BREAKING THE SILENCE
PRESBYTERIAN CHURCH OF AUSTRALIA
168 CHALMERS ST., SURRY HILLS, NSW, 2010
P O BOX 2196, STRAWBERRY HILLS, NSW 2012

IMPLEMENTATION OF BREAKING THE SILENCE

STEP 1: Hold a Session meeting

There are several formal things that Session must do to implement Breaking the Silence.

Members of session is required to complete the initial training (using the workbook and DVD) as it is the quickest way to understand how Breaking the Silence works and what is required of them. This takes about three to four hours to complete. Some pastoral charges have purchased extra copy of DVD to loan them out to congregants.

You may need to complete the following requirements over several Session meetings for all members of Session to read and understand the required information.

- ☐ Each member of Session should have read 'Our Policy' and 'Code of Conduct' pamphlets.
- ☐ Review the "Code of Conduct" and agreed any changes to point 11.
- ☐ Session should adopt an appropriate selection and appointment process as per the BTS website for those in a position of authority, particularly leaders working with children, young people and other vulnerable groups
- ☐ All elders must be aware of their responsibilities for notification of abuse as per *Section 12: Reporting Requirements* of the Policy Document or Section 4 in the training workbook.
- ☐ Session should consider the need for quick reference cards for leaders, providing them with contact numbers and a summary of reportable conduct.
- ☐ Session should be aware that the pastoral charge must participate in compliance audits as and when required.
- ☐ Session should be aware of the requirements for leaders to participate in BTS training.
- ☐ Session should be aware that everyone volunteering/working in the following roles must have a WWC number before commencement in such role.

    - all ministers
    - all ministers emeritus who continue to preach or provide pastoral care on occasion
    - all home missionaries
    - all deaconesses
    - all licentiates
    - all privately appointed persons with preaching or pastoral care responsibilities
    - all pastoral assistants (supervised and unsupervised)
    - all employees with preaching or pastoral care responsibilities
    - all supply preachers
    - all FES students
    - all Metro trainees
    - all elders
    - all elders emeritus who continue to preach or provide pastoral care on occasion
    - ***everyone working with children/young people in any capacity***, such as teaching Sunday School or leading Youth Group etc
    - ***everyone leading bible study group (of any age)***

- ☐ **The above decisions of Session should be recorded as a minute.** This will be referred to during compliance audits.

STEP 2: Leadership training

Session must be able to provide evidence of a regular Breaking the Silence training program for those in **position of authority within the church** and all those who are involved in a **child/youth related** activities. Please note that CPU can help with start-up training if required.

Everyone in **position of authority within the church** and all those who are involved in a **child/youth related** activities is required to complete the BTS training using the workbook and DVD - basic training every 3 years for everyone in ministry and annual top-up training for people serving in children/youth ministry. Whatever training is provided should allow the Session to confirm that:

- ☐ All leaders and elders are aware of their responsibilities for notification of abuse as per *Section 12: Reporting Requirements* of the Policy document or Section 4 in the training workbook.
- ☐ All leaders and elders are aware of "Our Policy" and its implications.
- ☐ All leaders and elders are aware of the "Code of Conduct" and its implications.

STEP 3: Posters and pamphlets

To ensure that information about Breaking the Silence is available to everyone public access to our policy, code of conduct, how to speak out against abuse and where to find help is to be encouraged. This is done by:

- ☐ Ensuring a copy of "Our Policy" and "Code of Conduct" 2015 Edition brochure has been provided to all leaders and those working directly with children and young people.
- ☐ Ensuring the Breaking The Silence poster is prominently displayed in all venues.
- ☐ Ensuring that copies of the "Our Policy", "Code of Conduct", and "Speak Out Seek Help" pamphlets are readily available to everyone.

STEP 4: Getting the paperwork together

Breaking the Silence applies to all persons holding a **position of authority within the church** and all those who are involved in a **child/youth related** activities. This includes those who are paid and unpaid, permanent or temporary of all the roles listed on page 1.

Everyone in these positions must complete the following paperwork.

A. INFORMATION - To be kept by each person

- A copy of "Our Policy" (available as a brochure)
- A copy of "Our Code of Conduct" (available as a brochure)
- A copy of the "Quick check for leaders" (Optional)

B. JOB DESCRTIPTION – To be held at the pastoral charge

Select the job description for your area of Ministry (eg youth group leader, Sunday school teacher, etc) and adapt it to suit your particular circumstances. We have provided sample descriptions which can be downloaded from our website for:

- Youth Group Leader
- Sunday School Teacher/Kids Church Leader
- SRE Teacher
- Childrens Ministry Coordinator
- Creche Volunteer
- Kids Club Registration
- Kids Club Refreshment Team
- Kids Club Presenter
- Kids Club Leader
- Kids Club Games Coordinator
- Job Desc Template

*** CPU can help to draft job description of ministry areas not listed above if required.**

Please note that ministers, deaconesses, licentiates, home missionaries and elders do not require a Job Description.

C. FORMS TO BE FILLED OUT

- Application For Working with Children or young people – NSW: This is to be completed by:
  - leaders working directly with children and young people for the first time within your pastoral charge, or
  - leaders who have not been associated with the pastoral charge for at least 12 months, or
  - other leaders at the discretion of the Session.

  It is *not* to be completed by returning leaders (unless the Session imposes this requirement) or ministers, licentiates, deaconesses or home missionaries.

  This form is to be held at the pastoral charge.

- Record of Reference Check: This is only to be completed where the above application form is completed. **This is to be held at the pastoral charge**.

- Working with Children Check Registration Form: This is to be completed by all those in a position of authority within the church, including roles listed below, paid employees and volunteers working with children or/and young people. **This is to be returned to CPU together with the WWCC clearance notice by email/post**.

  - all ministers
  - all ministers emeritus who continue to preach or provide pastoral care on occasion
  - all home missionaries

- all deaconesses
- all licentiates
- all privately appointed persons with preaching or pastoral care responsibilities
- all pastoral assistants (supervised and unsupervised)
- all employees with preaching or pastoral care responsibilities
- all supply preachers
- all FES students
- all Metro trainees
- all elders
- all elders emeritus who continue to preach or provide pastoral care on occasion
- ***everyone working with children/young people in any capacity***, such as teaching Sunday School or leading Youth Group etc
- ***everyone leading bible study group (of any age)***

Please note that everyone volunteering/working in the abovementioned roles must have a Working with Children Check number before commencement in such role. Instructions on how to obtain a Check can be found at http://www.jerichoroad.org.au/bts/working-with-children/

Working with Children Check Number can be applied online
http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check

- Special Religious Education Authorisation Application Form (if applicable): This is to be completed by those who teaches SRE in public school. This **original version** of completed form is to be **returned CPU for processing**.

NOTE: These forms may be downloaded from www.breakingthesilence.org.au under the BTS Working with Children section.