



Child Safe Code of Conduct & Procedures

December 2022

PROCEDURES	CFC CHURCHES CHILD SAFE CODE OF CONDUCT AND PROCEDURES
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1. INTRODUCTION

As a child safe organisation, Christian Family Centre Churches (CFC Churches) will foster a culture, adopt strategies and act to promote child wellbeing and prevent harm to children who access our church and programs. Compliance with the CFC Churches Child Safe Policy and the Child Safe Code of Conduct and Procedures is a demonstration of the CFC Churches commitment to child safety and wellbeing. A child is a person under 18 years of age. CFC Churches Team Members are responsible for the health and safety of children and young people under their care.

Team Member Screening

Team Members must undergo the following screening process before they are entrusted to work with or have access to children and young people in a CFC ministry/program:

- 1. Be a regular adherent/member of the CFC or be granted special endorsement by your local church Leadership Team.**
- 2. Be interviewed by the appropriate Team Leader or Ministry Coordinator**
- 3. Complete the following documents:**
 - **Child Safe Team Member Application Form** (which includes referees and signed agreement that you have read, understand and will abide by CFC Churches: *Child Safe Policy, Child Safe Code of Conduct and Procedures, Screening Policy, Bullying and Harassment Policy* and have read, understood and will abide by the SA *Mandatory Notification Information Booklet* or the equivalent Mandatory Notification requirements in your State/Territory)
 - **Working with Children Check Application** (or relevant screening check in your State/Territory).
 - WWCC's are valid for five years, continuously monitored and free for volunteers.
 - If you are an Australian Federal Police Officer a WWCC is not required.
 - All other volunteers over age 14 require a WWCC – including registered teachers, doctors and nurses.
 - **Commonwealth Statutory Declaration (aged 14+)**

4. Have the endorsement of your local CFC Leadership Team.

In addition, Team Members who are 18+ must:

5. Undergo SA Child Safe Environments Training – ‘Through Their Eyes’ – (or the equivalent in your State / Territory) every three years.

Child Safe Compliance

- Team Members must always relate to children and young people appropriately. The Child Safe Code of Conduct must be adhered to.
- Team Members are required to understand and adhere to the *Procedures for Running a Children or Youth Program* to prevent, identify and mitigate risks to children and keep CFC programs and the physical location of activities as safe as possible.
- Team Members must address any suspicion of a child or young person being at risk of harm or experiencing harm according to the *Procedures for Responding to Suspected Risk of Harm or Harm*.
- Team members are required to undergo Child Safe Environments training every 3 years (or the equivalent in their State / Territory) as outlined in our CFC Churches Child Safe Policy.
- Parents/Carers are always permitted to visit any activities to monitor their child's progress or settle their children as required.
- Parents/Carers will be provided with a copy of the *CFC Churches Child Safe Policy* and the *Child Safe Code of Conduct and Procedures* at their request. They are also available on CFC Churches websites.
- CFC Pastors and Ministry Coordinators (who are also required to complete the Team Member screening process), are encouraged to attend activities.

Child and Youth Ministry Charter

Children and young people have the right to:

- Be safe
- Be listened to
- Be respected
- Be protected
- Privacy
- Take calculated risks in a protected setting
- Be included
- Be encouraged to develop to their full potential

Parent/Caregivers have the right to:

- Be informed
- Be listened to

CFC Team Members / Leaders have the right to:

- Be respected
- Be listened to
- Be safe
- Be supported
- On-going information and training to enable CFC Churches to provide child safe environments

2. CHILD SAFE CODE OF CONDUCT

For CFC Team Members working with children or young people, CFC Child Safety Officers, CFC Pastors, Staff Members, Ministry Leaders and CFC Board of Directors.

- Treat all people, including children, with respect
- Be a positive role model to all children
- Set clear boundaries about appropriate behaviour between yourself and children
- Always have another adult present or in sight when doing anything one-on-one with a child
- Raise any concerns or issues with your Team Leader as soon as possible
- Set boundaries with children so they are safe, have fun and don't hurt themselves or others
- Obtain prior approval from the Ministry Coordinator and Parents/Carers before showing material that is rated anything other than "G"
- Manage risk around physical activity

You must not:

- Be alone with a child
- Engage in rough physical activities
- Touch a child inappropriately such as slapping, spanking, etc.
- Touch a child in the area normally covered by bathers/swimwear (except for a medical doctor or registered nurse doing a medical examination)
- Use inappropriate language e.g., swearing
- Yell at children
- Change nappies (parent / carers are to do this for their own child)
- Develop a 'special' relationship with a child or children that could be seen as favouritism, such as the offering of gifts or special treatment (we acknowledge that parents may volunteer or work with the program that their own children attend, and that parents will understandably have a different relationship with their own children)
- Do things of a personal nature that a child can do for themselves, such as changing clothes

- Initiate close physical contact with a child (physical contact between Team Members and children is inappropriate if it could be perceived as a threat, if it causes embarrassment to either person, or if it does not allow either person to disengage easily).

You must:

BEHAVIOUR

What we do as team members reflects CFC Churches six core 'Values' (integrity, authenticity, excellence, dignity, proactivity, stability). It is important to behave in a way that upholds what we believe about children – that they are valued and deserve to be treated with respect and dignity. Where parents, carers or members of the community observe Team Members at work, they need to see a caring approach that demonstrates the positive values that CFC Churches seeks to uphold.

Be A Good Role Model

Children learn as much from what team members do, as from what they say, particularly at times when things aren't going well or when people/children aren't behaving well.

- Treat all participants with respect and take notice of their reactions to your tone of voice and manner.

Listen to Children

- Give children your time, eye contact and attention.
- Be genuinely interested in what is happening in their lives.
- Ask for their ideas and input into the ministry program and activities of your church.
- Actively notice and help them name their feelings.
- If they approach you personally to speak with you about something, stop what you are doing and take notice of their tone of voice and manner.
- Change your posture to match theirs so you are as physically approachable as possible, i.e. sit if they are sitting, kneel if they are much shorter than you in height etc.
- Wherever possible ask open ended questions that encourage them to talk freely.

- Ask their opinion on how and when they feel safe and unsafe and which Team Member(s) they feel comfortable talking to if they feel worried, unsafe or upset.

LANGUAGE

It's important to use language that affirms the worth, dignity and significance of participants in CFC kids and youth programs. In Australian culture, it is not unusual for negative or critical language to be used towards people in an attempt at humour. Humour is a wonderful thing; however, we must ensure that jokes are not made at the expense of others as this erodes the sense of safety and care.

Words Can Hurt - Mind Your Language

- Do not use language directed at team members or participants that is critical or insulting, even when it's said as a joke.
- Do not use 'in jokes', negative language, put downs or sexist language with other team members or participants.
- Do not use a 'baby' voice with children; use your normal voice and keep a calm tone.
- Where private conversations are necessary, the Team Member and child must remain visible to another adult in the group.
- Be sensitive to cultures and family traditions different from your own. These differences may affect the degree of participation of children, in certain activities or games. Avoid making assumptions about any participant's background, family status or principal caregivers.
- Give gentle reminders to children if they are behaving in a way that either models unsafe behaviour to younger children or may place them at risk (e.g. being in a part of a building on their own, without supervision)
- Offer alternative activities rather than constantly saying, "No". Sometimes the best solution is diversion to an alternative and safer activity or a different location where the activity can safely take place.

PHYSICAL CONTACT

Many children enjoy physical contact and will seek it as a simple expression of affection and confidence; other children do not appreciate or seek physical contact. Physical contact between adults and children may be misunderstood and taken in a different way to what was intended. Children may not be aware of creating such situations.

It is a Team Member's responsibility to be alert to these circumstances. We must respond appropriately and be 'seen' responding appropriately.

Physical contact should:

- Be with the child's permission
- Touching a child on the shoulder or arm can enhance communication and is generally appropriate. However, resistance must be respected.
- When dealing with an older child/young person in distress it is usually best to ask before making physical contact i.e. "I see you are very upset, is it okay if I put my hand on your shoulder?"
- Be open and not secretive
- Be governed by the age and developmental stage of the child or young person
- Never be in the area normally covered by bathers/swimwear

Let the Participant Choose

- Children should be allowed to choose the degree of physical contact they have with others, apart from exceptional circumstances or when needing medical attention.
- It is inappropriate to initiate close physical contact; this should come from the participant, if at all.
- Open displays of affection initiated by children in the presence of others are acceptable but should be limited to a side on hug where possible.
- Team members need to be aware that consistent contact with the same person may give the impression of favouritism. It is unwise and may result in others competing for attention or feeling left out.

Physical Touch – Doing the Right Thing

Physical touch has an important role in building healthy relationships, but it must be done within the clear guidelines outlined in the Child Safe Code of Conduct and Procedures.

There will be occasions where displays of affection are natural. Children must not be shunned if they initiate and demonstrate their need for comfort, bearing in mind the age of the child and the circumstances. Care needs to be exercised that such situations don't occur in private.

- A sideways hug around the shoulder is more acceptable than an arm around the waist.
- Team Members should take specific care to avoid full front on body contact.
- On no account must any form of corporal or physical punishment be administered, even in fun.
- Any physical activity that is, or may be construed as, sexually stimulating to the Team Member or participant is inappropriate and must be avoided.
- The only form of physical restraint appropriate is to protect children from harm, or risk of harm e.g., from running onto the road, using reasonable restraint to stop a fight or avoid an accident.

BEHAVIOUR MANAGEMENT

Children, young people and Team Members need a clear process to deal with behaviour that is negative, destructive or harmful to an individual or others. Safe, effective and consistent responses are required to ensure the dignity of each child/young person is always maintained.

Encourage Positive Behaviour

- Talk about and model positive behaviour.
- Reinforce behaviour expectations with encouragement.
- Give clear boundaries so the consequences of harmful behaviours are clearly understood by participants (e.g. aggression or hitting).
- Consider the age, developmental stage and additional needs of children or young people

- Give a choice between behaving appropriately or accepting the logical consequences for their actions, e.g. if they make a mess, they tidy up the mess.

THINKING TIME / TIME OUT PROCEDURES

The following procedures apply in all circumstances where a Team Leader or Team Member is required to redirect, correct, give clear instructions or follow through on consequences for unacceptable behaviour:

- Never put a child or young person at physical or emotional risk by consequences given for inappropriate behavior.
- If isolation of the child from the group is included as a behaviour consequence option, the child must be isolated within an area, deemed to be safe, and within easy supervision of, at least one adult Team Member.
- If the immediate safety of the child or other group members is not a threat, the child/young person must receive a warning first, before a consequence is given:
- The warning should be clearly stated so the child or young person has clear understanding of the inappropriate behaviour and the expected behaviour.
- The warning should also include the consequences for inappropriate behaviour continuing.
- Adequate explanation must be given to the child or young person, outlining the reason the consequence is being given.
- It is best practice to speak to a child or young person in view of other Team Members but away from the specific attention of other program participants. This avoids grandstanding behaviour by the child and also any embarrassment to the child.

If a child / young person continues to behave inappropriately despite a Team Member's clear instruction of their choices, they are to ask the child/young person,

"Are you refusing to do as I ask?" (or words to that effect).

If the child/young person answers 'yes' or still refuses the leader's direction, then the child/young person will need to go to a 'thinking time/time out' area to reflect on some helpful behaviours they can choose to engage in when they re-join the group.

If the child/young person chooses to go 'thinking time / time out', do not leave them longer than five minutes in order to positively reinforce their choice.

Seek acknowledgement that the child/young person is ready to participate appropriately in the activity/group before they re-join the group.

Refusal to Go to 'Thinking Time / Time Out'

If the Child or Young Person Refuses to Go to 'Thinking Time /Time Out':

Ask if they are choosing not to do as they have been asked? After asking this question three times in total tell the child/young person that by choosing not to go to 'thinking time / time out' as they have been asked they will need to complete a behaviour contract. Let the Ministry Leader/Coordinator or Children/Youth Pastor know.

Behaviour Contracts

When necessary, the Ministry Leader/Coordinator/Children or Youth Pastor will write a contract child who is refusing to take a 'thinking time / time out' as requested above. This will be a plan of how they can change their behaviour so that they can be a more helpful member of the group.

Contracts need to be written without the distractions of other children/young people so that the Team Leader can help the child understand the consequences of any further unacceptable behaviours. Contracts may include:

Listening to leaders

Being kind to others

The two main consequences to be listed are:

1. The child will miss out on the next week's activity/rest of the camp if the unacceptable behaviour continues, the second step is –
2. Leave the activity/group/camp

Refusal to meet with the Ministry Leader/Coordinator/Children or Youth Pastor, or refusal to agree to the contract, necessitates the child or young person needing to leave the activity/group/camp as soon as possible. The child / young person is to be returned to their parent / carer (or Pastor/Team Leader who will supervise them within clear view of others until their parent/carers arrives). If they refuse to leave, parents / carers, or if necessary, the police should be requested to remove them.

Behaviour Management Techniques for Younger Children

- Remind the child of the rule. i.e. “In CFC Kids we don’t hit.”
- Warn the child and tell them if they break the rules next time they will be going to ‘thinking time/time out’ for a while or may not be allowed to continue participating in the chosen activity. i.e. “Johnny, in CFC Kids we don’t hit. If you hit someone again you will need to sit over on that chair near Jenny (Team Member) for some time out” OR “Johnny, at CFC Kids we don’t hit. If you hit someone again you won’t be able to be part of the game that we are playing at the moment. You will need to go have some thinking time.”
- Send the child to ‘thinking time/time out’ and tell them if the behaviour continues you will call their parent / carer.

Note: ‘Thinking Time’ / ‘Time out’ should be between 1 and up to 5 minutes depending on the child’s age (1-2 minutes for 2-3 year olds). If a child is put in time out outside their room in any area a Team Member should always stay with them while remaining within view of other Team Members. (For 2-3 year olds a Team Member should stay with the child at all times whether the time out takes place in the room or not.)

- Call the parent / carer, explain what has taken place and ask them to sign the child out for an agreed time or the remainder of the program.

Potential for Risk of Harm or Dangerous Behaviours

A child/young person removed from participation in an activity because of unacceptable behaviour must be adequately supervised to ensure the safety of themselves, all participants & all Team Members while the activity is in progress.

Complaint Procedure for Inappropriate Behaviour Management

In the event of a child/young person disclosing to a Ministry Leader or Team Member that the behaviour management process or manner in which they have been treated is contrary to the *Child Safe Code of Conduct and Procedures*, refer to the Grievance Procedure outlined on Page 21.

MONITORING ACCESS AND TRANSPARENCY

Monitoring Access to Children

- Strictly observe all custodial and access conditions imposed by law courts and Parents/Carers.
- Monitor entry ways and exits, and ensure that 'signed in' children cannot leave the designated area unsupervised.
- Parents/Carers or visitors observing specific programs and scheduled service operators are to sign a visitor's book and wear visitor name tags.
- Parents/Carers are welcome to monitor their child's progress or settle their children as required but must apply to become a Team Member if they are supervising or providing care for other children or young people as part of the program.
- Name Tags are to be worn by all Team Members and other authorised Team Leaders, Staff, and volunteers in areas where activities with children are taking place.
- Strangers are not permitted in rooms/areas being used for programs involving children.

If you notice someone you do not recognise 'hanging around' areas where children or young people are participating, always take the initiative to introduce yourself, politely discover the reason for their presence and redirect them away from these areas as required.

Kids Program Registration and Sign In / Out

- All preschool and primary school children are to be 'signed in' and 'signed out' by the same adult or an adult nominated by Parent/Carer as the "pick-up person" – when unsure ask for ID and call Parent/Carer if needed to confirm consent.
- Children in these programs will not be permitted to leave the area alone and can only be released to those individuals authorised to collect them.
- Some churches include 11 & 12- year olds (school year 6 and 7) participants as part of their youth program. Primary school participants of these youth programs are not required to be signed in/out.

Giving of Gifts and Contact Outside of Hours

- Parent / Carer approval is required before giving gifts to children and young people, other than the giving of small prizes which are part of the normal programmed activities.
- Contacting primary school children outside of the normal program hours via phone, text, email or social media requires parent / caregiver permission.
- We recognise the majority of children aged 13-17 have social media accounts and connect via these platforms more frequently. See page 22-23 for procedures on appropriate ways to engage with youth across these various formats.

Transparency

It may be necessary to have contact with participants outside a program. This requires care on your part, ensuring that the family grants permission, and that the child welcomes such contact.

- Ongoing contact with participants should only occur within strict guidelines set by the team leader and for the express purpose of follow up, support or pastoral care, bearing in mind the age of the child and the circumstances.
- All counselling of children and young people needs to be authorised by the Team Leader in charge.
- Home visits must be done with a minimum of two adult Team Members. One Team Member should be the same sex as the child/young person.

If Unsure, Take the Initiative and Check with Your Line Manager

If you breach the Child Safe Code of Conduct and Procedures (or you are observed doing so) you will need to speak with your direct Line Manager as soon as possible. This process will be documented and further action will be advised depending on the nature of the breach. The best approach is, if you are unsure, to take the initiative and communicate with your Line Manager or Ministry Coordinator about it. It may be that you simply need further training or support to outwork your role.

SUPERVISION

General Supervision

- Ensure that toys and activities are age appropriate.
- Kitchens are full of dangerous items that can cut, crush or bruise children.
Children should not be permitted in kitchens unless doing a properly supervised activity.
- Cleaning cupboards are inherently dangerous because they contain substances that are hazardous to children. Younger children will put almost anything in their mouths, so cleaning cupboards are to be closed and locked while children are present.
- Store rooms and work sheds often contain dangerous tools and items that are not always stored correctly. Storerooms, cupboards and tool sheds will look like great play areas for children. Always keep them locked while children are present.
- Car parks look like playgrounds to children. Do not allow children to run or play unsupervised in car parks. Encourage Parents/Carers to hold their child's hand or (for young children, carry them to the vehicle).
- Musical instrument areas, especially drums are like magnets to young children, but some also have many hazards including electrocution, crush injuries, and damage to instruments. Children should not be allowed to play with musical instruments or use sound/lighting equipment unsupervised.

IN AN EMERGENCY

- ✓ **Remain calm**
- ✓ **Call 000 (obtain the necessary emergency services assistance)**
- ✓ **If trained, deal immediately with any injuries**
- ✓ **Ensure the wellbeing of the rest of the group**
- ✓ **Contact members of the rest of the group (if appropriate)**
- ✓ **Team Leaders to contact the Parents/Carers as appropriate / when directed by Coordinator**
- ✓ **Coordinator to contact their CFC Lead Pastor as soon as practicable**

Supervision of Toilets

- Only endorsed adult Team Members are to supervise the toilet area to ensure that each child/young person is safe and their privacy respected.
- If necessary, two adult team members are assist with any toileting or hand washing of children under 6 years old (who are not in nappies).
- Signed Parent/Carer consent is required if any 6-15-year-old children or young people with special needs require help or supervision with toileting or washing. In every instance, two adult Team Members of the same gender as the child are to provide this help or supervision.
- During Sunday services it may be necessary for Team Members to enlist the help of screened & endorsed church security monitors to provide supervision over the toilet areas and to ensure that people are not loitering in or around the toilets. People who appear to be loitering need to be asked to return to their seats or appropriate area.
- Particular attention needs to be given to keeping toilets clean, disinfected before and after a program and ensuring children wash their hands adequately after toilet use.

Severe Allergic Reaction (Anaphylaxis)

Anaphylaxis is a severe allergic reaction that can produce shock and be life-threatening: Reactions can be caused by: peanuts, kiwifruit, bee stings, pollen, latex and penicillin as well as other insect venoms, certain foods and drugs. Symptoms can include: hives, swelling of the eyes or lips, swelling of the inside of the throat causing difficulty in breathing, dizziness, confusion, abdominal cramping, nausea, vomiting or diarrhoea.

Peanuts are a noted and increasingly common cause of Anaphylaxis. Because of this, peanuts and all peanut related foods are to be excluded from children or youth ministry programs (including peanut laced snacks, chocolate bars, ice-creams, peanut butter, peanut oil, cereals with peanuts in them, and peanut products in recipes).

If any person seems to be experiencing Anaphylaxis, don't delay:

- Call emergency services immediately – Phone 000
- Check for special medications that the person might need to treat an allergic attack such as an EpiPen. Administer as directed.
- Have the person lie still on their back with their feet higher than their head
- Loosen tight clothing and cover the person with a blanket.
- Do not give anything to drink.
- If there is vomiting or bleeding from the mouth, turn the person on their side to prevent choking. If there are no signs of circulation (breathing, coughing or movement) begin CPR.

Emergency Evacuation

- In the event of an evacuation, the Team Leader will take the sign in sheets with them and follow the Emergency Evacuation plan in place at their location.
- All children in children's programs (or youth programs) will stay in the care of the workers in that program until after the situation is stabilised.

ON CAMPS / OVERNIGHT PROGRAMS

- Do not be alone with a child.
- Do not enter the sleeping accommodation of members of the opposite gender, except in emergencies.
- A child must not share a bed with another child or adult Team Member.
- Be aware of situations when children might be changing, showering or using the toilet and give them privacy.

PRIVACY

Information Sharing and Privacy

- As a team member there may be times when you require access to personal information about a participant (e.g., medical information).
- CFC Churches is committed to protecting the privacy of all people who attend or interact with our church by regulating the handling, holding, use, access and

collection of personal information about individuals. Personal information will be securely managed (and password protected when electronically stored).

- CFC Churches will use or disclose personal information for the purpose for which it was collected. We may sometimes share non-sensitive, non-personal and de-identified information for purposes such as CRC surveys. At times, we are required and/or authorised to disclose personal information by law.

Consent and Use of Photographs and Videos of Children in CFC Churches Services / Programs / Activities

We recognise that children are in a variety of family and guardian situations, with some requiring identity and/or location protection. CFC Kids and Youth registration forms include a tick box for photos/video where Parents/Guardians can authorise photos and/or videos of their child/children to be taken for CFC Churches promotions. If Parents/Guardians choose not to do authorise photos and/or videos, every effort will be made to abide by this.

There may be other children (not in CFC Kids or Youth programs) who are not permitted to have photos/video used for CFC Churches promotions. There may also be Parents/Carers who do not wish their photos to be used.

- A 'Media Opt-Out Register' will be kept current by the Lead Pastor / Leadership Team or Ministry Coordinator designated by them.
- Before posting identifiable images in any form of media, CFC Churches team members must liaise with the relevant Ministry Coordinator who can check the proposed image against the register at each local church / outreach.
- Non-identifiable images/video of children may be used.

SOCIAL MEDIA / ONLINE BEHAVIOUR

Social Media

Care must be taken to respect and protect the personal privacy of every child or young person, including on social media platforms.

- Posting to social media is not the same as posting something to a web site or blog and then realising that a story or photo should be taken down. Once it is on Facebook, Twitter or Snapchat, TikTok, Instagram etc., it cannot be retrieved. It is effectively public domain.
- People connected to Team Members' profiles, can download and share information with others. This includes posts, photos and videos.
- A post, photo or video could unknowingly put a child at risk of harm. It also could jeopardise a Team Member's ongoing effectiveness, or place CFC Churches at risk of breaching privacy laws.

Therefore:

- Photographs and digital footage taken of activities or events must be for the express purpose of use on CFC Churches websites and online forums.
- Never tag photographs of children or youth taken during programs.
- Be mindful of the impact of posting any untagged photographs or video footage of individuals and activities on personal social media platforms where children or young people can be identified.
- Each program must have one or two people designated 'official' photographers who are endorsed to take photos/digital footage of participants during the program in view of other adult Team Members.
- Any photo, image or video footage taken of a child or young person is not to be stored for personal use

Online Behaviour Expectations for Team Members

- Post only what you would want the world to see. (Imagine participants, Parents/Carers, Team Leaders, and other Ministry Leaders visiting your profile page / feed)
- You represent Jesus and CFC Churches. Be warm. Be kind. Be real and be respectful at

all times.

- Uphold CFC Churches vision, values and doctrinal beliefs at all times.
- Never criticise another church, Team Member, participant, family member or leader
- Online conversations with children and young people should be conducted via open posts and not through one to one private chats (e.g. Direct Chat/Direct Message).

If online conversation is initiated by a minor, keep the conversation transparent:

- Only communicate what their Parent/Carer would be happy to read.
- If a Youth participant sends you a direct message, keep your response as brief as possible, referring them to open groups / pages for further correspondence with you.
- Record the date and time of your correspondence and take a screen shot of it.
- Wherever possible arrange to talk further when the program resumes, in view of other Team Members.
- If there is an emergency phone 000 and stay engaged with the young person online to inform emergency services of their location
- If you suspect they are at risk of harm, make a report to C.A.R.L (13 14 78) as soon as possible, and inform your Ministry Coordinator / Lead Pastor or Leadership Team Member you have done so.
- Do not respond to direct messages from participants in primary school age programs; involve your Team Leader / Ministry Coordinator and action follow up through the family or other support services as needed.

RESPONDING TO DISCRIMINATION, HARASSMENT AND BULLYING

Discrimination, harassment and bullying will not be tolerated at CFC Churches. The *CFC Churches Discrimination, Harassment and Bullying Policy* provides further detail and Team Members are required to agree that they understand and will adhere to this.

If Bullying is Identified in a CFC Program

- Report any bullying to Team Leaders who will assist with managing incidents.
- Team Members have a responsibility to intervene to stop bullying (taking care to protect their own safety) if they witness it. In this type of situation, it is most helpful to address the victim rather than the bully (i.e. Do you need help?).

- If a child/young person tells any Team Member that they are being bullied, or if a Team Member becomes aware that bullying is occurring, the child/young person is to be supported by:
 - Letting the child/young person know that you believe them and involving them in making decisions about what to do.
 - Encouraging them to tell you as much as they want to tell. You will need to gather and record the basic details, so you can do something to stop the bullying. You will also need to complete an Accident/Incident Form
 - Involving Parents / Carers as directed by Team Leaders.
 - Helping them build social skills and by encouraging assertive behaviour.
 - Involving other Team Members as directed by the Team Leader.

For critical incidents please refer to *CFC Churches Critical Incident and Management Policy*. All Team Members are required to follow this pathway of response should serious physical assault or violent or life-threatening or traumatic events occur.

RAISING COMPLAINTS OR CONCERNS

Any child, young person, Parent/Carer Team Member is encouraged to raise any concerns or a complaint with their local CFC church's Children or Youth Coordinator, designated Child Safety Officer, any CFC Pastor or any member of our CFC Churches Board of Directors.

A list of contact details for CFC Board of Directors can be found on page 67.

In addition to the relevant mandatory reporting requirements for your State /Territory (page 48-52), any complaint or concern raised is to be taken seriously and responded to promptly and thoroughly according to our *CFC Churches Grievance Policy* and *CFC Churches Critical Incident and Management Policy*.

Copies of these policies can be accessed by request from the Children or Youth Program Team Leader or via any CFC Lead Pastor or Leadership Team Member, or via familycentre.org.au

GRIEVANCE PROCEDURE

If a child/young person or a parent/caregiver informs a Team Member that they have witnessed or become aware of an incident having occurred (where a child/young person has been subjected to inappropriate discipline, unsafe practices, or a dangerous environment),

the Ministry Leader of that specific program or *Child Safety Officer* needs to be informed as soon as possible so they can support and facilitate a follow up process.

It's vital that this Ministry Leader:

- Ensures the immediate safety and protection of the child/young person
- Enquires into the circumstances surrounding the complaint/concern
- Documents steps taken to follow up complaint/concern
- Lists any additional witnesses to the incident
- In the absence of allegations of harm: addresses the issue with the person(s)/Team Member(s) involved and refers to a more Senior Leader if assistance is required.
- Communicates with the child/young person and/or parent/caregiver that a follow up process has occurred/is underway and any relevant details on how/when the issue will be resolved.

If the complaint/concern received involves the Ministry Leader's direct Line Manager, then the incident is to be referred to another Leadership Team Member for prompt follow up.

If the matter is considered by the Oversight to be of a minor nature and the incident is believed not to affect the ability of the Team Member to be able to provide responsible care for children/young people, immediate rectification of the issue will suffice.

3. Procedures for Running a Children or Youth Program

For all CFC Churches Team Leaders Working with Children or Young People, and Ministry Leaders

To provide a safe environment for children and young people it is always necessary for us to have a safe standard of care in all places. Team Leaders must be aware of and adhere to first aid requirements, fire safety, electrical safety issues, transportation safety issues and other safety issues relevant to the activity.

Demonstrating Reasonable Care:

A Team Leader assuming responsibility for a group accepts a 'Duty to take Reasonable Care'. This duty may generally be described as the standard of care that a responsible person would exercise in all circumstances.

- A Team Leader cannot completely transfer their duty of care to any outside service provider. I.e. Camp manager.
- A Team Leader has a duty to be reasonably informed as to the safety or danger of any activities undertaken and to assess the risks involved.
- Some activities are potentially more dangerous than others and require that Team Members facilitating these activities have a higher level of skill and experience. Team Members involved in adventure or water activities must be appropriately qualified in that particular activity or use the expertise of someone who is.
- It is the responsibility of Team Leaders to contact their Ministry Leader and confirm if activities are appropriately covered by insurance, before scheduling them into programs/events.
- All Team Members need to be aware of safety issues involving children and young people and should adhere to them. A breach of safety standards could mean a failure to carry out duty of care.

PROGRAM PLANNING

Children are not always able to sense the risks associated with participating in activities.

Steps and involvement need to be explained, and participation is about choice:

- The program and activity selections need to be made with consideration given to the abilities of the participants, risks involved and must also be age appropriate.
- Clear boundaries and rules are needed to ensure that participants can engage in activities safely.
- It is not appropriate for participants to be made to feel stupid or embarrassed.
- Whilst competitive games or activities can be fun, if they exploit gender, intellectual or physical differences, then they should be avoided.

Plan, but be Flexible

- Be willing to drop an activity if you sense that it is not working safely or is making participants feel angry or isolated.
- Put in extra planning and support measures when an activity has extra challenges.
- Ask your team leader to help you plan well.

Cultural Awareness / Sensitivity

Team members need to be sensitive to cultures and family traditions different from their own. These differences may affect the degree of participation of children in activities and games.

- Show respect for the authority structures of other cultures and traditions.
- Do not ridicule other cultures, traditions or religions, or make statements that reflect bias.

Team members need to be sensitive about using words that make assumptions about any participant's background, family status or caregivers.

- Your team should have zero tolerance for language or activities that discriminate based on gender, race, age or ability, etc.

Additional Needs

People with additional needs may include the very young, children with intellectual, developmental or physical disabilities, Aboriginal or Torres Strait Islanders, or children from culturally or linguistically diverse cultures, etc.

Be Inclusive

Being inclusive of children with additional needs has more to do with a positive attitude and a willingness to learn, than with a list of “do’s and don’ts”. Being inclusive means seeing that each person has both the potential to learn and the need to be included like all other children.

Be Proactive

You may need extra adult help. The number of extra team members will depend on the individual needs of the child and the number of additional needs people in the group. Some children will require one-on-one assistance.

- Ask a Parent / Carer to support initially or to explain what support is required.
- Find out as much as you can about the specific need/disability, as well as constructive ways to include the participant.
- When working with people with additional needs, activities should be structured, yet flexible.
- Privacy and respect are particularly important for participants with additional needs. Some children with additional needs may need their Parent/Carer to help with toileting.

Be Creative

Make sure your attitude and behaviour are positive and inclusive towards children with additional needs as this will have a significant influence on how others react.

- Encourage all children to participate, play and learn together, and to share responsibilities.
- Be creative in the ways you include everyone.
- Where appropriate, ask the participant what they think or want.
- Limit the amount of furniture and other obstructions to allow space to move and plan to include regular breaks in your program.

Child Safe Ratios

Every program must have a safe number of adult team members in relation to the number of participants. This will differ according to the activity, age and capacity of the participants. It is helpful to use lower ratios, allowing a greater opportunity to build quality relationships and provide higher safety standards. Ensure there are enough team members to run the program well. At a minimum, for non-professional, non-‘high risk’ activities, non-‘water’ activities:

For Preschool Programs the Team Member to child ratios are as follows:

- For 0-2 years the required ratio is one (1) Team Member for every four (4) children. I.e. Two adult Team Members could care for a maximum of 8 children aged 0-2, before an extra adult Team Member is required.
- For 2-3 years it is one (1) Team Member for every five (5) children. I.e. Two adult team members could care for a maximum of 10 children aged 2-3, before an extra adult Team Member is required.
- For 4-5 years it is one (1) Team Member for every seven (7) children. I.e. Two adult team members could care for a maximum of 14 children aged 4-5, before an extra adult Team Member is required.

Staffing of preschool programs need to reflect these ratios at all times.

Ratio requirements are based on the age of the youngest child in the care of a Team Member. Where a Team Member has spare capacity within the ratio of children in their care, older children (from a different age group ratio) can be added. Older children can only be added up to the limit of the ratio that applies to the youngest child. I.e. A program with 2 children aged 0-2 years, 3 children aged 2-3 years and 8 children aged 4-5 years would require 3 adult team members.

For Primary school aged children and Youth the recommended ratio is:

- One (1) Team Member for every eight (8) participants. I.e. Two adult team members can care for a maximum of 16 primary or youth aged children, before an extra adult Team Member is required.

Variations to this recommendation require the demonstration of a higher level of competency for each adult Team Member (i.e. 2 adult registered teachers) and should not exceed teacher/student ratio required by your relevant State/Territory legislation. If there are not adequate Team Member volunteers to fulfil ratio requirements, consider asking all/or an appropriate number of parents of registered children/youth to apply to become endorsed Team Members.

CFC Churches Program Environments

Our Children and Youth program environments must be safe, tidy, well maintained, cared for and creative.

Required documentation from all children / young people (under age 18) participating in a Children's or Youth program:

- Medical Information Form (Appendix 5)
- Consent to Photograph/Video Form (Appendix 10)
- Youth Program Only: Annual Off-Site Activity Consent Form (Appendix 7)

Both the Annual Off-Site Activity Consent Form and the Consent to Photograph/Video Form are to be completed annually by Parents/Carers of program participants and stored securely by the relevant Ministry Leader (or uploaded onto a secure site like Safety Management Online).

For privacy reasons it is recommended this information be safely destroyed at the end of each year and new consent forms completed for all participants. However, Medical Information Forms do not need to be completed annually; only if there is a change to any medical/emergency contact information details.

The following statement should be included in documentation provided to Parents / Carers at the beginning of each year, and on all advertised / online programs:

"Please be aware that in accordance with CFC Child & Youth C.A.R.E Policy, children and young people are not to be left unsupervised on the church property, or the program location. Parents/Carers are responsible for the supervision of their children outside of CFC's Children's or Youth programs."

Required Information to be provided to Parents/Carers (annually):

- Information regarding your church website(s) and social media page (if you have one): with clear instruction on how to access and obtain information regarding specific planned activities at upcoming youth events
- OR
- Emailed/Printed Youth Program with specific planned activities and how Parents / Carers will be notified beforehand if any changes are made to activities scheduled on

the programme.

- Team Leader or Contact Person information - for Parents/Carers who may need to reach their child during planned activities (and updates if this contact information changes at any time).

PRACTICAL SAFETY REQUIREMENTS

Venue Safety

- Team Leaders are to be familiar with any venue used prior to any activity so that they are aware of any potential hazards.
- The Team leader in charge is to be aware of the location of First Aid/Medical Services in the area. Similarly, other emergency services contact numbers such as Police, CFS should be known.

Electrical Safety

- Ensure that you have your electrical appliances tested and tagged by a licensed 'Tester and Tagger' on an annual basis. At all times ensure all mains operated equipment must be tagged with the annual safety check date, properly connected and correctly operated.
- Malfunctions must be reported promptly.
- All radiant heaters will have a suitable guard to protect from burns.
- All buildings should have Safety Switches as per Australian standards and the church's State/Territory legislation.
- Power points that are accessible by children should have safety plugs in them at all times.

Work Health Safety

All Australian Work Health Safety (WHS) Legislation is to be adhered to as per CFC Churches WHS plan including:

Equipment is to be checked to ensure that it is functional and safe for its intended use

- Children should never be asked to carry heavy objects

- Hazardous materials (including cleaning chemicals) are to be clearly identified and stored in a locked cupboard/storeroom.
- Suitable clothing and footwear is to be worn for each activity.
- All mishaps or incidents are to be reported to Team Leaders and the relevant incident forms completed.

Fire Safety

There are a range of factors that can cause fire to break out in buildings ranging from faulty wiring, unattended cooking, candles or children playing with matches. Whatever the cause, if a fire takes hold, the consequences can be devastating.

All appropriate safety equipment is to be installed & maintained according to the church's State/Territory legislation including:

- Ensuring that fire extinguishers are checked annually
- Removing appliances with frayed or faulty wiring
- Having a fire blanket accessible in kitchen areas
- Ensuring flammable liquids, matches or stove top igniters are out of reach of children/young people and stored in a locked cupboard
- Not leaving ovens or candles burning unsupervised
- A fire response and evacuation plan should be formalised by each CFC Church and all Team Members and children/young people regularly made aware of it. An annual fire drill should be conducted to ensure procedures are effective.
- Team Members should be familiar with the layout of the building and the location of exits and fire extinguishers and know how to evacuate the premises should they be required to do so.
- In the case of a fire, Team Leaders should move people away from immediate danger and notify the fire brigade.

Insurance

CFC Churches holds insurance cover as follows:

- Public & product liability insurance

- Voluntary workers
- Professional indemnity

This insurance covers personal injury or loss of property. All paid and voluntary leaders/workers are covered under this insurance.

Team Leaders are to check with Insurance cover for any activity or program that differs from general programs e.g. Extreme sports and Swimming.

Poisons

- All household, gardening, and handyman products are to be kept out of reach of children and young people and stored in a locked cupboard/storeroom.
- Clearly displayed on the telephone should be the phone number to the Poisons Information Centre in your State/Territory.

First Aid

- Each CFC Church or Outreach must supply First Aid Supplies and Equipment for CFC facilities and offsite programs involving children and young people.
- The location of the First Aid facilities needs be made known to all Team Members and Team Leaders.
- At least one Team Member present needs to have a current Senior First Aid Certificate, and should be designated by the Team Leader, First Aider in Charge.
- Only people with a current Senior First Aid Certificate, Medical Doctors or Registered Nurses are to administer First Aid.
- No medication for headaches or mild ailments should be administered without the prior consent of Parents/Carers. If required, the First Aider in Charge can seek caregiver consent via phone but should take care to document the relevant details.
- Outside medical treatment should be sought where a suitably trained person is not available to administer First Aid and in the case of an emergency, phone 000 for an ambulance.
- A suitable, safe vehicle and a screened fully licensed driver must be designated should the need arise to transport a child / young person to hospital.

Accident / Incident and First Aid Forms

Where unsafe practices are noted an Accident & Incident Form needs to be completed and forwarded to the Ministry Leader that gives oversight to that specific program. Where first aid treatment is administered, a First Aid Treatment Form needs to be completed and forwarded to the Ministry Leader that gives oversight to that specific program. All forms referred to in this booklet are able to be downloaded from our CFC Safety Management Online Site www.smo.org.au

Health & Medication Needs

If a Team Member or participant becomes sick or injured during a program, the Team Leader must be informed immediately and will assume responsibility along with the First Aider in Charge.

- The First Aider in Charge needs to be informed of conditions affecting children and young people within the care of Team Members as part of a specific church program/ministry. This includes medical conditions and need for medications.
- Some medications are self-administered (i.e. Ventolin puffers for asthma). Team Members may need to be briefed by the First Aider in Charge on which medications participants are taking and whether they are permitted to administer these themselves.
- Only the First Aider in Charge is to be responsible for administering or managing prescribed medications and only where a participant has current medical information form with clear instructions and signed consent from Parents/Carers.
- The administration of pain relief (such as Panadol or Aspirin) for headaches and minor ailments is to be avoided as these non-prescription medications can have complications for some people. Always check with the First Aider in Charge who will have access to each participants' Medical Information Form and can also make contact with parents and receive permission via phone if required.
- In every instance, all medication is to be administered in accordance with the directions stated by the First Aider in Charge, and witnessed by another adult Team Member.
- The First Aider in Charge should document on the First Aid Treatment Form parental consent, date, time and dosage amount given, along with the name and signature of

the other Team Member who witnessed medication being administered. The First Aider in Charge should also have the Parent/Carer read and sign this First Aid Treatment Form upon collection of their child from the program.

Playground Equipment

- All playground equipment, installation of equipment and soft fill under playground equipment should be checked regularly and comply with Australian Safety Standards and each CFC church/outreach's relevant State/Territory legislation.
- Playground equipment should be cleaned regularly and undergo routine maintenance as specified by the manufacturer.
- To ensure good hygiene and reduce the spread of any infections or communicable diseases socks should be worn on all indoor playground equipment and hands washed before and after use.

Food Handling

Any Team Member who is feeling sick – specifically with a cold, bowel trouble or a skin infection – should not participate in food preparation or other kitchen duties and should inform their Team Leader. Food, even snacks, prepared using poor hygiene, or with unsafe food practices can result in the transfer of bacteria and people getting sick.

- Animals and pets are not permitted in food areas
- Team Members should know where the nearest fire blanket/extinguisher is located and how to use it. A first aid kit should also be easily accessible.
- Appropriate clothing and closed footwear are to be worn and long hair is to be tied up.
- Wash hands thoroughly with antibacterial soap and warm running water before handling food, after putting something in the rubbish bin, after blowing your nose, and after handling money. In other words, wash hands often.
- Ensure any cuts are completely covered with a water proof dressing and use appropriate utensils for serving.
- Move away to cough, or sneeze, and remember to wash your hands afterwards.
- Dishes should be washed in very hot water and water should be regularly changed if washing a lot of dishes. Tea towels should be washed after each use.

- All equipment and surfaces should always be kept clean in the space where you are preparing food. All utensils should be washed thoroughly with hot water and detergent between uses.
- Rented, hired or borrowed kitchen facilities often have protocols and expectations displayed and may require a certain level of food handling training/qualification for any person preparing food at their venue. The Team Leader is responsible to ensure they know and adhere to these protocols when using these facilities.
- Team Leaders are to familiarise themselves and adhere to any relevant State/Territory legislation or Local Council requirements and training regarding Team Members food handling and preparation, safe food hygiene (including storage and serving of food) and disposal of rubbish.

Antibody Status / Immunisation

- By law, anyone who is HIV positive is not required to reveal his or her status to CFC Churches. Regardless of the person's antibody status, they should receive the same treatment as any other person.
- All Team Members need to be made aware of the risk of contracting blood borne diseases and take appropriate universal precautions against this risk. This information can be obtained from a Health Centre.
- If contracting any communicable disease or virus, Team Members and child participants are to follow any State/Territory Health advice (including isolation requirements) before returning to the program.
- Team Leaders are to advise Parents / Carers of unvaccinated children that if Team Members become aware of any 'Communicable Disease' to which a child may have unknowingly been exposed, they will be notified and asked to sign out their child from the program, until the relevant State / Territory Chief Public Health Officer advises it is safe for them to return.
- Team Leaders are responsible to contact their relevant Health department / Chief Public Health Officer's office to obtain relevant advice and communicate this to Parent / Carers in a timely manner.

Water Safety/Swimming Activities

Swimming presents special risks to children and young people. Drowning is the second leading cause of unintentional injury-related death in children ages 14 and under. Most of the drowning and near- drowning incidents occur in home swimming pools and in open water.

- With young children, a risk of drowning can be present during any water-based activity, even when swimming is not involved.
- A risk of drowning may also be present for participants in situations where swimming is unplanned, such as when fishing or walking along a river bank.

For the purpose of providing appropriate supervision the environment where swimming takes place may be categorised as either Closed or Open:

- Closed water is a controlled water environment that is still or slow moving, such as a swimming pool, sheltered coastal inlet or river, dam, waterhole or inland water body.
- Open water is uncontrolled and may be fast moving or turbulent, such as a surf beach, flowing river or waterway, or tidal coastal waters.

Swimming requires adequate supervision and must be permitted by Team Leaders only when this is available. The Team-Member-In-Charge of swimming activities should hold an appropriate qualification for supervising swimming in that environment or have recognised competencies to the same level (additional Team Members may assist with supervision).

In Australia:

- The Royal Life Saving Society Bronze Medallion is a suitable qualification for closed water supervision of swimming.
- The Surf Life Saving Surf Rescue Certificate is a suitable qualification for open water supervision of swimming

Ratios for Qualified Supervisors When Undertaking Swimming Activities

For Closed Water

- A minimum of one (1) Qualified Supervisor for each thirty-two (32) participants
- A minimum of one (1) Supervisor for each twelve (12) participants. The Qualified Supervisor may be counted as one (1) of the Supervisors.
- At least half of the Supervisors must be adults.

For Open Water

- A minimum of one (1) Qualified Supervisor for each sixteen (16) participants
- A minimum of one (1) Supervisor for each eight (8) participants. The Qualified Supervisor may be counted as one of the Supervisors.
- At least half of the Supervisors must be adults.

HOME VISITS / TRANSPORTING CHILDREN & YOUNG PEOPLE

Home Visits and Drop Off / Pick Up

Children or young people are not to be driven home or picked up alone with a Team Member and not to be visited alone.

- For activities involving children/young people walking to locations nearby a CFC Church facility or meeting place there must be at least two adult Team Leaders accompanying them. Both sexes (male and female) should be represented.

Private Vehicle Transport

- All passengers including the driver must wear seat belts.
- The Team Leader should make it their responsibility to determine that the private vehicle used is registered, insured and roadworthy; the driver holds a current full Driver's Licence and is a responsible driver. No learner or probationary drivers are to transport children or young people.
- For activities that involve transportation of groups to varied locations (i.e. amazing race type group activities), there will always be two Team Members per car with each group.
- For activities that involve transporting all participants to a common location it is possible to travel as a caravan with several vehicles, some of which may have only one Team Member or Team Leader driving a group of participants. However, in this case, each vehicle will remain visible to another Team Member or Team Leader and no young person will travel as the sole passenger in any vehicle
- Team Leaders should use a **Driver Declaration Form** and **Vehicle Registration Summary Sheet** so they can document how they have exercised due care in selecting drivers and roadworthy vehicles.

Public Transport

Team Leaders are to ensure they take with them accurate names and medical and emergency contact information for participants to pass on to emergency services if required.

Bus Transport

It is the responsibility of the Team leader to determine that the Bus Driver has the correct and current licence for the vehicle that is being driven. If a bus is hired or used by a group, it is the Team Leader's responsibility to ensure safety on the bus. Team Leaders must also ensure:

- Standing in buses is not allowed.
- If fitted, seat belts must be worn. It is the Team Leader's responsibility to ensure that the seat belts are worn.
- Driving on dirt, gravel, sandy, wet or icy roads requires additional driving skill and caution. Experience in driving under these conditions is required before transporting participants in these sorts of conditions.

Plan Regular Driving Breaks / Stops

Be aware that young people may become bored through long trips especially when on buses. It is recommended that Team Leaders provide for plenty of 'stretch the legs' stops (at least every 90 –120 minutes).

- Team Leaders are to ensure they take with them accurate names and medical and emergency contact information for all participants.
- Team Leaders are to brief the passengers beforehand on acceptable behaviours during transport.
- Deal with disruptive behaviour early.
- Have a supervising adult Team Member, other than the driver, to manage behaviour.
- Check the routes and directions before joining traffic.

On long trips (2 hours or more), allow for enough rest and preferably changing of drivers along the way.

- Statistically, the most dangerous time for accidents is on the return journey at the end of a program when drivers are tired and keen to complete the trip.
- Plan the 'stretch the legs' breaks and let the passengers know

CAMPS / OVERNIGHT PROGRAMS

It is the Camp Coordinator's responsibility to stay up to date with relevant Department of Education Duty of Care procedures for overnight supervision for high school students in their State/Territory, confirm this procedure with their CFC Lead Pastor, communicate it to Parents / Carers and camp participants, gain Parent / Carer consent and outwork this during the camp accordingly.

For all Off-Site Activities, Team Leaders need to:

- Carefully plan activities.
- Have an emergency system in place, (i.e. list of emergency numbers, first aid facilities)
- Inform Parents/Carers of any proposed activities.
- Arrange a designated person for parents/carers to contact/keep in contact with prior to camps/off site activities.
- Remind children and young people of who they can talk with, if they feel unsafe. This is to be communicated prior to any offsite activity and reiterated during any camp.
- Provide the Team Contact Person with an itinerary and the proposed route of the activity.

Before children and young people attend camps and outings, each participant must have a current **Medical Information Form** in place providing medical information, emergency contact details and photo consent and return a signed **Off-site Notice and Activity Consent Form**. Both forms must be returned/provided to the Team Leader before the camp commences. This information needs to be stored securely and then safely destroyed at the end of each year.

Supervision of sleeping arrangements should:

- Include two Team Members per room for primary school children
- Ensure adequate supervision for young people in high school in accordance with the relevant Department of Education Duty of Care procedures for overnight supervision in each State /Territory.
- Take into account the greater risks and added vulnerability young people attending high school will have, during the challenges of the transition years of adolescence.

CHURCH MINISTRY SETTINGS BEYOND CHILDREN OR YOUTH PROGRAMS

Church Schools

Every Church/School is to have its own Duty of Care & Child Protection Policy in place. All Staff & Volunteers are to be screened and endorsed to work with or have access to children or young people. They should also receive ongoing Mandatory Notification training as required for their role.

Home Fellowship / Small Group Meetings

- All Home Fellowship/Small Group Leaders or Facilitators are to have read and agreed to abide by the *CFC Churches Child Safety Policy*.
- Any Small Group Leaders who have children attending their Home Fellowship / Life Group / Discipleship Group will need to first be screened and endorsed to work with or have access to children or young people. This includes having a current Working With Children Check (WWCC), or the equivalent for their State / Territory, and completing other documents and ongoing training required of all *CFC Mandated Notifiers* (see page
- No adult other than a child/children's Parent/Guardian is permitted to be alone with a child in any bedroom or any other room of the home (e.g. toilet, bathroom etc...)

Team Leaders, CFC Pastors, Host Team Members / Greeters

- All Church building exits are to be monitored during services.
- Foyer area and toilets are to be monitored closely. People who appear to be loitering near toilets are to be asked to return to their seats or the appropriate area
- Children are not to be left unsupervised inside or outside church facilities or any other part of the venue where they cannot be supervised.

4. PROCEDURES FOR RESPONDING TO RISK OF HARM OR HARM

For all CFC Mandated Notifiers: Team Leaders working with Children or Young People, Child Safety Officer, Staff Members, Board of Directors, Ministry Leaders

IDENTIFYING A CHILD OR YOUNG PERSON AT RISK OF HARM

Reasonable Grounds

Reasonable grounds to form a suspicion that a child or young person may be at risk of harm or is experiencing harm, may include:

- When a child or young person tells you they are at risk of harm or have been, or are being harmed
- When your own observations of a particular child or young person's behaviour and/or injuries lead you to suspect they are at risk of harm, or harm is occurring
- When a child or young person tells you that they know of someone who is at risk of harm or has been, or is being harmed (they may be referring to themselves)
- When you hear about risk of harm or actual harm to a child or young person from someone who is in a position to provide reliable information, perhaps a relative or friend, neighbour or sibling of the child or young person.

Once reasonable grounds exist, all CFC Mandated Notifiers - including:

- CFC Team Leaders and volunteers (aged 14+) in Children's/Youth Ministries that work with or have access to children (including Small Group Leaders) and or, who have access to under 18's medical/contact details
- CFC Child Safety Officers
- CFC Churches Board of Directors
- CFC Staff Members
- CFC Ministry Leaders

AND

- All ordained CRC Trainee Ministers, Ministers and National Ministers...

- are required to report suspected risk of harm or actual harm occurring to a child or young person to their relevant Reporting Authority (see page 45), even if their home State legislation does not identify them as Mandated Notifiers.

HOW TO RESPOND APPROPRIATELY IF A CHILD OR YOUNG PERSON DISCLOSES THEY ARE AT RISK OF HARM, OR EXPERIENCING HARM:

When a child or young person tells you that they have been placed at risk or harmed, they may be feeling scared, guilty, ashamed, angry and powerless. They may have made indirect disclosures to others previously. You in turn, may feel a sense of outrage, disgust, sadness, anger and sometimes, disbelief. It is important for you to remain calm and in control, and to reassure the child or young person that they have done the right thing by telling somebody about what is happening. Let them know that you are willing to listen and that you want to try to help.

It is also important that you respond to the young person appropriately as they have decided to trust you with their disclosure. I.e. if you cry or get angry in front of them a child or young person or if a child or young person feels like they have upset you, they may want to take back what they said.

Instead, you should:

- Listen carefully (active listening, not waiting to respond; not interrupting them)
- Tell them that you believe them
- Reassure the child or young person that it is not their fault that they have been placed at risk or harmed
- Tell the child or young person that you are pleased to have been told

When talking with the child it is important that you:

- Don't make promises you cannot keep, such as promising that you will not tell anyone
- Never push them into giving details. Your role is to listen to what they want to tell you.
- Do not ask leading questions. Instead, ask non-leading and open-ended questions if you need clarification regarding something the child has told you:

"You said your arm is hurting. Can you tell me why your arm is hurting?"

"You said you are sad. Can you tell me more about why you are feeling sad?"

- Use supportive language and body language i.e. sit with the child while they are talking (don't stand over them).
- Use supportive phrases such as:
"I am very glad you chose to tell me about what has been happening".

"What has happened is not your fault. Sometimes adults (other children or young people) do bad things that hurt kids or young people"

- Inquire. Do not attempt to investigate into the child or young person's distress*:

Note - the only purpose for inquiring into any information or situation should be to gain clarification from the child in order to determine reasonable suspicion. If you have already developed reasonable suspicion, then further inquiry or questioning is not necessary and can appear investigative or leading and may destroy the chain of evidence if required by a statutory authority of the police.

- Don't tell the child or young person that the abuse will stop or that you will take steps to stop the abuse or harm occurring. This is something that may be beyond your control and in all cases you cannot be sure the child will not fall victim to further abuse or harm.
- Record notes of the child's story:
 - Good documentation is extremely important; however, notes should always be taken after the conversation. It is best to give the full attention to the child or young person speaking.
 - When taking notes use the specific terminology / descriptions that are used by the child or young person (i.e. direct quotes).
 - Write it as it is – don't put your own interpretations on things.
- Don't engage in or arrange counselling for the child or young person. Beyond the initial response do not engage in further discussion unless it is initiated by the child.

Once reasonable suspicion has been established follow Steps 1-3 to report suspected risk of harm, or actual harm to your relevant State / Territory Reporting Authority (go to page 45).

STEP 1 – REPORT

STEP 2 – REFRAIN

STEP 3 – INFORM

STEPS FOR REPORTING SUSPECTED RISK OF HARM OR HARM

STEP 1 - REPORT

Report any suspicion of risk of harm, or actual harm to your relevant Reporting Authority, as soon as possible. See pages 48-52 for the relevant Reporting Authority for your State/Territory. If you need assistance to make a report about suspected risk of harm, or harm or would like to consult with a social worker to discuss any information or concerns you may have, you can also contact your relevant Reporting Authority. Junior Team Members aged 14-17 should be given support and assistance from an adult Team Member to make a report.

STEP 2 – REFRAIN

Refrain from doing or saying anything to alert the alleged offender.

STEP 3 – INFORM

Inform any member of the Leadership Team of your local church that you have/will make a report.

- In most instances this will be the CFC Lead Pastor or a choice of 2-3 others (one of whom is designated as the Child Safety Officer in your local church).
- The Lead Pastor or local Leadership Team member, who becomes aware of this suspicion is to verify that a report has been made by asking Team Members to provide a receipt number from their relevant Reporting Authority.
- If preferred, it is acceptable for the Lead/Local Leadership Team member and the CFC Mandated Notifier reporting harm or suspected harm, to make a report together, that is at the same time with both present.
- If a report is not made together, the *CFC Mandated Notifier* is still required to report alone and then verify this report by providing a receipt number from their relevant Reporting Authority as outlined above.
- If the Lead or Local Leadership Team member becomes aware of additional information that has not been covered in the *Mandated Notifier's* original report, they are required to then report this additional information to their relevant Reporting Authority.
- It is advisable for any person involved in making a report to write down the details of their report, the date the report was made and the receipt number from the Reporting Authority. This information may be needed to verify a report

If the alleged offender is a Volunteer or Staff member at a CFC Church or outreach (including a minor under age 18) all reporting requirements are as above (Steps 1-3). Additionally:

STEP 4 – REFER

In any instance where an alleged offender (including a minor under age 18) is a guest, visitor, participant, attendee, service contractor, volunteer or staff member of any church ministry or program within a CFC Church or outreach, **it will be necessary for your Lead Pastor or local Leadership Team member to refer this information to our CFC Board of Directors immediately.**

- Protective measures may need to be set in place quickly to protect children and young people. This may include a staff member or volunteer being withdrawn from all ministry activity until the matter has been resolved. Your local Leadership Team member or a CFC Churches Board Director will keep you informed if this action needs to be taken.
- If it is suspected that an offence has been committed, the appropriate authorities will be contacted.
- CFC Churches Board of Directors will immediately initiate our Critical Incident Response Plan.
- Notification of Parents/Carers will then take place as directed by Authorities.

STATE / TERRITORY REPORTING AUTHORITIES

Australian Capital Territory

Reporting authority	Further services/information	Contact details
Child and Youth Protection Services	<p>Child and Youth Protection Services is responsible for facilitating coordination across government for the care and protection of children and young people in the Australian Capital Territory.</p> <p>If you are concerned about a child and want further information on mandatory reporting, refer to Keeping Children and Young People Safe.</p>	<p>Phone: General public Ph: 1300 556 729 (24 hours)</p> <p>Mandated reporters Ph: 1300 556 728 (24 hours)</p> <p>Online: For less serious concerns, complete an online child concern report.</p> <p>Email: For less serious concerns, contact Child Protection Reports(link sends e-mail).</p>

New South Wales

Reporting authority	Further services/information	Contact details
Department of Family and Community Services	<p>The Department of Family and Community Services is responsible for handling reports of child abuse and neglect in New South Wales. Information about the process of reporting child welfare concerns can be found on the department's Reporting a Child at Risk webpage.</p> <p>For information about mandatory reporting, refer to the Mandatory reporters webpage.</p>	<p>Phone: Child Protection Helpline Ph: 13 21 11 (24 hours) (TTY/voice calls: 133 677; Speak & Listen: 1300 555 727; SMS: 0423 677 767)</p> <p>Online: Mandatory reporters with less serious concerns can use eReporting.</p>

Northern Territory

Reporting authority	Further services/information	Contact details
Territory Families	<p>In the Northern Territory, every person is required to report suspected child abuse and neglect.</p> <p>For further information about the process of reporting concerns about a child's welfare in the Northern Territory, refer to the Report Child Abuse page of the department's website.</p>	<p>Phone: Child Abuse Hotline Ph: 1800 700 250 (24 hours)</p>

Queensland

Reporting authority	Further services/information	Contact details
Department of Child Safety, Youth and Women	<p>Child Safety is the lead child protection agency in Queensland. For information about the process of reporting concerns about a child's welfare in Queensland, refer to the Protecting Children webpage of the department's website.</p> <p>For more information about mandatory reporting, refer to the Mandatory Reporting in Queensland webpage.</p>	<p>Phone: For a list of contact numbers during business hours, go to: Regional Intake Services.</p> <p>Child Safety After Hours Service Centre Ph: 1800 177 135 or (07) 3235 9999.</p>

South Australia

Reporting authority	Further services/information	Contact details
Department for Child Protection	<p>The Department for Child Protection works to keep South Australia's children safe by protecting them from abuse and neglect.</p> <p>For information about the process of reporting concerns about a child's welfare in South Australia, refer to the department's Report Child Abuse webpage.</p> <p>The Department for Child Protection provides additional information for mandatory reporting, including Mandated Notifiers and Their Role and Preparing to Report Child Abuse.</p>	<p>Phone: Child Abuse Report Line Ph: 13 14 78 (24 hours)</p> <p>Online: Less serious concerns can also be reported online.</p>

Tasmania

Reporting authority	Further services/information	Contact details
Department of Communities Tasmania	<p>The role of the Child Safety Service is to protect children and young people who are at risk of abuse and neglect in Tasmania.</p> <p>For information about the process of reporting concerns about a child's welfare in Tasmania, refer to the department's Child Safety Service webpage.</p> <p>Information about mandatory reporting and making a notification can be found on the department's Child safety notifications webpage.</p>	<p>Phone: Child Safety Service 1800 000 123 (24 hours)</p> <p>Online: Mandatory reporters with less serious concerns can report online.</p>

Victoria

Reporting authority	Further services/information	Contact details
Department of Health and Human Services	<p>The Child Protection Service is specifically targeted to those children and young people at risk of significant harm in Victoria.</p> <p>For information about child protection and mandatory reporting requirements in Victoria, refer to the department's Child Protection webpage.</p>	<p>Phone: For a list of regional and metropolitan phone numbers: Child Protection Contacts</p> <p>After hours child protection emergency service Ph: 13 12 78</p>

Western Australia

Reporting authority	Further services/information	Contact details
Department of Communities, Child Protection and Family Support	<p>The Department of Communities, Child Protection and Family Support offers a range of services to support children and families in Western Australia.</p> <p>For further information about the process of reporting concerns about a child's welfare, refer to the department's If You are Concerned About a Child webpage.</p> <p>Information about mandatory reporting in Western Australia can be found on the department's mandatory reporting information webpage.</p>	<p>Phone: Central Intake Team Ph: 1800 273 889</p> <p>After hours Ph: (08) 9223 1111 or Country Freecall: 1800 199 008</p> <p>Online: Mandatory reporters with less serious concerns can use the department's secure Mandatory Reporting Web System</p>

What information is needed to report to CARL (13 14 78) to the relevant State/Territory Reporting Authority?

It is not essential that Mandated Notifiers have all the information contained on this list before making a report. However, the more information that is provided to your Reporting Authority, the better informed the response will be to the child/ren of concern.

- *Details of the child/ren and their family:*
 - Child/ren, siblings and parents full name (including any other surnames they are known by)
 - Date of birth/age
 - Current address, phone number
 - School
 - Ethnicity (eg, Aboriginal, Kinship group, non-English speaking)
- *Alleged perpetrator's name, age, address, relationship to the child/ren, current whereabouts*
- *Current whereabouts of the child who is, or children who are, of concern*
 - Details of when the next expected contact with the alleged perpetrator will occur (if they are not living together).
- *Notifier details:*
 - Full name, job title and agency (if applicable), address and phone number
 - Relationship of notifier to the child/ren of concern
 - The type of contact that the notifier has with the family and how frequently
 - Whether the notifier is working with the child or the family, and if so, in what capacity.
- *Details of concerns:*
 - Specific details about the allegations
 - If the child disclosed, what did they say and what was their emotional presentation?
 - Who saw or heard what and when?
 - Size and location of injuries if any, with descriptions of any bruising
 - Whether the child has been seen by a doctor and if so, the doctor's name and contact number
 - Describe any caregiver behaviour that is of concern, including how often and how severe

- Describe any behaviour by the victim(s) that is of concern, including how often it occurs
 - *Other details:*
 - Whether the parents are separated
 - If any Family Court orders are in place and if so, what they relate to
 - If the custodial/non-custodial parent has a partner provide her or his name
 - What is known about the functioning of the family
 - Domestic violence
 - Drug/alcohol use or abuse
 - Violence to people outside of the family
 - Relevant health factors
 - Extended family or other support networks
 - Child care arrangements
 - Nature of involvement with any agencies
 - Mental health problems and/or æ Physical or intellectual disability.
 - *Before concluding the call:*
 - What prompted you to call today (if this is not already obvious)
 - Whether caregivers are aware a report is being made
 - Whether you, as the notifier, have given any expectations of action to the child/ren.
- Guidelines Reporting Child Abuse and Neglect 13 STAT.1315.001.0060

Aboriginal or Torres Strait Islander Children

On calling the Child Abuse Report Line, notifiers will be asked if the matter involves an Aboriginal or Torres Strait Islander child or family. If so, in South Australia the notifier will be put through to Yaitya Tirramangkotti, the Aboriginal team of the Child Abuse Report Line, to ensure the child/ren and family receive the most culturally appropriate response. Other State/ Territories will have specific reporting avenues in place for supporting notifiers who have concerns about risk to Aboriginal or Torres Strait Islander Children. See Reporting Authority details on pages 47-51

Confidentiality of Notification of Harm or Risk of Harm

Under section 163 of the S.A [Children and Young People \(Safety\) Act 2017](#), a mandated notifier's identity will not be disclosed unless the disclosure:

- is made with the consent of the person who gave the notification, or
- is required or authorised by the Chief Executive or under the Act, or
- is made by way of evidence and the court or tribunal is satisfied the disclosure is of critical importance in the proceedings and failure to admit it would prejudice the proper administration of justice
- is reasonably necessary for the performance of the person's official functions and duties, or the functions and duties of a State authority relating to the protection of children and young people from harm, or
- is reasonably necessary to prevent harm, or further harm, being caused to a child or young person to whom the information relates.

Please check with your relevant Reporting Authority in other States/Territories for more information on confidentiality of notification provisions.

Protections for Mandated Notifiers

A mandated notifier who reports a suspicion in accordance with the Act cannot be held to have breached any code of professional etiquette or ethics, or to have departed from any acceptable form of professional conduct (section 166(4) of the [Children and Young People \(Safety\) Act 2017](#)).

A person must not cause detriment (for example threaten, intimidate or cause damage, loss or disadvantage) to a mandated notifier because they have reported, or propose to report, suspected harm (section 165(1) of the [Children and Young People \(Safety\) Act 2017](#)).

Ongoing Duty of Care

In South Australia, is a legal requirement for a *Mandated Notifier* to report their suspicions to the Department for Child Protection. However, the S.A [Children and Young People \(Safety\) Act 2017](#) recognises that making a notification does not necessarily exhaust a *Mandated Notifier's* duty of care to a child and their family.

Other State/Territory jurisdictions have similar provisions for ongoing duty of care (please refer to your relevant Reporting Authority for more information see pages 47-51)

A CFC *Mandated Notifier's* duty of care is not over when they make a report to their relevant Reporting Authority. *Mandated Notifiers* should consider how they can continue to respond to the needs of the child and their family and CFC Leadership teams are available to assist with this. There are also other support services available for children, young people and families that may be able to help:

INFORMATION, COUNSELLING AND RESOURCE SERVICES IN SOUTH AUSTRALIA

* Please refer to your relevant State / Territory Reporting Authority for services in your location

Parent Helpline: 1300 364 100

Calls received between 7.15am-9.15pm will be answered by local helpline staff.

Calls received outside these hours will be automatically redirected to the Healthdirect Helpline).

Child and Adolescent Mental Health Service:

Northern Area: 8161 7389

Southern Area: 8204 5412

Nunkuwarrin Yunti: 8223 5217

Youth Healthline: 1300 131 719

Lifeline: 13 11 14

24-hour counselling service

Kids Helpline: 1800 55 1800

Crisis Care: 13 16 11

Yarrow Place Rape and Sexual Assault Services (SA):

Business hours (9am-5pm): 8226 8777

Emergency after hours: 8226 8787

Free Call: 1800 817 421

SAPOL: 13 14 44

Or contact your local police station for referral to the Family Violence Investigation Division in your region.

Children's Protection Service:

Women's & Children's Hospital: 8161 734

Flinders Medical Centre: 8204 5485

Legal Services Commission of South Australia

Legal Help Line: 1300 366 424

FAQS - Other frequently asked questions about reporting suspected harm or risk of harm:

The more times you contact your relevant Reporting Authority with the same information does not mean the notification status will be upgraded or investigated. However, if you have new or additional information you should ring and report that information as soon as possible.

- *Mandated Notifier's* can ask for feedback – this is only given on a “need to know basis”. *Mandated Notifiers* do not need permission from workplaces or volunteer organisations to notify.
- Evidence is not required to make a notification.

FOLLOW UP AND PASTORAL CARE (SHOULD RISK OF HARM, OR ACTUAL HARM OCCUR IN A CFC CHURCHES MINISTRY OR PROGRAM OR LOCATION)

Follow up of a suspicion or allegation of risk of harm, or harm requires wise and experienced handling which is to be overseen by your church's Leadership Team in consultation with our CFC Churches Senior Minister and CFC Board of Directors.

- While the aim is to support and care wherever possible it's vital to always support, never impede legal process.
- The Lead Pastor and local Leadership Team (in consultation with the CFC Churches Board of Directors Chairperson or a Board Director designated by them) will endeavour to support the child or young person and ensure that appropriate counselling, off-site referrals and other services available from the church are provided to them and their family.

It is also recognised that the person making the notification may require counselling and support from CFC.

The alleged perpetrator may also need some pastoral guidance. If the alleged perpetrator is involved in ministry or leadership they are to be removed from any ministry/leadership within the CFC Churches until the matter is resolved. This would also include isolating them from having contact with any children and young people in any church related activity. However, it is important that the CFC offers adequate counselling or other services to the alleged perpetrator and their family as necessary.

Where the victim and alleged perpetrator both attend the same church it may be appropriate to offer one party the option of attending an alternative service time, or relocating to another CFC or CRC Church. This may only be for the period of the investigation to give both parties space, or in the case of a conviction, a permanent move may be required.

If through a police investigation or judicial proceedings the accused is cleared of all charges, the CFC Board of Directors will need to guide the process of how this person is to participate in the life of the church community going forward.

However, this does not guarantee that the previously accused person will be restored to their original position. If there is insufficient evidence to complete the police investigation or judicial process, the CFC Board of Directors will take all necessary precautions to ensure the protection of children and young people under the church's care. This may include precluding someone from being restored to their original position or working in children or youth ministry at the church in the future.

MEDIA COMMENT

With issues as emotional and volatile as child harm, any serious cases may become public record. Whilst anyone has the right and freedom to talk to the media, any comment on behalf of CFC Churches will come from our CFC Churches Senior Minister or a person designated by them.

The privacy and confidentiality of all involved parties will be protected according to any instructions issued by police and relevant authorities. Also due to the legal process no comments are to be made that will jeopardise current or future legal proceedings.

5. CFC Churches Mandated Notifiers and Children / Youth Team Member Screening and Training Requirements

Christian Family Centre Churches have a responsibility to ensure that any person involved in working directly with or having access to children/young people is suitable for their role and any CFC *Mandated Notifier* understands their role and responsibilities. Unfortunately, some people are not suited to work with children.

CFC Churches meets the requirements of the *Child Safety (Prohibited Persons) Act 2016*.

- People who are under accusation, suspicion or conviction of sexual offences, violent behaviour or the use of illegal drugs should not be given responsibility as Team Members.
- Careful consideration also needs to be given to applicants with a history of a recurring mental illness.

All Team Leaders and Coordinators need to have received official endorsement of Team Members prior to enabling them to work with or have access to children or youth in a CFC program or ministry. This endorsement is to be noted as part of the local Leadership Team meeting minutes, recorded on each Team Member's *Child Safe Team Member Application Form* and communicated to Team Members by the appropriate Team Leader or Coordinator.

- Staff and volunteers and all CFC *Mandated Notifiers* are provided with a copy of the CFC Churches: *Child Safe Policy, Child Safe Code of Conduct and Procedures, Screening Policy, Grievance Policy, Discrimination, Bullying and Harassment Policy*, along with other relevant information described in this document, prior to commencing work with/having access to children or young people in a CFC ministry/program.
- Staff are required to sign that they have read, understand and will abide by each of the Policy and Procedures as part of their induction process.
- CFC Team Members working with children and young people are required to sign that they have read, understand and agree to abide by it, when they complete *their CFC Churches Child Safe Team Member Application Form* (Appendix 2).

Ministry Coordinators and Team Leaders are required to be trained on proper observation and ongoing screening of staff and volunteer performance to insure ongoing stability within all programs.

- This includes on the job observation for all volunteers and staff and 3 month probationary periods for all staff members.
- Steps must be taken to ensure that concerns raised by any ministry Team Member, staff member or volunteer are supported and responded to in a manner that is supportive and encourages transparency within all programs.

CFC Churches Team Member Training

All CFC *Mandated Notifiers* who are entrusted to work with or have access to children and young people in a CFC ministry or program are required to undertake training specific to the role they are outworking.

- Ministry Coordinators are responsible to determine the segments of training necessary for each Team Member and Team Leader within the various ministry areas they give oversight to.
- Each Team Member is to undertake training in regard to their individual responsibility when relating to children or young people in CFC's care. This will include appropriate ways of responding to children at risk of harm, or actual harm.

Staff and volunteers working with or having access to children or young people are required to be trained to understand CFC's responsibility to create child safe environments, including:

A. Child Safe Environments Training

S.A Child Safe Environments training – Through Their Eyes (or the equivalent in each State / Territory) is required for adults working or volunteering with children (with certificates renewed every three years).

B. Refresher Training

Refresher training is to be undertaken at 3-year intervals for each role to ensure all Team Members keep up to date with current Child Safe Environment practices required.

Safe Environments Certificate training includes signs of possible harm, and risk of harm, along with information regarding mandated notification. A register of training attendance will be kept at the church. Persons will be informed when they are required to update their certificate (valid for 3 years). Training includes the process of making a report and who at CFC Churches needs to know.

Where people may find the Safe Environments course content difficult or too confronting (including young people aged 14-17), they may be trained using a different method (e.g., given child safe information to read, etc.) that covers signs of possible harm/risk of harm and the mandated notification process. Records of training and method of training will be kept by the church.

7-hour course booklet updated in October 2021:

<https://www.safeplacetraining.com/download/SafeEnvironmentsWorkbook.pdf>

3-hour refresher training booklet updated in September 2021:

<https://www.safeplacetraining.com/download/SafeEnvironmentsWorkbook.pdf>

C. CFC Churches Child Safe Policy and Child Safe Code of Conduct and Procedures Training

Ongoing training for staff and volunteers include: types of harm, indicators and behaviours of children at risk of or experiencing harm, grooming, child safe practices, discussion of scenarios relevant to CFC Churches, mandatory reporting requirements, critical incidence response and handling of complaints.

Training is to be completed within 3 months of the endorsement and commencement of each new role.

Coordinators are required to tailor annual face to face training for Team Leaders and Team Members who are working directly in Children or Youth Ministry within their local CFC church.

The aim of this training is to assist Team Members and Team Leaders in understanding how to apply the *CFC Churches Child Safe Policy and Child Safe Code of Conduct and Procedures* within their specific team/program/ministry.

This face to face training may take place in large group settings combined with another CFC church, or, at a specific time set aside within a local church or ministry department(s) or with small group of individual Team Members.

Child Safety Officers can assist Ministry Coordinators with information in regard to appropriate training which may additionally include:

- Free online SMART (Strategies For Managing Abuse Related Trauma) training:
<http://www.childhood.org.au/for-professionals/smart-online-training>
- CSE3-OE SP3 Emergency Response Training (via <https://www.cfc.smo.org.au> – Safety Management Online) which includes Defusing a Critical Incident.
- Other training as relevant to other State / Territory legislation

AGREEMENT

I have read and understood *CFC Churches Child Safe Code of Conduct and Procedures* and agree to abide by them.

I understand and agree to outwork what is required of me as a Mandated Notifier, including reporting steps when I suspect a child is being harmed or at risk of harm.

I understand and agree to undergo the screening and training required of CFC Churches Team Members and any other training as relevant to my role.

Name:

Signature:

Date: ____/____/____

REFERENCES

- *Child Safety (Prohibited Persons) Act 2016*
- *Children and Young People (Safety) Act 2017*
- South Australia Department for Child Protection
- South Australia Department of Human Services
- Royal Commission, *Creating Child Safe Institutions (the 10 Standards)*, July 2016
- www.childsafe.org.au
- <https://childsafe.humanrights.gov.au>
- *Mandatory Notification Information Booklet*, Department of Human Services S.A
https://dhs.sa.gov.au/data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF
- *Child Grooming: 'Offending all the way from the start'. Exploring the Call for Law Reform*. A report prepared for Child Wise by Trisha Randhawa & Scott Jacobs
<https://www.childwise.org.au/page/78/publications>

VERSION	EFFECTIVE DATE	FULL OR PARTIAL REVIEW	APPROVED
1	October 2021	Full	Draft Only
2	November 2021	Full	Draft Only
3	14/12/21	Full	CFC Churches Board
4	21/06/22	Partial	CFC Churches Board
5	12/12/22	Partial	CFC Churches Board
6			
7			
8			

Records, Documentation and Resources

Christian Family Centre Board of Directors – Appendix 1

This page provides contact details for each member of our CFC Board of Directors. Please contact Pr. Cass Tompich or any CFC Board member to notify them of any incident of concern.

Child Safe Team Member Application Form – Appendix 2

This form must be completed by all staff / volunteers who are applying to work directly or have access to children and youth in a CFC Ministry/program. All Team Members must receive official CFC endorsement prior to commencing work or having access to children or youth participants in any CFC ministry/program.

Commonwealth of Australia Statutory Declaration – Appendix 3

To be completed and signed by all CFC staff and volunteers (14+) who are applying to work with or have access to children / youth as part of a CFC ministry or program. This document must be signed by an authorised witness. For a list of persons who are authorised to witness Commonwealth Stat Dec please go to page 71

Medical Information Form - Appendix 4

A medical information form must be completed for each child or young person involved as a participant in a CFC ministry or program. A specific medical information form must be filled out for each extended activity, e.g., camp, hike, outreach trip.

Off-Site Activity Notice & Consent Forms - Appendices 5 & 6

An annual consent form must be completed for each child or young person that could be involved in off-site activities, at the beginning of each year's program (see Appendix 6). A specific notice & consent form must be completed for any extended or off-site activities such as camps or trips (see Appendix 7). [Each specific notice & consent form should include information about the activity, date, the time the activity commences and concludes, transport arrangements, pick-up and drop-off information, emergency contact information, supervision and permission to seek medical attention.]

Accident & Incident Report Form - Appendix 7

This form needs to be completed and handed into a Ministry Coordinator if:

An accident occurs requiring the injured party to see a medical practitioner or first aid personnel. An incident occurs that may require an appropriate response from your local Leadership Team, such as physical safety issues, Team Leader or Team Member conduct or inadequate procedures.

First Aid Treatment Form - Appendix 8

Administration of first aid should only be carried out by a person with a current First Aid Certificate; a medical doctor or a registered nurse. If no suitably trained person is available to administer first aid, outside medical treatment should be sought and in the case of an emergency, an ambulance called. The purpose of this form is to record each and every first aid treatment administered at a CFC church/ministry program.

Consent to Photograph Form– Appendix 9

This form must be completed for each child or young person prior to the use of any photograph, digital image or recording of that child/young person in any publications, multi-media presentations or websites belonging to CFC. For all CFC ministries/programs with children or youth participants a Consent to Photograph form should be completed for each child or young person at the beginning of each year (annually).

Driver's Declaration – Appendix 10

Drivers with responsibility for providing transport during a program are required to complete this form.

Appendix 1

CFC CHURCHES BOARD OF DIRECTORS

In any instance where a suspected offender (including a minor under age 18) is an attendee, participant, visitor, volunteer or staff member of any CFC church program or ministry, please inform a member of your local church Leadership Team after you have made a report to your relevant Reporting Authority. It will then be necessary for your CFC Lead Pastor or local Leadership Team member to refer this information to a CFC Board member immediately.

Each local leadership team will appoint a Child Safety Officer and provide regular reports on both the status and training provided by their CFC Church / outreach.

Any Board member below may be contacted regarding any incident of concern. They will treat your concern with utmost urgency and sensitivity and ensure that appropriate action is taken ongoing care and safety of children or young people.

Pr. Bill Vasilakis
CFC Senior Minister (All CFC churches) &
Board of Directors Chairperson
Lead Pastor (CFC Seaton)
Work: (08) 8356 6999
Email: billv@familycentre.org.au

Pr. Cass Tompich
5:30 Congregation Pastor
Senior Leadership Team
Member, CFC Seaton
Mobile: 0417 854 865
Email: casst@familycentre.org.au

Pr. Tim Lochens
Deputy Senior Minister of CFC Churches &
Deputy Board of Directors Chairperson
(CFC South)
Email: timl@familycentre.org.au

Dr. David Wabnitz
Board Member
Email: damwab@hotmail.com

Milan Tompich
General Manager (CFC Seaton)
Mobile: 0416 267 107
Email: milant@familycentre.org.au

Peter Crouch
Board Member
Mobile: 0414 440 087
Email: pcro2114@gmail.com

Dan Potter
Board Member
Mobile: 0402 111 757
Email: dan.potter@gmail.com

Child Safe Team Member Application Form

CONFIDENTIAL

[PAGE 1]



This form must be completed by all staff / volunteers who work directly with or have access to children and youth in a CFC ministry/program.

The information requested will:

- provide current personal contact details for an applicant
- provide contact details of an applicant's nominated referees
- provide an insight into any training / relevant qualifications an applicant may have
- remain confidential

PERSONAL DETAILS:

Name In Full (Please print):

.....

Mr / Mrs / Ms / Miss

M / F

Preferred Name:

DOB / /

Occupation:

Address:

.....

.....

Postcode:

Phone (H):

(M):

Email:

REFEREES: Please nominate two people who could provide a character reference. Neither should be a family member and each should be over the age of 18.

Referee Contact Details:

Name:

Daytime Contact:

(PH):

(E):

Referee Contact Details:

Name:

Daytime Contact:

(PH):

(E):

COMPLETED TRAINING / RELEVANT QUALIFICATIONS: Please list any relevant qualifications and/or training that you may have attained or attended (including First Aid)

.....

AREA OF INVOLVEMENT: Please list the CFC ministry team(s) for which you are applying to become a Team Member:

.....

Team Leader:

.....

Team Leader:

.....

Team Leader:

All Team Members must receive official CFC endorsement prior to commencing work with or having access to children or young people in a CFC ministry or program.

Child Safe Team Member Application Form

CFC CHURCHES CHILD SAFE AGREEMENT

Prior to being endorsed to work with children / young people at CFC you are required by law to complete a: Working with Children Check (WWCC) from the Department for Human Services Screening Unit (or relevant State/Territory Screening Clearance) if you are over 14, before participating in any CFC ministry to children or youth.

As part of this application to work with children / young people I agree to:

Contact being made with referees I nominate to establish my suitability for involvement in children's or youth ministry at CFC.

Should I be endorsed to work with children / young people at CFC, I agree to:

Exercise 'reasonable care' for children and young people under my care, being fully aware of the responsibility this involves as outlined in the *CFC Churches Child Safe Policy* and *CFC Churches Child Safe Code of Conduct and Procedures*, and as a *CFC Mandated Notifier*.

Ensure the safety of children and young people, work within a team, use appropriate child behaviour management and to keep Parents/Carers and Team Leaders who provide oversight well informed of ministry activities.

Report any suspected risk of harm or actual harm to the relevant Reporting Authority for my state/ local CFC church, refrain from doing or saying anything to alert a suspected offender and inform one of my local CFC Leadership Team members of the report that has/will be made.

Refrain from sharing any suspicion of risk of harm, abuse or neglect about individual children/young people with the rest of a ministry team, Parents/Carers or other children/youth (except for making a report to the relevant Reporting Authority for my state / local CFC church, and, informing one of my local CFC Leadership Team members that a report has/will be made).

Advise the CFC Lead Pastor in writing, if charged or investigated by police for any offence whilst holding a position in ministry with children and young people.

Undertake training endorsed by the Christian Family Centre specific to the ministry role I am outworking.

I undertake not to:

Perform ministry with children and young people unless endorsed to do so by my local CFC Leadership Team.

SUMMARY STATEMENTS:

I confirm that the information I have provided in this application is true and correct.

I have read and understood and agree to abide by the CFC Churches: *Child Safe Policy*, *Child Safe Code of Conduct and Procedures*, *Screening Policy*, *Grievance Policy* and *Discrimination, Harassment and Bullying policy*.

Name:

Signed: Date:/...../.....

*Please Note - for applicants under age 18, Parental/Carer consent is also required

Name of Parent /Carer (for under 18's):

Signed: Date:/...../.....

OFFICE USE ONLY: Refs: 1..... 2..... WWCC Check: Date of Issue:/...../.....

Endorsement Authority: Name (on behalf of the Leadership Team at)

CFC Church Location: Signed: Date:/...../.....



This agreement is intended to:

- ensure applicant is aware of responsibilities required
- ensure applicant understands the commitment he or she is undertaking should they be endorsed to work with or have access to children / young people as part of their ministry role at CFC
- ensure applicant understands CFC process of reporting suspected risk of harm, abuse and neglect
- ensure applicant is willing to abide by procedures outlined in CFC Churches: *Child Safe Policy*, *Child Safe Code of Conduct and Procedures*, *Screening Policy*, *Grievance Policy* and *Discrimination, Harassment and Bullying policy*.

Once completed please forward this Child Safe Application Form to the relevant Ministry Coordinator listed here:

.....
.....

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

<p>1 Insert the name, address and occupation of person making the declaration</p>	<p>I, 1 _____</p> <p>make the following declaration under the <i>Statutory Declarations Act 1959</i>:</p>
<p>2 Set out matter declared to in numbered paragraphs</p>	<p>2(a) I have never been implicated in any offences against any child/young person (under age 18) nor have I ever been involved in any behaviours or activities with any child/young person that are illegal, immoral or in any way amount to harmful behaviour, abuse or neglect of a child/young person (under age 18).</p> <p>2(b) I have disclosed details of any previous accusations, suspicions or convictions of any criminal activities, including sexual offences, violent behaviours, the use of illegal drugs and or the misuse of alcohol or prescription drugs to:</p> <p style="text-align: center;">_____ [Name of the Coordinator of the local CFC church ministry/program where I am applying to be involved]</p> <p>2(c) I have also disclosed to the Coordinator mentioned above any issues that could impair my ability to provide reasonable care to children / youth under my care.</p>
<p>3 Signature of person making the declaration</p>	<p>I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Commonwealth Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.</p> <p>3 _____</p>
<p>4 Place 5 Day 6 Month and year</p>	<p>Declared at 4 _____</p> <p>on 5 _____ of 6 _____</p>
<p>7 Signature of person before whom the declaration is made (see over)</p>	<p>Before me,</p> <p>7 _____</p>
<p>8 Full name, qualification and address of person before whom the declaration is made (in printed letters)</p>	<p>8 _____</p> <p>_____</p> <p><small><u>Note A:</u> A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959</small></p> <p><small><u>Note B:</u> Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.</small></p>

Under *Statutory Declarations Act 1959*, a Commonwealth Stat Dec may be made before:

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist
Legal practitioner	Nurse
Medical practitioner	Psychologist
Patent attorney	Pharmacist
Physiotherapist	Optometrist
Trademarks Attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);

Or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who oversees an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)

Bailiff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court
Clerk of a court

Commissioner for Affidavits
Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*;
- and;
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- (c) Sheriff
- (d) Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution.

Appendix 4

MEDICAL INFORMATION FORM



Protecting Your Privacy is important to us. The information we seek allows us to manage risk, provide reasonable care and administer your child / young person's involvement in our program. We are careful to keep your information confidential, stored securely and provide it only to those agents acting on behalf of the CFC who need it to enable them to perform their agreed activities (e.g. a Team Member providing First Aid). We only ask for information that is necessary for the purposes outlined in this statement. In some circumstances, if you don't provide us with all requested information, your child/young person could miss the opportunity to be involved in our program. If you would like a copy of our CFC Churches Child Safe Policy and CFC Churches Child Safe Code of Conduct and Procedures, please contact:

CFC Church / Outreach: _____

Reception/ Office Phone: _____ Email _____

CHILD / YOUNG PERSON'S PERSONAL INFORMATION:

NAME: _____

HOME ADDRESS: _____

_____ P/CODE _____

DATE OF BIRTH: ____/____/____ AGE: ____

PARENT/CARER CONTACT NUMBERS:

MOBILE _____

WORK _____

HOME _____

CHILD / YOUNG PERSON'S MEDICARE NUMBER _____

NAME & ADDRESS OF YOUR FAMILY DOCTOR/CLINIC:

_____ DOCTOR/CLINIC'S PHONE NO: _____

MEDICAL INFORMATION:

Is your child or young person covered by a private medical benefit fund? YES/NO

If yes, which one? _____

Does your child or young person suffer from anything Team Leaders should know about to assist in their care, such as, asthma, severe allergies, convulsive seizures, etc.? If so, please state:

Has your child/young person been in contact with anyone with any 'communicable disease', e.g., measles, mumps, chicken pox, within the last 21 days? If so, which one?

Does your child/young person have any allergies? If yes, please list: _____

Is your child / young person fully up to date with their immunisations for their age? (Please circle) Yes / No

[If no, by signing this form you understand that you or the alternative contact person you nominate below will be required to promptly withdraw your child from our program should we become aware of any 'communicable disease' to which they may have unknowingly been exposed.]

Date of the last Tetanus immunisation for your child /young person? _____

Does your child/young person have any regular prescribed medicine? If so, please give details:

[Note: Any medicine or tablets needed during the time your child is registered in a CFC program should be handed in their original packaging to a Team Leader together with the name of the child, the dosage required & the time and specific details of how it is to be administered]

Are there any dietary or physical needs, which we should know about in order to care for your child/young person? If yes, please give details:

Is there any other information, which might assist us to care for your child? If yes, please give details:

ALTERNATIVE EMERGENCY CONTACT:

NAME: _____

PHONE: MOBILE _____ WORK _____

HOME _____

RELATIONSHIP TO CHILD / YOUNG PERSON: _____

MEDICAL CONSENT:

By signing this Medical Information Form, you understand / agree that:

Team Leaders for this CFC program have your consent to take whatever action necessary to ensure the safety and wellbeing of the group or individual participants under their care – this includes your child. If your child becomes ill or is injured and you cannot be contacted, Team Leaders may obtain on your behalf whatever medical treatment is deemed necessary. You also agree to pay for such medical expenses.

If you fail or neglect to provide enough and current information in writing to enable the proper treatment of your child, no liability will be accepted for any injury or illness, which your child may suffer as a result.

Your child's own doctor or may be contacted in the case of any emergency. An ambulance may be called in the case of an emergency.

Signed: _____ (Parent/Carer) Date: _____

[This form will remain effective for the duration of your child's participation in this CFC program unless otherwise notified by Parent/Carer above. Please let us know if any of the information you have provided changes in any way]

ANNUAL OFF-SITE ACTIVITY CONSENT FORM

CFC Church: _____ Phone: _____

CFC Church Address: _____

Program Name: _____

Team Leader: _____ Mobile: _____

Email _____

PARENT / CARER CONSENT:

As my child is a participant of _____ [CFC Youth Program] I understand that some scheduled group activities may involve him / her leaving the CFC church premises listed above to participate in scheduled activities.

I hereby give permission for my child to leave the CFC church premises listed above to participate in activities planned as part of the CFC Youth Program above, throughout 20_____ [Calendar Year], understanding that:

- Some activities will involve my child walking to locations nearby the CFC premises listed above while others may involve the use of a vehicle. If a vehicle is used to transport my child, I understand that he/she will be driven by a responsible fully licensed adult.
- For activities that involve transportation of groups to varied locations (i.e. amazing race type group activities), there will always be two Team Members per car with each group.
- For activities that involve transporting all participants to a common location we may travel as a caravan with several vehicles, some of which may have only one Team Member or Team Leader driving a group of participants. However, in this case, each vehicle will remain visible to another Team Member or Team Leader and no young person will travel as the sole passenger in any vehicle.
- At all times my child will be appropriately supervised.
- All Team Members and Team Leaders involved within CFC Youth Program listed above have been screened by CFC church listed above and have provided current Working With Children Checks (WWCC) in accordance with CFC Churches Child Safe Policy and CFC Churches Child Safe Code of Conduct and Procedures & Procedures.

SCHEDULED ACTIVITIES & NOTIFICATION OF CHANGES:

Programmes issued at the beginning of each school term will outline planned weekly activities. In the event that a programmed activity is changed, notification of the changes will be posted online via the CFC website/following link _____ [Web Address].

- If the change results in unexpected travel away from the church, notification will be made via phone prior to the activity taking place.
- If an off-site activity is the only activity offered as part of the scheduled program on any given date, without signed consent your child will be unable to leave the premises and participate. You will be contacted and asked to collect them from the CFC Church premises listed above.

*Please note - first time guests brought along or invited by a regular participant to a scheduled offsite activity are welcome to participate if the CFC youth team obtains verbal consent from Parents/Carers via phone. This verbal consent will be valid for that one specific off-site activity only and CFC youth team must document consent given/to whom/by whom/date/time/specific activity planned. If no verbal consent is obtained, unfortunately first-time guests will be unable to participate in that specific off-site activity, and must also be collected from CFC Church premises listed above by a Parent or nominated Carer.

Child/Young Person's Name _____

Parent/Carer Name: _____ Relation to Child: _____

Signature: _____ (Parent/Carer) Date: _____

[This form will remain effective for the remainder of this calendar year unless otherwise notified by Parent/Carer above]

Appendix 6

OFF-SITE ACTIVITY NOTICE & CONSENT FORM

The _____ (camp/activity) will be held at

_____ (name & address of campsite/venue) The activity will commence at _____ (time) on _____ (day & date) and will conclude at _____ (time) on _____

_____ (day & date) People will be accommodated in _____ (e.g. dormitories, tents etc.) The types of activities we will be undertaking are:

(i.e. swimming, bushwalking etc.) and all activities will be appropriately supervised. Transport to the activity/site will be by

_____ (e.g. private car, bus, names of adult drivers, etc.). The cost of the activity will be \$ _____.

The contact person will be _____ Phone _____

PARENT/CARER DECLARATION:

As a parent/carer of _____ I give my consent for him/her to take part in the activity nominated above.

- The Team Leaders and instructors have my authority to take whatever action they think necessary to ensure the safety and wellbeing of the group or individuals in the above-mentioned activities.
- If my child or young person becomes ill or is accidentally injured, the Team Leaders may obtain on my behalf whatever medical treatment is deemed necessary, if we cannot be contacted. I will pay such medical expenses.
- I have attached information as requested about my child's health, including details of his/her limitations for the planned activity.
- My child's own doctor or medical specialist may be contacted in an emergency. An ambulance may be called in a medical emergency.

Signed: _____ (Parent/Carer) Date: _____

CHILD/ YOUTH COMMITMENT:

I, _____ agree to show respect to other participants, Team Members and Team Leaders and to co-operate with the rules outlined for this activity by the Team Leaders. Responsible

Signed: _____ (Participant) Date: _____

Appendix 7

ACCIDENT & INCIDENT REPORT FORM



Please complete this report and return to the appropriate Ministry Coordinator within 24 hours of accident or incident.

Date of Accident/Incident: _____ Time: _____

Reported by: _____

Location: _____

Names of those involved: _____

Names of any witnesses: _____

Names of Team Leaders at the time of the accident/incident: _____

Brief description of the accident/incident:

Brief description of action taken: _____

Is further action required? If yes, give details:

Who has been notified of the accident/incident? _____

Name of person completing this form: _____

Contact Phone Number: _____

Signature: _____ Date: _____

OFFICE USE ONLY:

CFC Church Location:

Follow Up Required: Yes /No F/Up by:.....Date:.....

Ministry Coordinator: Name.....

Signed:.....Date: /...../.....

FIRST AID TREATMENT FORM



Please note: no medication is to be administered unless it is the prescribed medication of the person and consent has been given by the parent. Only people with a current First Aid Certificate; medical doctors or registered nurses are to administer first aid in a CFC ministry /program. Outside medical treatment should be sought where a suitably trained person is not available to administer first aid and in the case of an emergency, an ambulance called.

Activity: _____

Date: _____ Time _____

All treatment/medication given needs to be recorded on this form. This document must be returned to the appropriate Ministry Coordinator within 24 hours of First Aid Treatment administered.

Name of the injured person: _____

Injury Description: _____

Description of incident in which injury occurred: _____

First Aid treatment given: _____

Verbal directions given: _____

Person who gave First Aid Treatment: _____

Contact Phone Number: _____

Signature: _____ Date: _____

Observations after 24 hours (if applicable):

OFFICE USE ONLY: CFC Church Location:

Follow Up Required: Yes /No F/Up By: Date:

Ministry Coordinator: Name.....

Signed:..... Date: / /

CONSENT TO PHOTOGRAPH FORM



The Christian Family Centre is requesting permission to take photographs or record video footage of your child for express use on publications, multi-media presentations or websites belonging to CFC.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child/young person and his/her experiences.

No personally identifiable information regarding your child will be published or provided to other organizations or individuals, except where this information is required by law, reporting suspected harm or risk of harm to a child or young person, or in the case of an emergency. Personally identifiable information includes: participant names, photo or image, residential address, email address or phone numbers.

If you, as the parent or carer, wish to rescind this agreement, you may do so at any time.

Please indicate one of the following choices below:

_____ I hereby grant permission for a photo/image that includes this child/young person without any other personal identifiers to be placed in CFC publications or published on the CFC Internet site/online forums.

_____ I DO NOT grant permission for photo/image that includes this child/young person to be placed in CFC publications or to be published on the CFC Internet site/online forums.

Child / Young Person's Name: _____

Name of Parent / Carer: _____

Relation to Child / Young Person: _____

Signature: _____ (Parent/Carer) Date: _____

[This form will remain effective for the remainder of this calendar year unless otherwise notified by Parent/Carer above]

Appendix 10

DRIVER'S DECLARATION



Drivers with responsibility for providing transport during a program are required to complete this form.

****Ticking responses marked with an asterisk will preclude you from transporting participants.***

Driver's Name: _____

Phone Number (H): _____ (M) _____

I have a current Driver's Licence: ☐ Yes ☐ No* Expiry Date: _____

Type of Licence: ☐ Car ☐ Bus ☐ Other *Please specify* _____

I have sufficient driving experience, as defined by CFC policy: ☐ Yes ☐ No*

I have restrictions on my Licence (e.g. P Plates): ☐ Yes* ☐ No

If yes, please note the restrictions: _____

WITNESS TO COMPLETE:

Driver's Licence sighted by: _____

Licence Number: _____

DECLARATION:

- ☐ I have completed all screening requirements in relation to my suitability to work with children at CFC Churches.
- ☐ I have completed all screening requirements required by CFC Churches.
- ☐ I will drive carefully and follow all road rules.
- ☐ 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 Clean Driving Record (this will also be indicated on your WWCC).

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

Signed: _____ Date: _____

Appendix 11

SOME INFORMATION ABOUT GROOMING AND OFFENDERS

What is 'Grooming'?

Grooming is the act of preparing a child with the intent of sexually abusing them, but the process also involves the act of manipulating people and situations to gain and maintain access to the victim/s. Grooming is an insidious process that can be difficult to recognise or distinguish from seemingly harmless actions. It has two main elements:

- Building a trusting relationship with the child and his/her carers, **and**
- Isolating the child in order to abuse them

It would be wrong to assume that all grooming behaviour and abuse that occurs is conducted by 'professional perpetrators': those considered hardened paedophiles, the ones that employ far more sophisticated techniques to manipulate the environment in which they operate, colleagues and family members, and their victims. In many instances, the abuse of children may be perpetrated by opportunistic or situational offenders.

How Does 'Grooming' Occur?

Grooming occurs when a person tries to form a bond or a friendship with a child or young person to gain their trust and create opportunities to start, maintain and hide their sexual abuse of the victim. There is no one set of actions or behaviours that are used to groom a child. It is important to remember that grooming occurs both before the sexual offence, to access the child, and after the offence, in order to maintain access, ensure the child's silence, and keep the continued trust of carers and adults.

Some Information about Offenders

There is no such thing as a "sex offender profile." That's because sex offenders are a diverse group of people whose only consistent commonality is their sexual abusive behaviour. Offenders frequently present as respectable, good and caring people. They may be exemplary in their public life, which they may use as an excuse for their private life. Never the less, many offenders are disturbed people, and some have serious psychological issues. A significant number were themselves victims of abuse in their earlier years, though this is not an indicator that they will become abusers. Child sex offenders groom children, their

parents or carers, and/or organisational representatives to build trusting relationships through which they can use children for their own sexual gratification.

Offenders who sexually abuse children and young people:

- Engage in a cyclical pattern of behaviour. While there are variations amongst sex offenders in how they operate, the concept of the sexual offending cycle can be used as a typical pattern for the largest category of offenders, adult male sex offenders.
- Follow a pattern of behaviour that remains constant across a range of situations – the methods only change as the circumstance or environment alters. Online grooming is one type of environment where grooming occurs; offline, or face-to-face grooming, is another environment, but the perpetrator uses the same techniques and patterns of behaviour to groom a child.

Targeting

A groomer may look for a young person or a group of young people in places such as schools, and other places young people frequent or by creating false profiles on the internet. They may show an interest in the child and perhaps offer the child or young person something, for example, a cigarette, food and drink or someone to talk to for support.

Relationship Building

The groomer may want to keep contact with their target and even isolate them from their supportive networks. They may give them a mobile phone, make them feel special by complimenting them or do favours for them such as giving them lifts and planning fun activities. This may lead to the child spending less time with their friends and family.

Fake Relationship or Friendship

Victims may enter a fake relationship or friendship with the groomer. Within the fake friendship, children and young people may be introduced to sex through, pornography or watching sexual acts. The victim may think they are fine and in control but the groomer is gaining more and more control.

Control and Reinforcement

The groomer may attempt to consolidate and entrap the victim by getting them to do things

that can be dangerous and/or against the law such as drinking, taking /selling drugs or criminal activity. This may lead to the child or young person being forced to do sexual favours in return for not being hurt or exposed. This may include violence or threats of violence.

Victimisation

The child or young person may be forced into having sex with others for something they need or want, by either force or persuasion. Groomers can persuade their victims to undertake sexual activities like being filmed performing sexual acts, by using emotional blackmail, and by making it sound normal.

If you suspect a child or young person is at risk of harm or is being harmed, you are required to report this to your relevant Reporting Authority (see page 47-51), even if your home State legislation does not identify you as a Mandated Notifiers.

Go to Pages 42-51 for Procedures on Reporting Suspected Risk of Harm or Harm.