CREATING A SAFE PLACE - POLICY

Policy for dealing with complaints about sexual misconduct in church relationships involving denominational employees and voluntary Church workers

November 2001
TABLE OF CONTENTS

Preface ........................................................................................................................................

Definitions ................................................................................................................................

Philosophy and Rationale ........................................................................................................

Statement of Position .............................................................................................................

Foundational Principles .......................................................................................................  

A Theological Reflection ........................................................................................................

The Abuse of Power in Positions in Ministry .......................................................................  

Elements of Natural Justice and Justice-making ..................................................................  

Child Sexual Assault ............................................................................................................

Maintaining Confidentiality .................................................................................................  

Arenas of Safety ..................................................................................................................

Complaints about Adventist Support/Professional Standards Committee ......................  

Checklist ...............................................................................................................................  

Adventist Support .................................................................................................................

Organisational Chart ...........................................................................................................

The Role of the Director of Adventist Support ....................................................................

The Role of the Contact Person ............................................................................................

The Role of the Support Person .............................................................................................

Accountability ........................................................................................................................

Checklist ...............................................................................................................................  

The Professional Standards Committee ..............................................................................

The Role of the Professional Standards Committee............................................................

The Role of the Investigation Co-ordinator ..........................................................................
The Role of the Investigator ...........................................................................................................
Record Keeping ........................................................................................................................

Policies for Dealing with Complaints of Sexual Misconduct ..................................................
Why are these policies necessary? ..........................................................................................
Who can make a complaint? ..................................................................................................
Complainant Procedures ........................................................................................................
Investigation Procedures ......................................................................................................
Reinstatement/Rehabilitation Procedures ...............................................................................  
Investigation of Systemic Issues ..........................................................................................
Allegations of Child Sexual Assault Have Been Made Against A Church Worker .............
Checklists................................................................................................................................

Prevention and Education.....................................................................................................
Training, Education and Prevention ....................................................................................
Screening Process ................................................................................................................
Relations with the Media ......................................................................................................
Legal Obligations....................................................................................................................

Appendices...........................................................................................................................
Screening Form for Workers ...............................................................................................  
Screening Form for Volunteers ...........................................................................................
Complaint Form ...................................................................................................................
Consent Form .......................................................................................................................  
Letter of Notification For Employees ...................................................................................  
Letter of Notification for Church Member ...........................................................................
Letter of Notification for Complainant/Victim .....................................................................
Letters of Authorisation for Investigators ...........................................................................
This policy has been adopted by common consent by the South Pacific Division of Seventh-day Adventists for use in its Office and its institutions based in Australia and New Zealand.

Signed ______________________________________________  Date ______________

This policy has been adopted by common consent by the New Zealand Pacific Union Conference of Seventh-day Adventists for use in its office, the North and South New Zealand Conference Offices and associated institutions based in New Zealand.

Signed ______________________________________________  Date ______________
PREFACE

The Church believes that it has a responsibility to ensure that the safety and wellbeing of those who come under the ministry and care of the Church and its institutions is maintained. It calls upon those who work within the various ministry activities of the Church to exemplify a Christlike life and engage in relationships with others in ways that show respect and support for each individual. It requires that all Church workers observe certain commonly accepted standards of conduct. These standards are clearly breached if any form of sexual misconduct occurs. For the purposes of this document, sexual misconduct is defined as a violation of personhood and as a sinful behaviour contravenes the moral teaching of the Church. This term refers to all sexual behaviours directed at another person which violates his/her personal boundaries.

It is therefore important that church workers adhere to the following guidelines:

(a) a church worker must not take advantage of his or her position, power or authority to gain a sexual favour from any other person. In this regard, church workers must display sensitivity to those to whom they minister and special sensitivity to all persons in a vulnerable state, such as the bereaved, the separated or divorced, the lonely, children and young people.

(b) a church worker must not sexually harass a subordinate, an employee, a parishioner or any other person.

(c) The education of church workers about professional standards of conduct is intended to create an awareness of expected behaviours in the workplace and in the Church and is a preventative strategy to reduce the incidence of sexual misconduct involving Church workers.

These standards of conduct are additional to any conduct prohibited by or obligations imposed by law.

The Church and its message are compromised by the improper actions of its employees and voluntary Church workers. It especially believes that sexual harassment, sexual exploitation, and sexual assault are violations of Christian principles. It is therefore committed to responding to all accusations of sexual misconduct that call into question the fitness for service of anyone who ministers within the Church or its institutions. Similarly it is committed to providing appropriate pastoral care to any victim of sexual misconduct and is involved in advancing the healing and integrity of all individuals who are influenced by the ministry of the Church.

This document focuses solely on the issue of sexual misconduct in Church relationships and does not discuss any other forms of abusive behaviour. Physical and emotional cruelty also constitute an abuse of power. All instances of physical and emotional abuse of children need to be reported to the relevant statutory body for child protection. Adults who are being physically abused should be informed of their rights to report the matter to the police and to apply for a restraining order against the abuser. Adults who are being emotionally abused should be referred to a trained counsellor.

The Church recognises and upholds that the law in most states requires mandatory reporting for all cases of sexual assault involving children and young people. It also acknowledges the right of individuals to have their complaints addressed through the duly appointed legal processes. The “Pastoral Care” approach outlined in this document is also offered as an alternative to those individuals who do not wish to, or have already pursued, legal processes.
It also clearly outlines the Church’s intention to respond to claims of sexual misconduct involving church employees and voluntary church workers by providing a process whereby pastoral care and support is offered to any individual who has experienced sexual misconduct.

The “Pastoral Care Model” involves the following procedures which the Church can undertake:

- promote the prevention of sexual harassment, sexual exploitation and sexual assault
- respond appropriately to allegations and complaints of sexual misconduct involving Church workers
- provide a process for screening all workers prior to the commencement of their work assignment with the Church or one of its institutions

It is our belief that the policy outlined here will assist local churches, schools, conferences, institutions and services of the Church to adopt appropriate ways of dealing with all allegations and claims of sexual misconduct. It is mandatory that all organisational entities of the Church take reasonable steps to inform all its employees and voluntary workers of these procedures and cooperate with State and Federal authorities in dealing with any allegations of sexual misconduct.

**NB:**

- In order to protect the intent of the total document these procedures may only be reproduced in whole, with the permission of the Senior Executive Officer of the employing body.

- Nothing in this document shall contradict or shall be construed to contradict applicable state and federal legislation, including Industrial legislation as it relates to sexual abuse, harassment/misconduct.

- It is intended that these procedures will be reviewed every twelve months and in the light of such a review, a revised form of these procedures may be issued. Compliance mechanisms such as client feedback and the monitoring of all aspects of the program will be undertaken to inform this policy review process.

**Australian Union Conference**
**Revised April 2002**
DEFINITIONS

**Adventist Support (AS)**
Individuals appointed by the Australian Union Executive Committee to oversee the work of providing pastoral support services to victims and offenders and assisting in the education and training of all personnel involved in responding to complaints and providing pastoral support.

**Alleged Offender/Perpetrator**
A church worker who is alleged to have sexually harassed, exploited or assaulted another person.

**Alleged Offenders'/Perpetrators’ Associates**
A person who is closely associated with the alleged offender and who experience emotional pain on learning of the incident of sexual misconduct.

**Aware Culture**
Is an environment which encourages open communication about appropriate behaviour and issues of safety.

**Arena of Safety**
Guidelines for behaviour and supervision which creates a safe environment.

**Child Sexual Assault – see Sexual Misconduct**

**Church**
When used with a capital ‘C’ refers to the Seventh-day Adventist Church
When used with a small ‘c’ refers to the Christian church at large

**Church Community**
The community of persons who attend a Seventh-day Adventist congregation or are employed within any other institution or service operated by the Church within the Australian Union Conference of Seventh-day Adventists.

**Church Worker**
A Church worker is
(a) a licensed, credentialed, commissioned, or ordained minister
(b) a teacher
(c) an employee of the Church or one of its institutions
(d) any person who was ‘ministering’ in the Church at the time the alleged sexual misconduct occurred
(e) a voluntary church worker

**Complainant/Victim**
A person who has been sexually abused and alleges sexual harassment, exploitation, or assault within a pastoral or professional relationship.
Contact Person
A person trained to give information about sexual misconduct over the telephone and who is appointed by the Office Adventist Support to receive complaints about sexual misconduct involving a church worker.

Duty of Care
Describes the responsibility of ministers/leaders to exercise their ministry/leadership within an ethical framework of accountability to both the Church and to the recipients of such ministry. Ministers/leaders are accountable at a variety of levels for all those who come into their care.

Person of First Complaint or Trusted Person
The person of first complaint person is the one to whom the disclosure is first made. Possibly this person may have no expertise in the area of sexual misconduct. The trusted person ideally should be the support person, at least in the initial stages of the enquiry, but preferably throughout the process.

Professional Standards Committee (PSC)
A committee of trained professionals who are appointed by the Australian Union Executive Committee to fully investigate complaints received by a contact person regarding allegations of sexual misconduct against a church worker.

Secondary Victim
Person/s closely related to the complainant or primary victim and experiencing personal distress, due to the disclosure of the alleged offence.

Sexual Misconduct
Behaviours include the following:

(a) sexual harassment - Sexual harassment constitutes any sexual contact which interferes with an individual’s ability to attend and participate in church activities or contact which interferes with their job performance, or creates an intimidating, hostile or offensive environment. Furthermore, it includes:
- Sexually oriented humour
- Unwanted physical contact
- Repeated unwelcome requests for social or sexual contact including stalking
- Sexual innuendo conveyed through suggestive looks, comments, sounds, gestures, printed or electronically transmitted messages
- Inappropriate gifts such as underwear, condoms, postcards, pictures or videos of a sexual nature

(b) sexual exploitation - This occurs when there is an attempt to develop a sexual relationship with a person who is in a situation where they are vulnerable, emotionally distressed or have a handicap or a disability. A sexual relationship between a vulnerable person and any person who is in a position of power or influence over that person or in any situation where there is an inequality of position or power in a relationship is inappropriate. Any physical or verbal behaviour even when done in jest if intended to arouse or suggest erotic feelings in another recipient, is exploitative.

(c) sexual assault - Sexual assault is a term that includes all unwanted sexual contact. This ranges from verbal comment to sexual intercourse, and includes any inappropriate behaviour, which makes a person feel threatened, uncomfortable or afraid. Furthermore, sexual assault is a criminal offence and is defined in Federal and State law. This includes
contact with persons judged legally incompetent to consent. Such unwanted behaviour includes, but is not limited to:

- Sexual intercourse
- Penetration of the vagina, mouth and/or anus with a penis or any other object used for sexual purpose
- Being masturbated or being forced to masturbate the other
- Any oral or genital contact
- Making sexual advances from a position of power especially during a time of vulnerability
- Touching, hugging, kissing or any behaviour which is uncomfortable or confusing to the receiver, or is inappropriate to the situation
- Inappropriate comment with sexual connotations

(d) child sexual assault - Any sexual contact with a legal minor (under the age of 16 or 18) is defined in Federal and State law in Australia as a criminal offence. Furthermore, this includes:

- Singling out one child in particular for special attention on a continual basis (“grooming”)
- Any oral or genital contact
- Being masturbated or being forced to masturbate the other or to watch the same
- Touching, hugging, kissing or any behaviour which could lead to the child feeling confused, afraid or violated
- Inappropriate touching any part of the child’s body
- Being made to look at, or pose for, pornographic photos or videos

Voluntary Church Worker

Any individual who donates labour or service to the Church or the community by their own free choice, and does not receive remuneration for the activities. They operate under the direction or supervision of the Church organization. The existence of a stipend does not negate volunteer status.
PHILOSOPHY AND RATIONALE

- Statement of Position
- Foundational Principles
- A Theological Reflection
- The Abuse of Power in Positions of Ministry
- Elements of Natural Justice and Justice-Making
- Child Sexual Assault
- Arenas of Safety
- Checklist
STATEMENT OF POSITION

Seventh-day Adventists affirm the dignity and worth of each human being and decry all forms of sexual abuse.

♦ We recognize the global extent of this problem and the serious, long-term effects upon the lives of all involved.
♦ We believe that Christians must respond to abuse, both within the church, and in the community.
♦ We believe that to remain indifferent and unresponsive is to condone, perpetuate, and potentially extend such behaviour.
♦ We accept our responsibility to cooperate with other professional services, to listen and care for those suffering from abuse, to highlight the injustices, and to speak out in defence of victims.
♦ We will help persons in need to identify and access the range of available professional services.
♦ When changed attitudes and behaviour open possibilities for forgiveness and new beginnings, we will provide a ministry of reconciliation.
♦ We will assist families in grief over relationships that cannot be restored.
♦ We will address the spiritual questions confronting abused persons, seeking to understand the origins of abuse and developing better ways of preventing the recurring cycle.

Taken from a statement approved and voted by the General Conference of Seventh-day Adventists Administrative Committee (ADCOM) released by the Office of the President, Robert S. Folkenberg, at the General Conference session in Utrecht, the Netherlands, June 29-July 8, 1995.

FOUNDATIONAL PRINCIPLES

The administration of Seventh-day Adventist Church in the Australian Union Conference is committed to:

• modelling behaviour that values each individual as made in the image of God
• ensuring that its worship, pastoral care, services and administrative practices are free from sexual harassment, misconduct, abuse or assault
• ensuring that the boundaries of the professional and pastoral relationship are maintained
• recognising sexual misconduct when it occurs and dealing with it promptly and justly
• ensuring that all congregations, conferences, institutions and services within the Australian Union Conference have written policies and practices in place for dealing with allegations of sexual misconduct
• ensuring that all Church members and employees are aware of the Church’s policy in relation to sexual misconduct and are aware of their rights and responsibilities
• ensuring that policies and procedures dealing with sexual misconduct are accessible to migrant, ethnic and aboriginal groups who experience language and cultural barriers
• providing adequate training to all staff throughout the Australian Union Conference on providing a safe working environment
• encouraging staff to report any inappropriate or illegal behaviour, with the assurance that in so doing, their rights as employees shall not be placed in jeopardy
• encouraging and promoting the use of mediation, conciliation, and legal process when appropriate
• the process of justice-making

THE ABUSE OF POWER IN POSITIONS IN MINISTRY

Ministry, by its very nature has both a powerful spiritual and pastoral dimension. Sexual misconduct thus constitutes and compounds an abuse of power, as ministers continuously interact with people seeking assistance on the most intimate of matters. By virtue of their role, minister have access to the deepest fears, hopes and pains of their parishioners, which therefore causes vulnerability and an imbalance of power. Parishioners have the right to expect that the minister will act in a way that is in their best interest. They have the right to be safe from exploitation. The principle involved is that people in such a vulnerable situation have a diminished ability to refuse the advances of the more powerful ones.

In addressing this issue, the Church needs to be aware of the potential debilitating effect of pastoral and moral problems. Sexual misconduct undermines the moral authority of the Church and calls into question its pastoral and administrative practices. At the communal level, the Church may face a major crisis of confidence in its Ministers/leaders. Ministers/leaders who act in a sexually inappropriate manner undermine their moral authority. The trust of the whole community is violated. Most significantly, the concept of the image of God is distorted for the violated individual, setting up barriers to an understanding of God's love and redemptive activity. Administrators who fail to act with compassion and justice exacerbate the pain of the victim. Their actions may also impact negatively on the rehabilitative process for the perpetrator.

THE ELEMENTS OF NATURAL JUSTICE AND JUSTICE-MAKING

The Seventh-day Adventist Church is committed to the process of natural justice and justice-making in situations of sexual misconduct. It seeks to facilitate the healing process for both victim and offender, and hold out to them the possibility of forgiveness and reconciliation.

Natural Justice

Natural Justice means that due process is followed. This involves: checking facts and identifying major issues, giving a fair hearing, not being biased and acting on the basis of logically probable evidence. It means that no Professional Standards Committee member will decide a case in which they have a direct interest. To ensure that an impartial decision is reached, the role of decision maker and investigator will be undertaken by different people. Under natural justice, alleged perpetrators also have the right to know the substance of the allegations made against him or her, the outcome of the investigation, and the right to make submissions regarding the recommendations made by the Professional Standards Committee. Natural justice has as an underpinning the protection of the innocent.

Justice Making includes: truth-telling giving voice to the reality of the misconduct or abuse; acknowledging the violation - hearing the truth, naming the misconduct or abuse, and condemning it as wrong; compassion - listening to and suffering with the victim; protecting the vulnerable - taking steps to prevent further abuse to the victim and others; accountability - confronting the abuser and imposing negative consequences; restitution - making symbolic
 restoration of what was lost, giving a tangible means to acknowledge the wrongfulness of the abuse and the harm done, and to bring about healing; vindication - setting the victim free from the suffering caused by the abuse.

4. The seven elements of justice-making were developed by the Rev. Dr. Marie Fortune from the Centre of Prevention of Sexual and Domestic Violence, Seattle, USA.

CHILD SEXUAL ASSAULT

As a Church we believe our faith calls us to:

1) Uphold the principles of Christ for family relationships in which the self-respect, dignity, and purity of children are recognized as divinely mandated rights.
2) Provide an atmosphere where children who have been abused can feel safe when reporting sexual abuse and can feel that someone will listen to them.
3) Become thoroughly informed about sexual abuse and its impact upon our own church community.
4) Help ministers and lay leaders to recognize the warning signs of child sexual abuse and know how to respond appropriately when abuse is suspected or a child reports being sexually abused.
5) Establish referral relationships with professional counsellors and local sexual assault agencies who can, with their professional skills, assist abuse victims and their families.
6) Create guidelines and policies at the appropriate levels to assist church leaders to:
   a) Endeavour to treat with fairness persons accused of sexually abusing children,
   b) Hold abusers accountable for their actions and administering appropriate discipline.
7) Support the education and enrichment of families and family members to:
   a) Dispel commonly held religious and cultural beliefs which may be used to justify or cover up child sexual abuse.
   b) Build a healthy sense of personal worth in each child which enables him or her to respect self and others.
   c) Foster Christlike relationships between males and females in the home and in the church.
8) Provide caring support and a faith-based redemptive ministry within the church community for abuse survivors and abusers, while enabling them to access the available network of professional resources in the community.
9) Encourage the training of more family professionals to facilitate the healing and recovery process of abuse victims and perpetrators.

(The above statement is informed by principles expressed in the following scriptural passages: Gen 1:26-28; 2:18-25; Lev 18:20; 2 Sam 13:1-22; Matt 18:6-9; 1 Cor 5:1-5; Eph 6:1-4; Col 3:18-21; 1 Tim 5:5-8.)

(The basis of this statement was voted during the Spring Meeting of the General Conference Executive Committee on Tuesday, April 1, 1997, in Loma Linda, California.)

Mandatory Reporting of Child Sexual Assault

The mandatory reporting of all suspected cases of child abuse is now law in most states of Australia. If a person suspects, or becomes aware of, sexual misconduct by an alleged offender involving a child, that person is required by law to notify authorities, the police and the relevant state child protection agency of that misconduct. Where it is not mandatory to report to the Police or the relevant state child protection agency, the individual should consult their local statutory authority for children. This can be done anonymously.

Most clergy are not currently required by law to report cases of child sexual assault. However, as Christians we can argue a moral and ethical obligation for everyone to report
cases of child sexual assault. A perceived inability of the Church to adequately respond to complaints, does not absolve it from the legal responsibility to report child sexual assault when it exists. It is advisable for clergy and local church leaders to develop an understanding of the legal processes around sexual assault.

**MAINTAINING CONFIDENTIALITY**

Confidentiality should never be used as an excuse not to act. If a minor has told you that they have been sexually abused, or if an adult tells you they have sexually assaulted a child or children, you must report this to the statutory body for children in your state. There may be a need to protect others from the alleged abuser.

**ARENAS OF SAFETY**

An arena of safety is a clearly defined guideline that specifies appropriate behaviour in specific work and church related situations. Due to the Church’s duty of care responsibilities, a breach of this safety zone may compel the Church to suspend or terminate a worker’s employment or a church member’s attendance at church.

An infraction of these guidelines would indicate a worker or Church member has breached these safety zones, and has encroached on the rights of another. Although no criminal act may have been committed it is deemed such behaviour raises the degree of probability an impropriety has or could occur. Hence, the risk involved has increased beyond the tolerance of the guidelines.

Individuals, departments, work places and churches as a whole need to establish clearly defined and documented “Arenas of Safety”. After drafting, these should be filed for future reference. These “Safety Zones” should be reviewed and endorsed annually.

**COMPLAINTS ABOUT ADVENTIST SUPPORT OR THE PROFESSIONAL STANDARDS COMMITTEE**

Complaints can provide important information about issues that need to be focused on. They should be welcomed and encouraged and responded to.

1. Complaints must be made in writing to The Chairperson of the Adventist Support Management Committee.
2. The Chairperson will forward the complaint to the relevant service for a written response within fourteen days.
3. The written response and an outline of the action, that will be taken to address the complaint, will be forwarded to the complainant.
4. If the complainant is dissatisfied with the response they can appeal to an independent person for a review.
CHECKLIST FOR PHILOSOPHY AND RATIONALE

☐ Policies, procedures and brochures etc translated into the major NESB groups and ATSI languages represented in the Australian Union Conference

☐ Training programs informing staff about sexual harassment/assault developed and distributed to all institutions for inclusion in their training program

☐ Child Protection training programs including information about arenas of safety developed for staff who are dealing with children, and distributed to the relevant institutions, for inclusion in their training programs

☐ Arenas of safety documented for all workplaces and churches

☐ Training programs informing ministers about the dynamics of sexual harassment/abuse, their duty of care, and how to minister to congregations where there has been an allegation of sexual misconduct, developed and implemented

☐ Information to be made available to all church members and employees re: Adventist Support and its role and function
ADVENTIST SUPPORT

- Organisational Chart
- The Role of Adventist Support
- The Role of the Contact Person
- The Role of the Support Person
- Accountability
- Checklist
ORGANISATIONAL CHART

AUC EXECUTIVE COMMITTEE
NZPUC LIAISON

ADVENTIST SUPPORT MANAGEMENT COMMITTEE

ADVENTIST SUPPORT

PROFESSIONAL STANDARDS COMMITTEE

1800 telephone service

ORGANISATIONAL CHART
THE ROLE OF ADVENTIST SUPPORT

The Australian Union Executive Committee is responsible for establishing Adventist Support.

Adventist Support will:

- appoint and train of contact persons for the 1800 number
- appoint and train of pastoral carers
- work in conjunction with the Professional Standards Committee to provide pastoral support for alleged victims and alleged perpetrators
- arrange regular case meetings for all those involved in providing support to the victim/s in a particular allegation
- arrange regular supervision of the contact persons and pastoral carers
- work in conjunction with the Conference President, CEO or Pastor to offer pastoral support to alleged offenders
- keep victims informed about the investigative process and its progress towards resolution
- arrange educational and training programs for local congregations, Church administration and Church workers as necessary
- produce and distribute appropriate resources for all Church members, and Church workers
- prepare quarterly summaries of its work for Church Administration
- provide assistance and support in the pastoral care of any congregation who has experienced misconduct.

THE ROLE OF THE CONTACT PERSON

The contact person will:

- listen to the complainant without blame, or bias so as to reduce fear and anxiety, and not shame or in anyway punish, the person making the complaint
- give the complainant an assurance of their support and protection
- seek to be objective in dealing with their complaint
- avoid re-victimising the complainant by showing acceptance, and minimising the number of times he/she needs to repeat their story
- provide the complainant information about
  - the church’s procedures for dealing with such complaints
  - the availability of pastoral support services
  - the right to seek mediation, or take legal or civil action, in addition to following the church’s procedures
  - the obligation of the contact person to report all allegations of child sexual assault to the local statutory authorities
THE ROLE OF THE SUPPORT PERSON

Both victims and alleged perpetrators may have a support person with them during the investigative interview. The role of this person is to provide support for the interviewee and to observe. They are not to take part in the interview, or act as an advocate for the interviewee. The support person may be required to sign a confidentiality contract. The issue of confidentiality must be balanced against the legitimate right of the interviewee to have a support person of their choosing. Each interviewee needs to have a different support person. The support person cannot be someone who will be interviewed in the investigation.

ACCOUNTABILITY MEASURES

Case meetings involving all those providing pastoral support will be held regularly, both during and after the process of investigation, to discuss and maintain the measures taken in the pastoral support process and to ensure that the Church’s duty of care is maintained. Such meetings will provide safety for everyone and will need to commence following the initial report of the contact person to the Professional Standards Committee.

The Conference President’s involvement in the disciplinary process prevents him from providing adequate pastoral care to the Church worker and his/her family. The alleged offender needs to be informed of this and the pastoral care contact appointed.

The pastoral carer appointed should be one who had undergone the training in responding to sexual misconduct issues. This appointee will maintain communication of information about the process and ensure that the Professional Standards Committee is acknowledging and moving to meet the alleged offender’s and victims pastoral needs. This appointee will also report back to Adventist Support as to the compliance, or otherwise, to accountability measures.
CHECKLIST FOR ADVENTIST SUPPORT

☐ Contact persons recruited and trained
☐ Pastoral carers recruited and trained
☐ Supervision organised for all contact persons and pastoral carers
☐ Provision of a schedule of training in sexual misconduct policies for all SDA staff and volunteers in Australia and New Zealand
☐ Provision of appropriate resources to facilitate training
☐ Provision of appropriate resources for congregations
☐ Provision of pastoral support for victims, secondary victims, alleged offenders and congregations
☐ Provision of bi-annual summary to the Australian Union Conference.

CHECKLIST FOR VOLUNTEERS

☐ Attend training courses
☐ Attend regular supervision
☐ Provide timely and accurate information to people who ring the designated numbers
☐ Complete referral form to Professional Standards Committee and other paper work as required
PROFESSIONAL STANDARDS COMMITTEE

• The Role of the Professional Standards Committee
• The Role of the Investigation Co-ordinator
• The Role of the Investigator
• Record Keeping
THE ROLE OF THE PROFESSIONAL STANDARDS COMMITTEE

1. Receiving the written complaint form, signed by the appointed contact person and the complainant or a third party

2. Upholding the mandatory reporting of child sexual assault consistent with state law and recognising that adult victims need to be educated and provided with information to enable them to make fully informed choices

3. Informing, through its chairperson, the Conference President, Pastor or CEO of the institution where the alleged offender is employed that allegations or complaints have been made against their employee. The Conference President, CEO or Pastor will then be responsible for giving a letter of notification supplied by the Professional Standards Committee Chairperson to the alleged offender along with a copy of the Church’s procedures, and any verbal explanations deemed necessary about the processes open to the church worker in dealing with the accusations. It is important that the Letter of Notification is given to the alleged offender only after a personal phone call or visit by the President, CEO or Pastor.

4. Recommending, as a matter of procedure, whether the church worker will be stood down while the investigation is taking place. This action does not reflect a judgement about the outcome of the investigation. Temporary arrangements may need to be made by the employer to provide a substitute for the stood down employee.

5. Conducting a thorough investigation of the alleged complaint where there are reasonable grounds. This will require that the Professional Standards Committee establish contact with the complainant, the alleged offender, and any other individuals for the purpose of collecting further written or oral information about the alleged incident/s.

6. Appointing a qualified investigator to carry out a thorough investigation of the complaint and provide a full written report to the Professional Standards Committee. This action may be taken by the Professional Standards Committee, if in its judgement, this course of action will more effectively facilitate the achievement of a resolution to the complaint. The cost for the investigator’s work will be negotiated with the employing bodies by the Professional Standards Committee. The Professional Standards Committee will define the terms of reference for the work of the investigator.

7. Arranging, through Adventist Support (who will consult with the contact person and the complainant) appropriate pastoral support during the course of the investigation. Any costs involved will be negotiated by Adventist Support with the employing body.

8. Arranging, in consultation with the Adventist Support, appropriate pastoral support for the alleged offender during the course of the investigation.

9. Arranging, in consultation with Adventist Support for appropriate pastoral support for secondary victims or associates of the alleged offender.

10. Communicating the outcome of its investigations and making specific recommendations to the Conference President, Pastor or CEO of the institution
where the alleged offender is employed. It will also communicate the outcome to both the complainant and the offender. The length of time required for an investigation shall not exceed four months except in exceptional circumstances. The employing body will be notified if there is to be an extension of time. The employing body has the right to appeal to the Union Executive Committee about the extension (or Division in the case of Division institutions or services).

11. Informing the Conference Executive or Institutional board what recommended actions they will need to take with regard to their duty of care and the final resolution of the complaint. The Professional Standards Committee will monitor the implementation of these recommendations.

12. Working with the Conference Executive Committees, Institutional Boards and local church boards to ensure that these guidelines and procedures are implemented, and that adequate training of all Church workers occurs on an annual basis. It is important that Adventist Support arrange training for all Presidents/CEO’s and Pastors in relation to their role in the management of institutions and churches where an investigation may take place. Special effort will need to be made to ensure that employers understand
   a. Employee’s rights
   b. Issues of natural justice, including the presumption of innocence

13. Annually reviewing these guidelines and procedures and recommending any changes to the Australian Union Conference for consideration and implementation.

No less than 50% of the committee members shall be female and no more than 50% of the committee shall be employed by the Church. No President, Secretary or Treasurer of the SDA church or Institutional CEO, is to serve as the chairperson, or as a member of the Professional Standards Committee.

---

THE ROLE OF THE INVESTIGATION CO-ORDINATOR

1. Serve as a member of the Australian Union Conference Management Committee.
2. Serve as secretary of the Professional Standards Committee.
3. Maintain ongoing consultation with the Professional Standards Committee Chairperson.
4. Receive all signed complaints from Adventist Support.
5. Regularly consult with the Adventist Support Director, and liaise with Adventist Support to arrange pastoral counselling and support relevant to the various cases.
6. Provide preliminary background information on each case for the Professional Standards Committee, present reports and relevant information on each case to the Professional Standards Committee.
7. Locate and interview appropriate investigators and provide ongoing assessment of investigator performance for Professional Standards Committee consideration.
8. Establish case contracts for investigators and maintain ongoing management of those contracts, debrief and support case investigators.
9. Prepare and present case costs to relevant institutions.
10. Liaise with Church administrators on appropriate issues raised from cases.
11. Establish and maintain management, information and record-keeping systems appropriate to the role.
THE ROLE OF THE INVESTIGATOR

The investigator is appointed by, and responsible to, the Professional Standards Committee and undertakes investigations on their behalf. The investigator will determine and co-ordinate the process of the investigation and draft and present a final report with comments and recommendations for the Professional Standards Committee’s consideration. The investigator will also inform the Professional Standards Committee of contextual issues relevant to the investigation.

The Investigation Co-ordinator will attempt to provide an investigator that is unknown to and meets the needs of both the victim and the alleged perpetrator.

The Investigator will:

1. Review all available information regarding the allegation and issues arising from the complaint.
2. Analyse the information and plan the investigation process in consultation with the investigation co-ordinator.
3. Determine who is to be advised of the nature of the investigation and the allegation and note the time, date and nature of the advice provided.
4. Determine who is to be interviewed, and from whom to seek the names of any additional people to interview.
5. Contact the Investigation Co-ordinator who will arrange for a letter to be sent to the interviewees.
6. The investigator should inform the alleged perpetrator that while currently the matter is being dealt with within the church framework, at a later point in time the complainant may access the legal system.
7. Interview relevant children, parents, staff members and/or other persons in relation to the allegation ensuring that the name of the interviewee is recorded as are contact details (where appropriate) such as school/work/home address and telephone number, date of birth current year/class at school, date, time and place of interview.
8. Advise all people being interviewed that they can have a support person present during the interview.
9. Advise all people contacted and interviewed before, and during, the investigation process of the need to maintain confidentiality.
10. Ensure that the investigation is conducted in accordance with current best practice in regard to interviewing students, small children, persons from non-English speaking and Aboriginal backgrounds.
11. Collect other information as appropriate from relevant documents.
12. Prepare a written statement as a result of each interview and ensure that these statements are signed and dated (where appropriate) by the person interviewed. The interviewee has the right to make any changes to their statement. Each statement should include details of who was interviewed, where the interview took place, date and time of the interview, any other people present and name and position of interviewer.
13. Ensure that the file contains all relevant information in sufficient detail to assist any subsequent investigator, including the questions that have been asked during the interviews.
14. Where the allegation (or part thereof) cannot be substantiated, this should be clearly stated and reasons given.
15. Supply the Investigation Co-ordinator with a copy of all documentation relevant to the investigation, including a list of recommendations and rationales for the recommendations.
There is a need to keep records secure following an investigation into an alleged case of misconduct. Records of the investigation should be kept because:

- There may be representations over the way that the complaint was investigated.
- Where the complaint was not found to be proven, the records might be useful should there be similar complaints made in future.
- Where an alleged offender is cleared of allegations the records should be retained so that it can be demonstrated that the allegations were fully investigated.
- They may be subpoenaed by a Court of Law where criminal charges are laid.

All records are the property of the Professional Standards Committee and will be kept in accordance with the following principles:

- Confidentiality – all information in a person’s file is confidential. Information can only be disclosed under court order.
- Authenticity – all entries in a person’s file must be signed and dated.
- Relevance – all records must be relevant to that individual.
- Access – the record will be made available to the person to whom they relate, with interpretation by a worker if appropriate.
- Durability – documents shall be maintained as a permanent record.
- Storage – files shall be stored in a locked filing cabinet.

Records will be kept for ninety-nine years.
DEALING WITH COMPLAINTS OF SEXUAL MISCONDUCT

- Why are these policies necessary?
- Who can make a complaint?
- Complaint Procedures
- Investigation Procedures
- Re-instatement/Rehabilitation Procedures
- False Accusations
- Allegations of CSA Against A Church Worker
WHY THESE POLICIES ARE NECESSARY

The Church recognises that there may be cases where individuals consider themselves aggrieved by the sexual misconduct of a church worker.

Some conduct may require no more than that the alleged offender recognise that he or she has caused offence and give an apology. For instance, an alleged offender who greets a parishioner with a kiss may not realise the unintended emotional impact of such conduct on the parishioner. It is hoped that such cases can be dealt with directly between the persons concerned and that it would not be necessary for these procedures to apply. However, direct conversation may not always be sufficient, appropriate, or possible, to resolve a case of sexual misconduct.

WHO CAN MAKE A COMPLAINT?

A complaint of sexual misconduct may be received from-

- an individual who believes that they have experienced misconduct by an alleged offender
- an individual who is aware of an incident of misconduct but who was not subjected to such behaviour. This may be misconduct that has been witnessed by this individual, or where another person has requested that they make a complaint on their behalf
- an individual who has reason to believe that an incident of misconduct may have occurred.

COMPLAINT PROCEDURES

Adventist Support has screened, appointed and trained people to act as Contact Persons, to receive and provide the initial response of the church to complaints of sexual misconduct by alleged offenders.

If a person wishes to report the sexual misconduct of an alleged offender, that person should make contact with one of these contact persons either by letter or by telephone.

_The advertised telephone number is 1800 220 468 in Australia and 0800 442 458 in New Zealand and 1800 1410 in Norfolk_

Receiving the Complaint Report
When the signed complaint form is received from a contact person, the Professional Standards Committee will determine how the complaint is to be dealt with in conjunction with the local conference or union administration, or other institution administration.

**Consent to Proceed**

At each stage of the complaint procedure the Professional Standards Committee will ascertain the consent and desire of the complainant to continue. It is essential that the complainant is aware of the options and possible consequences of choosing them.

An inability, or unwillingness, of a complainant to proceed with an investigation does not exempt the administration of the Conference or Institution or their Executive Committee or Board from taking further disciplinary action in view of their duty of care responsibilities.

### INVESTIGATIVE PROCEDURES

The investigative process will be conducted by a qualified individual (“the investigator”) who has expertise in dealing with sexual misconduct, and who can act as an independent and neutral person (not the Conference President, CEO or contact person or pastoral support person). They will hear the claims separately, of both the complainant, and the alleged offender.

1) Complainant/victim contacts the designated number and a formal complaint is made.
2) Complaint is passed to the investigation co-ordinator who conducts a preliminary investigation re: the veracity of the complaint.
3) If the complaint is not be investigated by the Professional Standards Committee a letter is sent to the complainant/victim informing them of the reasons why and offering a support person’s name.
4) If the complaint is to investigated the complainant/victim is sent a letter informing them of the process and offering them the name of a support person and case manager.
5) The Investigation Co-ordinator liaises with the conference, union or employer with regard to the scope of the investigation.
6) The Investigation Co-ordinator briefs the Professional Standards Committee about the case and an investigator is appointed.
7) The investigation co-ordinator contacts the alleged perpetrator by phone and then by mail, via his/her employer or church pastor, informing him/her of the complaint, the process and offering the name of a support person and case manager.
8) The investigation takes place and the investigator supplies the Professional Standards Committee with a final report including recommendations.
9) The Professional Standards Committee vote on the recommendations and pass them on to the relevant parties eg Church Board, employing body, the Ombudsman etc.
10) The Professional Standards Committee follow up implementation of the recommendations.

**Refusal Of An Alleged Victim Or Alleged Perpetrator To Be Interviewed**

The Professional Standards Committee makes recommendations based on the standard of proof of “the balance of probabilities”. This standard of proof requires that it must be more probable than not, that the allegations are true. This means that if an alleged victim or alleged perpetrator does not wish to be interviewed, the Professional Standards Committee can still
make recommendations based on the information from one party if it believes that information to be reliable and credible.

**Professional Standards Committee Recommendations**

The Professional Standards Committee will, after a thorough investigation of a specific case, make recommendations to the employing body or Church board regarding their final determination. The scope of these recommendations may range from recommending that no further action be taken to recommending formal disciplinary proceedings.

**REINSTATEMENT/REHABILITATION PROCEDURES**

Any consideration of re-instatement and re-endorsement of the church worker will depend upon the therapist’s report, the Professional Standards Committee and the Union or Conference Executive Committee or Institutional Board indicating that the rehabilitation process has been successfully completed. The Professional Standards Committee will also make recommendations about the rehabilitation process and will monitor its progress. No church worker will be re-instated unless the security and safety of the church community can be reasonably assured.

**INVESTIGATION OF SYSTEMIC ISSUES**

From time to time the situation may arise where a complaint is lodged with the Professional Standards Committee, by a complainant asking for an investigation into the processes that have allowed abuse to occur. The Professional Standards Committee will organise for these complaints to be dealt with appropriately.

**FALSE ACCUSATIONS**

All contact with the alleged offender should be carried out in a respectful manner, it being recognised that the alleged offender is to be treated as innocent until on the balance of probabilities he/she proven guilty of the offence.

The Professional Standards Committee will seek to provide adequate processes that protect individuals against false and frivolous claims.

In cases where the complainant’s allegations have been found to be vexatious or malicious, the Professional Standards Committee will seek to disseminate correct information and bring about adequate closure to the complainant.
ALLEGATION OF CHILD SEXUAL ASSAULT MADE AGAINST A CHURCH WORKER

Allegations of assault against church worker involving children in the Church’s care are among the most difficult and sensitive issues facing the Church, because they involve two parties for whom we have a responsibility. The Church must adopt the stance that the care and protection of children is of paramount importance.

Should the matter proceed to court and for any reason the charges be dismissed or a verdict of not guilty be returned, the Professional Standards Committee still reserves certain rights. If the Professional Standards Committee, has established on the balance of probabilities, that the behaviour amounts to sexual misconduct, there may be a cause for disciplinary or termination of employment.

It must also be noted that this does not in any way diminish the responsibilities of the employer with regard to the Industrial Legislation or Unfair Dismissal Laws. Appropriate supervision and written appraisals should be carried our regularly and recorded on the worker’s personnel file. Any serious concerns should be recorded and kept in their file, with written warnings being issued, and the employee being given opportunity to remedy their conduct.

Actions taken against the Offender

1. Transfer of positions of Responsibility
   After allegations of assault have be made, the offender should be prevented from further contact with the child and the following procedure applies:

   i. The church worker will be removed from work responsibilities until the investigation is completed, or
   ii. The church worker may be allocated different duties

2. The Period and Conditions of Suspension
   The suspension period will depend on whether the police lay charges, and whether the case goes to committal and/or trial, and will be at least as long as is required for the police and the relevant state child protection agency to conduct their investigation and for the church to complete its investigation. Any individual who is subject to such investigation, will continue to receive the salary (if employed) until such time as they are found to be guilty of the allegations by a court of law.
CHECKLIST FOR ALLEGATIONS OF
CHILD SEXUAL ASSAULT

☐ Complaint received by the contact person
☐ Allegation is reported to the statutory body for children or the police
☐ After investigation the Professional Standards Committee makes a decision re: i) the standing down of the worker pending the outcome of the legal process or ii) other measures that will ensure the safety of children if the alleged offender is a volunteer
☐ Adventist Support provides pastoral support for the victim, secondary victims, the alleged offender and the congregation
☐ Professional Standards Committee makes a decision re: the reinstatement of the worker or volunteer after the outcome of the legal process

CHECKLIST FOR INVESTIGATIVE PROCESS

☐ Signed complaint form received by Adventist Support
☐ Complaint is passed to the investigation co-ordinator who conducts a preliminary investigation re: the veracity of the complaint.
☐ Letter is sent to the complainant/victim informing them of outcome of pre-investigation and offering support person and case manager if appropriate.
☐ Conference, union or employer consulted with regard to the scope of the investigation.
☐ Professional Standards Committee briefed about the case and an investigator is appointed.
☐ Alleged perpetrator contacted by phone and then by mail, via his/her employer or church pastor, informing him/her of the complaint, the process and offering the name of a support person and case manager.
☐ The investigation takes place
☐ Professional Standards Committee provided with a final report including recommendations.
The Professional Standards Committee vote on the recommendations and pass them on to the relevant parties eg Church Board, employing body, the Ombudsman etc.

The Professional Standards Committee follow up implementation of the recommendations.

PREVENTION AND EDUCATION

• Education, Training and Prevention
• Screening Guidelines
• The Media
• Legal Obligations
EDUCATION, TRAINING AND PREVENTION

The Seventh-day Adventist Church in the South Pacific places a high priority on the prevention of sexual abuse and misconduct within its congregations, conferences, institutions and services.

There are a wide range of activities that need to be undertaken to help prevent sexual misconduct in the Church. Engaging in prevention is essential to the Church maintaining the integrity of our ministry to the vulnerable in our community and creating the church as a safe place. The Church believes that prevention is most effectively accomplished through education and training and it is committed to ensuring that:

- Members, adherents, local church pastors and administrative leaders are made aware through education and training programs of the Church’s policy for dealing with complaints of sexual misconduct and harassment.
- All Churches create an “aware culture” by publicly posting a statement of ethics and a copy of the Church’s procedures for making a complaint about sexual misconduct
- An adequate process for screening all employees and voluntary Church workers is carried out prior to the commencement of work with the Church by the management team of their employing organization, or by the committee responsible for conducting the screening process, that has been established by the Church board
- All administrative leaders, pastors, teachers and institutional managers are made aware of their ethical and moral responsibilities including duty of care
- Church members, paid and voluntary workers receive education and support on issues associated with sexual misconduct such as rights and responsibilities, protective behaviours, cultural sensitivities, current policies, current legislation and support services available
- Staff, members and voluntary church workers receive education about how to make the Church safe place for everyone and document arenas or zones of safety.
- Staff, members and voluntary workers receive adequate education on boundary setting within all their relationships (personal and professional)
- Church members are encouraged to access complaint mechanisms and/or to raise concerns about policies for dealing with complaints of sexual misconduct
- Church members and workers understand themselves as whole persons including the acknowledgment and ability to deal with their own sexuality.
- Mentoring and/or supervision be required of all pastoral and educational staff to facilitate professional growth and an awareness of personal vulnerability’s
Accountability applies to all personnel associated with the various ministries and functions of the Church.

SCREENING PROCESS

The Australian Union Conference has implemented a procedure to screen all volunteer and paid workers. Anyone with a conviction or formal accusation of any form of child abuse is not eligible to work with children or youth.

Forms

Information/clearance forms and referee contact forms will be used for screening employees/volunteers.

Forms E1 and E2 will be used for all employees. Supplementary questions suited to the particular position of the employee may need to be added.

Similarly Forms V1 and V2 will be used for all volunteers. Supplementary questions suited to the particular position of the volunteers may need to be added.

RELATIONS WITH THE MEDIA

As far as possible all public statements should be handled by a competent person who is adequately prepared for the task and appointed by the administration. It is important that there only be one spokesperson, so that confusion can be avoided and the information supplied is kept within the bounds of confidentiality.

- Acknowledge the right of the public to know what information of a general nature is available
- Safeguard the right of victims to maximum privacy
- Protect the right of the accused to a fair trial
- Nothing be done to compromise the legal process

Where legal proceedings have begun or are imminent no public statement should be made without first obtaining specific legal advice.

If allegations of abuse have taken place, a call should be made to the Administration before responding to any media inquiries. Advise on how to respond to the media should be made. If you are advised by the Conference Administration to respond to the media, the following statement may be useful. You should list or mention only those things you are doing to prevent sexual abuse from occurring. If you have not instituted any of the policies or actions listed below, do not pretend that you have and do not use these suggestions.

The ________________________________ Church is very concerned about the allegations of child sexual abuse involving a person (or persons) affiliated with this Church. Because of the deep commitment to the child of this congregation and community we have been and continue to be committed to providing a safe environment for children and youth. Due to the increasing awareness that the church environment provides the potential for incidence of abuse, we have implemented extensive measures to prevent abuse from taking place.
We have a child sexual abuse policy which calls for:

1. Screening of all volunteers and employees
2. Checking references on all volunteers and employees
3. Requiring a minimum of six months membership before allowing adults to volunteer for work with children and youth
4. Requiring an agreement from all workers that they will comply with our policies pertaining to youth and children
5. Providing guidelines for volunteers who work with youth and children
6. Providing at least two adults to supervise children and youth activities whenever possible
7. Requiring a circulating adult to check on situations when only one adult is present to supervise children and youth
8. Disallowing known sex offenders or suspicious persons from working with children and youth
9. Requiring the reporting of suspect behaviour to a pastor or administrator immediately for follow-up investigation and action

We consider the allegations to be very serious and are giving this matter our immediate attention. The accused has been suspended from contact with children and youth until an investigation is completed.

We are very concerned about the victim(s), the accused and any other members of the congregation who may be affected by this situation and will offer whatever support we can to bring forth the truth and for the healing of those involved.

**LEGAL OBLIGATIONS**

Under some circumstances the Church may have legal action taken against it as a result of sexual abuse taking place on Church property or during activities and this has occurred in recent years.

There may be a number of reasons for this, but often allegations are made concerning “negligent hiring” or “negligent supervision”. The term negligence generally refers to conduct that creates an unreasonable risk of foreseeable harm to others. It indicates carelessness, heedlessness, inattention or inadvertence.

“Negligent hiring” means that the Church has failed to act responsibly and with due care in the selection of workers for positions involving supervision or custody of minors. Victims of abuse, who sued a church, on this basis, often allege that the church was negligent in not screening applicants. “Negligent supervision” means that the church has failed to exercise sufficient care in supervising a worker.

However, it is important to recognize that, legally speaking, churches are not “guarantors” of the safety and well-being of those who participate in church activities and in the absence of proven negligence, are generally not legally liable.

Incidents of abuse can occur in any church. Most churches are perfectly willing to select, without any screening process whatsoever, anyone expressing an interest in working in a volunteer capacity with minors. Churches are by nature trusting and unsuspecting institutions, and it is these very qualities that have made them targets of child abusers.

Obviously, a single incident of abuse can devastate a church. Parents often become enraged, the viability of the church’s youth and children's programs is jeopardised, and sometimes church leaders are considered responsible for allowing the incident to happen.
But far more tragic is the emotional trauma to the victim and the victim’s family, and the enormous potential legal liability the church faces.
APPENDICES

Screening Form - Workers
Screening Form - Volunteers
Complaint Form
Consent Form
Letter of Notification to Employee
Letter of Notification to Church Member
Letter of Notification to Victim
Name of Employer ____________________________________________

Name of Employee ____________________________________________  Last   First  Former (if applicable)

Address _______________________________________________________

______________________________________  Postcode _____________

Telephone  Home ______________________________  Work ______________________________

Current Position ________________________________________________

1. Have you ever had a charge formally laid against you by police in relation to any of the following: sexual misconduct or harassment, child abuse, indecent exposure, assault, actual or attempted molestation of a minor, or possession of, or distribution of, child pornographic materials.

   Yes [ ]  No [ ]

2. If yes, please detail the specific charge(s) laid: ________________________________________________

   ________________________________________________________________________________________

3. What were the outcomes of these charge(s)? ________________________________________________

   ________________________________________________________________________________________

4. Have any allegations ever been made against you in relation to any of the following: sexual misconduct or harassment, child abuse, indecent exposure, assault, actual or attempted molestation of a minor, or possession of, or distribution of, child pornographic materials.

   Yes [ ]  No [ ]

5. If yes, please detail the allegations, and who made them_______________________________________

   ________________________________________________________________________________________

6. What was the outcome of these allegations? ________________________________________________

   ________________________________________________________________________________________
STATUTORY DECLARATION

I understand the content of this form and sign it of my own free will.

To the best of my knowledge and belief, the information contained in this form is a full and frank disclosure of all matters pertaining to my person in relation to the above questions.

I hereby release any individual, church or organization from any and all liability for damages which may result.

I give permission for police checks to be carried out.

Signature ________________________________ Date __________________

Signature of witness ________________________________ Date __________________

Name of witness ________________________________
Name of Organization responsible for the volunteer ________________________________

Name of Volunteer ____________________________________________________________
Last                                       First                            Former (if applicable)

Address ________________________________________________________________

______________________________________  Postcode _____________

Telephone   Home ____________________________  Work __________________________

Volunteer Position __________________________________________________________

4. Have you ever had a charge formally laid against you by police in relation to any of the following: sexual misconduct or harassment, child abuse, indecent exposure, assault, actual or attempted molestation of a minor, or possession of, or distribution of, child pornographic materials.

   Yes ☐  No ☐

5. If yes, please detail the specific charge(s) laid: ____________________________________________

   ___________________________________________________________________________________

   ___________________________________________________________________________________

6. What were the outcomes of these charge(s)? ____________________________________________

   ___________________________________________________________________________________

   ___________________________________________________________________________________

7. Have any allegations ever been made against you in relation to any of the following: sexual misconduct or harassment, child abuse, indecent exposure, assault, actual or attempted molestation of a minor, or possession of, or distribution of, child pornographic materials.

   Yes ☐  No ☐

8. If yes, please detail the allegations, and who made them_________________________________

   ___________________________________________________________________________________

   ___________________________________________________________________________________

9. What was the outcome of these allegations? _______________________________________________
**STATUTORY DECLARATION**

I understand the content of this form and sign it of my own free will.

To the best of my knowledge and belief, the information contained in this form is a full and frank disclosure of all matters pertaining to my person in relation to the above questions.

I hereby release any individual, church or organization from any and all liability for damages which may result.

I give permission for police checks to be carried out.

<table>
<thead>
<tr>
<th>Signature</th>
<th>_____________________________</th>
<th>Date _________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of witness</td>
<td>_____________________________</td>
<td>Date _________________________</td>
</tr>
<tr>
<td>Name of witness</td>
<td>_____________________________</td>
<td></td>
</tr>
</tbody>
</table>

**PERSONAL REFEREES**

(must have known you for at least two years and must NOT be former employers or relatives)

<p>| Name: ____________________ | Name: ____________________ |
| Address: __________________| Address: __________________|</p>
<table>
<thead>
<tr>
<th>Telephone: __________________</th>
<th>Telephone: __________________</th>
</tr>
</thead>
</table>
Record of Contact With A Referee
For the position of Volunteer for Youth or Children’s Work

1. Name of Applicant: _________________________________________________

2. Name of Referee (if a church member identify church/ minister contacted or if non-denominational
identify person, position and church membership if any) __________________________
                                                                                           __________________________
                                                                                           __________________________

3. Date and Time of contact: __________________________________________

4. Person contacting the referee: ________________________________

5. Method of contact (eg. telephone, letter, personal conversation)
                                                                                           __________________________
                                                                                           __________________________
                                                                                           __________________________

6. Summary of conversation (summarize the referee’s remarks concerning the applicant’s fitness and suitability
for youth or children’s work)
                                                                                           __________________________
                                                                                           __________________________
                                                                                           __________________________
                                                                                           __________________________
                                                                                           __________________________
                                                                                           __________________________

Signature: ______________________________   Date: _____ / _____ / 19 ____
LETTER OF NOTIFICATION TO AN
ALLEGED OFFENDER WHO IS AN EMPLOYEE

Notification that a Complaint has been Received

Dear

We have recently received a complaint of sexual abuse or harassment on behalf of the Seventh-day Adventist Church in which you were named as the alleged offender. Details of the complaint will follow. Our role as the Professional Standards Committee of the church is to act fairly to all parties in investigating such a complaint and to present our findings and recommendations to your employer and church board upon completion.

We are very aware that such an accusation comes as a shock and are concerned to give you all the support we can during the process that follows. To this end you will be offered a pastoral carer to assist you in a variety of ways. Carers act in a voluntary capacity and are trained to fulfil their function. We will try to ensure that you have a Carer who is acceptable to you.

There are a number of things you need to be aware of which follow the lodging of a complaint. We will give you these in summary form. For a more detailed description we refer you to the denomination’s policy and procedures document, “Sexual Abuse and Misconduct in Church Relationships”. We will make sure you receive a summary of this document as soon as possible, if you do not already have one.

The substance of the complaint against you is as follows:

♦ Following advice of the complaint against you, representatives of the Professional Standards Committee will invite you to meet with them for an interview at which your Carer may be present. You may also have a support person of your choice accompany you. In general, the support person will only speak during the interview if so requested by the interviewer. Subsequent interviews may be needed to complete the investigation.

♦ If we find it necessary, your manager may ask you to take leave with pay from your current employment while the investigation is carried out.

♦ ______________ from the Professional Standards Committee will be appointed as Case Manager. In general your contact with the committee will be via your case manager, who will keep you informed on progress and act on your concerns.
While the Professional Standards Committee is expected to complete its investigation within four months, you need to be prepared for the fact that the completion of the whole process may take longer than this. We realise that this will be stressful and we will assist you in any way we can until the conclusion of the case.

It is important for your sake as well, as all others involved, that you respect the need for confidentiality during the investigation process. We recognise that you will need support from family and/or friends and will therefore want to talk to them. We suggest, however, that you discuss how to deal with issues of confidentiality with your Carer or ______________.

Please note that under no circumstances should you attempt to make contact with the complainant or the complainant’s family while this complaint remains unresolved.

If the Professional Standards Committee finds you have been falsely accused we will work with you to clear your name.

If you are aware of the reality of some, or all of the accusations made against you and wish to move towards confession, repentance and restoration we will assist you in every way possible.

In any negotiations which involve the complainant you will need to respect their privacy. Interviews will not be conducted with you and the complainant in the same room, or, usually, on the premises at the same time, except at the request of the complainant.

Whether you are aware of your innocence or the validity of some, or all of the allegations, our role is to support both of you and the complainant throughout the process of investigation.

We pray that God will be with you and with us as we work together during this difficult time.

Yours sincerely,

Chairperson
Professional Standards Committee
LETTER OF NOTIFICATION TO AN ALLEGED OFFENDER WHO IS A CHURCH MEMBER

Notification that a Complaint has been Received

Dear

We have recently received a complaint of sexual abuse or harassment on behalf of the Seventh-day Adventist Church in which you were named as the alleged offender. Details of the complaint will follow. Our role as the Professional Standards Committee (Professional Standards Committee) of the church, is to act fairly to all parties in investigating such a complaint, and to present our findings to the church board of your local church.

We are very aware that such an accusation comes as a shock and are concerned to give you all the support we can during the process that follows. To this end you will be offered a Pastoral Carer to assist you in a variety of ways. Carers act in a voluntary capacity and are trained to fulfil their function. We will try to ensure that you have an Adviser who is acceptable to you. For a description of the Carer’s tasks see the attached material.

There are a number of things you need to be aware of which follow the lodging of a complaint. We will give you these in summary form. For a more detailed description we refer you to the denomination’s policy and procedures document, “Sexual Abuse and Misconduct in Church Relationships”. We will make sure you receive a summary of this as soon as possible, if you do not already have one.

The substance of the complaint against you is as follows:

♦ Following advice of the complaint against you, representatives of Professional Standards Committee will invite you to meet with them for an interview at which your Carer may be present. You may also have a support person of your choice accompany you. In general, the support person will only speak during the interview, if so requested by the interviewer. Subsequent interviews may be needed to complete the investigation.

♦ ________________ from the Professional Standards Committee, will be appointed as Case Manager. In general your contact with the committee will be via ________, who will keep you informed on progress and act on your concerns.

♦ While the Professional Standards Committee is expected to complete its investigation within four months, you need to be prepared for the fact that the completion of the whole process may take longer than this. We realise that this will
be stressful and we will assist you in any way we can until the conclusion of the case.

♦ It is important for your sake, as well as all others involved, that you respect the need for confidentiality during the investigation process. We recognise that you will need support from family and/or friends and will therefore want to talk to them. We suggest, however, that you discuss how to deal with issues of confidentiality with your Carer or ________.

♦ If the Professional Standards Committee finds you have been falsely accused we will work with you to clear your name.

♦ If you are aware of the reality of some, or all of the accusations made against you, and wish to move towards confession, repentance and restoration we will assist you in every way possible.

♦ Any negotiations which involve the complainant will need to respect their privacy. Interviews will not be conducted with you and the complainant in the same room, or, usually, on the premises at the same time, except at the request of the complainant.

♦ Please note that under no circumstances should you attempt to make contact with the complainant or the complainant’s family while this complaint remains unresolved.

Whether you are aware of your innocence or the validity of some or all of the allegations our role is to support you and the complainant throughout the process of investigation.

We would appreciate you refraining from leading out publicly at church functions until the matter is resolved.

We pray that God will be with you and with us as we work together during this difficult time.

Yours sincerely,

Chairperson
Professional Standards Committee
LETTER OF NOTIFICATION TO COMPLAINANT/VICTIM

Notification that a Complaint has been Received

Dear

You have recently made a complaint of sexual abuse or harassment to Adventist Support of the Seventh-day Adventist Church. This letter comes to you from the Professional Standards Committee who will be assisting you in processing the complaint.

At the outset we affirm your courage in making the complaint and trust that the procedures which follow will not be too stressful and will be worth the effort. There are a number of things you need to be aware of which now follow. We will give you these in summary form. For a more detailed description we refer you to the denomination’s policy and procedures document, “Sexual Abuse and Misconduct in Church Relationships”. We will make sure you receive a summary of this as soon as possible, if you do not already have one.

Following your lodging of the complaint we will contact the person accused of misconduct, to inform them and tell them about the process which now follows.

1. You will each be assigned a pastoral carer to stand by you during the process, who may accompany you to any interviews and assist you in getting any additional help you may need. Interviews will not be conducted with you and the accused in the same room or, usually, on the premises at the same time.

2. In addition _____________ will be appointed as Case Manager. In general your contact with the committee will be via _____, who will keep you informed on progress and act on your concerns.

3. While the Professional Standards Committee is expected to complete its investigation within four months, you need to be prepared for the fact that the completion of the whole process may take longer than this. We realise that this will be stressful and we will assist you in any way we can until the conclusion of the case.

4. It is important for your sake as well, as all others involved, that you respect the need for confidentiality during the investigation process. We recognise that you will need support from family and/or friends and will therefore want to talk to them. We suggest, however, that you discuss how to deal with issues of confidentiality with your pastoral carer or ____________.

Finally, we pray that God will be with you and with us as we address your complaint.

Yours sincerely,
AUTHORITY TO INVESTIGATE

The Professional Standards Committee of the Seventh-day Adventist Church hereby acknowledges and authorises
as its investigator carry out all enquiries and tasks in respect of its current investigation

Dr Stephanie Liddell
Chairperson
Professional Standards Committee

AUTHORITY TO INVESTIGATE

RE: _____ INVESTIGATION

The Professional Standards Committee of the Seventh-day Adventist Church hereby authorises
to act on its behalf and thereby carry out all enquiries and tasks associated with the investigation of

Dr Stephanie Liddell
Chairperson
Professional Standards Committee