



Implementation of BTS 2020

STEP 1: HOLD A SESSION MEETING

There are several formal tasks that Session must complete to implement Breaking the Silence 2020 Edition (BTS 2020 ed.).

Members of Session are required to complete the Breaking the Silence Foundations Training, as it is the quickest way to understand how Breaking the Silence works and what is required of them. This takes about three hours to complete.

You may need to complete the following requirements over several Session meetings for all members of Session to read and understand the required information:

- Each member of Session should be aware of the content of the BTS manual
- Each member of Session should have read 'Policy and Code of Conduct' booklet.
- Review the "Code of Conduct" and agreed any changes to Point 11 on a yearly basis
- Session should adopt an appropriate selection and appointment process as per the BTS website for those in a position of authority, particularly leaders working with children, young people and other vulnerable groups
- Session should, each year, record the names of those people in positions of leadership.
- All elders must be aware of their responsibilities for notification of abuse as per *Section 12: Reporting Requirements* of the Breaking the Silence Manual (formerly called Policy Document) or Section 4 in the BTS Foundations Training workbook.
- Session should ensure that all leaders have the necessary contact details for reporting purposes.
- Session should acknowledge that the pastoral charge must participate in compliance audits as and when required.
- Session should ensure that all leaders participate in BTS Foundations training every three years
- Session should ensure that all leaders participate in yearly Top-Up Training.



- Session should nominate and minute who will be the church's Breaking the Silence representative. The BTS representative will work at ensuring that all Breaking the Silence matters are kept up to date
- Session should be aware that everyone volunteering or working in the following roles must have a verified WWCC number before commencement in such role:
 - All ministers
 - All ministers emeritus who continue to preach or provide pastoral care on occasion
 - All home missionaries
 - All deaconesses
 - All licentiates
 - All those with preaching or pastoral care responsibilities
 - All pastoral assistants (supervised and unsupervised)
 - All employees with preaching or pastoral care responsibilities
 - All supply preachers
 - All FES students
 - All Metro trainees
 - All elders
 - All elders emeritus who continue to preach or provide pastoral care on occasion
 - All ministry leaders, including bible study leaders (for any age group)
 - All those working with children and young people in any capacity, including:
 - Sunday School and Kids' Church teachers, leaders, and helpers
 - Creche and Playgroup leaders and helpers
 - Youth group and study lounge leaders, helpers, and supervisors
 - Kids program leaders and helpers (kids club, church camp, mission event)
 - Other similar roles
- The above decisions of Session should be recorded as a minute. Session is to send CPU the extract of these minutes.



STEP 2: LEADERSHIP TRAINING

Session must be able to provide evidence of a regular Breaking the Silence training program for those in **position of authority within the church** and all those working with **child and young people**. Please note that CPU can help with start-up training if required.

Everyone in a **position of authority within the church** and all those who are involved in **child / youth-related** activities are required to complete BTS Foundations training every 3 years and annual [Top-up Training](#). Training can also be done [online](#) on the BTS website. Completing the quiz at the end will notify the CPU of the training. The training, facilitated by a CPU trainer, is also available, by arrangement, in [face-to-face or Zoom sessions](#).

Whatever training is provided should allow the Session to confirm that:

- All leaders (including Session members) are aware of their responsibilities for notification of abuse as per *Section 12: Reporting Requirements* of the BTS Manual or Section 4 in the BTS Foundations Training workbook.
- All leaders (including Session members) are aware of the “Our Policy” and its implications.
- All leaders (including Session members) are aware of the “Code of Conduct” and its implications.

STEP 3: POSTERS AND BOOKLETS

To ensure that information about BTS is publicly available we encourage:

- Ensuring a copy of “Policy and Code of Conduct” 2020 Edition booklet has been provided to all leaders and those working directly with children and young people.
- Ensuring the Breaking the Silence poster is prominently displayed in all venues.
- Ensuring that copies of the “Policy and Code of Conduct” and “Speak Out Seek Help” booklets are readily available.



STEP 4: DOCUMENTS FOR ALL LEADERS

Breaking the Silence applies to all persons holding a **position of authority within the church** and all those who are involved in **child / youth-related** activities. This includes those who are paid, unpaid, permanent, or temporary in any of the positions listed in Step 1.

Everyone in these positions must complete the following paperwork.

A. INFORMATION – To be kept by each person

- A copy of “Policy and Code of Conduct” (available as a booklet)

B. JOB DESCRIPTION – To be held at the pastoral charge

Select the job description for your area of ministry and adapt it to suit your particular circumstances. We have provided sample descriptions which can be downloaded from the BTS website under [Resources](#) for the following roles:

- Bible Study Leader
- BTS Representative
- Children’s Ministry Coordinator
- Crèche Volunteer
- Pastoral Care Coordinator
- Pastoral Carer
- SRE Teacher
- Sunday School Teacher / Kids’ Church Leader
- Sunday School Teacher / Kids’ Church Helper
- Youth Group Leader
- Job Description Template

If needed, the CPU can help to draft job descriptions for any ministry positions not listed above. Please note that ministers, deaconesses, licentiates, home missionaries and elders do not require a job description.

C. FORMS TO BE FILLED OUT –

- [Application for Working with Children or Young People](#): This is to be completed by:
 - leaders working directly with children and young people for the first time within your pastoral charge, and
 - other leaders at the discretion of the Session.



It is not to be completed by returning leaders (unless the Session imposes this requirement) or ministers, licentiates, deaconesses or home missionaries. The completed form is to be held at the pastoral charge.

- [Record of Reference Check](#): This is only to be completed where the above application form is completed. This is to be held at the pastoral charge.
- [Working with Children Check Registration Form](#): This is to be completed by all those in the roles listed in Step 1. This form is to be submitted to the CPU or completed online [here \(for NSW\)](#) and [here \(for ACT, TAS, WA\)](#). These links are also found on the [BTS website](#).

Please note that everyone volunteering or working in the roles listed must have a Working with Children Check number that has been verified by CPU before commencement in such role. In NSW, applications for a WWCC clearance can be completed online on the [WWCC website](#).

- [Special Religious Education Authorisation Application Form](#) (if applicable): This is to be completed by those who teach SRE in schools. The completed form is to be submitted to the CPU for processing. More information the training requirements for becoming an SRE teacher or helper can be found on the [PYNSW website](#).

These forms may be downloaded from breakingthesilence.org.au on the Resources page.