

PERSON OF CONCERN RESPONSE PROCESS

Use this process when a report is made (or a regulation check has been returned) suggesting a person may be a Person of Concern.

The Safe Ministry Supervisor(s) should print out this Process and keep as a record of the steps and actions taken.

STEPS	CHECKBOX
1. Write a record of the suspected Person of Concern report with as much detail as possible and attach to this Process Sheet.	<input type="checkbox"/>
<p>2. Is the Person of Concern associated with the church ministry or its programs?</p> <p>Yes - Go to step 3.</p> <p>No - Continue below...</p> <p>If the Person of Concern is not associated with the church ministry or its programs (e.g. an uncle of a church member who has never been to church himself), they are outside the scope of the Church response process. However it is worth completing the following:</p>	
<p>2.1 Review if any State, Federal or other organisation needs to be notified of the Person of Concern</p> <p>Notes:</p>	<input type="checkbox"/>
<p>2.2 Help the person making the reporting to direct their report to those agencies.</p> <p>Notes:</p>	<input type="checkbox"/>
<p>2.3 Decide if the Church Leadership should be informed of the report for them to address any pastoral/care issues.</p> <p>Notes: (e.g. Church Leader who was informed)</p>	<input type="checkbox"/>
2.4 This will end the Response Process.	

3. If the Person of Concern is associated with the church ministry or its programs, depending on the circumstances, decide together with the other Safe Ministry Supervisors to do one of the following...	
<p>3.1 <u>Continue to monitor the person with no other action</u></p> <p>If the report does not present a substantial risk, continue to monitor the person of interest.</p>	<input type="checkbox"/>
<p>3.2 <u>Discuss and (re)establish appropriate behaviours</u></p> <p>If the Person of Concern presents a medium risk to general members; Appoint a Safe Ministry Supervisor (or other appropriate person) to discuss with the person what constitutes appropriate behaviour and establish an appropriate code of conduct for them to commit to following.</p>	<input type="checkbox"/>
<p>3.3 <u>Discuss and set an agreed boundary on behaviour and involvement</u></p> <p>If the Person of Concern is considered a significant risk to people, Appoint a Safe Ministry Supervisor (or other appropriate persons) to discuss with the Person of Concern that</p> <ul style="list-style-type: none"> • they are a person of significant concern, and • there are appropriate (and potentially legal or insurance) boundaries that they need to remain within (including certain roles and responsibilities they are not permitted to act in), and • there are appropriate behaviours they should commit to following, and • the church leadership (pastor and board) as the insurance provider will be made aware of these decisions. 	<input type="checkbox"/>
<p>3.4 Attach a copy of the agreed behaviour and boundaries to this Response Process Sheet</p>	<input type="checkbox"/>
<p>3.5. Discuss with the person who made the report (with appropriate level of privacy) the determined process.</p>	<input type="checkbox"/>
4. This ends the Incident Response Process	

Note 1: Any person who has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence, or has been found to have sexually offended, arising through due diligence checks related to recruitment, are not permitted by law to work with children, and may not be covered by insurance if they are appointed to a position of leadership over adults.

Note 2: A person who has a history of sexual offenses may be required by law to stay away from certain situations in the community. You should discuss this with the person of concern and their legal representative.