



## 加灵福浸信会

# Safe Church Policy 安全教会政策

Adopted by Carlingford Baptist Church on 30.03.2020

于 2020 年 3 月 30 日采用

### Commitment 承诺

The Church is committed to providing places, services and programs that promote physical, emotional and spiritual health and safety and model the love of Christ to all whom we have contact with, particularly children, young people and vulnerable adults.

本教会承诺为所有跟我们接触的人们，特别是儿童、年轻人及弱势群体，提供以促进身体、情感、灵命的健康与安全的场所、服侍和活动，以彰显基督的爱。

### Purpose 目的

The Church has adopted the *Safe Church Policy* to: 本教会实施《安全教会政策》是为了：

- help us live out our biblical mandate to ‘Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself’ (Mark 12:30-31);

帮助我们活出圣经的诫命（马可福音 12：30-31）“你要尽心、尽性、尽意、尽力爱主你的神，其次就是说要爱人如己，再没有比这两条诫命更大的了”

- implement the 10 Child Safe Standards; 实施十项儿童安全准则
- provide a framework to inform the provision of safe environments and programs for children, young people and vulnerable adults; and 提供一个框架，以让我们清楚如何为儿童、年轻人和弱势群体提供安全的环境和活动项目；以及

- meet our legal obligations in relation to: 履行以下方面有关的法律义务：

- staff and volunteers engaged in Child-related Work (or, in ACT, Regulated Activities); and

从事与儿童有关的工作的职员和义工（或在澳大利亚首都领地，参加受规管的活动）；

- reporting matters, including Child Sexual Abuse, Sexual Misconduct, and Reportable Conduct involving a Child, to government authorities.

向政府有关部门报告：包括对儿童性侵犯，有不当性行为和涉及与儿童有关的不当行为。

The *Safe Church Policy* outlines the commitment of the church to principles in various areas. More detail regarding the practical implementation of these commitments is available in the relevant procedures and guidelines.

《安全教会政策》概述了教会在各领域里对原则的承诺。有关这些承诺的实际执行详情，请参考相关规程和指南。

## Scope 範圍

This Policy applies to: 本政策適用於：

- all Church Leadership, staff and volunteers 所有教会的领袖、职员及义工
- all people who are involved in or attend the Church and its programs。所有參加教會及参与其活动的人。

## 1. **Activities and Services for Children at the Church** 教会儿童活动及对儿童的服事

As a church, we commit to providing spaces, programs and relationships that are physically, emotionally and spiritually safe.

本教会承诺提供在身体、情感和灵命方面都健康和安全的场所、活动以及人际关系。

### Church Leadership: 教会领袖

- a. recognise that children and young people are an integral part of the Church and talk about this in services, sermons, training events and meetings;

承认儿童与年轻人都是教会不可分割的一部分，并在所有的聚会、讲道、训练及会议等活动中提到这一点。

- c. involve children and young people in the routine of church life where appropriate

在适当的情况下，让儿童和年轻人参与教会的日常生活

- d. consider the needs of children and young people when they make decisions about budgets, buildings, renovations, use of property, décor, or catering; and

在做有关预算、建筑、装修和场地使用以及装饰或餐饮等方面的决策时要考虑儿童和年轻人的需求；及

- e. encourage children and young people to have input in decisions that affect them by including them in church forums and meetings when appropriate.

在适当的时候让儿童及年轻人参与教会讨论会和会议，鼓励他们对那些会影响他们的决策发抒己见。

### 1.1 **Safe Church Team:** 教会安全团队

- b. talk with children and young people about the fact that they have the right to feel safe, the right to feel safe to be listened to and to have their views respected (including discussing what they should do and who they should approach if they feel unsafe or hurt, or they suspect that someone else is unsafe or hurt); and

与儿童和年轻人讨论以下事实：他们有权感到安全，有权被倾听并享有尊重他们的观点的权利（包括讨论如果他们感到不安全或受伤，或者他们怀疑其他人不安全或受伤时，他们应该采取的措施以及应该向谁寻求帮助）；和

- c. ensure their contact details are accessible to children

确保儿童有安全团队的联系方式

### 1.2 **Staff and volunteers:** 职员及义工

- b. listen to children and take seriously what children are saying;  
认真倾听和对待儿童的心声
- c. talk with children and young people about the kinds of behaviours, attitudes or ‘culture’ that they would like to promote in their group;  
与儿童和年轻人讨论他们想在小组中推崇的各种行为、态度或“文化特色”
- d. encourage children and young people to have input regarding the content and activities they would like to be part of their group.  
鼓励儿童和年轻人勇于发表对小组内容和活动的意见。

Please see the *Guidelines for Activities with Children and Young People* for more detail.

有关更多详细信息，请参见“与儿童和年轻人一起活动的准则”。

## 2. Staff and Volunteers 职员及义工

### 2.1 Screening, selection and induction of Staff and Volunteers

职员及义工的筛选、录取和上岗培训

- a. The church will undertake appropriate screening processes for all staff and volunteers  
教会将对所有职员和义工进行适当的筛选
- b. The church will engage in fair and transparent selection processes for all staff and volunteers  
筛选过程是公开和公平的
- c. The church will provide appropriate induction for all staff and volunteers  
教会将为所有职员和义工提供适当的上岗培训
- d. All staff and volunteers are to be recruited, selected and inducted in accordance with the *Procedure for Staff and Volunteers*.  
所有职员及义工的招聘、录取和上岗培训应根据“职员及义工程序”规定办理。

### 2.2 Training and Resourcing of Staff and Volunteers 职员和义工的培训及资源分配

- a. The church will ensure that staff and volunteers develop the knowledge and skills to create safe spaces for everyone, particularly children and young people.  
教会将确保职员及义工都能够发展他们的知识及技能；为每一个人，特别是儿童及年轻人，建立一个安全的空间
- b. The church will ensure that staff and volunteers have access to information about creating safe spaces and that they all undergo appropriate training regarding the available Procedures, Guidelines and Forms.

教会将确保职员及义工能够获取有关建立安全空间的信息，并确保他们都接受了相关的程序、准则和表格的适当培训

- c. The church will support staff and volunteers with adequate resources to enable them to maintain and promote safe spaces for everyone, particularly children and young people.

教会将提供充足的资源以支持职员及义工，使他们能够维护并促进所有人，特别是儿童和年轻人的安全。

- d. The church will implement the *Procedure for Staff and Volunteers*

教会将执行《职员和义工程序》

## 2.3 Standards of Behaviour for Staff and Volunteers 职员和义工的行为准则

- a. The church will provide spaces, programs and relationships that are physically, emotionally and spiritually safe.

教会将提供对身体，情感和灵命安全的空间、活动和人际关系。

- b. The church will expect all staff and volunteers to uphold the *Code of Conduct* which includes expected behaviours for those who engage in ministry with children and/or vulnerable people.

教会期望所有的职员和义工都遵循《行为守则》，其中包括参与儿童和/或为弱势群体事工的人

- c. The church will expect staff and volunteers to follow *Guidelines for Activities with Children and Young People*.

教会要求职员及义工遵循《儿童及年轻人的活动准则》

Please see the *Procedure for Staff and Volunteers* and the *Screening Questionnaire* for more detail. 请参阅《职员及义工程序》和《筛选问卷》了解更多详情。

## Conflict, Complaints and Concerns 冲突，投诉及需要关注的问题

### 3.1 Responding to Child Protection Concerns 应对儿童安全问题

- a. The church will ensure appropriate and timely reporting of all child protection concerns and any complaints relating to child sexual abuse and/or sexual misconduct involving a child in accordance with the *Procedure for Responding to Child Protection Concerns*.

教会将按照《应对儿童问题的安全程序》，确保适当和及时地报告所有儿童安全问题，以及与儿童性虐待和/或与不当性行为有关的任何投诉。

- b. The church will ensure that all child protection concerns and complaints will be reported to the relevant government departments and, if necessary, Police as soon as possible and in accordance with legislative duties.

教会将确保所有有关儿童安全方面的问题和投诉都将尽快向政府有关部门报告，并在必要时按照法律职责向警方报告。

### 3.2 Complaint Handling 投诉处理

- a. The Church will respond to complaints in accordance with the *Procedure for Handling Complaints against Staff and Volunteers*.
- b. 教会将会根据《职员和义工投诉处理程序》作出回应。
- c. Where there is a complaint that a staff member or volunteer has engaged in abuse, including child sexual abuse and sexual misconduct involving a child, the Church will treat the allegation as a serious breach of the *Code of Conduct* and respond in accordance with the *Procedure for Handling Complaints Against Staff and Volunteers*.

如果有人投诉职员或义工有虐待行为，包括对儿童的性虐待和涉及与儿童不当的性行为，教会将认真对待这个指控，视其为严重违反了《行为守则》，并根据《职员和义工投诉处理程序》作出回应

- d. In the event of receiving a complaint that relates to a minor breach of the Code of Conduct or a grievance, the Church may determine to respond to the matter in accordance with the *Procedure for Resolving Conflict*.

如果收到的投诉只是轻微违反了《行为守则》，教会可以根据《冲突解决的程序》对事件进行回应。

Please see the *Procedure for Responding to Child Protection Concerns and the Procedure for Handling Complaints against Staff and Volunteers* for more detail.

请参照《应对儿童保护问题的程序》及《职员和义工投诉处理程序》了解更多详情。

## 4. Safe Environments 环境安全

### 4.1 Physical Environments 实体环境

- a. The Church will ensure that physical and online environments promote safety and wellbeing and minimise the opportunity for children and young people to be harmed  
教会将确保实体环境和网络环境的安全，使儿童及青少年有安全健康的空间并将受到伤害的机会最小化
- b. The Church will comply with Work, Health and Safety requirements.  
教会将遵守“工作中健康及安全准则”的要求
- c. The Church will consider the impact of the physical environment on the potential for risk to children and vulnerable people.  
教会将考虑实体环境对儿童及弱势群潜在的危险影响
- d. The Church will identify and address risks arising from the physical environment in which programs and activities take place.  
教会将识别并解决在进行计划和活动的实体环境中产生的风险。
- e. If the Church has any residential property that is identifiable as being church property then the Church will ensure that all regular adult occupants of that property obtain and hold WWCC clearance for the duration of their residence.

如果有居民住在教会的住宅产业上，教会应当明确规定这些居住者需要有 WWCC 儿童工作核查的证明。

**4.2** The Church will consider whether any ministries it supports, including overseas ministries, have appropriate child protection practices in place? (This includes consideration of whether supporting orphanages overseas is appropriate)

教会将考虑每一项所支持的事工，包括海外宣教事工，这些事工有适当的儿童保护措施吗？（这也包括考虑支持海外的孤儿院是否恰当）

**4.3 Online Environments 网络环境**

- a. The Church will promote safe online behaviour in any electronic communication.

教会要促进所有电子信息的网络行为安全

Please see the *Guidelines for Activities with Children and Young People* for more detail.

请参阅《儿童与年轻人活动的准则》，以了解更多详情。

**5. Risk Management 危机处理**

*Guidelines for Activities with Children and Young People* 儿童与年轻人活动的准则

**5.1 Persons of Concern 关注对象**

**5.2** The Church will manage any person identified as a Person of Concern in accordance with *An Australian Baptist Response to Persons of Concern*.

教会要根据《澳洲浸信会回应关注对象》处理所有被确定为需要关注的人

**5.3 Risk Assessments 风险评估**

- a. The Church will ensure that Ministry Leaders complete and make a record of a risk assessment in relation to any program or activity undertaken at, for or with the Church.

教会领袖必须对任何相关活动及计划的危险性加以评估，并完成纪录

- i. for regular activities, the risk assessment will be conducted at least annually and whenever there are significant changes in the program activities, attendance or location.

对列常的活动，至少每年都要加以评估。当活动计划，地点及参加人员有所改变的时候也须重新评估

- ii. for special activities, the Ministry Leader or Safe Church Team will complete a risk assessment.

有特别活动时，教会领袖及安全小组应完成风险评估

- b. The Church will ensure that appropriate and reasonable precautions are adopted to address risks identified as part of a risk assessment. When considering what measures are appropriate, the Church will consider the likelihood of an incident occurring, the seriousness of the consequences and the difficulty of avoiding the risk.

教会确保有合适及合理的预防措施，以处理风险评估中确定的风险。 如果有可能发生事故，要慎重面对其严重性及后果，以避免危险的发生

- c. The Church will store risk assessment forms in a secure location for a period of at least 45 years.

教会应将储存危机评估表格于安全地方，保留至少 45 年

## 6. Third Parties and Affiliated Entities 第三方及关联附属实体

- a. The church will require any third party (tenant or external party using church property) that provides services to children and/or young people to provide written confirmation of their compliance with the Child Safe Standards at least annually.

教会要确保第三方（租客，或使用教会场所的团体）每年至少提供一次书面确认其符合“儿童安全准则”的标准。

- b. The church will ensure that any affiliated entities (any entity or program that is, or is represented as, a ministry of the Church) comply with Child Safe Standards including annual reports to the governance body regarding child safety.

教会要确认任何关联附属实体（包括所有教会事工或代表教会事工的任何组织或活动），都要符合“儿童安全准则”

## 7. Recordkeeping 记录保管

- a. The Church will retain all written records for a minimum of 45 years, in hard copy and/or electronically in a secure manner.

教会将保存书面记录至少 45 年，保存的方式可以是原件或者是安全的电子形式。

- i. Where records contain, or may contain, sensitive information, they will be kept in a manner that protects confidentiality and will only be accessed by a limited number of authorised persons.

如果记录包含或可能包含敏感信息，则将以保护机密性的方式对其进行保存，并且只有少数的授权人员可以取用它们。

- ii. Where records are kept in hard copy, they will be held in a secure location with proper consideration of access, and physical conditions.

如果记录以原件方式保存，则应将它们保存在安全的位置，并认真考虑实体环境和获取方式。



- iii. Where records are kept electronically, they will be monitored to ensure security and ongoing accessibility.

电子纪录的保管需经常密切注意它们的安全及取用性。

- b. Records to which this item applies includes, but is not limited to:

记录包括以下各样，但不受限于：

- i. Ministry Information Sheets 事工信息记录表
- ii. Staff and Volunteer files 职员及义工的档案
- iii. Attendance (sign-in/sign-out) sheets 参加者的签到/签退表
- iv. Risk assessment forms 风险评估表
- v. Safe Church Register 安全教会注册记录
- vi. Safe Church Concerns forms and any contemporaneous notes regarding reporting decisions 安全教会表格及所有的决择报告纪录
- vii. Annual Safe Church commitment by third parties and affiliated entities 第三方和其关联体的年度安全教会承诺
- viii. Dated copies of any *Safe Church Policy, Procedure, Form* or associated document in force at any time 安全教会政策，程序，表格，及有日期的各项纪录

Please see the *Privacy Policy* for more detail. 请参阅隐私政策以获取更多详细信息

## 8. Review and Accountability 审查及责任

### 8.1 Internal Review 内部审查

- a. The Church will review this policy annually. 教会将每年审查这项政策

### 8.2 External Accountability 外部责任

- a. The Church will seek advice from and communicate with the Baptist Churches of NSW & ACT Ministry Standards Manager in relation to any Reportable Conduct, Child Protection Concerns and/or Complaints against Accredited or Recognised Ministers in accordance the *Procedure for Handling Complaints against Staff and Volunteers* and the *Procedure for Responding to Child Protection Concerns*.

教会与新洲及澳洲首都领地浸信会的浸联会的事工准则寻求咨询帮助，包括以下的事项：可举报行为，根据《职员义工的投诉处理程序》对教会的牧师或传道人因为儿童安全的投诉或投诉或须关注的行为，保护儿童之应对程序。



## 9. Definitions 定义

In the *Safe Church Policy* and associated documents, unless the context otherwise requires:

在安全教会政策和相关文件中如下：（除非有语境的需要）

**Church** means the local church which adopted this *Safe Church Policy*, as indicated on the cover of the Policy. 〈教会〉是如封面所示，采用此项政策的当地教会

**Church Leadership** refers to the church council, eldership, safe church team and business manager. 〈教会领袖〉是教会理事会，长老，安全小组及业务主任

**Complaint** includes any allegation, suspicion, concern or report of a breach of the Church's *Code of Conduct* or the Baptist Churches of NSW & ACT *Code of Ethics and Conduct* (where applicable). It also includes disclosures made to an institution about any child protection concern.

〈投诉〉包括所有的指控，嫌疑及顾虑，或违反教会行为准则；或“新州及首都领地浸信会道德与行为准则”，也包括了向任何机构披露关于儿童安全问题的信息。

**Creating Safe Spaces** means Creating Safe Spaces training offered by the Baptist Churches of NSW & ACT or alternative training that is Safe Church Training Agreement approved and has a face-to-face component.

〈建立安全空间〉即为新州及首都领地浸信会所提供的建立安全空间的培训，或是其他被认可的培训。这些培训须有面对面的成分

**Disclosure** means a process by which a person conveys or attempts to convey that they are being or have been abused or neglected.

〈揭露〉意为一个人传达或试图传达他们正被虐待或曾经被虐待或忽视

**Governance body** means the body designated by the constitution of the church to be responsible for the management of church affairs. This may be the Diaconate, Elders, or the Church Council.

〈管理单位〉根据教会章程设计成立的具体单位，可能是执事会，长老或是教会理事会。

**Mandatory Reporting Legislation** means 〈强制性报告立法〉

In NSW, the *Children and Young Persons (Care and Protection) Act 1998 (NSW)*

在新州，《1998年有关儿童及年青人的照顾及保护立法》

In the ACT the *Children and Young People Act 2008 (ACT)*].

在首都領地，《2008 年有关儿童及年青人立法》

**Pastoral Staff** means any pastor or any accredited or recognised minister or any paid or unpaid staff member of the Church who is engaged in pastoral ministry through the Church.

〈牧师/传道人〉意指一位在教会认可下，无论有报酬或无报酬而具有教牧事工的工作人员

**Reportable Conduct Legislation** means 行为举报立法意为  
**Pastoral Staff** 牧师/传道

In NSW the *Children's Guardian Act 2019* (NSW) 在新州是 " 2019 年儿童监护人立法"

In the ACT the *Ombudsman Act 1989* (ACT)]. " 在首都領地是 " 1989 年监察员立法 "

**Safe Church Register** means the register required to record information relating to

〈安全教会记录〉意即与以下有关的记录：

In NSW staff and volunteers who engaged in Child-related Work and their relevant details in accordance with section 9A of the WWCC Legislation.

在新州与儿童有关的事工的职员和志工，记录需符合儿童工作核查准则第 9A 项标准

**Vulnerable** means the state of being unable to take care of themselves, or unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason, and includes those that suffer disadvantage such as social and financial hardship.

〈弱势〉即缺乏自我照顾能力的状态，或因年龄，疾病，创伤或残疾而无法保护自己免受伤害或遭到剥削，包括社会边缘人及财务状况不佳者

**WWCC Legislation** means the *Child Protection (Working with Children) Act 2012* (NSW).

〈WWCC〉即新州《2012 年儿童保护立法（儿童事工）》

**Young person** means a person who is 16 or 17 years old.

〈年轻人〉即 16 或者 17 岁的青少年

2020 年 3 月 10 日最新公布。 〈完〉