



## **CHILD PROTECTION POLICIES**

### **SECTION 1: CHILD PROTECTION POLICY**

### **SECTION 2: CHILD PROTECTION PROCEDURES MANUAL**

These documents were adopted for use by the Eldership of Craigmore Christian Church on:  
26<sup>th</sup> May 2022

**All workers (Pastors, employees and volunteers) of Craigmore Christian Church who are involved in ministry to children and/or youth are expected to comply with this policy and the associated procedures.**

## SECTION 1: CHILD PROTECTION POLICY

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## 1 Definitions

**“At Risk”** as defined by the CYPISA:

A child or young person will be taken to be at risk if:

- They have suffered harm (of a kind against which they should have ordinarily been protected)
- There is a likelihood they will suffer harm
- There is a likelihood they will be removed from the state for the purpose of:
  - a medical procedure that would be unlawful in South Australia (including female genital mutilation)
  - taking part in a marriage that would be void or invalid under the Marriage Act 1972
  - taking part in an activity that would be illegal in South Australia
- Their parents or guardians are unable or unwilling to care for them, have abandoned them, cannot be found, or are dead
- They are of compulsory school age and are persistently absent from school without explanation
- They are homeless or of no fixed address

**“CCC”** is Craigmores Christian Church

**“Child”** or **“children”** are persons under the age of 18 years

**“CYPISA”** is the Children and Young People (Safety) Act 2017

**“Eldership”** means the trustees of Craigmores Christian Church as outlined in the *Craigmores Christian Church Incorporated Constitution and Rules*

**“Harm”** is defined by the CYPISA as physical or psychological harm (whether caused by an act of omission), including harm caused by sexual, physical, mental or emotional abuse or neglect

**“Mandatory reporting”** is reporting as required by s30 & 31 CYPISA

**“Pastor”** means a person who has been formally appointed or endorsed by CCC to exercise ministry which involves the oversight of the church and appointed ministry team

**“Victim”** is a child who is reasonably suspected of being subjected to harm

**“Worker”** is a Pastor, employee of or volunteer of CCC who is involved in ministry to children

## 2 Preamble

The objects of this policy are to protect as far as possible children from being at risk of harm and to ensure their safety and wellbeing.

## 3 Protection for children

- 3.1 The safety, wellbeing, and protection of children is to be the paramount consideration insofar as it is within the power of CCC to promote it.
- 3.3 In dealing with harm to children CCC must put the interests of victims and children generally above those of CCC.

#### **4 Mandatory reporting**

Workers are to comply fully with their obligations of mandatory reporting under the CYPSPA.

#### **5 Involvement of perpetrators of harm in church activities**

Where CCC knows, believes, or reasonably suspects that any person associated with CCC is or has been a perpetrator of harm towards children, it will act to reasonably protect children from any risk that person might pose in accordance with the procedures outlined in Section 2 of this document, and having due regard to the provisions of the Child Safety (Prohibited Persons) Act 2016.

#### **6 Co-operation with authorities**

CCC and its workers will responsibly and reasonably co-operate with government law enforcement and child protection agencies.

#### **7 Interim measures pending determination of allegations of harm**

Where a worker is reasonably suspected of perpetrating harm against a child his or her continued role (paid or voluntary) with CCC during the period taken to make a final determination of whether that worker is guilty of any offence is to be determined by the Eldership of CCC.

#### **8 Training**

Training in the area of child protection must be completed by CCC workers who work in children and/or youth ministries at CCC in accordance with the CCC Child Protection Training requirements (See Appendix C of the CCC Child Protection Procedures Manual).

#### **9 Supplementary employment contracts**

All paid workers are to enter a signed supplementary employment contract dealing with their suitability to be workers and agreeing to these child protection policies and procedures, including obtaining a Not Prohibited Working With Children Check.

#### **10 Ministry covenants**

All workers who do not have a current written employment contract are to enter a signed ministry covenant dealing with their suitability to be workers and agreeing to these child protection policies and procedures, including obtaining a Not Prohibited Working With Children Check.

## **11 Manual of procedures**

Please refer to the CCC Child Protection Procedures Manual for the recommended procedures for implementing these child protection policies.

## **12 Code of Conduct for Children and Young People**

CCC will publish a Code of Conduct for Children and Young People who are participants in any children or youth ministry of CCC (see Appendix J).

## **13 Code of Conduct for Working with Children and Young People**

CCC has a Code of Conduct for Working with Children and Young People for those who minister and work with children and youth as part of the ministry of CCC (see Appendix K).

## **14 Review of policies**

The Children and Young People (Safety) Act 2017 requires a review of policies and procedures at least once in a 5-year period. This document will be reviewed in January 2027.

## SECTION 2: CHILD PROTECTION PROCEDURES MANUAL

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## 1 Preamble

This manual sets out recommended procedures to give effect to the Child Protection Policies of Craigmore Christian Church.

## 2 Definitions

Unless the context otherwise requires:

**“At Risk”** is defined by the CYP SA: A child or young person will be taken to be at risk if:

- They have suffered harm (of a kind against which they should have ordinarily been protected)
- There is a likelihood they will suffer harm
- There is a likelihood they will be removed from the state for the purpose:
  - Of a medical procedure that would be unlawful in South Australia (including female genital mutilation)
  - Taking part in a marriage that would be void or invalid under the Marriage Act 1972
  - Taking part in an activity that would be illegal in South Australia
- Their parent or guardians are unable or unwilling to care for them, have abandoned them, cannot be found or are dead
- They are of compulsory school age and are persistently absent from school without explanation
- They are homeless or of no fixed address

**“CCC”** is Craigmore Christian Church

**“CARL”** is the Child Abuse Report Line

**“Child”** or **“children”** are persons under the age of 18 years

**“CMD”** is the Children’s Ministry Director who is appointed specifically to oversee child protection procedures in the areas of children/youth/young adult ministry at CCC. Where a suspected perpetrator of harm is the CMD or someone closely associated with him or her, or where the CMD is not readily available, it means another Pastor or Elder delegated by the Eldership of CCC.

**“CYP SA”** is the Children and Young People (Safety) Act 2017

**“Eldership”** means the trustees of Craigmore Christian Church as outlined in the Craigmore Christian Church Incorporated Constitution and Rules

**“Pastor”** means a person who has been formally appointed or endorsed by CCC to exercise ministry which involves the oversight of the church and appointed ministry team

**“Senior Pastor”** is the Senior Pastor of CCC, but where a suspected perpetrator of harm is the Senior Pastor or someone closely associated with him or her, or where the Senior Pastor is not readily available, it means another Pastor or Elder delegated by the Eldership of CCC.

**“WHS”** means work, health and safety

**“Worker”** is a Pastor, employee or volunteer, whether paid or unpaid, of CCC who is involved in any capacity in ministry to children

**“WWCC”** is a current Working with Children Check that has been undertaken within the previous five (5) years

## PART A: FURTHER DEFINITION OF HARM

### 3 What is harm?

#### **Legislative definition of harm** (s17 Children and Young People (Safety) Act 2017)

Physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.

Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life.

The following descriptors relate to the types of harm identified in the CYP SA. While not captured in the CYP SA, spiritual harm and grooming are also included in these descriptors:

- 3.1 **Emotional harm**, meaning: A chronic attitude or behaviour directed at a child whereby a child's self-esteem and social competence is undermined or eroded over time or the creation of an emotional environment which is detrimental to or impairs the child's psychological and/or physical development. Behaviours may include devaluing, ignoring, rejecting, corrupting, isolating, terrorising or family violence.
- 3.2 **Physical harm**, meaning: Any non-accidental act inflicted upon a child which results in physical injury to the child. Physical abuse results from practices such as but not limited to:
  - 3.2.1 Hitting, punching, kicking (indicators: marks from belt buckles, irons, fingers, cigarettes, etc)
  - 3.2.2 Shaking (particularly young babies)
  - 3.2.3 Burning, biting, pulling out hair
  - 3.2.4 Alcohol or other drug administration
- 3.3 **Sexual abuse**, meaning: any sexual behaviour imposed on a child. The child concerned is considered to be unable to alter and/or understand the perpetrator's behaviour due to his or her early stage of development and/or powerlessness in the situation. Sexual abuse occurs when someone in a position of power to the child uses her/his power to involve the child in sexual activity. Behaviour can include sexual suggestion; exhibitionism, mutual masturbation, oral sex; showing pornographic material e.g. DVDs, internet; using children in the production of pornographic material; penile or other penetration of the genital or anal region and child prostitution.
- 3.4 **Grooming**, meaning: the deliberate actions of a perpetrator to befriend and influence a child, and possibly also that child's family or community, with the intention of engaging in sexual activity of any kind with that child.
- 3.5 **Neglect**, meaning: the failure of a carer for a child to provide a child with the basic necessities of life, and which can occur by deliberate action or inaction, and can stem from an inability to understand

and provide basic necessities such as food, clothing, shelter, hygiene, medical treatment and supervision.

3.6 **Spiritual harm**, meaning use of spiritual or religious beliefs to hurt, scar or control children or young people.

#### **4 Reporting a suspicion that a child or young person may be at risk**

4.1 This obligation is placed on all workers by s30 & 31 of the CYPsA. It is a criminal offence not to comply with this obligation without a lawful excuse. CCC cannot negate or modify this obligation (refer Appendix A).

4.2 Any worker who suspects, on reasonable grounds, that a child or young person is, or may be at risk, and this suspicion is formed in the course of their work, they must report this suspicion to the CARL as soon as practicable.

4.3 Reporting to CARL is done by telephoning the 24-hour Child Abuse Report Line (13 14 78), or, by reporting online at <https://www.childprotection.sa.gov.au/reporting-child-abuse>

4.4 Reasonable grounds to form a suspicion that a child or young person may be at risk may include but is not limited to:

4.4.1 When a child tells you they are at risk or have been harmed

4.4.2 When your own observations of a particular child's behaviour and/or injuries lead you to suspect they are at risk or harm is occurring

4.4.3 When a child tells you that they know of someone who is at risk or has been harmed (they may possibly be referring to themselves)

4.4.4 When you hear about a child at risk from someone who is in a position to provide reliable information, such as a relative, friend, neighbour or sibling of the child

It does not require proof that any child has or may suffer harm.

4.5 Where a report is made to CARL, but only if the child and/or the suspected perpetrator of harm is associated with CCC, the worker must inform the CMD of the incident after making a notification to CARL. A written report in the form of Appendix B is also to be given by the worker to the CMD as soon as practicable which will be held in a secure location where a breach of privacy cannot occur. The Eldership will be made aware of the allegations and they will appoint an Elder who will be responsible for contacting Craigmores Christian Church's Insurer, if necessary and as required by the insurer, immediately upon being made aware of these.

4.6 A worker does not require approval to make a report to CARL and must adhere to the reasonable instructions of CARL in order to ensure that all proper processes are followed.

4.7 If a worker has any concern about whether the matter meets the threshold for mandatory reporting, they can consult with the CMD on whether a report should be made to CARL or they can contact CARL to discuss.

## **5 General provisions in all cases of suspected risk of harm**

5.1 A worker is not to inform anyone else of the suspected risk of harm without the permission of the CMD. The CMD in consultation with the Eldership will determine who else should be informed of it.

5.2 Where a worker reasonably suspects a child is at risk of harm, and is not confident making the notification themselves, they are to be instructed to report such matters immediately to an adult supervisor in their ministry area who will then assist the worker to comply with the necessary procedures. Otherwise, the person should make the report directly to CARL as soon as possible.

5.3 Where there has been a complaint against a worker of perpetrated harm, the continued employment of the worker by CCC pending the final determination of the allegation of harm against him or her is to be decided by the Eldership of CCC.

5.3.1 The Eldership of CCC may for the period until the final determination of the allegation of harm:

5.3.1.1 Suspend the worker with or without pay;

5.3.1.2 Modify the duties of the worker;

5.3.1.3 Impose conditions on any continued employment of the worker or on his or her involvement in the activities of CCC;

5.3.1.4 Require that the worker not communicate with specified persons;

5.3.1.5 Temporarily suspend the employment of the worker while the Eldership of CCC reaches other decisions; and/or

5.3.1.6 Revoke or modify any decision it has made.

5.3.2 Where a suspected perpetrator of harm is an Elder or someone closely associated/related to him or her, that Elder will be excluded from any determination or decision-making process by the Eldership of CCC in regard to that matter.

5.4 In performing its functions within the bounds of procedural fairness, the Eldership of CCC is not an investigatory body. Having regard to this the Eldership of CCC:

5.4.1 Is not bound by the rules of evidence and may inform itself of relevant facts by proper means as it sees fit.

- 5.4.2 Is to permit the worker or his or her agent to address it.
- 5.4.3 Is to act within timeframes that are reasonable.
- 5.4.4 Is not to make conclusions about disputed facts relating to the alleged harm.
- 5.4.5 Is as far as practicable to apply the Child Protection Policy of CCC and is not to allow the implementation of that Policy to be displaced by any presumption of the innocence of the worker.
- 5.5 CCC and its workers will responsibly and reasonably cooperate with law enforcement and child protection authorities in their investigation and any prosecution of harm.
- 5.6 No workers are to make any statement to the media about any risk of or actual harm (either suspected or formally prosecuted) encountered in the course of their employment (paid or voluntary) at CCC and all enquiries about these matters from the media are to be referred to the Eldership.
- 5.7 Workers are not to make any statements about any risk of or actual harm (either suspected or formally prosecuted) encountered in the course of their employment (paid or voluntary) at CCC to any alleged perpetrator or anyone associated with or representing that alleged perpetrator.
- 5.8 Upon receiving any report about risk of harm the CMD is to consult immediately with the Eldership about what steps should be taken in respect of it by CCC.
- 5.9 The CMD is to ensure that all appropriate pastoral care/professional support is made available to all persons associated with CCC who are impacted by the allegation, but only to the alleged perpetrator where he or she admits the allegation.
- 5.10 Workers are to be alert to any indicators of harm including:
  - 5.10.1 When a child says that he/she has been harmed;
  - 5.10.2 When a child or adult says that he/she knows of a child subject to harm; or
  - 5.10.3 Observations of a child's behaviour, change in behaviour, emotional state and or injuries that indicate a child may be at risk of harm.

Indicators in many cases overlap and can interrelate to all forms of harm. An indicator in isolation does not automatically mean that a child is being harmed. Workers should:

- 5.10.4 Listen to the child/young person
- 5.10.5 Not ask leading questions

- 5.10.6 Reassure the child that you believe him/her
- 5.10.7 Reassure the child that what has happened is not his/her fault
- 5.10.8 Reassure the child that telling you was the right thing to do
- 5.10.9 Document the child's disclosure as soon as possible
- 5.10.10 When documenting the disclosure use the same terminology as the child
- 5.10.11 Not make promises which cannot be kept, such as confidentiality
- 5.10.12 Reassure the child that there are people who can help to protect them

A worker is not an investigator and must not do any detective work. Even if the harm which is disclosed has ceased, reporting it is still necessary to protect other children from the perpetrator.

- 5.11 Where a person 18 years or over discloses that he or she was subject to harm while he or she was a child these procedures do not apply, but the person should be encouraged to take appropriate steps about the matter.

## **6 Managing potential perpetrators of harm in church**

A child safe organisation is one that creates a culture, adopts strategies and acts to promote child wellbeing and prevent harm to children and young people. A child safe organisation consciously and systematically creates an environment where children's safety and wellbeing are the centre of thought, values and actions, and creates conditions that reduce the likelihood of harm to children and young people. This proactive intent has specific application in a church context where many people who attend a public worship service, may not be subject to worker or server provisions, but attend for personal worship.

While the Child Safety (Prohibited Persons) Act 2016 has specific provisions and associated regulations relating to persons who are prohibited from working with children or young people, an individual's attendance at a public worship service does not ordinarily constitute work or service. In this regard an attendee or potential attendee may attend or seek to attend who is or becomes a known convicted sex offender and/or a prohibited person.

In such a case, the safety and protection of children must remain paramount, and a specific proactive protective response must be applied.

The intent is not to create obstacles for such persons to attend worship services and identified ministry programs, but rather to create pathways for that to occur to safely. This may include but is not limited to individual attendance and safety agreements, accountability mechanisms, an alternative worship arrangement outside of the church, referral to another suitable church context, small group or one on one style ministry.

The specific nature of the response and protective strategies should be determined in liaison with a professional and specialist outside organisation/service (such as CPS Australia or equivalent) but will necessarily be more conditional and restrictive than the general provisions of 6.1 following.

6.1 A person who:

6.1.1 Is the subject of an unresolved complaint or suspicion of alleged harm to a child;

6.1.2 Or is reasonably suspected by the eldership of CCC of having at any time engaged in harming a child or placing a child at risk of harm

is not to be permitted unsupervised access at CCC. If such a person seeks to access to any function controlled by CCC, CCC must respond in such a way that ensures there is no contact or communication with any child or young person at that function. The nature and implementation of this requirement will be managed by the Senior Pastor in liaison with the Eldership of CCC, having regard to the context and particular circumstances.



## **PART B: CHILD SAFETY RESPONSIBILITIES**

### **7 Child safety responsibilities**

- 7.1 CCC and its workers are to do everything reasonably available to them to promote the physical, emotional, spiritual and mental wellbeing and safety of the children who are involved in the life of CCC (“the duty of care”). What is reasonable in a particular situation depends on its particular circumstances including the nature of the risk of harm to children and the practicability of the steps needed to eliminate it.
- 7.2 No set of detailed rules can be devised which when applied to a particular situation will clearly show what is the applicable duty of care. This document contains some rules which are always prudent to observe unless there is good reason not to do so. They should only be departed from where a conscious and responsible decision has been made by CCC that what is to be done satisfies its duty of care.
- 7.3 While Part B also applies generally to risk of harm that issue is dealt with specifically in Part A.

### **8 Participation of children**

- 8.1 In order to instill a culture of safety and awareness, children who attend regular and ongoing children’s ministry programs will be made aware of the following at least annually by the workers who oversee these activities:
- 8.1.1 Expectations concerning appropriate behaviour of church workers and volunteers (the Code of Conduct for Working with Children and Young People)
  - 8.1.2 When, how, and who to speak to if they feel uncomfortable
  - 8.1.3 Protective behaviour strategies
  - 8.1.4 Other rights, responsibilities and expectations in line with the Code of Conduct and the Child Protection Policies
  - 8.1.5 WHS information and procedures applicable to child related ministries/programs
  - 8.1.6 The Code of Conduct for all children and young people who are participants in a children’s or youth ministry of Craigmores Christian Church (see APPENDIX J)

Parents will be notified of when and with whom this will take place ahead of time and will also be made aware that the CCC Child Protection Policies and the Code of Conduct can be obtained on the CCC website.

- 8.2 Adults and children can discuss or disclose abuse or seek support and advice by contacting a CCC Pastor or the CMD.

- 8.3 Children and their parents will be given the opportunity to provide feedback and make suggestions pertaining to children's ministry programs regularly (e.g. via discussion, survey, suggestion box, etc) as determined by the various ministry leaders.

## **9 Role of workers**

- 9.1 Any worker at CCC working with children must:

- 9.1.1 Have a Not Prohibited Working with Children Check conducted by the Department of Human Services Screening Unit
- 9.1.2 Be emotionally and spiritually suited to the role to be undertaken, assessed through the induction process.
- 9.1.3 Be properly trained; (Refer to Appendix C)
- 9.1.4 Have been selected for their role in work with children after a proper investigation of their suitability for such work;
- 9.1.5 Have their performance in such work periodically reviewed.

## **10 Care and supervision ratios of workers to children**

- 10.1 There is no fixed ratio which will necessarily satisfy the duty of care in all situations. It will depend on all of the circumstances which will include:
- 10.1.1 The age, needs and behavioural history of the children present;
  - 10.1.2 The skills and experience of the workers;
  - 10.1.3 The environment in which the children are placed;
  - 10.1.4 The nature of any risks to which the children may be exposed;
  - 10.1.5 The ready availability of backup if there are difficulties.
- 10.2 For children of primary school age or younger, a minimum of two (2) workers must be present at all times.
- 10.3 All children and youth ministry programs are open to observation by parents/guardians. However, workers will ask other adults without a valid reason to be present to leave immediately. The police may be contacted if such persons do not comply with such a request.

## **11 Physical health and safety**

The physical environment should always be such that the safety of children is paramount, eg. any electrical equipment used is in safe working order, floors are kept free of slippery surfaces, food is handled with the utmost care to as far as possible avoid contamination. Any faulty equipment which constitutes a hazard to the safety of a child should be immediately removed, where possible, and its condition should be reported to the church office as soon as possible. For more specific WHS information please refer to the CCC WHS Policy.

## **12 Transportation**

- 12.1 When a young person is travelling in a vehicle driven by a worker, or designated person, the vehicle will be driven carefully, adhering to the legal speed limits and road laws at all times. At no time should there be more passengers in a car than the number of seat belts which are in working order and available for use. Cars must be registered and driven by licensed drivers, holding current licenses relevant to the type and class of vehicle driven. In addition, motorcycles may be used by the registered owner, but the carrying of children and youth during official church activities as a pillion passenger without parental consent is prohibited. Hitch hiking is prohibited at all times.
- 12.2 In the event of an accident in which any person is injured, the Senior Pastor and the CMD, relevant workers and parents must be informed as soon as possible. All legislation regarding the reporting of an accident must be followed.
- 12.3 Negligent driving can have painful emotional and legal consequences. Anyone who cannot/does not drive responsibly must not transport children. In addition, drivers must take children directly to and from arranged venues and not spontaneously detour or make additional arrangements without parental/leadership consent.
- 12.4 If a child is travelling in a vehicle driven by a worker who possesses a probationary licence, prior written consent must be obtained from a parent/guardian except in the case of a genuine emergency.
- 12.5 Alcohol must not be consumed by any worker eight hours prior to or during church children's or youth activities. (This rule is to be observed by all workers in children and youth ministries regardless of whether or not they are a provider of transport for an activity/event.) The use of illegal drugs is not permitted at any time. In addition, no driver may provide transport if there is any possibility that he/she may be driving under the influence of illegal drugs or prescription drugs that can inhibit a person's ability to drive safely, or alcohol, or under any condition that would inhibit their ability to safely control a motor vehicle. It is the responsibility of the driver to inform the CMD of any situation that may inhibit their ability to safely be in charge of a motor vehicle.
- 12.6 When transporting children or youth, workers should never be alone with one child/youth in their vehicle.

## **13 Punctuality**

Workers and designated helpers should stick to timetables to the best of their ability. If an activity is running significantly overtime, parents should be notified as soon as possible of the new anticipated time that their child/ren may arrive at the predetermined point.

#### **14 Moral wellbeing**

14.1 Workers must ensure that any form of media shown or used as part of children's activities are suitable in content and appropriate to the age group represented, with due regard to Christian values. Whilst official ratings should be observed, there will be situations where the CMD will have the responsibility of approving the viewing of certain material.

14.2 Every worker is expected to maintain a high moral code. Foul, demeaning, bullying, racist or sexist language is not acceptable, and will not be tolerated by anyone working in ministry.

#### **15 Inappropriate behaviour of a worker**

Any person who is concerned about the behaviour of any worker must refer the matter to the CMD, a Pastor, or an Elder of the church for consideration and intervention which is deemed appropriate.

#### **16 Bullying**

Bullying is a form of persistent harassment which demeans, threatens, intimidates or humiliates a person. For any person in leadership to act in such a manner is unacceptable and will not be tolerated.

#### **17 Meetings / locations**

17.1 To ensure that safety and integrity is maintained for all concerned, workers should always conduct one on one meetings in an area that is private but not isolated. It is not considered wise to meet with an individual child in a secluded/blind area. Where possible it is desirable that the room used for such meetings have glass inserts in doors which will maintain confidentiality, whilst eliminating a secluded or blind area.

17.2 Workers must not visit children at home without obtaining parental/guardian permission and must have either a parent/guardian or another children/youth worker present. Workers must not visit young people in the home or at isolated locations if no other person is present.

#### **18 Pastoral care and support**

Children and youth ministry workers should at all times keep the CMD (or their delegate) informed of their ministry load, who they are meeting with, and who they are providing direction or support to via an ongoing process of supervision and support.

#### **19 Managing inappropriate behaviours in children**

19.1 If a young child misbehaves within a church program or activity, firm but gentle verbal correction

which is respectful and age-appropriate should be the first response. For a younger child a short period of “time out” may also be appropriate.

- 19.2 When a child is unresponsive or responds unsatisfactorily to reasonable requests to comply with a standard of behaviour which is respectful to him/her, or other children, and/or those supervising, the matter must then be immediately reported to the parent/guardian.
- 19.3 In extreme cases, children may be precluded from activities for a period of time, until an undertaking is given, appropriate to age, to behave within acceptable limits. If this decision is made, the parent is to be informed and where possible included in the negotiations regarding management strategies and restoration to that activity.
- 19.4 At no time is physical punishment or verbal intimidation permissible, even with parental approval.
- 19.5 Parents should be made aware of these practices and procedures when enrolling children into activities/programs.

## **20 Toileting small children**

- 20.1 When a small child needs assistance in toileting and where practicable, the parent should be responsible for attending to the child. If this is not practicable, the child should be encouraged to manage him/herself to the fullest possible extent, according to ability.
- 20.2 When crèche workers or designated helpers must assist a child, another adult worker should be informed upon leaving the activity and upon returning. Where possible, it may be useful to accompany more than one child to the toilet at any given time.
- 20.3 Male leaders are not to assist in the toileting of girls and at no time should a child be allowed to enter a public toilet alone (this includes toilets in any church building) whilst placed in a kids’ church/ crèche related activity/program.

## **21 Children’s / youth activities and programs**

- 21.1 The issue of crèche / kids’ church workers with respect to Duty of Care is a vexed one, since so much depends upon volunteers, often on a very casual and perhaps even spontaneous basis. While a basic Duty of Care exists whenever any worker undertakes to supervise children (with respect to reasonable foreseeability and proximity), workers are encouraged to liaise with their supervisor or the CMD to clarify their Duty of Care, WHS or child protection requirements whenever a children or youth ministry is functioning if necessary.
- 21.2 Where young children accompany their parents to home groups and other similar functions in private homes, arrangements which are made for the children’s care and well-being and the nature of the activities in which they engage should be formally agreed upon and accepted by all the parents concerned, and the CMD advised in order to ensure that all standards are met. Any person/worker who specifically takes on the responsibility of the care of children is expected to

provide a level of care which fulfils Duty of Care standards, including a WWCC.

## **22 Check in/out procedures**

- 22.1 Children and youth ministries will maintain check in and check out processes in relation to programs where children are placed into the supervision and care of those running a program, such as crèches, Sunday School, Youth Group or similar programs, including midweek activities.
- 22.2 Younger children once signed into an activity must not be permitted to leave that activity or program unless collected by a parent or authorised person.
- 22.3 Any young person who comes to a youth ministry program or event on their own (without a parent or guardian to sign them in) may sign themselves in and out, however, once they leave the church property/place of activity, they are no longer under the supervision or duty of care of CCC or its workers.
- 22.4 Should a young person decide to leave a program prior to its conclusion without their parent/guardian or other usual mode of transportation and/or without consulting a youth worker beforehand, the parent/guardian of that young person will be contacted immediately once workers become aware that the young person has left.
- 22.5 General medical/information forms (Appendix D) should be completed and filed in relation to all children attending any official CCC children and youth ministry programs.

## **23 Worker identification**

All workers whilst actively carrying out their appointed responsibilities must at all times be issued with and wear identification tags when rostered on.

## **24 Risk management**

For all programs involving children and youth, appropriate risk assessment/management standards and any other insurance requirements should be met. A risk assessment will be undertaken prior to activities and all workers involved will sight and sign the risk assessment to ensure safety measures are understood and implemented.

## **25 Camping / excursions / activities**

- 25.1 The CMD must approve of and endorse all children / youth ministry related camps and excursions as an official church activity, and parental consent must be obtained in writing at all times for activities that are conducted off site. All standards previously identified in this document in terms of transportation, child/youth management and ethical standards apply. Appropriate risk assessment, management and reporting must be undertaken (refer to Insurer for further detail).
- 25.2 In the case of camps and off site special events, parents/guardians must be supplied (in writing)

specific information about the activity, including venue, contact details, all proposed activities as well as transport and sleeping arrangements, emergency/first aid arrangements and the names of designated leader/s. Special event medical/information forms (Appendix E) and permission to attend special event form (Appendix F) must be supplied to, completed by parents and maintained by the responsible program/ministry leader and workers.

- 25.3 Leaders who have the ultimate oversight and responsibility must be appointed and have undergone all relevant training and preparation for such events. All leaders and workers must have completed training in accordance with the CCC child protection training strategy (see Appendix C) as well as undergone a WWCC within the last 5 years.
- 25.4 For camps/overnight activities each person must have separate bedding and provision must be made for private changing and showering facilities. Privacy must be respected during any activity that may involve having to get undressed or change clothing. Leaders will set an example by protecting their own privacy in such circumstances. Workers are not permitted to be alone in a room with a single child/youth when they are changing. No persons are permitted to shower together at any time.
- 25.5 Leaders and workers are not permitted to share accommodation with one child/young person, unless they are a parent or guardian. Other than married couples, leaders and workers are not permitted to share a bed together at any time. Children should not (where possible) be permitted to sleep in close proximity to leaders or workers. If unavoidable, or for younger children requiring closer supervision, increased levels of supervision and monitoring procedures must be implemented. No less than two approved leaders should be present at all times. This also applies to children (boys and girls) sleeping in close proximity to each other.
- 25.6 At no time are leaders or workers permitted to provide, allow or consume alcohol or illegal drugs. If leaders are taking prescribed medication that would impair their ability to perform their role effectively, it is their responsibility to advise their supervisor or the CMD.
- 25.7 In the case of campfires, the leaders and workers in charge must follow all local statutory rules and regulations including total fire bans at all times and ensure that appropriate fire safety precautions are in place. Other activities where a degree of risk is involved, for example pioneering, boating, air activities, abseiling, bushwalking, rock climbing, water activities, including sailing, scuba diving, canoeing, etc, such activities must only be undertaken under the direction and supervision of fully qualified persons. Precautions must be taken by leaders and workers in relation to swimming/water activities. The safety of the swimming area must be thoroughly examined in relation to depth, currents and obstacles. A leader/worker must be appointed to oversee and supervise the activity at all times. It is desirable to pair swimmers off (“Buddy System”) with each swimmer taking responsibility for keeping the other in view and immediately reporting any mishap or disappearance. At least one person with suitable lifesaving and first aid qualifications should be on standby at all times. Appropriate swimming attire must be worn by all participating persons. All laws, rules and regulations pertaining to these activities must be followed at all times.
- 25.8 It is the responsibility of the event organisers to familiarise themselves with all legislative standards

and safety procedures in relation to activities undertaken.

## **26 Worker screening and selection processes**

26.1 A major form of prevention relates to appropriate and stringent screening processes. Every worker engaged in child related ministries must be interviewed, screened and recommended by the CMD or children's/youth leader who has ultimate oversight or management responsibility for that area of ministry.

An important part of this process will involve:

25.1.1 A planned and prepared interview process approved by the Eldership of CCC and undertaken by the CMD and/or their delegate

25.1.2 At least two character references

25.1.3 The follow up of those references by the CMD or his or her delegate

25.1.4 Agreement to undergo a working with children check and a Not Prohibited outcome

25.1.5 The completion of a ministry worker application form (see Appendix I)

25.1.6 Agreement by the applicant to meet with the Senior Pastor/Elders if required

26.2 Under normal circumstances no individual should be permitted to work in the areas of children's ministries until attending CCC for a period of not less than six (6) months. Special circumstances may apply and include intimate knowledge of an applicant by people within the leadership/church, or impeccable references from other churches. Even in these circumstances the applicant should operate under a supervised probationary period of not less than six months, with no key leadership responsibilities (with the exception of the appointment of a new Pastor). It is recognised that long term and intimate knowledge of a person engaged in this area of ministry, may reduce components of the above screening and interview process, except for the legal requirement for a Not Prohibited WWCC.

26.3 Workers within the children and youth ministries at Craigmere Christian Church must be no younger than 15 years of age and at least 2 years older than the children/youth in their area of ministry.

26.4 Workers between the ages of 15-17 must at all times work under the supervision of an assigned adult worker who they will be accountable to. Any adult worker asked to take on this responsibility must be satisfied with the maturity and suitability of the underage worker.

26.5 CCC youth workers are not ever permitted to engage in a romantic relationship with a young person who attends a youth ministry at CCC.

26.6 It is acknowledged that occasionally, additional helpers are engaged to provide support in relation to



special events/activities. This may include parents or other people within the church who generously volunteer their services in terms of additional transport, or supervision during special events. It is unrealistic to expect those who fall into this category on a random basis to undergo additional training, however where possible a working with children check should be obtained and in most cases must be obtained (see Appendix K). In rare instances where a WWCC (and/or training) isn't obtained for an additional/occasional helper in accordance with The Prohibited Persons Act (see Appendix K) an authorised leader/worker must be in attendance and accompany an "unauthorised" person at all times.

## **27 Working with children checks**

- 27.1 A current WWCC is essential for all Pastors, paid staff, Elders, as well as all workers over the age of 14 years who serve in any area of children's ministry. It is the responsibility of the CMD or their delegate, to identify and ensure that people in these roles undergo a WWCC every five years and maintain an appropriate screening and training register.
- 27.2 If any worker or pending staff member refuses to undergo a WWCC, they must not be appointed to the position that requires them to undergo such a check.
- 27.3 Staff members and workers, who for whatever reason have not undergone a WWCC, are required to immediately cease working in their role and to only resume once they have provided a copy of a Not Prohibited WWCC and it has been recorded on the register.
- 27.4 Any person undertaking a ministry role either full/part time, paid/voluntary, who does not have a written employment contract must immediately complete a ministry covenant form (Appendix G) and if they do not have a Not Prohibited WWCC, they must cease working with children/young people. For those with an existing written employment contract the Supplementary Employment Contract (Appendix H) should also be adopted.
- 27.5 If offences are identified and depending on the nature of the offence/s, in accordance with the Prohibited Persons Act, it will remain at the discretion of the Eldership of CCC to permit individuals to serve within the life and ministry of the church.
- 27.6 Depending on the nature of other offences, strict conditions may be applied to an individual as per Section 2 Part A paragraph 6 attending a church and or associated church programs.
- 27.7 Sexual abuse related offences will preclude that person from having any contact with, or responsibilities involving children/youth. In some cases, an offender may not be permitted to attend CCC, or any associated program under any circumstances.

## **28 Working with children checks – tradespeople**

All tradespeople engaged to carry out work on the CCC premises must produce a current Not Prohibited WWCC prior to being employed/engaged. In the case that this is not possible, a tradesperson will be accompanied at all times by the CMD or their delegate (who must have a current WWCC) whilst carrying out

work on the CCC premises.

### **29 Character reference requests**

When Pastors, Elders, workers or representatives who are seen to be a church representative are asked to provide a character reference for anyone charged with a criminal offence the Eldership should be consulted. There can be severe consequences associated with the provision of references.

### **30 Hiring out of CCC facilities**

Groups privately hiring or using the CCC facilities where children will be a part of that program must provide a record of proof that persons responsible for any program relating to the care and supervision of children have completed the South Australian child safe environments compliance process and that current WWCCs are in place.

### **31 Internet access**

Internet access, email, social media and 'smart-phone' facilities are in most cases available for the purpose of communication, research and business purposes. Workers hold positions of trust and leadership and are at all times prohibited from: sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, obscene, profane, discriminating, fraudulent, offensive, defamatory or otherwise in any way unlawful.

### **32 Initiation / secret ceremonies**

Initiations and/or secret ceremonies are prohibited.

## **PART C: MISCELLANEOUS**

### **33 Privacy**

All information concerning children must be kept confidential and only disclosed to authorized persons.

### **34 Communication**

The CMD or their delegate will annually:

- 34.1 Communicate the availability of these policies to attendees of CCC by an announcement during the church service and in the bulletin at the beginning of the calendar year that these policies are available on the church's website.
- 34.2 Encourage and facilitate feedback on all ministries/activities relating to children (refer to Section 2 Part B paragraph 8)

### **35 Workers' awareness**

Workers should be aware:

- 35.1 Section 166(4) of the CYPISA protects workers against civil and criminal liability for having reported suspected risk of harm to CARL under s30 & 31 of the CYPISA. S163(1) of the CYPISA provides that the identity of a notifier to CARL is not to be disclosed, but by the Ministry Covenant this does not prevent some officers of the church being told of it.
- 35.2 By s165 of the CYPISA it is an offence to cause detriment to a person who makes a report to CARL. Apart from a report to CARL a worker who informs another of suspected risk of harm which cannot ultimately be proved can be liable for civil damages in defamation. Extreme care needs to be taken in making such an allegation to anyone other than CARL and the CMD/Pastors/Eldership of CCC.
- 35.3 Other than for damages in defamation the Volunteers Protection Act 2001 relieves a voluntary worker acting for the church from civil liability for any breach of duty provided they have acted in good faith and without recklessness.

The above is only a brief outline. If you wish to know more on these topics, you should seek further advice on them.

### **36 Media management**

The only persons authorised to make media comment concerning matters pertaining to alleged breaches of the Child Protection Policy are limited to the Senior Pastor or Elder delegated with the task of responding to the media by the Eldership of CCC.

## APPENDIX A South Australian Legislation

The main statutory provisions which create and describe the obligation to report a reasonable suspicion that a Child is, or may be, at risk are set out below and taken from the Children and Young People (Safety) Act 2017.

### 16—Interpretation

- (1) In this Act, unless the contrary intention appears — **child or young person** means a person who is under 18 years of age;

### 17—Meaning of *harm*

- (1) For the purposes of this Act, a reference to **harm** will be taken to be a reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.
- (2) In this section — **psychological harm** does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life.

### 18—Meaning of *at risk*

- (1) For the purposes of this Act, a child or young person will be taken to be **at risk** if—
- (a) the child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected); or
  - (b) there is a likelihood that the child or young person will suffer harm (being harm of a kind against which a child or young person is ordinarily protected); or
  - (c) there is a likelihood that the child or young person will be removed from the State (whether by their parent or guardian or by some other person) for the purpose of—
    - (i) being subjected to a medical or other procedure that would be unlawful if performed in this State (including, to avoid doubt, female genital mutilation); or
    - (ii) taking part in a marriage ceremony (however described) that would be a void marriage, or would otherwise be an invalid marriage, under the *Marriage Act 1972* of the Commonwealth; or
    - (iii) enabling the child or young person to take part in an activity, or an action to be taken in respect of the child or young person, that would, if it occurred in this State, constitute an offence against the *Criminal Law Consolidation Act 1935* or the *Criminal Code* of the Commonwealth; or
  - (d) the parents or guardians of the child or young person—
    - (i) are unable or unwilling to care for the child or young person; or
    - (ii) have abandoned the child or young person, or cannot, after reasonable inquiry, be found; or
    - (iii) are dead; or
  - (e) the child or young person is of compulsory school age but has been persistently absent from school without satisfactory explanation of the absence; or
  - (f) the child or young person is of no fixed address; or
  - (g) any other circumstances of a kind prescribed by the regulations exist in relation to the child or young person.
- (2) It is immaterial for the purposes of this Act that any conduct referred to in subsection (1) took place wholly or partly outside this State.
- (3) In assessing whether there is a likelihood that a child or young person will suffer harm, regard must be had to not only the current circumstances of their care but also the history of their care and the likely cumulative effect on the child or young person of that history.
- (4) In this section — **female genital mutilation** means—
- (a) clitoridectomy; or

- (b) excision of any other part of the female genital organs; or
- (c) a procedure to narrow or close the vaginal opening; or
- (d) any other mutilation of the female genital organs,

but does not include a sexual reassignment procedure or a medical procedure that has a genuine therapeutic purpose; **sexual reassignment procedure** means a surgical procedure to give a female, or a person whose sex is ambivalent, genital characteristics, or ostensible genital characteristics, of a male.

- (5) A medical procedure has a genuine therapeutic purpose only if directed at curing or alleviating a physiological disability or physical abnormality.

**Part 1—Reporting of suspicion that child or young person may be at risk30—**

**Application of Part**

- (3) This Part applies to the following persons:
  - (a) prescribed health practitioners;
  - (b) police officers;
  - (c) community corrections officers under the *Correctional Services Act 1982*;
  - (d) social leaders;
  - (e) ministers of religion;
  - (f) employees of, or volunteers in, an organisation formed for religious or spiritual purposes;
  - (g) teachers employed as such in a school (within the meaning of the *Education and Early Childhood Services (Registration and Standards) Act 2011*) or a pre-school or kindergarten;
  - (h) employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children and young people, being a person who—
    - (i) provides such services directly to children and young people; or
    - (ii) holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people;
  - (i) any other person of a class prescribed by the regulations for the purposes of this subsection.

**31—Reporting of suspicion that child or young person may be at risk**

- (1) A person to whom this Part applies must, if—
  - (a) the person suspects on reasonable grounds that a child or young person is, or may be, at risk; and
  - (b) that suspicion was formed in the course of the person's employment, report that suspicion, in accordance with subsection (4), as soon as is reasonably practicable after forming the suspicion.

Maximum penalty: \$10 000.

- (2) However, a person need not report a suspicion under subsection (1)—
  - (a) if the person believes on reasonable grounds that another person has reported the matter in accordance with that subsection; or
  - (b) if the person's suspicion was due solely to having been informed of the circumstances that gave rise to the suspicion by a police officer or child protection officer acting in the course of their official duties; or
  - (c) in any other circumstances prescribed by the regulations for the purposes of this subsection.
- (3) A person to whom this Part applies may (but need not), if—
  - (a) the person suspects on reasonable grounds that the physical or psychological development of an unborn child is at risk (whether due to an act or omission of the mother or otherwise); and

- (b) that suspicion was formed in the course of the person's employment,
  - (c) report that suspicion in accordance with subsection (4).
- (4) A person reports a suspicion under this section by doing 1 or more of the following:
- (a) making a telephone notification to a telephone number determined by the Minister for the purposes of this subsection;

**Note—**

This telephone line is currently known as the *Child Abuse Report Line* or *CARL*.

- (b) making an electronic notification on an electronic reporting system determined by the Minister for the purposes of this subsection;
- (c) by reporting their suspicion to a person of a class, or occupying a position of a class, specified by the Minister by notice in the Gazette;
- (d) reporting their suspicion in any other manner set out in the regulations for the purposes of this paragraph,

and, in each case, providing—

- (e) —
  - (i) in the case of an unborn child—the name and address (if known) of the mother of the unborn child; or
  - (ii) in any other case—the name and address (if known) of the child or young person; and
- (f) information setting out the grounds for the person's suspicion; and
- (g) such other information as the person may wish to provide in relation to their suspicion.

**163—Protection of identity of persons who report to or notify Department**

- (1) A person who, in the course of the administration, operation or enforcement of this Act, receives a report or notification that a child or young person may be at risk, or who otherwise becomes aware of the identity of a person who has made such a report or notification, must not disclose the identity of the person who made the report or notification to any other person unless the disclosure—
- (a) is made with the consent of the person who gave the notification; or
  - (b) is made by way of evidence adduced in accordance with subsections (2) and (3); or
  - (c) is otherwise authorised by the regulations.

Maximum penalty: \$10 000

Source:

National Council on Crime and Delinquency (NCCD)

Mandatory Reporting Guide, South Australia

**24 HOUR CHILD ABUSE REPORT LINE (CARL) 13 14 78**

**APPENDIX B CONFIDENTIAL CHILD ABUSE REPORT LINE PRELIMINARY REPORT FORM**

Date: ..... Time: .....

Child's name: ..... DOB/Age: .....

Address: .....

Has the Child Abuse Report Line (CARL) been notified? YES/NO (circle)

CARL officer's name (if known) .....

Time/Date: .....

If not, reason? .....

Name of person reporting: .....

Any specific allegations made by the child/young persons? (dot point)

- .....
- .....
- .....
- ..... Name

of suspected perpetrator? .....

Age or DOB if known: ..... Church position: (if any) .....

Address: (if known) .....

Please provide brief details on the behaviour observed or how the suspicions came to light. Record all details such as when, where, who, how and any other possible witnesses or persons involved or who could be affected. (Attach sheet if necessary)

## **APPENDIX C CCC Child Protection Training Strategy**

It is a requirement that all persons from the age of 18 years and who work with children in any ongoing capacity in any official CCC activity/ministry undergo an established child protection training program of at least an initial full-day (5-hour minimum) training, backed up by update/refresher training at least every three years thereafter. Training may be sourced through a government accredited “Safe Environments - Through Their Eyes” trainer, “RRHAN-EC” training, or similar qualified child protection/child safe training specialists.

In addition to this, workers in key leadership positions will be required to undertake induction training before commencing in their role which covers an overview of the CCC Child Protection Policy and Procedures and Mandatory Notification requirements.



**APPENDIX D: MEDICAL & HEALTH INFORMATION – GENERAL (example)**

Name: .....

Home Address: .....

..... Next

of kin for notification of any information:

Name .....Relationship.....

Telephone (Home) ..... (Mobile).....

Do you give permission for medical intervention (including ambulance services) in the case of an emergency if you are not able to be contacted immediately? YES / NO

Is your child covered by a private medical benefits fund? YES / NO

If yes, the name of the fund .....member #.....

Medicare number .....

Are there any other conditions which Craigmere Christian Church should be aware of regarding the health and well-being for your child? (e.g. Asthma, allergies, convulsive seizures, diabetic) YES / NO

If so, please indicate and attach action plan if necessary .....

.....

.....

Regular doctor's name and phone number .....

Has your child had a tetanus immunisation? YES / NO If yes, when?.....

Is your child allergic to any drug/medicine? YES / NO

If so, please give details .....

.....

Please attach further information to this form including the details of any current prescribed medication if necessary. Further information attached? YES/NO

Signed (parent/guardian).....(print full name).....

**APPENDIX E: MEDICAL & HEALTH INFORMATION – SPECIAL EVENT (example)**

Name: .....

Is your child taking any regular or currently prescribed medication? YES / NO

If so, please name the medication and provide details of dosage and administration:

.....  
.....

Your child’s leader will administer medication to your child as directed by written instructions from you. Please clearly mark your child’s name on all medication along with the dosage and administration procedures.

Is there anything about your child’s health which means that s/he should engage in only limited physical activity? YES / NO Details: .....

Does your child require a special diet because of health problems? YES / NO

If so, please give details .....

Is there any other information which may help us care for your child? YES / NO

If so, please give details.....

In case of emergency, contact .....

Phone Number ..... Alternate phone number.....

Name of family doctor.....

Address of doctor .....

Phone .....

Do you give permission for an ambulance to be called if deemed necessary (any costs being the parent’s responsibility)? YES / NO

Any other relevant information (including the details of any specialist doctors) should be attached to this form. Further information attached? YES/NO

Signed (parent/guardian):..... date .....

**APPENDIX F: PERMISSION TO ATTEND EVENT/CAMP FORM (example)**

As a parent/caregiver of: .....

I, \_\_\_\_\_ give my consent for him/her to take part in the (special activity or camp) to be held at the (event site)

from ..... to ..... (or on )

I have seen the attached copy of the program for the (event) and acknowledge that risk of injuries is inherent in physical activities. While I am aware that staff will take all due care, I recognize that accidents may occur.

The workers (paid and voluntary) of Craigmere Christian Church have my authority to take whatever action they think necessary to ensure the safety, wellbeing and successful conduct of the participants as a group or individually in the above-mentioned activity.

If my child becomes ill or is accidentally injured, I agree that Craigmere Christian Church may obtain on my behalf whatever medical treatment my child requires. I will agree to pay all such medical expenses.

I have attached information as asked concerning my child’s health including any relevant details of his/her limitations for the planned activity. I have provided the details of my child’s own local doctor or medical specialist and they may be contacted in an emergency.

I also acknowledge that Craigmere Christian Church and all its representative leaders or other helpers at (event) can accept no liability for any personal injury or property loss suffered by my child during the period of the (event)

Signed: ..... date: .....

**APPENDIX G: Craigmores Christian Church MINISTRY COVENANT**

I (name)..... of (address).....

- 1 Declare that except as is stated below I have never
  - (1) been guilty of any sexual misconduct against any person;
  - (2) have never committed any criminal offence involving fraud, violence or drugs;
  - (3) have never committed any offence against road traffic laws (except parking offences);
  - (4) am of good character and suitable for ministry within Craigmores Christian Church.

(If exceptions to the above give details and if insufficient room place them in an attachment).

- 2 Acknowledge I have read and agreed to the Child Protection Policies of Craigmores Christian Church and the Child Protection Manual of Procedures.
- 3 Agree I will attend and take part in the relevant training to fit me for ministry with children.
- 4 Acknowledge that by signing this covenant no legal contract is created between myself and CCC, but accept that it acts as a consent for the operation of the Child Protection Policy and the Child Protection Procedure Manual and that legal consequences may follow if I have knowingly given false answers to any of the questions 1 – 4 above.

Signature: ..... Witness: .....

Full name: ..... Full name: .....

Address: ..... Date: .....

**APPENDIX H: Craigmores Christian Church SUPPLEMENTARY EMPLOYMENT CONTRACT**

I (name)..... of (address).....

- 1 Agree that this document contains additional terms for my employment by Craigmores Christian Church and my continued employment is conditional upon my executing it.
  
- 2 Declare that except as is stated below I have never
  - (1) been guilty of any sexual misconduct against any person;
  - (2) have never committed any criminal offence involving violence or drugs;
  - (3) have never committed any offence against road traffic laws (except parking offences);
  - (4) am of good character and suitable for ministry within Craigmores Christian Church.

(If exceptions to the above give details and if insufficient room place them in an attachment).
  
- 3 Acknowledge I have read and agreed to the Child Protection Policies of Craigmores Christian Church and the Child Protection Manual of Procedures.
  
- 4 Agree that if any allegation of harm to a child is made against me the Eldership of Craigmores Christian Church is to have jurisdiction to determine whether, and on what conditions, my employment should be continued until the allegation is finally determined.
  
- 5 Agree I will attend and take part in the relevant training courses to fit me for ministry with children.
  
- 6 Confirm that I have received and provided evidence of a current not prohibited Working With Children Check.

Signature: ..... Witness: .....

Full name: ..... Full name: .....

Address: ..... Date: .....

**APPENDIX I MINISTRY WORKER APPLICATION FORM**

Name \_\_\_\_\_ Male/Female (please circle) D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_ Marital status \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Hobbies, interests, and skills \_\_\_\_\_

\_\_\_\_\_

Specific area/s of children's / youth ministry you are interested in working in \_\_\_\_\_

\_\_\_\_\_

Pastoral recommendation and/or character reference

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Why do you want to serve in children's / youth ministries? \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BELOW CHECKLIST USED FOR CCC RECORDS:**

- Interviewed by CMD or their delegate
- Recommendation/references checked by CMD or their delegate
- WWCC received and on file
- Child Protection Training booked in for this date \_\_\_\_\_ (certificate to be followed up and attached upon completion of training by CMD or their delegate)
- Ministry Covenant signed and attached
- Induction through CCC Child Protection Policy conducted with CMD or their delegate

**APPENDIX J Code of Conduct for all Children and Young People who are participants in a children's or youth ministry of Craigmore Christian Church**

**We all have a right to feel safe and be safe at all times.**

**This Code of Conduct serves to protect everyone. Please speak with any ministry leader, worker, or Pastor if you have any concerns about a children's/youth ministry program.**

**This Code of Conduct applies to all children who attend.**

<b>I WILL:</b>	<ul style="list-style-type: none"> <li>Behave respectfully, courteously and ethically towards everyone who I come into contact with while I attend any ministry/program</li> <li>Listen to the leaders, workers, and Pastors when I attend a church ministry/program</li> <li>Give feedback to my leader about ministries/programs that I attend when I am asked to and any other time that I might like to</li> </ul>
<b>I WILL NOT:</b>	<ul style="list-style-type: none"> <li>Break this code of conduct or encourage other participants to</li> <li>Engage in any form of bullying towards any other participant of any ministry/program</li> <li>Behave in a manner that is rude or violent towards any other participant or leader/worker/Pastor</li> <li>Use language that is offensive by the standards of the leaders/workers/Pastors at any church ministry/program</li> </ul>
<b>IF I THINK THIS CODE OF CONDUCT HAS BEEN BREACHED BY ANOTHER PERSON I WILL:</b>	<ul style="list-style-type: none"> <li>Speak to a leader/worker/Pastor or my parents/caregivers and expect that any concerns I raise will be listened to and responded to appropriately</li> </ul>
<b>IF I UNINTENTIONALLY OR INTENTIONALLY BREACH THIS CODE OF CONDUCT I WILL:</b>	<ul style="list-style-type: none"> <li>Accept responsibility for my own actions, seek to apologise and change my behaviour if I am allowed to continue to attend any church ministry/program</li> <li>Agree to follow the direction and abide by any decision of the leadership of the church</li> </ul>

*The alternative below (or similar) will be used for very young children and printed on a poster or written somewhere for the children to be directed to as needed*

**I WILL:**

- Play SAFELY, be GENTLE and KIND to everyone
- LISTEN to the leaders
- ASK a leader if I need help
- TELL a leader if I am unhappy so they can help me
- Say SORRY if I make a mistake and try again

## **APPENDIX K Code of Conduct for Working with Children and Young People**

### **1. Our guiding ethos**

Craigmore Christian Church is a group of followers of Jesus Christ seeking to reflect the teaching of Christ and the New Testament with integrity and humility. We accept that our faith is worked out and expressed in the quality of relationships we develop as a church community and all those with whom we interact in our daily lives. Jesus summarised God's expectation for the conduct of His people into one famous and succinct sentence: 'You shall love the Lord your God with all your heart, soul, mind and strength, and your neighbour as yourself.' He reinforced this 'law of love' by adding, 'By this shall all men know that you are my disciples; you love one another!' Jesus also taught and demonstrated the importance of truth and honesty, of justice and mercy as essential to healthy relationships.

This Code of Conduct seeks to apply to those who serve in the Church's environment of service to children and young people, those ethical standards that God expects of all people. People in various forms of service are expected to be examples and models of Christian faith and practice. It is the duty of any person who serves in children or young people ministry not to use the influence or authority of their position for personal gain, whether that gain is financial or in terms of power, sexual gratification, or otherwise. This includes any action or inaction, verbal, written or electronic, physical or emotional that could be interpreted as physical, emotional, sexual or spiritual harm. We recognise the power differential between children / young people and adults in ministry roles, and these guidelines seek to ensure that such a power is not used to harm children, young people or any other vulnerable person.

The adoption of this Code of Conduct should stand in direct relation to the Child Protection Policy and together reflect a deep desire for an open, accountable process that seeks to express justice, acceptance and compassion to all parties, rather than any prime intent to protect the Church organisation.

### **2. Our commitment**

Our commitment is to express the love of Christ with the conviction that all people should be able to live, work and learn in an environment that is free from harm of any kind. Our commitment is to cultivate an environment and culture where a diversity of people, regardless of age, gender, race and culture can thrive and grow holistically. That is, we are committed to Craigmore Christian Church being a safe place for all people, with a special focus on the safety and wellbeing of children and young people.

This Code of Conduct aims to detail the standards of conduct expected by workers / staff (paid and unpaid) and all who otherwise perform their duties in working with children and to provide guidance in areas where there is a need to make personal and ethical decisions.

This Code of Conduct recognizes and is aligned with statutory and compliance requirements of the Children and Young People (Safety) Act 2017 (CYP SA) and the National Principles for Child Safe Organisations. Craigmore Christian Church is committed to operating in accordance with the CYP SA in all its operations.

### **3. Specific expectations of those who serve in ministry**



All persons subject to this Code will:

- a) Behave in accordance with Christian moral standards (as understood and accepted by Craigmores Christian Church) and in a manner consistent with the fundamental values of Craigmores Christian Church as expressed in its Constitution;
- b) In their dealings with others (both inside and outside of the church) act in love and with respect for the dignity and the rights of all others;
- c) Comply with their obligations under the Child Protection Policy and Procedures
- d) Not do anything to bring the Craigmores Christian Church into disrepute.

#### **4. Specific obligations**

All persons subject to this Code will:

- a) Maintain the confidentiality of information derived in the course of their service for Craigmores Christian Church except where disclosure is either consented to by all persons involved or is necessary for the proper performance of that ministry;
- b) Not call themselves, or hold themselves out as, counsellors unless appropriately qualified;
- c) Where they have counselled anyone in the course of their ministry, to not thereafter enter into any intimate relationship with that counsellee for a period of two years after the end of the counselling.

#### **5. Specific expectation to protect children and young people from harm**

Any harmful behaviour towards children and young people will not be tolerated. All allegations will be reported in accordance with the mandatory reporting legislation.

#### **6. DO:**

All people involved in the care of children on behalf of Craigmores Christian Church are expected to:

- a) Report to CARL by the 24-hour Child Abuse Report Line on 13 14 78 if it is suspected, on reasonable grounds, that a child is, or may be at risk;
- b) Contact the police if a child is at immediate risk of harm (phone 000);
- c) If an allegation of harm or risk of harm to a child is made, ensure that, as quickly as possible you provide for the immediate and ongoing safety of the child;
- d) Record and act upon all allegations or suspicions of harm, discrimination or harassment;
- e) Adhere to the Child Protection Policy and Procedures and uphold Craigmores Christian Church's commitment to child safety at all times;
- f) Conduct themselves in a manner consistent with their position as staff, leader, volunteer or contractor of Craigmores Christian Church and as a positive role model to children;
- g) Take all reasonable steps to protect children from harm, recognising duty of care;
- h) Establish and maintain a child-safe environment in the course of their work;
- i) Treat children and young people with respect, and value their ideas, opinions, considering their age, background and abilities;
- j) Listen and respond to the views and concerns of children and young people, particularly if there are telling you that they are or another child or young person has been harmed or that they are worried about their safety or the safety of another child or young person;
- k) Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait

Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification);

- l) Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- m) Promote the safety, participation and empowerment of children with a disability;
- n) Ensure (as far as practicable) that adults are not alone with a child or young person, or, at least, observable by another adult;
- o) Be professional, consistent and responsible in all your actions;
- p) Maintain strict impartiality;
- q) Respect confidentiality when sharing information about children in accordance with the Child Protection Policy and Procedures and your reporting obligations.

## **7. DO NOT:**

All people involved in the service of children and young people on behalf of Craigmore Christian Church must not:

- a) Ignore or disregard any suspected or disclosed child harm;
- b) Put a child at risk or fear of harm (for example, by locking doors for an improper reason);
- c) Speak to a child in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Some examples are:
  - Swearing or using inappropriate language in the presence of a child or young person;
  - Yelling at a child, except in an emergency situation where the child's safety may be in danger;
  - Dealing with a child in anger; and
  - Using hurtful sarcasm.
- d) Discuss sexual activities with a child, unless it is a specific job requirement and the person is trained or qualified to discuss these matters;
- e) Have private contact with a child outside of church activities without the knowledge and/or consent of Craigmore Christian Church's leadership;
- f) Do things of a personal nature that a child can do for him/herself, such as providing aid with changing clothes or using the bathroom;
- g) Hold, kiss, cuddle or touch a child or vulnerable person in an inappropriate, unnecessary or culturally insensitive way; it may be necessary to hold a baby or child to comfort or sooth, but this should be done with due regard to accepted practice and with parent's consent;
- h) Have any online contact with a child (including by social media, email, instant messaging, etc) or their family (unless approved by the church and the child's parents/guardians);
- i) Exchange personal contact details such as phone number, social networking sites or email addresses with a child, unless necessary and approved by the church and the child's parents/guardians as the agreed form of communication;
- j) Use, possess, or be under the influence of alcohol whilst supervising a child;
- k) Use, possess, or be under the influence of illegal drugs whilst supervising a child;
- l) Provide or allow a child to consume alcohol or illegal drugs;
- m) Consume alcohol or illegal substances within the presence of children or provide alcohol or drugs to children including illegal and prescription substances.
- n) Initiate unnecessary physical contact with a child, or do things of a personal nature for them that they can do for themselves;

- o) Engage in rough physical games, hold, massage, kiss, cuddle or touch a child in an inappropriate and/or culturally insensitive way;
- p) Engage in any sexual contact with a child for any purpose;
- q) Take a child to your home or encourage meetings outside program activities (unless approved by the church and the child's parents/guardians);
- r) Be naked in the presence of a child;
- s) Possess sexually explicit printed materials (magazines, cards, videos, films, clothings, etc) in the presence of children;
- t) Sleep in the same bed, sleeping bag, room or tent with a single child;
- u) Discriminate against any child, on the basis of age, gender, race, culture, sexuality, or disability;
- v) Engage in any activity with a child that is likely to emotionally harm them (for example, watch a movie that is age or content inappropriate for a child);
- w) Be alone with a child unnecessarily and for more than a very short time, unless you are observable by another adult or it is unavoidable;
- x) Develop a 'special' relationship with a specific child for their own needs;
- y) Show favouritism through the provision of gifts or inappropriate attention;
- z) Photograph or video a child without the consent of the child and their parents or guardians.

**DECLARATION**

I, \_\_\_\_\_, have read this Code of Conduct and the Child Protection Policy and Procedures that express the intent of the church to protect and nurture children and other vulnerable people.

I agree to comply with these values, standards, and behavioural expectations and all related compliances. I understand that if I breach this Code of Conduct or commit an act of serious misconduct or break the law, this may, in accordance with associated employment conditions, lead to the implementation of such actions as:

- Temporary suspension from duties with or without pay while a decision is reached on the breach
- Modification of duties
- Imposition of conditions on any continued employment or involvement in church activities
- Requirement of non-communication with specified persons
- Suspension of employment
- Revoke or modify any decision it has made
- Being reported to the police and charged with a criminal offence.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CCC Children’s Ministry Director or delegate

## APPENDIX L Working with Children Checks – Exclusions

If the following conditions are met by a volunteer, they are eligible for an exclusion and in some circumstances, may not be required by CCC to obtain a WWCC:

- Children volunteers under the age of 14 years
- A sworn South Australian Police Officer or an Australian Federal Police Officer
- A person who works with children for 7 days or less per year
  - Any child related work **must not** involve any overnight activity, or any close personal contact with children with a disability
- A visiting worker from another state/territory who holds an equivalent clearance from that State/Territory
  - Any child related work **must not** involve any child related work that occurs outside of an organised church event, or any work that exceeds 10 consecutive days

Close personal contact means:

- An act involving an intimate bodily function (e.g. toileting)
- An activity involving nudity or exposure or partial exposure of the genitals, buttocks, or breasts (e.g. changing/dressing)

PLEASE NOTE: it is considered best practice for all volunteers who meet exclusion criteria to obtain a WWCC. This will be strongly encouraged and may be made compulsory at any time regardless of an individual's circumstances by CCC.

THE ABOVE EXCLUSIONS CANNOT UNDER ANY CIRCUMSTANCES APPLY IF a person has ever been prohibited from working with children in any State or Territory in Australia