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chinese and australian baptist church west ryde

# Child Safety Policy

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## **INTRODUCTION**

Chinese and Australian Baptist Church – West Ryde (CABC – WR) takes seriously its responsibility to protect the welfare of children and youths entrusted to its care. The Church recognises that children and youths are not always valued as God intended. Some children and youths today are the victims of neglect, physical, sexual and emotional abuse. CABC - WR believes that all people are created in the image of God, and they are entitled to be treated with dignity. The Church sees abuse as destructive to God's people, and calls to account anyone who harms and exploits children and youths. The Chinese and Australian Baptist Church – West Ryde Child Safety Policy has been designed to protect children and youths aged 0-18.

Working with children and youths can be a fruitful ministry for many church members. It is imperative there are guidelines in place that establish values and practices all Volunteers must commit to. Those responsible for coordinating children's and youth ministries need to have confidence and trust that all Volunteers are acting with integrity and have a shared code of conduct.

As part of its mission, the Church is committed to:

- Teaching, valuing and effectively relating to all children and youths.
- Ensuring the care, protection and well being of children and youths involved in children's and youth ministry.
- Ensuring that children's and youth Volunteers are given support and ongoing training.
- Having a system for dealing with concerns about possible abuse.
- Adhering to legislative requirements.

The Church and its Volunteers are subject to Federal and State legislation, and to principles established through common law, including but not limited to:

- Child and Youths (Care and Protection) Act 1998
- Child Protection (Prohibited Employment) Act 1998
- Child Protection (Working with Children) Act 2012
- Child Protection (Working With Children) Regulations 2013
- Crimes Act 1900

A copy of this policy is provided to each children's and youth Volunteer when invited to work with children and youths. All Church members may request a copy of the policy.

## Definitions

**Abuse** means the following conduct towards a child:

- Bullying
- Emotional abuse
- Harassment
- Neglect
- Physical abuse
- Sexual abuse and
- Spiritual abuse

**Authorities** means the police and the NSW Government Department of Family and Community Services.

**Children** refers to persons of primary school age (Kindergarten to Year 6), usually aged 5-11.

**Church Safety Officer** refers to the individual responsible for the overall safety and welfare of CAB- WR.

**Church Safety Assistant** refers to the individual responsible for assisting safety officer with administration and other help.

**Congregation Safety Representative** refers to the individual responsible for leading their congregation to follow the safety policies.

**Congregational pastor** refers to the pastor responsible for a congregation.

**Ministry leader/coordinator** refers to the individual responsible for the overall coordination of children's and youth ministries.

**Ministry member/volunteer** refers to an individual who regularly serves in a ministry.

**Ministry helper** refers to an individual who occasionally assists with serving in a ministry under the supervision of a ministry member/volunteer.

**Person of concern** means a person convicted of committing a serious sex offence or is a 'registrable person'.

**Registrable person** means some who has been found guilty of a registrable offence.

**Senior pastor** refers to the lead minister across the congregations.

**Spiritual abuse** means the denial or use of religious beliefs and practices to control and dominate a person.

**The Church** means Chinese and Australian Baptist Church – West Ryde.

**Under 5s** refers to persons under the age of 5 (typically before they start Kindergarten)

**Youth** refers to persons of high school age (Grade 7 -12), usually aged 12-18.

**Young adult** refers to persons within 5 years after high school, usually aged 18-23.



## **SECTION 1: BEST PRACTICE**

### **1.1 CARING FOR CHILDREN AND YOUTH**

As part of their role, Children's and Youth ministry volunteers are likely to offer advice and help to them. However, within this role there is a distinction between caring, helping (in formal ministry context), and counselling (tending to personal issues). Volunteers must not assume the role of a counsellor. Instead Volunteers should consult with the coordinator as to what help is available for the child or youth.

Children's and Youth ministry volunteers are to care for them through general advice, help and encouragement. The primary aim of their care is to promote a child or youth's development in all aspects of their identity and personhood.

The Church encourages ministry volunteers to primarily offer care in a group setting. It is not desirable for a volunteer to be alone with a child. However, there may be occasions where the child concerned requires further time and individual attention. If this is within the normal group time, it is advised that doors are left open and the Volunteer ensures that other Volunteers have been notified, and are in sight.

Volunteers must always liaise with parents when individual time is given to their child outside of ministry settings. Notifying parents can be done via a phone call or in person (with a follow-up confirmation by email or text message). Or alternatively it can be done directly by email or text message.

#### **Confidentiality**

Confidentiality is very important. Children's and Youth volunteers are in a unique position, as a child and youth may discuss issues with them, which they would not discuss with parents or a school teacher. The child must feel assured the Volunteer will not inappropriately discuss the details of a problem or issue raised. However, absolute confidentiality must never be promised. A Volunteer must reserve the right as a duty of care to consult the coordinator or congregational pastor. If the Volunteer feels that they should consult the coordinator or congregational pastor, this must be explained to the child.

Any advice or help given, should be provided by a volunteer of the same gender as the child, and in a public place. Volunteers must avoid being alone with a child.

Wherever possible a Volunteer should seek to develop a good relationship with a child or youth's parents.

The Volunteer must not give advice in areas where they are neither trained nor qualified (for example offering medical advice). However, they should actively help the child seek the advice that is needed from appropriate source.

#### **Dependence on a Volunteer**

The development of dependence upon a Volunteer can be a result of a Volunteer providing individual care, to a child or youth. The Volunteer must combat dependence by setting clear boundaries, and guidelines in terms of time spent with an individual child or youth.

## **Dependence on a child**

Dependence on a child occurs when the Volunteer's own needs, whether it be spiritual, emotional or physical, interferes with their role of providing care to a child or youth. This can occur when a Volunteer enjoys the company and attention of a child or youth. This type of dependence can be avoided if:

- The Volunteer speaks to the coordinator honestly and openly about their feelings towards a child or youth.
- Volunteers make themselves accountable to their surrounding team.
- Volunteers avoid possible compromising situations, such as developing a caring relationship with a child or youth of the opposite gender.

## **1.2 DISCIPLINE**

Discipline within Children's and Youth ministry is important, not only for the ordered running of a particular activity, but for the benefit and safety of all those involved.

Simple and clear room rules for behaviour must be established. Volunteers should ensure the children and youths understand what procedures will be taken if ground rules are broken.

Volunteers are encouraged to separate disruptive children, and employ techniques to recapture the attention and focus of the children. If a child continues to remain disengaged, Volunteers can arrange an alternative activity.

Physical discipline should never be applied. Instead Volunteers are encouraged to verbally correct a child or youth's behaviour. Parents should be informed of their child's behaviour, and asked to collect their child when Volunteers cannot manage the situation.

If a child or youth has been removed from an activity, Volunteers should complete an incident report providing details of what occurred.

Physical restraint must only be used in exceptional circumstances where a child is a danger to him/herself, or endangering another person or property.

Volunteers should take care to ensure every child is given attention, and are encouraged to reward positive behaviour.

## **1.3 INCIDENT REPORTS**

Volunteers must complete incident reports when:

- An incident requires medical attention
- A child places him/herself at risk or other children at risk
- Disruptive behaviour has occurred.

Volunteers can access an incident report form from the office or at the following link.

<http://baptistinsurance.com.au/sites/default/files/Sample%20incident%20report%20form.pdf>

The incident report must be given to the congregational pastor, and will be kept securely filed by the Church.

#### **1.4 RECORD KEEPING**

All parents/guardians of children and youths attending CABC – WR children and youth ministries will be required to fill out a Child Information Form (Appendix C). A register of children and youths attending these programs, as well as register of all Volunteers will be kept by the Church and will remain securely filed.

#### **1.5 SAFETY**

Volunteers should familiarise themselves with the following:

- The location of the nearest fire extinguishers and fire escapes. Volunteers must ensure that routes to fire exits are not obstructed.
- The location of a fully equipped basic first aid kit.
- The location of a landline or ensure a mobile phone is available.

#### **1.6 FIRST AID**

There are first aid kits and first aid books available at:

- Marsden High School - the hallway next to the male toilets and upstairs outside the office.
- West Ryde Community Hall - inside the community hall.
- CABC - West Ryde Hall - on the ground and first floor.

If possible, Volunteers with first aid qualifications should administer aid. Volunteers must seek help by medical professionals if the child or youth's injuries are not treatable through basic first aid. Volunteers should call an ambulance on 000 or take the child or youth to the nearest hospital emergency department.

A parent/guardian will be notified if any first aid was administered or if professional medical assistance is required.

#### **1.7 FIRE PRECAUTIONS**

Volunteers are responsible for escorting children and youth out of the building and to the designated assembly point. Volunteers should pick up the day's register before leaving the building. If safe to do so, Volunteers should also check all toilets. Once outside, children should be asked to form a line in front of Volunteers. A tally should then be taken with the day's registers. The fireman attending will be informed if a child is missing. Children must be marked off before they are collected by their parent/guardian.

A fire drill needs to be conducted every 12 months.

- The assembly point for Marsden High School is the grass oval area.
- The assembly point for West Ryde Community Hall is outside the Anthony Road exit.
- The assembly point for CABC - West Ryde Hall is the Koorong car park.

(See Work Health and Safety Policy - Section 2.6 for instructions)

## **1.8 SECURITY**

The only adults permitted to stay in the classrooms are the Volunteers and ministry helpers. Volunteers must not allow other adults to have free access.

It is desirable to have two adults assigned to each classroom. Ministry helpers must always be accompanied by a ministry volunteer.

Children must stay as a group at all times.

Volunteers are not permitted to take children or youths off the premises, unless parental consent has been given.

Parents/guardians are to collect their child(ren) from the classrooms after the main meeting has concluded. Parents and Volunteers are to follow the Registration and Dismissal Procedures at all time.

Parents are allowed to appoint another person to pick up their child(ren). There must be written permission in order for the appointed person to pick up the child(ren).

All incidents of suspected child abuse must be reported to the congregational pastor.

## **1.9 TOUCH**

It is a common misunderstanding that physical contact between children and Volunteers is prohibited. Physical contact between adults and children can be healthy and acceptable in public places, but is discouraged in circumstances where an adult and child are on their own. Children's and youth Volunteers must follow these guidelines:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be age appropriate and generally initiated by the child rather than the Volunteer. Where medical attention is required, the Volunteer is permitted to instigate touch.
- Avoid any physical activity that is or may be thought to be, sexually stimulating to the adult or the child.
- Never touch the body of a child in any area normally covered by swimwear.
- Volunteers should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything, which could be misconstrued.

As a general guideline, CABC-WR asks volunteers and the wider church not to hug or touch a child or youth in a friendly manner unless there it is an appropriate setting a person in an appropriate relationship.

### **1.10 PHOTOGRAPHS AND FILMING**

Parents must indicate on the parental guidance forms if they give consent for their child(ren) to be photographed or filmed. Children must not be photographed, filmed or images of the child or youth used on the Church website or for advertising, without prior consent from the subjects and parents/guardian.

Photos and filming should focus on small groups rather than an individual. All children must be appropriately dressed when photographed or filmed.

### **1.11 ALCOHOL AND DRUGS**

The consumption of alcohol or illegal drugs on church premises or during an activity is not to be allowed or condoned by any Volunteer. Any child or youth found to be under the influence of alcohol or illegal drugs is to be counselled, and the parents/guardians contacted so the child can be returned home immediately.

Volunteers will not administer any prescription medication. Parents will be called out of the main meeting if their child requires medication. However, if the child is participating in an overnight activity, a first aid plan must be in place giving permission for the youth coordinator to administer prescription medication.

### **1.12 QUALIFICATIONS FOR VOLUNTEERS**

To qualify as a children's and youth Volunteer you must:

- Be appointed at the invitation of the congregational pastor or responsible committee member.
- Have a current Working With Children's Check.
- Have completed the Creating Safe Spaces training course (or complete the training within 2 months of beginning to serve).

### **Training**

New children and youth Volunteers receive on the job training. All Volunteers will undergo Creating Safe Spaces training every three years.

### **1.13 VOLUNTEER RESPONSIBILITY**

Volunteers caring for children or youths will operate according to the guidelines set out within this document. If a Volunteer is unsure of what to do in a given situation, they should contact the coordinator.

### **Code of Conduct:**

- Treat all Volunteers, parents, children and youths with respect and dignity.
- Ensure that all children and youths remain safe and well protected.
- Faithfully carry out your role and responsibilities with integrity.
- Maintain accountability.
- Use appropriate language.
- Not to engage in any behaviour that could be considered sexual abuse, misconduct or harassment.
- Not engage in any verbal, emotional, physical or sexual abuse.
- Not engage or assist with any illegal activity.

The coordinator should encourage an atmosphere of mutual support and care that allows all Volunteers to be comfortable enough to discuss inappropriate attitudes or behaviour. If one Volunteer observes another Volunteer acting in a way that is inappropriate, they should speak to the coordinator. The coordinator should report any serious misbehaviour or illegal activity to the congregational pastor or church safety officer. The Volunteer will be removed from their position.

### **Ethical Obligations**

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

- Inappropriate conversation of a sexual nature.
- Coarse language, especially that of a sexual nature.
- Suggestive gestures or remarks.
- Jokes of a sexual nature.
- Inappropriate touching.
- Inappropriate literature (e.g. PG, M, MA, R or X rated material used with young children). The age of children is one of the determinants in deciding what is appropriate literature.
- Recording or filming or taking photos without prior consent from parents/guardians.
- Acts of violence committed in the course of an activity.

## **1.14 Under 5's and Children's Ministries**

### **REGISTRATION AND DISMISSAL**

CABC–WR takes seriously its responsibility for the welfare of children entrusted to its care during Sunday gatherings. With this in mind we have adopted the following Registration and Dismissal Procedures.

- 1) Before entering the classroom, parents/guardians must sign their child(ren) in. Parents/guardians will drop their child(ren) off at the classroom or an agreed location with the Ministry coordinator.
- 2) All visitors will be asked to complete a Child Information Form. Volunteers are to ensure that everything is filled in correctly, ask if the child has any allergies and seek to answer any questions the visitor may have.
- 3) At the end of the service, parents/guardians will collect their child(ren) from the classroom. Parents must sign their child(ren) out. An appointed person may also collect and sign the child(ren) out.

### **PARENT CALL-OUTS**

Parents will be called out of the service for the following reasons:

- When a child has sustained an injury.
- When the child is distressed or cannot be settled by the Volunteers.
- When a child requires a nappy change or assistance going to the toilet.

When a parent needs to attend to their child, Volunteers will send a message to the parent's mobile phone. If the parents do not respond to the message, then one or both of the parents will be called on their mobile phone or someone will be sent to find the parent.

For services that have newer presentation software, scrolling text can also be used to call out parents.

### **TOILET PROCEDURES**

CABC –WR recognises there will be some children who will need to use the toilet facilities. With this in mind the Church has adopted the following procedures, which has been designed to protect all children who use these facilities.

- Prior to taking children to the toilet, a Volunteer will check the toilets to make sure there is no one in there.
- For children who DO NOT require assistance in the bathroom, Volunteers will accompany the children in pairs or groups to the door of the bathroom and allow them to enter on their own. Volunteers will wait outside for all of the children to exit and then accompany them back to the classroom, for their safety. Volunteers can go into the entrance of the toilets to encourage children to be timely.

- Where possible two Volunteers must accompany children to bathroom. If this is not possible, a Volunteer must accompany two or more children to the bathroom.
- For children who DO require personal assistance in the toilet facilities or help in pulling up trousers, then parents will be called out of the main meeting – unless written consent has been given by the parent for volunteers to assist with this.
- Volunteers will NOT change the nappies of children, for the protection of both the children and the Volunteers. In the event of a nappy needing to be changed, please call a parent/guardian out of the main meeting. Changing facilities are provided by the Church. – unless written consent has been given by the parent for volunteers to assist with this.

## **1.15 Youth Ministries**

The following procedures are in place to ensure the safety of youths and Volunteers.

### **TRANSPORT**

Parents/guardians are encouraged to provide transport to and from gathers off site.

In the event where it is necessary for Volunteers to provide transportation to or from a Youth ministry for an activity off site, the following procedures must be adhered:

- All drivers are licensed, experienced and not impaired by alcohol or other mind-altering substances.
- Only drivers on green P's and higher will be allowed to provide transport.
- All motor vehicles are registered, insured and fitted with safety features (for example, seat belts).
- When it is practical Volunteers should avoid being alone with a youth in a motor vehicle. If this is unavoidable, the Volunteer MUST advise another adult and/or the parent/guardian of the trip and the reason for it.
- Where possible drivers must be the same gender as the youths in the vehicle or another adult present of the same gender.

### **PROVISION OF FOOD**

Youth volunteers provide snacks. Parents/guardians will be asked to indicate if their child has any food allergies. However, youth are responsible for their own dietary restrictions.

### **MENTORING**

There may be occasions where individual youths need to be mentored. Volunteers must seek verbal or written parental permission before mentoring a youth. The coordinator and parents/guardian will be informed of the time, location and duration of the meeting. Volunteers of the same gender must be the mentors. Mentoring

should occur in a public place or in sight of another adult. Volunteers must adhere to the Caring for Children and Youth guidelines on Section 1.1 of this policy.

### **OVERNIGHT ACTIVITIES**

When activities require youths to sleep over:

- Sleeping accommodation will be segregated between males and females, and supervised by a same gendered Volunteer.
- If possible, more than one adult should be supervising accommodation, whether it is another Volunteer or a parent.
- Where avoidable, supervisors should not sleep in close personal proximity to a youth.
- The coordinator should ensure that the venue gives privacy to all parties, particularly when changing clothes, washing or toileting.

A permission slip must be signed by parents/guardians before any overnight activity.

### **RISK ASSESSMENT**

CABC- WR aims to ensure the safety of all youths attending their activities. Therefore, a risk assessment is completed before all offsite activities or high risk activities onsite.

[Risk assessment form](#)

## **SECTION 2: SUSPECTED ABUSE PROCEDURES**

CABC – WR and all its appointed children's and youth Volunteers are committed to the protection of children and youths from physical, sexual or emotional abuse. As a Church we are committed to the following procedures and guidelines. They are to be followed by all Volunteers in the event of disclosure or suspicion of possible abuse. These procedures are in place to:

- Protect all children and youths who are suffering any form of abuse.
- Give a clear procedure for Volunteers to follow.

### **2.1 DEFINITIONS AND SIGNS OF ABUSE**

The following definitions and signs of abuse have been adapted from the New South Wales Department of Family and Community Services and the New South Wales Office of the Children's Guardian. The signs outlined may or may not be indicators that abuse and neglect has taken place, but the possibility should be considered. <sup>1</sup>

#### **Neglect**

Neglect means the continued failure by a parent or caregiver to protect a child from foreseen harm or to provide basic necessities to a child, placing their health and development at risk. This includes the provision of food, clothing, shelter, hygiene, education, safety and medical care.

Possible signs of neglect include:

- Failure to thrive and develop
- Untreated physical problems
- Poor standards of hygiene
- Poor complexion and hair texture
- Child not adequately supervised for their age
- Longs for or indiscriminately seeks adult affection

#### **Child Sexual Abuse**

Child Sexual abuse means the use of a child or youth in a sexual activity, by another person for his or her own sexual stimulation or gratification, or for that of others. This includes intercourse, inappropriate physical contact, inappropriate conversation of a sexual nature and grooming. Grooming occurs when a person manipulates a child or their caregiver, so they can commit acts of abuse towards the child. Child sexual abuse is a crime

Possible signs of child sexual abuse include:

- Child or child's friend telling you about it, directly or indirectly

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<sup>1</sup> NSW Government, Department of Family and Community Services, <http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect/what-is-child-abuse> and <http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect/what-is-child-abuse/signs-of-abus>  
NSW Office of the Children's Guardian e-learning, <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/child-safe-elearning>

- Describing sexual acts
- Sexual knowledge or behaviour inappropriate for the child's age
- Self-destructive and risk taking behaviour such as self-harm, suicide attempts, and drug dependence
- Anorexia or over-eating
- Adolescent pregnancy
- Unexplained accumulation of money and gifts
- Persistent running away from home

### **Physical Abuse**

Physical abuse means a non-accidental injury or pattern of injuries to a child caused by a parent, caregiver or any other person. This includes Corporal punishment, pushing, shoving, punching, slapping, kicking and biting.

Possible signs of physical abuse include:

- Bruises and marks, which may show the shape of the object that caused it such as a belt, buckle or hand print
- Lacerations and welts
- Adult bite marks and scratches
- Fractures of bones, especially in children under three years old
- Dislocations, sprains, twisting
- Burns and scalds (including cigarette burns)
- Multiple injuries
- Explanation of injury offered by the child is not consistent with the injury

### **Psychological Abuse**

Psychological abuse occurs when frequent and persistent behaviour of a parent or caregiver damages the confidence and self esteem of the child or youth, resulting in serious emotional deprivation or trauma.

Possible signs of psychological abuse include:

- Constant feelings of worthlessness
- Unable to value others
- Lack of trust in people
- Lack of people skills necessary for daily functioning
- Extreme attention-seeking behaviour
- Is obsessively eager to please or obey adults
- Takes extreme risks, is markedly disruptive, bullying or aggressive
- Is highly self critical, depressed or anxious
- Suicide threats or attempts
- Persistent running away from home

## 2.2 HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

CABC - WR acknowledges that it can be difficult to respond to a child who raises abuse. Volunteers are encouraged to:

- Accept what the child discloses, however unlikely the story may sound.
- Keep calm.
- Look at the child directly.
- Listen carefully to the child without interrupting.
- Be aware that the child may have been threatened or bribed not to tell.
- Ensure the safety and welfare of the child.
- Reassure the child that they were right to tell you and thank them for letting you know. It may be helpful to tell the child you believe them or “it’s not your fault” or “I will help you”.
- If appropriate, let the child know what you are going to do next. Inform the child you will need to let someone else know. Never promise confidentiality.
- Follow CABC - WR reporting procedures. See Section 2 on Child Safety Policy
- Consider your own feelings and seek pastoral support if needed

### **Volunteers should never:**

- Express, panic, shock, anger or disbelief. For example Volunteers should not say “why didn’t you tell anyone before?” Or “I can’t believe it!” Or “I am shocked, don’t tell anyone else”
- Dismiss, minimise or challenge the disclosure. For example Volunteers should never say “are you sure this is true?”
- Ask leading questions. For example questions that begin with Why? How? When? Who? Where?
- Push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- Make false promises
- Confront the alleged perpetrator.

Even when a child has broken a rule, they are not to be blamed for the abuse that may have incurred.

## 2.3 WHAT SHOULD BE REPORTED

A Volunteer should report to the congregational pastor:

- Any disclosure of abuse or harm to a child or youth
- Any suspicion of abuse or harm to a child or youth
- Another Volunteer acting inappropriately with or in front of a child or youth

## 2.4 WHAT TO DO IF YOU SUSPECT ABUSE MAY HAVE OCCURRED

- 1) You must report your concerns immediately to the congregational pastor. If you cannot reach the congregational pastor and feel the child is at significant risk of further abuse, and it is unsafe for them to return home, you might have to consider referring to the Police or the Department of Family and Community Services.
- 2) If the suspicions in any way involve one of the congregational pastors then the report should be made to the church safety officer.

- 3) If the suspicions in any way involve one the church safety officer then the report should be made to the Baptist Union.
- 4) In order to protect the child's rights to confidentiality, you should not discuss your suspicions with anyone other than those nominated above.

It is of course, the right of any individual as a citizen to make direct referrals to the child protection authorities or seek advice from the Department of Family and Community Services. However, we hope that members of the Church will use the procedure outlined above. Nevertheless, if you feel that the Church has not responded appropriately to your concerns, then it is open to you to contact the Child Protection Helpline directly. We hope by making this statement that we demonstrate the commitment of the Church to effective child protection.

Reports should be made to the Child Protection Helpline on 132 111.

If it is clear that the abuse is a criminal offence, the police should be contacted on 131 444.

## **2.5 ROLE OF THE VOLUNTEER**

Volunteers should complete a Suspicion, Allegation or Disclosure of Abuse Report Form (Appendix D) and give it to the congregational pastor.

If the report involves the congregational pastor, the Volunteer should give the report form to the church safety officer.

## **2.6 VOLUNTEERS SUSPECTED OF ABUSE**

Appropriate action will be taken against any Volunteer suspected of abusing a child or youth under their care. The Volunteer will immediately be removed from the program whilst the allegation of abuse is investigated.

The Child Protection (Working with Children) Act 2012, requires CABC - WR to report findings of:

1. Any sexual misconduct involving a child (including grooming) or within the presence of a child.
2. Any serious physical assault of a child. Physical assault is not considered serious when it is used to prevent injury, disarm a child, separate fighting or for self-defence.

The police will be immediately notified if there are any findings of abuse and a report made to the New South Wales Office of the Children's Guardian. Reports to the Children's Guardian will be made through the Working With Children's Check employer register. The Volunteer will be informed when a report has been made.

The Church must notify the Children's Guardian if any findings have been overturned.

CABC-WR must keep a record of all allegations, investigations and findings for at least 30 years, unless the records have been given to the Children's guardian.

## **Criminal Matters**

The Church will not investigate any allegation they suspect will become a criminal matter. Any such matter will be immediately reported to the police.

All reports to the police will be made by calling 131 444.

## **SECTION 3: APPOINTING CHILDREN'S AND YOUTH VOLUNTEERS**

CABC – WR is committed to making sure that all Volunteers within the Church are supported and understand the commitment they have made. The Church is committed to supporting it's Volunteers by providing:

- Ongoing training and mentoring
- A mission oriented community
- A nurturing environment
- A safety net to protect children and youths from harm.

### **3.1 THE PROCESS**

- 1) Children and youth Volunteers are appointed by the invitation of the pastors or responsible committee members. Potential Volunteers are assessed on the basis of their character.
- 2) If agreement is reached the potential Volunteer will be asked to read the Chinese and Australian Baptist Church – West Ryde Child Safety Policy.
- 3) Volunteers will be asked to complete a Working With Children Check.
- 4) Volunteers will complete Creating Safe Space training.
- 5) New Volunteers will start as occasional ministry helpers. Ministry helpers are trained through an apprenticeship. Volunteers may be invited to become a teacher- in charged when they have demonstrated the ability and suitability to take on more responsibilities.

### **3.2 WORKING WITH CHILDREN CHECK**

The Child Protection (Working With Children) Regulations 2013, require all members of the Church engaged in child related activities to complete a Working With Children's Check. It is up to the Volunteer to obtain their Working With Children Check by completing the following steps:

**Step 1-** Apply for a Working With Children check at:

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application#>

Please make sure the details you provide are exactly the same as your proof of identity documents. There is no cost for volunteers.

**Step 2** - Go to Service NSW or the Roads and Maritime services with the application number that you have received and your proof of identity.

For more information on documents required for proof of identity please go to the following website:

<http://www.rms.nsw.gov.au/roads/licence/identity/index.html>

**Step 3** - You will receive your Working With Children's number via email. This may take a few days. Please advise the Church of your number, once it has been allocated to you.

If you already have a number through employment (for example a teacher), you don't need to reapply. Please just advise the Church of your number.

**Step 4** – Once the Church has received your Working With Children's number, the Church will verify this number with New South Wales Office of the Children's Guardian

The Church must keep a record of the Working With Children's Check for seven years. The record must include the persons:

- Full name
- Date of birth
- WWC number
- Verification Date
- Verification outcome
- Expiry Date
- Whether the Volunteer is paid or a volunteer

## **APPENDIX A: PRACTICAL IDEAS FOR KEEPING DISCIPLINE**

Some practical tips for keeping discipline with the Children's Ministry classrooms include:

- 1) Remind children of room expectations.
- 2) Change voice tone, but try not to shout.
- 3) Use different clapping patterns and ask the children to copy, to get their attention.
- 4) Separate children who have a tendency to be disruptive when together. These children are often friends. Give them a chance, perhaps warn them and only separate if they are still disruptive.
- 5) Have the child sit right in front of you.
- 6) Get a Volunteer to sit next to the child.
- 7) Be pro-active. Encourage other Volunteers to be pro-active and not wait to be told to deal with a situation.
- 8) Take the child aside and talk to them, challenging them to change, whilst encouraging them on their strengths.
- 9) Encourage good behaviour.
- 10) Warn a child that you will speak to their parents – and do so if necessary.
- 11) Call a parent to the room.
- 12) Remember each child is an individual and unique. We need God's wisdom and love to encourage each one to reach their potential and meet their needs.

### **DEALING WITH DISRUPTIVE CHILDREN**

Sometimes children and youths can become very upset and disruptive, and occasionally their behaviour may be assessed as possibly dangerous to themselves or others.

#### **Behaviour strategies to help with non-compliance in children**

To ensure an appropriate response to the child's behaviour, Volunteers need to consider whether the child or youth has a disability or other conditions. Volunteers should ask themselves, does the child understand what is being asked of him or her? A child's age and competence can affect their ability to recognise and understand dangers to themselves, others and property.

Use positive instructions such as, “Please put your feet on the floor,” rather than, “Get your feet off the table.”

Praise positive behaviour from the child. It is all too easy to ignore good behaviour and only give attention when the child is behaving badly.

### **Physical Restraint**

Physical Restraint is permissible under the Children and Youths (Care and Protection) Act 1998, if in the opinion of the Volunteer, a child or youth is behaving in a manner that unless restrained, they are placing him/herself or others in danger.

### **The Use of Physical Restraint**

- Only use as a last resort, to protect the safety of the child and/or others. Warn them that physical restraint will be used unless they desist from their behaviour.
- Talk to the child first to try to persuade them to do what you are asking. If you need to restrain a child, explain why you are restraining them; “I am making sure that you are calm,” “I am restraining you so that you do not run away,” “I am restraining you so that you do not hurt someone else,” “I want you to calm down and come with me,” “If you don’t stop I may have to call the police.”
- Ensure the child will not misinterpret your actions by explaining your actions, keeping in mind the relative genders of yourself and the child. Call for another adult to be present where possible.
- Restrain or hold a child only by the arms or shoulders, with the least force, for the shortest possible time. Restraint should be gradually relaxed to allow the child to regain self-control.
- Consider the possibility of the child having some kind of weapon.
- Consider your own safety. If you feel you or anyone else is at risk, and you cannot restrain the Child Safety, remove yourself and others to a safe place as soon as possible.
- When the child is calm, try to talk through the issues with them.
- In all circumstances, Volunteers involved should make a record as soon as possible. Parents/guardians and the congregational pastor should also be informed of the incident.

## **APPENDIX B: LEGAL OBLIGATIONS**

### **PROHIBITED EMPLOYMENT DECLARATION**

The Children and Youths (Care and Protection) Act 1998, mandates the Department of Family and Community Services with the responsibility for the care and protection of children and youths in NSW, where there are concerns about their safety, welfare and wellbeing.

#### **Who is a Person of concern?**

All people working in, or seeking to work in, child-related employment must declare whether they are a prohibited person. It is an offence for person of concern to apply for, undertake or remain in child-related employment.

A person of concern is a person convicted of committing a serious sex offence, or a 'registrable person'. A 'registrable person' is someone who has been found guilty of the following offences:

- Murder of a child
- Child related personal violence offence
- Serious sexual offences
- Indecency offences (punishable by imprisonment of 12 months or more)
- Kidnapping child
- Prostituting a child
- Possession, distribution or publication of child pornography
- Attempt, conspiracy or incitement to commit the above offences

CABC - WR must ask all Volunteers or potential Volunteers if they are a person of concern. Those identified as a person of concern, will not be eligible for a child-related position in compliance with the Child protection (Prohibited Employment) Act 1998.

### **MANDATORY REPORTING**

A 'mandatory reporter' is any person who delivers health care, welfare, education, children's services, residential services or law enforcement wholly or partly to children (aged under 16) as part of their paid work. This includes any person who directly manages or supervises such work.

Section 23 and 27 of the Children's and Youths (Care and Protection) Act 1998 requires a mandatory reporter to report to the NSW Department Family and Community Services any current concerns that a child (under 16) is at risk of abuse or neglect. This is a legal obligation, which carries a penalty if you fail to comply.

CABC - WR requires Volunteers to follow reporting procedures as outlined in the policy on Section 2.

## APPENDIX C: CHILD INFORMATION FORM



### Child Information Form 2018

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This form must be signed by parent/guardian of the child under 18 years of age.  
家長/監護人必須為十八歲以下的兒童/少年簽署此表

#### General Information – please write clearly 請清楚填寫

Child's Name 孩子姓名: (Eng) \_\_\_\_\_ (中) \_\_\_\_\_ Gender 性別: \_\_\_\_\_  
 Date of Birth 出生日期: \_\_\_\_\_ School 就讀學校: \_\_\_\_\_ Year 年級: \_\_\_\_\_  
 Child's contact (if any) 孩子聯絡方法 (如有): email: \_\_\_\_\_ phone: \_\_\_\_\_  
 Language(s) spoken at home 在家裡所說語言: \_\_\_\_\_  
 Parents' or guardians' information 家長或監護人資料:  
 Name 姓名: (Eng) \_\_\_\_\_ (中) \_\_\_\_\_ Contact Phone No. 電話: \_\_\_\_\_  
 Name 姓名: (Eng) \_\_\_\_\_ (中) \_\_\_\_\_ Contact Phone No. 電話: \_\_\_\_\_  
 Residential Address 住址: \_\_\_\_\_  
 Tel (Home) 電話 (家): \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_

#### Activity Participation – the church activities that the child intend to join

Sunday 主日	Weekdays 平日
<input type="checkbox"/> Nursery 嬰兒服務	<input type="checkbox"/> Playgroup 兒童遊戲組 (Wednesday 星期三)
<input type="checkbox"/> Sunday School 主日學 Year 年級: _____	<input type="checkbox"/> GY Small group 少年小組 (Friday 星期五)
<input type="checkbox"/> Grow Youth 英文青少年團契, Year: _____	
<input type="checkbox"/> Children Fellowship 兒童團契	<input type="checkbox"/> Others 其他:

#### Medical Information

Please list any ① medical conditions; ② allergies your child experience; and ③ any medication or special care they require: 請列明你子女的 ① 健康狀況 ② 對甚麼過敏 ③ 需要吸食甚麼藥物及特別的照顧:

**Dietary Restrictions:** Is your child on a restricted diet? 你子女在食物及飲品是否有限制?  Yes 有 /  No 沒有

If yes, please indicate foods or drinks your child should not consume: 如有請列明你子女需要避免的食物及飲品:

\_\_\_\_\_

This form is normally filled once every calendar year. It is the responsibility of the parent/guardian to notify the church to update their child's information when necessary.

**case of emergency – contact numbers (OTHER than parent’s contact above)**

緊急情況發生時的聯絡電話（除了家長聯絡的電話以外）

Name 姓名： Relationship to Child 與孩子的關係：

Contact phone number 聯絡電話：

Name 姓名： Relationship to Child 與孩子的關係：

Contact phone number 聯絡電話：

**declarations – please cross out any of the following to withdraw any authorizations:**

請一請細心閱讀以下的授權，並刪去你覺得不同意的授權

In case of emergency related to my child/ren during the time of program, I authorize the leader in charge of the church activity to arrange for my child to receive first aid, and arrange ambulance or other means of transport for my child/ren to receive medical treatment at hospital. I accept responsibility for payment of all expenses associated with such treatment. 在我子女參加教會活動時，如我的子女發生緊急事故，我授權教會活動負責人為我的子女安排急救，並安排使用救護車或其他交通工具前往醫院接受治療，我願意承擔以上事件的一切支出。

I understand there may be occasions when it is necessary to transport children or to walk to nearby facilities. I give permission for my child to participate in activities in those nearby facilities, and I give permission for the leaders of the activities to arrange necessary transports. 我明白有時教會活動將安排在平日聚會附近的地方，並需要你的子女步行前往或用交通安排接送；我允許我的子女參加在平日聚會附近地方的活動，並允許活動負責人為我的子女安排交通接送。

I permit photos taken of my child (without their name) to be displayed on notice boards in the church.

我允許我子女在參加聚會/活動時的照片（不記名）張貼在在教會的告示版上。

I permit photos (without their name) taken of my child to be displayed in any church publications, including websites, newsletters, brochures, etc. 我允許我子女在參加聚會/活動的照片（不記名）刊登在教會的刊物、網站、期刊、單張等。

I authorize \_\_\_\_\_ to sign-in/sign-out for my children in Sunday school/Children Fellowship.

我同意 \_\_\_\_\_ 主日學/兒童團契 我授權以上人仕 可以為我的子女簽到/簽離 主日學/兒童團契

I accept my responsibility to collect my child at the finishing time. If I am unable to do so:

教會活動後接回子女是我的責任，但若我因事未能接回子女：

I authorize my child can be transported home as arranged by the leaders of the activity program.

我授權教會活動負責人安排我的子女返回家 OR 或

I only authorize my child to be transported home with the following people:

我只授權由以下人仕送我子女回住處：

Thank you for providing this important information. The church will keep the information in a safe place for emergency.

多謝提供以上重要的資料給教會，教會會將資料保密並在緊急時使用。

Signature of parent / guardian 家長/監護人簽署：

Name of parent / guardian 家長/監護人姓名： Date 日期：

This form is normally filled once every calendar year. It is the responsibility of the parent/guardian to notify the church to update their child’s information when necessary.

## **APPENDIX D: SUSPICION, ALLEGATION OR DISCLOSURE OF ABUSE REPORT FORM**

### **Suspicion, Allegations or Disclosure of Abuse Report Form**

Please complete this form if a child or young person has disclosed abuse or you have observed someone in the Church behaving inappropriately with a child or young person.

**Date:** \_\_\_\_\_ **Date it was reported:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Name of child or young person:**

**Name of the child or young person's parents or guardians:**

**Name of person whom suspected of abuse:**

**Details of the report or observation of abuse** - includes date, time, location, what happened (including what was happening before the abuse was disclosed or the observation was made, what abuse did the child or young person disclose such as when and where the abuse occurred or what inappropriate behaviour did you observe)

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**Accurately record what the child or young person said and your response to them**

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**Details of any witnesses**

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**Details of any injuries or medical treatment the child or young person received**

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**To be completed by the congregational pastor or chief safety officer**

**Does the reported abuse indicate the possibility of physical abuse, sexual abuse or neglect?**  Yes  No

**If yes, record the details of the report to the NSW Department of Family and Community Services (and police if applicable)** – includes the name of the person you spoke to, date and time.

**If the report relates to inappropriate behaviour of a member of the Church, provide details of actions taken by the Church**

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**Any follow up required?**

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**Name:**  
(Person making the report)

**Date:**

**Signature:**

**Name:**  
(Pastor or chief safety officer)

**Date:**

**Signature:**

## APPENDIX E: ACCIDENT REPORT FORM

Accident/Incident Report
<b>Details of Person(s) involved in Incident</b> Name _____ Address _____ Gender _____ Telephone No _____ Date of Birth _____ Student/Teacher/Contractor/Staff Member/Private Camper/ _____ (fill in blank if other)
Incident Report documented by: _____ Date Reported _____
<b>Details of Incident</b> Time of Incident _____ Date of Incident _____ Location of Incident _____ Area/Activity that incident occurred _____ Description of Incident (include drawings/photographs) _____ _____ Which body parts were affected by the incident? Provide Details _____
<b>Witness Statements</b> Name/Address/Telephone no. of witness – Statement _____ _____ _____
Other factors pertinent to the incident? _____ Weather conditions at the time of the incident? _____ Equipment checked and found suitable? Broken or damaged equipment retained _____ PPE checked and found suitable? _____ What instruction and training was given in relation to the activity? _____
What was the Root cause of the incident? _____ _____ _____ _____
Corrective Action instigated both immediate and ongoing in relation to the incident _____ _____ _____ _____



**NSW Police**

Emergency	000
Ryde Police Stations:	9808 7401
General Enquiries <a href="http://www.police.nsw.gov.au/">http://www.police.nsw.gov.au/</a>	131 444
Crime Stoppers <a href="https://nsw.crimestoppers.com.au/">https://nsw.crimestoppers.com.au/</a>	1800 332 000

**Family and Community Service**

[http://www.community.nsw.gov.au/welcome\\_to\\_docs\\_website.html](http://www.community.nsw.gov.au/welcome_to_docs_website.html)

Child Protection Helpline	132 111
Domestic Violence Line	1800 65 64 63

**Office of the Children’s Guardian**

8219 3600

<https://www.kidsguardian.nsw.gov.au>

**Working With Children Check**

9286 7219

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

**Baptist Union**

1300 647 780

<https://nswactbaptists.org.au/help-support-confidential-reporting/>

**Ryde Fire Station**

9808 2798

**Ryde Hospital**

9858 7888