations, points 5, 7 & 8

¹⁵ Working with Children (Criminal Record Checking) Act 2004

¹⁶ National Principles for Child Safe Organisations, point 8

¹⁷ National Principles for Child Safe Organisations, points 1, 7, 8.

- POL403 – Persons of Concern
- POL404 – Kids Church Policies

Relevant legislation:

- Children and Community Services Act 2004
- Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008
- Criminal Code Act 1913
- Criminal Code Amendment Section 204B (Cyber Predators) Bill 2005
- Working with Children (Criminal Record Checking) Act 2004
- Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022

Other:

- The Child Safe Standards (Royal Commission into Institutional Responses to Child Sexual Abuse recommendations)
- The National Child Safe Organisation Principles.

Approval

Elders, 01/09/2026

Revision History

26/02/2026, Initial Draft