

Providing Safe Ministry

With Children and Youth

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## Aim

SEC seeks to take seriously the Bible’s mandate to be proactive in the welcoming, spiritual nurture, protection, safety and care of those in our children and youth ministries.

SEC also aims to enable and protect those ministering to children and youth.

To build and maintain a safe community for our children and youth, we are committed to ensuring that:

* All leaders are appropriately screened, trained and appointed.
* All programmes are led and run in a safe and appropriate manner.
* There are clear reporting procedures in place; and
* The leadership at SEC regularly review these policies and procedures.

## Screening, Training and Appointing of Leaders

All those involved in running ministries to children or youth on behalf of SEC will undergo a full screening and training process as outlined below:

* Appropriate leaders will have been regular participants at SEC for at least **six months** (or have been given special approval by the church leadership). They will be **interviewed** (either formally or informally) and have their potential roles and responsibilities outlined for them.
* Appropriate leaders will have provided references to confirm their character. In working with children and youth, they must provide SEC with their unique **Working with Children Check number** and **Date of Birth** to be legally approved by the Commission for Children and Young People.
* Have completed an approved **Safe Ministry Training Course** which outlines qualities of a Christian leader, appropriate behaviour as well as training in how to identify and report cases of abuse (e.g. [www.SafeMinistryTraining.com.au](http://www.SafeMinistryTraining.com.au)).

Leaders will be asked to do **revision training** every two to three years.

Under no circumstances will a person with a criminal record of child abuse, molestation or similar offences be allowed to be involved in children or youth ministry.

## Appropriate Behaviours and Guidelines for Safe Ministries

To provide for, build and maintain a safe community for our children and youth where they may grow as followers of Jesus, we must ensure that our programmes and events are safe and appropriate for those attending. For this to happen, all those ministering to children and youth at SEC are to behave and act according to the values of the community, society and above all as followers of Jesus.

Our programmes and events must be safe and appropriate to the children and youth attending. Careful consideration will be made of things such as the activities chosen, the venue, safe ratios of supervision, appropriate children toileting practices, transportation[[1]](#footnote-1), occupational health and safety, injuries and administration of medicine or first aid (including allergy management)[[2]](#footnote-2), evacuation and lockdown procedures[[3]](#footnote-3), parental or guardian permission, confidentiality of records kept and electronic communication[[4]](#footnote-4).

Guidelines for these safe practice procedures are also highlighted and discussed in the Safe Ministry Training Course. To help maintain appropriate standards, all leaders and helpers will be given access to ongoing training and adequate supervision in their roles and responsibilities.

## Reporting Procedure

As a children's/youth ministry worker your role is to notify and discuss your concerns with your ministry overseer as soon as possible, especially where you have current and immediate concerns for the safety, welfare and wellbeing of a child. It is **not** possible to withhold the identity of those involved when the person perpetrating the alleged or suspected abuse is involved in church, or the incident of concern occurred at a church related activity or event.

If you have not already documented the information disclosed by the child, or your concerns/observations, depending on the urgency of the situation your overseer may ask you to do this **before** speaking with you to gain further information. This is an attempt to protect the integrity of the information the child disclosed to you.

Your role in reporting abuse or risk of harm generally ceases once you have provided all necessary information (written then verbal) to your ministry overseer. At SEC the process of evaluating the information and risk to the child and determining an appropriate course of action is undertaken by the ministry overseer and senior pastor for the following reasons:

* The senior pastor has the statutory responsibility for compliance with child protection requirements including reporting, documenting and managing child protection issues and risk.
* This allows another person to evaluate the information to determine if they come to the same conclusion.
* This allows people with detailed knowledge about child protection reporting to collaboratively determine the best course of action and if necessary to initiate external reporting to the relevant authority based on the definitions of ‘reasonable grounds’, ‘abuse’ and/or risk of ‘significant harm’ with the assistance of external professional advice if necessary.
* This process ensures the person who is reporting externally is appropriately supported throughout the process, and provides our volunteer ministry workers with some protection from what could be a difficult process.

[Appendix 5: Reporting Process](#Reporting)outlines the reporting process that will be followed by your ministry overseer and senior pastor. The online interactive NSW Government Premier and Cabinet Mandatory Reporting Guide tool forms the basis of decisions regarding external reporting to the relevant authority. When it is determined external reporting is required it is likely external professional advice will be sought.

## Regular Review Periods

It is the responsibility of the Senior Pastor and Members of the Planning Team to ensure that this policy and the Incident Response Process is implemented, maintained and reviewed every two years or as required. This policy is in accordance with the Children and Young Persons (Care and Protection) Act 1998 No 157.

## Safe Ministry Leader and Volunteer Training

We believe that churches need to take responsibility for how people (especially kids) are treated.

If you’ve been invited to be part of our kids’ ministry team, there are a couple of things we require you to do:

#### *Volunteer*

1. Get a NSW Working With Children Check (WWCC) Number here (<https://wwccheck.ccyp.nsw.gov.au/Applicants/Application>). Fill out your details and submit.
2. Once you get your WWCC Number, take it to the Roads and Marine Services (formerly RTA) to verify your identity. They will email you a new WWCC Number (starting with “WWC”) once the check is completed.
3. Safe Ministry Part A.
4. Go to the Online Safe Ministry Training course here (<http://training.safeministrytraining.com.au/register?invite=2504546306d4fc820ba2c258fe248c2e3079dd7e94b33c945100b615d914b45a625fbe57c99802de>). You’ll be asked to register your name and WWCC details before doing the training. This training only takes about 30 minutes, but it gives you all the information you need to help keep our kids safe (as well as fulfil our legal obligations as a church).

#### *Leader*

1. As above.
2. As above.
3. Safe Ministry Part A.
4. Safe Ministry Part B.

If you have any questions, please contact your ministry overseer, Safe Ministry person or Senior Pastor.

Once your training is complete, you will be issued with a copy of “Faithfulness in Service”.

## Record Keeping

#### *Records* *retained*

a. Safe ministry register

This spreadsheet is maintained by the Safe Ministry Representative and includes the following information for every person involved in children's/youth ministry the register includes:

* name and date of birth
* WWC number, date and outcome of components of screening process
* date of completion of safe ministry training
* due dates for screening and training

This will be stored in a secure database.

b. Personal contact information and ministry groups

Maintained via a secure database.

c. Records relating to concerns or issues

Records relating to suggestions, and non-reportable concerns, issues or complaints received raised by parents, carers, members or other attendees of SEC will be retained.

d. Other documentation

Attendance rolls, permission forms, incident report forms will be retained.

e. Policies and procedures

Safe ministry policies and procedures are updated to reflect changes and improvements in practice.  This may happen whenever at any time; however a formal review will be undertaken at least once annually.

f. Annual report to Ministry Planning Team/Administration Committee

A report relating to the requirements of this policy and procedure document will be included in the annual safe ministry report presented to the Ministry Planning Team/Administration Committee by the Safe Ministry Representative.

Efforts will be made to store all records, both hard copy and electronic, securely. If someone has stopped attending SEC ministry, then SEC will hold their personal information for as long as is necessary.

# Appendix 1: Transportation Policies and Procedures

## Our Values

As a church, and as individuals, we desire to honour God by being above reproach in all things, erring on the side of caution, and taking due responsibility to care for young lives.

Children are entitled to be safe and protected. They have the right to be respected, listened to and their particular needs addressed in all church activities.

When ministering to children, all SEC workers have a responsibility for the safety and welfare of the children in their care.

## Our Policies

#### Transport between home and the starting point of activities

It is the responsibility of parents/guardians to organize transport to the starting point of church activities.

#### Transport while on activities

Written permission from parents is to be obtained before children/young people travel in a vehicle driven by a person other than a family member.

Only drivers on green Ps (or higher) are to transport children/youth to/from any event.

All drivers must be responsible, not having consumed alcohol/mind-altering substances. They must comply with all road rules at all times, including rules about speed and using mobiles while driving.

All vehicles used for transport must be registered, in roadworthy condition, and fitted with appropriate child restraints and safety devices.

#### Child Protection

All drivers for SEC activities are to have an approved Working With Children Check number that has been verified by SEC before they transport children who are not relatives.

If drivers assist in children’s/youth activities on a regular basis then they may be required to participate in Safe Ministry Training.

Drivers are not to be 1:1 with a child/youth in a car, even with parental permission (unless the child/youth is a family member). If for some reason the situation is unavoidable, another adult (preferably the child’s parent) must be informed of the trip and the reason for it.

Drivers are to complete a ***SEC* *Volunteer Driver Information Form*** before transporting children to whom they are not related. These forms need to be re-signed and dated every year to verify that circumstances have not changed. Drivers are responsible for letting the church know if the circumstances they declare on the form change.

## SEC_Logo_H_Colour_72dpiRGBSEC Volunteer Driver Information Form

Please complete this form if you will drive children/youth as part of your service to the church.

Driver’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of License: ❒ Car ❒ Bus ❒ Truck ❒ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are there any restrictions on your driver’s license? (eg. P Plates)

❒ Yes Please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❒ No

2. Is your license currently valid in NSW?

❒ Yes

❒ No If no, you cannot drive at SEC events.

3. Is your vehicle registered?

❒ Yes Please list your registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❒ No If no, then you cannot use your vehicle to for transport at SEC events.

4. Is your vehicle in a roadworthy condition?

❒ Yes

❒ No You cannot drive your vehicle at SEC events until the vehicle is repaired.

5. Do you agree to abide NSW road rules at all times, including no use of mobiles while driving, no speeding and no driving while under the influence of drugs or alcohol?

❒ Yes

❒ No. You cannot drive at SEC events.

1. I have supplied my Working With Children Check (WWCC) approval number to the MEC office.

❒ Yes

❒ No. You cannot drive at SEC events until your WWCC is lodged at the SEC office.

***Please notify the church if there are any changes in the above information.***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix 2: Injury and Medical/First Aid Procedures

## Forms

The following forms are included in this appendix:

* Minor First Aid Treatment Form
* Major Injury Incident Report
* Incident Summary
* Non-injury Incident Report

An **Allergy Management List** is also kept for reference purpose.

****

**Minor First Aid Treatment Form**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Time:** | **Location:** |
| **Patients Name:****Address:**  | **M** ❒ | **F** ❒ | **Date of Birth:** |
| **Abrasion /Cut****(Bandage)** |  | **Blister****(Bandage)** |  | **Single****(Bandage)** |  | **High Temperature** |  |
| **Vomiting** |  | **Headache** |  | **Splinter****Removal** |  | **Other:** |  |
| **Treatment applied:** |
| **Comments:** (Please list items used from first aid kit) |
| **First Aid Officer (Signature)** |
| **First Aid Officer (Print Name)** |
| **Event:** | **Event Director/Leader:** |
|  **Date:** | **Time:** | **Location:** |
| **Patients Name:****Address:**  | **M** ❒ | **F** ❒ | **Date of Birth:** |
| **Abrasion /Cut****(Bandage)** |  | **Blister****(Bandage)** |  | **Single****(Bandage)** |  | **High Temperature** |  |
| **Vomiting** |  | **Headache** |  | **Splinter****Removal** |  | **Other:** |  |
| **Treatment applied:** |
| **Comments:** (Please list items used from first aid kit) |
| **First Aid Officer (Signature)** |
| **First Aid Officer (Print Name)** |
| **Event:** | **Event Director/Leader:** |



**Major Injury Incident Report**

*This document consists of 17 pages.*

**1. Event Details:**

1. Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Director/Leader Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Where did the incident occur?**

1. Location Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Location Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Exact Place (eg. Hall, oval, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Injured Person:**

1. Surname: (Capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Given Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Sex (M/F) [ ]

***Cont....***

1. Date of Birth: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_
2. Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. [ ] Camper [ ] Volunteer Leader [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Incident Details:**

1. Date: \_\_\_\_/ \_\_\_\_/ \_\_\_\_\_
2. Time of Incident :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(am/pm)
3. Part of body injured - Enter No. [ ]; [ ]; [ ]

|  |  |  |
| --- | --- | --- |
| 01 Eye \* | 11 Arm – Other | 21 Leg – Other |
| 02 Ear | 12 Chest | 22 Internal |
| 03 Face | 13 Back \* | 23 Nervous System |
| 04 Head \* | 14 Torso – Other | 24 Skin |
| 05 Neck \* | 15 Hip | 25 Respiratory |
| 06 Shoulder | 16 Groin | 26 Systemic |
| 07 Elbow | 17 Knee | 27 Mouth |
| 08 Wrist | 18 Ankle | 28 Skull \* |
| 09 Hand | 19 Foot | 29 Jaws \* |
| 10 Finger | 20 Toe | 30 Nose |
|  |  | 31 Other (specify) |

*\* Denotes a visit to Doctor should be automatic*

***Cont....***

1. Nature of Injury - Enter No. [ ]; [ ]; [ ]

|  |  |  |
| --- | --- | --- |
| 01 Strain/Sprain | 07 Irritation | 13 Hernia |
| 02 Bruise/Crush | 08 Bite/Sting | 14 Hearing Loss |
| 03 Laceration/Cut | 09 Poisoning | 15 Infection/Disease |
| 04 Head - Other | 10 Amputation | 16 Superficial |
| 05 Fracture | 11 Concussion | 17 Other (specify) |
| 06 Burn/Scald | 12 Allergy |  |

1. Cause of Severest Injury - Enter No. [ ]; [ ]; [ ]

|  |  |  |
| --- | --- | --- |
| 01 Slip/Fall | 03 Burns | 05 Person related |
| 02 Aquatic Activity | 04 Vehicle Accident | 06 Sporting |

Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Initial Severity Assessment - Enter No. [ ]

01 First Aid (stayed at event location)

02 First Aid (sent home)

03 Hospital

04 Medical Treatment

05 Possible Permanent Disability

06 Fatal

***Cont...***

1. Immediate treatment applied:

***(Remember, note the times and be as detailed as possible in the action that was taken to care for the casualty.)***

***\*\*Contact the parent/carer ASAP so they are aware of the incident and to check for any allergies\*\****

1. First Aid: (Details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**5. Activity Description:**

1. Describe the activity when the incident took place:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Cont...***

1. Was the Activity supervised? ❒ No (go to c.) Yes ❒

If yes, Name of Leader Supervising: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If No, was this an official activity of SEC? Yes ❒ No ❒
2. Were there any instructions given to the group before the commencement of the activity? (Details)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**6. Factual Description of the Incident (What Happened?):**

*(Attach report if insufficient space)*

Describe the site condition, how it occurred, who was around, location of relevant objects (e.g. canoe, rock). Record facts - not guesses.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Cont....***

**7. Protective Equipment/Safety Devices:**

Was Protective Equipment/Safety Device related to this activity being used?

Yes ❒ No ❒ Not Applicable ❒ If YES what was it?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**8. Pre-Existing Condition:**

Does the injured person suffer from any pre-existing condition which may have caused or aggravated the incident?

Yes ❒ No ❒ If YES, please give details.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**9. Names of Witnesses: - *(attach signed and dated reports)***

**a)** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b)** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**c)** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other people involved in the incident (if any)**

**a)** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**b)** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Has other necessary action been taken?**

Parent/Guardian notified? Yes ❒ No ❒

Photographs of Accident Site Yes ❒ No ❒

Police Notified Yes ❒ No ❒

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Station: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If any other organisations/authorities have been advised please state details:

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**10. Declaration:**

I/we declare that the above information is a true and accurate account of the major incident that occurred during the above named event.

**Signatures:**

Supervising Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /

Event Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /

***Cont....***

Parent/carer: \_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /

*If this incident occurred during an activity that had an* ***Activity Risk Assessment Form*** *completed, please attach that document to this form.*

*Return all forms to Singleton Evangelical Church at the completion of the event.*

****

**Incident Summary**

*This page is to be used to provide a written summary of the incident and treatment to the parent/carer.*

Event name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event director/leader name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injured person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent carer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of incident:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Treatment applied:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I acknowledge that I have been informed about the above incident.

Parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Non-Injury Incident Report**

*This document consists of 5 pages.*

**1. Event Details:**

1. Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Director/Leader Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. People Involved:**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. [ ] Participant [ ] Leader [ ] Guest [ ] Staff [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. [ ] Participant [ ] Leader [ ] Guest [ ] Staff [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. [ ] Participant [ ] Leader [ ] Guest [ ] Staff [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. [ ] Participant [ ] Leader [ ] Guest [ ] Staff [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Incident Details:**

1. Date: \_\_\_\_/ \_\_\_\_/ \_\_\_\_\_
2. Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(am/pm)
3. Exact location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4. Witnesses:**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. [ ] Participant [ ] Leader [ ] Guest [ ] Staff [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Phone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. [ ] Participant [ ] Leader [ ] Guest [ ] Staff [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have witnesses completed statements?

[ ] Yes, copies attached [ ] No, to be completed

[ ] Other – Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Return all forms to Singleton Evangelical Church at the completion of the event.*

# Appendix 3: Evacuation and Lockdown Procedures

**FIRE ESCAPE PLAN**



Elizabeth St

Kidschurch

Classrooms

Classrooms

Classrooms

Play equipment

Play equipment

Covered area

Grassed area

**ASSEMBLY AREA**

Hall

|  |
| --- |
| **FIRE ACTION PLAN** |
| ON DISCOVERY OR SUSPICION OF FIRE:* Operate the nearest fire alarm point
* Call 000 and inform operator of exact location of fire
* Alert others in the area to hazard, including fire warden
* Fight fire if safe using hose or extinguisher

**ALTERNATIVE****ASSEMBLY AREA*** Evacuate
* Proceed to assembly point at:

**CENTRE OF GRASSED OVAL** |
| ON HEARING THE ALARM* Remain calm
* Evacuate in an orderly manner, assisting those around you
* Proceed to the emergency assembly area
 |
| Fire Brigade | Call 000, mobile 112 |
| Fire Warden |  |
| First Aid Officers | Luke DavisNathan Priebbenow |
| Pastor | Scott Mackenzie |

In case of emergency, move safely to the emergency assembly area

# Appendix 4 : Electronic Communication Policy and Procedures[[5]](#footnote-5)

## Faithfulness in Service states

5.32 “When meeting a child privately, you should:

* have parental or guardian consent, where practicable;
* ensure where appropriate that a parent, guardian or suitable adult is present;
* inform another member of the clergy, an adult church worker or another adult of the time, location and duration of the meeting; and
* not invite or have children to your home or visit children in their home when no other adult is present;
* Make a record of the time, location, duration and circumstances of any meeting where it is impracticable to follow these guidelines.”[[6]](#footnote-6)

Faithfulness in Service defines a child as ‘anyone under the age of 18.’

Pastoral care and general communication is an integral part of youth and children’s ministry and something that is to be encouraged in ministry. Pastoral care for youth and children will be, primarily, through face to face contact. However, this is not always possible and church workers may have to ‘meet’ with children and young people through electronic communication. Section 5 of Faithfulness in Service outlines Standards and Guidelines for relating to children and young people.

## POLICY

#### 1. GENERAL ELECTRONIC COMMUNICATION

* Interaction with children/young people in these forms should be kept to a minimum:
* Parental permission must be sought before a church worker communicates to a child/young person with electronic communication
* Church workers must not knowingly transmit, retrieve or store any communication that is
1. discriminatory or harassing;
2. derogatory to any individual or group;
3. obscene, sexually explicit or pornographic;
4. defamatory or threatening
5. in violation of any licence governing the use of software;
6. for any purpose that is illegal or in contradiction to the Anglican Diocese of Sydney Safe Ministry Guidelines (Faithfulness in Service).
* Church workers must not send any electronic communication that attempts to hide the identity of the sender or represent the sender as someone else.

#### 2. TELEPHONE COMMUNICATION

* Always, when contacting the child/young person by phone, call on the home phone if possible:
* Ensure, whenever possible, that the parents/guardians are aware of the phone call:
* Mobile phone use should be kept to a minimum and should never be used for long calls, especially for pastoral care:
* If a child/young person initiates a mobile phone call which will require a long conversation then, at an appropriate time, transfer the call to the home phone line.

#### 3. EMAIL COMMUNICATION

* All emails to children/young people should be carbon copied [to their parents or] to a church staff member:[[7]](#footnote-7)
* Emails should generally be restricted to purpose only emails e.g. “meet at this place, at this time” or general conversations e.g. “how was the excursion today?” Deeper conversations regarding more personal issues should be face to face.
* As far as possible save all emails to and from children/young people in a separate soft copy folder.

#### 4. SMS COMMUNICATION

* SMS communication should generally be restricted to purpose only communication e.g. ”meet at this place, at this time”:
* If a longer sms conversation begins ring the child/young person, preferably on the home phone:

#### 5. SOCIAL NETWORKING WEBSITES (E.G. Facebook, Twitter, Instagram etc)

* It is recommended that leaders do not actively seek to "friend" any non-family members who are under 18.
* However, such a "friend request" received may be accepted, provided that:
	1. The young person is of the required age (e.g. 13 for Facebook, Instagram and Google+).
	2. Parental permission is sought where possible
* As others may be influenced by pages / posts you 'like' or comments you make, take care that they reflect Biblical standards such as "set an example for the believers in speech, in life, in love, in faith and in purity." (1 Timothy 4:12)
* Direct messages should be restricted to purpose only messages [and should be copied to parents or to a church staff member].
* Writing on ‘walls’ should be kept to a minimum and only of a broad nature e.g.”hey, hope you’re having a good week, cya Sunday” or other light conversations.
* Do not give out any details of children/young people on ‘walls’ e.g.name of school, email address, home address, phone numbers, etc.
* **Faithfulness in Service** states that "When you resign or retire, you should generally terminate existing pastoral relationships...in a sensitive and timely manner" (4:17). In light of this it may be appropriate for you to sensitively "unfriend" ministry related under 18 "friends" at such a time.

##### Think carefully about the reasons for ‘socialising’ with children and adolescents in such forums. Does this give the message that socialising with Youth Workers (paid or voluntary) is appropriate in any forum, and that youth workers do not have their own ‘space’ for socialising?

#### 6. INTERNET CHAT ROOMS/PROGRAMS (e.g. MSN, ICQ etc)

* Church workers should not enter into a closed one on one conversation with a child/young person. If a child/young person invites you in to a conversation you should bring in a third party:
* Church workers should use discernment and wisdom when having a multi-person conversation. Your conversation should be above reproach.

#### 7. PHOTOGRAPHS

* Any photos of youth/children’s ministry activities should be taken by someone appointed by the Minister and with parental consent.
* Do not photograph any child/young person who has asked not to be photographed.
* Photography should focus on the activity and not on a particular child/young person.
* Photos should focus on small groups rather than individuals.
* Do not identify in writing the person/s in the photograph.
* Never post photos of children/young people on the internet without parental consent.
* All children/young people must be appropriately dressed when photographed.
* If you do find a photo of a youth/children’s activity posted on the internet by a young person, gently ask them if they have permission from everyone in the photo to post it. If they don’t then advise them to either seek permission or remove it from the internet.

#### 8. VIDEO PHONING (mobile phone/internet)

* Church workers should not enter into conversations of this nature with children/young people.

# Appendix 5: Reporting Process

## Addressing Concerns, Complaints and Allegations

The best protection against any issues in children’s/youth ministry is **prevention** and **communication**. SEC selection, screening, training and documented procedures aim to prevent situations that may compromise the care of our children or young people or give rise to concerns or complaints relating to care provision.

Children’s/youth ministry workers are instructed and trained in what to do if they receive a concern or complaint from parents, carers or other people involved in church. The key message is that they relay the information directly to their ministry overseer who will make decisions about how the matter should be managed.

#### Minor Concerns and Suggestions for Improvement

These concerns or complaints relate to the day-to-day processes or events that are expected in ministry. It may reflect parent or caregiver preferences or expectations, and may provide the opportunity for improvements in our systems and processes. Some of these matters may relate to the safety and wellbeing of children in our care, however they do not involve suggestion or wrongdoing or inappropriate behaviour on behalf of ministry workers or church as a whole, and do not present a risk of significant harm to a child or children.

The ministry overseer would generally manage these matters directly with those involved. The overseer may seek input, support or advice from others (e.g. senior pastor) in addressing or resolving the situation.

If the overseer is unsure whether the complaint warrants escalation, the overseer should seek advice from the safe ministry overseer.

#### Reportable Concerns or Allegations Based on ‘Reasonable Grounds’ of ‘Significant Harm’

These matters involve ‘reasonable grounds’ to indicate significant harm to a child. These matters are expected to involve allegations of wrong doing or inappropriate behaviour. These matters are managed primarily by the senior pastor and safe ministry representative following the process outlined below.

SEC’s procedures for managing serious concerns, allegations and disclosures are outlined below. This information is depicted in the process map below.

## Role of Ministry Worker

|  |
| --- |
| **Key message:**Ministry workers report child protection concerns directly to their overseer – they take no further action and do not mention the matter to any other person. |

A ministry worker may develop concerns in relation to the wellbeing or safety of a child or young person due to:

* Indicators observed in physical appearance or behaviour.
* A disclosure[[8]](#footnote-8) made by the child or young person.
* A witnessed incident.
* An allegation[[9]](#footnote-9) raised by another person.

This document *SEC Providing Safe Ministry with Children and Youth* advises ministry workers what to do when such situations arise.

The general concept is that the ministry worker is to report any concerns, complaints, issues, disclosures or allegations immediately to their ministry overseer.

The ministry worker should not make judgements as to the seriousness of the matter, or what action should be taken. This is the case even if the ministry worker’s professional background places them in the role of mandatory reporter. In the course of performing ‘work’ for SEC, the ministry worker is a volunteer. It is the senior pastor (paid staff in authority) who is responsible for determining the appropriate action in line with legislative requirements, professional recommendations and SEC’s policies and procedures.

## Role of Ministry Overseer

|  |
| --- |
| **Key message:**Overseers immediately escalate child protection matters to the safe ministry representative (or senior pastor) – they take no further action, do not make any promises, and do not notify or discuss the matter with anyone else. |

If the ministry worker raises a concern based on a disclosure from a child or another person about a child protection matter, the overseer should first encourage the ministry worker to write the information down (if the situation permits).

Following discussion with the ministry worker, the overseer will decide whether to escalate the matter to the safe ministry representative and/or senior pastor. If the overseer has concerns a child or young person is ‘at risk of significant harm’ the matter should be escalated to the safe ministry representative if available, otherwise directly with the senior pastor.

A child should not be detained by a ministry worker or overseer, even if the child has disclosed information that raises very serious concerns relating to parents or carers. The overseer should not raise or discuss a child protection matter with parents or carers. It is extremely important the formal process for reporting is followed as outlined below.

Any person paid or otherwise working on behalf of SEC will have to terminate serving at SEC while an investigation is underway concerning them. If the allegations against a worker from SEC, paid or otherwise, are guilty of Child related offences (either a court offence or internal investigations), then they will not be able to serve at SEC in any area.

## Process for initial management of a child protection matter in church

Overseer advised of disclosure, allegation or incident

Is it a child protection issue?

Yes

Ask reporter to make notes before discussing further

Is there reasonable basis for concern?

Overseer (and reporter if appropriate) report to safe ministry representative

Yes

Raise report with senior pastor

Complete \*Mandatory Reporter Guide

Guide recommends external report?

Yes

Advise insurer, and seek legal advice if necessary

Senior pastor makes external report

\*Online Mandatory Reporter Guide:

<http://www.keepthemsafe.nsw.gov.au/reporting_concerns/mandatory_reporter_guide>

## Process for Safe Ministry Representative and Senior Pastor

#### Considering the Information

The safe ministry representative and senior pastor will discuss the matter (if the safe ministry overseer is not available the senior pastor may choose to complete this process with the ministry overseer or another pastor to avoid delays. The process must be undertaken by two people.

Initially the focus will be on determining if the matter requires an external report to be made as follows:

1. With reference to the definitions below, does there appear to be ‘reasonable grounds’ to indicate the child is at risk of ‘significant harm’ or has been subject to ‘abuse’?

|  |
| --- |
| **Reasonable grounds**‘Reasonable grounds’ means your concerns are well founded and based on information you **know**, or have received from a reliable source. A useful consideration is whether another person, when presented with similar information, would draw the same conclusion. |
| **Significant risk of harm**‘Significant risk of harm’ is the new statutory threshold for reporting. A child or young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or wellbeing of the child or young person are present to a ‘significant’ extent.NSW government’s agreed policy definition of significant harm:* That which is sufficiently serious to warrant response by a statutory authority, irrespective of a family’s consent
* What is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child’s or young person’s safety, welfare, or wellbeing
* Significance can result from a single act or omission or an accumulation of these.

<http://www.keepthemsafe.nsw.gov.au/v1/reporting_children_at_risk/significant_harm_policy_definition> |
| **Child abuse**Any act of omission or commission that endangers or impairs a child’s physical or emotional health and development. This includes conduct in relation to a child, which is bullying, emotional abuse, harassment, neglect, physical abuse, spiritual abuse or any sexual behaviour with or in the presence of a child including sexual communications and gestures, showing sexually explicit or suggestive material and sexual physical contact. |
| **Neglect**Neglect occurs when a child is harmed by the failure to provide basic physical and emotional necessities of life e.g. adequate food, supervision, nursing, clothing, medical attention or lodging. Neglect typically develops as a pattern of behaviour that result in harm to a child over a period of time. When considering whether a child is being, or has been, neglected, it may be useful to focus on the effect on the child. Incidents that do not suggest any impact on the long-term physical, emotional or intellectual wellbeing of the child are unlikely to constitute neglect. |
| **Reportable conduct**Reportable conduct is conduct that must be reported externally via the Child Protection Hotline. Under the Ombudsman Act 1974 ‘reportable conduct’ refers to the following:* Any sexual offence or sexual misconduct committed against, with or in the presence of a child
* Any assault, ill treatment or neglect of a child
* Any behaviour that causes psychological harm to a child, regardless if this is with the consent of the child

Reportable conduct does **not** extend to the following:* Conduct that is reasonable for the purposes of the discipline, management or care of the children, having regard to the age, maturity, health or other characteristics of the children
* Use of physical force that, in all the circumstances, is trivial or negligible

Examples of conduct that would not constitute reportable conduct include touching a child in order to attract a child’s attention, to guide a child or to comfort a distressed child, a school teacher raising his or her voice in order to attract attention or to restore order in the classroom, and conduct that is established to be accidental.<http://www.ombo.nsw.gov.au/news-and-publications/publications/fact-sheets/child-protection/practice-update-defining-reportable-conduct> |

A one-off indicator is rarely sufficient to establish abuse or risk of harm. Usually there will be a number of signs observed over a period of time. It is important when forming suspicions of abuse or risk of harm not to jump too quickly to conclusions. However, when reasonable grounds exist for suspecting abuse or risk of hard, action should be taken.

1. Is the concern held in relation to a child or youth?

A child is defined as a person 0-15 years. While mandatory reporting does not arise in relation to a young person (16 and 17 years old), mandatory reporters are encouraged to make a report if it is appropriate for a young person. If a young person is homeless, you MUST receive their permission before making an external report.

Mandatory reporting where indicated is required by law for children under 16 years of age whom you suspect to be at risk of significant harm (*Act* Section 27(3)). While it is not required by the legislation, you **may** report young people (16-17 years old) whom you suspect to be at risk of significant harm (Section 24). In this instance, SEC would consider the circumstances and seek further advice.

1. Is the concern raised against a person in church, and if so is this person in a position of leadership?

The legislative requirement for mandatory reporters (for organisations other than ‘designated agencies’) to make an external report relates only to allegations and convictions that arise in the course of a worker’s ‘work’ (including volunteer work) for SEC. This does not however prevent a report being made relating to concerns relating to other contexts.

If a ministry worker who has been granted permission to be involved in school-based ministry advises their overseer/senior pastor that they believe a child or young person is at risk of harm, the senior pastor should inform the Principal. In this instance the Principal has the overall responsibility for determining whether an external report is required.

1. Is further information needed?

At this stage further information would only be required to answer the questions above – not for the purpose of investigation. A decision may be made to speak with the relevant ministry worker and/or overseer/s, and/or other pastors, however the senior pastor will make these decisions based on the need for strict confidentiality.

1. Should the mandatory reporting guide be completed?

If at this stage a decision remains that there is ‘reasonable grounds’ to indicate a child is at risk of ‘significant harm’ the NSW Mandatory Reporter Guide should be completed.

#### Completing the Mandatory Reporting Tool

The mandatory reporting tool is located here:

<http://www.keepthemsafe.nsw.gov.au/reporting_concerns/mandatory_reporter_guide>

The tool is designed to guide decision making and provide a recommendation in the form of a report as which advises:

* Whether the concern meets the statutory threshold for reporting risk of signicant harm i.e. should be reported
* Which external authorities should be notified, by which method, and the relevant contact details.

The Guide ‘is intended to complement rather than replace critical thinking and does not prohibit a mandatory reporter from any course of action he/she believes is appropriate… if your concern does not fit any of the decision trees, it is probably not reportable’.

Where possible the Senior Pastor and safe ministry representative would be involved in completing the report. This can be done jointly, or separately with discussion to ensure the same conclusion was reached.

In instances where a decision was made that it is unlikely an external report was required (based on information above), the safe ministry representative may complete the mandatory reporting tool for the purposes of record keeping only and as a basis for reporting back and justifying decision making to the ministry overseer (where indicated).

In all cases the final report generated by the Guide should be printed and retained on file to justify and evidence your decision making process, and facilitate external reporting if this was indicated.

#### Notify Insurer

The information in this section is based on the Checklist – Dealing with Child Abuse Allegations[[10]](#footnote-10) document.

In instances where the Mandatory Reporting Guide confirmed an external report is required, and the concern or allegation involves any suggestion or wrongdoing or oversight by a person in their role at church, or by the church as a whole, the senior pastor will advise SEC’s insurance provider a copy of the Mandatory Reporting Tool Report:

* Insurer: ACS Insurance Services
* Policy numbers:
	+ ACSMPRIND01
	+ ACSMLIND01
	+ PI 02257
	+ ASL 02257
* Email: insuranceservices@acsfinancial.com.au
* Phone: (03) 9811 9866
* Fax: (03) 9811 6466

Advice, instructions and action recommended by the insurer must be documented by the senior pastor as soon as possible.

#### Gain Professional Advice

Additionally the senior pastor may choose to seek additional advice before proceeding to make an external report providing this does not significantly delay further action. This may include:

* Anglican Church Diocese of Sydney Professional Standards Unit (PSU)
As an affiliate church we can contact PSU Director (02) 9265 1514 or psu@sydney.anglican.asn.au
* FIEC recommendation in correspondence dated May 2014
If you require legal advice with respect to Child protection and abuse matters, we would suggest you consider Prolegis lawyers. Philip Gerber has recently joined the team there. Philip has broad experience in many fields of law and a particular speciality in professional standards and child protection matters, and in managing significant investigations/complaints. He spent many years heading up the Professional Standards Unit of Sydney Diocese. [www.prolegis.com.au](http://www.prolegis.com.au)
1. Refer to [**Appendix 1: Transportation Policies and Procedures**](#Transportation)  [↑](#footnote-ref-1)
2. Refer to [**Appendix 2: Injury and Medical/First Aid Procedures**](#FirstAid)Appendix 2: Injury and Medical/First Aid Procedures [↑](#footnote-ref-2)
3. Refer to [**Appendix 3: Evacuation and Lockdown Procedures**](#Evacuation) [↑](#footnote-ref-3)
4. Refer to [**Appendix 4: Electronic Communication Policy and Procedures**](#Ecommunication) [↑](#footnote-ref-4)
5. Policy is as recommended by the Professional Standards Unit of the Sydney Anglican Diocese: <http://www.psu.anglican.asn.au/index.php/p2/safe_ministry_resources> with only minor variations and the addition of the first four points in "5. Social Networking Websites." [↑](#footnote-ref-5)
6. Faithfulness in Service, Third Edition 2007, The Anglican Church of Australia Trust Corporation 2006 [↑](#footnote-ref-6)
7. As carbon copying the church address into youth emails will clog up that mail box, the staff may wish to create a purpose address for leaders to cc into their email. At Caringbah Anglican Church, for example, they have created *inthelight@stphils.org*The youth minister has access to this email account and can check it but it does not clog up his personal account. [↑](#footnote-ref-7)
8. In this instance a disclosure is where a child or young person ‘discloses’ or ‘reveals’ information to a chidren’s/youth ministry worker that causes concern for their safety, welfare or wellbeing. [↑](#footnote-ref-8)
9. An allegation is where a person ‘declares’, ‘states’ or ‘asserts without proof’ that harm has occurred (or may occur) to a child or young person. [↑](#footnote-ref-9)
10. Checklist – Dealing With Child Abuse Allegations <http://www.psu.anglican.asn.au/index.php/p2/checklist> [↑](#footnote-ref-10)