



CREEKSIDE
COMMUNITY
CHURCH

SAFE MINISTRY POLICY

Working with Children and Vulnerable people

(Based on ANSVAR Risk Management Strategy and CCCA SP3)



Version: 1.0

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SAFE MINISTRY POLICY

1.0 Introduction

Under the *Commission for Children and Young People and Child Guardian Act 2000*, people working with children under 18 must undergo the Working with Children Check and be issued with a positive notice blue card. A blue card is only one element of an effective strategy to manage the risks to children in a church environment. A written risk management strategy (“Our/This Strategy”) is also required – the elements of which are specified in the *Commission for Children and Young People Amendment Regulation (No. 1) 2006*.

Risk management allows organisations to identify and assess possible sources of harm, and take steps to decrease or prevent it from occurring. It must include evidence of procedures, processes and documents which show an organisation's commitment to maintaining the safety and wellbeing of children and young people.

The purpose of our Strategy is to promote the wellbeing of children and vulnerable people who come into contact with Creekside Community Church and to protect them from harm. To comply with the legislative framework of the Act, this Strategy addresses the eight minimum requirements of the legislation as follows:

- a) a policy with a statement of commitment to the safety and wellbeing of children and the protection of children from harm
- b) a Code of Conduct for interacting with children and young people, including Personal Leader commitment, safety policies, behaviour management policies, expectations of children and breaches of policy
- c) recruitment, training and management procedures for staff (including appropriate employment screening – i.e. blue cards and registers of staff who hold blue cards)
- d) reporting guidelines and directions for handling disclosures and suspicions of harm
- e) a policy for managing breaches of the risk management strategy
- f) policies and procedures for compliance with blue card legislation
- g) risk management plans for high risk activities and special events, and strategies for communication and support such as Information sheets for staff, volunteers and parents about policies, procedures and Codes of Conduct, and Training materials and strategies to help staff, volunteers and parents identify and manage risks of harm

Policy Commitment & Guiding Principles

As a church we honour God’s name by providing Safe Ministry environments. We want all children and vulnerable people who participate in our programs to have a safe and happy experience. We honour God by supporting and respecting our children, vulnerable people, staff, volunteers and students.

We are committed to protecting the rights, interest and wellbeing of all children and vulnerable people at Creekside Community Church and acknowledge they have a right to protection from harm, irrespective of whether the harm arises from staff, volunteers or any other persons inside or outside the organisation, including family members.

Therefore we will promote a “Safe Ministry” culture throughout our church, communicating and reinforcing our commitment at all levels of our church’s life and ministry.

Further to this, Creekside Community Church acknowledges the ten National Principles for Child Safe Organisations (developed as a result of the Royal Commission into Institutional Responses to Child Sexual Abuse) as an important step to better protecting Australia’s children and will have regard to the following guiding principles for cultivating a safe church environment and safe activities:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes for complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

1.1 Safe Ministry Policy Statement

Background & Governance

This policy outlines the underlying principles that direct our approach to safeguarding children and vulnerable people involved with Creekside Community Church. It applies to all staff, leaders, pastors, coordinators, volunteers, trainees and anyone working on behalf of CCC (“Relevant Leaders”). The elders and the board of Creekside Community Church take responsibility for ensuring these principles are reviewed regularly and embedded in the organisation culture at all levels.^{1 2}

1. Commitment to Safeguard Vulnerable People

We are committed to the Biblical call to care for the vulnerable by actively preventing harm and abuse, and by seeking to provide safe programs.³ We are also responsible and accountable for fulfilling our obligations under State and Federal law to protect children and vulnerable people.

We are committed to ensuring that vulnerable people (including children, families, the disabled and elderly) are informed and involved in decisions that considerably affect them. We recognise the diverse needs of

¹ This policy is in accordance with the Children and Young Persons (Care and Protection) Act 1998 No 157

² As per Point 1 of the National Statement of Principles for Child Safe Organisations

³ Deuteronomy 6:4-7; Matthew 18:1-6; Mark 10:13-16

vulnerable people should be taken into account and that their concerns be taken seriously.⁴ We are committed to embedding this care into all levels of our leadership and culture.

Children and parents joining our programs will receive a copy of the “Parent’s and Kid’s Guide to Child Protection at Creekside Community Church.”

See Appendix A for “Parent’s and Kids Guide to Child Protection at Creekside Community Church.”

2. Commitment to Screening and Training Relevant Leaders

We are committed to ensuring all Relevant Leaders are screened, appropriately supported and trained through the process outlined below.⁵

1. All Relevant leaders must be regular participants at Creekside Community Church, for a minimum of 6 months. They will have their potential roles and responsibilities clearly outlined for them as they start their role,
2. If a Relevant Leader is working with children & youth, they must have their State “Working With Children Check” verified, No-one with a criminal record of child abuse, molestation or similar offences is allowed to be involved in children's or youth ministry at Creekside Community Church,
3. All Relevant leaders must complete and annually review an Ansvr approved Safe Ministry Training Course (e.g. www.SafeMinistryTraining.com.au) which outlines appropriate behaviour including how to minimise the chances of harm and abuse, as well as training in how to identify and report cases of abuse,
4. All Relevant Leaders must provide 2 referees who can confirm the proposed leader is suitable to work with vulnerable people and that there is no reason the proposed leader should not be appointed in such a role, this can be done through the above Safe Ministry Check Training,
5. All Relevant Leaders will receive a copy of our Safe Ministries Policy at induction, including our Code of Conduct and our How to Deal with Complaints process, Relevant leaders will commit to the leader’s Code of Conduct and behave as followers of Jesus and be willing to be held accountable for their behaviour,
6. The Church Administration Officer will provide support and advice to our workers/volunteers at induction

Our Church Administration Officer is : Nicole Annetts nicole@creekside.org.au

See page 9 for Codes of Conduct, How to deal with Complaints.

3. Commitment to Providing Safe and Accessible Programs

We are committed to ensuring that our programs and events are safe and appropriate for those attending. Careful consideration must be given to the activities chosen, the venue, safe ratios of supervision, appropriate toileting practices, transportation, work health and safety, parental or guardian permission and confidentiality of records kept.

To help maintain appropriate standards, all Relevant leaders will receive a copy of our Code of Conduct at induction which details CCC’s safe practices, as well as access to ongoing training and adequate supervision in their roles and responsibilities

⁴ As per Points 2, 3 & 4 of the National Statement of Principles for Child Safe Organisations

⁵ As per Points 5, 7 & 8 of the National Statement of Principles for Child Safe Organisations

Relevant Leaders must:

1. Complete a Risk Management assessment of planned activities and implement strategies to reduce any significant risk.
2. Record any incidents that occur during the program.
3. Review incidents to ensure procedures are implemented to reduce risk of incident reoccurring.
4. Review all incidents involving Children with Child Safety Officer. (To ensure no patterns are occurring)

See Page 9 for Code of Conduct including Safe Practices,

Appendix C for Risk Management Assessment Form,

Appendix D for Incident Reporting Form.

4. Commitment to Appropriately Respond to Concerns and Complaints

We are committed to creating a culture where people feel safe to speak out about inappropriate behaviour without fear of being rejected or ridiculed.

We are committed to listening and responding appropriately to concerns and complaints about behaviour and safety at Creekside Community Church.

A child or young person or any staff member, volunteer or student can make a complaint, or raise a concern, directly to the Safe Ministry Supervisor.

Throughout this process we are committed to protecting the confidentiality, dignity, health and well-being of all individuals involved.

Any child-related issues will be managed with a focus on the interest of the child and will be reported to the relevant State Child Protection body.⁶

All complaints must be reported to a Creekside Community Church Safe Ministry Supervisor. This includes

- a. Disclosure of abuse
- b. Inappropriate behaviour around children
- c. Suspicion of abuse or harm to a child.

Safe Ministry Supervisors

Shane Ginn – Email: s.ginn@creekside.org.au Phone: 0410 163 931

Margot Pinel – Email: m.pinel@carmichael.qld.edu.au Phone: 07 5431 1201

The Safe Ministry Supervisors will follow a Safe Ministry Issue Management Process.⁷

This includes reporting any criminal activity to Police, and the possibility of reporting allegations of abuse to the State Ombudsman and the insurer of Creekside Community Church.

⁶ As per Point 6 of the National Statement of Principles for Child Safe Organisations

⁷ As per Point 10 of the National Statement of Principles for Child Safe Organisations

In certain incidents (as outlined in the Issue Management Process) the Safe Ministry Supervisors will appoint an Independent Ministry Investigator to investigate allegations of inappropriate behaviour.

If you require help in determining what action is required or would like additional help, please contact the CCCAust(NSW) Child Protection Liaison Officer

Jim Kelly JDK@owenhodge.com.au or 0417 730 299

The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from staff, volunteers, parents and the leadership team.

See Appendix D for Complaint and Incident Form

Appendix E for Issue Management Process Form

Date Instituted by Church Board/Elders: 17/9/2020

Date of Last Review by Church Board/Elders:

CODE OF CONDUCT

2.0 Personal Leader Commitment

1. I commit to conducting myself in a manner consistent with the Safe Ministry Training “Leadership Training Course” when serving at Creekside Community Church;
 - a. I will treat adults, children and young people with respect and value, without favouritism.
 - b. I will behave appropriately, being faithful to my appointed tasks, being an example to others, and being careful in how I physically interact with others.
 - c. I will never use physical punishment or abusive language - even as a form of discipline.
 - d. I will act transparently, as far as possible, ensuring that another adult is present or within eyesight when I am with a vulnerable person (including other people’s children).
2. I commit to ensuring that the spaces and activities I’m responsible for are safe and do not put people at risk of significant harm.
3. I commit to including vulnerable people (and/or their carers/significant other) in discussions about decisions that will significantly affect them.
4. I commit to encouraging openness by listening to people’s concerns with a willingness to support them and help them.
5. I commit to reporting any concerns or suspicions about harmful behaviours and significant risks to the Creekside Community Church Safe Ministry Contacts without bias or partiality.
6. I will submit to the Creekside Community Church leader screening process to ensure I’m a suitable person to work with vulnerable people.
7. I will submit to disciplinary steps if I am found to violate these commitments or act in an otherwise inappropriate or illegal manner at Creekside Community Church.

2.1 Safe Practices

Creekside Community Church adopts the following Safe Practices to ensure consistency in providing a safe environment for all:

ACCOUNTABILITY

Ministry Leaders and volunteers of opposite genders should ensure they meet in public locations such as the café or office lounge area for accountability and transparency of interaction.

If a meeting must take place within the privacy of an office, ensure door is left open or another adult is present.

We treat each other (and our spouses), with honour and respect when we put these accountability practices in place.

ACTIVITIES

Activities are planned to be appropriate to the age or developmental needs of the children.

Team Leaders: Application for Permission to Proceed and Safety Information must be completed before commencement of each Ministry and reviewed annually. Additionally, Activity Information Forms must be completed for any activity that is held off site or involves clearly separate activities to the usual.

See Appendix F for Application for Permission to Proceed Form,

Appendix G Safety Information Form,

Appendix H for Activity Information Form.

ALLERGIES

Leaders must be aware of any children within their group that have allergies and be familiar with their treatment plan, where their medication is stored and how it is administered. These details are found on the roll.

Generally we do not give out any food within our Creekside Kids programs as a precaution. Any lolly prizes will be purchased by the Ministry Leader to ensure egg/nut/gluten free etc.

Parents may be asked at sign in if a special bag of snacks/treats can be given to their child for special occasions, however generally food will only be handed out after the program when parents collect their child.

BEHAVIOUR MANAGEMENT

Only use appropriate forms of discipline and never use physical discipline on a child.

See 2.3 Effective Behaviour Management for further details.

BULLYING

We are committed to providing a safe, supportive and caring environment, which fosters respect for others.

We will be alert to bullying or unhealthy dominance within a group and ensure incidences of bullying are reported and followed up in a positive and proactive manner.

CHILDREN'S TOILETING

Children should go to the bathroom in pairs and younger children should preferably be accompanied by an adult (in their pair). Adult should check the toilet area first then remain at entrance of bathroom.

Children should report to a leader before going and when they return. (Remind about hygiene: washing hands after toileting and before eating.)

Teens at off-site activities should be encouraged to pair up and monitored by leaders for when they enter bathroom and when they return.

Due to health conditions of a number of children attending, we must never forbid a child from going to the bathroom, even if it seems an inconvenient time.

COMMUNICATION

All communication must go to a child's parents/caregivers. Infrequently a youth leader may directly contact a child via phone, email or group messaging, with prior written parental permission.

Team Leaders: Please ensure permission has been granted before contacting a member of the Youth Group directly.

ELECTRICAL

All electrical devices need to be maintained and regularly assessed by an electrician for compliance. Follow directions for use and store correctly, check before use that cords are intact etc.

EMERGENCY & EVACUATION PROCEDURES

Follow the emergency evacuation procedures in the event of an alarm or emergency situation. These diagrams are located at door exits.

Calmly proceed to the nearest exit with the children in your care, and head to the carpark behind the church building, near the basketball courts and wait for further directions.

FIRST AID

The CCC First Aid Box is stored in the marked (First Aid sign) cupboards in the church office.

Administer first aid as required.

Call for further help as required- Ambulance 000, or first aid officer, and parents.

Incident report will need to be filled out by Ministry Leader and parents notified.

CCC Kids Ministry First Aid Officer is (to be confirmed)

CCC Youth Ministry First Aid Officer is: Jethro Sims & Shania Ginn

CCC First Aide Officer is: (to be confirmed)

GIFTS

Any gifts are to be purchased by the Ministry Leader and given out within the context of the Creekside Kids/Creekside Youth program. There is strictly no personal gift giving between leaders and children/youth.

HYGIENE

Please follow basic hygiene standards such as: stay home if you are unwell, use a tissue or elbow to sneeze/cough into, wash hands thoroughly or use sanitiser if unavailable, throw used tissues in the bin etc.

Comply with all Covid 19 safety restrictions.

Regularly clean and wipe over toys and equipment with spray or wipes, especially if a child has been drooling on or has running nose.

PARENTAL OR GUARDIAN PERMISSION

Registration & Consent Forms to be completed by Parent or Guardian before child commences within the ministry program. Updated annually.

Medication should not be dispensed to a child without parent/ guardian guidelines and consent.

Parents & guardians are to be informed and consent granted for activities that are not part of the normal routine of the programmed activity.

See Appendix I for Kids Ministry & Youth Ministry Registration Forms

PHOTOGRAPHIC & VIDEO IMAGES OF CHILDREN

Written parental consent must be given before use of photographs and videos of a child at a CCC program can be used appropriately, by team leader, for advertising and promotional means on a variety of media platforms.

It is best practise to ask for permission of the individual before taking any photographs/videos of them at a CCC event/Kids Ministry and/or Youth event, explaining why the photo is being taken and how it will be stored.

Strictly no footage to be taken for personal use.

Team Leaders: Ensure parental consent before posting images in a public domain. Ensure no identifying information with a child's photograph.

PHYSICAL TOUCH

Physical contact should be initiated by the child, not the leader (to push a child away could also be damaging.)

A quick encouraging pat on the head or back or "high 5" in full view of people is generally viewed as appropriate physical touch, but be sensitive to the child's reaction.

Don't allow a child to physically contact you in a manner that could be misinterpreted.

Examples: If a child initiates a frontal hug, gently turn it to the side instead. If a child wants to sit on your lap for reading a book, encourage them to sit next to you instead. etc.

PRIVACY & CONFIDENTIALITY OF RECORDS

Creekside Community Church values and respects the privacy rights of children as well as those people who provide information. Because of the sensitive nature of personal information, CCC has established policies and procedures that provide safeguards regarding the collection, use and disclosure of sensitive information.

Personal information is collected in the correct manner and for a specific purpose (e.g. the Working With Children Check and Referee check)

Medical and personal information is stored on a password protected database and only accessed by approved leaders when necessary. Any physical copies that may be required (for example medical records when travelling off site) are to be kept in a safe location under the Ministry Leader's responsibility.

Confidentiality will be maintained at all times to protect those involved, but policy and legal procedures will be followed to ensure the correct outcomes are achieved for the protection of children.

STANDARDS OF BEHAVIOUR

We need to ensure our personal conduct is positive and edifying to those around us. We treat others as we wish to be treated ourselves.

Bullying of any nature, including cyber bullying, discrimination and/or sexual harassment is unacceptable and needs to be reported to the Safe Ministry Supervisors.

We need to be respectful of cultural diversity and ensure equal opportunities for all. We can reflect this in our language, programming, planning of activities and responding to feedback.

It is expected that CCC volunteers always dress modestly and respectfully, and wear attire that is appropriate for the activity.

SUPERVISION

We want to protect children, youth, vulnerable people *and* our leaders- so ensure you are never alone with them. Always stay in sight of other leaders or adults or large numbers of children.

There must be at least two adults present when running child related church activity.

Don't leave children unattended, and call for assistance if you must leave the group.

Leaders need to know at all times where all the children/teens are in case of fire or other emergency, and must investigate if they are gone longer than deemed ok.

Use a buddy system if a child needs to leave the group for an appropriate reason.

Ensure adequate supervision during programmed activities. We are committed to the following ratios

1:3 for 0-1 year olds

1:5 for 2-6 year olds

1:8 for 7-12 year olds

1:15 for 13-17 year olds

If a private conversation is needed with a child/vulnerable person, alert another leader, etc. to watch you, and move away a little (still in sight). Ensure you tell the child/vulnerable person that while the conversation will be kept confidential where possible, if they tell you something that needs reporting that you will be required to do so.

SUN SAFETY

Encourage and model the use of wearing hats and sunscreen for any outdoor activities.

Ensure access to sunscreen and provide regular water breaks especially in hot weather or during physical activity.

SOCIAL MEDIA/TECHNOLOGY

Participants of CCC Kid's Ministry and Youth programs under the age of 18 should not be 'friended' on personal media sites under any circumstances. Only exceptions to this are direct family members.

Participants who wish to keep in touch can do so via the authorised site only.

CCC ministries do not 'follow' any person under the age of 18.

All leaders must ensure their conduct on social media is appropriate and respectful, (including your public comments, private pages and situations where a person can be identified as a representative of Creekside).

There is to be no 'Live- Streaming' of an event without the approval of the Safe Ministry Supervisors.

TRANSPORTATION

CCC does not transport children in privately owned cars without prior written permission and vehicle compliance checks.

Our preferred method of transportation for an activity held off site is via a chartered bus with appropriate levels of supervision or individual transport arrangements to the venue.

See Appendix J for Transport Forms.

VISITORS

Parental visitors that may wish to attend the Creekside Kids program must sign in and out, including contact details, so we can maintain accurate records.

All other visitors, must go through the regular screening checks including blue card, referrals, etc before attending the program.

WATER SAFETY

Correct ratios for children in water must be adhered to, flotation devices available and CPR signage and training completed for any off site activities where a body of water is accessible. Risk management plan must be updated and activity checklist/permission to proceed completed before this is undertaken.

Baptismal tank is to be covered immediately after use until water is drained.

WORKPLACE HEALTH & SAFETY

Be alert and watch for strangers who may enter our programmed areas and act to ensure the safety of the children.

Alcohol and illegal drugs and those affected by these are not allowed to participate in any of our children's activities.

Ensure the program environment is a safe space for children and activities have been appropriately assessed for risks, including any equipment to be used.

Act and report incidents and suspicions of abuse to one of the Child Safety Supervisors.

Regularly check the physical surroundings and equipment you are using and remove from use and report any damaged or unsafe items to Ministry Leader promptly. (Eg broken toys, lightbulbs, loose screws etc)

Ministry Leader will make note and report to Vince Ballment to coordinate the maintenance team. Vince Ballment : v.ballment@carmichael.qld.edu.au

2.2 Effective Behaviour Management

In any children's program, we will need to deal with children who misbehave and disrupt the program for other children. It is not acceptable to use physical force to discipline a child unless the child is causing physical harm to self or another child. It is then acceptable to use reasonable force to protect those involved.

Fostering safe and appropriate behaviour begins with positive and appropriate relationships with children and young people. It is important to take the time to outline and reinforce the expectations of safe and respectful participation in activities. This should be done efficiently and without ambiguity.

Positive relationships are those within which children and young people know they are valued and that they will be listened to and if it is required given wise and careful counsel.

Often a child's behaviour is a reflection of their life circumstances. It is important to ensure they have their need to be heard satisfied before a situation is acted upon. Conversations can assist a child to recognise and accept their responsibility within a given situation. Be sensitive to underlying reasons for inappropriate behaviour, e.g. the activity is embarrassing, confusing, threatening, too long, too hard, too loud, too still, or something big/nasty is happening in their life.

Clear rules, expectations and positive reinforcement are the key to effective discipline procedures.

Occasionally, children have trouble following the rules or display disruptive behaviour. In these cases, the following steps will be taken:

1. The leader will talk with the child and state clearly what the problem behaviour is and what the child should do instead. For a younger child, the leader will attempt to redirect the child to another activity.
2. If the child continues to exhibit problem behaviour, the leader will give a warning to the child.
3. Upon the third warning, the child will be removed from the activity for a short time but will still be in an area that can be supervised by a leader. The child will be invited back to join the group with a reminder of the change of behaviour required.
4. If the behaviour continues, the child will be taken back to their parent. Unless otherwise discussed with a parent, the child will be welcomed back at lighthouse the next week. However, if the behaviour is repeated 2 weeks in a row the leader will discuss with parents the process of having a break from Lighthouse.

Zero Tolerance: There will be zero tolerance for behaviour that is deemed out of control by the teacher or leader. This includes violence to other children or leaders.

1. Behaviour deemed out of control will result in immediate return to their parents.
2. The child may be suspended from ministry activities for an amount of time determined by the Ministry Leader.
3. The child and family will be treated with respect and love, and the child will be welcomed back to ministry activities after the suspension period provided they is ready to respect the values.

Extra tips: Separate disruptive groups. Don't give them all your attention; rather give your attention to those who are positively involved in the activity, but don't compare them. Use a helper. Stand near them. Move them. · Ask "Where should you be?" or "What should you be doing?" Explain appropriate behaviour to the child/teen. Make sure they are settled and listening to you before you give any instructions. Use a signal to get their attention when they are active, e.g. clapping patterns, "Freeze", whistle, "coo-ee" (for kids). Make eye contact and speak to them quietly. For younger kids crouch or kneel down to their level if necessary. Be pro-

active. Keep them busy and enjoying activities. Be ready with alternatives for those who may become distracted earlier than the others. ENERGY! · Use Positive reinforcement. Use “soft” rewards like a “well-done!” or a high-5, or “hard” rewards like stickers or treats. (Avoid food treats because of allergies and sensitivities.) “Catch” kids being “good”, look out for it.

2.3 Expectations for Children

For Children participating in our programmes we would expect the following behaviours and attitudes

- That they be respectful and friendly to everyone and welcome new children joining the group
- That they play by the rules
- That they are free to raise any concerns or worries with the leaders
- They will not bully others
- They will not leave the group without approval or supervision from the leaders.

2.4 Breaches of the Code of Conduct

If the incident brings Children or Young people into a position of “risk of significant harm”, then the incident will be recorded on our Complaint/Incident form by one of our Safe Ministry Supervisors and the information passed onto Community Services for Investigation and The Children’s Guardian (WWCC managers). The incident may also be reported to the Police if the Child is still in immediate danger. The Church will then act in accordance with actions that ensure the safety of other children and may remove you from that and other ministries as they see fit. If appropriate the church will provide support to help you rectify the offending behaviour which may involve counselling or the like.

If the incident is not reportable, then the church will provide help and assistance to the relevant leader to modify the offending behaviour. This may mean standing down from the ministry or other ministries until the Safe Ministry Supervisor and church leadership are convinced the inappropriate behaviour has been modified in their life.

See Appendix D for Complaint/Incident Forms.

RECRUITMENT & MANAGEMENT OF STAFF & VOLUNTEERS

3.0 Recruitment

All staff and volunteers at Creekside Community Church must be assessed as to whether they are suitable for the role. They are also required, by legislation to undergo background checks and induction training.

Creekside Community Church will appoint staff and volunteers to children related positions if staff and volunteers meet our recruitment and screening requirements.

These requirements are:

- The person must have appropriate skills to meet the Job description.
- The person possesses a positive notice Blue card or exemption.
- The person must have 2 written character / integrity references confirming their suitability to work with children. These references are to be followed up by a verbal inquiry by the recruiting officer.
- The person will be interviewed by the recruiting team / officer for suitability for position.

The positive notice Blue Card must be obtained prior to commencement of the position, whether employment or volunteer.

There are exceptions to obtaining a Blue Card including:

- Teachers with registration in Queensland are not required to have a blue card. They will however need to provide an exemption card.
- Volunteers under the age of 18 years are not subject to obtaining a blue card, however, they must be appropriately supervised

Blue card or exemption card details are recorded in the Safe Ministries Check Online database administered by the Church Administration officer. This database prompts when cards are due for renewal and monitors the currency and volunteers training and referee checks.

See Appendix K for example recruitment checklist, job description and application forms.

3.2 Training

Once appointed to the role, staff and volunteers must undergo induction training in Child Safety and Child protection This includes reading the CCC Safe Ministry Policy and Code of Conduct and completing the relevant training and assessment on the Safe Ministry Check Online program. This training will need to be **undertaken yearly**. (ANSVAR approved Safe Ministry Check Training or similar).

The Church Administration officer will provide login details for the staff/volunteers.

RISK MANAGEMENT

4.0 Why have a risk management strategy or plan?

Creekside Community Church requires the completion of a Risk Management Plan, by the Ministry Leader, for each event taking place involving children. For regular events (e.g. Sunday Kid's Church, weekly Youth Group), one can be completed for the year. Updates can be made as a result of any incidents reported.

The risk management strategy/plan ensures risks have been assessed prior to an activity taking place. An activity will only proceed when the residual risk after risk mitigation has taken place is low.

See Appendix C for Risk Management Assessment Form, Appendix F/G/H for Permission to Proceed/Safety/Activity Forms

4.1 Risk management process

Risk management can be said to be about knowing what can go wrong and how to avoid it. Here are a few important things to consider:

1. *What could possibly happen?* Think about anything that could possibly go wrong. This could include things like people hurting themselves, a fire, lack of supervision, negative media coverage of an event.
2. *How likely is it to happen?* For each risk that you've identified think about how likely it is for it to happen. Consider everything, from the farfetched to the common, the everyday to the rare.
3. *How serious would the harm be?* If it did happen, how serious could the harm be? Consider the consequence for your church, children, staff, volunteers etc. if harm did occur?
4. *Have a plan of action for each risk identified.* What would you do in response if the identified risk happened? When the harm is serious, and the problem could arise often, you have a risk that needs immediate attention.

Risk Management is the systematic approach to dealing with hazards and should be documented for all activities conducted including children. It is the process of analysing an activity to be performed such that the risks involved are eliminated or diminished. It is necessary to consider the following components:

- a) identify the hazards associated with the activity;
- b) assess the corresponding risks;
- c) decide on and implement appropriate control measures; and
- d) review procedures periodically to monitor effectiveness.

Step 1: Hazards

A hazard is anything with the potential to cause injury or disease.

Some examples would be slippery surfaces, biological agents, electricity, machinery, UV/heat radiation, noise, body stressing, chemicals, heights, moving objects and food bacteria.

Identification of hazards may be achieved in various ways including:

- inspections;
- routine hazard information, such as (Material) Safety Data Sheets for chemicals;
- reading plant (machinery) manuals;
- accident and illness reports.

Step 2: Risks

"Risk" may be defined as the likelihood of a hazard causing injury or disease.

The degree of risk (or risk level) needs to be assessed: ie. how serious and how likely is the risk of injury from a particular hazard.

Various "risk calculators" are available to assist in this assessment and pose questions such as:

- a) severity : (what is the worst injury that could result?);
- b) frequency : (how often are persons exposed to a specific hazard?); and
- c) probability: (how likely is it that an injury will result?).

These factors then combine to produce a "risk level" or "risk score" (eg. low, medium, high).

Example of a "risk calculator":

(Place a tick in relevant box)

<i>Prioritising Hazards and Risks</i>					
Consequence	Probability				
		Very Likely	Likely	Unlikely	Highly Unlikely
	Life Threatening	High	High	High	Medium
	Detrimental	High	High	Medium	Medium
	Harmful	High	Medium	<input checked="" type="checkbox"/> Medium	Low
	Negligible	Medium	Medium	Low	Low

Consequence Details: Harmful

Probability Details: Unlikely

Risk Assessment: Medium

Step 3: Control Measures

A hierarchy of control measures should be considered in controlling hazards. In order of priority these are: elimination, substitution, isolation/engineering, administrative & Personal Protective Equipment (PPE).

It is best to eliminate a hazard if possible rather than diminish the risk by using various other control measures.

In a Sunday School scenario, to reduce the risk of pre-school aged children being injured by toys, the risk can be eliminated or reduced by only allowing age appropriate toys or conducting the program in the age appropriate room of Carmichael Kids.

Step 4: Review

Finally, Risk Management of an activity should be periodically reviewed.

It may be necessary to refine procedures, change controls and so on to ensure that the desired outcome, "health and safety" is being achieved!

Documentation

Risk Management for activities must be documented and a copy given to the Safe Ministry Supervisor who should also sign these documents.

4.2 Standard risk assessment items

The following items are common risk assessment items for Children's programs at Creekside Community Church

Transportation

Buses:

Buses must be regularly maintained by qualified personnel
Government machinery inspections to be done every six months.
Only licensed and MCC authorised drivers to drive buses.
Drivers must adhere to Qld Government Code of Conduct (refer to 'College Vehicles Policy').
Teacher/s to accompany students on buses.

Cars:

(Note: *Where possible buses should be used*).
If car transport is an option, observe the following:
Vehicles must be registered and roadworthy.
Only licensed and CCC authorised drivers to drive vehicles.
Permission from caregiver required for student to ride in a car.
No child should ride alone with a staff member or volunteer.

Sun protection

Children are encouraged to wear sun protective clothing, hats and sunscreen.
Staff/volunteers should role model the wearing of sun protective items.
If possible avoid outdoor activities between 10 a.m. and 3 p.m.
Where possible make use of shaded areas.
Where possible use indoor or covered venues for games and swimming.

Medical Alert List

Where records of a student's medical condition and/or medication requirements are obtained from caregivers, staff members/volunteers need to be alerted to this information. The medical details and medication need to be kept with the staff member/volunteer in charge or First Aider for normal or emergency use by the student. Medication must be kept secure from other children.
Ensure security/privacy of medical information.

Venue and Equipment Safety

Where an activity is conducted off site, the suitability of the venue and its safety needs to be assessed beforehand.

If the venue is a facility run by personnel external to Creekside Community Church (eg. roller skating rink) much of the risk management for the activity belongs to that external organisation. However Church staff/volunteers still bear overall responsibility for the children and must ensure adequate supervision.

If in doubt about the credentials of external providers, these should be checked. All external personnel involved with children must possess blue cards.

If the activity is outdoor/ open-air (eg. hikes, mountain climbing) the location should be checked prior to the activity for current information and assessment of safety (egs. current condition of a bicycle riding track; surf and weather conditions for a planned beach visit).

Likewise, equipment to be used at any venue should be checked prior to the activity to ensure its suitability, integrity and safety.

Electrical equipment should be used in accordance with the 'electrical safety' section of the safe practices document.

Risk Assessment Template

Activity	Risks	Ranking	How to reduce Risk	Priority
Kid's Church (Sunday School)	Child needs to go to Toilet	High	Provide adequate supervision	1
	Movement of Children from Church to Kid's Church Rooms	High	Provide adequate supervision	1
	Return of children to parents	Low	Ensure kids are handed off to parents	2
Youth Group	Transport	High	Screen Drivers See Policy	1
	Arrival of Kids	Low	Have a sign in procedure	2
	Kids leaving site	Low	Have a sign out procedure	2
Church Building	Ensure building Safe	Medium	Complete checks See Policy	1

As a result of a Risk Assessment, usually the church will end up with some procedures. Below are a few templates that might be useful when considering risk management.

DOCUMENTATION & REPORTING

5.0 What is 'risk of significant harm'?

A child or young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or wellbeing of the child or young person are present to a significant extent.

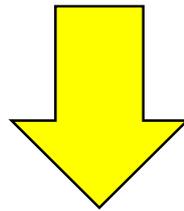
Significant means that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent.

What is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing.

Significance can result from a single act or omission or an accumulation of these.

5.1 Reporting Process

If YOU witness or hear information from a child or vulnerable person that indicates they are in a position of significant harm YOU MUST:



1. Inform the individual of the need to report the information, provide care and support whilst you-
2. Inform the Ministry Leader of general concern but do not question individual further at that time,
3. Ministry Leader and/or Person who brought concern forward to contact one of our Child Safety Supervisors immediately:

Shane Ginn –Email: s.ginn@creekside.org.au Phone: 0410 163 931

Margot Pinel – Email: m.pinel@carmichael.qld.edu.au Phone: 07 5431 1201

It is important to maintain confidentiality of the situation (including names and details) at all times, for the privacy of the individual concerned as well as to ensure correct process management.

If YOU believe an individual is in immediate danger however, contact Police first on 000 then follow the above process.

5.2 Documentation of General Incidents

Where any accident or incident has occurred and child abuse is not suspected, the Incident form (Appendix D) can be filled in by the Ministry Leader and a copy provided to the Child Safety Supervisor for review and filing.

5.3 Documentation & Reporting for Complaint/Incident involving Significant Harm to a Child

If the complaint / Incident involves child abuse (*risk of significant harm to a child*) the Incident form is to be filled in by the Safe Ministry Supervisor and relevant authorities notified.

See Appendix D for Incident Reporting Form

Appendix M for useful tree charts and guides for reporting.

5.4 Confidentiality

To avoid confusion and maintain confidentiality, everyone, including children, should be made aware of the need to report serious matters involving child protection to external authorities. You cannot promise confidentiality in these matters; however, you must assure privacy in handling the matter and that only those who need to know will be advised.

Refer to Safe Practices: *Privacy and Confidentiality* Section for further information.

APPENDIX

Refer to the following pages:

Appendix A Parent & Kid's Guide to safety at CCC

Appendix C Risk Management Assessment

Appendix D Complaint & Incident Reporting

Appendix E Issue Management Process

Appendix F Permission to Proceed

Appendix G Safety Form

Appendix H Activity Form

Appendix I Kids & Youth Ministry Registration Form

Appendix J Transport

Appendix K Recruitment Checklist, Job Description template, Application form

Appendix L Annual Checklist

Appendix Indicators of Ab

A Parents/Carer's & Kids guide to Safety at Creekside Community Church

(Please take a copy)

Creekside supports the active participation of kids in our church. We respect and value children and will provide a safe environment where they can learn and develop.



Creekside takes Child protection seriously and has a set of policies and codes of conduct in place to ensure our staff and volunteers provide safe care for your children.

- All our staff and volunteers who work in our children's ministries (18 years and over) have been cleared through the Blue Card checks (Working With Children Checks).
- All new staff, volunteers and students will receive a copy of our Safe Ministry Policy including our Code of Conduct, Safe Practices and How to Deal with Complaints process.
- All staff and volunteers will be trained yearly in our child protection procedures.
- To view our entire Safe Ministry Policy, please access online at www.creekside.org.au

Did you know???

A child or young person, parent/carer or any staff member, volunteer or student can raise suspected child safety concerns or complaints to either the Ministry Leader or directly to one of our Safe Ministry Supervisor/s.

Shane Ginn

s.ginn@creekside.org.au 0410163931

Margot Pinel m.pinel@carmichael.qld.edu.au

07 54311201

What we Believe...

- Everyone should be confident that complaints will be dealt with honestly and fairly.
- Everyone should be confident in reporting inappropriate behaviour around kids.
- Everyone should be reporting any concerns about the safety or welfare of a child or young person immediately so appropriate action can be taken.

Child protection and safety is everybody's responsibility.

At Creekside, parents (and carers) are expected to supervise their children whenever they are on the church premises. *To supervise means to be actively aware of where your child is and be responsible for what they are doing at all times.*

This is especially important before/after our Sunday morning gatherings and during the gatherings when children's programs are not operating. Parents should step in when inappropriate or unsafe behaviours are present, to minimise risk to their own child and to others.

When children are signed into and involved in our kid's ministry programs, there are specific guidelines our Creekside Kids Team follow to ensure everyone's safety and the effective running of the program.

(See overleaf for more details)

Registration: To attend Creekside Kids Programs, we need each family to register their child with up to date contact and medical information. These forms can be found at the Creekside Kids Sign in Trolley or by contacting one of the Creekside Kids Team.

Check In: You will need to sign in your child if you would like for them to attend the Creekside Kid's program. This can be completed through the 'Church Center' App which we encourage you to download for a very simple and convenient sign in process. You are also welcome to sign in on the day if you don't have a smart phone or are bringing a visitor with you.

NOTE: Please indicate at check in if you do NOT want your child to receive a small snack/treat at the end of the Creekside Kids program.

Check Out: Grade 2-5 children will be returned to the Church at the end of Creekside Kids program. Please be mindful of this and ensure you are aware of their return to your supervision. Younger children can be collected from the Creekside Kids Rooms verandah. Please ensure they have been collected by 11:15 am.

Behaviour Management

Fostering safe and appropriate behaviour begins with positive and appropriate relationships with children and young people. The Creekside Kids Team believe it is important to take the time to outline and reinforce the expectations of safe and respectful participation in activities. Clear rules, expectations and positive reinforcement are the key to effective discipline procedures.

Occasionally, children may have trouble following the rules or display disruptive behaviour. In these cases, the following steps will be taken:

1. The leader will talk with the child and state clearly what the problem behaviour is and what the child should do instead. For a younger child, the leader will attempt to redirect the child to another activity.
2. If the child continues to exhibit problem behaviour, the leader will give a warning to the child.
3. Upon the third warning, the child will be removed from the activity for a short time but will still be in an area that can be supervised by a leader. The child will be invited back to join the group with a reminder of the change of behaviour required.
4. If the behaviour continues, the child will be taken back to their parent. Unless otherwise discussed with a parent, the child will be welcomed back at Creekside Kids the next week. However, if the behaviour is repeated 2 weeks in a row the leader will discuss with parents the process of having a break from the program.

Zero Tolerance: There will be zero tolerance for behaviour that is deemed out of control by the teacher or leader. This includes violence to other children or leaders.

1. Behaviour deemed out of control will result in immediate return to their parents.
2. The child may be suspended from ministry activities for an amount of time determined by the Ministry Leader.
3. The child and family will be treated with respect and love, and the child will be welcomed back to ministry activities after the suspension period provided they is ready to respect the values.



We welcome your feedback. Please get in contact with our Creekside Kids Ministry Leader for any further information:

Rhonda Crump : rhonda@creekside.org.au or on [\(07\) 5431 1220](tel:0754311220)



Recruitment & Selection Checklist

Recruitment

1. A Job description for the proposed position has been written. (See Job Description Template)
2. Advertise the position
The position has been advertised with an appropriate application form (See Application Template)

Selection

3. The applications have been assessed and candidate chosen to interview.
4. We have nominated a selection panel to review the applicants and interview them. This selection panel should include the Ministry leader or representative and the Safe Ministries Supervisor.
5. We have interviewed the applicant and are happy with the outcomes.
Some appropriate questions may include
 - a) What involvement / experience in the past have you had with children / young people?
 - b) Why do you want to be part of this ministry?
 - c) Why do you think it is important to keep children safe?
 - d) Have you seen our Child Safe Policy and do you have any questions?
 - e) Have you ever been known by any other name?
 - f) Have you ever been in a situation where a complaint of harm against a child / young person has been made against you?

Background checking

6. We have checked 2 referees for the applicant and are happy with the results
7. We have a positive notice Blue Card (if they are over 18 years old) and this has been verified on our WWCC portal. Or they have the appropriate exemption.

Appointment

8. The applicant has been informed of the outcome and any probation period (if applicable)
9. For an employee, they have signed an employment contract.
10. The applicant has been inducted through the Child safe and Child Protection Course (via SMO)



Job Description

Job Title:	
1.	Duties of this job
2.	Context: <i>(a brief description of your church and its activities)</i>
3.	Objectives of this Job <i>(List three or four key objectives)</i>
4.	Accountability <i>(Who does the person report to?)</i>
5.	Conditions of appointment <i>(Is the position full time / part time / voluntary)</i> <i>(Number of hours)</i> <i>(Probation period)</i>
6.	Performance Criteria <i>(These are measuring tools to help you determine the suitability of the candidate)</i>
	Qualifications <i>(Do you have any specific requirements you expect the candidates to have? Membership, certificates, accreditation)</i>
	Knowledge / Skills <i>(first aid etc)</i>
	Experience <i>(Do we require the applicant to have past experience in this work and how much?)</i>
	Personal Qualities <i>(Do we require communication skills, good team-work, flexibility, creativity, sense of humor, organisational skills ...?)</i>
	Availability <i>(Will the applicant be required to attend meetings or work outside the normal hours?)</i>
	Other Requirements <i>(Drivers License)</i>
	<p>Policy Expectations</p> <p>Creekside Community Church supports the active participation of kids in our church. We respect and value children and will provide a safe environment where they can learn and develop.</p> <ol style="list-style-type: none"> 1. We promote respect, fairness and consideration for all staff, volunteers and students. 2. We have appointed a Child Safety Officer who will provide support and advice to our workers. 3. All new staff, volunteers and students will receive a copy of the Child Safe Child Friendly Policy including our Code of Conduct and our How to Deal with Complaints process. 4. All staff, volunteers and students will be trained yearly in our child protection procedures.
	<p>Pre-Employment Checks</p> <p>As part of the employment / volunteer application process, we will require all applications to undergo a Queensland Bluecard (WWCC) screen and we will be checking with your nominated referees as specified on the application form.</p>



Application for Employment / Volunteer Form

To be completed by the applicant.

The information supplied in this document and in your application will be treated in the strictest of confidence.

APPLICANT NAME:

Title:	Surname:	Given Name/s:
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DETAILS OF ADVERTISED VACANCY

JOB TITLE:	
LOCATION:	
EMPLOYMENT TYPE (PLEASE CIRCLE):	Employee / Volunteer
APPLICATIONS SHOULD BE MARKED 'PRIVATE AND CONFIDENTIAL' AND FORWARDED TO:	Creekside Community Church Attention: Shane Ginn 793 Oakey Flat Road Morayfield Or emailed to office@creekside.org.au

APPLICANT DETAILS

Title:	Surname:	Given Name/s:
Home Address:		
Suburb:	State:	P/Code:
Contact Details:		
Work:	Home:	
Mobile:	Email:	
Qualifications: (for employment only) Please attach certified copies of all qualifications and certificates of attainment	Year Obtained:	
<p>Are you an Australian Citizen / Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, do you have a working visa <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(Note: to be eligible for employment, applicants must have the appropriate work visa or have permanent residency status)</i></p>		
<p>Do you require any special arrangements at an interview? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details below:</p>		

Do you have any pre-existing injury or disease of which you are aware that you could reasonably be expected to foresee, could be affected by the nature of the duties and responsibilities of the position for which you are applying? Yes No

If yes, please provide a brief description (or on a separate advice):

(Note: Failure to make such a disclosure or the making of a false or misleading disclosure forfeits you the right to compensation under the Accident Compensation Act 1985)

Do you have any convictions, finding of guilt and/or pending police charges against you that are less than 10 years old? Yes No

If yes, please provide brief details:

(Note: A satisfactory police record check is a prerequisite of the position)

Do you have a Blue Card or Blue Card exemption? Yes No

What is your Blue Card number (or application No): _____

What is your birth date? _____

REFEREE DETAILS

(Note: three referees are required. At least two of these referees should be able to vouch for your ability in the proposed role as past employees or trainers.)

1.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	
2.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	
3.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I understand that, if I am employed, or accepted as a volunteer I will be liable to dismissal if any of the statements in my application are found to be deliberately misleading.

Applicants Name (*print*):

Signature:

Date:

Applying for a position at Creekside Community Church

For applications relating to employment, failure to complete the application form, provide an updated resume, and a **certified copy** of your qualification attainment certificates will result in the rejection of your application.

Interview and selection process

A selection panel interviews and selects employees and volunteers. The panel will include one member of the team who works in the relevant area. The selection of candidates for positions in Creekside Community Church is determined by skills, knowledge, experience and the personal qualities that best match the job requirements, the Creekside Community Church Vision, Mission, Values and our Strategic Direction. The selection panel will assess your ability to do the job through interview questions and referee checks.

Referee Check

The selection panel will contact your referees if you are shortlisted by Creekside Community Church following an interview. The selection panel will ask your referees to comment on your work behaviour and can be asked to verify or comment on claims made by you.

Criminal records check

A criminal records check is required for all Creekside Community Church staff and Volunteers. Any recorded details on your criminal records check do not necessarily disqualify you from selection. You will be given the opportunity to discuss the matter before any final decision is made.

Working with children check (Blue Card)

When applying for a position in child-related employment a working with children check (Blue Card) will need to be undertaken by you. This is a formal process of checks to determine your suitability to work with children or have unsupervised access to children in your work. This check takes into account relevant criminal records.

Risk Management Plan

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Describe the Activity	Identify the Risks	Balancing the Risk / Likelyhood	Manage the Risk / Consequences	Analyse the Risk	Review the Event
Identify all elements of the event from beginning to end	Something that could happen that results in harm to a child or young person	Potential Risk Likely Possible Unlikely	Management Strategies What we do to reduce the risk Minor Moderate Major	The level of Risk Potential Risk x Management Strategies Chart Results (See below)	Nominate who will review after the activity / event Decide if activity is acceptable or not.

Simple Risk Matrix

Comments

	Consequences		
Likelihood	Minor	Moderate	Major
Likely			
Possible			
Unlikely			

Risk Treatment Key

Intolerable Risk Level. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.

Having considered the risks within this activity and determined a risk management plan to minimise those risks, I consider this to be an appropriately safe program to conduct.

Team Leader

Date

(Form to be filed in an appropriate location for future reference or refinement.)

Annual Child Attendance Permission Form (Kid's Church & Youth Group)



Family Name: _____

Children's / Young Person's First Name	Date of Birth	School Grade
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Parent's/Guardian's Names: _____

Family Address: _____

Phone No: _____ Email: _____

Mobile No: _____

Medical Details:

Does your Child have any of the following (please provide details)

- Allergies _____
- Asthma _____
- Dietary Requirements: _____
- Regular Medications (to be administered by leaders): _____

(please attach instructions, regarding frequency and amount, to the medication and give to the ministry leader only)

Is your child allowed Paracetamol? Yes No

Medicare Number: _____

Emergency Contact Name & Number (to be contactable during event): _____

Is there any other relevant information that may impact your child's / young person's involvement please inform us below so that we can cater for their needs to the best of our ability.

I give permission for my children / young person to attend the Creekside Community Church and its associated Young People's Ministries throughout _____, and to take part in all planned activities and incidental activities that may arise. I agree to delegate my authority to the designed leaders involved and to entrust them with the safety and wellbeing of my child / children / young people as a group and individually.

Signature

Date

Transport Policy

Drivers with responsibility for providing transportation during an activity are required to complete this form.

Applicant:

Drivers Name: _____ Phone No: _____

I have a current Driver's License: Yes No

Driver's License Number: _____ Expiry Date: _____

Type of License: Car Bus Other (please specify) _____

I have sufficient driving experience (3 years min and are not on my L's or Red P's) Yes No

I have restrictions on my License (eg Green P's, suspended license): Yes No

If so please specify: _____

Witness:

Licence sighted by : _____ Signature: _____ Dated: _____

Declaration:

- I have completed all screening requirements for Creekside Church, in relation to my suitability to work with children
- I will not drive a child will alone.
- I will drive carefully and follow all road rules. (This approval will be revoked if inappropriate behaviour is witnessed at any time in your vehicle)
- I will provide a registered, roadworthy vehicle
- I will ensure that all passengers wear a seat belt
- I will not drive under the influence of alcohol or drugs, or permit smoking within the vehicle
- I have a good driving record. Specifically, I have not committed traffic offences in the recent past which might reasonably preclude me from transporting participants. I will discuss this with my team leader prior to offering myself to drive if unsure.

The information provided on this form is correct and indicates my commitments to the safety and welfare of those for whom I am responsible.

Signed: _____ Dated: _____

Creekside Church Property and Equipment Policy



Creekside Community Church is committed to providing safe spaces for children to participate in organised activities. The following audit will be completed on a six monthly basis. If an incident report involves the need to modify a portion of the property, then that item will be added to the six monthly check list.

(Churches will need to add or subtract from this suggested checklist to mirror their churches requirements)

Date:	✓ / ✗	Comments / Actions
A. Car Park / Entry		
i. Clean / Clear of Rubbish		
ii. Disable Access available		
iii. Pathways clear of obstacles and non-slip.		
B. Aisles / Corridors		
i. Surfaces clean / clear of defects		
ii. Clear of rubbish		
iii. Clear of electrical leads		
iv. Clear vision at intersection		
C. Floors		
i. Even surfaces – no holes		
ii. Clear of rubbish		
D. Steps / Stairs		
i. Highlighted		
ii. Handrails		
iii. Ramps for disable access		
iv. No steps are too high		
E. Windows		
i. Clean and Clear		
ii. No broken Windows		
iii. Windows free of rubbish and obstruction		
iv. Windows open freely (if openable)		
F. Ventilation		
i. Does AC work efficiently		
ii. Have filters been cleaned?		
iii. Is adequate ventilation occurring		
G. General Lighting		
i. Adequate illumination / bulbs all working		
ii. Good natural light		
iii. No direct or reflected glare		
H. Fire / Emergency		
i. Extinguishers in place, services clearly marked		
ii. Fire hoses / blankets in place with correct signage		
iii. Exit signs operational and clearly visible		
iv. Exit doors freely open from inside		
v. Exists free from obstructions		
vi. Fire alarm systems in place / regular tests and documentation of such		
vii. Emergency evacuation procedures displayed appropriately		

viii.	Deadlocks on emergency doors able to be overridden in case of emergency		
ix.	Telephone available in case of emergency		
x.	Emergency services numbers displayed clearly.		
I.	Electrical		
i.	Equipment not in use stored correctly		
ii.	No broken plugs, sockets or switches		
iii.	No frayed or defective leads		
iv.	No temporary leads left on floors		
v.	Unserviceable equipment tagged with fault listed		
vi.	Electrical installations are installed, constructed, maintained, protected and tested to minimise risk of electrical shock or fire.		
vii.	Handheld portable equipment is protected by RCD (Residual Current Device)		
viii.	Flexible extension cords are used in a safe manner, Connections are moulded or transparent plugs.		
ix.	All leads are tag and tested.		
J.	First Aid		
i.	Cabinets and contents clean and orderly		
ii.	No unauthorised items available eg Panadol / matches		
iii.	Emergency Numbers displayed		
K.	Rubbish		
i.	Adequate amount of bins		
ii.	Bins located in suitable points		
iii.	Bins emptied regularly		
L.	Hazardous Substances		
i.	All hazardous substances (not poisons) are properly labelled and stored correctly.		
ii.	People who are exposed to hazardous substances have been provided with adequate information on safe use		
M.	Toilets		
i.	Adequate number of toilets available		
ii.	Disable access to toilets		
iii.	Toilets clean and clear of rubbish		
iv.	Cubicle door locks can be overridden in case of emergency		
v.	Poisons locked away		
vi.	Floors clean / non slip		
vii.	Drains inaccessible to children		
N.	Kitchen / Food Preparation		
i.	Poisons locked away		
ii.	Plastic bags locked away		
iii.	Appliances inaccessible to children		

iv. Cutlery inaccessible to children		
v. Glass items inaccessible to children		
vi. Hot water inaccessible to children		
vii. No dangling cords		
viii. Floors dry / non slip		
ix. Safety plugs used in power points		
x. All matters of hygiene considered		
O. Outside / Building External		
i. Fences in good condition		
ii. Gates and locks working		
iii. Equipment locked away		
iv. Dangerous plants removed or made safe		
v. Play equipment appropriate and safe to use		
vi. Perimeter fire breaks clear and serviceable		
vii. Exterior of building clean and free of damage.		
P. Other Areas of Concern Identified but not listed.		
i.		
ii.		

Name of Checker: _____

Signature: _____

Date: _____



Creekside Community Church Complaints and Incidents Record Form

Use this form to record complaints or incidents in the church

If the complaint / Incident involves child abuse (risk of significant harm to a child) the form is to be filled in by the Safe Ministry Supervisor.

Where an accident or incident has occurred and child abuse is not suspected, the form can be filled in by the Team Leader and a copy provided to the Child Safety Officer for review and filing.

This form should be used to

1. Record a suspicion, allegation or disclosure of child abuse or a complaint of inappropriate behaviour.
2. Record any incidents that occur at CCC. These will be assessed and under a Risk Assessment and any resulting actions implemented.

Child Abuse Complaint or Inappropriate behaviour

Incident Report

1. Recorders Name & Position: _____

2. Name of Child or Young Person involved: _____

3. Name of person making Complaint _____

4. Name of the person who the complaint is made against _____

5. Nature of the complaint – include times, date, location and what happened. (This can include observations of the child's behaviour)

6. Details of any injuries and if the child received medical attention:

7. Accurately record what the child said when describing what happened.

8. Details of anyone who saw what happened

9. Does this complaint indicate the possibility of child abuse, ie Physical abuse, sexual abuse or neglect? The Abuse trees can be used to determine appropriate actions. See following. Yes No

10. If Yes, provide details of your report to Community Services Ph: 132 111

Person Spoken to: _____ Date: _____

11. Does this complaint indicate that an employee or volunteer engaged child abuse resulting from Yes No
i) Sexual misconduct
ii) Serious physical assault

12. If Yes, provide details to Enter details through WWCC website. Date: _____
i) The Children's Guardian Date: _____
ii) Inform the accused person

13. If complaint relates to inappropriate behaviour, details of internal discipline process followed. (Make note of any support, counselling that was offered to the person against whom the complaint was made.

14. Any follow up required? Yes No

15. If Yes, provide details

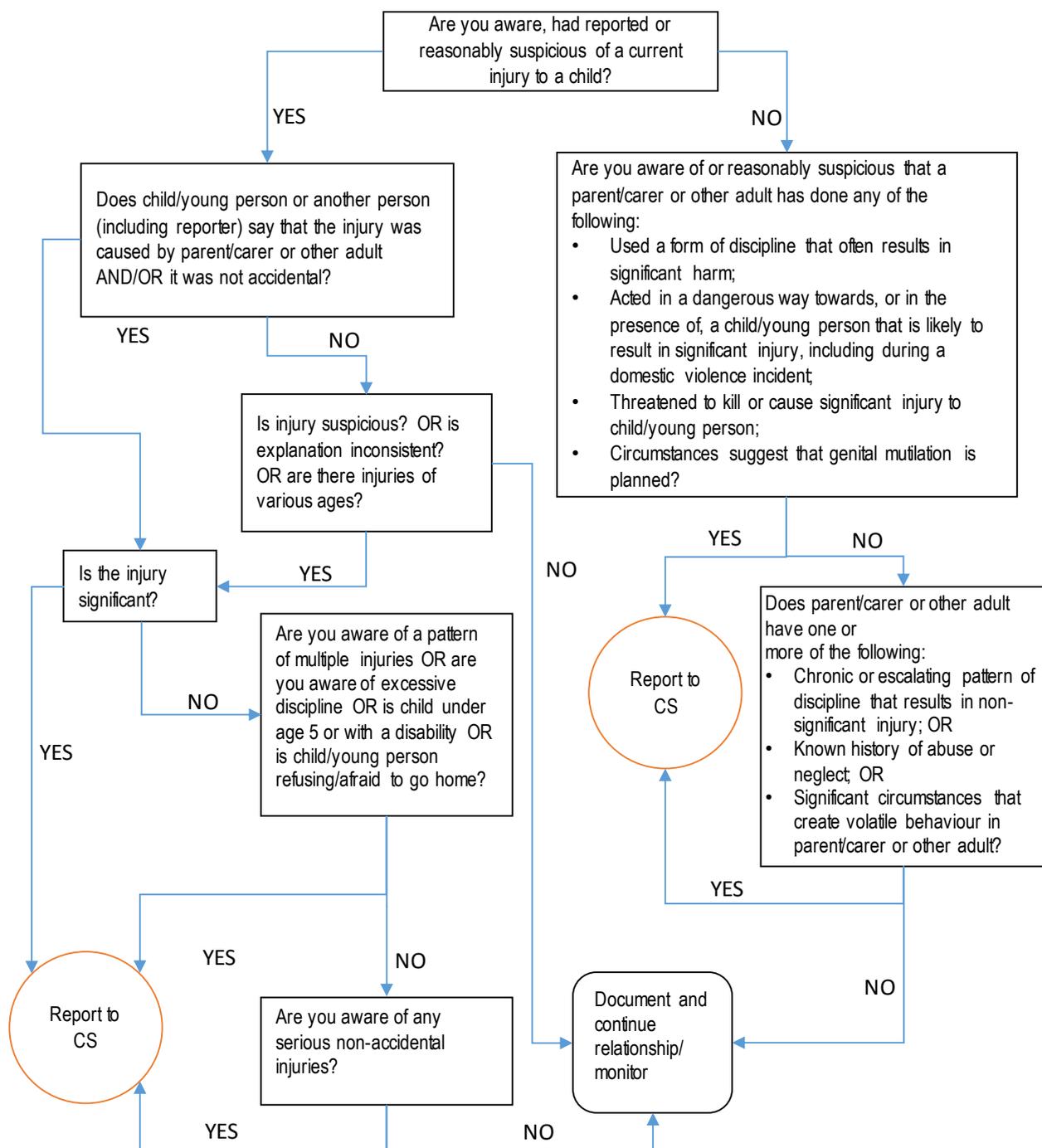
Signed: _____

Dated: _____

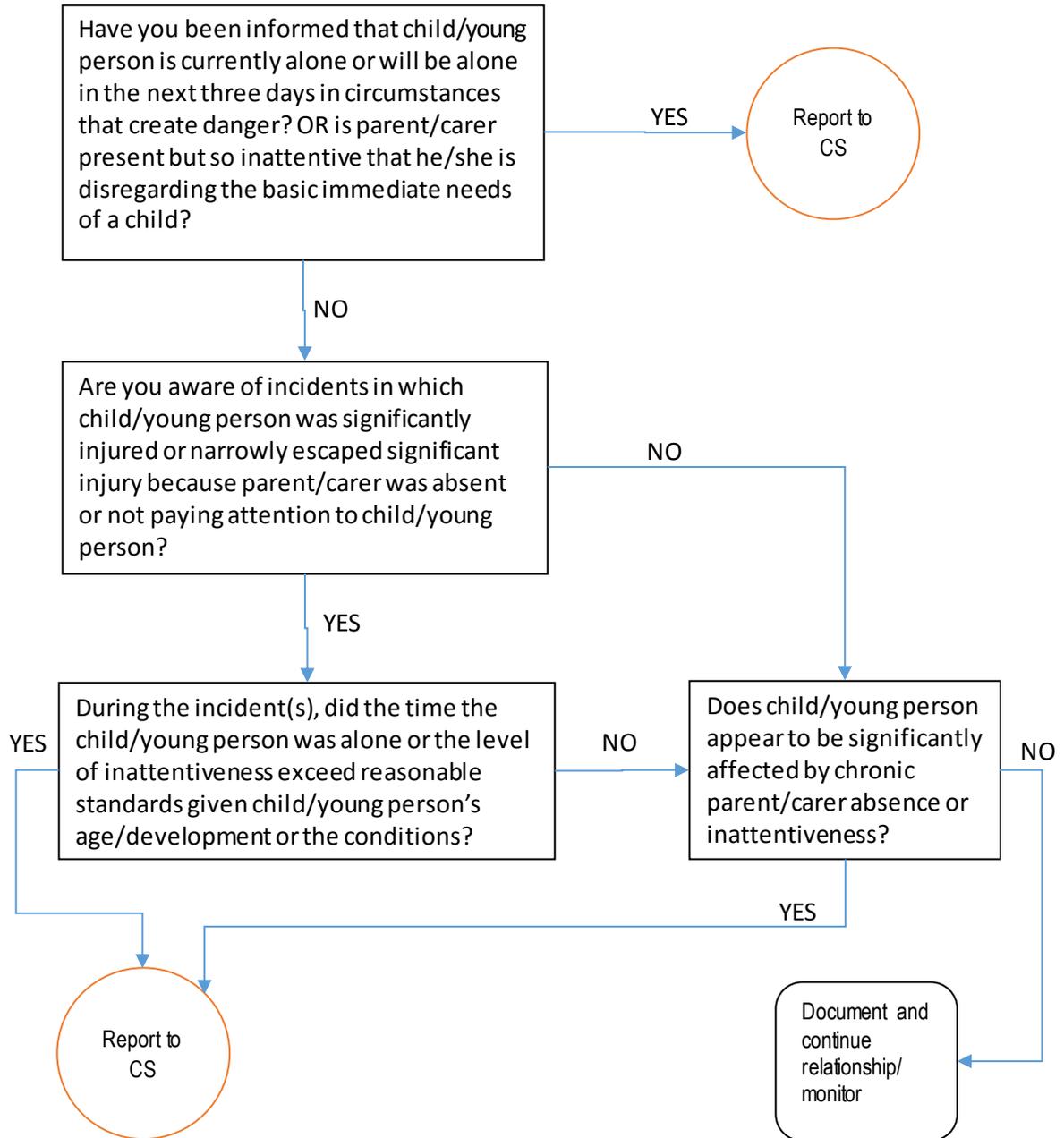
Print Name: _____

Notes: See Tree Charts and guides to recognise abuse to assess appropriate reporting process.

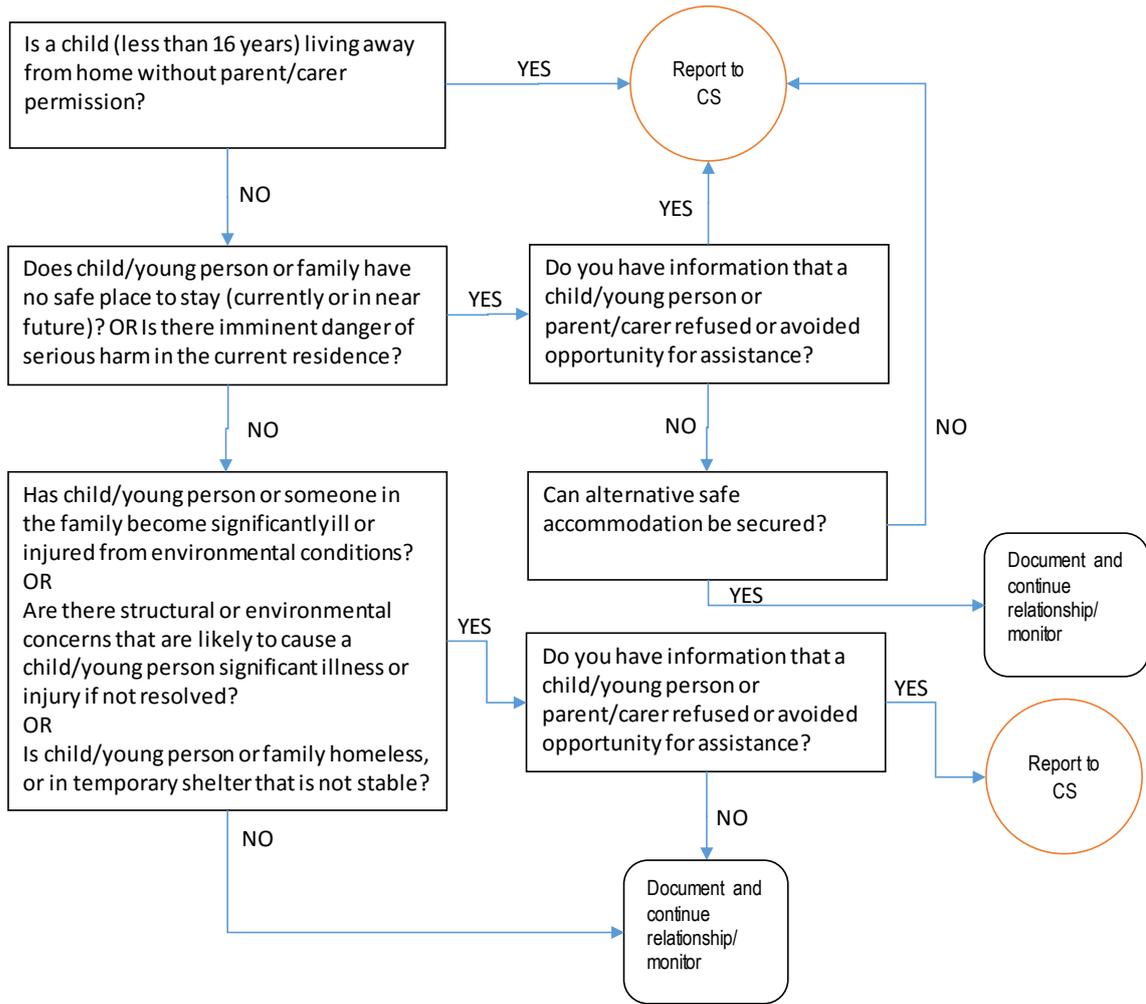
PHYSICAL ABUSE



NEGLECT - SUPERVISION



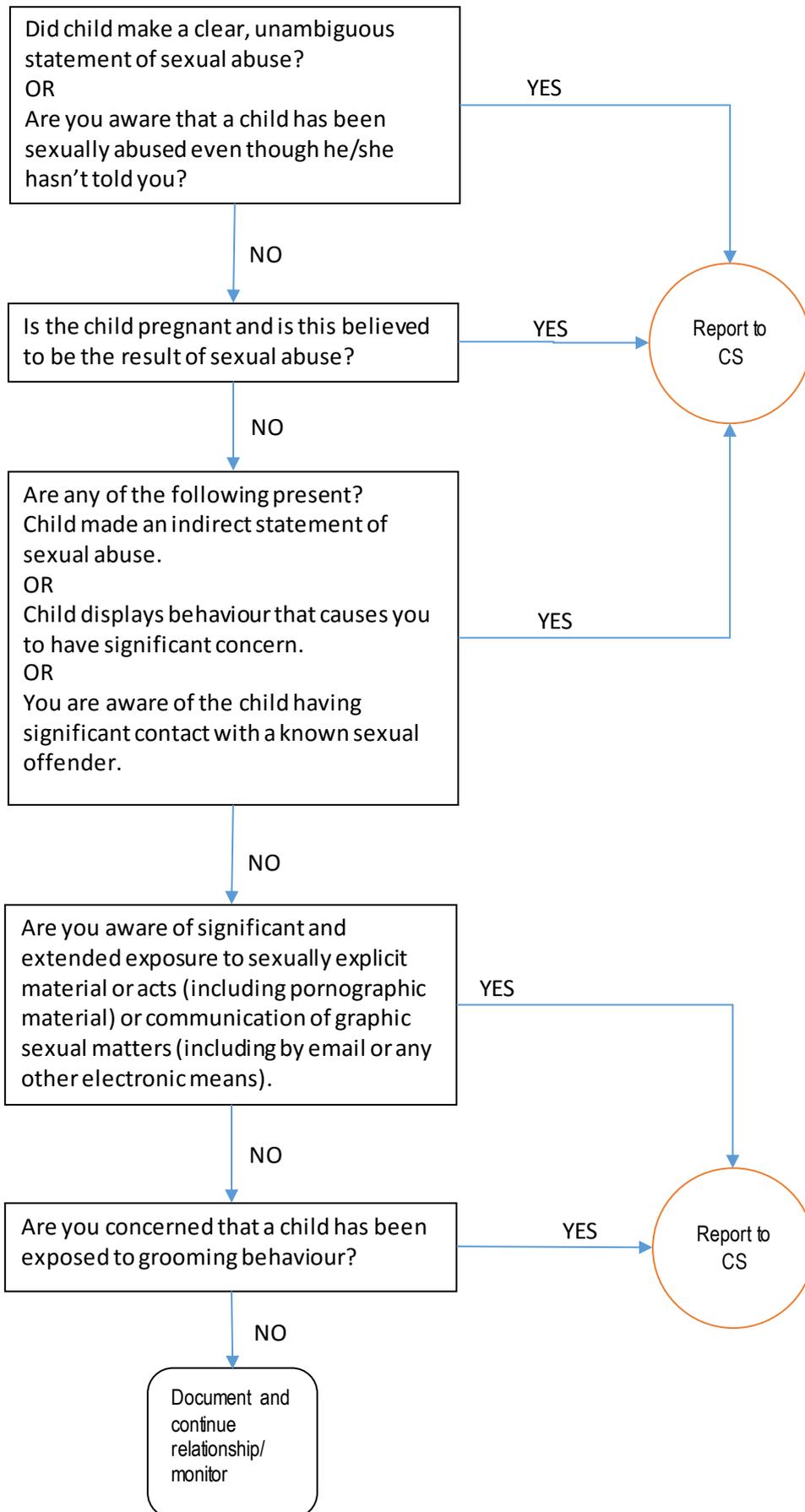
NEGLECT - SHELTER



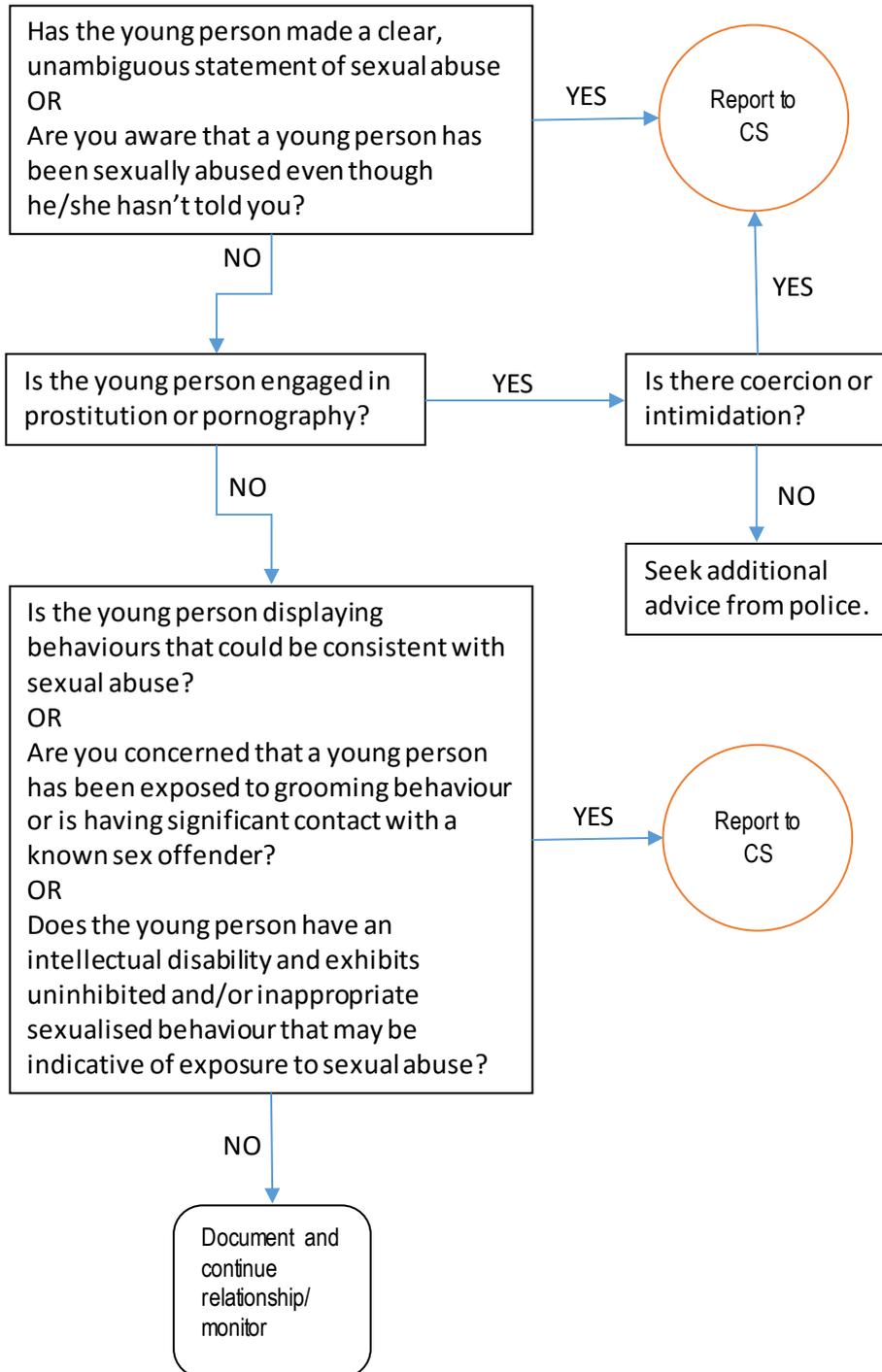
SEXUAL ABUSE (0-15 Year Olds)

Grooming behaviour is a pattern of behaviour aimed at engaging a young person as a precursor to sexual abuse. Any individual with access to a young person has done at least one of the following examples of grooming behaviour with the young person: manoeuvring to get time alone with young person, buying the young person gifts, taking young person to fun places, building trust with young person, providing drugs or alcohol, or getting a vulnerable young person to feel special and loved. When considering adults who are not previously known to be sexual offenders, only consider these actions as potentially grooming behaviour if there is no acceptable or appropriate alternative explanation. For example, it should not be considered grooming for a relative to buy gifts, take young person to fun places and try to build a trusting relationship with a young person or make him/her feel special.

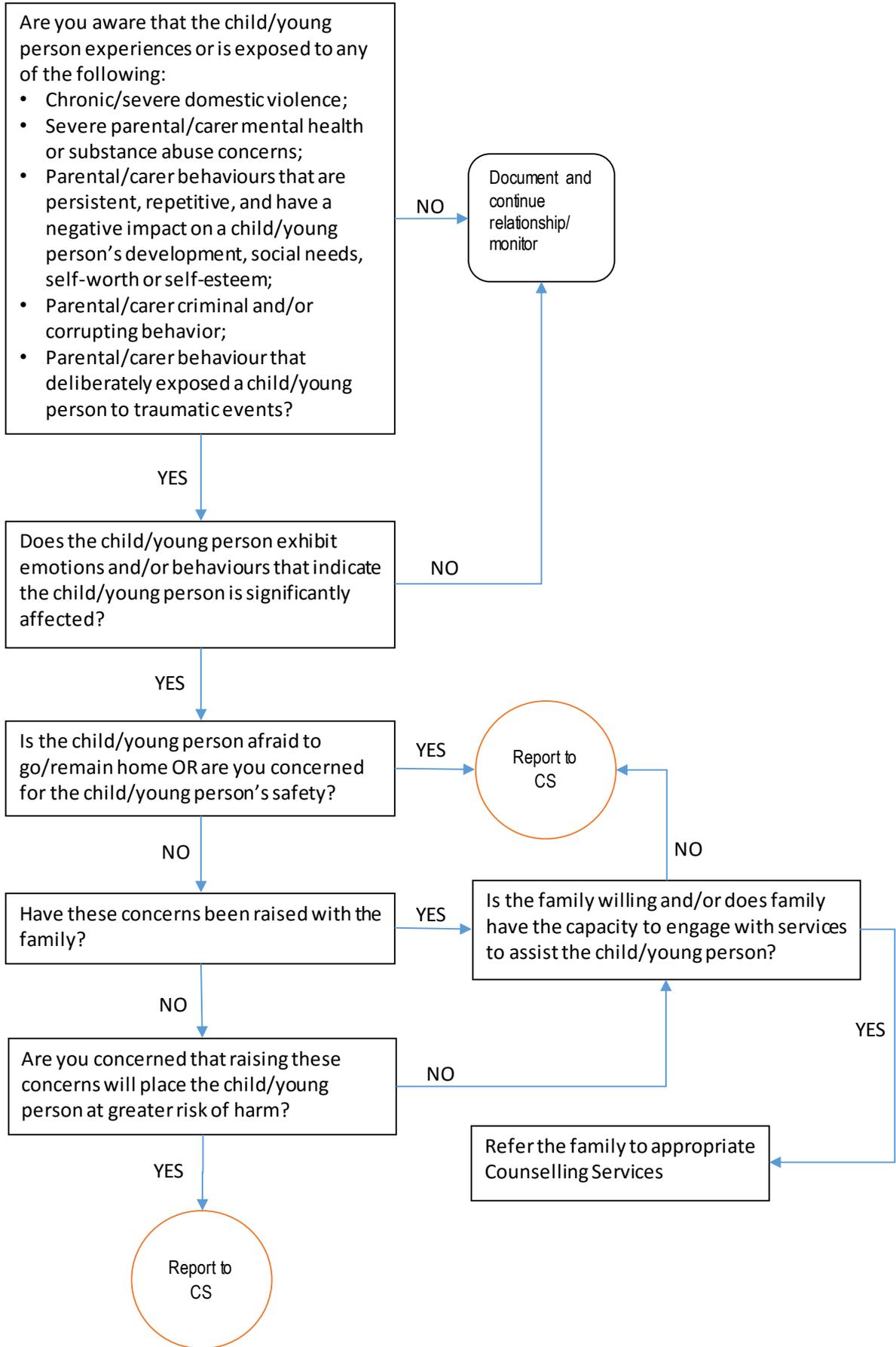
SEXUAL ABUSE (0-15 Year Old)



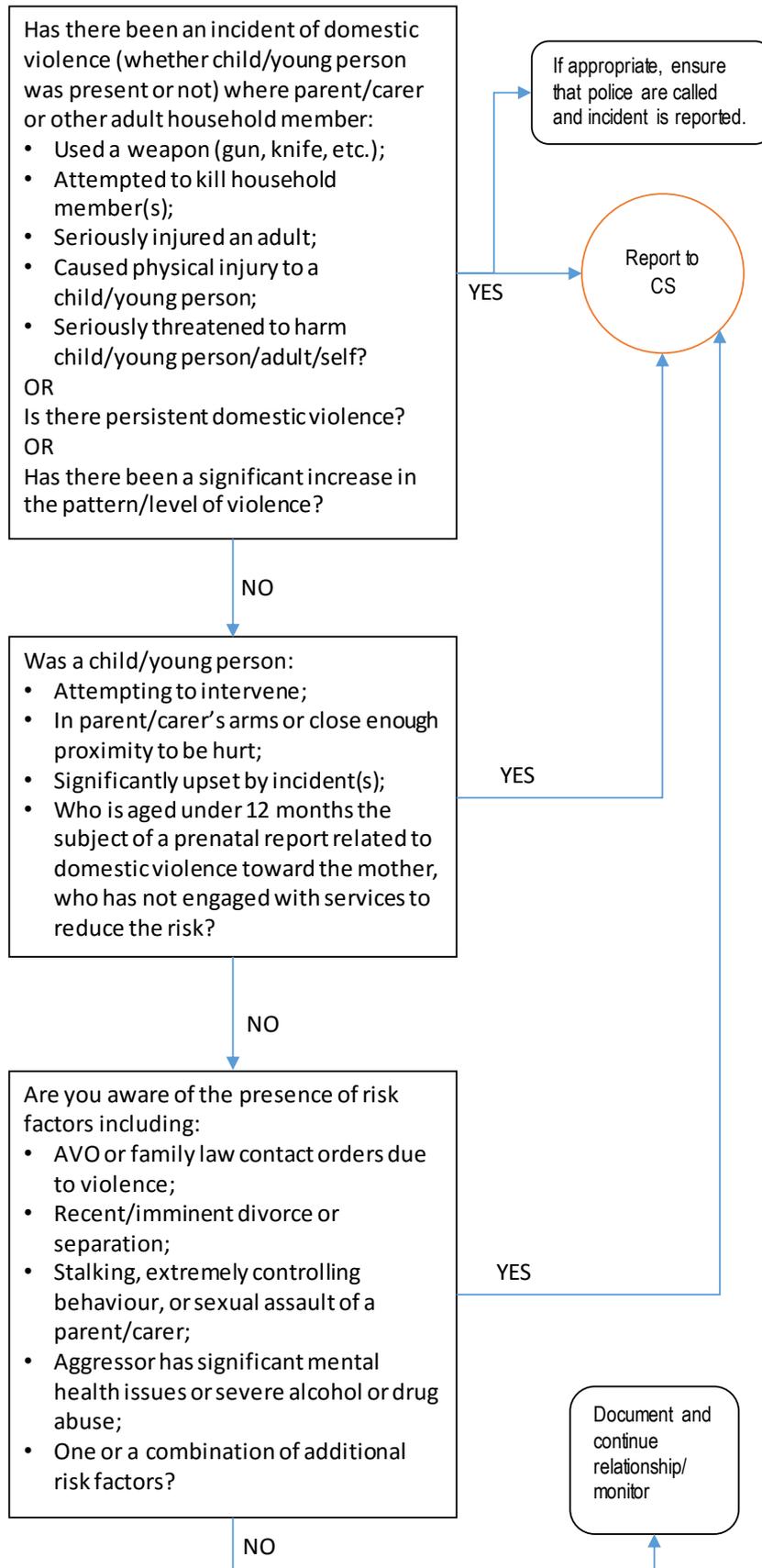
SEXUAL ABUSE (16-17 Year Olds)



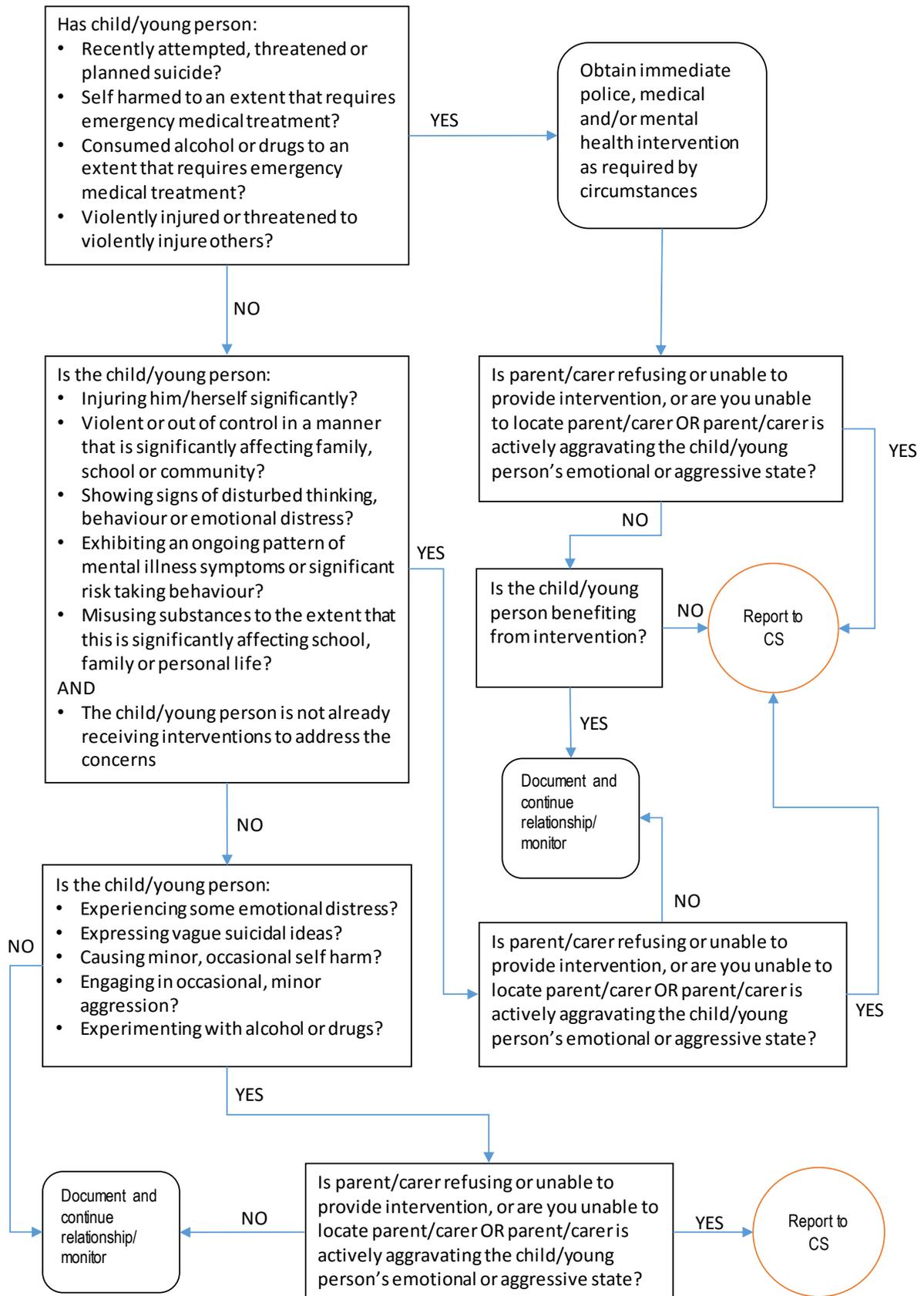
PSYCHOLOGICAL HARM



DOMESTIC VIOLENCE



DANGER TO SELF



Physical abuse

Physical abuse occurs if a child or young person sustains a non-accidental injury or is being treated in a way that may have or is likely to cause injury. The injury may be inflicted by a parent, carer, other adult or child or young person.

Potential Indicators of physical abuse

In children & young people	In parents or caregivers
<p><i>Physical</i></p> <ul style="list-style-type: none"> • bruising on the face, head or neck • other bruising or marks showing the shape of the object that caused it • lacerations and welts • adult bite marks and scratches • bone fractures or dislocations, especially in children under two years of age • burn marks or scalds • multiple injuries or bruises, maxillo-facial or dental injury, for example from force feeding • unspecified internal pains • explanation inconsistent with injury • head injuries in infants where the infant may be drowsy or vomiting, or have glassy eyes, fixed pupils or pooling of blood in the eyes suggesting the possibility of having been shaken • ingestion of poisonous substances, alcohol or drugs • behaves aggressively and violently towards others, particularly younger children • physical indicators consistent with female genital mutilation 	<p><i>Physical</i></p> <ul style="list-style-type: none"> • visits with child to health or other services with unexplained or suspicious injuries, swallowing of non-food substances or internal complaints • non-family member presents child to health services • presentation at a number of different medical centres/services over time • explanation of injury is not consistent with the visible injury • family history of violence • disclosed/apparent use of excessive discipline • aggressive behaviour displayed in the presence of the child or young person
<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • wears clothing, inappropriate to the weather conditions, to conceal injuries • direct or indirect disclosure of physical abuse • explosive temper out of proportion to precipitating event • fears going home or expresses a desire to live 	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • history of their own maltreatment as a child • fears injuring their own child

somewhere else <ul style="list-style-type: none"> • lacks empathy • general indicators consistent with female genital mutilation (e.g. having a 'special operation or ceremony') • constantly on guard around adults, cowers at sudden movements, unusually deferent to adults • Aggression with peers and in play 	
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Sexual abuse

Sexual abuse is sexual activity or behaviour that is imposed, or is likely to be imposed, on a child or young person by another person. Sexual activity includes the following: sexual acts; exposure to sexually explicit material; inducing or coercing the child or young person to engage in, or assist any other person to engage in, sexually explicit conduct for any reason and exposing the child or young person to circumstances where there is risk that they may be sexually abused.

Potential Indicators of sexual abuse

In victims	In non-offending parents or caregivers	In perpetrators
<i>Physical</i> <ul style="list-style-type: none"> • pregnant and reluctant to identify father • diagnosed sexually transmitted infection • trauma to the genital region, including bruising, bleeding and tearing • trauma to the breasts, buttocks, lower abdomen or thighs including bite/burn marks 	<i>Physical</i> nil	<i>Physical</i> nil
<i>Social/psychological</i> <ul style="list-style-type: none"> • direct or indirect disclosure of sexual abuse • contact with an alleged or known sex offender • describes or re-enacts sexual acts with age inappropriate knowledge • unexplained money or gifts 	<i>Social/psychological</i> <ul style="list-style-type: none"> • defers to partner • may minimise disclosure 	<i>Social/psychological</i> <ul style="list-style-type: none"> • appears to encourage, tolerate sexualised behaviour • controlling attitude and behaviour to child, young person and/or partner • exposes child or young person to prostitution or pornography, or uses a child or young person for pornographic purposes

<ul style="list-style-type: none"> • sexually provocative • risk taking behaviours, self harm, suicidal ideation and alcohol or drug use • poor self esteem • disturbed sleep and nightmares • marked changes in behaviour, for example a confident talkative child becoming suddenly introverted, or an introverted child becoming aggressive or not wanting to be alone • eating disorder • regresses in developmental achievements, child is excessively clingy or begins soiling and wetting when these were not formerly a problem • sexual themes in the child's artwork, stories or play • fears going home or expresses a desire to live elsewhere • persistently runs away from home • goes to bed fully clothed • wears baggy clothes in order to disguise gender, body shape, bruising or injuries • engages in, talks about sexual acts including violent sexual acts • knows about practices and locations usually associated with prostitution 		<ul style="list-style-type: none"> • intentionally exposes child or young person to the sexual behaviour of others • committed or has been suspected of child sexual abuse or child pornography • coerces child or young person to engage in sexual behaviour with other children and young people • minimises disclosure or defends against accusations of sexual abuse by claiming the child or young person is lying • inappropriately curtails development of child's age appropriate independence from the family • overly critical of adult partner • family denies pregnancy of child or young person • minimisation of the impact or seriousness of abuse • justification of abuse by blaming victim • grooming behaviour
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Psychological harm

The child or young person's psychological state has been, or is at risk of, being harmed, because of the parent or carer's behaviour or attitude. This could be due to domestic violence, mental health, drug and alcohol use, criminal or corrupting behaviour or deliberate exposure to traumatic events.

Potential Indicators of psychological harm

In children & young people	In parents or caregivers
<p><i>Physical</i></p> <ul style="list-style-type: none"> • self-harms, attempts suicide 	<p><i>Physical</i></p> <ul style="list-style-type: none"> • uses inappropriate physical or social isolation as punishment • presence of domestic violence
<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • feels worthless, low self esteem, not confident • takes extreme risks, is markedly disruptive, is a bully, is aggressively violent • regresses in developmental achievements, child is excessively clingy or begins soiling and wetting when these were not formerly a problem • doesn't value others or show empathy • lacks trust in people • lacks age appropriate interpersonal skills • extreme attention seeking • impaired parental or caregiver attachment • depressed, anxious or other mental health indicators • avoids adults • obsessively flattering, submissive to adults • has difficulty maintaining long term significant relationships • highly self-critical • displays rocking, sucking, head-banging behaviour 	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • constantly criticises, belittles, teases child/young person • ignores or withholds praise and affection • persistently hostile and verbally abusive, rejects and blames child unnecessarily • makes excessive or unreasonable demands • presence of domestic violence • unmanaged mental health condition • believes that a particular child or young person is bad or evil • isolates and/or prevents the child or young person from engaging in normal peer relationships • unable to respond to the psychological needs of the child or young person due to their own drug and/or alcohol use

Domestic and family violence

Domestic and family violence is any abusive behaviour used by a person in a relationship to gain and maintain control over their partner or ex-partner. It can include a broad range of behaviour that causes fear and physical and/or psychological harm. If a child or young person is living in a household where there have been incidents of domestic violence, then they may be at risk of serious physical and/or psychological harm.

Potential Indicators of parent/carer domestic violence

In children & young people	In adult victims	In perpetrators
<p><i>Physical</i></p> <ul style="list-style-type: none"> • preterm and low birth weight baby • low weight for age and/or fails to thrive and develop • unexplained physical injuries • uses or abuses alcohol or other drugs • eating disorders • psychosomatic complaints • aggressive or violent behaviour • regresses in developmental achievements, pre-school child is excessively clingy or begins soiling and wetting when these were not formerly a problem • wears concealing clothing, in order to hide bruising or injuries 	<p><i>Physical</i></p> <ul style="list-style-type: none"> • explanation inconsistent with injury • bruising and other injuries, especially if pregnant • minimises injuries and/or pain • wears concealing clothing, in order to hide bruising or injuries • unwanted pregnancy or sexually transmitted infection through coerced sex/refusal by sexual partner to use contraception • unexplained miscarriage or stillbirth • alcohol and/or drug abuse 	<p><i>Physical</i></p> <ul style="list-style-type: none"> • physical signs of the victim fighting back, such as facial scratches and injuries to hands
<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • directly or indirectly discloses domestic violence • difficulties with sleeping, eating • over-protects mother or fears leaving mother at home • no or little emotion or fear when hurt or threatened • unusual fear of physical 	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • nutritional and sleep deprivation or disorders • feels anxious and depressed • low self-esteem • socially isolated • disclosure of suicidal thoughts and attempts • submissive and withdrawn 	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • directly or indirectly discloses domestic violence • presents as the victim • visible rough handling of victim, children, pets • threatens to commit acts of violence against family members or pets • is unable to control angry

<p>contact with adults</p> <ul style="list-style-type: none"> • overly compliant, shy, withdrawn, passive and uncommunicative • poor sleeping patterns, fear of dark, nightmares • frequent school absenteeism, poor concentration • poor academic achiever • insecure attachment with parents • physically, verbally abusive towards siblings, parents and peers • abusive or dismissive attitude to a parent who is a victim • homeless or stays away from home for prolonged time • takes extreme risks • socially isolated • sadness and frequent crying • suicide attempts 	<ul style="list-style-type: none"> • seldom or never makes decisions without referring to partner • frequent absences from work or studies • substantial delay before seeking medical treatment • repeat/after hours presentations at emergency departments • terror or reluctance to speak to those in authority • reference frequently made to a partner's anger or temper • financial problems 	<p>outbursts</p> <ul style="list-style-type: none"> • always speaks for partner or children • describes partner as incompetent or stupid • holds rigidly to stereotypical gender roles • jealous of partner, lacks trust in them or anyone else • does not allow partner or child to access service providers alone • admits to some violence but minimises its frequency and severity • previous criminal convictions or apprehended violence orders imposed against them
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Neglect

The child or young person's basic needs (e.g. supervision, medical care, nutrition, shelter and education) have not been met, or are at risk of not being met, to such an extent that it can reasonably be expected to have a significant adverse impact on the child or young person's safety, welfare or well-being. This lack of care could be constituted by a single act or omission or a pattern of acts or omissions.

Potential indicators of neglect

In children & young people	In parents or caregivers
<p><i>Physical</i></p> <ul style="list-style-type: none"> • low weight for age and/or fails to thrive and develop • inappropriate provision of nutrition leading to, for example, excessive weight for age • attains general developmental milestones late • poor primary health care, untreated sores, serious nappy rash, significant dental decay • standard of hygiene and self-care is poor • not adequately supervised for their age 	<p><i>Physical</i></p> <ul style="list-style-type: none"> • may have poor standards of hygiene and self care • physical signs of injuries from domestic violence • prioritisation of work and adult interests to essential needs of child or young person • parental drug or alcohol use or dependence having a negative impact on the child's physical, social and psychological health
<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • scavenges or steals food, focus is on basic survival • longs for or indiscriminately seeks adult affection • poor school attendance • stays at the homes of friends and acquaintances for prolonged periods, rather than at own home • displays rocking, sucking, head-banging behaviour • overly passive, emotionless 	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> • unable or unwilling to provide or arrange adequate food, shelter, clothing, education, medical attention or a safe home • leaves child without appropriate supervision • abandons child • withholds physical contact or stimulation for prolonged periods • minimal psychological nurturing, 'low-warmth' parenting • limited understanding of child's needs • unrealistic expectations of child • presence of an unmanaged mental health condition • treats one child differently to other siblings

Prenatal harm

Refers to parental circumstances or behaviours during pregnancy that may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's safety, welfare or wellbeing.

Potential indicators of prenatal harm

In parents or caregivers
<i>Physical</i> <ul style="list-style-type: none">• pregnant woman misuses alcohol or drugs• pregnant woman is/has been victim of domestic violence• homelessness
<i>Social/psychological</i> <ul style="list-style-type: none">• pregnant woman has an unmanaged mental health condition• pregnant woman is at risk of suicide• pregnant woman or caregivers have history of abuse or neglect of siblings of the unborn child• a previous child of the pregnant woman was removed or died• pregnant woman's partner had a previous child removed or die in suspicious circumstances• pregnant woman's significant others are misusing drugs, alcohol or have a mental illness• pregnant child or young person with limited social support, such as pregnant child/young person under parental responsibility to the Minister