

HILLSONG CHURCH STANDARD OPERATING PROCEDURE			
<b>DOCUMENT TITLE:</b>	MINISTRY TO KNOWN OFFENDERS AND OTHER PERSONS OF CONCERN		
<b>DOCUMENT ID:</b>	5-3-010	<b>VERSION:</b>	1.3
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<b>SPONSORED BY:</b>	KEITH AINGE	<b>FRAMEWORK REF:</b>	SAFE CHURCH

## 1. PURPOSE

1.1. The purpose of this procedure is to provide clear instruction on the approach to the provision of ministry to registerable sex offenders and other persons of concern.

## 2. SCOPE

2.1. The intended users of this procedure include those who have responsibility for the identification of persons who present an unacceptable risk to the health and safety of Hillsong-Related People, and the implementation of treatment strategies to reduce those risk. The users will include the Head of Agency, the Head of Safe Church Office, Safe Church Office, Campus Pastors, Managers, Pastoral Care, and Case Managers.

## 3. DEFINITIONS

Child/Children or Young Person/People	Hillsong considers a Child or Young person to be a person under the age of eighteen (18) years.
Child-Related Worker	A person involved in providing services that are directed towards a Child or Young person (whether in whole or in part), or conducting activities that may involve a Child or Young person (whether in whole or in part), and includes the supervision of Child-Related Workers, irrespective of whether they actually work with Children or Young people, because of their overarching supervisory duties.
Harm	Harm is any detrimental effect of a significant nature on the person's physical, psychological or emotional well-being. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm may result from a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.
Hillsong/Hillsong Church	Hillsong Church Limited (ABN: 37 002 745 879) and all its related entities operating within Australia.
Registerable Sex Offenders	Sex Offenders who are considered registerable as such, under relevant State or Territory legislation.
Person of Concern	A person identified as a possible risk to the health and safety of Hillsong-Related People, without being accused of harmful action.
Record/s	An account kept in writing or some other permanent form.
Workers	All those who are, or were at any relevant point in time, employees of Hillsong and all persons performing work, or facilitate activities, at the direction of, or on behalf of Hillsong. This includes directors, committee members, volunteers, HILC students, self-employed, contractors, sub-contractors, agents, consultants, temporary staff,

	people undertaking practical training as part of an educational or vocational course (other than as a school student undertaking work experience), or otherwise, defined under relevant legislation.
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#### 4. PROCEDURE

##### 4.1. Ministry to Registerable Sex Offenders

4.1.1. The Safe Church Policy explains that:

- Due to the significant proportion of children and young people who constitute Hillsong-Related People, Hillsong will maintain a zero tolerance approach to registerable sex offenders as it poses an unacceptable risk.
- Those who are registerable sex offenders are not permitted to take part in any of Hillsong services, programs, activities or events.

4.1.2. If a Worker becomes aware of a registerable sex offender being ministered to in Hillsong Church they must notify the Safe Church Office immediately.

4.1.3. When making a notification, any known details of the registerable sex offender should be provided including:

- Name
- Current address
- Contact phone number
- Which Campus / Program they are attending
- Leaders / other known points of contact

4.1.4. Once the notification is made to the Safe Church Office, the Worker should not make contact, or remove the registerable sex offender from ministry.

4.1.5. The Safe Church Office will make contact with the registerable sex offender and advise them that they are not able to attend Hillsong services or programs.

4.1.6. The Safe Church Office may consider providing referrals to other services.

Note: prior consent must be given by the proposed new church or program, before any referrals are given.

##### 4.2. Ministry to Persons of Concern

4.2.1. A Hillsong person may become a 'person of concern' from a report received by the Safe Church Office, or by observation from a member of the Pastoral Care or Safe Church Office team.

4.2.2. Once a person of concern is identified the Pastoral Care team at the relevant campus is notified. If the person is unknown to the team, then a Pastoral Care team member is assigned to make contact with them.

4.2.3. Pastoral Care will continue to observe the actions of the person.

4.2.4. Pastoral Care may implement measure to reduce the risk of harm, such as limiting a person's involvement as a volunteer, or which services or programs they wish to attend.

4.2.5. If there is any inappropriate behaviour, the behaviour can be challenged by Pastoral Care. The action of the person and response of the Pastoral Care Team member should be recorded and reported to their supervisor.

4.2.6. If there is any inappropriate behaviour or action that constitutes harm or a significant risk of harm, the concern should be reported to the Safe Church Office. Refer to 5-3-012 Receiving a Concern or Disclosure of Harm.

#### 4.3. Banning a Person of Concern

4.3.1. The Safe Church Office may put forward a request to the Head of Agency for the person of concern to be banned from attending Hillsong Church. The request should be supported with details of the concerns, and any action undertaken previously.

4.3.2. Once a finding has been made by the Head of Agency, the Head of Safe Church Office will notify the person of concern in writing of the decision.

4.3.3. Under certain circumstances, the Safe Church Office or Pastoral Care may be required to issue a banning order without prior consent from the Head of Agency. In these circumstances, the Head of Agency and Head of Safe Church Office should be notified of the issuing of the order. The Head of Agency will review the decision, and confirm whether the decision is sustained, or not sustained, and if the issuing of the banning order was appropriate.

### 5. RELATED WORK INSTRUCTIONS

DOCUMENT ID:	WORK INSTRUCTION TITLE:

### 6. RELATED PROCEDURES

DOCUMENT ID:	PROCEDURE TITLE:
5-3-012	Receiving a Concern or Disclosure of Harm

### 7. RELATED RECORDS

DOCUMENT ID:	TITLE:	MIN PERIOD RETAINED:
5-5-005	Receiving a Concern or Disclosure Form	30 years