



INDUCTION OF VOLUNTEERS CHILD-RELATED WORKERS (over 18)


Thank you for your willingness to pursue being a volunteer within the Life of CBC.

CBC is committed to providing places, services and programs that promote physical, emotional and spiritual health and safety and model the love of Christ to all whom we have contact with, particularly children, young people and vulnerable adults. This induction process is a vital component of our Safe Church Policy.

Please take your time to read and understand this brief selection of our Policies and Procedures. Please actively ask questions of the ministry leader inducting you, the broader CBC staff or the members of our Safe Church Team.

Blessings and thanks again
CBC

Compiled 21/02/2023

 <p>CARINGBAH BAPTIST CHURCH</p>	<h2>Policy & Procedures Manual</h2>	<p>Release Date: 24/08/2021 Revision No: Issue 1.10 Authorised by: Leadership</p>
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1.0 COMMITMENT

CBC is committed to providing places, services and programs that promote physical, emotional and spiritual health and safety and model the love of Christ to all whom we have contact with, particularly children, young people and vulnerable adults.

2.0 PURPOSE

CBC has adopted the Safe Church Policy to:

- help us live out our biblical mandate to ‘Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself’ (Mark 12:30-31);
- implement the 10 Child Safe Standards;
- provide a framework to inform the provision of safe environments and programs for children, young people and vulnerable adults; and
- meet our legal obligations in relation to:
 - staff and volunteers engaged in Child-related Work; and
 - reporting matters, including Child Sexual Abuse, Sexual Misconduct, and Reportable Conduct involving a Child, to government authorities.

The Safe Church Policy outlines the commitment of CBC to principles in various areas. More detail regarding the practical implementation of these commitments is available in the relevant procedures and guidelines.

NOTE: This policy has been developed directly from the Baptist Association policy within the Safe Church Package. Each clause references flow-on procedures. Reference wording has been kept from original document, with CBC's referenced procedure added in (brackets).

3.0 SCOPE

This Policy applies to:


- CBC Leadership, staff and volunteers;
- all people who are involved in or attend CBC and its programs;

4.0 ACTIVITIES AND SERVICES FOR CHILDREN AT THE CHURCH

As a church, CBC commit to providing spaces, programs and relationships that are physically, emotionally and spiritually safe.

4.1 Church Leadership:

- a. recognise that children and young people are an integral part of the Church and talk about this in services, sermons, training events and meetings;
- b. involve children and young people in the routine of church life where appropriate
- c. consider the needs of children and young people when they make decisions about budgets, buildings, renovations, use of property, décor, or catering; and

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- d. encourage children and young people to have input in decisions that affect them by including them in church forums and meetings when appropriate.

4.2 Safe Church Concerns Team:

- a. talk with children and young people about the fact that they have the right to feel safe, to be listened to and to have their views respected (including discussing what they should do and who they should approach if they feel unsafe or hurt, or they suspect that someone else is unsafe or hurt); and
- b. ensure their contact details are accessible to children (OHS-069)

4.3 Staff and volunteers:

- a. listen to children and take seriously what children are saying;
- b. talk with children and young people about the kinds of behaviours, attitudes or 'culture' that they would like to promote in their group;
- c. encourage children and young people to have input regarding the content and activities they would like to be part of their group.

Please see the Guidelines for Activities with Children and Young People for more detail. (Section 9.4)

5.0 STAFF AND VOLUNTEERS


5.1 Screening, selection and induction of Staff and Volunteers

- a. CBC will undertake appropriate screening processes for all staff and volunteers
- b. CBC will engage in fair and transparent selection processes for all staff and volunteers
- c. CBC will provide appropriate induction for all staff and volunteers
- d. All staff and volunteers are to be recruited, selected and inducted in accordance with the Procedure for Staff and Volunteers. (Section 9.1)

5.2 Training and Resourcing of Staff and Volunteers

- a. CBC will ensure that staff and volunteers develop the knowledge and skills to create safe spaces for everyone, particularly children and young people.
- b. CBC will ensure that staff and volunteers have access to information about creating safe spaces and that they all undergo appropriate training regarding the available Procedures, Guidelines and Forms.
- c. CBC will support staff and volunteers with adequate resources to enable them to maintain and promote safe spaces for everyone, particularly children and young people.
- d. CBC will implement the Procedure for Staff and Volunteers (Section 9.1)

5.3 Standards of Behaviour for Staff and Volunteers

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- a. CBC will provide spaces, programs and relationships that are physically, emotionally and spiritually safe.
- b. CBC will expect all staff and volunteers to uphold the Code of Conduct which includes expected behaviours for those who engage in ministry with children and/or vulnerable people.
- c. CBC will expect staff and volunteers to follow Guidelines for Activities with Children and Young People. (Section 9.4)

Please see the Procedure for Staff and Volunteers and the Screening Questionnaire for more detail. (Section 9.1)

6.0 CONFLICT, COMPLAINTS AND CONCERNS

6.1 Responding to Child Protection Concerns

- a. CBC will ensure appropriate and timely reporting of all child protection concerns and any complaints relating to child sexual abuse and/or sexual misconduct involving a child in accordance with the Procedure for Responding to Child Protection Concerns. (Section 9.3)
- b. CBC will ensure that all child protection concerns and complaints will be reported to the relevant government departments and, if necessary, Police as soon as possible and in accordance with legislative duties.

6.2 Complaint Handling


- a. CBC will respond to complaints in accordance with the Procedure for Handling Complaints against Staff and Volunteers. (Section 9.3.2)
- b. Where there is a complaint that a staff member or volunteer has engaged in abuse, including child sexual abuse and sexual misconduct involving a child, CBC will treat the allegation as a serious breach of the Code of Conduct and respond in accordance with the Procedure for Handling Complaints Against Staff and Volunteers. (Section 9.3.3)
- c. In the event of receiving a complaint that relates to a minor breach of the Code of Conduct or a grievance, CBC may determine to respond to the matter in accordance with the Procedure for Resolving Conflict. (9.3.1)

Please see the Procedure for Responding to Child Protection Concerns and the Procedure for Handling Complaints against Staff and Volunteers for more detail. (Section 9.3)

7.0 SAFE ENVIRONMENTS

7.1 Physical Environments

- a. CBC will ensure that physical and online environments promote safety and wellbeing and minimise the opportunity for children and young people to be harmed (Section 9.4)
- b. CBC will comply with Work, Health and Safety requirements. (Section 5.0)

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- c. CBC will consider the impact of the physical environment on the potential for risk to children and vulnerable people. (Section 9.4 & 9.5)
- d. CBC will identify and address risks arising from the physical environment in which programs and activities take place. (Section 5.2)
- e. If the Church has any residential property that is identifiable as being church property then the Church will ensure that all regular adult occupants of that property obtain and hold WWCC or WWVP clearance for the duration of their residence. (Not applicable for CBC)
- f. CBC will consider whether any ministries it supports, including overseas ministries, have appropriate child protection practices in place? (This includes consideration of whether supporting orphanages overseas is appropriate) (Section 11.0)

7.2 Online Environments

- a. CBC will promote safe online behaviour in any electronic communication

Please see the Guidelines for Activities with Children and Young People for more detail. (Section 9.4)

8.0 RISK MANAGEMENT


8.1 Persons of Concern

- a. CBC will manage any person identified as a Person of Concern in accordance with An Australian Baptist Response to Persons of Concern. (section 9.3.5)

8.2 RISK ASSESSMENTS

- a. CBC will ensure that Ministry Leaders complete and make a record of a risk assessment in relation to any program or activity undertaken at, for or with CBC.
 - i. for regular activities, the risk assessment will be conducted at least annually and whenever there are significant changes in the program activities, attendance or location. (Section 5.2)
 - ii. for special activities, the Ministry Leader or Safe Church Team will complete a risk assessment. (Section 5.2.1)
- b. CBC will ensure that appropriate and reasonable precautions are adopted to address risks identified as part of a risk assessment. When considering what measures are appropriate, CBC will consider the likelihood of an incident occurring, the seriousness of the consequences and the difficulty of avoiding the risk. (Section 5.2.1)
- c. CBC will store risk assessment forms in a secure location for a period of at least 45 years. (Section 4.2)

9.0 THIRD PARTIES AND AFFILIATED ENTITIES

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- a. The church will require any third party (tenant or external party using church property) that provides services to children and/or young people to provide written confirmation of their compliance with the Child Safe Standards at least annually. (BLD-003)
- b. The church will ensure that any affiliated entities (any entity or program that is, or is represented as, a ministry of the Church) comply with Child Safe Standards including annual reports to the governance body regarding child safety.

10.0 RECORDKEEPING

- a. The Church will retain all written records for a minimum of 45 years, in hard copy and/or electronically in a secure manner.
 - Where records contain, or may contain, sensitive information, they will be kept in a manner that protects confidentiality and will only be accessed by a limited number of authorised persons.
 - Where records are kept in hard copy, they will be held in a secure location with proper consideration of access, and physical conditions.
 - Where records are kept electronically, they will be monitored to ensure security and ongoing accessibility.
- b. Records to which this item applies includes, but is not limited to:
 - Ministry Information Sheets
 - Staff and Volunteer files
 - Attendance (sign-in/sign-out) sheets
 - Risk assessment forms
 - Safe Church Register
 - Safe Church Concerns forms and any contemporaneous notes regarding reporting decisions
 - Annual Safe Church commitment by third parties and affiliated entities
 - Dated copies of any Safe Church Policy, Procedure, Form or associated document in force at any time

Please see the Privacy Policy for more detail. (Section 4.2)


11.0 REVIEW AND ACCOUNTABILITY

11.1 Internal Review

CBC will review this policy annually.

11.2 External Accountability

CBC will seek advice from and communicate with the Baptist Churches of NSW & ACT Ministry Standards Manager in relation to any Reportable Conduct, Child Protection Concerns and/or Complaints against Accredited or Recognised Ministers in accordance the Procedure for Handling Complaints against Staff and Volunteers and the Procedure for Responding to Child Protection Concerns. (Section 9.3)

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12.0 DEFINITIONS

In the Safe Church Policy and associated documents, unless the context otherwise requires:

- 12.1 **Church** means the local church (Caringbah Baptist Church) which adopted this Safe Church Policy, as indicated on the cover of the Policy.
- 12.2 **Complaint** includes any allegation, suspicion, concern or report of a breach of the Church's Code of Conduct or the Baptist Churches of NSW & ACT Code of Ethics and Conduct (where applicable). It also includes disclosures made to an institution about any child protection concern.
- 12.3 **Creating Safe Spaces** means Creating Safe Spaces training offered by the Baptist Churches of NSW & ACT or alternative training that is Safe Church Training Agreement approved and has a face-to-face component.
- 12.4 **Disclosure** means a process by which a person conveys or attempts to convey that they are being or have been abused or neglected.
- 12.5 **Governance Body** means the body designated by the constitution of the church to be responsible for the management of church affairs. This may be the Diaconate, Elders, or the Church Council.
- 12.6 **Mandatory Reporting Legislation** means
- In NSW, the Children and Young Persons (Care and Protection) Act 1998 (NSW)
 - In the ACT the Children and Young People Act 2008 (ACT)].
- 12.7 **Pastoral Staff** means any pastor or any accredited or recognised minister or any paid or unpaid staff member of the Church who is engaged in pastoral ministry through the Church.
- 12.8 **Reportable Conduct Legislation** means
- In NSW the Children's Guardian Act 2019 (NSW)
 - In the ACT the Ombudsman Act 1989 (ACT)].
- 12.9 **Safe Church Register** means the register required to record information relating to
- In NSW staff and volunteers who engaged in Child-related Work and their relevant details in accordance with section 9A of the WWCC Legislation.
 - In the ACT, staff and volunteers who engaged in a Regulated Activity and all relevant WWVP clearances.
- 12.10 **Vulnerable** means the state of being unable to take care of themselves, or unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason, and includes those that suffer disadvantage such as social and financial hardship.
- 12.11 **WWCC Legislation** means the Child Protection (Working with Children) Act 2012 (NSW).
- 12.12 **WWVP Legislation** means the Working with Vulnerable People (Background Checking) Act 2011 (ACT).
- 12.13 **Young Person** means a person who is 16 or 17 years old.

13.0 REFERENCES

- 13.1 OHS-069 Safe Church Leaflet (for CBC Entrance Foyer brochure rack)
- 13.2 OHS-070 Safe Church Policy (one page - for Picture frame office foyer)

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1.0 OBJECTIVE

To provide basic guidelines to personnel (paid and volunteer) as to appropriate behavioural expectations relating to Professional Indemnity Insurance.

2.0 SCOPE

The procedure covers all personnel operating directly under the CBC banner and not another Para-Church organisation.

3.0 PROCEDURE - PROFESSIONAL INDEMNITY

The church and the ministry team are protected by 'Professional Indemnity' insurance. This covers CBC against alleged act, error, omission or misconduct. To establish a claim, it is necessary for it to be shown that the ministry team, or a member of it, has behaved in a negligent manner, which in turn resulted in a loss to the person or organisation seeking to claim against CBC.

3.1 PROFESSIONAL INDEMNITY COVER

Professional Indemnity insurance can include coverage of the following:

- Breach of Duty – paid employees or volunteers
- Wrongful advice – counselling, pastoral care and teaching
- Libel and slander (defamation)
- Infringement of copyright, designs and trademarks
- The cost of coronial inquires and investigations by disciplinary bodies.

3.2 POSSIBLE CLAIM

If there is any incident that may give rise to claim under this policy, the Centre Manager is to immediately notify the Baptist Insurance and the NSW Baptist Union.


3.3 SPECIFIC RISKS

Below are some of the more common areas that may be considered a risk for CBC:

3.3.1 PRAYER MINISTRY

Prayer lines can be one of the most hazardous places to be in a church service. Many people have fallen backwards in prayer lines and suffered serious injuries such as a fractured skull, brain damage, broken arms, broken legs, torn tendons, back injuries, the list goes on and on. Many of those injured have subsequently sued the church for damages and won their case. To minimise the problem of prayer line injuries the following procedures should be followed:

- Ask people who respond to an altar call to kneel or sit on the front row of seats rather than stand. This is especially relevant if there are many people responding who could be standing for a considerable time.
- ALWAYS have another person standing behind to act as 'catcher' when anyone is standing for prayer in case they fall. The catcher should stay with the person they are 'catching' until that person has left the prayer area. Note: Catchers should be trained in the technique of lowering people gently to the floor. Catchers can injure their back very easily if the correct technique is not used.
- Use 'like for like' catchers i.e. If the person being prayed for is a large adult use another large adult to act as catcher, not a small elderly lady!

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- There have been occasions where the catcher is the one injured, not those being prayed for.
- Pray for people in an orderly manner, not rushing from one end of the prayer line to the other. Make sure that those acting as catchers are in place before you commence praying.
- Ask people to sit or kneel again once they have been prayed for. Some people become very emotional and physically disoriented after prayer and we must do all in our power to make sure they are safe.
- Where specific prayer ministry is offered the “CBC Prayer Ministry Agreement” CHU-038 must be used and signed copies kept as a record.

3.3.2 LEADERSHIP BEHAVIOUR

Guidelines for the recruiting of leaders and their expected behaviour are outlined in procedure 9.1.


3.3.3 PASTORAL CARE ACTIVITIES

When administering pastoral care to the congregation it is important that those involved in this work follow the simple rules set out below:

- Stay in the open, in view of others. Being alone with a person places the leader at risk of accusations of misconduct which could be difficult to rebut.
- Share information with the ministry team leader. Inform the ministry team leader of what is being done, how long it will take, where the worker is going, with whom and the purpose. Sharing this information will give added protection should some unforeseen problem arise whilst the worker is carrying out the assigned task.
- Keep a written record of the session for future reference and as protection should litigation arise in the future
- Have a third person present where possible. This is especially important when ministering to a member of the opposite gender.
- Demonstrate empathy but do not disclose too much about yourself.
- Avoid touching. Always ask permission to lay hands on someone.
- When arranging follow up visits try to ensure they are gender specific where possible.
- Respect confidentiality, but avoid getting trapped into keeping a destructive secret. If asked to promise not to reveal anything you are about to be told explain that you will endeavour to do so. Also explain that there is a duty owed to others and that should you become aware of some potential harm being caused to them, appropriate action must be taken such as reporting criminal activity to the authorities. This also applies to mandatory reporting requirements of child abuse. Understand that there are levels of confidentiality. See procedure 9.4.1.

3.3.4 GROUP LEADERSHIP

Leaders of ‘Small Groups’ need to be aware of some of the dangers, problems, moral dilemmas and temptations they may be exposed to and how they can be best dealt with. Here are some important points to bring to the attention of these leaders:

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- Small Group Leaders are part of a team. Be sure they know their place in the team, their responsibilities and to whom they should speak should they experience difficulties.
- Appropriate boundaries are important. Be sure they know when they need to act as a leader as opposed to a friend.
- They should be aware of sexual feelings they may experience towards those to whom they minister. In those circumstances they must act in accordance with strict moral principles.
- They should not respond to or initiate flirting with those they lead.
- They need to take care of their own physical, mental and spiritual well-being. People are more vulnerable when they fail to look after their own health.
- They should remain accountable to someone independent of the group they lead. This person should be free to ask leaders personal and intimate questions. Having someone to talk to is a real blessing and will help leaders preserve their personal integrity.
- Leaders should ensure that their need for intimacy is met through right personal relationships with those that the Lord has given them.
- Their personal conduct should be beyond reproach (level of physical touch), appropriate level of self disclosure). They should develop their own code of personal conduct and stick to it.
- Inequality of power is something all leaders need to be aware of. Leaders have the power to influence people and their behaviour. That power must not be abused.

3.3.5 PLATFORM BEHAVIOUR


When leaders are addressing the congregation from the platform/stage they are perceived to be speaking with the authority of the church. Therefore, they should present the word of God and must take care not to use the opportunity to their own ends. If a leader intends speaking about another person or using them as an example, the person's permission should be sought even if their name isn't used.

3.3.6 PERSONAL HAZARDS

Personal hazards may include stressors such as work pressures, boredom, lack of recognition, discrimination, harassment and threats of violence. Personal hazards usually affect office staff and ministry team members. Failure to address these hazards can result in stress, anxiety and depression for those involved. These conditions may ultimately result in the lodgement of a worker's compensation or liability claim against the church.

Whilst we all have stress in our lives, different people handle stressors in different ways. Pastors and direct line supervisors need to be able to identify the indicators of stress in their office and ministry team. These include:

- Frequent absences from work
- Frequent complaints of headaches and abdominal pain
- Apparent mood swings
- Unusual or irrational behaviour

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3.3.7 WORK PRESSURES

Workers are sometimes unintentionally exposed to work pressures beyond those that can reasonably be expected to be endured. Such pressures can affect the health of the individual concerned causing them anxiety, depression and even physical symptoms. There are many issues to be considered when dealing with workers if they are to avoid problems arising from workplace pressures. These include:

- Make workers feel part of ‘a team’
- Clear job description outlining roles and responsibilities
- Autonomy appropriate to their position
- Consultation with other team members
- Variety of tasks where possible
- Training in new technologies as required
- Feedback on their performance
- Social interaction as well as a place to work
- Too little or too much work can create a difficult environment in which to work.

3.3.8 DISCRIMINATION

Discrimination can be defined as the act of treating people differently, negatively or less advantageously than others because of some real or perceived difference in their physical or mental make-up, or because they belong to a minority group.

All states have anti-discrimination legislation, which makes it unlawful to discriminate against people for what they may do or how they may behave in their public life. Discrimination may be on the basis of a physical or intellectual impairment, religion, race, marital status, sexuality, pregnancy, or for some specific beliefs they may hold. There are many possible outcomes of discriminating against people, especially employees. Discrimination can lead to legal action being taken against individuals and CBC. The action may be under Work Health & Safety, Industrial Relations or Equal Opportunity legislation.


When a leader becomes aware of a complaint about discrimination, it must be taken seriously and fully investigated. It may be necessary to seek legal advice before carrying out the investigation. Any investigation must be carried out in a timely manner. Matters that are reported as having potential to be seen as discriminatory must be reported to Baptist Insurance Services who may be able to provide appropriate advice.

3.3.9 HARASSMENT

Harassment can be described as any unreasonable provocative action taken to deliberately annoy or provoke a hostile response from another person or put undue pressure or stress on them. Another term often used to describe harassment is bullying.

There are different classifications of harassment. These include:

- Sexual harassment
- Physical harassment

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- Stalking
- Abuse of authority
- Abuse of power
- Religion based harassment
- Racial based harassment
- Disability based harassment
- Aged based harassment

Harassment can occur in any organisation. No matter who is causing the harassment or bullying it is the employer's responsibility to stop it and to provide an environment for its employees where harassment is seen as unacceptable. CBC has a legal obligation to ensure that its workplace is free from harassment and bullying. Refer to Equal Opportunity, Discrimination, Vilification and Work Health & Safety legislation.

Any person, who wants to lodge a formal complaint in regards to not being treated fairly, should refer to CBC's Grievance Resolution Policy. Where CBC becomes aware of any alleged incident of harassment it must be reported to Baptist Insurance Services. They may provide advice, and where legal action is threatened will report the matter to the insurer.

3.3.10 CONFLICT RESOLUTION

The following issues should be carefully considered when resolving conflict:

- A leader involved in conflict resolution between two or more other people must remain calm and unbiased.
- When informed of a conflict, if the matter is not of a serious reportable nature, the parties involved should always be encouraged to talk through the issues, seeking honest and clear communication before the matter is dealt with by an overseeing authority.
- Church personnel should take care of their own emotional state when entering a potential conflict themselves. Staff and leaders should always remain controlled keeping tight reign on their tongue.
- Church personnel must be aware of the positional authority they hold, and refrain from any domineering involvement in conflict arising from their position of authority in the church.
- Conflict engaged through letter writing, email or phone should be avoided if possible, in favour of face to face meeting.
- The Grievance Resolution Policy CHU-037 has been developed as a tool that can be used when handling conflict.


4.0 RESPONSIBILITIES AND AUTHORITIES

4.1 Centre Manager - is responsible for the following:

4.1.1 Notifying Baptist Insurance Services of any possible claim.


4.2 Prayer Ministry Coordinator - is responsible for the following:

4.2.1 Maintaining records of Prayer Ministry Agreements.

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5.0 REFERENCES

- 5.1 Procedure 9.1 Recruiting Leaders
- 5.2 Procedure 9.3 People Intervention Procedures

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1.0 OBJECTIVE

CBC is committed to developing Policy and Procedure aligned with Government, Regularity Authorities, NSW Baptist Association of Churches NSW & ACT, and Baptist Insurance Services. Implementation of the Safe Church Policy highlights a variety of situations where procedures are required to guide the correct interaction with people.

This section and subsections of Policy have been developed to endeavour to cover all situations that may be relevant.


2.0 SCOPE

This section applies to all personnel involved in the running, supervising and participating of CBC activities.

3.0 PEOPLE INTERVENTION PROCEDURES

In deciphering the requirements from the Safe Church Policy, there can be crossover between the individual policies. The user requires an understanding of all sections in the index below. Any complaint received needs to be considered against every section in the index to ensure it is handled appropriately.

TITLE	DESCRIPTION	REF
<p>Grievance Resolution Policy</p>	<p>This policy was primarily written for grievances directed against appointed leaders.</p> <p>This Policy applies to all staff, volunteers, members and attendees of the Church.</p>	<p>Section 9.3.1</p>
<p>Handling Complaints against Staff & Volunteers</p>	<p>This procedure is to be followed when a complaint or information relating to a serious breach of the Code of Conduct can be received, investigated and resolved.</p> <p>If related to any form of child protection concern, reference to Sections 9.3.3 & 9.3.4 is required.</p>	<p>Section 9.3.2</p>
<p>Handling Reportable Conduct Cases</p>	<p>This procedure is to be followed in any instance relating to a Staff or Volunteer member who is required to hold a WWCC has engaged in Reportable conduct.</p> <p>Reportable conduct means the following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded:</p> <ul style="list-style-type: none"> a) a sexual offence with or in the presence of a child b) sexual misconduct with or in the presence of a child 	<p>Section 9.3.3</p>


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	<p>c) ill-treatment of a child d) neglect of a child e) an assault against a child f) an offence under section 43B or 316A of the Crimes Act 1900 g) behaviour that causes significant emotional or psychological harm to a child.</p>	
<p>Child Protection Concerns</p>	<p><i>This procedure was formerly know as “Reporting Suspected Risk of Significant Harm”</i></p> <p>This procedure is to be followed when a complaint or information about any form of child protection concern is received. In NSW this includes a Child Abuse Offence, Child Sexual Abuse, Sexual Misconduct involving a Child, or that a child is at Risk of Significant Harm.</p> <p>This procedure applies to any incident coming under the work of CBC, including Special Religious Education (SRE) teachers and Para-Church organisations.</p>	<p>Section 9.3.4</p>
<p>Person of Concern (POC)</p>	<p>POC is a person who:</p> <ul style="list-style-type: none"> - has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence - has been found to have sexually offended, arising through due diligence checks related to recruitment (screening) 	<p>Section 9.3.5</p>
<p>Staff Discipline</p>	<p>To provide guidelines to Leadership and direct line supervisors as to appropriate behavioural expectations relating to staff discipline.</p>	<p>Section 9.3.6</p>

4.0 DEFINITIONS

The definitions listed below may be used in one or several of the sections listed above.


- 4.1 **Accredited Pastor** - a person approved for pastoral ministry by the Baptist Union of NSW Committee for ministry, “including student ministers, ministers unordained and ordained, pastoral assistants, evangelists, and missionaries” (Safe Places, 2003).
- 4.2 **Apprentice Leader** - any person who is under the age of 18 who is appointed, elected or engaged by or on behalf of the church to perform any work or activities where contact with children and/or young persons is expected.
- 4.3 **Child** - a person who is under the age of 18 years (Creating Safe Spaces)

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- 4.4 **Child Abuse** – Neglect, physical, emotional and/or sexual abuse, witnessing domestic violence that results in harm to the child’s health, survival, development or dignity, often in the context of a relationship of responsibility, trust or power (Creating Safe Spaces).
- 4.5 **Designated Safe Church Concerns Team** – a local church resource team to whom allegations or suspicions of harm are to be reported. The team will be responsible for the implementation of the reporting process and arranging pastoral care and risk management strategies after a case.
- 4.6 **DCJ** - Department of Communities and Justice.
From 1 July 2019, the Department of Family and Community Services (FACS) and Department of Justice will be a single department, named the Department of Communities and Justice; the body given responsibility for child protection.
- 4.7 **Disclosure** - when a child or young person tells you that they are at risk of harm or they are being or have been the subject of child or young person abuse.
- 4.8 **Adult Helper** - person over 18 years who is involved in a supervising capacity but has no direct leadership role.
- 4.9 **Leader** - any person over 18 years of age who is appointed, elected or engaged by or on behalf of the church to perform any work or activities with children and/or young people.
- 4.10 **Reasonable Grounds** - refers to a situation where you believe, due to observations of the child, and/or disclosure from the child, that the child is at risk of harm.
- 4.11 **Reports/Child Protection Reports** - reports (rather than notifications) consist of reports made to DCJ by persons or other bodies making allegations of harm or risk of harm. A report can only include one child and one incident of harm.
- 4.12 **Risk Of Harm** - a child or young person is at risk of harm if concerns exist for the safety, welfare or well-being of the child or young person because of the presence of any one or more of the following: basic physical and/or psychological needs are not being met or are at risk of not being met, parents/guardians are unable/unwilling to arrange necessary medical attention, child or young person at risk of sexual abuse, living in a household where there have been exposed to domestic violence and as a result the child or young person is at risk of harm.
- 4.13 **Senior Pastor** - senior employed accredited pastor (see above), may also be the designated Safe Church Concerns Person.
- 4.14 **Substantiations** - reports that have been investigated and have resulted in finding that there was reasonable cause to believe that the child had been, was being, or was likely to be, abused


5.0 REFERENCES

- 5.1 Baptist Churches of NSW & ACT publication Safe Church Package
5.2 Baptist Churches of NSW & ACT publication Creating Safe Spaces
5.3 Procedure 2.1 Safe Church Policy

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1.0 INTRODUCTION

We affirm that children and young people are precious to God. We affirm that children and young people are also vulnerable and are in need of our care and protection.

We are also aware that relationships between adults and children and young persons are ones of unequal power. Our church is committed to exercising our duty of care and proper use of positional power when ministering to and with children and young persons.

2.0 OBJECTIVE

The objectives of this policy are to:

- provide a child safe and child friendly environment in which to nurture the spiritual growth and development of children and young people
- protect children and young people from harm or risk of harm taking place in our church
- ensure transparency and accountability between leaders and apprentice leaders

The focus of this policy, therefore, is the establishment of safe spaces through the education of leaders in child safe/friendly practices, prevention strategies, a code of conduct for leaders and apprentice leaders, and by clearly stating the processes for reporting any instances of suspected risk of harm to the appropriate authority.

3.0 SCOPE

This Policy applies to all activities under the CBC umbrella that involve the supervision of children and young people.

4.0 PRINCIPLES

These following principles have been taken and documented from the Baptist Churches of NSW & ACT 2020 Guidelines for Activities with Children and Young People.


These four principles have been articulated for CBC in the remainder of this policy.

4.1 RISK MANAGEMENT

It is not possible to eliminate all risk from activities. However, we have a responsibility to be aware of possible risks and to take appropriate action in response. This is what risk assessment involves. Identify possible risks and consider how likely they are, how serious they are and how difficult they are to avoid. For example, a risk of minor injury or inconvenience does not require as much precautionary action as a risk of serious injury.

4.2 NEVER ALONE

As a general rule, Church staff and volunteers should never be alone in private (outside of line of sight of another person) with any child or young person unless they are family members. This protects the child or young person from risk of harm, and it also protects the leader. This rule is applicable for Church programs and social

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contact outside of Church programs. Exception may be made for family or domestic arrangements which are distinct from any role at the Church, such as babysitting, if this is authorised by the parent or guardian responsible.


4.3 ACCOUNTABILITY

Procedures and systems help staff and volunteers to avoid difficult situations with children and young people. This protects the children and young people and also protects the leaders. When making decisions about activities involving children and young people it is important to maintain accountability, this often takes place through visibility (for example clear panels in doors) and communication (for example documented reporting procedures). Documenting any potential incident as soon as possible provides both accountability and protection for those involved.

4.4 AWARENESS

Although your church will need to have procedures in place, it is important for everyone involved in ministry with children or young people to maintain an awareness of potential risks and issues.

Ministry with children and young people involves building relationships of trust, but staff and volunteers should also be aware of the potential for healthy relationships to be misunderstood as an inappropriate grooming relationship. Similarly, staff and volunteers should remain alert to potentially dangerous grooming behaviour by any other staff or volunteer.

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5.0 POLICY/PROCEDURE

5.1 VOICE

We commit to affording children and young people a voice in the programs and the activities in which they are to participate by fostering and valuing their ideas and participation in all areas of the life of CBC Youth and Children's ministries, as far as is sensible and practical.

5.2 EMOTIONAL ENVIRONMENTS

All our employees/volunteers recognise the need for safe emotional environments and will only initiate safe non-intimate touch with children. We will also commit to using un-harmful discipline strategies. Refer the appropriate "*Leaders Conduct Covenant*", Church HUR-017.

5.3 INDIGENOUS / MULTICULTURAL ORGANISATIONS

In indigenous or multicultural settings, we value the different cultural traditions and heritages of Australian indigenous and various other cultural groups when it comes to matters of child-raising and parenting. We acknowledge that child-raising practices will, in many cases, be reflected in children's and young people's programs. This is not only important for continuation of important cultural norms and customs, but also as a natural expression of values (faith) inside such settings (churches). We will endeavour to be culturally-sensitive and at the same time, adhere to the NSW legislation.


5.4 INFORMATION / PERMISSION / ATTENDANCE

- We will provide parents/guardians with enough information about activities and events prior to the activity/event so that they might make informed decisions regarding their children. i.e. publish an Advertised Term Program.
- We will obtain significant information relating to the children and/or young people's health and family situation, to ensure that we are able to care for the individual needs of the children/young people. This is done via a registration form at the beginning of each year. Additional information can be requested for specific events.
 - Kids Registration Form HUR-014
 - Playgroup Registration Form HUR-042
 - High School Ministries/Young Person Information Form HUR-024
- Provide registration/sign-in and -out forms as appropriate. (for Children only)
- Use a liability release form yearly, listing all high-risk activities planned. HUR-024.
- Where a planned activity is not listed on HUR-024, use an individual permission note, OHS-014.

5.4.1 OVERNIGHT ACTIVITIES

Use permission notes/liability release for all off-site camps. OHS-014
Where there are activities involving overnight accommodation, consideration should be given to some of the additional risk factors involved, including

- transport arrangements
- sleeping arrangements
- bathroom configuration

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- safety and instruction on activities
- third parties involved
- physical safety of external locations

Decisions regarding these issues will depend on various contextual factors such as the physical location and facilities of the campsite. It is important that a thorough risk assessment, including consideration of the items listed, is conducted and recorded. The list of activities, leaders and sleeping arrangements should also be recorded and kept as a record.

5.5 AGE-GROUP SPECIFIC

Given the known differences in child development, knowledge, ability and emotional capacities, we will endeavour to:

- Provide age-appropriate activities and events.
- Deliver a curriculum / teaching program based on biblical teaching and church vision. Whilst the Senior Pastor is the final authority for curriculum/s to be implemented, the responsibility for implementation rests with the ministry leader (refer Job Description MAN-003).

5.5.1 CRÈCHE CARE

- Nappy changing – No nappies will be changed.
- Toileting – CBC will endeavour to provide two carers to take a child to the toilet. Casual helpers should be called upon to enable this.

5.6 WORK HEALTH AND SAFETY (WH&S)

We exercise our duty of care in relation to our physical environment through the implementation of a WH&S Policy. See section 5.0 and OHS-007.

5.6.1 RISK MANAGEMENT

(See section 5.2)

The Child and Youth ministries are monitored yearly by checklists for each age/stage group, to ensure risks are properly managed.

OHS-025	page 1	0-5 years old
	page 2	5-12 years old
	page 3	12-18 years old

5.6.2 RISK MANAGEMENT STUDIES

(See section 5.2.1)


A Risk Management Study is to be conducted for each activity within the ministry to children and youth. The studies are to be kept on file.

5.6.3 INCIDENTS

(See section 5.3)

- First Aid – CBC centre has three equipped First Aid cabinets.
1/ adjacent to the BBQ 2/ inside Sports Centre office 3/ upstairs adjacent to sink area
A list of qualified First Aiders is posted next to the cabinets.
- Incident Investigation Report (OHS-001) – Blank forms are located next to the First Aid cabinets. See Section 5.3, Incident Investigation.

5.7 SUPERVISION

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We exercise our duty of care in relation to adult supervision by providing enough adult leaders to cope with accidents and/or critical incidents that may occur. To do this we:

- Have our programs, where possible, incorporate both male and female employees/volunteers so as to provide support for both boys and girls.
- Have a minimum of 4 adults in attendance, or on-site, whilst running programs/activities.

Precise numbers of leaders required to be determined and will depend greatly on the size of the group, their age and the risk of the activity. The following table is a *guide only* for adult supervision numbers.

Normal Activities (onsite) Number of Children/young people	Minimum numbers of adult supervisors
0-30	4+
30-50	5+
50-80	6-8+
80+	10+

- These leadership ratios do not prevent breaking up into smaller discussion groups with one leader or assistant leader in each group, provided there are enough responsible people (who have been screened and trained) in the room to look out for each other, the leaders and the children/young people.

5.7.1 LEADERS IN TRAINING (LIT)

Junior leaders, those who are under 18 years old, can be a wonderful and key part of the team. Junior leaders can take responsibility for many facets of the program -opening the Bible with the kids, planning activities, and leading small groups. However, typically, leaders under 18 will be assistants and not count towards the ratio of leaders to participants. You may decide that a particular 16 or 17-year old has outstanding maturity and is able to take on full leadership responsibilities. In such instances, the individual should be screened and trained (including Creating Safe Spaces training) as though they were an adult volunteer. Even if they are fully screened and trained, leaders aged 16 or 17 should not lead groups of their own peer group and there should always be at least one adult (over 18 years) leader involved in any program or activity. For application to the LIT program see HUR-055.

5.7.2 CRÈCHE CARE

Crèche care will have a minimum of two carers when parents/guardians are not present. Otherwise Crèche care will not be offered.


5.8 FOOD

All issues for the handling of food are covered in the “*Food Safety Program*” (OHS-022).

5.9 TRANSPORTATION

In transporting children and young people to and from our premises we:

- Only provide road rule-abiding transportation.
- Do not allow leaders to drive alone in a car with a child or young person.

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- Ensure that at no time should there be more passengers in a car than the number of seat belts that are in working order and available for use.
- Only use registered cars that are in good working order and driven by licensed drivers.
- Use only fully licensed drivers for transporting children and young people under 16 years of age, except in the case of emergencies.
- Have all drivers register by completing a “*Volunteer Driving Application & Registration Form*” (OHS-024). A register will be held by the Centre Manager.
- Annual verification all drivers licences is required. Document “*Volunteer Driver Annual Licence Verification*” (OHS-074) can be used is no electronic register available.

5.10 SOCIAL CONTACT

5.10.1 IN PERSON COMMUNICATION OUTSIDE CHURCH PROGRAMS

Fruitful Christian ministry with children and young people involves healthy, appropriate relationships. This can at times involve contacting them outside of Church programs and can include meeting in person. However, it is important that relationships between staff/volunteers and children/young people are transparent, and that parents, families and program leaders are appropriately informed and have given permission for this contact.

Staff and volunteers, when meeting with a child or young person, should:


- have parental or guardian consent, where practicable
- meet with them in a public place (for example, a café) in line of sight of other people
- not have children or young people alone in your home, or visit children or young people alone in their home when no other adult is present; and
- make a record of the time, location, duration and circumstances of any face to face meetings with any child or young person.

5.10.2 TELEPHONE AND ONLINE COMMUNICATION OUTSIDE CHURCH PROGRAMS

For many Church programs, telephone and online communication are a useful tool for building community and pastoral care and support. However, telephone and online communication may be used by those seeking to harm children, young people and vulnerable people. Telephone and online communication may be used to test or step over relational boundaries. We need to be mindful of the positional power dynamic that exists between staff and volunteers and the children and young people under their care.

Contact with all children and young people

- where possible and practical, parents will be informed of any possible telephone or online communication with children and young people;
- staff and volunteer leaders must not engage in any telephone or online communication that:
 - constitutes unlawful discrimination

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- is harassing, threatening or derogatory
- is obscene, sexually explicit or pornographic
- is inappropriately personal or intimate
- attempts to hide the identity of the sender or represent the sender as someone else
- is defamatory.

5.10.3 CONTACT WITH PRIMARY-AGED CHILDREN

- Telephone contact: staff and volunteers should first contact parents and then, if appropriate, speak with the child. If the child answers the phone the staff member or volunteer should ask to speak to the parent first and explain to the parent why they are calling. Staff and volunteers should never call a primary-aged child on their mobile phone (unless there is a serious emergency relating to the safety and wellbeing of the child).
- SMS (or other messaging service) contact: must be limited to conveying information about Church programs.
- Online contact: must be limited to conveying information about Church programs. Staff and volunteers should never communicate directly (privately or one-or-one) with primary-aged children on a social networking site.
- Email contact: must be limited to conveying information about Church programs. More significant conversations should be held in person.
- In-person contact outside of programs: It is never appropriate to meet primary-aged children socially without written or verbal permission from their parents or carer. It is also important to ensure that a leader is never alone with a child (see the principles above).

5.10.4 CONTACT WITH CHILDREN IN YEARS 7 AND 8


- Phone contact: staff and volunteers should first contact the parents or carer of the child and then, if appropriate, speak with the child. If the child answers the phone the staff member or volunteer should ask to speak to the parent first and explain to the parent why they are calling. Staff and volunteers should never call a child in Year 7 to 8 on their mobile phone (unless there is a serious emergency relating to the safety and wellbeing of the child).
- Email contact: should be limited to conveying information about Church programs and basic encouragement. More significant conversations should be held in person.
- In person contact outside of programs: It is never appropriate to meet children in Years 7 & 8 socially without written or verbal permission from the parents and discussing it with your ministry supervisor first.
- Private video calls (skype/facetime) are not appropriate for children in years 7 & 8.
- SMS (or other messaging service) contact: must be limited to conveying information about Church programs.

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- Online contact: Caution must be used when participating with children on social networking sites. You must maintain transparency and be accountable for what you say. You must also take care with the message you intend to communicate through both the words and images you use as it may be perceived differently by those who view it. Staff and volunteers should consider limiting social media contact with children in years 7 & 8, however, if social media contact is made with children in years 7 & 8 the following guidelines are recommended:
 - Limit contact to group discussions that can be read by others.
 - Consider gender dynamics. For example, you should never have a group discussion where the group of students are all of the opposite gender (for example a male leader should not have an online chat with four of the year 8 girls).
 - The history of the chat should be kept. Staff and volunteers should not communicate using social media which cannot be retained.
 - Consider privacy settings which prevent personal contacts from seeing or interacting with child contacts connected to your ministry.
 - Ensure any text is beyond reproach and cannot be misconstrued.
 - Ensure all photos are beyond reproach and cannot be misconstrued.
 - Private contact or conversations with children in years 7 & 8 should be limited to conveying information about Church programs and basic encouragement.

5.10.5 CONTACT WITH YOUNG PEOPLE IN YEARS 9-12

- Phone contact: Phone contact is permissible.
- SMS (or other messaging service) contact: is permissible and can include conveying information about Church programs and encouragement (e.g. praying for you this week). Messages should be retained for accountability.
- Email: can include logistics and private conversations. If possible, more significant conversations should be held in person. Messages should be retained for accountability.
- In person contact outside of programs: Leaders may meet with same gender students or in mixed groups in public places (eg café). Parents and the relevant ministry leader should be informed of this meeting occurring ahead of time.
- Private video calls (skype/facetime) are not appropriate, however, group video calls may be appropriate in some circumstances (eg small group bible study context).
- Online contact: Caution must be used when participating with young people on social networking sites. You must maintain transparency and be accountable for what you say. You must also take care with the message you intend to communicate through both the words and images you use as it may be perceived differently by those who view it.

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- If social media contact is made with young people in years 9 – 12 the following guidelines are recommended:
 - Ideally, communicate through group discussions that can be read by multiple other people.
 - Consider gender dynamics. For example, you should never have a group discussion where the group of students are all of the opposite gender (for example a male leader should not have an online chat with four of the year 8 girls).
 - The history of any chat should be kept. Staff and volunteers should not communicate using social media which cannot be retained.
 - Consider privacy settings which prevent personal contacts from seeing or interacting with child contacts connected to your ministry.
 - Ensure any text is beyond reproach and cannot be misconstrued.
 - Ensure all photos are beyond reproach and cannot be misconstrued.

5.11 BUDDIES PROGRAM

The Buddies Program was established in 2014 to support children with Autism Spectrum Disorder (ASD) and other additional needs to participate in a Children's Ministry Program without requiring their parents to assist. The program aims for these children to remain with their age group peers in their respective Children's Ministry program. Please refer to the Buddies Program Handbook for more information on the program CHU-045.

6.0 RECORDS

All records associated with the policy are to be handled in accordance with policy 4.2, Control of Records/Privacy. The retention period for records specific to Children and Young People is a minimum of 45 years.


7.0 REPORTING INSTANCES OF SUSPECTED RISK OF HARM

In a ministry situation you become aware that a child or young person is at risk of being harmed or abused or that abuse has occurred. When a child discloses that they have been abused, or are at risk, or when reasonable grounds have been established, you must report this information to CBC **Safe Church Concerns Team**.

Refer to Section 9.4.1 Reporting Instances of Suspected Risk of Harm which outlines the procedures that must be followed.

8.0 RESPONSIBILITIES AND AUTHORITIES

- 8.1 SENIOR PASTOR – is responsible for the following
- Final authority for any principals outlined in this policy
- 8.2 CENTRE MANAGER – is responsible for the following

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- Maintaining all records associated with this procedure

8.3 AREA LEADERS – are responsible for the following

- Ensuring all their ministry areas conform to this policy.

9.0 DEFINITIONS

9.1 **Accredited Pastor** - a person approved for pastoral ministry by the Baptist Union of NSW Committee for ministry, “including student ministers, ministers unordained and ordained, pastoral assistants, evangelists, and missionaries” (Safe Places, 2003).

9.2 **Apprentice Leader** - any person who is under the age of 18 who is appointed, elected or engaged by or on behalf of the church to perform any work or activities where contact with children and/or young persons is expected.

9.3 **Child** - a person who is under the age of 18 years (Creating Safe Spaces)

9.4 **Child Abuse** – Neglect, physical, emotional and/or sexual abuse, witnessing domestic violence that results in harm to the child’s health, survival, development or dignity, often in the context of a relationship of responsibility, trust or power (Creating Safe Spaces).

9.5 **Designated Safe Church Concerns Team** – a local church resource team to whom allegations or suspicions of harm are to be reported. The team will be responsible for the implementation of the reporting process and arranging pastoral care and risk management strategies after a case.

9.6 **DCJ** - Department of Communities and Justice.
From 1 July 2019, the Department of Family and Community Services (FACS) and Department of Justice will be a single department, named the Department of Communities and Justice; the body given responsibility for child protection.

9.7 **Disclosure** - when a child or young person tells you that they are at risk of harm or they are being or have been the subject of child or young person abuse.


9.8 **Adult Helper** - person over 18 years who is involved in a supervising capacity but has no direct leadership role.

9.9 **Leader** - any person over 18 years of age who is appointed, elected or engaged by or on behalf of the church to perform any work or activities with children and/or young people.

9.10 **Reasonable Grounds** - refers to a situation where you believe, due to observations of the child, and/or disclosure from the child, that the child is at risk of harm.

9.11 **Reports/Child Protection Reports** - reports (rather than notifications) consist of reports made to DCJ by persons or other bodies making allegations of harm or risk of harm. A report can only include one child and one incident of harm.


9.12 **Risk Of Harm** - a child or young person is at risk of harm if concerns exist for the safety, welfare or well-being of the child or young person because of the presence of any one or more of the following: basic physical and/or psychological needs are not being met or are at risk of not being met, parents/guardians are unable/unwilling to arrange necessary medical attention, child or young person at risk of sexual abuse, living in a household where there have been exposed to domestic violence and as a result the child or young person is at risk of harm.

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<p>Section 9.4</p>	<h3>CREATING A CHILD SAFE and CHILD FRIENDLY ENVIRONMENT</h3>	<p>Page: 12 of 12</p>

- 9.13 **Senior Pastor** - senior employed accredited pastor (see above), may also be the designated Safe Church Concerns Person.
- 9.14 **Substantiations** - reports that have been investigated and have resulted in finding that there was reasonable cause to believe that the child had been, was being, or was likely to be, abused

10.0 REFERENCES

- 10.1 Baptist Churches of NSW & ACT publication “Creating Safe Spaces” Awareness Manual 2015 (current year)
- 10.2 Section 4.2 Control of Records/Privacy
- 10.3 Section 5.0 Work Health and Safety
- 10.4 Section 5.2 Risk Management
- 10.5 Section 5.2.1 Risk Management Study
- 10.6 Section 5.3 Incident Investigation
- 10.7 Section 9.4.1 Reporting Instances of Suspected Risk of Harm
- 10.8 CHU-045 Buddies Program Handbook
- 10.9 HUR-014 Kids Registration Form
- 10.10 HUR-017 Leaders Conduct Covenant
- 10.11 HUR-024 High School Ministries / Young Person Information Form
- 10.12 HUR-026 Crèche Registration Form
- 10.13 HUR-042 Playgroup Information Form
- 10.14 HUR-055 Leaders in Training at CBC (invitation and application)
- 10.15 HUR-059 Ministry Review – Leaders Conduct Covenant
- 10.16 OHS-001 Incident Investigation Report
- 10.17 OHS-007 Work Health and Safety Policy
- 10.18 OHS-014 Sample Permission Note for Youth Activities
- 10.19 OHS-022 Food Safety Program
- 10.20 OHS-024 Volunteer Driving Information
- 10.21 OHS-025 Risk Assessment Checklists for Children
- 10.22 OHS-045 Risk Assessment Study
- 10.23 OHS-074 Volunteer Driver Annual Licence Verification

 <p>CARINGBAH BAPTIST CHURCH</p>	<h2>Policy & Procedures Manual</h2>	<p>Release Date: 26/07/2018 Revision No: Issue 1.00 Authorised by: Centre Mgr</p>
<p>Section 9.5</p>	<h3>CREATING A SAFE ENVIRONMENT FOR VULNERABLE ADULTS</h3>	<p>Page: 1 of 4</p>

1.0 INTRODUCTION

All vulnerable adults have the right to be safe and protected from abuse of any kind. CBC has a responsibility and duty of care to protect vulnerable adults and to promote the vulnerable adult's best interest and wellbeing. While it is not possible to eliminate risk entirely, much can be done to reduce opportunities for abuse and assist individuals with the process of reporting in accordance with CBC procedures.

These guidelines take into consideration all vulnerable people who come to CBC including those who are elderly, those with disabilities or the emotionally and/or spiritually vulnerable. We affirm that all people have the right to be emotionally and physically safe, respected, and have their views and opinions valued at all times.

2.0 OBJECTIVE

The objectives of this policy are to:

- provide a safe environment in which to nurture the spiritual growth and development of vulnerable adults;
- protect vulnerable adults from harm or risk of harm taking place in our church; and
- Clearly state the process for reporting any instances of suspected risk of harm to CBC's Safe Church Concern Team (SCCT).

3.0 SCOPE

This Policy applies to all activities under the CBC umbrella that involve vulnerable adults.

4.0 POLICY/PROCEDURE

4.1 VOICE

We commit to affording vulnerable adults a **voice** in the programs and the activities in which they are to participate by fostering and valuing their ideas and participation in all areas of the life of CBC ministries, as far as is sensible and practical.

4.2 RESPECTFUL RELATIONSHIPS


We are mindful of respecting the personal boundaries of others (physical, emotional and spiritual). Where respectful relationships are not embraced it is helpful if the program leader draws upon the spirit and intent of the code of conduct; communicates clearly to the offending person that their behaviour is having a negative impact on others; and access support from the ministry leader to assist in managing the situation.

4.3 COMMUNICATION GUIDELINES – ELECTRONIC MEDIUM

The use of the telephone, email, social networking sites (eg facebook) and SMS are a part of everyday life for many adults. In some ministry situations such as general communication and general pastoral care and support may take place through electronic forums. However, electronic communication may be used by those seeking to harm vulnerable adults. Electronic communication may be used to test or step over relational boundaries. The following guidelines for the safe use of electronic communication may be used as part of exercising Safe Church practices.

4.3.1 GENERAL ELECTRONIC COMMUNICATION GUIDELINES

- a. Church workers (leaders) must not knowingly transmit, retrieve or store any communication that is discriminatory or harassing, derogatory to any individual or group, obscene, sexually explicit or pornographic, defamatory

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or threatening, in violation of any licence governing the use of software, for any purpose that is illegal or contrary to your conduct code.

- b. Church workers (leaders) must not send any electronic communication that attempts to hide the identity of the sender or represent the sender as someone else.

4.3.2 TELEPHONE COMMUNICATION

- a. When telephoning a vulnerable adults, call on the home phone if possible.
- b. Whenever possible ensure that the guardian or carer (if appropriate) are aware of the phone call.

4.3.3 EMAIL COMMUNICATION

- a. Emails should generally be restricted to purpose only emails e.g. “meet at this place” or a general conversation e.g. “how was your day?” Pastoral care/deeper conversations regarding more personal issues should be face to face.

4.3.4 SMS COMMUNICATION

- a. SMS communication should generally be restricted to purpose only communication e.g. “meet at this place, at this time”.
- b. If a longer SMS conversation begins, phone the person, preferably on the home phone.

4.3.5 SOCIAL NETWORKS SITES (e.g. Facebook, Myspace, and any new social media formats)

- a. Internal mail should be restricted to purpose only messages.
- b. Writing on ‘walls’ should be kept to a minimum and only of a broad nature.

4.4 WORK HEALTH AND SAFETY (WH&S)

We exercise our duty of care in relation to our physical environment through the implementation of a WH&S Policy. See section 5.0 and OHS-007.

- #### 4.4.1 First Aid – CBC centre has three equipped First Aid cabinets.
- 1/ adjacent to the BBQ 2/ inside Sports Centre office 3/ upstairs adjacent to sink area

A list of qualified First Aiders is posted next to the cabinets.

- #### 4.4.2 Incident Investigation Report (OHS-001) – Blank forms are located next to the First Aid cabinets. See Section 5.3, Incident Investigation.

4.5 FOOD

All issues for the handling of food are covered in the “*Food Safety Program*” (OHS-022).


4.6 EMOTIONAL ENVIRONMENTS

All our employees/volunteers recognise the need for safe emotional environments and will only initiate safe non-intimate touch with vulnerable adults.

5.0 REPORTING INSTANCES OF SUSPECTED RISK OF HARM

In a ministry situation you become aware that a vulnerable person is at risk of being harmed or abused or that abuse has occurred. When an adult discloses that they have been abused, or are at risk, or when reasonable grounds have been established, you must report this information to CBC’s Safe Church Concerns Team (SCCT).

Refer to Section 9.4.1 Reporting Suspected Risk of Significant Harm which outlines the procedures that must be followed.


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6.0 RESPONSIBILITIES AND AUTHORITIES

- 6.1 SENIOR PASTOR – is responsible for the following
 - Final authority for any principals outlined in this policy
- 6.2 CENTRE MANAGER – is responsible for the following
 - Maintaining all records associated with this procedure
- 6.3 AREA LEADERS – are responsible for the following
 - Ensuring all their ministry areas conform to this policy.

7.0 DEFINITIONS

- 7.1 **Accredited Pastor** - a person approved for pastoral ministry by the Baptist Union of NSW Committee for ministry, “including student ministers, ministers unordained and ordained, pastoral assistants, evangelists, and missionaries” (Safe Places, 2003).
- 7.2 **Bullying** - a form of aggressive behaviour shown by the use of force or coercion to affect others, particularly when the behaviour is repeated and involves an imbalance of power. It can include verbal harassment, physical ill treatment or coercion and may be directed repeatedly towards particular victims, perhaps on the grounds of religion, race, gender, sexuality or ability. This includes various forms of cyber bullying as well. Those who exhibit bullying behaviour feel powerful by exploiting the vulnerabilities of their targets.
- 7.3 **Designated Safe Church Concern Team** – a local church resource team to whom allegations or suspicions of harm are to be reported. The team will be responsible for the implementation of the reporting process and arranging pastoral care and risk management strategies after a case.
- 7.4 **Disclosure** - when a vulnerable adult tells you that they are at risk of harm or they are being or have been the subject of abuse.
- 7.5 **Elder abuse** - may include any act occurring within a relationship where there is an implication of trust, which results in harm to an older person. Abuse can include physical, sexual, financial, psychological and social abuse and/or neglect.
- 7.6 **Leader** - any person over 18 years of age who is appointed, elected or engaged by or on behalf of the church to perform any work or activities with children and/or young people.
- 7.7 **Reasonable Grounds** - refers to a situation where you believe, due to observations of a vulnerable adult or disclosure from the adult that the person is at risk of harm.
- 7.8 **Reports/Protection Reports** - reports (rather than notifications) consist of reports made to CS by persons or other bodies making allegations of harm or risk of harm. A report can only include one child and one incident of harm.
- 7.9 **Risk Of Harm** - a vulnerable person is at risk of harm if concerns exist for the safety, welfare or well-being of the person because of the presence of any one or more of the following: basic physical and/or psychological needs are not being met or are at risk of not being met, guardians/carer are unable/unwilling to arrange necessary medical attention, at risk of sexual abuse, living in a household where there have been exposed to domestic violence and as a result the person is at risk of harm.

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- 7.10 **Senior Pastor** - senior employed accredited pastor (see above), may also be the designated Safe Church Concerns Person.
- 7.11 **Substantiations** - reports that have been investigated and have resulted in finding that there was reasonable cause to believe that the person had been, was being, or was likely to be, abused.
- 7.12 **Vulnerable Person** – this may include adults with disabilities, adults with mental health issues, those who are socially, culturally and linguistically disadvantaged, older persons and those in domestic violence situations.

8.0 REFERENCES

- 8.1 Baptist Churches of NSW & ACT publication “Creating Safe Spaces” Awareness Manual 2015 (current year)
- 8.2 Section 5.0 Work Health and Safety
- 8.3 Section 5.3 Incident Investigation
- 8.4 HUR-053 Leaders Conduct Covenant
- 8.5 HUR-059 Ministry Review – Leaders Conduct Covenant
- 8.6 OHS-001 Incident Investigation Report
- 8.7 OHS-007 Work Health and Safety Policy
- 8.8 OHS-022 Food Safety Program
- 8.9 OHS-024 Volunteer Driving Information



CARINGBAH
BAPTIST CHURCH

This leaflet provides an explanation of CBC's approach to the protection of all people, in particular children, young people and vulnerable adults who are part of CBC's church and its community services.



Motivated by God's love

God's love is the core motivation for CBC creating and maintaining a safe environment for all people.

We endeavour to do this by ensuring that all ministries and services we run are:

- Safe - free from abuse and harm; and
- Friendly - valuing and respecting every individual as made in the image of God.

What CBC is required to do?

There is a growing demand on churches to comply with safety regulations, legislation around child protection, protection of vulnerable persons and insurance requirements for exercising duty of care 'doing everything reasonably practicable to protect others from harm'.

To create a safe environment, fulfil our moral, ethical, legal and insurance obligations, CBC has in place the following:

- policies and procedures
- recruitment processes
- codes of conduct
- supervision of ministry leaders and workers
- training for workers in kids and youth ministries

Exercising duty of care includes implementing policies and procedures that all workers (paid or unpaid/volunteer) are aware of and follow. Here at CBC, we are actively working to develop a culture of safety.

What is CBC doing to keep you safe?

1. Recruitment of workers:
 - We ensure the suitability of all workers before they are appointed.
 - For those working with children under 18 years, we screen them using the NSW Working with Children Check.
 - Paid pastoral staff are also required to obtain a National Police Check.
2. Training and supervision of workers:
 - Workers in kids and youth ministries are required to attend Creating Safe Spaces training every three years.
 - We commit to the ongoing training, supervision and support for workers in kids and youth ministries.
3. Safe Church Team (SCT):
(safechurch@ecbc.org.au)
 - CBC has established a SCT to receive concerns or allegations and report as per mandatory requirements to authorities; provide care to those involved; and keep private and confidential records.
 - SCT members are:
 - Ken Clendinning
(Acting Lead Pastor)
 - Neil Reynolds (Elder)
 - Kay Djoeandy (Counsellor)

4. Safe emotional environments:
 - We encourage participants to have a say and encourage and value ideas for program and ministry development.
5. Safe physical environment:
 - We are committed to work, health and safety and have policies and procedures in place to establish and maintain physically safe environments.
 - We are committed to continuous improvement and conduct regular risk assessments of the premises and activities.
6. Responding to allegations of risk of significant harm (abuse):
 - All workers are required to report disclosures or suspicions of child abuse or abuse of a vulnerable person to the SCT.
 - We have a process in place for when an allegation of ministry misconduct is made.

Process for reporting

What to do if you see or hear something that causes you concern about the safety of a child, young person or vulnerable adult.

Step 1

Do not tell anyone else of your concerns except the SCT (see Step 2). Remember you do not need to investigate or prove the abuse. In the case of an emergency ring 000.

Step 2

Ring the CBC office on 9524 2709 and ask to speak to a member of the SCT or email the team – safechurch@ecbc.org.au

Step 3

Ask for support from the SCT if you continue to feel concerned about what you saw or heard.

Step 4

Take no further action as you have fulfilled your responsibility – thank you!

For more information ask to see CBC's policy on Creating a Child Safe and Child Friendly Environment; Creating a Safe Environment for Vulnerable Adults or www.safechurches.org.au

An Australian Baptist Response to Persons of Concern



Individual Accountability & Safety Agreements

Why do we need a process?

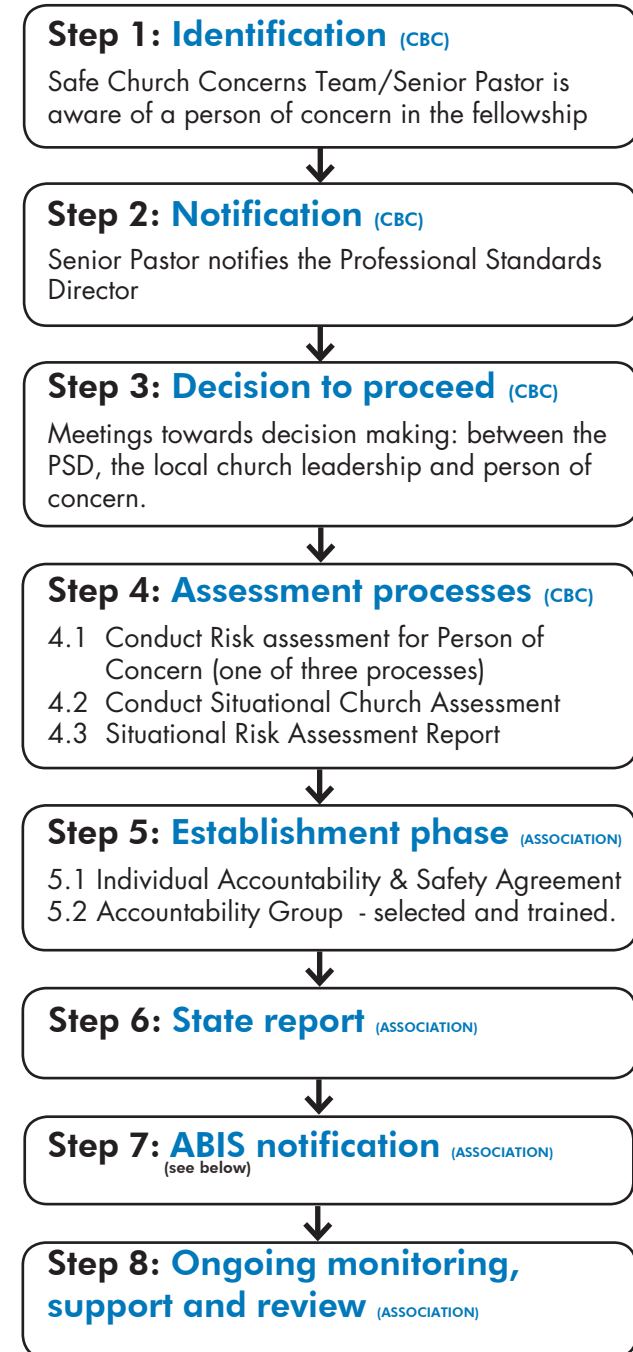
From time to time our church may face the situation where a person of concern has been worshipping and been involved, or wishes to worship and be involved, in our church. While demonstrating genuine compassion and justice, we must take steps to protect the whole church community.

This process aims to ensure that all reasonable measures have been put in place to ensure safe ministry occurs with persons of concern. Australian Baptists are committed to safe ministry, i.e. God honouring, abuse free, harm free, person valuing and respectful ministry.

Ministry to a person of concern acknowledges

- that there is a high level of community feeling and fear about sexual abuse.
- the duty of care we have to provide safe environments for all people in our church.
- that there is no one type of person of concern, therefore individual Safety Agreements are necessary.
- that there are survivors of abuse in congregations, and we seek to care for them effectively.
- the issues of forgiveness and a person of concern's right to privacy.
- the liability issues around a person of concern reoffending.
- the need for denominational support, training, monitoring and oversight in this process.

Flowchart



Who are persons of concern (POC)?

A person of concern:

1. has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence.
2. has been found to have sexually offended, arising through due diligence checks related to recruitment (screening).
3. is currently charged with a sexual offence.
4. has been the subject of an allegation of a sexual offence and this was not appropriately investigated.
5. has been found to have received an adverse risk assessment arising from sexual misconduct
6. deemed to be a risk to the safety of children and/or vulnerable adults because of an adverse risk assessment relating to sexual misconduct.
7. exhibits constant wandering across other peoples' sexual boundaries.

What does an Individual Accountability & Safety Agreement Mean?

An individual safety agreement is an agreement between a person of concern, our church and denomination, establishing the terms and conditions for the person of concern to participate in the life of our church.

A Safety Agreement makes clear what steps the church and person of concern are taking to reduce real and potential risks associated with ministry to the person of concern.

When to use this process?

If a person in our church, or a person interested in coming to our church:

- tells you that they have committed a sexual offence
- in the course of doing our due diligence checks for recruitment, a person discloses they have committed a past sexual offence
- if we are aware that a person has had an allegation of a past or current sexual offence
- deemed to be a risk to the safety of children and/or vulnerable adults because of an adverse risk

Is this a Christian Response?

A Christian congregation can be one of the few places where sexual abusers, as the recipients of God's forgiveness, can mix with a Christian community. However, that forgiveness does not mean immunity from temptation to re-offend.

The forgiveness and grace of God, mediated with supervision and clear guidelines through a local church, can be a vital part of that journey.

This demonstrates the Australian Baptist Churches' mission and commitment to provide a safe place for children and other vulnerable people to grow and shine.

Who should we contact?

Your Professional Standards or Safe Church Concerns Team (SCCT):

Caringbah Baptist Church Office:

02 9524 2709

(ask to speak to a member of the SCCT)

safechurch@ecbc.org.au

Baptist Churches NSW & ACT

02 9868 9200

This brochure is adapted from the original brochure developed by Australian Baptist Insurance Scheme



The definition of a Person of Concern is adapted from the Anglican Church of Australia - Professional Standards Commission "Guidelines for parish safety where there is a risk of sexual abuse by a person of concern", 2010



CARINGBAH
BAPTIST CHURCH

GRIEVANCE RESOLUTION

This leaflet provides an overview of CBC's approach to grievance resolution. Please use this leaflet as an introduction and where further detailed information is required please see a member of the Leadership.

Policy Statement

CBC is committed to ensuring an authentic and grace-filled church environment by ensuring that all staff, volunteers, members or attenders of the Church have access to processes that allow for grievances, disputes, problems and complaints to be resolved.

Our Constitution, in Clause 5, paragraph 6 states:

"Where matters of disagreement arise between members they should initially seek to resolve them between themselves in accordance with Matthew 5:23-24 & 18:15-17."

All persons of the Church have an obligation and responsibility to proactively promote a Christian community free of abuse, duress and harassment. All grievances will be dealt with in a supportive environment without victimisation or intimidation of anyone connected with the grievance either during or subsequent to a grievance resolution procedure.

Policy Scope

It is NOT designed to resolve:

- issues relating to domestic violence, family law matters before the Family Law Court (or similar body)
- complaints or concerns relating to abuse (including Child Sexual Abuse or Sexual Misconduct involving a Child)
- serious breaches of the Code of Conduct – Accredited or Recognised Minister with the Baptist Churches of NSW & ACT

It applies to:

- staff
- volunteers
- members and attendees of the church

Policy Approach

CBC's approach to grievance resolution emphasises:

- fairness and impartiality
- conciliation
- the principles of natural justice and procedural fairness
- resolution of grievances as early as possible and as close as possible to the source
- the role of appointed leaders in seeking to prevent and resolve grievances

Policy Procedure

Introduction:

CBC's procedure for resolving grievances follows the three-step framework described by Jesus in Matthew 18:15-17:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Grievances directed against appointed leaders or staff of CBC:

1. First Level - Early Conciliation

(seeking to resolve grievances at the earliest possible stage)

The first step is simply for a complainant to seek out the leader with whom they have a grievance and open up a conversation. Early conciliation normally will not involve anyone external to the grievance but will be a private matter between the two parties concerned.

2. Second Level – Assisted Conciliation

If the complainant believes that the grievance has not been resolved

- advise CBC Leadership
- the Leadership will advise the leader
- the Leadership will facilitate

3. Third Level - Arbitration

If the complainant believes that the grievance has not been resolved through assisted conciliation

- advise CBC Leadership in writing and request a Special Leadership Meeting

Grievances – member to member:

Where a grievance does NOT involve an appointed leader or staff member, CBC's procedure is for the two parties to use the principles of the policy as a guide, without the formal involvement of Staff or Leadership.

Senior Pastor Abuse:

[Pastor abuse is defined as abuse administered under the guise of Religion, including harassment or humiliation, which may result in psychological trauma.]

Where the Senior Pastor believes that they have been abused by a member or attendee of the Church they are to:

1. advise the person that the complaint is being referred to CBC Leadership
2. a delegation from Leadership will contact them shortly to review the issue
3. assisted conciliation will be instigated
4. if not resolved arbitration will be instigated

Contact details

As stated, this leaflet only provides an overview of CBC's approach to grievance resolution. For further information please use the following contact details

Email: leadership@ecbc.org.au

Office: 9524 2709

Leadership names can be found at:
<https://caringbahbaptist.org.au/about/leadership/>

Other information

Other leaflets of interest are available at:

<https://caringbahbaptist.org.au/about/compliance/>

- Safe Church
- Persons of Concern