



CHILD PROTECTION POLICIES

Policy 1

Safeguarding Children and Young People

February 2022

SECTION 2: Safeguarding Procedures Manual



As a member church of Baptist Churches of South Australia, Christies Beach Baptist Church has adopted, without change, the policies and procedures recommended by BCSA and CP

Purpose

The intention of this policy is to ensure that protective practices for children, young people (under 18 years of age) and families are implemented by BCSA and Association Churches to keep them safe (inclusive of cultural safety) from deliberate or inadvertent risk of harm and provide them with an understanding of such protective practices. This policy provides all BCSA personnel with an understanding of their responsibilities to keep children and young people safe, while fostering a culture of openness and respect of cultural diversity, recognising all children have a right to be safe from harm, regardless of age, culture, religion, gender, sexuality, identity or disability. It also sets out the responsibilities of Pastors and senior leaders across BCSA and associated Churches.

Context

This policy represents the position of BCSA and associated churches as a prescribed organisation as defined in the *Children and Young People (Safety) Act 2017 (Chapter 8, s114(7), and Chapter 5)* and the duty BCSA and associated church personnel have to ensure children and young people are kept safe from harm.

Policy Number	1/22
Applies to	All BCSA and Association Church workers
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Policy Custodian	BCSA Director of Professional Standards (DPS)
Content author	BCSA Director of Professional Standards (DPS)
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Safeguarding Children and Young People Policy

Policy in place:

The Director of Ministries will ensure that up to date policies and procedures regarding child safe environments and mandatory reporting are in place.

Policy Communication:

This policy will be communicated across all BCSA churches, for dissemination through their local church communication networks, online services, and promoted through each local Church Safeguarding Liaison Officer.

Policy Review:

The Children and Young People (Safety) Act 2017 requires a review of policies and procedures at least once in a 5-year period. BCSA will review this policy every three years and on a needs basis to respond to any identified risks. The BCSA Director of Ministries (DOM) and the Director of Professional Standards (DPS) will be responsible for initiating this process.

Policy Scope:

All workers (Pastors, Leaders, employees, servers, and contractors) of BCSA and Member churches involved in governance oversight and direct ministry of the church to children and young people across all settings and activities are expected to comply with this policy and associated procedures.

This policy stands in direct relation to the Code of Conduct – Safeguarding Children and Young People.

Policy Approval:

This policy was approved by the BCSA Board and adopted for use by BCSA Member Churches on 7 March 2022.

SECTION 2: Safeguarding PROCEDURES MANUAL

Part A Further definition of “harm”

Part B Worker and child safety responsibilities

Part C Miscellaneous

CONTENTS

1.	Preamble	1
2.	Definitions	1
 PART A FURTHER DEFINITION OF “HARM”		
3.	What is harm?	3
4.	Reporting a suspicion that a child or young person may be at risk.....	4
5.	General provisions in all cases of suspicion of risk of harm	5
6.	Managing potential perpetrators in churches.....	7
 PART B WORKER AND CHILD SAFETY RESPONSIBILITIES		
7.	Role of Workers.....	8
8.	Staff/worker/ministry server screening and selection processes	9
9.	Ministry Screening/Working With Children Checks	10
10.	Working with Children Checks - Tradespeople.....	10
11.	Character Reference Requests	10
12.	Worker identification	11
13.	Punctuality	11
14.	Moral wellbeing	11
15.	Inappropriate behaviour of a worker.....	11
16.	Bullying.....	11
17.	Child Safety Responsibilities	11
18.	Participation of Children	12
19.	Care and supervision ratios of workers to children.....	13
20.	Managing inappropriate behaviours in children	13
21.	Toileting small children	14
22.	Crèche/Kids Church activities/programs	14
23.	Crèche and Junior Church/programs check in/out procedures	14

24.	Physical health and safety.....	15
25.	Transportation.....	15
26.	Risk Management.....	16
27.	Camping/Excursions/Activities	17
28.	Internet Access.....	18
29.	Initiation/secret ceremonies	18
30.	Meetings/Locations.....	18
31.	Hiring out of Church facilities to outside groups.....	18
32.	Pastoral Care/Support/Counselling	19
 PART C MISCELLANEOUS		
33.	Privacy	19
34.	Communication	19
35.	Workers' awareness.....	19
36.	Media Management.....	20
 Appendix A Excerpts South Australian Legislation		
Appendix A		21
Appendix B Risk of Harm Preliminary Report form		24
Appendix B		24
Appendix C Child Protection Training Strategy		25
Appendix C		25
Appendix D Medical & Health information – General.....		26
Appendix D		26
Appendix E Medical & Health information – Special Event		27
Appendix E		27
Appendix F Permission to attend event/camp form (example).....		28
Appendix F		28
Appendix G Ministry Covenant.....		29
Appendix G		29
Appendix H Supplementary Employment Contract.....		30
Appendix H		30
Appendix I Code of Conduct for Children and Young People.....		31
Appendix I		31
Appendix J Code of Conduct for Workers Example.....		32
Appendix J		32
Appendix K Working with Children Checks – Exclusions.....		41
Appendix K		41
Appendix L Risk Assessment Tool		42
Appendix L		42
 DISCLAIMER		44

1. Preamble

This manual sets out specific procedures to give effect to the Safeguarding Children and Young People Policies of the Baptist Churches of South Australia Inc in meeting legislative requirements. It also prescribes other good practice procedures that are expected to be applied by all churches in ensuring a child safe environment.

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 or there is a likelihood that they will suffer harm, being harm of a kind against which ordinarily they should have been protected
- 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/s or guardian/s 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

BCSA

is Baptist Churches of South Australia Inc.

C.A.R.L.

is the Child Abuse Report Line 13 14 78.

Child / Children /Young person

are persons under the age of 18 years. Any reference to child or children in this policy also refers to young people up to the age of 18.

CPS

is *Child Protection Solutions* – an agency providing high-level training and advice.

CPCO

is the local church Child Protection Contact Officer (CPCO): An Officer appointed to have specific responsibilities as identified in the CPCO job description and be the key contact person between the DPS and the local church.

DOM

is the BCSA Director of Ministries.

DPS

is the BCSA Independent Director of Professional Standards or his/her delegate.

Employer church

means a member church of BCSA which employs or engages the worker and where the context so permits, it includes BCSA.

Harm

Physical harm or psychological harm (whether caused by an act or omission) includes such harm caused by sexual, physical, mental or emotional abuse or neglect. Refer paragraph 3.

IMC

means the Interim Measures Committee set up under paragraph Section 2 Part A Para 5

Member Church

means a church which is a member of BCSA and which has adopted the applicable part of this manual. Where the context so permits, it includes BCSA.

Pastor

means a person who has been formally appointed or endorsed by a church or the denomination to exercise ministry which involves the oversight of the church and appointed ministry team.

SP

is the senior pastor in a Member Church which has multiple pastors, 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 the DPS or the DOM. (Where a Member Church has only one pastor, he or she is the Senior Pastor referred to in this definition).

WHS

is Work Health & Safety.

Worker

is a Pastor, Board member, employee of, or other person of an Employer Church who is involved in the oversight and/or direct ministry to children.

WWCC

is a Current Not Prohibited "Working With Children Check" provided by the Department of Human Services Screening Unit, 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 eg, 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 **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.

- 3.5 **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.
- 3.6 **Spiritual Harm**, meaning use of *spiritual or religious beliefs to hurt, scare or control children or young people or not allowing children or young people to participate in spiritual or religious practices that are important to them*

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 CYPsA. It is a criminal offence not to comply with this obligation without a lawful excuse. No church can 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, must report this suspicion to the C.A.R.L. as soon as practicable**
- 4.3 Reporting to C.A.R.L. is done by telephoning the 24-hour Child Abuse Report Line on 131478. After a report is made, the worker should ensure that the child or young person gains adequate support. This could include:
- referring the child, young person or the Pastor or other leader
 - referring the child to other appropriate services
 - continuing to provide pastoral support to the child or young person and their family and monitoring their circumstances
- 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 able 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 the C.A.R.L., but only if the child and/or the suspected perpetrator of harm is associated with the Church, the worker must immediately inform the Senior Pastor of the incident. If the concern relates to the Senior Pastor, the worker should inform another person in accordance with the SP definition in 2 above. A written report in the form of **Appendix B** is also to be given by the worker to the Senior Pastor or person otherwise designated as soon as practicable.

- 4.6 A worker does not require approval to make a report to C.A.R.L. and must adhere to the reasonable instructions of C.A.R.L. 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 SP on whether a report should be made to C.A.R.L. or they can contact CARL to discuss.

5. General provisions in all cases of suspicion of risk of harm

- 5.1 The DPS (or delegate) is available to provide crisis response and ongoing consultancy, support and direction to workers and Member Churches throughout the entire process. After-hours access to the DPS can be arranged through a Senior Pastor and/or his/her delegate.
- 5.2 A worker is not to inform anyone else of the suspected harm or risk of harm without the permission of the Senior Pastor. The Senior Pastor in consultation with the DPS and/or the DOM will determine who else should be informed of it. (There is a danger of defamation liability against the worker if ultimately an allegation cannot be proved).
- 5.3 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 C.A.R.L. as soon as possible.
- 5.4 Where there has been a complaint against a worker of perpetrated harm or placing a child at risk of harm and
 - 1) it is a term of the worker's Employment Contract or Ministry Covenant; or
 - 2) the parties otherwise so agree

the continued employment of the worker by the Employer Church pending the final determination of the allegation of harm against him/her is to be decided by the Interim Measures Committee. However, the person will not be permitted to work with children and young people until an outcome is known with no prohibiting reasons. The purpose is to ensure the safety and protection of children during this reporting and investigatory stage.

- 5.4.1 The IMC is to comprise of three independent persons who are to be professing Christians but not necessarily Baptists and who are to be appointed by the President of BCSA, or in the event of their unavailability or being conflicted, by the vice-president or immediate past President of BCSA.
- 5.4.2 The functions of the IMC are administrative and not judicial.
- 5.4.3 The IMC may for the period until the final determination of the allegation, and having due regard to relevant employee rights / fair practice, and employment contracts:
 - 5.4.3.1 Suspend the worker with or without pay
 - 5.4.3.2 Modify the duties of the worker

- 5.4.3.3 Impose conditions on any continued employment of the worker or on his/her involvement in the activities of the Employer Church
 - 5.4.3.4 Require that the worker not communicate with specified persons
 - 5.4.3.5 Temporarily suspend the employment of the worker while the IMC reaches other decisions; and/or
 - 5.4.3.6 Revoke or modify any decision it has made.
- 5.5 In performing its functions within the bounds of procedural fairness, the IMC is not an investigatory body.

Having regard to this the IMC:

 - 5.5.1 Is not bound by the rules of evidence and may inform itself of relevant facts by proper means as it sees fit.
 - 5.5.2 Is to permit the worker or his or her agent to address it.
 - 5.5.3 Is to act with all reasonable expedition.
 - 5.5.4 Is not to make conclusions about disputed facts relating to the alleged harm.
 - 5.5.5 Is as far as practicable to apply the Children and Young People Safeguarding Policy of BCSA and is not to allow the implementation of that Policy to be displaced by any presumption of the innocence of the worker.
- 5.6 BCSA, Member Churches and workers will responsibly and reasonably cooperate with law enforcement and child protection authorities in their investigation and any prosecution of harm.
- 5.7 No workers are to make any statement to the media about any risk of harm or actual harm (either suspected or formally prosecuted) encountered in the course of their employment by a Member Church and all inquiries about these matters from the media are to be referred to the senior pastor, DOM or the DPS (see Section 2 Part C paragraph 36).
- 5.8 Workers are not to make any statements about any risk of harm or actual harm (either suspected or formally prosecuted) encountered in the course of their employment by the Employer Church to any alleged perpetrator or anyone associated with or representing that alleged perpetrator.
- 5.9 Upon receiving any report about risk of harm or actual harm, and having made a report to C.A.R.L., a Senior Pastor should consult with the DPS and/or the DOM as soon as practicable about what steps should be taken in respect of it by the Employer Church.
- 5.10 The SP is to ensure that all appropriate pastoral care/professional support is made available to all persons associated with an Employer Church who are impacted by an allegation. This support will align with relevant policies and procedures.
- 5.11 Workers are to be alert to any trauma related behaviours and indicators which may be the result of harm including:

- When a child says that he/she has been harmed
- When a child or adult says that he/she knows of a child subject to harm; or
- Observations of a child's behaviour, change in behaviour, emotional state and/or injuries.

Indicators in many cases overlap and can interrelate to all forms of harm and risk of harm.

An indicator in isolation does not automatically mean that a child is being harmed. Workers should:

- Listen to the child/young person.
- Not ask leading questions.
- Reassure the child that you believe them.
- Reassure the child that what has happened is not their fault.
- Reassure the child that telling you was the right thing to do.
- Document the child's disclosure as soon as possible.
- When documenting the disclosure use the same terminology as the child.
- Not make promises which cannot be kept, such as confidentiality.
- 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.

- 5.12 Where a person 18 years or over discloses that they were subject to harm while they were a child these procedures do not apply. However, with their permission, the person should be supported to make a formal report to police.

6. Managing potential perpetrators in churches

A child safe organisation is one that creates a culture, adopts strategies and takes action 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 is 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, a parishioner's attendance at a public worship service does not ordinarily constitute work or service. In this regard a parishioner or potential parishioner 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 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 DPS 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; or
- 6.1.2 is reasonably suspected by a Member Church 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 any premises controlled by a Member Church. If such a person seeks to access to any function controlled by a Member Church, that church 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 Church leadership, having regard to the context and particular circumstances.

PART B: WORKER AND CHILD SAFETY RESPONSIBILITIES

7. Role of Workers

Any person in a Member Church working with children must:

- Have a Not Prohibited Working with Children Check conducted by the Department of Human Services Screening Unit
- Be emotionally and spiritually suited to the role to be undertaken.
- Be properly trained in mandatory reporting / awareness (Refer **Appendix C**).
- Have been selected for their role in work with children after a proper investigation and screening of their suitability for such work (see para's 8-10).
- Have their performance in such work periodically reviewed.

8. Staff/worker/ministry server screening and selection processes

A major form of prevention relates to appropriate and stringent screening and suitability assessment processes. Every worker engaged in child related ministries must be interviewed, screened and recommended as suitable by the leader who has ultimate oversight or management responsibility for that area of ministry.

An important part of this process will involve:

- An immediate report to DHS screening unit if certain information becomes known concerning serious criminal offence, child protection information, or disciplinary or misconduct matters.
- A planned and prepared interview process approved by leadership.
- Presentation of references.
- The follow up of references.
- Agreement to undergo a WWCC.
- The completion of a ministry application form.
- Agreement by the applicant to meet with senior pastor/elders if required.

A written recommendation must then be prepared by the person who has management/oversight responsibility and be submitted to the Senior Pastor for endorsement/approval. Individual churches may include a panel such as senior pastor/s, elders, professional standards committee members, etc, as a part of an accountable recruitment, selection and appointment team.

Under normal circumstances no individual should be permitted to work in the area of children's ministries until attending the church for a period of not less than one (1) year. 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. 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.

It is acknowledged that from time-to-time 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 WWCC should be obtained and in some cases must be obtained (see **Appendix K**). In rare instances where a WWCC 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. It is a good practice for the church to think ahead and have a pool of "occasional" helpers suitably trained and screened.

9. Ministry Screening/Working With Children Checks

To meet the requirements of the Child Safety (Prohibited Persons) Act 2016 all pastors, elders, board members, governance team members, as well as ALL (workers) and volunteers who serve in the area of children's ministry must have a valid Working with Children Check (WWCC) issued by the Screening Unit of the Department of Human Services. This must be sighted by the relevant leader with details lodged with the Church's Child Protection records system.

It is the responsibility of the church to identify and ensure that the above people obtain a WWCC every 5 years and undertake appropriate training every three years and maintain appropriate records/registers (See Training Strategy - **Appendix C**).

In relation to international screening or concerns, contact the DPS.

If a WWCC check determines a person is prohibited, it will remain the discretion of individual churches to permit individuals to serve within the life and ministry of the church. Depending on the nature of other offences, strict conditions may be applied to an individual attending church and or associated church programs having regard to Section 2 Part A paragraph 6.

Sexual abuse related offences will preclude that person from having any contact with, or responsibilities involving children and young people. In some cases, an offender may not be permitted to attend the church, or any associated program under any circumstances. The DPS (or delegate) must be contacted and consulted.

If any worker or pending staff member refuses to undergo a WWCC check, they must not be appointed to the position that requires them to undergo such a check and must be excluded from any regular programs which involve them working with people under the age of 18 years.

Staff members and workers, who for whatever reason have not undergone a WWCC, are required to immediately do so and cease working with children and young people until they are able to provide a Not Prohibited WWCC.

Any person undertaking a ministry role full/part time, paid/unpaid, who does not have a written employment contract must complete and sign a ministry covenant form (**Appendix G**). For those with an existing written employment contract the Supplementary Employment Contract (**Appendix H**) should be completed and signed.

10. Working with Children Checks - Tradespeople

All tradespersons engaged to carry out work on church premises must produce a current WWCC prior to being engaged/employed.

11. Character Reference Requests

Pastors, elders, workers or others who are seen to be a church representative are not to accept requests to provide a character reference for anyone charged with a criminal offence.

12. Worker identification

All workers who provide direct services to children should, whilst actively carrying out their appointed responsibilities, be issued with and wear photo identification tags. This not only identifies accredited workers but communicates a clear message of professionalism and accountability. Photo identification tags must be always worn when rostered.

13. Punctuality

Workers and designated helpers should keep 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 pre-determined point. If the activity is off-site and a delay has occurred, it may be appropriate to telephone one person who could inform all parents of the circumstances.

14. Moral wellbeing

Workers must ensure that any television programs, videos, music, magazines and/or displays shown or used as part of the group's activities are suitable in content and appropriate to the age group represented, with due regard to Christian values.

Whilst official television and movie ratings should be observed, there will be situations where those in leadership will have the responsibility of approving the viewing of certain material.

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 in terms of harm or possible harm, **must** contact C.A.R.L. first, and then refer the matter to the pastor and/or leader of the church for consideration of what response 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 towards a child is unacceptable and will not be tolerated and must be reported as soon as possible to Senior Pastor and / or the Child Protection Contact Officer.

17. Child Safety Responsibilities

- 17.1 A Member Church and its workers are to do everything reasonably available to them to promote the physical, emotional, and mental wellbeing and safety of the children who are involved in the life of that church (“the duty of care”). What is reasonable in a particular situation depends on its circumstances including the nature of the risk of harm to children and the practicability of the steps needed to eliminate it.
- 17.2 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.
- The paragraphs in this section 2 Part B No 8 to 36 contain some processes however that are always prudent to observe.
- 17.3 While this current Part B area applies generally to risk of harm, that issue is dealt with specifically in Part A.

18. Participation of Children

- 18.1 In order to instil a culture of safety and awareness, children who attend regular any ongoing children’s ministry programs will participate in an awareness session of the following, led by the workers who oversee these activities. This will occur at least annually: (see **Appendix I**)
- 18.1.1 expectations concerning appropriate behaviour by children and workers
 - 18.1.2 when, how, and who to speak to if they feel uncomfortable
 - 18.1.3 protective behaviour strategies
 - 18.1.4 other rights, responsibilities and expectations in line with the Codes of Conduct and Children and Young People Safeguarding Policy
 - 18.1.5 WHS information and procedures applicable to child related ministries/programs.
 - 18.1.6 How to make a complaint or raise a concern over any matter

For each of the above, workers will use consultation methods suited to each group, considering factors such as children’s age, developmental level and cultural backgrounds. Parents will be notified of when and with whom this will take place ahead of time and will also be made aware that the BCSA Children and Young People Safeguarding Policies and the Codes of Conduct can be obtained on the BCSA website.

Whenever there is first contact and then at least annually in accordance with **Appendix I** the local Church process for feedback/complaints will be explained to children and their family/carers

- 18.2 Information will be provided in a simple hand out and on a wall poster about services that can assist children, young people and their families (such as the Kids Helpline on 1800 55 1800 and Youth Helpline on 1300 13 17 19) in areas accessed by them.
- 18.3 Adults and children (who are not prescribed mandated notifiers) can discuss or disclose harm related matters or seek support and advice by contacting their Senior Pastor.

- 18.4 Children and their parents will be enabled full opportunity to provide feedback on and make suggestions re children's ministry programs regularly. The process will be determined by the member church according to their communications systems. This may include focussed discussion sessions, survey, suggestion box, etc). The process will be advised to families and children at least annually as a component of 18.1.

19. Care and supervision ratios of workers to children

- 19.1 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:

- The age needs and behavioural history of the children present.
- The skills and experience of the workers.
- The environment in which the children are placed.
- The nature of any risks to which the children may be exposed.
- The ready availability of backup if there are difficulties.

- 19.2 The following table is based on similar tables used in the childcare industry and may be used as a rough rule of thumb, but even compliance with it may not be sufficient to satisfy the duty of care in all situations

RECOMMENDED MINIMUM SUPERVISION RATIOS:

Under two years of age:	1 approved worker to every 5 children
Two years to school age:	1 approved worker to every 5 children
Primary school age:	1 approved worker to every 5 children
Secondary school age Jnr:	1 approved worker to every 10 children
Secondary school age Snr:	1 approved worker to every 15 children

Notwithstanding these minimum ratios it is recommended that, for children of primary school age or younger, a minimum of two (2) workers be present at all times.

If any lesser ratios are used, it should only be after a conscious and responsible decision by the Member Church that the supervision provided does satisfy its duty of care for the children.

20. 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.

For a younger child a short period of "time out" may also be appropriate. A useful guide for determining the amount of time out is one minute for each year of the child's age.

However, it is not appropriate to use a time out strategy for children under three years of age. Parents should be made aware of these practices and procedures when enrolling children into activities/programs.

When a child is unresponsive or responds unsatisfactorily to reasonable requests to comply with a standard of behaviour which is respectful to them, or other children, and/or those supervising, the matter must then be immediately reported to the parent/guardian.

In extreme cases, children may be precluded from activities for a period, 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.

At no time is physical punishment or verbal intimidation permissible, even with parental approval.

21. Toileting small children

When a small child needs assistance in toileting, the following procedures should be observed:

Where practicable the parent should be responsible for attending to the child.

- If this is not practicable the child should be encouraged to fully manage themselves, according to ability.
- 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.
- Leaders should only assist in toileting persons of their own gender.
- At no time should a child be allowed to enter a public toilet alone whilst placed in a 'kids' church/ crèche related activity/program.

22. Crèche/Kids Church activities/programs

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 (ie with respect to reasonable foreseeability and proximity), it is highly recommended that there be at least one worker who is cognisant of rudimentary Duty of Care, WHS and Child safeguarding, and Senior First Aid requirements somewhere on site, and who could be available as a reference person/supervisor whenever such a program is functioning.

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 church advised in order to ensure that all standards are met.

Any person/worker who specifically takes on the responsibility of the care of children should be expected to provide a level of care which fulfils Duty of Care standards, including a WWCC. It is the responsibility of the church to establish and promote such procedures.

23. Crèche and Junior Church/programs check in/out procedures

Churches should develop check in and out processes in relation to programs where children are placed into the supervision and care of those running a program, such as crèches, Sunday kids church or similar programs, including midweek activities.

For example: Children in junior programs (under 12 years of age) once checked into an activity must not be permitted to leave that activity or program unless collected by a parent or authorised person. A number of check in and out systems have been developed and successfully implemented.

General medical/information forms (**Appendix D**) should be completed and filed in relation to all children attending the above programs.

24. 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.

It is the role and responsibility of the Churches to appoint a Work Health and Safety (WHS) Officer to be responsible for and oversee all established WHS standards. Relevant accredited training must be undertaken for the appointed officer to carry out his/her duties.

Any faulty equipment/plant which constitutes a hazard to the safety of a child should be immediately removed, where possible, and its condition should be reported to the WHS Officer/Church Office, in writing, without delay. For specific WHS information refer to the Member Church WHS document.

25. Transportation

When a young person is travelling in a vehicle driven by a worker, or designated person, the vehicle will be driven carefully, always adhering to the legal speed limits and road laws. 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, in accordance with the conditions subject to that licence and 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 always prohibited.

In the event of an accident in which any person is injured, the senior pastor, staff and parents must be informed as soon as possible. All state legislation regarding the reporting of an accident must be followed.

Negligent driving can have painful emotional and legal consequences. Anyone who is observed or reported as not driving according to prevailing road rules and generally accepted due care, will not be permitted to 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.

If a child is travelling in a vehicle driven by a worker who possesses a learner permit or probationary licence, prior written consent must be obtained from a parent/guardian except in the case of a genuine emergency.

Alcohol must not be consumed eight hours prior to or during church children's or youth activities. The use of illicit substances is not permitted at any time.

In addition, no driver may provide transport if there is any possibility that they 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 senior or key leaders of any situation that may inhibit their ability to safely be in charge of a motor vehicle.

26. Risk Management

BCSA and member churches recognise that it is not possible to eliminate all risks of child exploitation and harm, however through child safe and child protection strategies member churches aim to identify, mitigate, manage and reduce the risks to children in their operations.

Risk management is covered in more detail in the Member Church's *Risk Management Policy and Procedures*. Risk assessment and risk management practices are embedded in procedures for all services, programs or activities authorised by the church.

A Risk Management Team (RMT) appointed by the church is accountable for identifying and managing risks within the Church and its environment. The members of the RMT should be familiar with the legal requirements involved with Child Protection.

In addition to *general* risk management, a specific priority is to minimise risks of harm of any kind to children who are in our care and to ensure their physical safety in the buildings or activities of Member Churches. Risk and safety assessments will be integrated into practice at every stage of intervention with a child or young person. This means that the key services provided to children are identified. An assessment is made of the risk posed to children relating to each of these services.

This also means identifying, assessing and taking steps to minimise the risks of harm to children because of the action or inaction of another person involved with the organisation (such as an employee, volunteer, or another).

If the RMT identifies child safe risks occurring in a church or its environment the committee will record those risks and specify the action the church will take to reduce or remove the risks (ie risk controls) and will monitor and evaluate the effectiveness of implementation.

In situations where a person with a record of offending in child abuse of any kind seeks to attend or join a Member Church, the provisions outlined in Section 2 Part A No 6 will serve as the prime guide for responding to and managing the process of risk management.

All persons involved with a member church who notice matters of concern, must raise these concerns with a key leader who will then determine the appropriate response in accordance with this policy.

See **Appendix L** for a Risk Assessment Template tool and examples of potential risks.

27. Camping/Excursions/Activities

The Church Leadership must approve of and endorse all camps and excursions as an official church activity, and parental/guardian consent must be always obtained 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.

In the case of camps and off-site special events, parents/guardians must be supplied (in writing) with 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/guardians, and maintained by the responsible program/ministry leader and workers.

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 a BCSA approved mandatory reporting/child protection awareness training program as well as hold a current WWCC.

For camps/overnight activities each person must have separate bedding and provision must be made for private changing and showering facilities. Where possible adult leaders supervising children and young people in overnight sleeping arrangements are to be of the same gender as the children they are supervising.

Leaders and workers are not permitted to share accommodation with one child/young person, unless they are a parent or guardian of that child. 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 always present. This also applies to children (boys and girls) sleeping in close proximity to each other.

No persons are permitted to shower together at any time.

At no time are leaders or workers permitted to provide, allow, or consume alcohol, or illegal and illicit substances.

If leaders are taking prescribed medication that would impair their ability to perform their role effectively, it is their responsibility to advise their designated leader.

In the case of campfires, the leaders and workers in charge must follow all local statutory rules and regulations always including total fire bans and ensure that appropriate fire safety precautions are in place.

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.

All laws, rules and regulations pertaining to these activities must be always followed.

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 must be on standby at all times.

Appropriate swimming attire must be always worn by all persons.

It is the responsibility of individual Church Leaderships to familiarise themselves with all legislative standards and safety procedures in relation to activities undertaken.

28. 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.

29. Initiation/secret ceremonies

Initiations and or secret ceremonies are prohibited.

30. Meetings/Locations

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.

31. Hiring out of Church facilities to outside groups

Groups privately hiring or using church facilities where children will be a part of that program must provide proof that persons responsible for any program relating to the care and supervision of children, have completed a South Australian Government Child Safe Environment Compliance process and that staff have current WWCCs.

32. Pastoral Care/Support/Counselling

It is the responsibility of individual churches to ensure that all workers are made aware of the difference between a qualified “counsellor”, and a person providing “pastoral care” support. The term “counsellor” relates to a suitably qualified person.

Workers should always keep their senior pastor/supervisor informed of their ministry case load, who they are meeting with, and who they are providing direction or support to via an ongoing process of supervision and support.

Any form of touching in a secluded or blind area must be always avoided. Workers must not visit children at home without obtaining parental/guardian permission.

Workers must not visit young people in the home or at isolated locations if no other person is present.

The counselling guidelines in the BCSA Code of Conduct Policy are applicable to this section and can be found on the BCSA Web site sabaptist.asn.au under ‘Resources’ / ‘Policies’.

PART C: Miscellaneous

33. Privacy

All information concerning children must be kept confidential and only disclosed to authorised persons. Procedures for storage of information concerning children associated with the church should be arranged with the Privacy Officer of the Member Church. Refer to the BCSA Privacy Policy as amended from time to time.

34. Communication

The Member Church Child Protection Contact Officer (CPCO) will annually:

- Communicate the availability of these policies to attendees of the Member Church
- Encourage and facilitate feedback on all church ministries/activities relating to children (ref Section 2 Part B paragraph 18).

35. Workers' awareness

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

Workers should be aware:

- 35.1 Section 166 (4) of the CYPsa protects workers against civil and criminal liability for having reported suspected risk of harm to C.A.R.L. under s30 & 31 of the CYPsa. S163 (1) of the CYPsa provides that the identity of a notifier to C.A.R.L. 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 CYPsa it is an offence to cause detriment to a person who makes a report to C.A.R.L.
- 35.3 Apart from a report to C.A.R.L. a worker who informs another person of suspected risk of harm which cannot ultimately be proved can be liable for civil damages for defamation. Extreme care needs to be taken in sharing allegations to anyone other than C.A.R.L. and the senior pastor of the church. A worker acting as a worker for the church in making such an allegation is likely covered by church insurance against any damages which may be awarded for defamation.
- 35.4 If workers become liable in law to pay damages to any person who has suffered loss from any breach by them of their duties, they are likely to be covered for such damages by the Church insurance.
- 35.5 Other than for damages for defamation, the Volunteers Protection Act 2001 relieves an unpaid worker acting for the church from civil liability for any breach of duty provided they have acted in good faith and without recklessness.

36. Media Management

As a part of the BCSA commitment to open, accountable and professional responses, the persons authorised to make media comment concerning matters pertaining to alleged breaches of the Child Protection Policy are limited to:

- Senior pastors (who are to seek advice from the DOM or DPS)
- The Director of Ministries and/or President
- The Director of Professional Standards or delegate.

Appendix A

EXCERPTS - SOUTH AUSTRALIAN LEGISLATION SA

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 risk 30—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
 - (j) 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;
 - (k) 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 (C.A.R.L.) 13 14 78

Appendix B**“CONFIDENTIAL”****Christies Beach Baptist Church, SA
RISK OF HARM PRELIMINARY REPORT FORM**

Date: Time:

Church:

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 person suspected:

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)

.....

.....

.....

How did the person making the report become aware of the situation?

.....

.....

Any further details: (attach additional sheets if necessary)

.....

Appendix C

Child Protection Training Strategy Baptist Churches of South Australia

BCSA requires that all “workers” as defined in this policy, undergo the established training program:

The BCSA Child Protection Training Strategy utilises the Child Protection Solutions (CPS) or equivalent training modules which consists of a 5.5 Hour Customised UNDERSTANDING AND RESPONDING TO CHILDREN AT RISK OF HARM AND EXPLOITATION intensive seminars.

CPS seminars also include additional specialist Child Sex Offender Awareness modules with an emphasis on *“MAKING CHILDREN & THE AGENCY SAFE”*

Once those identified within the BCSA Child Protection Policy have undertaken the initial 5.5-hour intensive they are required at a minimum to attend and complete 3-hour update/refresher every three years.

While CPS is an experienced independent agency which delivers this training, other qualified providers may be engaged through SA providers such as DHS Safe Environments - Through Their Eyes (TTE) or Responding to Risk of Harm, Abuse and Neglect (RRHAN). Those who have completed any of the above external training options, will be strongly encouraged to complete the BCSA customised training model, and at the very least they will be required to undertake a BCSA bridging module.

However, the CPS training strategy has the following advantages:

- Training is presented via the highly experienced (former) child protection investigators and prosecutors, coupled with church ministry experience.
- The CPS model also offers ongoing “on tap” support and consultancy to individuals and agencies in relation to all matters relating to professional standards and child protection.
- A range of additional customised seminars are offered which are designed to add to and enhance the strategy, as well as provide greater support to those who oversee or have direct involvement in child/youth related programs.

Christies Beach Baptist Church SA

Witnessed

Appendix F

PERMISSION TO ATTEND EVENT/CAMP FORM

Christies Beach Baptist Church, SA

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)
fromto(or on)
(date) (date) (date)

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 staff and supervisors 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 **Christies Beach Baptist 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 My child's own local doctor or medical specialist may be
contacted in an emergency.

I also acknowledge that the **Christies Beach Baptist 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:

Witnessed: Date:

Christies Beach Baptist Church, SA

I, of
(name of worker) (address)

1. Agree that this document contains additional terms for my employment by the above church and my continued employment is conditional upon my executing it.
2. Declare that except as is stated below I have never
 - (a) been guilty of any sexual misconduct against any person;
 - (b) have never committed any criminal offence involving violence or drugs;
 - (c) have never committed any offence against road traffic laws (except parking offences);
 - (d) am of good character and suitable for ministry within the Christies Beach Baptist 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 Church Children and Young People Safeguarding Policy and have agreed to and signed the Code of Conduct – Safeguarding Children and Young People.
4. Agree that if any allegation of harm to a child is made against me the Interim Measures Committee (IMC) 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 education courses to fit me for ministry with children.
6. Confirm that I have received and provided evidence of a current 'not prohibited' WWCC.

Signature: Date:

Witness Full Name:

Witness Address:

.....

Witness Signature: Date:

Appendix I

CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE

Christies Beach Baptist Church, SA

The following is the Code of Conduct for all Children and Young People who are participants in a children's or youth ministry of Christies Beach Baptist 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.

I WILL:	<ul style="list-style-type: none"> Behave respectfully, courteously, and ethically towards everyone who I meet while I attend any ministry/program Listen to the leaders, workers, and pastors when I attend a church ministry/program 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 Raise any concern or complaint with a leader I trust at any time
I WILL NOT:	<ul style="list-style-type: none"> Break this code of conduct or encourage other participants to Engage in any form of bullying towards any other participant of any ministry/program Behave in a manner that is rude or violent towards any other participant or leader/worker/pastor Use language that is offensive by the standards of the leaders/workers/pastors at any church ministry/program
IF I THINK THIS CODE OF CONDUCT HAS BEEN BREACHED BY ANOTHER PERSON I WILL:	<ul style="list-style-type: none"> Speak to a leader/worker/pastor or my parents/caregivers and expect that any concerns or complaints I raise will be listened to and responded to appropriately
IF I UNINTENTIONALLY OR INTENTIONALLY BREACH THIS CODE OF CONDUCT I WILL:	<ul style="list-style-type: none"> 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 Agree to follow the direction and abide by any decision of the leadership of the church

The alternative below can be used for very young children and printed on a poster or written somewhere for the children to see/be directed to if needed

I WILL:

- Play SAFELY, be GENTLE and KIND to everyone
- LISTEN to the leaders
- ASK a leader if I need help
- Speak up about any concern or complaint I have to a leader I trust
- TELL a leader if I am unhappy so they can help me
- Say SORRY if I make a mistake and try again

Appendix J

CODE OF CONDUCT – SAFEGUARDING CHILDREN AND YOUNG PEOPLE Christies Beach Baptist Church, SA



Abstract

This code of conduct outlines expected standards of conduct, that as applied, will serve to safeguard children and young people and all who are involved in their care

This Code of Conduct has been approved by the Board of Christies Beach Baptist Church to explain what is expected of church representatives to safeguard Children and Young People from harm, including sexual exploitation, harm and harassment. These expectations are explained in detail so that Christies Beach Baptist Church representatives understand how to do the right thing, as we work towards all people being able to enjoy the fullness of life that God intends.

The Christies Beach Baptist Church is committed to the safety and wellbeing of all children and young people accessing our services as detailed in the Church Safeguarding Children and Young People Policy and Procedures document.

In accordance with that policy, we support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times.

We also support the rights and wellbeing of our Pastors, staff and all who serve and encourage their active participation in building and maintaining a secure environment for all participants.

This code of conduct outlines expected standards of conduct that as applied, will serve to safeguard all who are engaged in environments where children and young people are involved.

All those who serve children and young people under the auspices of the Christies Beach Baptist Church should also be fully aware of the **Child Protection Policy and Procedures** alongside this Code of Conduct.

Senior Church Officer _____

Index

Definitions	34
Persons subject to the code.....	34
1. Our guiding ethos	35
2. Our Commitment	35
3. Specific expectations of those who serve in ministry	36
4. Specific obligations.....	36
5. Expectation to Protect Children and Young People from Harm	36
6. Do	36
7. Do Not	37
8. Declaration	40

Definitions

At Risk

is as defined by the Children and Young People (Safety) Act 2017.

Church

is the Christies Beach Baptist Church which is a member of BCSA.

Child / Children / Young person

are persons under the age of 18 years.

Child Protection Policy

is the Safeguarding Children and Young People Policy and Procedures document adopted by Christies Beach Baptist Church.

CYPSA

is the Children and Young People (Safety) Act 2017.

DPS

is the Director of Professional Standards.

Mandatory reporting

is an obligation upon BCSA workers to report a reasonable suspicion a child or young person is, or may be, at risk of harm, in accordance with s30 & 31 CYPSA,

Ministry covenant

is the covenant generally designated by **Appendix G** to the Child Protection Policy.

Worker

is a Pastor, Board member, employee of or any other person who is involved in the oversight and/or direct ministry to children at Christies Beach Baptist Church.

Persons subject to the Code

The Code applies to:

- All employees of Christies Beach Baptist Church who serve in ministry to Children or Young People
- All leaders/workers who serve or oversee ministry to Children or Young People
- All members of Christies Beach Baptist Church who serve in ministry to Children or Young People

CODE OF CONDUCT – Safeguarding Children and Young People

1. Our guiding ethos:

Christies Beach Baptist Church is a group of followers of Jesus Christ seeking to reflect the teachings of Christ and of 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 neighbours 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 recognize 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 ***Church Safeguarding Children and Young People Policy and Procedures document*** 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 Christies Beach Baptist 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.

The **Code of Conduct** recognises and is aligned with statutory and compliance requirements of the Children and Young People (Safety) Act 2017 (CYPSA) and the National Principles for Child Safe Organisations. Christies Beach Baptist Church is committed to operating in accordance with the CYPSA 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 <Church >) and in a manner consistent with the fundamental values of Christies Beach Baptist 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 Safeguarding Children and Young People Policy and Procedures;
- d) Not do anything to bring the Christies Beach Baptist Church into disrepute;

4. Specific obligations

- a) Maintain the confidentiality of information derived in the course of their service for Christies Beach Baptist 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 counselee 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 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 Christies Beach Baptist Church are expected to:

- a) report to C.A.R.L by the 24-hour Child Abuse Report Line on 131478 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 (telephone '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 the Christies Beach Baptist Church's commitment to child safety at all times;
- f) conduct themselves in a manner consistent with their position as staff, Leader, volunteer, leader or contractor of Christies Beach Baptist 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. Value their ideas, opinions and consider their age, background and abilities;
- j) listen and respond to the views and concerns of children and young people, particularly if they are telling you that they are or another child or young person has been harmed or that they are worried about their safety/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 or young people on behalf of Christies Beach Baptist 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 Christies Beach Baptist 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 in accordance with Christies Beach Baptist Church Virtual Online Policy guidelines;
- 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 while supervising a child;
- k) use, possess, or be under the influence of illegal drugs while 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, clothing, 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 (e.g. 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 Church policy and 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: / /

Senior officer of the Christies Beach Baptist Church

Appendix K

WORKING WITH CHILDREN CHECKS (WWCC) – EXCLUSIONS Baptist Churches of South Australia (BCSA)

If the following conditions are met by a person serving in an unpaid capacity, they are eligible for an exclusion and in some circumstances, may not be required by the member church to obtain a WWCC:

- Children under the age of 14 years
- A sworn South Australian Police Officer or an Australian Federal Police Officer
- A person who believes on reasonable grounds that they will not work with children on more than 7 days (whether consecutive or not) in a calendar year (unless the activity includes an overnight stay or involves close personal contact with a child with a disability)
- A person who, at the time of engaging in particular child-related work on a particular day in a calendar year, had worked with children on less than 7 days (whether consecutive or not) in that year (unless the activity includes an overnight stay or involves close personal contact with a child with a disability)
- A parent/guardian of a child involved in a Children's services activity

PLEASE NOTE: it is considered best practice for all volunteers who meet exclusion criteria to obtain a WWCC

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

Appendix L

Risk Assessment / Management Christies Beach Baptist Church, SA

Use the following Tables to complete the Child Protection Risk Assessment

As strategies are identified and implemented the risk level should be reviewed and re-assessed. Risk management should be an ongoing process.

In Table 1 (a) Detail all activities; (b) Identify associated risks; (c) Determine the level of Likelihood; (d) Decide the level of Consequence; (e) Insert the level of Risk assessed from the **RISK RATING (table 2)**; (f) Develop Strategies to minimise risk.

Any activity area that rates as a **High Risk** must have a specific plan of response and have a heightened awareness by all.

TABLE 1 – RISK ASSESSMENT

ACTIVITY AREA (Detail)	RISKS (Identify)	LIKELIHOOD (Determine) -Almost certain - Likely -Unlikely -Rare	CONSEQUENCES (Decide) -Minor -Moderate -Major Catastrophic	RISK RATING (See table below) Low (Green) Med (Yellow) High (Red)	STRATEGIES TO MINIMISE RISK (Develop)

ACTIVITY AREA

- Describe the activity.
- State whether it is ongoing or a stand-alone event.
- Describe if it is on or off site.

RISKS

- Identify which risks have potential to impact on the exposure and protection of children.

LIKELIHOOD

- Determine the likelihood of the identified risk occurring with the controls in place.
- Ratings are: Likely or Unlikely

CONSEQUENCES

- Decide re the child and church: Insignificant; Minor; Moderate; Major; Catastrophic.

Risks to children and young people could include:

- transportation from one place/environment to another
- taking images of children and young people
- supervision of children and young people
- physical environment
- physical contact
- cyber safety and social media guidelines
- protecting privacy and confidentiality
- offence.

TABLE 2 - RISK RATING

Use this table to insert the relevant RISK level colour in the 'RISK RATING' cell in Table 1 above.

Likelihood	Insignificant Consequences	Minor Consequences	Moderate Consequences	Major Consequences	Catastrophic Consequences
Almost Certain	Low	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	Medium

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