



What to expect during a BTS audit

Compliance auditing is the usual way the CPU assesses the level of compliance with Breaking the Silence across PCNSW. A BTS Audit has three parts:

- Part 1 is a Self-Assessment.** The aim of this is to help you identify any areas that you may need to address before the Audit. If there are any gaps, we can discuss those during the audit. You can also upload evidence of compliance at this stage if you wish to using the Pre-Audit Evidence Upload document that will be sent to you. If you do not complete this it is not a problem; we will complete it during the on-site audit.
- Part 2 is the on-site audit.** We will write to you and propose a date and time, but if that is not suitable we can reschedule. We will let you know roughly how long the audit will take. We aim to be as efficient as possible as we know you are very busy.
- Part 3 is the follow up after the on-site audit.** We will provide you with an Audit Report following the on-site audit. If there are any areas that need to be addressed these will be included in the report and we will agree a timeframe for completion

This Information Sheet provides with details of:

- Component:** What part of BTS and the embedded Child Safe Standards (CSS) is being addressed by this part of the audit
- Rationale:** Why this part of the audit is included and how it fits into the responsibilities of Sessions and the CPU
- Questions to be asked during the on-site audit and via the Self-Assessment:** These are the questions we will ask
- Evidence to be provided:** This can be provided via the pre-audit evidence upload or during the onsite audit
- Timeframe for rectification:** If something is not quite right you will have time to get everything in order, and this column tells you how long that will be

BTS Policy Statement CSS 1 / CSS10

Sessions are responsible for the implementation of BTS at a local level. They must review BTS each time it is changed by PCNSW General Assembly so that they are aware of the contents. Previous copies are to be destroyed / archived to eliminate the possibility of confusion. BTS is now available online and Sessions should be aware of how to access it there.

Questions to be asked during the Audit and via the Self-Assessment	Evidence to be provided (this is asked for during the audit and there will be a preaudit evidence upload document provided to pastoral charges if they wish to upload evidence prior to the visit.)	Timeframe for rectification from date of on-site audit if not complete
1. Does your pastoral charge have a copy of the latest edition of Breaking the Silence? OR Do all the members of Session know how to access it online?	Please provide a copy of a Session Minute showing that Session has reviewed the latest edition of the BTS Manual.	30 days (Session to advise in writing if unable to complete in 30 days)



Prevention Strategy (Participation) – Code of Conduct CSS1

Sessions are responsible for the implementation of BTS prevention strategies at a local level. They must review the BTS Code of Conduct whenever it is changed or as a minimum every 12 months. Sessions must in particular review Point 11 of the Code and determine if they wish to make any changes to suit their local situation. These changes must be recorded as a Session Minute and an Extract Minute sent to the CPU.

2. Has Session reviewed the most recent edition of the BTS Code of Conduct (within the last 12 months), and were any changes made to Point 11 to meet the needs of the pastoral charge?	Please provide a copy of a Session Minute showing that Session has reviewed the Code of Conduct within the past 12 months and noted any changes to Point 11.	30 days (Session to advise in writing if unable to complete in 30 days)
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Prevention Strategy (Education & Awareness) – BTS Collateral CSS2 / CSS3 / CSS4 / CSS5 / CSS6 / CSS8 / CSS10

The CPU will raise the awareness of the church in relation to abuse issues and will support Sessions in implementing education and awareness strategies.

The CPU will coordinate the development, publication and distribution of resources materials to all congregations within the church where they will be made available to all members of the congregation or group.

There are many resources available on the BTS website. Core BTS collateral is provided as brochures and posters for display and ease of access for all members of the local church. Session must ensure these are prominently displayed and available.

3. Are copies of the "Our Policy", "Code of Conduct", "Speak Out Seek Help" brochures (current edition) readily available to everyone in the church/church organisation? 4. Is the BTS poster showing contact details (current edition) prominently displayed in each centre of the pastoral charge? 5. Are the following children's posters displayed in an appropriate place where visible to children? • I'm worried about my friend • My feelings matter • I don't have to keep a secret that makes me feel scared • Listen to me when I speak or I have an idea	The following will be viewed at each location in the pastoral charge: • BTS Poster • Policy and Code of Conduct booklet • Speak Out / Seek Help brochure • Children's posters: ○ I'm worried about my friend ○ My feelings matter ○ I don't have to keep a secret that makes me feel scared ○ Listen to me when I speak or I have an idea	60 days
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The CPU will provide supervising bodies and persons in a position of authority with guidelines and training material for wise ministry practices including but not limited to recruitment and supervision of those involved in ministry, transport, food safety and allergies, camps and off-site activities, consent to take and use images of people in church, managing the personal needs of children, physical contact in ministry, child-leader ratios, and use of electronic communication, social media and related platforms.

Not all of these areas will be audited at each audit, but key areas will be identified and included in the cover letter and self-assessment for Session each year based on the need for increased education and awareness or risk.

For 2023/24 the following areas have been included:

- Camping – a new Section of BTS is being proposed to the General Assembly
- The needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds – Child Safe Standard 4 implementation

Three areas of wise ministry will be included in every audit:

- a review of the spaces used for ministry to children & young people to assess safety. This is not a WHS assessment,
- a review of supervision ratios
- a review of children and young people ministries that are not within their own family or in a group setting,
- a review of record storage, and
- a review of electronic communication with children and young people.

6. What spaces do you use for ministry to children and young people, and have you assessed them for safety? For example, are activities clearly visible to allow for good supervision? 7. Has the Session ensured that all ministries involving children and young people have a minimum number of 2 adult leaders and adequate number of leaders to provide supervision as required under BTS? 8. Do children and young people ever participate in a ministry activity organised within the church that is not within their own family or within a group setting? If yes, what and why? 9. Has the Session ensured that any form of electronic communication with children and young people is safe? 10. Are records stored in line with BTS policy? 11. Do you hold camps for children and young people? If yes, are you aware of and complying with the new BTS camping requirements? 12. Do you have any children or young people from Aboriginal and Torres Strait Islander background, with disability, or from culturally and linguistically diverse backgrounds? If so, have you taken any steps to adapt and respond to the diverse needs of these children? Are they actively encouraged to participate?	The spaces used for ministry to children and young people will be viewed and assessed for safety. Supervision ratios and electronic communication with children & young people will be discussed. Camping will be discussed in light of the new policy, and any areas of implementation identified for inclusion in the report to Session. Children and young people from Aboriginal and Torres Strait Islander background, with disability, or children from culturally and linguistically diverse backgrounds will be discussed, and strategies identified for inclusion in the report to Session.	30 days
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Prevention Strategy (Training) CSS 1 / CSS2 / CSS5 / CSS7 / CSS8 / CSS1

Training has proven to be an effective abuse prevention measure. The CPU provides training for all those in child-related positions and positions of authority within the church.

All persons in paid and volunteer child-related positions are required to undertake training at least once per annum. The full Breaking the Silence: *Foundations Training* should be completed every three years. In other years Breaking the Silence: *Read and Review Training* is to be completed.

All people in positions of authority within the church will complete the full Breaking the Silence Foundations Training every three years. It is strongly recommended but not mandated that they also complete the Breaking the Silence: Read and Review Training in the other years.

Sessions will ensure initial training for new employees and volunteers working with children and young people undertake the Breaking the Silence: *Foundations Training* before commencing their duties.

It is the Session's responsibility to ensure that everyone who is required to undertake BTS training has done so, and that everyone keeps their training up to date.

13. Have all ministers, home missionaries, deaconesses, licentiates, elders, paid employees, church workers whether paid or volunteers and all those working with children and young people completed the appropriate BTS training for their role?	The Compliance List for the pastoral charge will be reviewed during the audit and any updates / amendments made.	Immediate rectification / 14 days
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Prevention Strategy (Child-related Employment Selection Process) CSS2 / CSS5 / CSS10

One of ways the church can significantly reduce the risk of abuse occurring is to implement a sound selection procedure for child-related positions. This includes both paid positions and volunteer positions.

This selection procedure does not apply to:

- employees who are engaged in positions that are not child-related,
- employees of an approved organisation,
- ministers inducted in a pastoral charge,
- persons appointed by an Assembly committee of the church to a ministry position, or
- candidates for the ministry, as these individuals are subject to an alternative selection procedure.

The CPU provides details of a child-related role selection process in BTS and on the website.



14. Has Session appointed anyone to a child-related position in the past year? If so, did Session follow the BTS child-related employment process (for employees and volunteers) set out in BTS and on the website?	The practices of selection and engagement of people into child-related roles will be discussed during the audit. If someone has been appointed into such a role within the past 12 months: • from within the pastoral charge, a Session minute noting their appointment to the role will be required to be sighted; or • from outside the pastoral charge, the interview notes and referee checks together with a Session minute noting their appointment to the role will be required to be sighted.	Immediate rectification / 14 days
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The Session is responsible for the appointment of all persons working with children and young people. Session is required under BTS to:

- note such appointments on an annual basis,
- ensure everyone has received a copy of the BTS Policy Statement and Code of Conduct, and
- ensure everyone has a job description.

15. Is there a Session minute from the past 12 months that shows all persons appointed to roles that work with children and young people?		
16. Has a job description been provided to all those working directly with children and young people (excluding elders, ministers, licentiates, deaconesses or home missionaries)?	Please provide a copy of the Session minute listing all roles working with children and young people and the full names of persons appointed to them.	
17. Has a copy of "Our Policy" and "Code of Conduct" (current edition) been provided to all those working directly with children and young people?	Please provide a copy of the job descriptions provided to each incumbent.	Immediate rectification / 14 days
18. Have all those working with children and young people been given a copy of the BTS Info Sheet: Giving a Voice to Children and Young People?	Please provide a copy of signed Young Helper Agreements if applicable.	
19. Are there any young helpers (aged 12-17) working with children or young people? If yes, have they completed the Young Helper Agreement?		



Prevention Strategy (Screening & Participation) CSS5

Screening is the most well-known part of our responsibilities. Sessions are responsible for ensuring all persons who require a Working with Children Check [WWCC] hold one, have it verified by the CPU and maintain its currency.

20. Do all ministers, home missionaries, deaconesses, licentiates, elders, paid employees, church workers whether paid or volunteers and all those working with children and young people have a current Working with Children Check which has been verified by the CPU?	The Compliance List for the pastoral charge will be reviewed during the audit and any updates / amendments made.	Immediate rectification / 14 days
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The CPU manages SRE card administration for PYNsw. Sessions are responsible for ensuring that all SRE teachers are compliant with PYNsw policies regarding SRE accreditation, training and curricula use.

21. Do all SRE teachers have current training (BTS and SRE accreditation training)? 22. Do all SRE teachers have an up to-date authorisation through the CPU? 23. Are SRE teachers using one of the limited list of authorised curricula? 24. Does the Session approve any SRE teachers who are not part of their pastoral charge? If so, is the annual letter of authority for a local arrangement completed?	The Compliance List for the pastoral charge will be reviewed during the audit and any updates / amendments made. Where an SRE teacher authorised by the Session is not part of the pastoral charge, a letter of authority for a local arrangement will be sighted.	Immediate rectification / 14 days
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Prevention Strategy (Risk Management) CSS1

When a Session becomes aware of an allegation or conviction of abuse, or where the Session becomes aware that any person attending any of its services or activities is a person of concern, the Session will assess the level of risk posed to children, young people and other vulnerable people by the ongoing involvement in the church or ministry by the offender or alleged offender. Following assessment, the Session will take appropriate steps to manage that risk. The CPU will provide assistance to the Session with these risk assessment and management processes.



15. As the auditor, I am not aware of the details of any confidential matters reported to the CPU. The following questions are asked to ensure that you are aware of what is required with regard to reporting certain matters to the CPU. Please only answer in general terms, and if there is something you need to report or seek more advice about call the Director CPU or Assistant Director CPU. 16. Is the Session aware of any breaches of the BTS Code of Conduct since your last audit? If yes, were these reported to the CPU? 17. Are you aware of any allegations of abuse being made since your last audit? If yes, were these reported to the CPU? 18. Is there anyone in your pastoral charge that would be considered to be a person of concern as defined in BTS? If yes, have you spoken to the CPU about a safety agreement and management plan?	No documentation will be sighted in relation to these matters. Any matters not already reported to the CPU will be noted in the Audit Report in general terms and the Session will be responsible for reporting those matters to the Director or Assistant Director of the CPU.	14 days
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Housekeeping

The CPU needs a contact point in every pastoral charge. For some pastoral charges this will be the Session Clerk, for others it will be a person appointed by the Session who is tasked to keep all BTS requirements up to date, known as a BTS Representative. This appointment is to be made annually and minuted by the Session.

28. Does Session nominate and minute a person to be the Breaking the Silence representative each year to ensure that all Breaking the Silence matters are kept up to date, or is this managed by the Session Clerk?	If a BTS Representative is appointed by Session, the most recent minute noting this appointment will be sighted during the audit.	30 days
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