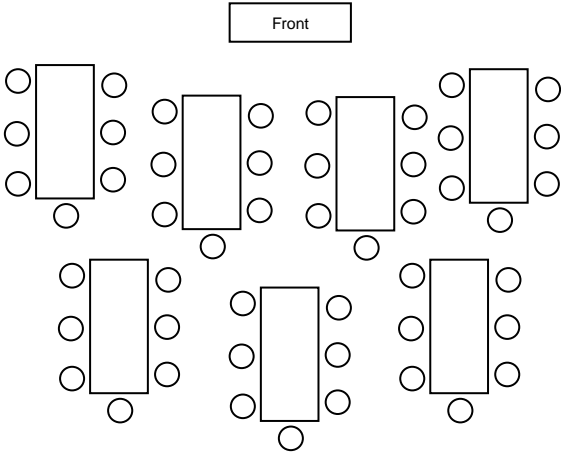


Safe Church Workshops - Host Information Sheet

<p>Who runs the Safe Church Workshops?</p>	<p>The Churches of Christ Vic/Tas (CCVT) is a member and endorsed Training Partner of the National Council of Churches in Australia Safe Church Program.</p> <p>Under this agreement, we provide training for local church leaders and volunteers around Victoria and Tasmania via the Safe Church Awareness Workshops and Refresher Workshops (for those who have previously attended an Awareness Workshop).</p> <p>Workshops are facilitated by SCP Endorsed Presenters from a range of denominations, hosted by local churches all over the country, and attendance is recognised nationally by many different denominations and organisations.</p>
<p>What content is covered?</p>	<p>The content of the Awareness Workshop is broken up into four sessions:</p> <ol style="list-style-type: none"> 1. <i>Foundations and principles of Safe Church</i> 2. <i>Protecting vulnerable people - definitions, indicators of abuse, response procedures</i> 3. <i>Information about training, recruiting, and supervising Safe Leaders</i> 4. <i>How to establish and run Safe Environments for church ministry programs</i> <p>The content is consistent across all workshops, meaning your leaders can attend any workshop at any time and know they are hearing the same information as their team.</p> <p>The content of the Refresher Workshop is broken up into three sessions:</p> <ol style="list-style-type: none"> 1. <i>Recap of key content from the Awareness Workshop</i> 2. <i>New information and resources that now apply</i> 3. <i>How is implementation going?</i>
<p>Who should attend?</p>	<p>Workshops are open to all leaders in any leadership role and from any church.</p> <p>As per the CCVT Safe Places Policy the <i>Chair of the Board</i>, the <i>Senior Minister/Leader</i>, the <i>Safety Contact Person</i>, and the <i>Children’s Ministry Coordinator</i> (or their equivalent) at every Affiliate are required to attend a Safe Church Awareness Workshop at commencement of their role, and attend a refresher workshop every 3 yrs.</p> <p>All CCVT ministers are required to attend as part of the accreditation process.</p> <p>All other leaders and workers involved with children’s ministry are required to complete either a Safe Church Awareness Workshop or other child safety training such as Bravehearts or ChildSafe online training (assuming they are not also in the above category of required roles).</p>
<p>Who should NOT attend?</p>	<p>This program is not suitable for children under the age of 15 years old.</p> <p>Please ensure that attendees do <i>not</i> bring children to the workshop. Not only is it inappropriate content for young ears, but the presence of children can be distracting for other participants and parents often must leave the room to tend to their children instead of fully participating in the program.</p> <p>If you have couples who both need to attend, it may be helpful to provide babysitting offsite or to arrange for each parent to attend different workshops.</p> <p>Whilst we do not show graphic images or do case studies around abuse, we do give explicit definitions which can be difficult for those who have a history of abuse.</p>

	<p>Please be sensitive to the needs of your leaders. Discuss with the event organiser if you are unsure if someone should attend or if they need more information.</p>
Time frame	<p>Awareness Workshops are usually held on Saturdays but also run mid-week or on Sundays by arrangement. Each workshop runs from 9.30am to 4.00pm (unless by arrangement). Participants are encouraged to arrive by 9.15am.</p> <p>Set up will begin at 8.30am on the day. Please ensure a church representative who is familiar with the building and the sound system is there to let the presenters in and assist with connecting to the AV system.</p> <p>Refresher Workshops are only 3 hours and can easily be run any day or evening.</p>
Cost and Registration	<p>The cost is \$50 per person for Awareness Workshops and \$25 per person for Refresher Workshops.</p> <p>The price is already set as low as possible, so we do not offer group, student, or seniors discounts.</p> <p>Registrations are managed online by CCVT, not the host church.</p> <p>All attendees must register and pay including those from the host church.</p> <p>Cash payments are not accepted on the day. Payments must be made at time of registration either via credit card or paid on invoice (select “bank transfer” as payment method at time of booking).</p> <p>It is up to each church as to whether they ask attendees to pay for themselves, or if the church subsidises/covers the cost of the workshop for their team members.</p> <p>Registration usually closes 2 days prior to the workshop to enable the host church and the denomination to prepare adequate equipment and resources for the day.</p> <p>If a registrant doesn’t attend on the day, they may be offered the opportunity to move that booking to another workshop, but we generally don’t issue refunds for no shows.</p> <p>Booking can be transferred to other people if needed. Contact CCVT in this instance.</p>
Recognition of attendance	<p>Participants <i>must</i> attend the <i>whole</i> day, not just some sessions, or they will not be recognised as having attended. For those who know they cannot attend the full day, it is recommended that they consider an alternate workshop.</p> <p>Certificates of Attendance are provided via email following the workshop.</p>
Number of participants	<p>The minimum number required for any workshop to proceed is generally 20 people.</p> <p>Numbers are generally limited to 50 people, but this can be adjusted up or down depending on the capacity of the room at the church, and subject to the density quotient restrictions under any relevant COVIDSafe plans.</p> <p>Where an event requires presenters to book accommodation or flights, please note that the minimum number may be higher in order to cover costs, or the minimum may need to be met with enough lead time to make arrangements.</p>
Catering	<p>Participants at Awareness Workshops bring their own lunch with them or buy it nearby.</p> <p>The host church provides a basic morning tea (coffee, tea, water, fruit, biscuits etc).</p> <p>Morning tea is around 10.30am, with lunch at 1pm. Afternoon tea is just a quick toilet break, and no catering is required.</p>

	<p>Please arrange the set up and clean up after morning tea and lunch to be done by someone NOT participating in the workshop.</p> <p>Refresher Workshops require only light refreshments (coffee, tea, water, biscuits etc).</p> <p>Please set water bottles/jugs on a separate table, not on participants tables, as they are often in the way of workbooks and other table supplies.</p>
Pastoral Support Person	<p>Although rarely needed, please arrange to have a suitably experienced person as a pastoral support person for the workshop.</p> <p>The role of the pastoral support person is to provide support to participants through prayer and/or debriefing should they require it.</p>
Access to venue	<p>The workshop presenters will need to have access to the venue at least an hour before the start of the workshop as they will need to get their presentation equipment set up.</p> <p>Please have someone to let them in who is also able to assist with connecting to the AV equipment and setting up microphones.</p>
Equipment Checklist	<p>The comfort of participants is very important. When considering whether to host a workshop, please take into account the suitability of your venue and equipment in terms of visibility of screen, sound quality of microphones / speakers, comfort of chairs and tables, car parking and accessibility, comfort of heating or cooling, room to move around tables, and kitchen/toilet facilities.</p> <p>All workshops require access to the following equipment. Please contact CCVT if there are any issues sourcing equipment.</p> <p>The host church provides:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Projector screen (must be visible by whole room – not TV screens please) <input type="checkbox"/> Data projector in good working order (no dying globes etc) <input type="checkbox"/> Computer that is suitable for PowerPoint presentation <input type="checkbox"/> Large whiteboard at front of room (must be visible by whole room) <input type="checkbox"/> Tables and chairs (no more than 7 people per table – all facing screen) <input type="checkbox"/> Lectern or music stand for the presenter <input type="checkbox"/> Table for participants to sign in at as they arrive <input type="checkbox"/> Tables for breakout activities – no chairs required and can be located anywhere <input type="checkbox"/> Microphone for presenter (prefer lapel or headset) and one roaming microphone <input type="checkbox"/> Jugs of water and cups in room for participants (on a separate table please) <input type="checkbox"/> Sanitiser, signage, and instructions as per the host’s COVID Safe Plan <p>The workshop presenters provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participant workbooks <input type="checkbox"/> Registration sheets <input type="checkbox"/> Table and training resources <input type="checkbox"/> Certificates of Attendance (may be emailed to participants after the event) <input type="checkbox"/> PowerPoint presentation on USB

<p>Room Layout</p>	<p>Please arrange for one or more people to set the room up in this general configuration so that people are NOT sitting with their backs to the presenter. More or less seats/tables can be added depending on numbers.</p> <p>Please avoid asking the workshop presenter to assist with furniture set up. It is important that they can focus on setting up their materials and then greeting participants and establishing rapport before the workshop begins.</p> 
<p>COVID Safety</p>	<p>All Safe Church Workshops must be run in compliance with the church COVIDSafe Plan. Please ensure that your COVIDSafe Plan is updated to account for hosting a Safe Church Workshop.</p> <p>Please send a copy of your plan to CCVT in advance of the workshop so that presenters can familiarise themselves with requirements.</p> <p>All resources supplied by CCVT for the workshops will be cleaned and sanitised before every workshop.</p>
<p>More Info</p>	<p>If there are problems with providing any of the equipment items, access to the venue when required, or if you have any further questions about hosting a workshop, contact: safeplaces@churchesofchrist.org.au or 03 9488 8800</p>