

**Procedure – Safe Ministry   
Framework Implementation**

The Safe Ministry Framework Implementation Procedure relates to the appointment of persons to Safe Ministry positions, and mechanisms for program approval, communication, reporting, review and improvement of Safe Ministry Framework Policy, Procedures, Codes of Conduct and Implementation forms.

### 1 Appointment of Safe Ministry personnel

1. The Governance Board will appoint current personnel or, where necessary, engage new workers to carry out the following Safe Ministry Framework implementation roles, and review these roles annually:
   1. Safe Ministry Officer/Team
   2. Head of Agency
   3. Health & Safety Officer/Team
   4. Ministry Coordinator/Program Leader.
2. Role descriptions for these roles can be found in **Implementation Forms**.
3. The Governance Board will adequately communicate the names of the persons holding these roles to all workers and members at <name of organisation> *(**e.g. Implementation Forms - Safe Ministry poster).*

### 2 Approving programs and events

1. The Governance Board <or equivalent> will ensure that, prior to commencement, a written approval for all programs and events of <name of organisation> is undertaken.
2. This process will include: ensuring that all duty of care issues have been addressed and all foreseeable program/event risks have been identified, assessed and treated.

3 Communication of the Safe Ministry Framework

1. The Church’s Governance Board will ensure documentation for our Safe Ministry Framework will be made available through our website.
2. We will communicate targeted, relevant and specific information about our Safe Ministry Framework to all persons associated with <name of organisation>.
3. The Management Group will ensure that age appropriate signage is posted to provide information about who people (children and adults) can speak with if they have a concern.

### 4 Reporting to Management Group and Governance Board

1. The Governance Board will have a set agenda item for reporting on Safe Ministry at all board meetings.
2. The Management Group will have set agenda item for reporting on Safe Ministry at each meeting.
3. The Ministry Coordinators, Health & Safety Officer/Team and Safe Ministry Officer/Team will report quarterly to the Management Group as to the implementation of the Safe Ministry Procedures.

### 5 Review of Safe Ministry Framework

1. The Governance Board will receive an annual report from the Management Group as to the progress of implementation of the Safe Ministry Framework.
2. Every second year the Management Group will undertake a review of the Safe Ministry Framework.
3. This review will include receiving feedback and advice concerning the implementation of the Safe Ministry Framework from the [denomination where this relationship exists], Ministry Coordinators, Safe Ministry Officer/Team, staff, children, parents, caregivers and congregation members as appropriate.
4. The review will be presented to the Governance Board for amendment of the Safe Ministry Framework as deemed appropriate for the protection and safety of all people.

Version 20200907

**Copyright © 2020 Safe Ministry Resources Pty Ltd**

The **Safe Ministry Framework** is developed and owned by SMR Pty Ltd.

This document cannot be modified without express written permission through a licence agreement.

Please contact SMR Pty Ltd at email [info@safercommunities.net.au](mailto:info@safercommunities.net.au) to seek permission.

SMR can also provide customisation of the **Safe Ministry Framework** for your church or denomination.

**Disclaimer**: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice for Safe Ministry and have been written with due regard to Australian legislation March 2020.    
Legal advice may need to be sought when responding to individual incidents.