



ANGLICAN DIOCESE OF CANBERRA & GOULBURN

Policy for Safe Ministry with Persons of Concern

*Helping to ensure the safety of adults and children
where a Person of Concern is currently participating or wishes to
participate in the life of a ministry unit*

29 March 2019

1. Introduction

The purpose of this policy is to help ensure that, where a *Person of Concern* is currently participating or wishes to *participate in the life of a ministry unit of the Diocese*, people in the ministry unit are not placed at increased risk of being harmed.

This policy replaces and updates the Diocesan Protocol for Safe Ministry with persons of concern 2012.

This policy is an adaptation of the Anglican Church Australia: *Policy for Safe Ministry in a parish where there is a risk of sexual abuse by Persons of Concern*, June 2017. The amendments herein have been made to bring about consistency with Diocesan policy, protocols, process and practice.

This policy complies with the Anglican Church Australia Safe Ministry to Children Canon 2017.

Under 2019 legislation the *Director of Professional Standards*, the *Rector*, a Churchwarden or a member of the *Ministry unit Accountability Group* may have an obligation to report information about a *Person of Concern* to the applicable authority in their jurisdiction, included failure to protect legislation in NSW and failure to report legislation in NSW & ACT. This policy does not remove this obligation.

It was approved by Bishop in Council Friday 29 March 2019.

This process consists of seven stages:

- 1 Identify a *Person of Concern*;
- 2 Notify the *Director of Professional Standards*;
- 3 Develop an *Interim (Worshipping Standards)*;
- 4 Decide whether to proceed further;
- 5 Conduct the necessary assessments;
- 6 Establish the necessary safeguards; and
- 7 Monitor the arrangements made.

2. Key Terms

Alternative Ministry includes the identification of:

- a ministry unit in whose life the *Person of Concern* may participate; or
- a member of the clergy who can provide pastoral ministry to the *Person of Concern*.

Bishop means the Bishop of the Diocese or their delegate.

Church means the Anglican Church of Australia.

Diocesan Advisor is the Professional Standards Committee of the Diocese.

Director of Professional Standards or **DPS** means the Director of Professional Standards or their delegate.

Expert Assessment of the *Person of Concern* is undertaken by a professional with appropriate qualifications and experience, usually a forensic psychologist or forensic psychiatrist, accredited by the *Bishop*. The Assessment should include identification of factors increasing the likelihood of the *Person of Concern* offending or reoffending, and may take into account information obtained from external sources such as sentencing comments, parole report, etc.

Interim Standards for Worship specifies what is required to protect people in the ministry unit during the *Process of Assessment*. The *Interim Standards for Worship* should, as a minimum, state the conditions for participation of the *Person of Concern* in the life of the ministry unit OR direct the *Person of Concern* not to participate in the life of the ministry unit until the *Process of Assessment* is completed.

Ministry unit Accountability Group (or ministry unit monitors): Where required, are appointed by the *Rector* and Churchwardens *Ministry unit* to monitor the *Person of Concern* at ministry unit events and activities while he or she participates in the life of the ministry unit, holding the *Person of Concern* accountable and supporting/helping the *Person of Concern* manage his or her personal risks and behaviour. The function of the *Ministry unit Accountability Group* will vary according to the *Person of Concern's* level of risk, their offending history and the information gathered. It is not the role of the *Ministry unit Accountability Group* to provide pastoral support.

Participate in the life of a ministry unit means attending public Worship and/or otherwise participating in activities in a ministry unit.

Person of Concern includes one or more of the following:

- a person who has pleaded guilty to, has been convicted of, or has admitted to having committed, a criminal offence which includes any element of Sexual Misconduct; or
- a person who is currently charged with a criminal offence which includes any element of Sexual Misconduct; or
- a person who has been disciplined or had other action taken against them under a disciplinary or professional standards process of the *Church* because of *Sexual Misconduct*, or who has been refused ordination, employment or appointment in the *Church* because of an adverse risk assessment arising from *Sexual Misconduct*; or
- a person against whom allegations of *Sexual Misconduct* are currently being dealt with under a disciplinary or professional standards process of the *Church*; or
- a person who has been disciplined by an organisation other than the Anglican Church of Australia for *Sexual Misconduct*; or
- a person who, as a result of *Sexual Misconduct*, has received an adverse risk assessment from a professional with appropriate qualifications and experience in accordance with the requirements of another church or a statutory authority; or
- a person who has received or is receiving treatment for disordered sexual behaviour.
- A person who has been deemed to be a risk in relation to physical or emotional harm to members of a ministry unit.

Process of Assessment is the process specified in this policy for assessing whether a

Person of Concern can participate in the life of a ministry unit.

Rector means the incumbent of the ministry unit by whatever name the person holding the office is called, such as rector, priest-in-charge, chaplain.

Standards for Worship: a written set of risk and pastoral management measures. It is signed by the Diocese (Bishop), the *Rector* and Churchwardens on behalf of the ministry unit and the *Person of Concern*, specifying the terms for the participation of the *Person of Concern* in the life of the ministry unit.

The *Standards for Worship* contain:

- the conditions for participation of the *Person of Concern* in the life of the ministry unit;
- any additional conditions (e.g. an obligation to undertake child protection training);
- the consequences of any breach of the Standards for Worship by the *Person of Concern*; and
- what information should be released to whom.

Situational Assessment is an assessment of the ministry unit by the *DPS*.

Sexual Misconduct is defined in the National Register Canon.

2. Key Features

1. The *Church* is committed to the physical, emotional and spiritual wellbeing of all people, including any survivors of sexual abuse (whether known or unknown), who *participate in the life of a ministry unit*.
2. When a *Person of Concern* participates in the life of the ministry unit, the endeavour to meet this commitment raises complex issues which may not be appreciated by the *Person of Concern*, or the ministry unit. It is essential that the Diocese, through the *Director of Professional Standards (DPS)*, is involved in decisions about the participation of a *Person of Concern* in the life of the ministry unit. This will help ensure that people in the ministry unit are protected from the risk of harm.
3. A *Person of Concern* can be invited to *participate in the life of a ministry unit* provided that both the *Person of Concern* and the *Ministry unit Churchwardens* are willing to proceed with the *Process of Assessment*, and the *Person of Concern* is willing to meet its requirements. The *DPS* will issue such an invitation only when an *Expert Assessment* of the *Person of Concern* (if necessary) and a *Situational Assessment* of the ministry unit indicate that participation is appropriate and there are *Standards for Worship* in place.
4. The *DPS* must be included in the *Process of Assessment* because of the complexity of the issues. The *DPS* will inform the *Bishop* of: the *Process of Assessment* and its outcome; and the implementation or termination of *Standards for Worship*.
5. Where it is to occur, the *Expert Assessment* of a *Person of Concern* must be carried out by an accredited professional with appropriate qualifications and

experience.

6. If any ONE or more of the following conditions applies, the *Rector* and Churchwardens, as directed by the *Bishop*, must take whatever steps are necessary to minimise the risk of harm to people in their ministry unit:
 - A *Person of Concern* OR the ministry unit does not wish to proceed with the *Process of Assessment*; or
 - The *Process of Assessment* indicates that it is inappropriate for the *Person of Concern* to participate in the life of the ministry unit; or
 - The *Person of Concern* refuses to abide by the Standards for Worship; or
 - The *Person of Concern* breaches the Standards for Worship The steps to be taken may include directing the *Person of Concern* not to participate in the life of the ministry unit. If such a direction is made, the *Rector* will discuss with the *Bishop* what form of *Alternative Ministry* will be offered to the *Person of Concern*.

7. If a *Person of Concern* is currently participating or seeks to *participate in the life of a ministry unit*, the *Rector* and Churchwardens need to consider what degree of disclosure is appropriate to protect both people in the ministry unit and the *Person of Concern*. This will arise at the following stages in the process under this policy:
 - when the *Interim Standards for Worship* allows the *Person of Concern* to participate in the life of the ministry unit (Stage 3 or 7); or
 - when the *DPS* decides that the *Person of Concern* may participate in the life of the ministry unit (Stage 5).
 - Information should only be disclosed to the extent necessary for the proper implementation of this policy. The *Rector* and Churchwardens should take into account the following:
 - the degree of risk of harm to people in the ministry unit;
 - the people who are at risk of harm;
 - the importance of allowing people to make an informed decision of the extent of their own participation or that of their children in the life of the ministry unit. (This factor will have greater weight when there is a specific risk to particular people, such as when the *Person of Concern* has been found guilty of or has been accused of sexually abusing children of a particular gender and age); and
 - the extent to which the identity of, and information about, the *Person of Concern* is known publicly (such as through media reports).

Every disclosure of information should be made in a non-sensational manner and with careful consideration of the words used

4. Key Roles

In consultation with the **Diocesan Advisor**, the **Director of Professional Standards** exercises major responsibility on behalf of the Diocese in the implementation of this policy. The role of the *DPS* includes, but is not limited to:

- confirming that a specific person is a *Person of Concern*;
- managing the process of obtaining formal assessments of *Persons of Concern* and of ministry units in which they do, or wish to, participate and communicating the outcomes of those assessments to the relevant parties;
- deciding, on the basis of those assessments, whether a specific *Person of Concern* can participate in the life of a specific ministry unit;
- assisting *Rectors* and Churchwardens to develop and implement *Interim Standards for Worship and where deemed appropriate after assessment a permanent set of Standards for Worship*
- ensuring that *Ministry unit Accountability Groups* have the necessary training and support; and
- monitoring the effective implementation of *Interim Standards for Worship and the permanent set of Standards for Worship*
- and dealing, as required, with any confirmed breaches by *Persons of Concern*.

The **Rector** together with the **Churchwardens** is responsible for the implementation of this policy in a ministry unit. When required, the *Rector* consults with the *Bishop* about the appropriate form of *Alternative Ministry* to be offered to a *Person of Concern*.

The **Ministry unit Accountability Group (or ministry unit monitors)**, is appointed by the *Rector* and Churchwardens, to monitor the *Person of concern's Standards for Worship and report breaches of conditions of the Standards*

The **Diocesan Advisor**, provides advice to the *DPS* about the implementation of this policy.

The policy requires the **Person of Concern** to co-operate with the process for determining and managing their participation in the life of the ministry unit. The *Person of Concern* can terminate their involvement by:

- refusing to proceed with the *Process of Assessment*; or
- refusing to agree with the conditions of any proposed *Standards for Worship*.

The **Bishop** receives information about *Persons of Concern*, offers interim Standards for Worship to the *Person of concern* and, when required, provides advice about the form of *Alternative Ministry* to be offered to *Persons of Concern*. When required the *Bishop* will:

- decide whether a *Person of Concern* should continue to participate in the life of the ministry unit;
- decide whether Standards or Worship should be offered /terminated; and
- direct the *Rector* and Churchwardens to take whatever steps are necessary to minimise any risk of harm to people in the ministry unit.

5. Process

There are 7 stages in the process, each stage is elaborated below.



STAGE 1 IDENTIFY A *PERSON OF CONCERN*

Rector or a Churchwarden You may find out about a *Person of Concern* by receiving information from the Diocese, the *Person of Concern*, people in the ministry unit or others.



STAGE 2 NOTIFY THE *DIRECTOR OF PROFESSIONAL STANDARDS*

Rector or a Churchwarden As soon as practicable after you suspect or know that a *Person of Concern* is participating or wishes to participate in the life of the ministry unit, notify the *DPS*. If you are unsure whether a person is a *Person of Concern*, consult the *DPS*. If the person is not a *Person of Concern*, take no further action under this policy. Consider whether ongoing risk management action is required and, if you are unsure what to do, consult the *DPS*. If at a later stage and because of new information you suspect or know that the same person is a *Person of Concern*, notify the *DPS*.

Director of Professional Standards Make enquiries to determine whether the person is a *Person of Concern*, and advise the Bishop, Rector and Churchwardens of the outcome.



STAGE 3 DEVELOP *INTERIM STANDARDS FOR WORSHIP*

Bishop If advised by the *DPS* that a person is a *Person of Concern*, in consultation with the *DPS*, the Bishop will offer the *Person of Concern* a set of *Interim Standards for Worship*.

If the *Person of Concern* fails to comply with the *Interim Standards for Worship* decide what steps should be taken to minimise the risk of harm to people in the ministry unit and direct the Rector and Churchwardens to take those steps.

Director of Professional Standards Assist the Rector and Churchwardens in the implementation of an *Interim Standards for Worship*. If the *Person of Concern* fails to comply with the *Interim Standards for Worship*, inform the Bishop and recommend what steps should be taken to minimise the risk of harm to people in the ministry unit.

Developing *Interim Standards for Worship* is not an extended process. At a minimum, the *Interim Standards for Worship* should be whatever is required to protect people in the ministry unit from the risk of harm. It may include a direction that the *Person of Concern* does not participate in the life of the ministry unit until the *Process of Assessment* is completed, or until court processes or parole conditions are completed. Who in the ministry unit needs to be informed of the *Interim Standards for Worship*; what information should be given; and whether that information should include the identity of the *Person of Concern*.

Rector and Churchwardens Implement the *Interim Standards for Worship*. If the *Person of Concern* fails to comply with the *Interim Standards for Worship* inform the *DPS* as soon as practicable. Take whatever steps the *Bishop* directs you to take. This may include directing the *Person of Concern* not to participate in the life of the ministry unit.

Rector If the *Interim Standards for Worship* includes a condition that the *Person of Concern* not participate in the life of the ministry unit until the *Process of Assessment* is completed, inform the *Person of Concern* and, after consulting the *Bishop*, offer *Alternative Ministry* to the *Person of Concern*.

STAGE 4 DECIDE WHETHER TO PROCEED FURTHER

A *Person of Concern* cannot *participate in the life of a ministry unit* on an ongoing basis unless he or she agrees to proceed with the *Process of Assessment*. In addition, the *Ministry unit Council* needs to consider whether it has capacity to implement a permanent set of *Standards for Worship* to enable the *Person of Concern* to participate in the life of the ministry unit.

The procedure for deciding whether to proceed with the *Process of Assessment* has the following components:

Director of Professional Standards Meet with the *Person of Concern* to explain the *Process of Assessment* and the likely implications for the *Person of Concern* if participation in the life of the ministry unit is approved.

If the *Person of Concern* is willing to proceed with the *Process of Assessment*, meet with the *Ministry unit* representatives of the ministry unit (*Rector and Churchwardens*) to explain the *Process of Assessment* and the likely implications for the ministry unit if participation by the *Person of Concern* in its life is approved.

If the *Person of Concern* is not willing to proceed with the *Process of Assessment*, inform the *Rector of the Ministry Unit*

If either the *Person of Concern* or the ministry unit *Ministry unit* is not willing to proceed with the *Process of Assessment*, inform the *Bishop* and recommend what steps should be taken to minimise the risk of harm to people in the ministry unit.

If both the *Person of Concern* and the *Ministry unit* are willing to proceed with the *Process of Assessment*, arrange an *Expert Assessment* of the *Person of Concern* (if necessary) and a *Situational Assessment* of the ministry unit.

Rector and Churchwardens If the *Person of Concern* is willing to proceed with the *Process of Assessment*, arrange for the *DPS* to meet with the *Wardens* to explain the *Process of Assessment* and the likely implications for the ministry unit if the participation of the *Person of Concern* in its life is approved. If either the *Person of Concern* or the *Ministry unit Council* is not willing to proceed with the *Process of Assessment*, take whatever steps the *Bishop* directs you to take. This may include directing the *Person of Concern* not to participate in the life of the ministry unit.

Rector If either the Person of Concern or the Ministry unit is not willing to proceed with the Process of Assessment and the Bishop requires you to direct the Person of Concern not to participate in the life of the ministry unit, after consulting the Bishop, offer Alternative Ministry to the Person of Concern.

Bishop If either the Person of Concern or the Ministry unit is not willing to proceed with the Process of Assessment, decide what steps should be taken to minimise the risk of harm to people in the ministry unit and direct the Rector and Churchwardens to take those steps.



STAGE 5 CONDUCT THE NECESSARY ASSESSMENTS

Assessment of the *Person of Concern*

Director of Professional Standards After consulting the Diocesan Advisor and taking into consideration the view of the Ministry unit, decide whether an Expert Assessment of the Person of Concern is required. It may not be required, for example, when the Person of Concern is perceived to represent a low risk of harm to people in the ministry unit.

If an Expert Assessment is required, either obtain one that is current— exercising your judgement on the matter of currency—or arrange for an Assessment to be carried out and forwarded to you.

Assessment of the ministry unit

Director of Professional Standards Arrange for a Situational Assessment of the ministry unit to be carried out.

The Assessment should address the following issues:

- Does the ministry unit have the capacity to manage the *Person of Concern*?
- What safe ministry infrastructure currently exists in the ministry unit?
- Are there suitable people willing to be members of any *Ministry unit Accountability Group*?
- What activities does the *Person of Concern* want to be involved in?
Do any of these activities involve children? Do any of these activities take place off site
- what activities is the ministry unit willing to have the *Person of Concern* involved in?
- Is any person in the ministry unit a known survivor of abuse?
- Is a person in the ministry unit a member of the family of a known survivor of abuse?
- Would the location or layout of the church buildings make monitoring of the *Person of Concern* difficult?
- What forms of support would there be for the *Person of Concern*?
- Are there any special circumstances, for example, the known presence of other *Persons of Concern*?

Outcome of the Assessments

Director of Professional Standards Discuss the Expert Assessment and the Situational Assessment with the Diocesan Advisor. Then decide whether the Person of Concern may participate in the life of the ministry unit and, if you decide they can, under what conditions.

Generally, the Person of Concern will not be permitted to participate in a leadership role such as reading the Bible or leading prayers in services, leading any youth or other group, or providing pastoral care. It is important to recognise that if a Person of Concern has a leadership role they will be perceived not to pose a risk to the safety of children and vulnerable adults.

You also need to decide:

- whether the *Person of Concern* should be required to sign *Worshipping Standards*, and if they should, the terms of these Standards;
- whether the ministry unit should form a *Ministry unit Accountability Group*.
- Keep a record of your decisions in writing.

If you decide that the *Person of Concern* **may participate** in the life of the ministry unit, inform the *Rector* and Churchwardens and meet with the *Person of Concern* to explain the decision. Then, as arranged by the *Rector* and Churchwardens, explain the decision—and its implications—to the *Ministry unit Council*. Your explanation should address the outcome of the *Expert Assessment*.

If you decide that the *Person of Concern* **may not participate** in the life of the ministry unit, or the *Person of Concern* is not willing to accept the conditions for participation in the life of the ministry unit, inform the *Rector* and Churchwardens. Inform the *Bishop* and recommend what steps should be taken to minimise the risk of harm to people in the ministry unit.

Rector and Churchwardens If the *DPS* decides that the *Person of Concern* **may participate** in the life of the ministry unit, arrange with the *DPS* to explain the decision—and its implications—to the *Ministry unit Council*. In consultation with the *DPS*, decide:

- who in the ministry unit needs to be informed of the decision;
- what information should be given; and
- whether that information should include the identity of the *Person of Concern*.

If the *DPS* decides that the *Person of Concern* **may not participate** in the life of the ministry unit, or the *Person of Concern* is not willing to accept the conditions for participation in the life of the ministry unit, take whatever steps the *Bishop* directs you to take. This may include directing the *Person of Concern* not to participate in the life of the ministry unit.

Rector If the *DPS* decides that the Person of Concern may not participate in the life of the ministry unit, or the Person of Concern is not willing to accept the conditions for participation in the life of the ministry unit, after consulting the Bishop, offer Alternative Ministry to the Person of Concern.

Bishop If the DPS decides that the Person of Concern may not participate in the life of the ministry unit, or the Person of Concern is not willing to accept the conditions for participation in the life of the ministry unit, decide what steps should be taken to minimise the risk of harm to people in the ministry unit and direct the Rector and Churchwardens to take those steps.

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STAGE 6 ESTABLISH THE NECESSARY SAFEGUARDS

Director of Professional Standards Arrange for the signing of the permanent Standards for Worship and provide copies to all parties.

Provide training and support for the members of any Ministry unit Accountability Group (or monitors). (Note: Standards for Worship will be provided to a new Rector and new Churchwardens.)

If the Person of Concern refuses to comply with the Standards for Worship, inform the Bishop and recommend what steps should be taken to minimise the risk of harm to people in the ministry unit.

Rector and Churchwardens If a *Ministry unit Accountability Group* is required, consult with the *DPS* and the *Person of Concern* concerning the suitability of potential members before finalising the membership. If a *Ministry unit Accountability Group* is not required, discuss with the *DPS* how you will monitor the *Standards for Worship*

If the *Person of Concern* refuses comply with the Standards for Worship, take whatever steps the *Bishop* directs you to take. This may include directing the *Person of Concern* not to participate in the life of the ministry unit.

Bishop If the *Person of Concern* refuses to comply with the Standards for Worship, decide what steps should be taken to minimise the risk of harm to people in the ministry unit and direct the *Rector* and Churchwardens to take those steps.

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STAGE 7 MONITOR THE ARRANGEMENTS MADE

Variation of any Safety Agreement or Safety Plan

Director of Professional Standards At least once a year, review the operation of the permanent Standards for Worship

If at any time you consider that the Standards for Worship is inadequate to protect people in the ministry unit from the risk of harm, or otherwise requires variation, consult with the Diocesan Advisor.

If after this consultation you decide that the Standards for Worship should be varied, meet with the Person of Concern, the Rector and Churchwardens—Ministry unit to explain your decision.

Arrange with the Bishop documentation of the proposed changes.

Rector and Churchwardens Do not vary the terms of the *Standards for Worship* without the prior agreement of the *DPS*. Make any changes to the *Standards for Worship* that the *Bishop* directs you to make, explain the changes to the *Person of Concern* and ensure that all parties sign and date the varied Agreement. If necessary, arrange for the establishment, training and support of any *Ministry unit Accountability Group*.

Bishop If you are advised by the *DPS* that the *Standards for Worship* needs to be varied, direct the Rector and Churchwardens to make the necessary changes.

Director of Professional Standards, Rector and Churchwardens, Bishop If the *Person of Concern* refuses to comply the new or amended *Standards for Worship*, follow the procedure outlined under Stage 6 above that addresses this situation.

Variation of arrangements for support and accountability

Director of Professional Standards At least once a year, review the operation of any *Ministry unit Accountability Group*.

If at any time you consider that the Ministry unit Accountability Group is not providing support and accountability to the Person of Concern, consult with the Diocesan Advisor.

If after this consultation you decide that the arrangements for providing support and accountability to the *Person of Concern* should be varied, meet with the *Person of Concern*, the *Ministry unit Accountability Group*, and the Rector and Churchwardens, *Ministry unit*, to explain your decision.

Inform the *Bishop* of the proposed changes and make documented changes.

Rector and Churchwardens Make any changes to arrangements that the *Bishop* directs you to make and explain the changes to the *Person of Concern*.

Bishop If you are advised by the *DPS* that the arrangements for providing support and accountability to the *Person of Concern* need to be varied, direct the Rector and Churchwardens to make the necessary changes, then document changes.

Breach of a Safety Agreement or Safety Plan

Member of the Ministry unit Accountability Group If you know or reasonably suspect that the *Person of Concern* has breached a condition of the *Standards for Worship* you must, as soon as practicable, notify the *Rector* or a Churchwarden with details of the breach or suspected breach. If you are unsure whether the *Person of Concern* has breached the *Standards for Worship*, then consult with the *Rector* or a Churchwarden.

Director of Professional Standards If the *Person of Concern* breaches a condition of the *Standards for Worship*, form an opinion as to whether the *Person of Concern*:

- may no longer participate in the life of the ministry unit; or
- may be able to participate in the life of the ministry unit after a further *Process of Assessment* is completed.

NB: The *DPS* may wish to consult with the Diocesan Advisor in this process.

Rector and Churchwardens If you know or reasonably suspect that the *Person of Concern* has breached the *Standards for Worship* you must, as soon as practicable, notify the *DPS* with details of the breach or suspected breach.

Termination of a Person of Concern's Standards for Worship

Director of Professional Standards If after consultation with the Diocesan Advisor you consider that the Person of Concern may no longer participate in the life of the ministry unit because he or she has breached the Standards for Worship or for any other reason (such as when the Ministry unit Accountability Group is unable to provide support and accountability to the Person of Concern), inform the Bishop and the Rector and Churchwardens. Recommend to the Bishop what steps should be taken to minimise the risk of harm to people in the ministry unit. Take whatever action the Bishop then directs you to take and inform the Bishop and the Rector and Churchwardens. Such action may include termination of the Standards for Worship.

If the Person of Concern breaches the Standards for Worship *and after consultation with the Diocesan Advisor you decide that the Person of Concern may be able to participate in the life of the ministry unit after a further Process of Assessment is completed and the Person of Concern agrees to a further Process of Assessment, terminate the Standards for Worship and inform the Bishop and the Rector and Churchwardens. Assist the Rector and Churchwardens to develop and implement an Interim Safety Plan and to decide who in the ministry unit should be informed.*

If after consultation with the Diocesan Advisor you decide at any time that the Person of Concern no longer constitutes a risk to people in the ministry unit (such as when a person is found to have made false allegations of a sexual criminal offence or Sexual Misconduct), terminate Standards for Worship and inform the Bishop and the Rector and Churchwardens.

Rector and Churchwardens If a Person of Concern's *Standards for Worship* are terminated by the *DPS* at the direction of the *Bishop* because the *Bishop* decides for whatever reason that the *Person of Concern* may no longer participate in the life of the ministry unit, take whatever steps the *Bishop* directs you to take. This may include directing the *Person of Concern* not to participate in the life of the ministry unit.

If Standards for Worship are terminated by the *DPS* and the *DPS* decides that the *Person of Concern* may be able to participate in the life of the ministry unit after a further *Process of Assessment* is completed and the *Person of Concern* agrees to a further *Process of Assessment*, develop and put in place *Interim Standards for Worship*. In consultation with the *DPS*, decide:

- who in the ministry unit needs to be informed of the *Interim Standards*;
- what information should be given; and
- whether that information should include the identity of the *Person of Concern*.

Take whatever steps are necessary to ensure the *Interim Standards for Worship* is implemented and complied with (in accordance with the procedures in Stage 3). These steps may include a direction that the *Person of Concern* does not participate in the life of the ministry unit during the *Process of Assessment*. (Following this, a new *permanent set of Standards for Worship* may be established in accordance with the procedures in Stages 4, 5 & 6.)

If a *Person of Concern's Standards for Worship* are terminated by the *DPS* because the *DPS* decides that the *Person of Concern* no longer constitutes a risk of harm to people in the ministry unit, take no further action under this policy. Consider whether ongoing risk management action is required, and if you are unsure what to do, consult the *DPS*.

Rector After consulting the Bishop, offer Alternative Ministry to the Person of Concern when either:

- the *Bishop* decides the *Person of Concern* may no longer participate in the life of the ministry unit and directs the *DPS* to terminate the *Standards for Worship*; or
- the *DPS* decides that the *Person of Concern* may be able to participate in the life of the ministry unit after a further *Process of Assessment* is completed, terminates the *Standards for Worship* and assists you and the Churchwardens to put in place an *Interim Standards for Worship* that does not allow the *Person of Concern* to participate in the life of the ministry unit during the *Process of Assessment*.

Bishop If you decide that the Person of Concern may no longer participate in the life of the ministry unit because he or she has breached the Standards for Worship, or for any other reason, direct the *DPS* to terminate the Agreement or the Plan. In addition, decide what steps should be taken to minimise the risk of harm to people in the ministry unit and direct the Rector and Churchwardens to take those steps.

Movement of a *Person of Concern* to another ministry unit or denomination

Rector and Churchwardens If you know or reasonably suspect that the *Person of Concern* has moved or is proposing to move to another ministry unit or denomination, you must, as soon as practicable, notify the *DPS*.

Director of Professional Standards If you become aware, whether through information received from the Rector or a Churchwarden or otherwise, or you reasonably suspect that the Person of Concern has moved, or is proposing to move, to another ministry unit or denomination, then you must, as soon as practicable, contact the Rector and Churchwardens of the other ministry unit, and their Bishop, or the people responsible for safe ministry in that denomination. Inform them of the material facts relating to the Person of Concern and their participation in the life of the ministry unit.

6. Legal Framework

1. A *Person of Concern* may attend public Worship and otherwise participate in the activities of a ministry unit as a member of the *Church* or an attendee.
2. The right of a *Person of Concern*, whether as a member of the *Church* or as an attendee, to attend public Worship and otherwise participate in the activities of a ministry unit is that of a licensee. Under the law such a licence can be granted on both explicit and/or implicit terms and conditions. These terms and conditions can limit or regulate entry onto property for such public Worship and/or activities. The effective implementation of this policy will require that the *Rector* and Churchwardens have power to revoke the licence of a *Person of Concern* to attend public Worship and otherwise participate in the activities of a ministry unit.
3. The *Church* has rules which bear upon the right of a *Person of Concern* to attend public Worship in a ministry unit and otherwise participate in its activities.
4. Section 6 of the Holy Communion Canon 2001, which is in force in every diocese, provides for the circumstances in which the *Rector* who has the cure of souls may refuse to admit a person to the Holy Communion. These circumstances include when a person has committed a 'grave sin without repentance'. Except in the case of 'grave and immediate scandal' any ordained *Rector* must only refuse to admit a person to Holy Communion at the direction of the *Bishop*.
5. Normally the functions of the Churchwardens in a ministry unit extend to keeping order in the church and grounds. The scope of these functions is set out in an ordinance of the applicable diocesan synod.
6. In the exercise of its powers for the order and good government of the *Church* in the diocese, a diocesan synod may adopt this policy and, to facilitate its implementation, pass an ordinance:
 - (a) conferring powers upon the *Rector* and the Churchwardens to limit the right of a *Person of Concern* to attend public Worship and otherwise participate in the activities of a ministry unit and specifying the circumstances in which they may direct a *Person of Concern* not to attend public Worship and other activities in a ministry unit;
 - (b) vacating any office such as a Churchwarden or member of the *Ministry unit Council* held by a *Person of Concern* and making a *Person of Concern* ineligible to hold any such office; and
 - (c) conferring power on the *Bishop* to give directions to the *DPS* and the *Rector* and Churchwardens as provided for in this policy and requiring the *DPS* and the *Rector* and Churchwardens to comply with any such directions.