

**CHILD PROTECTION POLICY
AND
PROCEDURES
TELOPEA CHURCH OF CHRIST**

NOVEMBER 2008

|

Child Protection Policy & Procedures

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INTRODUCTION

1.1 Policy Statement

Telopea Church of Christ is committed to providing a safe and secure environment for all its Members, Leaders & particularly to children.

The Church's Child Protection Policy and Procedures aims to reduce the risk of abuse occurring, and to ensure that a caring and appropriate response is taken should abuse arise.

1.2 Scope

The Policy & Procedures apply to:

- All Ministries authorized by or under the control of the Church, including those ministries undertaken at the Church's premises or away from the Church's premises.
- All Leaders within the Church or engaged by the Church

1.3 Authority

The Administration Team is responsible for authorising these Policy & Procedures.

The Policy & Procedures were approved and adopted for use by the Administration Team on 19th November 2008.

The Administration Team are responsible for implementing the Policy & Procedures and training Leaders in its content and application.

1.4 Definitions

Child Any person under the age of 18

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

Physical Abuse – Any non-accidental physical injury.

Sexual Abuse – 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 difference.

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Emotional Abuse-	The chronic attitude or behaviour of one person which is directed at another person, or, the creation of an emotional environment which is detrimental to a person's development.
Neglect	Any serious omission or commission which jeopardizes or impairs a person's development.
Child Protection Policy & Procedures	Within this document these policy and procedures are referred to as "this Policy and Procedures".
Church	The Telopea Church of Christ, located at 16 Shortland Street, Telopea.
Helpers	Any unpaid person who is invited by a Leader to assist them in their ministry.
Assistant Leader	Any unpaid person who is assisting Leaders in their ministry while fulfilling the process required to become a Leader.
Leaders	<p>Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members placed in their care whilst holding a formal position in a recognized Ministry of the Church. A leader could include but is not limited to:</p> <ul style="list-style-type: none">• Religious Practitioner• Small group leaders• Music, drama or other Ministry Leaders• Counselors• Youth leaders• Kids Church Coordinators• Teachers• Kids Club leaders• Scripture teachers
Members	Any person, including children, who attend or participate in Church Ministries.
Voting Members	Any person who has applied for official membership of the church and whose names appear on the official church roll
Ministry	Any organized activity that is authorized by the Church
Ministry Leader	The person recognized by the Church as head of a ministry.

Parents Where parents is used it is taken to include either one or both parents or guardian

Senior Pastor The Senior Pastor of Telopea Church of Christ

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The following Church policies and procedures are referred to in this policy & procedures:

- Church Member Protection Policy & Procedures
- Safety and fire procedures

2 EXTERNAL POLICIES

The Church acknowledges that some Ministries of the Church might have external affiliation with other organizations. These organizations will possibly have policies governing the issues of Member and/or Child Safety and Abuse. The Church's Policy & Procedures are not intended to replace or conflict with the other policies, but instead to operate in conjunction with them to provide a safe and secure environment for children.

3 POLICY REVIEW

The Policy & Procedures will be reviewed by the Administration Team. The Administration Team will inform the ministries involved when the date of review will occur, and any changes recommended by the ministries should be submitted in writing to the Administration Team for consideration one month before the review date.

Any proposed changes will be submitted to the Administration Team.

4 OBLIGATIONS

4.1 Spiritual

The core beliefs of the Church require us to treat all people with love and dignity and to care for those who are less powerful and in need of nurture and protection.

4.2 Legal

The Church and its Leaders are subject to Federal and State legislation and principles established through common law.

4.3 Ethical

Some actions may not be regarded as abuse, but are unacceptable behaviour for Church Leaders. These include:

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- Inappropriate conversation of a sexual nature.
- Course language, especially that of a sexual nature.
- Suggestive gestures or remarks.
- Jokes of a sexual nature.
- Inappropriate, but accidental touching.
- Inappropriate literature (PG, M, MA, R or X rated material used with young children).
- Acts of violence committed by a leader in the course of an activity.

The age of individuals is recognized as one of the determinants in deciding what acceptable and unacceptable behaviour is. Ministry Leaders are to ensure that High standards of conduct are maintained at all times.

5 SELECTION & SCREENING

5.1 Leaders

5.1 a Leaders involved in Children's Ministry must be carefully selected and screened. Prior to Leaders commencing Child-related Ministries, the following precautions will be taken:

- Volunteer Leaders will have agreed to the Partnership Covenant and have regularly attended the Church for at least 6 months.
- Candidate Leaders will complete an application form which requests details of referees and permission to contact them (see Appendix 2).
- Referees will be checked and spoken to, using an agreed set of questions which have been drafted by the Church. The questions will seek to establish the applicant's suitability for the role or position and the conversation will be documented and retained on file. (see Appendix 4)
- Short listed candidate Leaders will be interviewed by an experienced and responsible member of the Church prior to being accepted as a Leader (see Appendix 3)
- A Police and/or Community Services check which complies with NSW legislative requirements will be requested and received prior to the Leader commencing their proposed role.

5.1.b Where the Church 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 ministries.

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These offences do not preclude the applicant from serving in other Ministries and the church would welcome their contribution in more appropriate areas.

5.2 Helpers and Assistant Leaders

Helpers and Assistant Leaders are expected to have an awareness of the content of the Policy & Procedures and be prepared to work within them.

Any helper or Assistant Leader who provides assistance in a Children's Ministry must be supervised by a Leader at all times and will be accountable to that Leader.

Leaders who accept the assistance of a Helper or Assistant Leader must be satisfied of the person's maturity and their suitability for Children's Ministry.

6 TRAINING

All Leaders are to be issued with a copy of this policy and training in;

- The content and application of the Church's Child Protection Policy and Procedures
- Reporting procedures and the associated legal requirements

In addition Ministry Leaders responsible for recruiting Leaders for Child related Ministries will undertake further education on Child/Member Protection.

7 A SAFE ENVIRONMENT

Incidents of abuse 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/helpers are always to be present when working with or supervising Children.

Leaders will not visit children in their homes unless a parent is present or another (adult) Leader accompanies them.

When transporting children, Leaders should never be alone with a child in a car. 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 counseling is to be carried out within sight of another Leader.

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

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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 programme will be open to observation by parents.

Groups will be conducted in an open-environment to which parents and other leaders have free access. However visitors must not be allowed free access to children without the supervision of an approved worker.

Leaders have the right to ask people who do not have a 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.

All Children's/Youth leaders should be easily identifiable as a part of the ministry team to which they belong through the use of notice-boards containing photos and names, ID badges or shirts.

Leaders and members are expected to abide by the guidelines set out in the Church's "Well-Child" policy in order to provide an environment safe from any known illnesses. (see Appendix 5)

When conducting a camp or activity away from the Church, leaders will abide by the guidelines set out in our "On Camp site or non home-based activities" procedures. (see Appendix 6)

Toileting

When the child requires assistance:

Changing nappies:

Parents may be contacted to come and change their child's nappy when it is necessary. If the leader chooses to change the nappy, it should be done in the view of another carer.

Using the toilet:

The leader should check the toilet room first to see that it is safe (no 'stranger' present), and then wait in the doorway. The leader should not go into the toilet room with a child and shut or lock the door at any time. To protect both children and the leaders, we recommend that two leaders/helpers supervise trips to the toilet where appropriate. Where possible it is recommended that female leaders accompany females and male leaders accompany males.

8 DISCIPLINING CHILDREN

It is not the responsibility of the Church or its Leaders to discipline or punish 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 parents.

At no time will a Leader administer any form of physical, emotional or mental discipline or punishment.

9 SAFETY AND ACCIDENT PROCEDURES

9.1 Accidents

Teachers should be allowed to give a quick hug to a child who has been hurt to calm any distress the child is experiencing. Preferably this should not be done in private.

There should be a person available who has a current first-aid certificate, whenever any child related program is in progress.

A current first-aid kit should be kept in the kitchen downstairs and all teachers and helpers must know its location. The First Aid kit is to be taken on all outings or events off-site. When administering first aid, the teacher should wear disposable gloves while cleaning up blood or other bodily fluids.

After the incident has been treated an "Accident Report" form (Appendix 7) will need to be completed. This will then be passed onto the Kids Church Co-ordinator or Youth Co-ordinator. Parents should also be notified of any injury, the circumstances in which it occurred and how the injury was treated.

9.2 Fire Safety

All adults should be aware of safety and fire procedures. Church Administration Team should regularly maintain fire extinguishers.

9.3 Outdoor Safety

Prior to every program a check of the outdoor facilities should be carried out, looking for discarded needles and rubbish.

Great care must be taken at all times and no one should ever pick up a needle in his or her bare hands. Always use tongs and place any needles/syringes in the sharps container.

9.4 Food Preparation

Prior to handling or preparing food, hands must be washed.

Gloves should be worn whenever handling or preparing food.

Clean the bench tops both before and after use.

All dirty cups, plates and dishes should be washed in the dishwasher, dried and put away after each use.

10 GRIEVANCE PROCEDURES

10.1 Regarding complaints by Parents

If a parent has a concern about a leader or helper, they should first speak to him/ her and try to work through the issue.

If it is inappropriate to approach the leader or helper, the parent should share their concerns with the Kids Church Coordinator or Youth Co-ordinator. The Kids Church Coordinator or Youth Co-ordinator should then speak to the leader or helper, if appropriate, in order to deal with the issue.

In the case where it has not been possible to deal with or resolve the issue, the Kids Church Coordinator or Youth Co-ordinator should then confer with the Children's and Families Director or Senior Pastor who will decide on the appropriate action to be taken

10.2 Regarding complaints by Helpers

If a helper has a concern about their Leader, they should firstly speak to him/ her and try to work through the issue.

In the case where it is considered inappropriate to approach their Leader, the helper should share their concerns with the Children's and Families Director. The Children's and Families Director will then decide on the appropriate action to be taken.

10.3 Regarding Leader's concerns about a child

The leader should firstly observe the child in an attempt to overcome or clarify the concerns. Where this has been done and concerns are still relevant, the Leader should speak to the Kids Church Coordinator or Youth Co-ordinator.

The Kids Church Coordinator or Youth Co-ordinator must then make a decision as to whether the case must follow the guidelines set out for reporting suspected child abuse or if it is an issue which they can talk to the parent about. This decision should then be followed through and documented.

11 REPORTING PROCEDURES

An independent person will be appointed by the Church 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.

The Church's documented reporting and escalation procedures for handling allegations of abuse can be found in Appendix 3.

If there are reasonable grounds to suspect a Child has been or is suffering abuse, DOC's Helpline, the Police and the Church's insurer will be contacted immediately. This is to be done by the Children's and Families Director or Senior Pastor.

The phone number for the DOC's Helpline is: 132111

The phone number for the Police is: 9898 8299 (Ermington Station)

The phone number for our Church Insurer is: 1800 646 777 (Australian Christian Services, contact: Rosie Kinday)

Reasonable grounds can be assumed when:

1. A child discloses that he or she has been abused, and/or
2. Someone close to a Child (e.g. sibling, relative, close friend) discloses on behalf of that Child.

The DOCs Helpline and the police will also be notified if a Child discloses an incident of abuse that has occurred somewhere other than the Church (e.g. home or school).

If a disclosure of abuse 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 minimize its impact on the alleged victim. The matter should not be trivialized or 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 abuse to the DOCs Helpline, police and the church's insurer.

- Appendix 9 “Child Protection Incident Sheet” must be completed.
- 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.
- Maintaining confidentiality.

Any disclosures by a child and all details of the subsequent investigation will be documented promptly and the documents will be held in a secure location within the Church Office (not at a person’s home) where a breach of privacy cannot occur.

The Church reserves the right to carry out Church disciplinary procedures in accordance with the Churches of Christ in NSW Code of Conduct.

Where an allegation is made the accused leader/helper/person will be removed from all ministries relating to children or youth pending the outcome of all investigations.

12 ALCOHOL & DRUGS

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

Any Child required to take prescription medication at Church will require a letter from the parents to the Ministry Leader.

13 SMOKING

Smoking is not permitted while in the presence of any child.

Children who are found smoking or in the possession of cigarettes will be counseled and the parents contacted.

APPENDIX 1 – Legal Obligations

Below is a precise of legislative requirements with respect to Child Abuse that apply as at June 2007 in NSW, as provided by EIG-Ansvar. Every attempt has been made by them to ensure this information is accurate however a review should be undertaken regularly to ensure the information remains correct and current.

NEW SOUTH WALES

The Church has a duty of care to children in its control and is required to take every reasonable step to protect these children. If the Church does not conduct police checks or report an incident of abuse, they have failed in their duty of care to children who are abused whilst in their care.

In addition to charges of negligence the Church may also be charged with other offences such as aiding and abetting or obstructing the administration of justice.

Registration

Under the Commission for Children and Young People Act (1998) the Church is required to be registered with The Commission for Children and Young People to enable staff screening checks on its behalf.

A Consent Form for employment screening and a Prohibited Employment Declaration should be completed by all people working with children in a paid or unpaid capacity.

Consent Forms, Prohibited Employment Declarations and detailed information regarding the “Working with Children Check” is available from the NSW Commission for Children and Young People website at www.kids.nsw.gov.au

The Commission for Children and Young People
Level 2, 407 Elizabeth Street
SURRY HILLS NSW 2010
Telephone: (02)9286 7276
Fax: (02)9286 7267
Email: kids@kids.nsw.gov.au
Website: www.kids.nsw.gov.au

The Church’s Registration Number with The Commission for Children and Young People is as follows: 8772

Police Checks

see above

Reporting Abuse

There is no legislation that requires volunteer Church Leaders to report suspicions of abuse unless they also hold a management position. However, you do have a “duty of care” and we would strongly suggest that all reasonable suspicions of abuse be reported to the authorities.

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All people who are in paid employment and who work with children (e.g. Youth Workers, Children's Workers and Music Leaders) are legally required to report suspicions of abuse under the following acts:

Children (Care & Protection) Act 1987
Children (Care & Protection) Regulations 1996
Children (Care & Protection) Act 1998

Reports should be made to:

Department of Community Services
4 - 6 Cavill Avenue
Ashfield, 2131
Phone Number: 9716 2222
24 Hours: 132111
URL: www.community.nsw.gov.au

APPENDIX 2 – APPLICATION FORM

APPLICATION FOR CHILDREN’S MINISTRY TEAM

This form is used to assess a candidate’s suitability in the team and to also gain valuable information in caring for that person.

CONFIDENTIAL

Telopea Church of Christ has a safety policy, which is based on respect and love for children of our church and community. All applicants wishing to be involved in ministering to children are required to complete and return this application form. The purpose of this form is to assist us as a church in providing a safe and secure environment for all children in our care who participate in the programs we provide.

Personal Information

Name _____

Address _____

Phone _____ (home) _____ (work)

Date of birth _____

Occupation _____

Place of employment _____

Marital Status _____ No. of children _____

Spouses name _____

Hobbies / Interests _____

Personal references

Please list the names of any churches you have regularly attended over the last five years _____

Please list 2 referees (previous pastor, children’s church leader, home group leader) from these churches and their phone numbers.

1. Name _____ Phone _____

2. Name _____ Phone _____

Child Protection Policy & Procedures

Church Activity

1. Please write a brief statement of how you became a Christian. _____

2. Are you currently a voting member of Telopea Church of Christ? _____

3. Have you signed a Partnership Covenant with Telopea Church of Christ? _____

4. Approximately how long have you been at this church? _____

5. In what activities/ ministries of our church are you presently involved?

6. Experience

a) What volunteer or career experiences with children/ youth have you had in the church or the community? _____

b) List any gifts, calling, training, education or other factors that have prepared you for ministry to children? _____

7. Preferences

In what capacity and with what age group would you like to minister? Explain your choice. _____

8. Concerns

What causes the greatest feeling of apprehension as you contemplate this ministry?

Child Protection Policy & Procedures

Children's Ministry

1. Is your family in agreement with your involvement in Children's ministry?

2. Are you willing to attend training courses, planning meetings and seminars relevant to Children's ministry? _____
3. Which meetings do you regularly attend?
Sunday AM service [] Sunday PM service [] Home group [] Youth []
Other _____
4. Are you prepared to undergo a 10 week trial period with no guarantee of further involvement? Yes [] No []
5. Are you prepared to submit to the Children's ministry leadership, fulfilling your department/ ministry requirements? Yes [] No []
6. Why do you want to be involved in Children's ministry?

Thank you for filling out this form with integrity

Applicants Statement

The information contained in this application is true and correct to the best of my knowledge. I authorize any of the above churches to give you any information that they may have regarding my character and fitness to work with children.

I understand that the information in this form is private and confidential. I give permission for this information to be stored and used by Telopea Christian Centre for administration purposes only

Signature: _____ Date: _____

APPLICATION FOR YOUTH MINISTRY TEAM

This form is used to assess a candidate's suitability in the team and to also gain valuable information in caring for that person.

CONFIDENTIAL

Teloepa Church of Christ has a safety policy, which is based on respect and love for children of our church and community. All applicants wishing to be involved in ministering to children are required to complete and return this application form. The purpose of this form is to assist us as a church in providing a safe and secure environment for all children in our care who participate in the programs we provide.

Personal Information

Name: _____

Address _____

Phone: _____ (home) _____ (work)

Date of birth: _____

Occupation: _____

Place of employment: _____

Marital Status: _____ No. of children: _____

Spouses name: _____

Hobbies / Interests: _____

Personal references

Please list the names of any churches you have regularly attended over the past five years: _____

Please list 2 referees (previous Pastor, Youth church leader, home group leader) from these churches and their phone numbers.

1. Name _____ Phone _____

2. Name _____ Phone _____

Child Protection Policy & Procedures

Church Activity

1. Please write a brief statement of how you became a Christian.

2. Are you currently a voting member of Telopea Church of Christ? _____

3. Have you signed a Partnership Covenant with Telopea Church of Christ? _____

4. Approximately how long have you been at this church? _____

5. In what activities/ ministries of our church are you presently involved?

6. Experience

a) What volunteer or career experiences with children/ youth have you had in the church or the community? _____

b) List any gifts, calling, training, education or other factors that have prepared you for ministry to children? _____

7. Preferences

In what capacity and with what age group would you like to minister? Explain your choice. _____

8. Concerns

What causes the greatest feeling of apprehension as you contemplate this ministry?

Child Protection Policy & Procedures

Youth Ministry

1. Is your family in agreement with your involvement in Youth ministry?

2. Are you willing to attend training courses, planning meetings and seminars relevant to Youth ministry? _____
3. Which meetings do you regularly attend?
Sunday AM service [] Sunday PM service [] Home group [] Youth []
Other _____
4. Are you prepared to undergo a 10 week trial period with no guarantee of further involvement? Yes [] No []
5. Are you prepared to submit to the Youth ministry leadership, fulfilling your department or ministry requirements? Yes [] No []
6. Why do you want to be involved in Youth ministry?

Thank you for filling out this form with integrity

Applicants Statement

The information contained in this application is true and correct to the best of my knowledge. I authorize any of the above churches to give you any information that they may have regarding my character and fitness to work with children.

I understand that the information in this form is private and confidential. I give permission for this information to be stored and used by Telopea Christian Centre for administration purposes only

Signature: _____ Date: _____

APPENDIX 4 – QUESTIONS FOR REFEREES

(Name) has expressed interest in joining the Children's ministry team/ Youth ministry team. This position would obviously involve them being in direct contact with children/ Youth.

Through the application process they have listed you as a referee and we would appreciate your honest opinion and comments in regard to their suitability for this position.

If you have time now could I please ask you a few questions about (name).

1. How long have you known _____?
2. What is your relationship to _____?
3. Have you ever observed _____ with children/ youth and could you share your observations about the way they interact with them.
4. If _____ was in your church and wanted to be involved in Children's/ youth Ministry would you willingly accept them to be involved or would you hesitate?
5. If you would hesitate, could you please explain why?
6. Do you have any further comments that you feel may be relevant?

APPENDIX 5 – WELL CHILD POLICY

As we have a responsibility to many children, we must ensure that the environment we provide is safe and this includes protection from any known illnesses. Therefore, we have a "Well-child" policy.

WELL CHILD POLICY

A child should not attend a program if any of the following have occurred within the last 24 hours:

- Fever / vomiting
 - Discharge in or around the eyes
 - Green or yellow runny nose
 - Excessive coughing
 - Diarrhea
 - Questionable rash
 - Any communicable disease
 - Head lice
 - Antibiotic treatment has commenced (treatment should have been occurring for at least 24 hours)
-
- The parent will be promptly notified if a child becomes ill while in the classroom, or while attending the group so that they can be removed if necessary.

 - Children with infectious diseases such as mumps, measles, chicken pox, conjunctivitis and impetigo (scabby sores- if not covered and on exposed areas such as scalp, legs, hands) should be kept at home until all possibility of contagion is over.

 - On the occasion where a leader becomes aware of a child developing the symptoms of a contagious disease after participating in any program, a notice should be posted or sent to parents of other children to alert them to the possibility that their child/ children were exposed to the disease.

APPENDIX 6 – GUIDELINES FOR CAMPS OR NON-CHURCH BASED ACTIVITIES

We acknowledge that some activities are conducted off-site. These are guidelines to be followed on these occasions.

CAMP OR NON-CHURCH BASED GUIDELINES

- Where both genders are present as participants on overnight or camp activities, both genders should be present in leadership. Female leaders should supervise female campers and male leaders should supervise male campers.
- There should be no kissing or cuddling children – though side hugs are acceptable.
- No leader should be alone with a child but rather there should be two leaders.
- No leader is permitted to shower with the children or to even observe the children showering.
- Shower monitors should work in two's and stand at the entrance to the shower block.
- Access to bathrooms, toilets or sleeping quarters of the opposite sex is not allowed by leaders or campers.
- Children of the opposite sex will not share a bedroom after age 5.
- Some campsites do not have leaders quarters. In this case it is recommended that two leaders should always be present in any sleeping quarters with children where the number of leaders is sufficient.
- Nude swimming is not allowed.
- All leaders should wear a camp badge to identify themselves as a part of the team.
- Younger children should be protected from older children who may try to abuse them, by never allowing children to be alone – unsupervised. Whilst on camp, children should have constant leadership protection, achieved in two's.
- Leaders should not assist children in dressing. (appropriate age of children eligible to attend camp needs to be considered).
- A confidential counselor should be assigned for the children to go to with any concern or complaint they may have. The children should be told they don't need permission from another leader to speak with this person.
- Children are not permitted to get into bed together.
- Children and leaders should wear a dressing gown when outside. (this should be included on your camp form)
- In the event of an excursion, there should be more than one leader in public view – above reproach and consider the ratio of adults to children (outlined later in this policy). A risk assessment also should be completed, ie. You would require a person with lifeguard training or similar if you want to take the children surfing.

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APPENDIX 7: INCIDENT / HAZARD REPORT FORM

REPORT DATE: _____

REPORTED BY	Surname	Given name
Address	Telephone	

INCIDENT DETAILS [COMPLETE THIS SECTION ONLY IF AN INCIDENT CAUSES <i>INJURY OR PROPERTY DAMAGE</i>]		
Name of injured person/owner of damaged property		
Address		Telephone
Date of incident	Time	
Location		
Describe how the incident occurred (List sequence of events preceding incident)		
Details of injury or property damage sustained		
Details of subsequent events (e.g. treatment given, name of doctor, name of hospital)		
DECLARATION - I hereby declare the information provided above is true and correct		
Signed		Date

Were the parents notified of injury?	Yes	No
Who was notified?	Name	Date
Signature of Parent		

HAZARD DETAILS

[COMPLETE THIS SECTION ONLY IF **NO INJURY OR PROPERTY DAMAGE** HAS OCCURRED]

Describe the hazard that exists

Describe any action taken

Describe any suggestions to remove hazard

Definitions:

Incident: Any event that gives rise to personal injury or damage to property, or has the potential to cause personal injury or property damage.

Hazard: Any physical condition that exists on the property that has the potential, if left unchanged, to cause personal injury or damage to property.

APPENDIX 8: VOLUNTEER DRIVER'S APPLICATION & REGISTRATION

CONFIDENTIAL

Attach to completed form APPENDIX 2, "Application Form"

Name of applicant			
Number of current drivers licence		Renewal date	
List type of vehicles licensed to drive. (car, truck, bus, etc)			
Are there any restrictions or endorsements on your licence, if so please supply details?			
Provide details of any vehicle accidents in which you have been involved as a driver in the past five years.			
Give details of any traffic offences you have been convicted of in the past five years. (<i>Excluding parking offences</i>)			
Is your vehicle comprehensively insured? (<i>If so please name your insurance company</i>)			

All voluntary drivers must have insurance coverage. Without insurance drivers are not permitted to act as a volunteer driver.

Please attach a photocopy of current driver's licence to this completed form.

I confirm that the information I have supplied on this form is true and correct to the best of my knowledge.

Signed: _____ **Date:** _____

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DECLARATION OF COMMITMENT

Note: Keep this copy for your own records

To be signed by all workers and leaders involved in the area of children and youth, including volunteer drivers and assistant leaders. A copy to be kept by the worker and a copy on church file.

Name of worker: _____

Position: _____

Date of Birth: _____

Place of birth (city, country): _____

Address: _____

DECLARATION

I declare that:

1. I am able to accept the leadership of the Senior Pastor and his appointed leaders under who I will be working.
2. I have read the Safety and Protection Policy of Telopea Church of Christ and I will work within the procedure as laid out in this document.
3. I have not been accused or convicted of any offence involving physical or sexual abuse of children or young people.
4. I understand that if a complaint is made against me while engaged in any church activity, the police or other legal authority will automatically be asked to investigate
5. I consent to the following checks being made:
 - A national criminal record check (for child related and/or relevant sexual offences)
 - A check for relevant Apprehended Violence Orders
 - Checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct or acts of violence which involve children, are directed at children or take place in the presence of children.

Signed: _____ Date: _____

DECLARATION OF COMMITMENT

Note: Please hand this copy only back to your leader

To be signed by all workers and leaders involved in the area of children and youth, including volunteer drivers and assistant leaders. A copy to be kept by the worker and a copy on church file.

Name of worker: _____

Position: _____

Date of Birth: _____

Place of birth (city, country): _____

Address: _____

DECLARATION

I declare that:

1. I am able to accept the leadership of the Senior Pastor and his appointed leaders under who I will be working.
2. I have read the Safety and Protection Policy of Telopea Church of Christ and I will work within the procedure as laid out in this document.
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 - Checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct or acts of violence which involve children, are directed at children or take place in the presence of children.

Signed: _____ Date: _____

Child Protection Policy & Procedures

APPENDIX 9:CHILD PROTECTION INCIDENT SHEET

Date of incident:_____

Child's name: _____

Leaders name/s reporting: _____

Person making the complaint (if relevant): _____

Person whom complaint is against (if relevant): _____

Location & time of incident: _____

Name: _____

Signature: _____

Date: _____

Nature of complaint/indicator of abuse: (What happened)

Details of any injuries / medical attention:_____

Accurately record what the child said: _____

Details of witnesses: _____

Details of internal processes to be followed: (eg: Support, counselling, disciplinary action)

Follow up required: (yes / no) _____

Details: _____

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