

Applies To:

☐ Episcopate & Leadership

☐ Financial Services Commission

☐ Diocesan Services Commission

☐ Parishes & Other Mission Agencies Commission

☐ Ministry Education Commission

Related Documents:

☐ Policy

☐ Form

☐ Other

Application of this Procedure

This Procedure applies to child and youth ministries in accordance with the *Policy – Risk management strategy for child and youth ministries ('the Policy')*.

The Procedure is:

- a. to be read subject to the Policy;
- b. part of the Risk Management Strategy for child and youth ministries ('the Strategy'), contained in Schedule A of the Policy.

Definitions

All words have the meaning given to them in the Policy.

Purpose Statement

This procedure outlines the process for reporting and managing concerns, including alleged breaches of any of the policies and procedures contained in the Strategy, referred to in section 3 of the Policy.

Procedure

1. Reporting concerns

Any person may report a concern referred to in section 3 of the Policy by completing a Report Form, contained in Schedule 1 to this Procedure, and submitting it as follows:

Type of breach	Report to	Form
1. Failure of a child and youth Ministry to implement or review the Strategy (including any policy or procedure forming part of the Strategy)	Director of Professional Standards	Report Form (Schedule 1)
2. Any other breach of the Policy	Director of Professional Standards	Report Form (Schedule 1)
3. Breach of a policy or procedure contained in the Strategy, where no reporting procedure is contained in the policy or procedure (a) Faithfulness in Service (b) Code of Conduct for Key Lay Officers (c) Policy and procedures for the protection of children – parishes (d) Safe Ministry Check (e) Blue Card Policy	Director of Professional Standards	Report Form (Schedule 1)
4. Breach of a policy or procedure contained in the Strategy, where that policy or procedure contains a reporting procedure	The person or officer nominated in the policy or procedure	As provided in the policy or procedure
5. Any breach of the Act which does not involve the breach of a policy or procedure contained in the Strategy	Director of Professional Standards	Report Form (Schedule 1)

2. Managing alleged breaches and other concerns

The Director will manage all reports of concern in a fair, unbiased and supportive manner, and will:

- (a) make appropriate enquiries to verify the report
- (b) ensure that all people concerned have a reasonable opportunity to provide their version of events
- (c) ensure that the person making the report is kept informed of the steps taken to manage the alleged breach, including the eventual outcome
- (d) record details of the alleged breach, including versions of all parties and the outcome
- (e) ensure that the report remains confidential in order to protect the interests of all affected parties
- (f) decide an appropriate outcome, and notify all people concerned, including the Ministry leader (the Rector/Priest-in-Charge of the relevant parish or the Executive Director of the Ministry Education Commission, if appropriate).

3. Outcomes

3.1 Depending on the nature of the report, suitable outcomes may include:

- (a) adopting a collaborative approach (including providing additional training and support if appropriate) to assist the person the subject of the Report to address any breach within a timeframe nominated by the Director
- (b) providing closer supervision
- (c) providing further education and training
- (d) mediating between those involved in the incident, if appropriate
- (e) disciplinary procedures
- (f) review of current policies and procedures and developing new policies and procedures, if necessary.

3.2 If a breach is not rectified within the nominated timeframe pursuant to clause 3.1(a), the Director may seek advice from the General Manager of the Diocese as to an appropriate resolution.

4. Recording breaches and outcomes

The Director will maintain a register containing details of all Report Forms received pursuant to these Procedures, including a written record of the action taken to address the Reports and of the eventual outcomes.

Schedule 1

Report Form

1. Name/s of the person or people involved in the alleged failure or breach:

2. Description of the circumstances in which the alleged failure or breach occurred:

Date of the occurrence:

Time of the occurrence: am/pm.

Location where alleged failure or breach occurred, if relevant:

Immediate action taken:

If no action taken, reason:

Name of person completing Form:

Contact phone number:

Signature:

Date: Time: am/pm

Name of person reported to:

References & Related Documents

Relevant Legislation / By-Laws / Standards

Policies	Procedures	Forms	Other
Policy – Risk management strategy for child and youth ministries in the Anglican Diocese of Brisbane			