

CHILD SAFE POLICY

Purpose

All children who come to Lifeway Christian Church have a right to feel and to be safe. The welfare of the children in our care will always be paramount and we have a zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and have fun.

This policy was written to demonstrate the strong commitment of the management, staff and volunteers to child safety and to provide an outline of the policies and practices we have developed to keep everyone safe from any harm, including abuse.

The policy identifies the requirements of the Child Safety and Wellbeing Act 2005 and the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 as set out by the State Government of Victoria.

Introduction

Lifeway Christian Church is committed to ensuring the safety and wellbeing of all children and young people and will endeavour to provide a safe and supportive environment for children and young people by the following safeguarding measures:

- Recruitment processes (screening, selection, interviews etc.)
- Working With Children Check
- Training
- Induction, Supervision and Reviews

Lifeway Christian Church values diversity and is committed to

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability

This Child Safe Policy was approved by the Lifeway Christian Church Leadership on the 24 October 2017. The Leadership group comprises of the Pastor/s, Governing Elders and Business Operations Group and other ministry groups that have direct involvement when working with children.

This policy was developed in collaboration with all our staff, volunteers and the children who use our services and their parents. It applies to all staff, volunteers, children and individuals involved in Lifeway Christian Church.

Scope

This Child Safe Policy was approved by the Lifeway Christian Church governance elders meeting held on 24/10/17. It should be regularly reviewed, and is next due to be reviewed on 24/4/18.

It applies to all leadership, staff, volunteers, children and individuals involved in Lifeway Christian Church.

The Seven Standards

Standard 1

Strategies to embed an organisational culture of child safety, including through effective leadership arrangements

- The Commitment to child safety statement (see Appendix A) is to be displayed in role descriptions, bulletins, notice boards and websites.
- The church should have signage about child safety, perhaps with the statement (Appendix A) and the contact name of the church's Safe Church Concerns Person. This signage should be child friendly.
- Have a code of conduct on appropriate behaviour with children (standard 3) and policies to show measures for responding to disclosures of abuse or other areas of misconduct (standard 5).
- Four times a year, discuss at the governance elders meetings how the child safe practices are being achieved, reviewed and accepted. Children, program helpers, CMLs etc are to be included in this process of review.
- Have in place good practices for recruiting (including for volunteers) (standard 4). This should include having role descriptions, screening of applicants, reference checking, interviews, inductions and probation periods.
- Have regular training for those in children's and youth programs.
- Leaders should supervise those under their care such that staff and volunteers can share concerns and be held accountable to their roles and responsibilities.
- All church pastors, governance elders, business operations group members and relevant congregational ministry leaders should attend a safe church awareness workshop within their first year of serving, and that they attend a refresher every 3 years.

Standard 2

A child safe policy or statement of commitment to child safety

- For the current statement of Commitment to child safety, see Appendix A.
- The Commitment to child safety statement should be displayed in role descriptions, bulletins, notice boards and websites.
- Children, program helpers, CMLs etc should be included in this process of determining this child safe policy.
- This Child Safety Policy shall be approved by the governance elders and reviewed annually.

Standard 3

A code of conduct that establishes clear expectations for appropriate behaviour with children

- For the current code of conduct, see Appendix B.
- For the current code of conduct specific for children, see Appendix C. This should be displayed in the rooms where the children meet.
- Lists behaviours that are acceptable and unacceptable.
- Each leader should be familiar with the code of conduct and sign their acceptance of it. This form should be filed in the Lifeway church office.
- Children, program helpers, CMLs etc should be included in the process of determining this code of conduct.
- The Code of conduct shall be approved by the governance elders and reviewed annually.

Standard 4

Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel

- Lifeway Christian Church shall have clear duty statements for roles involving working with children.
- A ministry application form must be filled out prior to employment, which includes details of an appropriate referee. For the current form, see appendix D.
- Pre-employment checks and interviews should be performed for all roles involving children. Make sure there are working with children and referee checks, which should apply to both volunteers and paid staff, and keep a record of these. This should help to discover inappropriate applicants.
- Lifeway Christian Church welcomes applications from Aboriginal peoples and people from culturally and/or linguistically diverse backgrounds and from people with a disability. This statement should ideally be put on any job advertisement for the church.
- Have supervision of all staff and volunteers.
- Police checks should be done for all congregational ministry leaders (CMLs) of children/youth activities (currently Lifeway Kidz, Little Lambs crèche and Little Lambs playgroup).
- All church leadership and CMLs of children/youth activities should attend a safe church workshop when they join the program (or soon after), and then attend a refresher every three years. Examples of these workshops are conducted by the Baptist Union of Victoria (BUV).
- All other staff and volunteers involved in children/youth activities should be informed of expectations regarding the child safe policies. They may also like to attend the safe church workshops on offer through the BUV. Acceptance of this training and their expectations involves the signing of the code of conduct (appendix B), witnessed by the appropriate CML in charge of them.
- Child safety should be included in job descriptions and job advertisements.
- To ensure continual compliance with Child Safe, Lifeway requires that every leader and all volunteers in children's ministries fill in the ministry application form (appendix D) annually at the start of each year.

Standard 5

Processes for responding to and reporting suspected child abuse

Lifeway Christian Church

- Will support a child (and their family) who reports abuse.
- Will report promptly to the appropriate authorities if necessary.
- Will keep accurate and secure records.
- Recognises that allegations of abuse concerning an aboriginal child, a culturally and/or linguistically diverse child or a child with a disability, require particular measures to be taken to support these children.

Note: There are **mandatory reporting requirements** (to police or the Department of Health and Human Services) in Victoria for grooming of a child under 16, and penalties for any adult failing to disclose to police a reasonable belief that a sexual offence has been committed against a child, and for an organisation failing to protect a child that was known to be at risk (if it was possible to do so).

Reporting process

For the current reporting process, see Appendix E. This process should be clearly displayed so that anyone feeling abused or suspecting abuse knows how to report this and who to report to.

Things which should be reported to Lifeway Christian Church's Safe Church Concerns Person

- concerns of physical safety
- inappropriate relationships between staff/volunteers and children
- inadequate adult-child ratios
- breaches of code of conduct
- suspicions that a child is at risk of harm
- observing changes in a child's behaviour
- a child's disclosure of abuse or harm (which **must** be reported)

If the allegation involves the senior pastor, the director of ministries at the BUV should be informed.

If a child is at imminent risk of harm, call police on 000 immediately.

Forms

- For any incident that needs to be reported or for any concerns, the Incident/Accident or Concern Report Form should be filled in and given to the Safe Church Concerns Person. For the current form, see appendix F.
- For disclosure of abuse, also complete the Risk of Significant Harm Form. For the current form, see appendix G.

Record keeping

- All incident/accident report forms and Risk of Significant Harm forms are to be filed for 7 years in a locked cabinet. These forms include details of how the incident was followed up.
- The forms should only be accessed by the Safe Church Concerns Person, the office administrator, the pastor/governance elders and the police or other authorities. In addition to these people, only the parents of the child involved should be informed of any appropriate details and updates.

Disciplinary procedures

Once a report has been made, and the forms filled out, the following steps should be followed.

1. Ensure the child is safe, and if the child is in immediate danger, call the police on 000.
2. The Safe Church Concerns Person and the senior pastor should be informed as soon as possible (unless the allegation involves either of them – in that case, a governance elder should be the second person informed).
3. The person who suspected abuse/received the report of abuse, the Safe Church Concerns Person and the Senior Pastor (and/or governance elder) should discuss if the matter needs to be reported to authorities. If so, the report should be made.
4. If the matter can be handled internally, then the alleged abuser should be informed and questioned.
5. It may be appropriate to involve all the governance elders to determine the next steps. It may also be appropriate to suspend the alleged abuser of his/her duties during this period. After discernment of the appropriate response, the alleged abuser should be either
 - a. Cleared of any misconduct and allowed to resume full duties.
 - b. Warned of any minor misconduct and advised how to improve. They may be allowed to resume full duties or required to step down to a less senior role.
 - c. Found guilty of abuse and removed permanently from their role. In this case, they should only be reinstated after counselling and obvious repentance.
 - d. If the alleged abuser is a congregation member and they are found guilty, they may be asked to leave the church or to refrain from having contact with the child in question.
6. Following a decision, the child or parent/guardian should be informed of the result.
7. The situation should be monitored for a time afterwards and anyone abused (and/or their families) be given counselling and support.

Standard 6

Strategies to identify and reduce or remove the risk of abuse

A risk management plan should be developed for each activity. (Note: an 'activity' might be, for example, a Sunday morning Lifeway Kidz program, or a playgroup program. If these are similar week to week, you don't need a new plan every time. But if a new type of activity is planned, this should have a new risk management plan).

The plan should be developed in consultation with other people involved in the activity and reviewed regularly. For help in risk analysis, see the risk analysis information in Appendix H. This information outlines the types of risks, suggested ways to manage them, and how to assess the impact of risks.

The management plan should identify risks, evaluate them, and show how the impact of these risks can be avoided or minimised. The plan should be kept on record by the congregational ministry leader, and be able to be produced if requested.

One way to reduce the possibility of abuse through photographing children is to obtain consent from the parents/guardians. See appendix I for this form.

Photo/video policy

For the current form seeking parent/guardian permission for photos to be taken, see Appendix I. The congregational ministry leader or other leader should fill in the first part of the form and then seek the parent/guardian signature.

These guidelines must be followed:

- Obtain permission from the parent or guardian and clearly outline the purpose of using the image, how it is going to be used and for how long, and if the image is going to be taken in a venue away from Lifeway Christian Church.
- Inform parents if Lifeway Christian Church wants to film children or the group for analytical purposes.
- Make sure professional photographers are aware that any images taken will remain the property of Lifeway Christian Church and cannot be used or sold for other purposes. Any negatives and memory card/USB must also be handed over to Lifeway Christian Church.
- Do not allow photographers to be unsupervised or with individual access to children.
- Be mindful of identifying personal information accompanying photographs, such as the child's name, address or telephone number. Group photographs reduce the risk of identifying individual children.

- Only use images of children that are relevant to Lifeway Christian Church activities. Particular care needs to be taken when using images of children for Lifeway Christian Church activities that involve minimal clothing (e.g. swimming and camp activities).
- Be mindful of listing children's hobbies, likes or dislikes, school, etc. when using the images because these can be used as grooming tools.
- Be mindful of privacy settings on websites when producing images online. Most websites are public places that any person can access; however, some websites can be made accessible only to registered personnel.
- Provide details for parents or other persons on who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images.
- Obtain "Non-Exclusive Use" Permission from those involved in livestreaming events.

Standard 7

Strategies to promote the participation and empowerment of children

- Ask children what makes them feel safe and talk about their right to feel safe.
- Talk to children about safety, about what abuse is, and how to report abuse and other concerns. Show that their concerns are taken seriously. Have reporting procedures available to children (see Standard 5).
- Have children involved in decision making where it affects them (including the planning, preparation and feedback of activities that involve them).
- Have children develop their own code of conduct (see Standard 3).
- Promote the cultural safety of Aboriginal children and culturally/linguistically diverse children, and the safety of children with a disability.

Appendices

Appendix A

Commitment to child safety

All children who come to Lifeway Christian Church have a right to feel and be safe. The welfare of the children in our care will always be paramount and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and have fun.

This Statement of Commitment was developed by the Governing Elders of Lifeway Christian Church and will be further developed and implemented across our programs in collaboration with all our staff, volunteers and the children who use our services and their parents.

It applies to all staff, volunteers, children and individuals involved in the life of our church.

This Child Safe Statement of Commitment was approved by the Lifeway Christian Church Governance elders at a meeting held on 13th December 2016 is due to be reviewed on 4th February 2017.

Appendix B

CHILD SAFE CODE OF CONDUCT

Staff and volunteers are responsible for keeping a professional role with children. This means establishing and maintaining clear boundaries which serve to protect everyone from misunderstandings. This Code of Conduct sets out the behaviour which Lifeway Christian Church expects from all people associated with or representing it.

Purpose

Following this code will help to protect children and young people from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them. Having a Code of Conduct that everyone adheres to also protects the organisation because opportunities for harm are actively reduced.

Upholding this Code of Conduct

All staff and volunteers are expected to report any breaches of this code to the Safe Church Concerns Person under the Child Safe policy put in place by Lifeway Christian Church.

Staff and volunteers who breach this Code of Conduct may be subject to disciplinary procedures, including any breaches involving external workers or volunteers.

All allegations of child abuse will be reported to statutory authorities, such as police or child protection. A report will also be made to the Governance Elders of Lifeway Christian Church, but this will not replace or negate the obligation to report to statutory authorities.

Lifeway Christian Church condemns all forms of child abuse, discrimination and sexual exploitation. We are committed to creating and maintaining an environment which promotes safety for people involved in our programs including all children, people with a disability, people from culturally and linguistically diverse backgrounds and Aboriginal and Torres Strait Islander people.

I, _____ acknowledge that I have read and understood the Lifeway Christian Church Child Safe Policy, and agree with that in the course of my association with Lifeway Christian Church.

I WILL:

- Conduct myself in a manner that is consistent with the values of Lifeway Christian Church.
- Treat all children and young people with respect, regardless of race; colour; sex; language; religion; political or other opinion; national, ethnic or social origin; property, disability, birth or other status.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Follow and report any concerns of child abuse in accordance with the Lifeway Christian Church's child safe policy.
- Keep all information regarding child protection concerns confidential, only discussing information with relevant and appropriate people according to the reporting procedures.
- Respect cultural differences.
- Encourage open communication between all children, young people, parents, staff and volunteers, and allow children and young people to participate in the decisions that affect them.
- Be transparent in my actions and whereabouts.
- Take responsibility for being accountable and not placing myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working with or near children.
- Self-assess my behaviour, actions, language and relationships with children.
- Report any concerns or suspicions regarding abuse by a fellow worker, volunteer, contractor or visitor, according to the Lifeway Christian Church child safety reporting process.
- Comply with all relevant Australian and local legislation.
- Immediately disclose any information of charges, convictions of abuse and policy non-compliance in accordance with appropriate procedures. This includes disclosing any charges or convictions made against oneself or others.
- Avoid favouritism.
- Ensure any contact with children and young people is appropriate and in the parameters of the program or event.
- Always ensure language is appropriate and not offensive or discriminatory.
- Provide examples of good conduct in daily activities.
- Challenge unacceptable behaviour.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.

I WILL NOT:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children or young people, in person or on social media.
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child or young person.
- Allow allegations, suspected abuse, risk of harm or disclosures go unreported.

- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If this is necessary, for example for a child with a disability, I will inform another leader first and be as open as possible in my behaviour.
- Hit or physically assault children. This includes refraining from physical punishment/discipline of children.
- Develop inappropriate relationships with children or young people.
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person.
- Seek to make contact and/or spend time with any child that I come into contact within my role as a representative of Lifeway Christian Church outside of the designated times and activities set for performing my role as a representative of Lifeway Christian Church.
- Condone or participate in behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of children and young people.
- Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the Safe Church Concerns Person and other parties as designated by them and according to reporting procedures.
- Use any computer, mobile phone, or video and digital camera to exploit or harass children.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to children and young people, particularly in relation to confidentiality.
- Jump to conclusions about others.
- Exaggerate or trivialise child abuse issues.
- Rely on your reputation or that of the organisation to protect you.

I am responsible for my own actions and utilise Child Safe standards and best practices to avoid actions and behaviours that could be in breach of this Code of Conduct and the Child Safe Policy of Lifeway Christian Church.

I have read the Lifeway Christian Church Child Safe Policy and Child Safe Code of Conduct and discussed its contents with a relevant leader of Lifeway Christian Church. I am aware that Lifeway Christian Church expects me to uphold at all times the standards of behaviour described in the Code of Conduct above.

I also understand that disciplinary measures and legal steps will be taken if I am found to be in breach of the Code of Conduct. I understand that in making that report, Lifeway Christian Church may have to inform other authorities, in a confidential manner to meet obligations under Australian law.

Name: _____

Witness Name: _____

Signature: _____

Witness Signature: _____

Date: / /

Witness Date: / /

Appendix C

Children's Code of Conduct

We all have the right to feel safe
and be safe at all times.

We know that you will understand the need for this Code of Conduct which serves to protect everyone. Please speak with the Team Leader if you have any concerns about this program.

This Code of Conduct applies to all children who attend.

1. We will play SAFELY and be GENTLE
2. We will SHARE and PLAY together
3. We will be FRIENDLY to others
4. We will RESPECT all people
5. We will always ASK a leader if we need help
6. We will have FUN

Appendix D

Ministry Application Form

Please give this completed form to the Safe Church Concerns Person

Personal Details

Surname _____ Christian Names _____ Male Female

Date of Birth _____ Address _____

Mobile Phone _____ Email _____

Home Phone _____ No. of years at Lifeway Christian Church _____

Please circle either "yes" or "no" for each question.

If the answer to any of the following questions is "yes", please give details on a separate page if necessary.

1. Do you have any health problem(s) which may affect you volunteering for the church? Yes / No
2. Have you ever been charged with and/or convicted of a criminal offence? Yes / No
3. Have you ever engaged in any of the following conduct, even though never having been charged? Yes / No
 - Sexual contact with someone under your care other than your spouse (such as parishioner, client, patient, student, employee or subordinate)
 - Sexual contact with a person under the age of consent
 - Illegal use, production, sale or distribution of pornographic materials
 - Conduct likely to cause harm to people, or to put them at risk of harm
4. Has there been anything in your past that may hinder your leadership position? Yes / No
5. To your knowledge, have you ever been the subject of an allegation of sexual abuse or sexual misconduct? Yes / No
6. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking etc? Yes / No
7. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country? Yes / No
8. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities? Yes / No
9. Has your driver's licence ever been revoked or suspended? Yes / No
10. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs? Yes / No

Record of Christian Church Membership (if in the congregation less than 3 years)

List church organisations, churches, congregations of which you have been associated **within the last 5 years**. (attach separate page if necessary)

Name of Church	Location	When (Month/Year)	Positions Held



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5291 5197

office@lifeway.org.au
www.lifeway.org.au

Character References (please complete if you have been at Lifeway for less than 3 years)

Please provide two (2) referees. Referees must be over eighteen years of age and able to give a report on your good character and suitability for ministry.

Referee 1: Name _____ Phone _____

State your relationship with this person _____

Referee 2: Name _____ Phone _____

State your relationship with this person _____

Evidence of Criminal History Check and/or Working with Children Check

I have provided the following **Police Check Ref No.** _____ Yes No N/A

Working with Children No. _____ Yes No N/A

Consent to Hold Information

I consent to the information contained in this application including the subsequent pages to be kept by our church. **I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.**

Declaration

I, _____

Do solemnly and sincerely declare that:

1. The information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.
2. I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the Church.

Applicant's signature _____

Date Declared _____

Endorsement by Ministry Leader

Name of Ministry Leader _____

Ministry title _____

Signature _____ Date: _____

Note: Please seek legal advice if you are uncertain about signing this document.



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Referee Checks (for use of interviewer/leader)

Referee name _____

How long has referee known the applicant? _____

What is the referee's relationship to the applicant? _____

Would the referee have any concerns with the applicant serving in this area?

Any Comments _____

Referee name _____

How long has referee known the applicant? _____

What is the referee's relationship to the applicant? _____

Would the referee have any concerns with the applicant serving in this area?

Any Comments _____

Appendix E

Child Safety Reporting Process

Who can report?

- Parent
- Child
- Staff member or volunteer
- Anyone

What to report?

- Any child safety concerns, including:
- Disclosure of abuse or harm
 - Allegation, suspicion or observation
 - Breach of Code of Conduct
 - Environmental safety issues

Call 000 if the child is in immediate danger

How to report?

- Face-to-face verbal report
- letter
- email
- telephone call
- meeting

Who to report to?

- Safe Church Concerns Person
- Pastor
- Children's Ministry Leader

What happens next?

- The Safe Church Concerns Person, Pastor or Children's Ministry Leader will:
- Offer support to the child, the parents, the person who reports and the accused staff member or volunteer
 - Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint, complete appropriate forms and commence disciplinary process (if required)
 - Decide, in accordance with legal requirements and duty of care, whether the matter should be reported to the police or Child Protection and make report as soon as possible if required.

Outcome

Investigation: outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation; policies, procedures updated where necessary.

Appendix F

Incident/Accident or Concern Report Form

SECTION A – The Details

Date (of report) _____ Person making report _____

Person writing report _____

Date of incident:

PERSON(s) INVOLVED

-
-
-
-

Personnel informed:

- Safe Church Concerns Person _____
- Congregational Ministry Leader _____
- Senior Pastor _____
- Governance Elder _____
- Other _____

Type of Incident/concern

- injury
- behaviour
- disclosure*
- property damage
- environment/safety
- other (specify) _____

*NB: If disclosure of abuse – please also complete the Risk of Significant Harm Form



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SECTION B – The Incident DETAILS OF INCIDENT/CONCERN

ACTION TAKEN

OUTCOMES (if known)

SECTION C – Follow up/Analysis

Follow up comments:

The type of incident is:

first report subsequent report

Have appropriate steps been taken? Yes No

If No what needs to be done?

Print Name: _____ Signed: _____

Reported to (Personnel informed)

Print Name: _____ Signed: _____

Appendix G

Risk of Significant Harm Form

This information is to be kept strictly confidential and not to be used for any other reason except for the purpose of reporting the Risk of Significant Harm.

Appropriate record keeping procedures are to be observed when filing this report.

The provision of information to the Statutory Authorities for the protection of a child or young person is not a breach of confidentiality.

Date of Disclosure: _____ Time of Disclosure: _____

Name of person writing report _____

Details of person making report

Full Name: _____

Contact Number(s): _____

Email Address: _____

Role/title: _____

Child or Young Person Details

Full Name: _____ Date of Birth: _____

Address: (if known) _____

Contact Number: _____



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Parent/Carer/Guardian Details

Full Name: _____

Address: (if known) _____

Contact Number: _____

Is he/she aware of the disclosure? Yes No

Does this disclosure involve a family member? Yes No

Comments:

Alleged Perpetrator Details (if Known)

Complete as much information that you know

Full Name: _____

Address: (if known) _____

Contact Number: _____

Does the child know this person? Yes No

If yes, provide the details of the relationship

Is this person involved in the Lifeway Christian Church? Yes No

If yes, in what capacity? _____



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Disclosure Details

Please provide details of the concern, allegation or complaint.
Include dates/times and location of incident(s) as disclosed (if known).

Does the child/young person know this disclosure is being documented?
Yes No

Child Safe Action Taken

Does this disclosure refer to Lifeway Christian Church worker misconduct?
Yes No
Has this been referred to the designated Safe Church Concerns Person?
Yes No

If no, explain why

If yes please provide details of the referral

Date of referral: _____ Time of referral: _____

Referred to: _____

Position/Title/Role: _____

Contact Number: _____

Email address: _____



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Child Protection Action Taken

Does this disclosure require a report to Statutory Authorities? Yes No

If no, explain why

If yes please provide details of the report

- Police 000
- Lara Police 5282 1241
- Victorian Department of Health and Human Services
1800 075 599 or 131 278 (after hours emergency)

Date of report: _____ Time of report: _____

Please include advice or guidance given by the State Child Protection Authorities and attach any correspondence to this report

Follow up action required

Please provide details of follow up action to take place

Form Completed

Full name: _____ Role: _____

Signature: _____ Date: _____

(Also to be signed by the Safe Church Concerns Person/ Coordinator of program)

Full name: _____ Role: _____

Signature: _____ Date: _____

This form should be handed to the Safe Church Concerns Person, or equivalent, and be kept securely for record keeping and follow-up purposes.

Appendix H

Risk Analysis

Types of Risks

Potential child safety risks that could occur within your programs, events and services.

Accidental Harm

- Poor physical environment leading to injury
- Poor supervision
- High-risk activity

Physical Abuse

- Physical punishment
- Pushing, shoving
- Punching, slapping, biting, kicking

Psychological/emotional Abuse

- Bullying
- Threatening language
- Shaming
- Intentional ignoring and isolating

Neglect

- Lack of supervision
- Not providing adequate nourishment
- Not providing adequate clothing or shelter
- Not meeting the specific physical or cognitive needs of children

Sexual Abuse

- Sexual abuse, assault and exploitation
- Grooming (physical or psychological actions which involve manipulative cultivation of relationships with children, young people and vulnerable adults).
- Inappropriate touching
- Inappropriate conversations of a sexual nature
- Crossing professional boundaries

Cultural/Spiritual Abuse

- Lack of cultural respect/racial or cultural vilification or discrimination
- Lack of support to enable a child to be aware of and express their cultural identity
- Use of positional power and control and using prayer/scripture as a means of manipulation

Online Abuse

- Abusive texts and emails
- Hurtful messages, images or videos
- Intimidated others online
- Grooming – sending a child offensive, confronting or obscene content (or asking for inappropriate photos)
- Singling a child out for a 'special' relationship

Ways to Manage Risks

Considerations of safety risks within various procedural processes and physical safety and what should be in place to control/minimise these risks

Safe Recruitment and management of leaders

- Reference checks
- WWCC
- Interview and inductions
- Probation period
- Leadership application
- Adequate ratios
- Child safety training
- Refresher training
- Child Protection/Child Safe Policy
- Code of Conduct signed

Consent/Permission

- Relevant consent forms completed by a parent/guardian
- Video/photography consent form been given
- Emergency contacts made available to core leaders
- Dietary requirements and allergies noted

Safe environment

- First Aid kit
- Appointed first aid officers
- Risk Assessment completed
- Identified risks managed
- Record keeping/privacy policies

Transportation of children and young people

- Permission given or private arrangements made with parent/guardian
- Ensure that no leader is left alone with a child or young person
- Road safety rules and provisional license holders restrictions

Electronic communications to children and young people

- Electronic communications/ Social media policies
- Social media guidelines
- Privacy/confidentiality policies
- Code of conduct

Responding to abuse disclosure/allegations of misconduct

- Child safety training
- Refresher Training
- Child protection/Child safe policy
- Responding to disclosures guidelines
- Identified risks managed
- Record keeping/privacy policies
- Risk assessment completed
- Code of conduct
- Misconduct policies
- Complaints and grievance procedures



Risk Assessment Form

Ministry Leaders should undertake Risk Assessment for the ministry activities they are involved in.

Activity Name and Description:			
Activity Location:		Activity Date:	
Ministry / Dept. Responsible:		Person Responsible:	
Assessors:		Assessment date:	

Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Responsibility
<i>List each of the tasks for the activity</i>	<i>List the risks/hazards associated with each task</i>	<i>(L1-L5)</i>	<i>(C1-C5)</i>	<i>(L/M/H)</i>	<i>Nominate Control Measures</i>	<i>Nominate the person responsible.</i>

Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Responsibility

RISK LIKELIHOOD & CONSEQUENCE FACTORS AND VALUES

LIKELIHOOD FACTORS

Factors		Values
L5	Almost certain	The hazard / risk is expected to occur in most circumstances.
L4	Likely	The hazard / risk will probably occur in most circumstances (more than 50% of time).
L3	Possible	The hazard / risk should occur at some time (less than 50% of time).
L2	Unlikely	The hazard / risk could occur at some time, usually in exceptional circumstances.
L1	Rare	The hazard / risk is possible but is not expected to occur.

CONSEQUENCE FACTORS

Factors		Values
C5	Extreme	Death; high financial loss; sustained national media coverage
C4	Major	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
C3	Moderate	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
C2	Minor	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
C1	Insignificant	No injuries or treatment; low or no financial loss; one off local media coverage

RISK MATRIX

		Consequence				
		C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
Likelihood	L1 Almost certain	Medium	Medium	High	High	High
	L2 Likely	Low	Medium	Medium	High	High
	L3 Possible	Low	Medium	Medium	High	High
	L4 Unlikely	Low	Low	Medium	Medium	High
	L5 Rare	Low	Low	Low	Medium	Medium

RISK ESCALATION & COMMUNICATION OPTIONS

Risk Rating	Escalation and Communication
High	Immediate escalation to church leadership (Governance Elders); active remediation activities in place; regular frequent (weekly) monitoring
Medium	Church management team advised; active mitigation plans in place; regular (monthly) monitoring as part of existing meetings
Low	Local management team monitoring; lower priority remediation activities

The example is given to assist faith communities to develop their risk management plan to uphold child safety risk management strategies

Identifying Risk		Risk Assessment			
Category	Description	Likelihood	Consequence	Risk Level	Management (for LOWRISK)
Leadership	Lack of or minimal awareness and commitment for a child safe organisation	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> - Code of Conduct - Child Protection Policies - Strategies to address organisational culture of child safety - Commitment statement to child safety - Ongoing agenda item within leadership
Reportable conduct	Misconduct unreported and failure to address behaviour surrounding misconduct	Unlikely	Catastrophic	High	<ul style="list-style-type: none"> - Training for all staff, volunteers, leaders etc. - Grievance procedures in place - Code of Conduct and Child Protection policies - Procedures and protocols responding to misconduct
Recruitment	Selection of inappropriate personnel Lack of proper screening processes and reference checking	Possible	Major	High	<ul style="list-style-type: none"> - Reference Checking - Pre-screening interviews - Criminal History checks - Working with children checks - Probation period
Grooming	Engagement with children online Breaching appropriate conduct in person with a child/children	Possible	Moderate	High	<ul style="list-style-type: none"> - Code of conduct - Training for all staff, volunteers, leaders etc. - Security and privacy settings on social media and devices used by organisation - Regular monitoring of any Social Media sites used for ministry to children by an appointed person
Privacy	Use of images or video of children and young people without parental consent	Possible	Minor	Medium	<ul style="list-style-type: none"> - Code of conduct - Training for all staff, volunteers, leaders etc. - Photo release forms (permission) - Photo and video policies

Appendix I

Photo/video Permission Form

Purpose of photo/video _____

How photo will be used _____

How long it will be used for _____

I, _____, the parent/guardian of
_____ acknowledge that the above information has
been explained to me, and I give my permission for photos/videos to be taken accordingly.

I acknowledge that if I find the images to have been taken inappropriately, I can take
concerns or complaints to the Safe Church Concerns Person or the senior pastor.

Signed _____

Date _____