



SAFE CHURCH (+WORK HEALTH SAFETY) POLICY

DATE EFFECTIVE	February 2023
DATE LAST REVIEWED	N/A
REVIEWED BY	N/A
NEXT SCHEDULED REVIEW DATE	February 2024
SUPERSEDES	All other related or former Oceans Church policies
AUTHORISED BY PERSON 1	Jessica Williams
AUTHORISED BY PERSON 2	Oceans Board April 24

PURPOSE

Oceans Church acknowledges God’s love for all people and our responsibility as a Christian community is to extend love in God’s name to all who encounter our church. This policy outlines how strive to cultivate an environment where all Oceans people show diligent concern and Duty of Care to one another; doing all that is reasonably practicable to care for others in a way that keeps everyone safe.

An important expression of God’s love for all people is the protection and equity of vulnerable people, including children and young people, Aboriginal and Torres Strait Islanders, the elderly, and people with disabilities, as well as others with identity or health vulnerabilities.

SCOPE

This policy applies across all areas / departments of Oceans Church and across all workplaces under this organisations control including subcontractors and visitors to the workplace.

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COMMITMENT TO THE PROTECTION AND EQUITY OF VULNERABLE PEOPLE

- Oceans Church ensures that all volunteers are appropriately screened and trained for their role. At a minimum this includes the provision and maintenance of a current Working With Children's Check and completion of our "OnTeam" induction training for all Oceans Volunteers. This training is an introduction to keeping all people, including vulnerable people safe.
- Oceans people are encouraged to speak up about their disability related access needs when it comes to joining in with any Oceans Church activity. These needs can be discussed with an Oceans Church Pastor or Area Leader/Director. Oceans Church will take all reasonable steps to ensure equitable access for all Oceans Church people.
- Oceans Church maintains an effective system for receiving and responding to complaints or concerns that are related to community Safety. This can be done by following the "Safe Church" link at the bottom of our website; by letting an Oceans Church (credentialed) Pastor or Youth /Kids Director know or by sending us a message at concerns@oceans.church

CHILD AND YOUTH SAFETY

- Oceans Church cultivates a culture where everyone embraces their Duty of Care when it comes to protecting, nurturing, discipling, and championing our young people; to raise them in the ways of Christ.
- Additional screening, including referee checks and specialised training is provided to those volunteers who are working directly with children or youth.
- Oceans Church maintains an Oceans Board appointed Child Safety Officer, who works with a small team to receive reports and concerns, and investigate and address these matters, in line with legal obligations, ACC and Oceans Church Child Protection Policies, and other relevant or related policies. The Child Safety Officer can be contacted through concerns@oceans.church or in person. All leaders should ensure they are aware who the current Child Safety Officer is.

REPORTING / INVESTIGATION

- Oceans Church cultivates a culture where reporting concerns is encouraged and commended. Early reporting of issues reduces the likelihood of people getting hurt.

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- Oceans Church takes every report seriously and follows up with an investigation by the Child Safety Officer, Senior Pastor/s or designated Oceans (ACC credentialed) Pastor; and where applicable, the Oceans Board and Elders are consulted as part of this process. We are committed to determining and communicating a clear outcome in each case.
- Investigations are carried out in line with relevant policies, however where there is a genuine risk to the Oceans community, the person accused may be asked to refrain from attending Oceans related services or events until such time that the investigation is completed.
- All reports are stored securely, along with notes or records of the steps and communication taken throughout the internal investigation including outcomes and actions taken.
- Where there are criminal concerns, or serious safety concerns; the appropriate authorities will be notified.

RESPONSIBILITIES

Senior Pastor / Campus Pastor and Area Pastor / Director:

- Develop, implement, maintain and review WHS systems and procedures regularly and make appropriate changes.
- Develop and implement procedures; taking safety into consideration through effective workplace consultation; and review as required.
- Maintain an effective process for identifying hazards, assessing risks, and eliminating or controlling risks.
- Investigate reported hazards and injuries and take appropriate corrective action.
- Have and maintain processes for ensuring equipment is safe and properly maintained, WHS equipment is provided; and work areas are free from hazards.
- Provide and implement emergency procedures.
- Provide first aid kits, facilities and first aid personnel.
- Provide training about keeping vulnerable people safe to all workers; including more specialised training to those who are directly serving Children or Youth.
- Keep up to date with changes in WHS legislation and standards, and update policies and procedures; accordingly, including provision of updates to workers.
- Be satisfied that contractors will comply with current statutory safety standards.

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- Keep up to date records of all safety issues including injuries and instruct that correct procedures are followed, and appropriate forms are filled out.

Oceans Church Leaders / Team Leaders / Group Leaders

- Work with your Senior Pastor / Campus Pastor or Area Pastor/Director to develop and implement procedures that align with our Safe Church (+WHS) and related policies.
- Supervise your team or group, ensuring effective outworking of the Oceans Volunteer Code of Conduct, and relevant policies and procedures.
- Identify hazards, assess risks; and eliminate or implement controls for risks that are immediately impactful.
- Ensure that all hazards, incidents, accidents, near misses, injuries, and illnesses for your team are reported through the incident report forms available on Church Center; and where applicable provide team members with the link to the forms.
- Consult with your team regarding WHS matters, including protecting vulnerable people; and encourage feedback on these issues, so that workers can contribute to decisions effecting heir health, safety, and welfare.
- Participate in workplace consultation; and cooperate with Oceans Church in their efforts to comply with WHS requirements by following the safety procedures, using equipment properly, keeping work areas clean and tidy and evacuating when told.
- Work safely, and practice self-care, keeping yourself spiritually and emotionally healthy by spending regular time with God, managing your time well, tending to your heart (dealing with issues of sin, and feelings of bitterness, resentment and unforgiveness); and train others – build a team, share the workload.

Volunteers / Team Members

- Work in a safe manner to protect your own health and safety and the health and safety of others.
- Practice self-care, and make sure that you have the skills and abilities to do your designated tasks. Alert your leader to any health or other issues that may affect your safety or the safety of others when it comes to undertaking tasks, and do not put yourself or others at risk.
- Ensure you are aware of, and following the procedures and instructions provided by your leader. You ensure this by attending relevant team meetings, being on time for team briefs or debriefs and engaging with communication from your Leader.

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- Report all hazards, incidents, accidents, near misses, injuries, and illnesses that you become aware of to your leader, and where applicable, report the matter via our incident or hazard reporting form on Church Center.

Suppliers / Subcontractors / Contractors

- As part of your contract, comply with WHS policies, procedures, and programs.
- Observe directions on health and safety from Leaders or other official representatives of Oceans Church.
- Work in a safe manner to protect their own health and safety and the health and safety of others in the workplace.

Inability or unwillingness to comply with directions provided by Leaders may be considered unsafe and lead to remedial actions, such as further training, or a review of a person's suitability for the role occupied. In some cases, a person unwilling to comply with directions designed to protect the safety of the Oceans Community, and where there are genuine concerns regarding the risk to vulnerable people posed by this person, then that person may be asked to refrain from attending services or Oceans related events.

REVIEW

- This policy will be reviewed annually, and updates will be made as required to ensure that is highly effective in practice.

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