

Persons of Concern Policy (July 2025)

The Waikato Cathedral Church of St Peter
Te whare karakia matua o Pita Tapu ki Waikato



The purpose of this policy is to help ensure that, where a Person of Concern is currently participating or wishes to participate in the life of the church¹ that, parishioners and others attending are not placed at increased risk of being sexually, physically, emotionally, or financially abused.

1. Identify a Person of Concern;
2. Notify the Diocesan Manager or Safeguarding Lead;
3. Conduct the necessary assessments;
4. Develop Safety Plan;
5. Establish the necessary safeguards; and
6. Monitor the arrangements made.

1. Identify a Person of Concern:

A Person of Concern is a person whose presence constitutes a risk of abuse to people in the parish and may include one or more of the following:

- a person who has pleaded guilty to, has been convicted of, or has admitted to having committed an offence whether sexual, physical or emotional violence- including domestic violence - or a financial criminal offence; or
- a person who is currently charged with such an offence; or
- a person who has been disciplined or had other action taken against them under a disciplinary or professional standards process of the Church because of misconduct, or who has been refused ordination, employment, or appointment in the Church because of an adverse risk assessment arising from misconduct; or
- a person against whom allegations including sexual, violent, or financial misconduct are currently being dealt with under a disciplinary or professional standards process of the Church; or
- a person who has been disciplined by an organisation other than the Anglican Church in Aotearoa New Zealand for misconduct; or

¹ For the purposes of this document the word “church” refers to the Waikato Cathedral Church of St Peter which includes the Cathedral, centre and grounds.

- a person who, due to misconduct, has received an adverse risk assessment from a professional with appropriate qualifications and experience in accordance with the requirements of another church or a statutory authority; or
- a person who has received or is receiving treatment for disordered sexual behaviour.
- an individual whose behaviour in the church or another church or community group, has led to safety concerns.
- Other persons of concern could include people who are involved in drugs or have unmanaged addictions, adults with mental disorder or special needs who on rare occasions, may have disordered behaviour.

2. Notify the Diocesan Manager or Safeguarding Lead

As soon as practicable after you suspect or know that a Person of Concern is participating or wishes to participate in the life of the church notify the diocesan manager or the diocesan safeguarding lead.

If you are unsure whether a person is a Person of Concern, consult the Registrar of the Ministry Standards Commission:

mscregistrar@ministrystandards.org

3. Conduct the necessary assessments

Consider the following:

- Does the church have the capacity to manage the Person of Concern?
- What safe ministry infrastructure currently exists in the parish?
- Are there suitable people willing to be members of any necessary support group?
- What activities does the Person of Concern want to be involved in?
Do any of these activities involve children or vulnerable adults ? Do any of these activities take place off site?
- What activities is the church willing to have the Person of Concern involved in?
- Are there areas in the buildings on site that increase risk and how can this be managed?
- In the case of sexual abuse convictions, is there a need for a formal risk assessment by a clinical psychologist or other practitioner who is skilled in risk assessment and treatment of sexual offenders?
- Are there other professionals who can assess risk or give advice, including probation officers?
- Do any of the Person of Concern's victims or victim's family members attend the church? If so the Person of Concern will need to attend another church.
- Are there other known vulnerable persons in the parish?
- What forms of support would there be for the Person of Concern?

- Are there any special circumstances, for example, the known presence of other Persons of Concern?

4. Develop a Safety Plan

A safety plan is a written agreement between the Dean, Wardens, and the Safeguarding Lead or Diocesan Manager, on behalf of the church, and the Person of Concern, and specifies the terms for the participation of the Person of Concern in the life of the parish. The Diocesan Manager or safeguarding lead should be consulted about the plan. The safety agreement needs to be signed and dated by the Person of Concern and the Dean or a Warden.

The Safety Agreement should, as a minimum, state:

- the conditions for participation of the Person of Concern in the life of the church;
- any additional conditions (e.g. obligation to undertake child protection training)
- the consequences of any breach of the Agreement by the Person of Concern;
- what information should be released to whom.

A Safety Agreement must include a process for advising a new Dean and new Churchwardens in the church of the existence and terms of the Agreement.

Conditions of participation could include:

- Attendance at designated services/meetings only
- Sitting separately from children or youth
- Not entering areas where children or youth are present
- Declining hospitality where there are children or youth present
- Only attending house groups where there are no children or youth present
- Never being alone with children or youth
- Never being part of a mixed age group that includes children or youth
- In the case of financial misconduct or unsatisfactory conduct not having any role involving finances or access to money

Failure to adhere to the plan could result in the person of concern being asked to leave the church and, if necessary, being served a Trespass Notice by one of the Wardens.

5. Establish the Necessary Safeguards

There needs to be a group of people within the Parish who know about the safety plan and the reasons for concern. Otherwise, there should be confidentiality about the matters of concern. This group should include:

- The Dean and all other members of clergy
- The Wardens
- Junior Church Leaders

- The Verger
- The leader of any appropriate group that the Person of Concern wishes to join
- The individual's support persons

Persons of Concern should not hold any roles within the church which gives them status or authority as that may confer a sense of trustworthiness to children, youth and adult members of the congregation.

6. Monitoring

The safety plan should be reviewed after the first six months and annually thereafter. The safety plan should then be signed again.

Reviews should include the diocesan manager or safeguarding lead. Any matters of concern that arise should also be communicated to them.

The safety plan must remain in place as long as the Person of Concern is a member of the church/congregation. In the case of sexual offending this includes whether or not the person's name appears on the Sex Offender's register. A safety plan is necessary even if many years have elapsed since the last known offending or behaviours of concern.

Records of the plan and any incidents must be kept in the safeguarding file. These records need to be shared with a new Dean. It is the responsibility of the Wardens and departing Dean to ensure that this information is maintained and given to a new appointment.

Approved on 23 July 2025 by

The Vestry of the Waikato Cathedral Church of St Peter