



2024 Edition

BREAKING THE SILENCE

AUDIT SELF-ASSESSMENT

Name of church:

Name of person completing this form:

Role within the church:

Date of completion:

Breaking the Silence Audit Self-Assessment

The aim of this self-assessment 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.

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.

1. Has Session reviewed the 2024 edition of Breaking the Silence? OR Do all the members of Session know how to access it online?

☐ Yes

☐ No

☐ Not Sure

☐ Other - please specify

Evidence: Attach a copy of the minute extract stating Session has reviewed the 2024 edition of the Breaking the Silence Procedures for dealing with and preventing abuse within the church.

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 review Point 11 of the Code and determine if they wish to make any changes to suit their local situation. Review of Point 11 and any changes must be recorded as a Session Minute and an Extract Minute sent to the CPU.

2. Has Session reviewed the latest edition of the BTS Code of Conduct (within the last 12 months), and minutes any changes made to Point 11 or minutes no changes made?

☐ Yes, and no changes required

☐ Yes, changes required and sent to CPU

☐ Yes, changes required but not sent to CPU

☐ Not sure

☐ Other - please specify



Evidence: Minute extract stating Session has reviewed the 2024 BTS Code of Conduct and made no changes to Point 11 OR minutes changes to Point 11.

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 resource 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 “BTS Policy and Code of Conduct”, “Speak Out Seek Help” brochures (current edition) readily available to everyone in the church/church organisation?

☐

Yes

☐

No

☐

Not Sure

☐

Other - please specify

Evidence: Site will be viewed during audit visit for display and availability of above brochures OR provide photos displaying the brochures in a prominent location.

4. Is the BTS poster showing contact details (current edition) prominently displayed in each centre of the pastoral charge?

☐

Yes

☐

No

☐

Not Sure

☐

Other - please specify



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

☐

Yes

☐

No

☐

Not Sure

☐

Other - please specify

Evidence: Site will be viewed during audit visit for display of children's posters in a prominent location visible to children OR provide photos of same.



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.

From 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? This will be discussed during the audit visit.

- ☐ Main Hall
- ☐ Creche/Kid's church rooms
- ☐ Church office
- ☐ School rooms (if meeting at a school)
- ☐ Other – please specify

7. Has the Session ensured that all ministries involving children and young people have a minimum of 2 adult leaders and an adequate number of leaders to provide supervision as required under BTS?

- ☐ Yes
- ☐ No
- ☐ Not Sure
- ☐ Other - please specify



8. Is there any child or young people's ministry activity occurring that is 1:1? If yes, please describe.

- ☐ Yes
- ☐ No
- ☐ Not Sure
- ☐ Other - please specify

9. Has the Session ensured that any form of digital communication with children and young people regarding church activities, is safe? (See BTS Info sheet: Connecting and Communicating Online).

- ☐ Yes
- ☐ No
- ☐ Not Sure
- ☐ Other - please specify

10. Are records stored in line with BTS policy? (See BTS Info sheet: Recording and Storing Information).

- ☐ Yes
- ☐ No
- ☐ Not Sure
- ☐ Other - please specify

11. Do you hold camps for children and young people? If yes, are you aware of and complying with the new BTS camping requirements?

- ☐ Yes
- ☐ No
- ☐ Not Sure
- ☐ Other - please specify



12. Do you have any children or young people from Aboriginal and Torres Strait Islander background; with disabilities; 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? (See item # 12 in the BTS Annual Compliance Statement).

☐ Yes

☐ No

☐ Not Sure

☐ Other - please specify

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 child-related positions are required to undertake training at least once per annum. And this training must include coverage of the Code of Conduct. 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 by all people working with children and young people and is strongly recommended for all people in positions of authority within the church.

Sessions will ensure that 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?

☐ Yes

☐ No

☐ Not Sure

☐ Other - please specify

Evidence: BTS compliance list showing 'safe to work' status of all people in a position of authority or working with children and young people.



One of the 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 the roles below as they are subject to an alternate selection procedure:

- 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,

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 the BTS Manual?¹ Relevant website resources include job descriptions, application to work with children and young people, and record of reference check.²**

☐ Yes

☐ No

☐ Not Sure

☐ Other - please specify

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?**

☐ Yes

☐ Not Sure

☐ No

☐ Other - please specify

Evidence: Minute extract listing the full names and roles of all people appointed to work with children and young people, including the BTS rep. This needs to include minute extracts of all people appointed to work with children and young people added throughout the year.

¹ See Sections 15.7 and 15.8 in the BTS Manual.

² These can be found on the 'Resources' page of the website, under the '3. State Specific Forms' section.



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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)?

☐

Yes

☐

Not Sure

☐

No

☐

Other - please specify

Evidence: Provide copies of job descriptions used and referee checks (if applicable). This can either be emailed or sighted during the audit visit.

17. Has a copy of "Breaking the Silence Policy and Code of Conduct" booklet (current edition) been provided to all those working directly with children and young people?

☐

Yes

☐

Not Sure

☐

No

☐

Other - please specify

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?

☐

Yes

☐

Not Sure

☐

No

☐

Other - please specify

19. Are there any young helpers (aged 12-17) working with children or young people? If yes, have they completed the Young Helper Agreement? ³

☐

Yes

☐

Not Sure

☐

No

☐

Other - please specify

Evidence: Copies of Young Helper Agreement can be sighted during audit visit OR email confirming Young Helper Agreement(s) have been sent to cpu-admin@jerichoroad.org.au

³ This can be found on the 'Resources' page of breakingthesilence.org.au



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, pastoral assistants, commissioned gospel workers, deaconesses, licentiates, elders, paid employees, others who work for the church whether paid or volunteers who have any authority over others and all those working with children and young people have a 'safe to work' status?

☐ Yes

☐ No

☐ Not Sure

☐ Other - please specify

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.

Evidence: BTS compliance list showing 'safe to work' status of all people in a position of authority or working with children and young people.

21. Do all SRE teachers have current training (BTS and SRE accreditation training)?

☐ Yes

☐ Not Sure

☐ No

☐ Other - please specify

22. Do all SRE teachers have an up-to-date authorisation through the CPU?

☐ Yes

☐ Not Sure

☐ No

☐ Other - please specify

Evidence: BTS compliance list showing SRE status.

23. Are SRE teachers using one of the limited list of authorised curricula?

☐ Yes

☐ Not Sure

☐ No

☐ Other - please specify



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?

☐ Yes

☐ Not Sure

☐ No

☐ Other - please specify



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 the assessment, the Session will take appropriate steps to manage that risk. The CPU will assist the Session with these risk assessment and management processes. The auditor will not be 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 regarding the reporting of certain matters to the CPU. During the audit, please answer only in general terms, and if there is something you need to report or seek further advice about, call the Director CPU or the Case Manager CPU.

25. **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?**

- ☐ Yes
☐ No
☐ Not Sure
☐ Other - please specify

26. **Are you aware of any allegations of abuse being made since your last audit? If yes, were these reported to the CPU?**

- ☐ Yes
☐ No
☐ Not Sure
☐ Other - please specify

27. **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?**

- ☐ Yes
☐ No
☐ Not Sure
☐ Other - please specify



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 OR see Qn 29.

☐

Yes

☐

No

☐

Not Sure

☐

Other - please specify

29. Does the Session Clerk or Minister fulfil the functions of the Breaking the Silence representative and minute this each year?

☐

Yes

☐

No

☐

Not Sure

☐

Other - please specify