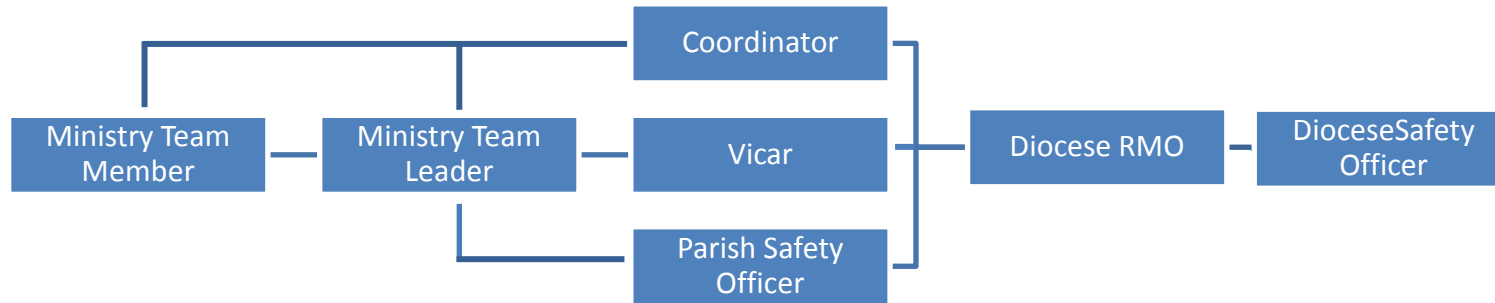


SAFE HERE - This safety programme was adopted at Synod 2013 as the primary programme to be used across the diocese in all ministry situations with an emphasis on ministries to vulnerable people. Ministries to vulnerable people are further defined as ministries involving children, youth, adult community ministries and care of the elderly. It is a tool for providing training to ensure that the people involved in ministries within parishes, maintain a standard of best practice that demonstrates to the wider community that the church takes care and protection seriously. The training structure is a series of modules that provide tools for identifying and managing risk including raising awareness of the signs of abuse. Part of the system is an online database that ensures excellent record keeping for both present and future use.

Safe Here Ministry Team Organisation:



<u>Ministry Team Member</u>
Completes Team Member application process
Completes training modules:1, 2.
Assists with preparation of appropriate Safety Plans for their ministry

<u>Ministry Team Leader</u>
Responsible for Team Member Application Process
Responsible for ensuring all relevant Safety Plans are completed for the safety of the team and the participants in their ministry
Ensures the required Safety Plan is signed by Parish Safety Officer prior to each ministry event
Responsible for ensuring Team Members receive the training they require
Completes training modules: 1, 2, 3.

<u>Coordinator</u>
Responsible for the Administration & maintaining the 'online' database.
Completes training modules: 1, 2, 3, 4; Teaches modules: 1, 2, 3 plus the Short version for technical and hospitality support workers
<u>Vicar</u>
Responsible for Ministry Team Leaders appointment process
Approves/signs off Ministry Team Members
Ensures Parish has a Safety Officer
Completes training modules: 1, 2, 3, 4.
Assists in Critical Incident, as appropriate

<u>Parish Safety Officer</u>
Appointed by Vestry. Completes training modules: 1, 2, 3, 4.
Approves/signs "Permission to Proceed" forms. Receives "Critical Incident" reports/forms; consults with Parish management re action (to be) taken
Oversight of all "Safe Here" practises in their Parish
<u>Diocese Risk Management Officer (RMO)</u>
Oversight of coordinators and their training in their Ministry area
Oversight of the training and administration in their Ministry area
Oversight of critical incident involving their Ministry area

<u>Diocese Safety Officer</u>
Advises and assists in critical incident, as appropriate.
Approves/signs off all safety plans for Diocese events.