

**CHURCH FOR YOU
(FOR YOU INC)**

CHILD SAFE ENVIRONMENTS POLICY

AND

PROCEDURES

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

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1. INTRODUCTION

1.1 Policy Statement: Commitment to the Safety of Children and Young People

Church For You is committed to providing a safe and secure environment for all its Employees, Members, Leaders, Volunteers and particularly for all children and young people.

The ***Church For You Child Safe Environments Policy and Procedures*** aims to keep children and young people (under 18 years of age) safe from deliberate or inadvertent risk of harm - to ensure their safety and wellbeing, and to ensure that a caring and appropriate response is taken should Harm or Risk of Harm occur.

Our policy seeks to meet legislative requirements as outlined in the [*Children and Young People \(Safety\) Act 2017*](#), *Children and Young People (Safety) Regulations 2017*, the *Child Safety (Prohibited Persons) Act 2016*, *Child Safety (Prohibited Persons) Regulations 2019*, and aligns with the *National Principles for child safe organisations*, (a set of 10 national child safe standards arising out of the *Royal Commission into Institutional Responses to Child Sexual Abuse*) which were implemented in South Australia from 1 July 2021, and are underpinned by the *United Nations Convention on the Rights of the Child*.

These principles and standards affirm that every child and young person has a right to always be safe from harm. It is recognised that the wellbeing and best interests of children and young people are the responsibility of the entire Church community who must act to ensure that every environment where children and young people are present is safe.

The focus of a Child Safe Church is not simply to create an environment that minimises risk or danger. It is about building environments which are both child-safe and child-friendly, where all children and young people can flourish, feel respected, valued and encouraged to reach their full potential.

Our commitment to the protection of children flows naturally from our vision and mission to operate according to Biblical, Christian principles for living and for recognising the unique value and potential of every person, regardless of race, age, gender, social economic or cultural background, ability or disability.

All children and young people have the right to feel, and be safe, at all times. Bullying and harassment will not be tolerated.

1.2 Scope of Policy

The Policy & Procedures apply to:

- All service organisations or subsidiary bodies authorised by or under the control of Church For You, including those undertaken at Church For You premises, or undertaken away from those premises.
- All Employees, Leaders, Volunteers, and Students within Church For You or engaged by Church For You and Contractors (referred to throughout the policy collectively as Workers).

1.3 Communication

- All workers are required to agree in writing to accept and act in accordance with the policy.
- This Child Safe Environments Policy and related documents are available on our website and upon request. They are provided to all workers as part of their induction following recruitment.
- Church For You encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any worker or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

1.4 Code of Conduct

Caring for children and young people brings additional responsibilities for workers.

All workers are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- sticking to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone including those of different race, ethnicity, gender, identity, age, social class, physical ability or attributes and religious beliefs with respect and honesty, and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries about appropriate behaviour between yourself and children and young people – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity
- being alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them.

Workers must not:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism, such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes

- discriminate against any child or young person.
- Breaches or suspected breaches of the Code of Conduct should be reported as soon as practicable to management either in person, by telephone on 0417 016 160, or via email at adcraig@ihug.com.au. Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.
- Any worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the worker may have their employment terminated.

1.5 Authority

These are the Policy & Procedures of Church For You and were adopted for use by the Committee and made available for the church for approval in November 2020, and as amended in January 2024.

The Committee and church is committed to implementing the Policy & Procedures and training our workers in its content and application.

1.6 Definitions

Abuse Can consist of one or more of, but is not restricted to, the following:

- **Physical Harm.** Any non-accidental physical injury resulting from practices such as: Hitting, punching, kicking (marks from belt buckles, fingers). Shaking (particularly babies). Burning (irons, cigarettes), biting, pulling out hair. Alcohol or other drug administration.
- **Sexual Harm.** Any sexual act or threat to perform such upon another person. It occurs when a person uses their power and authority to take advantage of another's trust to involve them in sexual activity. It does not necessarily involve genital contact but is any act which erodes the sexual boundary between two persons. It may appear consensual but the validity of consent is negated by the power differential.
- **Emotional Harm** 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.
- **Domestic Harm.** Domestic violence (also known as family violence) is any behaviour in a domestic relationship, including an intimate partner relationship or a family relationship, which is violent, threatening, coercive or controlling, causing a person to live in fear for their own or someone else's safety. It can include physical, sexual, emotional and psychological harm.
- **Harm.** Harm is defined by the Children and Young People (Safety) Act 2017 as physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional harm, abuse or neglect.
- **Neglect.** Characterised by the failure to provide for the child's basic needs. Any serious omission or commission which jeopardises or impairs a person's health or development. Neglect is the failure to provide a child with the basic

necessities of life that can occur by deliberate action, or inaction, as well as an inability to understand and provide basic necessities such as food, clothing, shelter, hygiene, medical treatment, and supervision.

Adherents Any person, including children, who attends or participates in the named Church For You's activities, objectives or strategic plan.

Child Any person under the age of 18.

Child Safe Environments Child safe environments are safe and friendly settings where children and young people are protected and feel respected, valued and encouraged to reach their full potential. Organisations providing child safe environments:

- take a preventative, proactive and participatory approach on child wellbeing and safety issues
- value and embrace the opinions and views of children and young people
- assist children and young people to build skills that will assist them to participate in society
- are focused, and take action on, the protection of children and young people from harm.

Leader Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of persons placed in their care whilst holding a formal position in a named Organisation. A leader could include but is not limited to: Activity Co-coordinators, Religious Practitioner, Small group Leaders, Music, Drama or other Leaders, Counsellors, Youth Leaders, Teachers, Volunteers, Club Leaders, Sports Coaches and Organisers.

Mandatory Reporting. This is an obligation upon organisation workers to report a reasonable suspicion that a child or young person is, or may be, at risk of harm, in accordance with s30 & 31 of the Children and Young People (Safety) Act 2017.

Members Any person who has been formally accepted as a Member according to the Constitution of the organisation.

Organisation. CHURCH FOR YOU (For You Inc), located at 3 KIRK STREET, ELIZABETH PARK 5113.

Volunteer Any unpaid person over the age of 16 who is invited by a Leader to assist them in their Ministry.

2. EXTERNAL POLICIES

Church For You may on occasion have an external affiliation with other subsidiary or partner organisations. These organisations will possibly have policies governing the issues of Child Harm or Risk of Harm. The Organisation's Policy & Procedures are not intended to replace or conflict with other policies, but instead to operate in conjunction with them.

3. OBLIGATIONS

3.1 Responsibility

Church For You is committed to treating all people with fairness and dignity and to care for those who are less powerful and in need of nurture and protection.

3.2 Legal

All relevant organisations within Australia are bound by Federal and State Child Protection legislation and principles established through common law.

3.3 Ethical

Some actions may not be regarded as Harm or risk of Harm, but are unacceptable behaviour for Church For You, such as:

- Inappropriate conversation of a sexual nature.
- Coarse language, especially that of a sexual nature.
- Suggestive gestures or remarks.
- Jokes of a sexual nature.
- Inappropriate touching.
- Inappropriate literature (e.g. PG, M, MA, R or X rated material used with young Children).
- Recording or filming without prior or implied consent.
- Acts of violence committed by a leader in the course of an activity.
- Foul or inappropriate language.

The age of individuals is recognised as one of the determinants in deciding what acceptable and unacceptable behaviour is. Church For You's Committee will ensure that high standards of conduct are maintained at all times.

4. SELECTION & SCREENING (RECRUITMENT)

To ensure that Church For You engages the most suitable people to work with children and young people we have the following recruitment practices in place:

- our commitment to child safety is included in all job advertisements
- clear position descriptions that include our commitment to child safety and wellbeing
- written applications from applicants
- face-to-face interviews that may use behavioural questions to determine the applicant's knowledge of child safeguarding
- at least 2 referee checks and qualification checks.

In accordance with the *Child Safety (Prohibited Persons) Act 2016*, our organisation is registered with the DHS Screening Unit and we link all Working with Children Checks (WWCC). All workers who will be working in a role with children and young people must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human

Services, provide evidence of this prior to employment and renew this every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening Unit portal as required by law.

We will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

4.1 Leaders

Leaders involved in child related activities or programs must be carefully screened and trained. Prior to Leaders commencing Child-related activities or programs, they must be approved by the pastoral staff and/or the Committee. The following precautions and procedures must be taken:

- Leaders will be Members or committed Adherents of Church For You and it is recommended that they will have regularly attended Church For You for at least 3 months.
- All volunteer Leaders will complete the Working with Children/Youth Application Form which requests details...
 - ...of past organisations they attended.
 - ...details of two referees and permission to contact them.
- Referees will be checked and potentially spoken to in an effort to establish the applicant's suitability for the role or position. If a conversation takes place the key points of the conversation will be documented and retained on file.
- All volunteer Leaders must complete the *Volunteer Agreement Form*.
- A *Working with Children Check* which complies with the legislative requirements of South Australia will be requested and received prior to the Leader commencing their proposed role.
- The *Working with Children Check* will need to be updated according to the legal guidelines for the specific check.

Where Church For You has identified that an applicant has previously committed a violent or sexually related offence, they can not under any circumstances, be considered for child related activities or programs.

These offences do not preclude the applicant from serving in other capacities within Church For You, which, after careful consideration, might welcome the applicant's contribution in more appropriate areas.

4.2 Helpers

Helpers are expected to have an awareness of the content of the Child Safe Environments Policy & Procedures of the Church For You and be prepared to work within them.

Leaders who accept the assistance of a Helper must be satisfied of the Helper's maturity and their suitability for work with children.

Underage Helpers must be supervised at all times by a properly screened Leader.

Occasional Helpers may work without the documentation but must be known to the church leadership and supervised by a properly screened Leader.

5. TRAINING, SUPERVISION AND SUPPORT FOR WORKERS

All Leaders and Helpers will be issued with a copy of this policy and training in reporting procedures and associated legal requirements.

Refresher training will be provided yearly.

We have strategies in place to supervise, train and support workers to understand our organisation's child safe policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment.

Our strategies include:

Training:

- ensure all workers read and understand the Mandatory Notification Information Booklet available at:
https://dhs.sa.gov.au/__data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF during induction
- complete Safe Environments: Through their eyes training every 3 years or Responding to Risk of Harm, Abuse and Neglect Training every 3 years
- include child safety as a standing item on meeting agendas

Supervision:

- Regular supervision sessions that include a focus on child safety and wellbeing

Support:

- an induction process for all new workers including a copy of this policy document
- regular performance appraisals that discuss child safeguarding
- appointing a child safety officer who has an educative role within your organisation.

6. A SAFE ENVIRONMENT

Incidents of Harm or Risk of Harm are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations. For these reasons, two Leaders will always be present when working with or supervising Children.

Leaders will not visit Children in their homes unless a parent is present or another Leader accompanies them.

When transporting Children, Leaders should never be alone with a child in a car (unless it is their own Child for whom they are legally responsible). Where this is not practical, Leaders will take Children directly to and from arranged venues and will not spontaneously detour or make additional arrangements.

All personal counselling is to be carried out within sight of another Leader.

Leaders will respect other person's feelings and privacy when engaging in physical contact of any kind.

Adults and Children are expected to respect each other's privacy during activities that require undressing, dressing or changing clothes. Leaders will set an example by protecting their own privacy in similar situations. No Leader will be alone in a room with a Child while either is changing.

Initiations and secret ceremonies are prohibited. All aspects of every Child-related program will be open to observation by parents/guardians.

Leaders have the right to ask people who do not have a valid reason to be present at Child-related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

7. MANAGING INAPPROPRIATE BEHAVIOURS IN CHILDREN

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.

It is not the responsibility of Church For You or its Leaders to discipline a Child. If a Child does not abide by the rules set down by the Leader, or is an obstruction to the care of other Children or may cause harm to other Children, the Child will be removed and referred back to their parent or guardian where possible.

At no time will a Leader administer any form of physical, emotional or mental discipline. The following guidelines are deemed an appropriate disciplinary strategy where applicable:

- At no time will a Leader physically strike a child/youth, with their hand, or any other part of their body or with an implement.
- Physical force or restraint shall not be used unless it is believed to be the only means to prevent a child/youth causing injury to himself/herself or another person. In the case where physical restraint must be used, it shall be of a level sufficient to restrain the child/youth without causing them injury.
- In devising a disciplinary strategy, group Leaders will ensure that a child, at no time, be put at physical or emotional risk by the disciplinary action.
- If isolation of the child/youth from the group is undertaken, the child must be isolated within an area which is deemed to be safe and within easy supervision of a least one group Leader, preferably of the same gender as the isolated child.
- In circumstances where the immediate safety of the child/youth and/or other group members permits, the child/youth who is deemed to require a disciplinary action will first receive a warning. This warning will outline to the child/youth the nature of the disciplinary action that will follow if they continue to misbehave.
- At no time will disciplinary action be carried out without adequate explanation being given to the child/youth regarding the reason for action.
- In the event of a child/youth continuing to misbehave, the child/youth's Parent/Guardian will be asked to come and pick the child/youth up from the event. If it is necessary and with parent's permission, 2 responsible youth leaders, or 1 leader and 1 helper, may take the child/youth home.

8. REPORTING PROCEDURES

8.1 Reporting and responding to harm or risk of harm

- We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.
- Mandated notifiers in our organisation are workers who:
 - provide services to children and young people
 - hold 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.
- Mandated notifiers have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a reasonable belief that a child or young person is or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.
- Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.
- Information about making appropriate reports of harm or risk of harm is available from the South Australian Department of Child Protection website:
<https://www.childprotection.sa.gov.au/reporting-child-abuse>.
- All adult workers (even if not a mandated notifier) have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.
- Internal reporting: In addition to any external reporting obligations, workers must make an internal report to management (pastor).
- We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.
- If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.
- Following a report to CARL or SAPOL we will support the child or young person by:
 - referring the child, young person or their family to other appropriate services
 - continuing to provide a service to the child, young person and their family and monitor their circumstances.
- We will document all information received regarding the report and store this securely in a separate file.

Further notes:

- If there are reasonable grounds to suspect a Child has been or is suffering Harm or Risk of Harm, the Child Abuse Report Line and the Organisation's Insurer will be contacted **immediately**.
- As noted above, the phone number for the Child Abuse Report Line is: 13 14 78.
- The phone number for Church For You's Insurer (Faith Insurance) is: 13000 FAITH.

- Reasonable grounds can be assumed when:
 - A Child discloses that he or she is subject to harm or is at risk of harm, and/or
 - Someone close to a Child (e.g. sibling, relative, close friend) discloses on behalf of that Child.
- The Child Abuse Report Line will also be notified if a Child discloses an incident of Harm or Risk of Harm that has occurred somewhere other than Church For You's premises, (e.g. home or school).
- If a disclosure of harm or risk of harm is made, the person who receives the disclosure will maintain appropriate pastoral care to the one making the disclosure. This will include:
 - Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim. The matter should not be swept under the carpet.
 - Not pushing the Child to disclose details of the alleged assault or attempting to investigate the allegation.
 - Assuring the Child that they are understood: that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.
 - Reporting the harm or risk of harm to the Police and Church For You's insurer.
 - Not making contact with the alleged perpetrator. If the Leader is already providing counsel to the alleged perpetrator, it may be advisable for another person to assume this responsibility for the duration of any investigation.
 - If the alleged assault has taken place recently, clothing worn by the Child should be retained and handed to the police for forensic examination. In all such matters follow Police direction.
- Maintaining confidentiality.
 - Any disclosures by a Child, reports of suspected harm or risk of harm and all details of the subsequent investigation will be documented promptly and the documents will be held in a secure location where a breach of privacy cannot occur.
 - Church For You reserves the right to carry out disciplinary procedures of its Members or Adherents in accordance with its Constitution and as per the Chairman's delegated authority.
 - Where an allegation is made the accused Leader will be removed from all children's activities and programs pending the outcome of all investigations.

8.2 Reporting and responding to general complaints or feedback

Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Children, young people and their families are informed that they can provide feedback or make a complaint when they join.

Compliments, complaints or feedback can be provided verbally or in writing to any worker or direct to management either by telephone on 0417 016 160, via email at adcraig@ihug.com.au or by post addressed to Church For You, 3 Kirk St, Elizabeth Park 5113

We will deal with all complaints and feedback received from children, young people or their families promptly, sensitively and fairly. We will:

- listen to the complaint/feedback
- the person receiving the complaint will make a record of it if received verbally
- advise of the time expected for an outcome
- if a worker receives a complaint, they must forward it to management as soon as possible
- management will respond to the complainant with an outcome within 3 weeks
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

If the child, young person or their family is not happy with the outcome from the complaints process they can contact the Committee of the organisation and seek a review of the decision.

If required, an independent person will be appointed by Church For You with the specific duty of dealing with any allegations that arise. The name, address and contact telephone number will be freely available to all Leaders.

9. RISK MANAGEMENT

<p>Culture of organisation is not child-safe focussed</p>	<ul style="list-style-type: none"> • child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs • culture of management reflects our strong commitment to the safety of children and young people • the National Principles for Child Safe Organisations are embedded in policies and procedures • we meet the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks)
<p>Organisational workers harm children/young people</p>	<ul style="list-style-type: none"> • recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation • interview questions (no prior preparation) should gauge an applicant's understanding of child safe principles and actions that would be taken to prevent harm to children and young people • all workers have WWCC with 'not prohibited' result prior to working with children and young people • WWCCs updated every 5 years and status remains as not prohibited • children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process

<p>Organisational workers don't understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)</p>	<ul style="list-style-type: none"> ● all workers trained in Safe Environments – Through their Eyes on commencement and refresher training every 3 years after ● all workers trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 years after ● all workers must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)
<p>Physical contact</p>	<ul style="list-style-type: none"> ● any physical contact must be appropriate to the delivery of services being provided ● where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding ● unnecessary physical contact is not allowed
<p>Online communications</p>	<ul style="list-style-type: none"> ● cyber safety and social media guidelines are in place and provided to all workers ● appropriate supervision is provided for all online activities ● workers must not communicate with children or young people via social media (unless necessary and approved by the church and the child's parents/guardians as an agreed form of communication)
<p>Transport of children and young people</p>	<ul style="list-style-type: none"> ● workers must not transport a child or young person unless specifically approved ● parents/guardians must provide consent before transporting a child/young person ● the worker must have a valid, unrestricted driver's licence ● the vehicle must be registered, insured and in roadworthy condition ● a worker must not be alone in a vehicle with a child or young person
<p>Supervision</p>	<ul style="list-style-type: none"> ● children and young people are to be supervised by parents/guardians at all times ● if child/young person not collected by parent/guardian at end of class/training, two adults are to stay with child/young person until they are collected ● when providing one to one consultation with a child or young person, it will be in line of sight of another adult
<p>Taking images of children/young people</p>	<ul style="list-style-type: none"> ● consent (including implied) of child young person and their parent/guardian
<p>Physical environment</p>	<ul style="list-style-type: none"> ● maintain a risk register that is reviewed annually to ensure effectiveness ● conduct risk assessments for all activities ● ensure all equipment is in good working order
<p>Privacy and confidentiality</p>	<ul style="list-style-type: none"> ● all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) ● digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties ● workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
<p>Overnight and/or off-site activities</p>	<ul style="list-style-type: none"> ● consent of parent or guardian must be given

	<ul style="list-style-type: none"> ● children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending ● privacy when children or young people are bathing, toileting and dressing must be provided ● children and young people will not be left under the supervision of unauthorised persons ● sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person ● in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household, and have a not prohibited WWCC ● children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay
Change room requirements	<ul style="list-style-type: none"> ● a minimum of two adults of the same gender as the children or young people must be present ● supervision will be provided ensuring the child or young person's right to privacy ● adults must not shower or change whilst supervising children or young people ● phones, cameras and recording devices must not be used in change room

10. ALCOHOL & DRUGS

The consumption of alcohol or illegal drugs on Church For You's grounds or during an activity is not to be allowed or condoned by any Leader. Any Child found to be under the influence of alcohol or illegal drugs is to be counselled and the parents/guardians contacted so the Child can be returned home immediately.

Any Child required to take prescription medication will provide a letter from their parents/guardians to Church For You.

11. POLICY REVIEW

The Policy & Procedures will be reviewed on an as-needs-basis at the meetings of the Committee. The Committee will inform the church and all interested parties when the date of review will occur, and any changes recommended by the church and interested parties should be submitted in writing to the Committee for consideration one month before the review date. Any proposed changes will be submitted to the Committee for approval before being implemented.

We will, at a minimum, review this policy and the related procedures once every 5 years as required by the *Children and Young People (Safety) Act 2017*.

We will also review this policy when:

- new or added risks are identified for children or young people, which may require a change in the policy or procedures
- a critical incident where a child or young person has experienced harm through involvement in the organisation

- concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation
- awareness or compliance to the child safe policy and/or procedures is low
- legislative changes/requirements.

We will lodge a new Child Safe Environments Compliance Statement with the Department of Human Services each time we review and update this policy.

Policy Date: 22 January 2024

Review Date: 22 January 2029

12. LEGAL OBLIGATIONS

Below is a précis of legislative requirements with respect to Child Harm or Risk of Harm that apply in South Australia.

National Principles for Child Safe Organisations

Children and Young People (Safety) Act 2017

Child Safety (Prohibited Persons) Act 2016.

NCCD. (2018). Mandatory Reporting Guide [Ebook] (1st ed.) Department for Child Protection

https://www.childprotection.sa.gov.au/__data/assets/pdf_file/0008/107099/mandatory-reporting-guide.pdf

Mandatory Reporting:

Under the *Children's Protection Act 1993*, the following persons are required to notify the Department of Human Services when they

suspect on reasonable grounds that a child is subject to harm or risk of harm:

- o a medical practitioner; nurse; dentist; pharmacist; psychologist; police; probation officer; social worker; teacher; family day care provider; and
- o any other person who is an employee of, or a volunteer in, a Government department, agency or local or non-Government agency that provides health, welfare, education, childcare or residential services wholly or partly for children any person who is engaged in the delivery of services
- o or holds a management position that includes direct responsibility for, or direct supervision of, the provision of service to children.

Reports should be made to:

Department of Human Services

Family & Youth Services

PO Box 39

Rundle Mall PO

Adelaide SA 5000

Phone Number: 131 478

www.cyh.com.au

Child Abuse Report Line (24 hours every day) 131478.

<http://www.childabuseprevention.com.au/reportabuse/sa.htm>

Sources

- Mandatory Reporting – ‘Summary of Grounds & Contacts for Notification of Abuse’ Herbert Greer & Rundle (Lawyers), Choose with Care (Childwise),
- Protection Clearinghouse <http://www.aifs.gov.au/nch/index.html>
- Australian Institute of Family Studies
- *Children’s Protection Act 1993* s11 www.parliament.sa.gov.au (2004)
<http://www.jcs.act.gov.au/eLibrary/lrc/r07/Report7c1.html>

WORKING WITH CHILDREN CHECKS

By law, people working with children must have a Working with Children Check.

13. ATTACHMENTS

INCIDENT REPORT (CHILDREN/YOUTH ACTIVITY)

**Please complete, seal in an envelope, address to the appropriate
Pastor/Committee member and hand it to them personally.**

Date of Incident: _____

Ministry/Setting: _____

Your Name: _____

Names of others involved in incident:

Type of Incident (Please Circle)

Accident

Harm or Risk of Harm (suspicion or disclosure)

Property Damage

Other

Details:

Action Taken:

Reported to:

Date: _____

Signed: _____

APPLICATION FORM FOR WORKING WITH CHILDREN

Which ministry are you applying for (Please circle): Children - Youth - Both

Why are you applying for this role?

Personal Details:

Full Name:

Residential Address:

Home Ph.:

Mob Ph.:

Work Ph.:

Email Address:

School/Occupation:

Please list all **organisations or institutions** that you have attended regularly in the last 3 years

Date (Approx.)	Organisation

Please provide any **experience** you have had that relates to working with Children

Date (Approx.)	Organisation	Position

References

Please provide details of two people we can contact, who can comment on your suitability for this position:

First Referee

Full Name: _____

Home Ph.: _____

Mob Ph.: _____

Work Ph.: _____

Email Address: _____

Position & Organisation: _____

Second Referee

Full Name: _____

Home Ph.: _____

Mob Ph.: _____

Work Ph.: _____

Email Address: _____

Position & Organisation: _____

Declarations

Have you:

- Read and understood Church For You's Safe Environments Policy & Code of Conduct? Yes / No
- Ever been in serious breach of any Child/Member Protection Policy & Code of Conduct? Yes / No
- Had someone express concerns about your behaviour towards a child? Yes / No
- Ever been convicted of a criminal offence or been the subject of an investigation relating to the abuse/harm of a child or inappropriate sexual behaviour. Yes / No

I confirm that the information provided on this application form is true and correct.

I consent to a Working with Children Check and the release to Church For You of any matters deemed to be relevant which are recorded against my name.

Applicant's Signature: _____

Date: _____

VOLUNTEER'S AGREEMENT

I recognise that every child/youth has been created by God and has the right to be treated with dignity and respect, and to expect trustworthy and responsible leadership.

With God's help, I commit myself to work within the guidelines laid down by the church relating to my volunteer work.

I realise that I am in a position to be a role model to those in my care and will therefore seek to conduct myself appropriately at all times.

I recognise that harm or risk of harm is a serious matter and that any suspicions that a child/youth is the victim of any form of harm or risk of harm (physical, sexual, emotional or neglect) should be immediately be reported to the Department of Human Services and my department leader (unless the said person is implicated).

I will discuss any concerns with my department leader and will keep confidentiality.

I understand that a Pastor or Committee member may wish to interview me before placing me in a position of trust.

I understand that I have a duty to disclose fully anything that might affect my ability to fulfil my responsibility and duty of care in my capacity as a child/youth worker.

I agree to participate in...

- ...processing of a Working with Children Check.
- ...completing required training session/s
- ...completing an application form.

I understand that should I breach any of the above agreements my services as a volunteer may be terminated.

I have read and understood all of the information in the policy document outlining my role and responsibilities.

Volunteer

Signed: _____ Name: _____

Date: _____

Pastor/Committee Member

Signed: _____ Name: _____

Date: _____ Title/Role: _____