



# NewHope Safe Organisation Policy

## PREAMBLE

We affirm that all people have the right to be emotionally, physically and spiritually safe; to be respected; and to have their views and opinions valued at all times. We also acknowledge that our country legislates for people's safety.

God calls his body to minister to vulnerable people. God identified classes of vulnerable people who were to be protected and given special care and treatment in society because of their powerlessness (Ex 22:21-22, Deut 10:17-19, Jer 22:2-4, James 1:27).



# OUR VALUES

NewHope is committed to a culture in which life-giving relationships can flourish, a culture in which:



## PEOPLE Matter Most

We **empower each other**. We recognise diversity in gifting, skill, perspective and calling. We work hard to build and maintain healthy communities.

We **carry each other's burdens**, and we do the things that are ours to do.

We make every effort to see things from the other person's perspective. We seek first to understand, then to be understood. We **listen wholeheartedly**.



## There is Always HOPE

We always keep the Lord before us (Ps 16:8). We **choose an eternal perspective**.

We always **seek God's Kingdom**. We follow Jesus in the power of the Holy Spirit. We are motivated and energised by heaven-sent expectations.

We invite each other to **live in God's big story**. We align our vision of the world and each other with the way of Jesus.



## GRACE Changes Everything

We **receive grace**, we **respond in grace**. We seek to be reconciled rather than to prove we are right. We keep each other accountable. We live generously.

We make it safe for one another. We **speak in loving ways**. We have honest conversations. We forgive others.

We **leave everything better than we found it** (e.g. the planet we live on, people we talk to, teams we work with, spaces we use, even the kitchen sink).

This policy has been developed to help us live out our Biblical mandate and our responsibilities under Australian and Victorian legislation.

**The NewHope Safe Organisation Policy applies to all Staff Members and Volunteers associated with any of the NewHope Organisations.**



# **NewHope Safe Organisation Policy**

## **AIMS**

The NewHope Safe Organisation Policy aims to:

- Ensure that all people are respected and valued.
- Minimise the risk of abuse, ministry misconduct and the misuse of positional power.
- Ensure that all cases of suspected abuse and ministry misconduct are handled thoroughly.
- Ensure that leaders, volunteers and programs are safe.

## **COMMITMENTS**

### **1. Safe recruitment of Leaders and Volunteers.**

NewHope will screen all prospective Leaders and Volunteers before they are appointed.

### **2. Adequate training of Leaders and Volunteers.**

NewHope requires all Leaders and Volunteers to attend role-specific training as required, including Safe Church (or SCTA endorsed) workshops and other external workshops (where appropriate).

### **3. Continued supervision of Leaders and Volunteers.**

(a) NewHope commits to the supervision and support of Leaders and Volunteers.

(b) Every Leader and Volunteer will be provided with a role-appropriate Code of Conduct.

### **4. Responding to allegations of risk of harm (abuse) and serious ministry misconduct.**

(a) Where reporting requirements arise, all Leaders and Volunteers will report disclosures or suspicions of child abuse, according to role-specific procedures and legislative requirements.

(b) Where an allegation of misconduct is made against a Leader or Volunteer, NewHope will provide support to alleged victims and perpetrators and seek or provide appropriate assistance to ensure a just, fair and timely resolution. Protecting and listening to children is a priority in all cases.

(c) NewHope will comply with requirements of all State and Federal Government agencies when responding to an allegation of misconduct.

### **5. Safe environments in our programs.**

(a) Ministry and Program Coordinators will complete a written Ministry/Program Approval Process annually, or so often as is appropriate for the ministry/program.

(b) All programs will be run in environments assessed as suitable by the Safety Team.

(c) All Leaders and Volunteers will discharge their duty of care through the use of forms, checklists and templates for establishment and maintenance of Safe Environments in our ministries/programs.



- (d) Where spiritual leadership is exercised, we will serve participants as servants of Christ, commit to the good news of Jesus and lead in spiritually non-abusive ways.
- (e) We will afford participants a say in the programs and the activities in which they participate by fostering and valuing their ideas and encouraging participation.
- (f) We will obtain appropriate information relating to the program participants, including health and family situation, to ensure that we are able to care for their physical and emotional needs.
- (g) We will comply with standards of privacy applicable to equivalent organisations and will publish a separate Privacy Policy for information collected by NewHope.
- (h) While NewHope upholds certain standards for leadership, no one is excluded from engagement with NewHope on the grounds of disability, religion, socio-economic status, gender, sexuality or culture.



# NewHope Safe Organisation Policy

## DEFINITIONS

**Child:** any person (including Leaders and Volunteers) who is under the age of 18 years.

**Code of Conduct:** a ministry/program-specific document setting out the minimum expectations of Leaders and Volunteers involved in that ministry/program.

**Leader:** a Staff Member or Volunteer who is responsible for a ministry/program, including completing safety management plans and recruiting a team to run the ministry/program.

**Ministry/Program:** an event (or series of events) falling within a certain ministry/program title (for example, "Children's Ministry") that is run by or in the name of NewHope.

**Ministry/Program Approval Process:** an accountability process whereby Leaders obtain written approval from Ministry/Program Coordinators for a ministry/program to take place in the name of NewHope.

**Ministry/Program Coordinator:** a person appointed from NewHope's senior leadership group (in recognition of the significant positional power inherent in the role) to oversee a group of ministries/programs (for example, family ministries).

**Safe Environment:** an environment where those in our care are safe from spiritual, physical, sexual or emotional abuse (including bullying) or neglect and which meets WHS requirements.

**Safe Leader/Volunteer:** a Leader or Volunteer who has been through a recruitment process, understands and has indicated acceptance of responsibilities, is supervised and is accountable.

**Safe Organisation Concerns Team:** the team responsible for the Safe Organisation Policy (as well as supporting documentation and processes) and to whom Leaders and Volunteers report breaches of the Safe Organisation Policy.

**Safe Program:** all foreseeable risks have been assessed (and plans put in place to mitigate against those risks) and all events have been thought through and planned. Safe Programs are approved through an appropriate Ministry/Program Approval Process.

**Safety Team:** the team responsible for overseeing the drafting and implementation of WHS.

**SCTA:** Safe Church Training Agreement under the National Council of Churches in Australia.

**Staff Member:** a person who is remunerated for the services that they provide to NewHope.

**Volunteer:** a person who provides services to (or on behalf of) NewHope without receiving remuneration for the provision of those services.

**WHS:** Work Health and Safety; including but not limited to fire safety, building safety, first aid, food safety, transport, incident and emergency procedures.