



Waitara Anglican Church Child Safe Policy

Version 1.0
May 2025

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Introduction

Purpose

This policy forms part of Waitara Anglican Church's ongoing commitment to the safety and wellbeing of children in our care. It outlines the child safe practices our organisation has put in place to minimise risks to child safety, and sets out what is required from staff, volunteers and others who interact with our organisation, so they know what is expected from them to keep children safe.

The policy is part of our churches response to New South Wales Government's **10 Child Safe Standards**¹, and draws upon ordinances, policies, guides and other material produced by the Anglican Church Diocese of Sydney.

Our **Statement of Commitment to Child Safety** can be found in [Appendix I](#), is available on our website <https://waitaraanglican.com.au/>, and is displayed in the foyers of the church building at 34 Palmerston Road, Waitara.

[Appendix II](#) lists the definitions of terms and acronyms found in **bold** in this policy.

[Appendix III](#) lists key legislation, regulations, standards, policies and guides that are referred to in and helped inform this policy.

Responsibilities

All staff, volunteers and others who interact with our organisation are expected to carry out requirements specific to their role to keep children safe. This includes:

- upholding our organisation's commitment to child safety
- reading, signing and upholding the behaviours set out in [Faithfulness in Service](#)², the code of conduct for bishops, clergy, and church workers in the Anglican Church of Australia
- meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management
- taking part in regular reviews of our child safe documents
- reporting all breaches of our policies or any allegations of child harm or abuse, and meeting all external reporting obligations
- completing all child safe training.

Publication

All our child-related policies and procedures are available

¹ For information about the 10 Child Safe Standards, visit <https://ocg.nsw.gov.au/child-safe-scheme>

² Available at <https://safeministry.org.au/faithfulness-in-service-code-of-conduct/>

- digitally on our website at <https://waitaraanglican.com.au/>
- as hard copies located in the foyer within the church building at 34 Palmerston Road, Waitara

To request a copy, phone 02 9489 4793, email office@waitaraanglican.com.au, or visit the church office between 9am and 5pm, Tuesday to Thursday.

Communication & feedback

We send out regular email reminders to our community about our child safe documents. The policy is promoted at the annual general meeting and referred to during all staff inductions and training. Parents and guardians of children and young people are made aware of the policy at the start of each year.

We invite feedback whenever one of our organisation's child safe documents is up for review. Children, parents and carers from diverse backgrounds and circumstances are especially encouraged to provide feedback. Opportunities are also made for children to provide feedback to our Safe Ministry Representative on what makes them feel safe, supported and included.

Please direct any questions or feedback relating to this policy, or child-safety at Waitara Anglican Church, to:

- Rev. Martin Kemp (Senior Minister)
☎ 02 9489 4793 ✉ rector@waitaraanglican.com.au
- Victoria Cameron (Children's Minister, Parish Safe Ministry Representative)
☎ 02 8407 9068 or ✉ victoria@waitaraanglican.com.au

Review

This policy will be reviewed by the Safe Ministry Representative annually, as well as immediately after any critical incidents.

v1 was created by Stephen Pym (Warden) and reviewed by Colin McKay (Warden), Martin Kemp (Senior Minister), Victoria Cameron (Children's Minister, Parish Safe Ministry Representative)

v1 was adopted by the Parish Council on 16 May 2025.

Child Safe Policies

The Anglican Diocese of Sydney has a number of child-related policies that it requires parishes within the diocese to implement. These policies are summarised below; further details can be found in the document [Safe Ministry Blueprint For Churches](#)³.

Responsibilities of the senior minister

The senior minister is ultimately responsible for making sure ministry conducted throughout the parish is safe for children. In order to faithfully carry out this responsibility, the senior minister will undertake all the Safe Ministry functions listed in section 1.1 of the [Safe Ministry Blueprint For Churches](#) and listed in [Appendix IV](#) of this policy.

Our current senior minister is Rev. Martin Kemp

☎ 02 9489 4793 ✉ rector@waitaraanglican.com.au

The Safe Ministry Representative

The senior minister will, in accordance with the [Safe Ministry to Children Ordinance 2020](#)⁴, and with the agreement of the Parish Council, appoint a **Safe Ministry Representative**. Although the ultimate responsibility for safe ministry lies with the senior minister, they can delegate the day-to-day work of ensuring our church is compliant with legal and diocesan requirements to the **Safe Ministry Representative**.

At Waitara Anglican Church, the process of appointing a **Safe Ministry Representative**, the period of appointment, and the duties they are required to perform will be in accordance with section 1.2 of the [Safe Ministry Blueprint For Churches](#). More information relating to the role of the **Safe Ministry Representative** can be found on the Anglican Diocese of Sydney Safe Ministry [website](#)⁵.

Currently, our appointed **Safe Ministry Representative** is Victoria Cameron.

☎ 02 8407 9068 or ✉ victoria@waitaraanglican.com.au

Selection and screening of leaders

When selecting and screening its leaders, Waitara Anglican Church will comply with all the requirements outlined in section 1.3 of the [Safe Ministry Blueprint For Churches](#). These include legal requirements relating to Working With Children Checks (WWCC), and Diocesan requirements relating to Safe Ministry Assessments.

[Appendix IV](#) provides a summary of the requirements for the selection and screening for different roles within the Anglican Church.

³ Available at <https://safeministry.org.au/blueprint-churches/>

⁴ Available at <https://safeministry.org.au/wp-content/uploads/Safe-Ministry-to-Children-Ordinance-2020-Consolidated.pdf>

⁵ Visit <https://safeministry.org.au/safe-ministry-representatives/>

Safe Ministry training

All church workers undertaking ministry to children, Parish Councillors, Wardens, Parish Staff Members at Waitara Anglican Church will complete Safe Ministry Training within three years prior to their appointment and complete the Safe Ministry Refresher every three years thereafter, as outlined in section 1.4 of the [Safe Ministry Blueprint For Churches](#) and the [Safe Ministry to Children Ordinance 2020](#).

Ministry with children and youth

Child Safe Code of Conduct

In accordance with Part 2 of the [Safe Ministry to Children Ordinance 2020](#), Waitara Anglican Church adopts as its Child Safe Code of Conduct the standards and guidelines of [Faithfulness in Service](#), particularly section 3 (Putting this Code into Practice) and section 5 (Children). Leaders are to inform the Senior Minister or the Safe Ministry Representative if they observe another leader acting in a way that may be contrary to this Code of Conduct.

Guidelines for Children's and Youth Ministry Activities

The guidelines in section 2.4 of the [Safe Ministry Blueprint For Churches](#) cover a wide array of issues for children's and youth ministry activities, such as the supervision of activities and their appropriateness, the physical safety of those involved, the importance of parental consent, transportation and trips away, forms of communication with children and youth, as well the issue of meeting up with children or youth outside of programmed events.

Waitara Anglican Church will follow these guidelines for all our children's and youth ministry activities. There are, however, three golden rules that are relevant to all of the guidelines:

- There should always be at least two leaders aged 18 years or over present for all children's and youth ministry events.
- A leader should never be alone with a child during an activity, and should make sure, as far as possible, that other leaders are not left alone with a child.
- Leaders should be on the alert for people wandering around – a person unknown to the leaders or not part of the children's ministry should not be allowed access to children.

Other useful and relevant policies and guidelines can be found at the Anglican Church Diocese of Sydney webpage [Resource Documents](#), including a specific [Transport Policy](#) and [Social Contact Policy](#).

Age-specific guidelines for ministering to children

In addition to the general principles and guidelines set out above, Waitara Anglican Church will follow the [Safe Ministry Guidelines](#) for vulnerable people and ministry activities, including:

- Ministry with 0-5 year olds
- Playtime/toddler groups

- Kids Club
- Sunday Children's Ministry
- Camping
- Youth Group
- Offsite activities
- Holiday clubs and activities

Reporting abuse

The way Waitara Anglican Church reports on, and handles reports of, child and adult abuse is in accordance with Chapter 3 of the [Safe Ministry Blueprint For Churches](#).

These include:

- Our legal obligations to report child abuse ([section 3.1](#))
- The way our church handles disclosures of child abuse ([section 3.2](#))
- Guidelines for the way our church reports on adult abuse and sexual misconduct ([section 3.3](#))
- What will occur in our church after a report of abuse is made ([section 3.4](#))

Anyone who suspects, on reasonable grounds, that a child or vulnerable person is at risk of neglect, or physical, sexual, or emotional abuse should report it to the relevant authorities. All paid and voluntary church workers are classified as **mandatory reporters** and must report it to the relevant authorities.

[Appendix VI](#) has a table of circumstances and who to report to.

[Appendix VII](#) has a list of contact details.

Persons of concern (POC)

Persons of concern (POC) refers to an individual who has engaged in criminal sexual or abusive behaviors or is reasonably suspected of posing a risk to others, particularly in community or faith-based settings.

Waitara Anglican Church believes that, as far as possible, all people should be welcome to be a part of our church, including any referred to as POC. Nevertheless, when considering how to balance these concerns, we will prioritise the protection of children and other vulnerable persons from abuse. The POC also needs protection from false allegations and from the opportunity to commit offences.

The Anglican Church in the Diocese of Sydney has produced [Guidelines for parishes regarding persons of concern](#)⁶ to manage the involvement of such individuals while ensuring the safety of vulnerable people. Waitara Anglican Church will use these guidelines to navigate these competing issues should they arise.

⁶ Available at

https://safeministry.org.au/wp-content/uploads/OSM_Guidelines-for-persons-of-concern-November-2022.pdf

Appendix I - Statement of Commitment to Child Safety

Every child at Waitara Anglican Church has a right to feel safe, protected and included.

To keep children safe, we commit to:

- implementing the New South Wales Government's [10 Child Safe Standards](#)⁷,
- providing a safe and supportive environment for all children
- making sure that children are not exposed to any form of harmful conduct or abuse
- empowering children to participate in decisions that affect them and share any concerns they may have
- making sure children know who to approach if they feel unsafe or have any child safety concerns.

As a child safe organisation, we commit to:

- educating everyone involved in our organisation about what it means to be a child safe organisation, so that we can prevent, detect and effectively respond to child abuse
- making sure everyone involved in our organisation knows how to appropriately respond to complaints, allegations, disclosures and breaches to our Child Safe Code of Conduct
- welcoming feedback to continuously improve our child safe policies, procedures and practices
- making sure that when family and community members interact with our organisation, they are aware that child safety is everyone's responsibility, and their behaviour aligns with our child safe practices.

⁷ Available at <https://ocg.nsw.gov.au/child-safe-scheme>

Appendix II - Definitions of terms & acronyms

children/child

anyone under the age of 18, except where a particular age bracket is indicated, or a distinction is drawn between children and youth.

Child Safe Scheme

a legal framework within the NSW *Children's Guardian Act 2019* that requires certain child-related organisations in New South Wales to implement Child Safe Standards and extends the powers of the NSW Office of the Children's Guardian to monitor, investigate, and enforce child safety measures in organisations that work with children. This means organisations must actively demonstrate their commitment to child safety through policies, training, and risk management strategies. See <https://ocg.nsw.gov.au/child-safe-scheme>

child safe standards

designed to help organizations create safe environments for children and prevent abuse, the ten standards were developed in response to the Royal Commission into Institutional Responses to Child Sexual Abuse.

harm and abuse

as defined on pages 7-8 of the handbook [Understanding and Developing a Child Safe Code of Conduct](#)⁸, include:

- **psychological abuse** (also known as emotional abuse) – includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.
- **sexual abuse** – includes the sexual touching of a child, grooming, and production, distribution and possession of child abuse material.
- **grooming** – this is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. The person does this to establish a position of 'trust' so they can later sexually abuse the child.
- **misconduct** – inappropriate behaviour that may not be as severe as abuse, although could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct; examples may include (but are not limited to) showing a child something inappropriate on a phone, having inappropriate conversations with a child, or an adult sitting with a child on their lap.
- **lack of appropriate care** – includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

mandatory reporter

in NSW, a mandatory reporter is an individual required under the [Children and Young Persons \(Care and Protection\) Act 1998](#) to report to the Child Protection Helpline when he/she has reasonable grounds to suspect that a child or young person, or a class of children/young people, is at risk of significant harm from abuse or neglect, and those grounds arise during the course of or from the person's work. Section 27(c) defines mandatory reporters to include a

⁸ NSW Office of the Children's Guardian, 2023, pp. 7-8

https://ocg.nsw.gov.au/sites/default/files/2024-02/G_CSS_ChildSafeCodeofConduct.pdf

person in religious ministry, or a person providing religion-based activities to children. NSW legislation also mandates any person who manages an employee or volunteer from the above services to report suspected risk of significant harm. This policy sets out the requirements for all mandated reporters in WAC to report concerns about children or young people.

NSW

New South Wales

persons of concern (PoC)

refers to an individual who has engaged in criminal sexual or abusive behaviors or is reasonably suspected of posing a risk to others, particularly in community or faith-based settings. The Anglican Church in the Diocese of Sydney has produced [Guidelines for parishes regarding persons of concern](#)⁹ to manage the involvement of such individuals while ensuring the safety of vulnerable people.

reportable allegation

in relation to an employee of a religious body, means an allegation that the employee has engaged in conduct that may be reportable conduct, whether or not the conduct is alleged to have occurred in the course of the employee's engagement with the religious body.

reportable conduct

as defined in sections 20-25 of the *NSW Children's Guardian Act 2019* and includes

- sexual offence (s.21)
- sexual misconduct (s.22)
- ill-treatment of a child (s.23)
- neglect of a child (s.24)
- an assault against a child (s.25)
- failure to reduce or remove risk of child becoming victim of child abuse (s.43B of the *NSW Crimes Act 1900*)
- concealing child abuse offence (s.316A of the *NSW Crimes Act 1900*)
- behaviour that causes significant emotional or psychological harm to a child

risk of significant harm (ROSH)

defined in [Section 23](#) of the *Children and Young Persons (Care and Protection) Act 1998*¹⁰. A child or young person is at risk of significant harm if concerns exist for their safety, welfare or well-being because of the presence, to a significant extent, of any one or more of the circumstances listed in [Section 23](#) of the Act. These include situations where a child is at serious risk due to neglect, abuse, or exposure to harm. Mandatory reporters must report to NSW Department of Communities and Justice (DCJ) via child protection services or to NSW Police if they suspect a child is at serious risk due to neglect, abuse, or exposure to harm. The [NSW Mandatory Reporter Guide](#)¹¹ can be used to determine whether a report is needed.

Safe Ministry Representative (SMR)

a designated person within a church who ensures that child protection and safety policies are properly followed. The senior minister delegates much of the day-to-day work of ensuring WAC is compliant with legal and diocesan requirements to the Safe Ministry Representative.

Statement of Commitment to Child Safety

⁹ Available at

https://safeministry.org.au/wp-content/uploads/OSM_Guidelines-for-persons-of-concern-November-2022.pdf

¹⁰ Visit <https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-157#sec.23>

¹¹ Access the guide at <https://reporter.childstory.nsw.gov.au/s/mrg>

a formal declaration by Waitara Anglican Church to uphold child safety standards and prevent abuse. See [Appendix I](#).

WAC - Waitara Anglican Church (church building located at 34 Palmerston Road, Waitara)

Appendix III - Key legislation, standards, policies, guides

NSW Legislation

Children and Young Persons (Care and Protection) Act 1998

<https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-157>

Child Protection (Working with Children) Act 2012

<https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2012-051>

Child Protection (Working with Children) Regulation 2012

<https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2013-0156>

Children's Guardian Act 2019

<https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2019-025>

Crimes Act 1900

<https://legislation.nsw.gov.au/view/html/inforce/current/act-1900-040>

NSW Government

NSW Child Safe Scheme

<https://ocg.nsw.gov.au/child-safe-scheme>

A legal framework within the *Children's Guardian Act 2019* that came into effect on 1 February 2022. It requires certain child-related organisations in New South Wales to implement Child Safe Standards and extends the powers of the NSW Office of the Children's Guardian to monitor, investigate, and enforce child safety measures in organisations that work with children. This means organisations must actively demonstrate their commitment to child safety through policies, training, and risk management strategies.

Guide to the Child Safe Standards

https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf

These 10 Standards provide a framework for making organisations safer for children. They have been accepted by the NSW Government and are required to be adopted by child-related organisations, including churches. The [Child Safe Standards - Implementation Resource for Churches](#), produced by the Anglican Diocese of Sydney, supports churches in implementing these 10 Standards and underpins much of Waitara Anglican Church's Safe Ministry Policy.

Reportable Conduct Scheme

<https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme>

A legal framework that monitors how organisations investigate and report allegations of misconduct involving children. It is governed by the *Children's Guardian Act 2019* and administered by the NSW Office of the Children's Guardian. The senior minister of a church has obligations under the Scheme to report certain suspicions and allegations to the relevant authorities (see chapter 3 of [Safe Ministry Blueprint For Churches](#) for more details).

Understanding and Developing a Child Safe Code of Conduct

https://ocg.nsw.gov.au/sites/default/files/2024-02/G_CSS_ChildSafeCodeofConduct.pdf

This handbook aims to help organisations build their own Child Safe Code of Conduct to establish a clear set of rules and expectations for behaviour that is in line with an organisation's culture and values. For a national code for personal behaviour developed by the Anglican Church of Australia and the Diocese of Sydney see [Faithfulness in Service](#).

Anglican Church of Australia

General Synod Safe Ministry to Children Canon 2017

A set of guidelines and standards established by the Anglican Church of Australia to ensure the safety and welfare of children within the church community. The Canon prescribes a code of conduct for safe ministry to children, sets minimum standards and guidelines for safe ministry practices, and outlines procedures for the recruitment, training, and supervision of clergy and church workers.

Anglican Diocese of Sydney

These are the key documents that support this policy. Various other guides, forms and resources relating to child safety are accessible from the Anglican Diocese of Sydney Safe Ministry website <https://safeministry.org.au/>

Safe Ministry Policy Statement

<https://www.sds.asn.au/safe-ministry-policy-1804>

The Sydney Diocesan 2004 Synod Resolution 18/04 on Child Protection included a diocesan Safe Ministry Policy Statement. The senior minister of each parish is required to implement the policy statement (see [Appendix II](#) for the policy statement). All points in the policy statement are included within this Waitara Anglican Church Safe Ministry Policy.

Safe Ministry to Children Ordinance 2020

<https://docs.sydneyanglicans.net/s/sfsites/c/sfc/servlet.shepherd/document/download/0690I00000LI62gIAB>

The Anglican Diocese of Sydney's response to the [General Synod Safe Ministry to Children Canon 2017](#), this comprehensive set of guidelines and standards is aimed to ensure the safety and welfare of children within the church community. The ordinance is based on the framework set out in the Canon and includes mandatory requirements for safe ministry practices, codes of conduct, screening, training, and record-keeping.

Safe Ministry Training

<https://safeministry.training/>

The Safe Ministry Team (ODSM) is responsible for overseeing all the Safe Ministry Training in the Sydney Diocese of the Anglican Church. They also support churches in every aspect of developing and implementing Safe Ministry policies and practices.

Faithfulness in Service (available in [English](#), [Chinese](#) and [Arabic](#))

<https://safeministry.org.au/faithfulness-in-service-code-of-conduct/>

A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers. Created by the Anglican Church of Australia Trust Corporation incorporating amendments adopted by the Synod of the Diocese of Sydney, it is a key document supporting safe ministry at Waitara Anglican Church.

Child Safe Standards - Implementation Resource for Churches

<https://safeministry.org.au/wp-content/uploads/Child-Safe-Standards-Implementation-resource-for-churches.pdf>

A resource produced by the Anglican Church Diocese of Sydney intended to support churches to implement the New South Wales Government's Child Safe Standards. It includes examples of key strategies that can be used to implement each Standard and underpins much of Waitara Anglican Church's Safe Ministry Policy.

Safe Ministry Blueprint For Churches

<https://safeministry.org.au/wp-content/uploads/SM-BlueprintForChurches-v2.pdf>

A resource produced by the Anglican Church Diocese of Sydney aimed at informing people across all levels of leadership and church engagement to help ensure greater awareness, transparency and accountability within our churches and to help foster a culture of safe ministry at all levels of the church. Currently, [parallel documents](#) are also available tailored for:

- | | |
|--------------------------------|-------------------------------|
| • heads of youth ministry | • children's ministry leaders |
| • youth ministry leaders | • parents & church members |
| • heads of children's ministry | • leaders in adult ministries |

Guidelines for parishes regarding persons of concern

https://safeministry.org.au/wp-content/uploads/OSM_Guidelines-for-persons-of-concern-November-2022.pdf

Persons of concern refers to an individual who has engaged in criminal sexual or abusive behaviors or is reasonably suspected of posing a risk to others, particularly in community or faith-based settings. The Anglican Church in the Diocese of Sydney has produced these guidelines to manage the involvement of such individuals while ensuring the safety of vulnerable people.

Waitara Anglican Church

Safe Ministry Policy (this document)

Statement of Commitment to Safe Ministry ([Appendix I](#) of this document)

Child Safe Risk Management Plan (yet to be written)

Appendix IV - Responsibilities of the Senior Minister

The Senior Minister is ultimately responsible for making sure ministry conducted throughout the parish is safe for children and young people. In order to faithfully execute his responsibilities with regard to safe ministry the senior minister needs to:

- A. COMPLETE TRAINING – The senior minister must have satisfactorily completed **Safe Ministry Training** within the last three years before beginning his work and must complete the training every three years while the licence continues.
- B. IMPLEMENT – The senior minister must implement the **Safe Ministry Policy Statement** passed by the Synod of the Diocese of Sydney in October 2004. The policy states:

The Anglican Church of Australia is committed to the physical, emotional and spiritual welfare and safety of all people, particularly within its own community. To ensure the safety of children and vulnerable people in our communities, the Church will –

- *carefully recruit and train its clergy and church workers,*
- *adopt and encourage safe ministry practices by its clergy and church workers,*
- *respond promptly to each concern raised about the behaviour of its clergy and church workers,*
- *offer pastoral support to any person who has suffered abuse, and*
- *provide supervision of and pastoral accountability (within the context of the ministries, locations and activities of the parish) to any person (who is a member of a congregation and) who is known to have abused a child or another vulnerable person.*

All the above policy points are included within this Waitara Anglican Church Safe Ministry Policy.

- C. APPOINT - The senior minister must, with the agreement of the Parish Council, appoint a Safe Ministry Representative for the parish.
- D. COMPLY – In conjunction with the wardens the senior minister must make sure the parish complies with its obligations under the **Child Protection (Working with Children) Act 2012** (NSW), as well as other relevant State legislation and the diocesan **Safe Ministry to Children Ordinance 2020** to ensure proper screening, reporting and training requirements are met. The Safe Ministry Representative's job is to assist the senior minister with implementing such compliance.
- E. MEET – The senior minister must meet regularly with the Safe Ministry Representative to review the implementation of the safe ministry policies in the church.
- F. MONITOR – The senior minister (with the Safe Ministry Representative and Parish Council) must monitor all basic health and safety issues in order to avoid obvious hazards on church property, particularly in rooms used by children and vulnerable adults.

- G. REPORT – The senior minister has obligations as a **mandatory reporter** under the NSW *Children and Young Persons (Care and Protection) Act 1998* as well as obligations under the **NSW Reportable Conduct scheme** to report certain suspicions and allegations to the relevant authorities (see chapter 3 of **Safe Ministry Blueprint For Churches** for more details).
- H. FULFIL – The senior minister must fulfil such other responsibilities as required by **Faithfulness in Service** in relation to standards for personal behaviour, the practice of pastoral ministry and ensuring the safety of children and all vulnerable people in all areas of parish life.

Appendix V - Requirements for the selection and screening of leaders

Ministry position	WWCC	Formal application	Safe Ministry training	Safe Ministry Check
Creche coordinator	✓	✓	✓	✓
Creche helper	✓	At the discretion of the Senior Minister	✓	✓ If regularly on the roster not helping as a one off
Sunday School coordinator or teacher	✓	✓	✓	✓
SRE teacher or helper	✓	✓	✓	✓
Mid-week kids club coordinator or leader	✓	✓	✓	✓
Holiday kids program coordinator or leader	✓	✓	✓	✓
Children's camp leader	✓	✓	✓	✓
Playgroup coordinator/leader	✓	✓	✓	✓
Playgroup helper (not formally appointed to a leadership position)	✓	x	x	x
Junior Leader in children's ministry aged 13-17	x You can apply for a WWCC at age 17yr 9mths	At the discretion of the senior minister	✓ Safe Ministry Junior leaders Training (or Safe Ministry Essentials for leaders aged 16 or 17 – at the discretion of the Senior Minister)	✓ Safe Ministry Check for volunteers aged 13-17 years
Youth group coordinator or leader	✓	✓	✓	✓
Holiday youth program coordinator or leader	✓	✓	✓	✓
Youth Camp leader	✓	✓	✓	✓
Casual helpers who do not fulfil a leadership or teaching role in a children's or youth program and simply assist from time to time	✓	At the discretion of the senior minister	✓	x Depending on frequency of assisting. See Safe Ministry to Children Ord. 2020
Volunteer assisting in an emergency (Eg. to prevent an increased risk to the safety of children on that occasion)	x if for not more than 5 consecutive working days	x	x	x

Parent or close relative of a child or youth, volunteering in a ministry group that their child is a member of or usually participates in	x though it is preferable that they have a WWCC clearance	At the discretion of the senior minister	✓	x If they are a regularly rostered helper it is preferable to do one
A visiting speaker or performer for a one-off occasion in the presence of other adults, volunteers serving food, Synod representatives, building caretakers, cleaners, administrators and bookkeepers	x	x	x	x
(as of 31 December 2025) Wardens, Parish Councillors, permanently employed staff & appointed church workers	x	x	✓	x

Appendix VI - Reporting requirements

Everyone has a duty to report evidence, allegations, or concerns of abuse or misconduct relating to a child or vulnerable person. All paid and voluntary church works are classified as **mandatory reporters** and legally must report.

Circumstance	Who to report to
There are current concerns about the safety, welfare, or well-being of child (use the online Mandatory Reporter Guide ¹² tool)	• NSW Police • Department of Communities and Justice (DCJ) via the Child Protection Helpline
Allegations of a church worker or volunteer engaging in reportable conduct or that the church worker or volunteer is the subject of a conviction that is considered a reportable conviction .	• Senior Minister, who must report to the NSW Office of the Children's Guardian within 7 days of becoming aware)
General suspicions of abuse or misconduct relating to a child or vulnerable person occurring within the Waitara Anglican community	• Safe Ministry Representative • Senior Minister
Abuse or misconduct relating to a child or vulnerable person by a church worker within the Waitara Anglican community	• Office of the Director of Safe Ministry • NSW Police
Knowledge of a church worker having past criminal offences relating to a child or vulnerable person	• Office of the Director of Safe Ministry • NSW Police
Allegations of the Senior Minister engaging in abuse or misconduct relating to a child or vulnerable person	• Office of the Director of Safe Ministry
If you are unsure of what to do in any circumstance	• Office of the Director of Safe Ministry

¹² <https://reporter.childstory.nsw.gov.au/s/mrg>

Appendix VII - Contact details

Safe Ministry Representative (Victoria Cameron)

☎ 02 8407 9068 ✉ victoria@waitaraanglican.com.au

Senior Minister (Rev. Martin Kemp)

☎ 02 9489 4793 ✉ rector@waitaraanglican.com.au

NSW Police

☎ 000 for emergency assistance ☎ 131 444 for non-emergencies

Child Protection Helpline (NSW Department of Communities and Justice)

☎ 13 21 11

Office of the Director of Safe Ministry

☎ 1800 774 945, ✉ safeministry.org.au 🌐 safeministry.org.au/report