



North Pine
BAPTIST CHURCH

**SAFE CHURCH
POLICY AND PROCEDURES**

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Safe Church Policy

The Safe Church Policy and Procedures are subject to the North Pine Baptist Church Constitution.

Purpose

1. The purpose of our 'Safe Church Policy' is to enable our church's leaders and workers to develop a safe church culture so that all people, involved in or attending our church's ministries and services, are safe from harm and able to grow in their relationship with God and others.

This document outlines our approach to the protection of people, particularly, vulnerable persons (including children), so that we comply with relevant legislation, engage in best practices, and cultivate a safe church for spiritual growth and wellbeing.

Our Safe Church Policy

- (a) commits us to providing a safe environment for all people especially vulnerable persons which includes children
- (b) authorises a Code of Conduct for all persons engaged by the church, whether staff or volunteers, who will be in contact with vulnerable persons
- (c) provides a process for screening and selecting persons who will attend or participate in ministries with vulnerable persons
- (d) provides a process for responding to disclosures of harm or misconduct and for reporting to appropriate authorities
- (e) sets out the training and supervision requirements for all who are engaged by the church, whether staff or volunteers, who are in contact with vulnerable persons or attend or participate in ministries with vulnerable persons

Commitment

2. **It is our commitment** to respect everyone as unique individuals created by God, and to give special attention to the care, protection and wellbeing of children and other vulnerable persons. We will behave towards them in a manner that resembles and represents Christ's attitude and approach, providing an environment and ministry that promotes their spiritual, social and physical safety and personal growth and development.

To this end we will promote a "safe church" culture throughout our church, constantly communicating and reinforcing our commitment at all levels of our church's life and ministry.

As members of Christ's body and as a community of believers it is incumbent on North Pine Baptist Church ("**NPBC**"), its leaders, staff and volunteers to ensure we promote the wellbeing of children and other vulnerable people and protect them from **Harm**. For this to be a reality, we must deliberately manage the risks associated with vulnerable people who come under our care.

In addition to this, *The Working with Children (Risk Management & Screening) Act 2000* (“**the Act**”) requires that **NPBC** develops and implements a Child Protection Risk Management Strategy. The Act further describes criteria and accountabilities associated with what is generally described as the application for, issuing and managing of Blue Cards. It also describes penalties applicable to non-compliance.

Statement of Commitment

NPBC’s philosophy of care is based upon the conviction that we must care for our vulnerable people in ways that respect their dignity and value as people created in the image of God in a Christ-like manner. **NPBC** is committed to ensuring that the safety, welfare and wellbeing of vulnerable people is maintained at all times during their participation in activities that **NPBC** runs. **NPBC** aims to promote a safe environment for all vulnerable people and to assist all relevant staff and volunteers to recognise **Harm** and follow the appropriate notification procedures when reporting **Harm**.

Guiding Principles

3. Regarding the church’s commitment to providing a safe environment for all, *especially children and vulnerable persons*, the church acknowledges that Australian Baptists have agreed to adopt **the 10 National Principles for Child Safe Organisations** and that these principles represent ‘best practice’.

Therefore, the church will have regard to and implement the following principles as integral to our strategy for cultivating a safe church environment and safe activities.

1. Embedding a “safe church’ perspective, safety, including child safety, in our church’s culture, leadership and governance
2. Respecting children and other vulnerable persons by giving them opportunities to participate and have a say in the decisions affecting them
3. Keeping families and communities informed and involved in the development of the church as a safe environment
4. Upholding equity and considering diverse needs
5. Ensuring that people working with children and other vulnerable persons are suitable and are properly supported
6. Keeping the processes for responding to complaints of sexual abuse focussed upon the needs and best interests of children and other vulnerable persons
7. Equipping staff and volunteers with the knowledge, skills and awareness to keep children and other vulnerable persons safe through continual education and training
8. Managing physical and online environments to minimise the opportunity for abuse occurring
9. Continuously reviewing and improving the implementation of these principles for creating and maintain a safe church environment

10. Maintaining up to date policies and procedures that document how the church is a safe place for children and other vulnerable persons

Scope

4. The terms **children** or **child** in this strategy refer to individuals or an individual who is under 18 years of age.

The term **vulnerable people** refers to people who are unable to care for themselves or who are unable to protect themselves from being exploited or harmed.

That means a vulnerable person mightn't be able to protect themselves because of an illness they have - including any mental illness or trauma. They mightn't be able to protect themselves because of a disability they have. And they mightn't be able to protect themselves because of their age - they might be quite elderly, or they might be under the age of 18.

The term **church leaders** refers to persons appointed by the church according to its constitution as responsible and accountable to the church members for the governance of the church.

The designation **Safe Church Coordinator** refers to the person appointed by the church leaders to manager the practical implementation of this strategy under the guidance and directions of the church leaders.

In addition to the above persons listed, this Safe Church Policy applies to the persons listed below, referred to in this document Safe Church Policy as **staff and volunteers**:

- (a) Any church leader who is making decisions affecting children or vulnerable persons.
- (b) Any person engaged by the church to provide a service to the church, whether paid or voluntarily, and who while providing their service will be in contact with children or vulnerable persons.
- (c) Any students or trainees undertaking an internship or field placement at the church and who as part of that internship or field placement will be in contact with children or vulnerable persons.

In the context of working with children and other vulnerable people at **NPBC**, the scope of this document includes:

- (a) Definition of risks and their management;
- (b) Policies;
- (c) Policy and procedure review process;

Related Documents

5. Documents that relate to or are affected by this policy include:
 - (a) **NPBC** Constitution
 - (b) **NPBC** Safe Church Procedures
 - (c) **NPBC** Code of Conduct
 - (d) The Working With Children (Risk Management & Screening) Act 2000 (Qld);
 - (e) Queensland Baptist Safe Church Strategy
 - (f) National Principles for Child Safe Organisations

Definitions

6. The dictionary in Schedule 2 defines particular words in this policy.

Components

7. **NPBC's** Working With Children Policy comprises general, preventative, incident management and review components.

General Policies:

- (a) **NPBC** will do all in its power to comply with all legislation relevant to 'working with children' and vulnerable people;
- (b) All **NPBC** leaders, relevant staff and volunteers must comply with **NPBC's** Safe Church Policy and **NPBC's** Safe Church Procedures; and
- (c) Ignorance of the content of these documents is not regarded as an acceptable reason for non-compliance with it.

Preventative Policies:

- (a) Only Blue Card holders are permitted to be involved in providing services directed mainly towards vulnerable people whilst those vulnerable people are under the care of **NPBC**;
- (b) Screening and selection of relevant staff and volunteers of **NPBC** must be performed only with strict compliance to the procedures described in the **NPBC's** Safe Church Procedures; and
- (c) Training in the use of and compliance with **NPBC's** Safe Church Policy and **NPBC's** Safe Church Procedures is mandatory for all leaders, relevant staff and volunteers working with vulnerable people whilst those vulnerable people are under the care of **NPBC**.

Incident Management Policies:

- (a) All incidences of suspected **Harm** must be reported immediately to the **Safe Church Coordinator**, or, where relevant, the Senior Pastor or Elders;
- (b) All necessary effort must be taken to protect and care for any vulnerable person who has suffered any form of harm during or prior to their being under the care of **NPBC**;
- (c) All allegations of **Harm** must be managed in accordance with the procedures contained in **NPBC's** Safe Church Procedures in order to minimise **Harm**; and
- (d) Only those who need to know will be informed of incidents requiring management in compliance with strict confidentiality requirements.

Review:

- (a) The Safe Church Policies will be reviewed by 31 May each year as a minimum, or more frequently if necessary or prudent, by the Elders with a view to improving overall effectiveness. Any alterations will be presented to the Members for final approval.
- (b) Procedures to enact the above Policies will be developed and maintained by the eldership.
- (c) These procedures are reviewed and updated as necessary by the eldership by 31 March each year as a minimum, or more frequently if necessary or prudent. Liaison with key church leaders including the Children's Ministry and Youth Ministry, legislative changes and preceding period experiences will be used with a view to improving effectiveness.

RISK MANAGEMENT STRATEGY

Risks to Manage

8. To understand the need for a risk management strategy we must also define the risks we intend to manage. The risks to a vulnerable person relate to their physical, sexual, emotional or psychological vulnerability. This vulnerability can be abused whilst in our care or prior to us accepting them into our care. The risks can therefore be defined as:
- (a) Inappropriate people being allowed to have direct contact with vulnerable people in our care
 - (b) Creating or not managing the circumstances and opportunity for people to commit abuse
 - (c) Ignorance about recognising the signs of abuse
 - (d) Ignorance about the process of dealing with the signs of abuse
 - (e) Not doing anything about abuse when it or evidence of it is observed
 - (f) Insufficient care of the victim
 - (g) Inappropriate visibility of confidential information about vulnerable people, incident records and perpetrator information
 - (h) Non-compliance with legislation
 - (i) Not doing anything about any other behaviour or conversation which indicates a vulnerable person may have been subject to Harm or is at risk of being subject to Harm.

Risk Matrix

9. The following table illustrates the level of risk assessed for each type of risk identified in relation to working with vulnerable people.

Risk Matrix	Consequence if risk occurs				
Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Very likely (expected to occur in most circumstances)	Medium	Medium	High	Critical	Critical
Likely (will probably occur in most circumstances)	Low	Medium	High	High	Critical
Possible (might occur at some time)	Low	Medium	Medium	High	High
Unlikely (not expected to occur)	Low	Low	Medium	Medium	High
Rare (occurs in exceptional circumstances only)	Low	Low	Low	Medium	Medium

NPBC's Risk Management Strategy exists to ensure risks are appropriately managed and mitigated.

The strategy includes:

- (a) The creation and nurturing of a culture of safety within **NPBC** through the commitment to that culture by its leadership, through understanding and advocating **NPBC's** Safe Church Policy and **NPBC's** Safe Church Procedures;
- (b) Defining **NPBC's** Safe Church Policy;
- (c) Establishing **NPBC's** Safe Church Procedures, including roles and responsibilities that can be directly aligned to the management and mitigation of the above risks. This will include but will not be limited to:
 - i) Procedures for the screening and selection of relevant staff and volunteers;
 - ii) Procedures for receiving and reporting of disclosures of harm; and
 - iii) Procedures for collection, storage and access to confidential data;
- (d) Establishing and executing a Safe Church training program for **NPBC** leaders, relevant staff and volunteers;
- (e) Establishing and maintaining a Working With vulnerable people Risk Register that also records risk mitigations, incidents and their treatment and who was involved in the incident and its management; and
- (f) Establishing and executing a regular program of review of **NPBC's** Safe Church Policy and **NPBC's** Safe Church Procedures with a view to improving their effectiveness.

Safe Church Procedures

The following procedures exist to carry out the requirements of Safe Church Policy as determined by the Church from time to time.

Related Documents

10. Documents that relate to or are affected by these procedures include:
 - (a) **NPBC** Constitution
 - (b) **NPBC** Safe Church Policy
 - (c) **NPBC** Code of Conduct
 - (d) The Working With Children (Risk Management & Screening) Act 2000 (Qld);
 - (e) Queensland Baptist Safe Church Strategy
 - (f) National Principles for Child Safe Organisations

Definitions

11. The dictionary in Schedule 2 defines particular words in these procedures.

Scope

12. These procedures apply to **staff and relevant volunteers**, that is, **all** paid employees as well as volunteers, contractors and agents whose usual functions include or are likely to include providing services directed towards children and other vulnerable people or conducting activities involving children and other vulnerable people.

In the context of Safe Church at **NPBC**, the scope of these procedures includes:

- (a) Screening, Selection & Appointment procedures;
- (b) Compliance
- (c) Other procedures
- (d) Schedules and forms

Screening, Selection & Appointment

13. Clauses 14 to 60 apply to **staff and relevant volunteers** that is, paid employees as well as volunteers, contractors and agents whose usual functions include or are likely to include providing services directed towards vulnerable people or conducting activities involving vulnerable people.

New Volunteers

14. An application for a **Blue Card** must be made prior to a new volunteer commencing duties. A new volunteer must not commence duties until the application has been made and a current **Blue Card** is issued to the volunteer, unless the volunteer is exempt from the requirement to hold a **Blue Card**.

Existing Volunteers

15. An application for a new **Blue Card** must be made before an existing volunteer's **Blue Card** has expired. Existing volunteers must not be allowed to continue to work with children until a current **Blue Card** is issued to the volunteer.

New Employees

16. An application for a **Blue Card** must be made prior to a new employee commencing work. New employees must not commence work until the application has been made.

Existing employees

17. An application for a new **Blue Card** must be made before an existing employee's **Blue Card** has expired. Existing employees must not be allowed to continue to work with vulnerable people until the application has been made.

Blue Card issued by a different organisation

18. Notwithstanding clauses 14 and 16, where a new volunteer or employee already holds a current **Blue Card** that has been issued by another organisation, an application for a **Blue Card** is not required. However, the new volunteer or employee must sign a 'Link' form and agree to re-sign this form each time their **Blue Card** is renewed with another organisation.

Persons legally exempt from holding a Blue Card

19. Persons exempt from holding a **Blue Card** under **The Act** must still obtain an **Exemption Card** if they have **Regular Contact** with children as part of a **Church** ministry. In such cases, any reference to a **Blue Card** in NPBC Safe Church policy and procedures shall be read as a reference to an **Exemption Card**.

Withdrawal of screening authority

20. Where a person withdraws their consent to screening under a **Blue Card** application, that person cannot commence or continue work. If a person withdraws their consent, all relevant leaders must be advised of such withdrawal and those leaders must take any reasonable steps that ensure the safety of vulnerable people.

Recording of current positive notices

21. The Office Manager (or nominee) is responsible for ensuring the timely and accurate recording of information relating to positive **Blue Card** notices in the system and must sight the **Blue Card** to verify its authenticity before entry of data.

Agreement to comply with policies, procedures and codes

22. Before commencing employment, **staff and relevant volunteers** must be provided with a copy of **NPBC's** Safe Church Policy and Procedures including the Code of Conduct and must provide written acknowledgement that they have read the policy and procedures and understand its requirements.

Application process – obligations of applicant

23. All staff and relevant volunteers must undergo the following application process:
 - (a) Submit a relevant written application (Schedule 3a);
 - (b) Agree to apply for a new **Blue Card** or supply details regarding an existing **Blue Card** in accordance with the processes outlined in this policy and procedures.
 - (c) if the applicant has an existing **Blue Card** that has not been obtained through the **Church**, sign an '**Authorisation to determine valid Blue Card**' form and agree to re-sign this form each time their **Blue Card** is renewed;
 - (d) Provide the name and contact details of at least two referees;
 - (e) Attend an interview, if deemed necessary by church leaders, with the relevant ministry leader or Safe Church Coordinator (see Schedule 4); and
 - (f) Sign an agreement to abide by the Code of Conduct - Schedule 1

Application process – obligations of NPBC

24. Where a person makes an application to work with children and/or other vulnerable persons, the Church leaders must ensure the following criteria are met before accepting the application and allowing the applicant to be involved in any church activities that will bring them into contact with children or vulnerable persons.
 - a) Churches the applicant has attended (or has been involved or connected with) in the past five (5) years are contacted to ascertain whether there have been any alleged or actual incidents of harm involving the applicant (Schedule 3a).
 - b) If the church leaders determine that more detailed information is required from the application, interview the applicant using the questions in Schedule 4 as a guide to ascertain the suitability of the applicant.
 - c) The relevant ministry leader may make further enquiries about the applicant as a result of reviewing the written application or interviewing the applicant;
 - d) In the case of a volunteer, the person has attended the church regularly for a minimum of **six (6) months** unless exceptional circumstances apply.
 - e) If the applicant has not obtained their Blue Card through the Church, the Church leaders must also arrange completion of a "*Link an Applicant/Cardholder to this Organisation*" form and submit to Blue Card Services; (available from www.bluecard.qld.gov.au)
 - f) Where certain roles require registration by the Baptist Union of Queensland (Queensland Baptists), the applicant must also successfully pass the application process under those Registration Guidelines.

- g) Where a job or role description has stipulated additional educational, skill or other requirements, the applicant is also required to satisfy these criteria before commencement.

Appointment process

25. Where an applicant is offered a position involving working with children, the following steps must be undertaken;
- (a) The person must be provided with induction training;
 - (b) The person must sign in agreement to abide by the Code of Conduct (Schedule 1); and
 - (c) The person's **Blue Card** details must be entered into the **NPBC** database.

Compliance

Guidelines for Involvement with Children and other Vulnerable People

26. All **staff and relevant volunteers** must:
- a) comply with the Code of Conduct (Schedule 1a) while being involved with vulnerable people and must report breaches of the Code of Conduct, instances of Harm, accidents and incidents in accordance with Safe Church Policy and Procedures.
 - b) comply with the requirements of risk management plans that are required and in place for high risk activities or special events - see www.baptistinsurance.com.au for risk management resources;
 - c) promote the participation and empowerment of children and vulnerable persons, recognising that attention needs to be given to Aboriginal and Torres Strait Islander children and other vulnerable groups;
 - d) listen carefully and consider respectfully the input from children and vulnerable persons concerning decisions affecting them and what makes them feel safe or unsafe;
 - e) ensure children's personal information is treated appropriately and in line with the church's privacy / confidentiality policy for the collection, storage and use of information; and
 - f) participate in safe church training provided by the church and for which the leadership requests their participation.
27. The leaders of age based ministries involving school aged children (eg prep, junior primary, senior primary, junior high school and senior high school) will develop Codes of Conduct that children in those ministries are expected to follow, based on the principles outlined in Schedule 1b and using varied language, where necessary, that is appropriate for the age level of each ministry. Relevant staff and volunteers will explain the expected standard of behaviour to the children.

Monitoring Blue Cards

28. The Office Manager (or nominee) must review the **Blue Card** Register at least annually to ensure the following:
- (a) **Blue Cards** are still current and positive; and
 - (b) That all **staff and relevant volunteers** are included in the register;

Stolen or lost cards

29. If a **Blue Card** is lost or stolen, the following procedure will apply:
- (a) **Staff and relevant volunteers** must notify the **Church** leadership (or its nominee) as soon as possible but in any event within seven (7) days of the card being lost or stolen;
 - (b) The **Church** leadership (or its nominee) must arrange for an application to **The Commission** for a new card within fourteen (14) days of the card being lost or stolen.

Criminal Convictions - obligations of staff and relevant volunteers

30. If **any staff and relevant volunteers** have any changes to their criminal history they must :
- (a) Notify **The Agency** immediately;
 - (b) Notify the Safe Church Coordinator (or nominee) immediately;
 - (c) Stand down from their position until they receive a new **Blue Card**;
 - (d) Return their old **Blue Card** to **The Agency** within seven (7) days; and
 - (e) Apply to **The Agency** for a positive **Blue Card** notice.
31. If any **staff and relevant volunteers** are charged with a criminal offence or are listed as a respondent in a domestic violence application, they must advise the Safe Church Coordinator (or nominee) of the charge or application within seven days and must thereafter inform the Safe Church Coordinator (or nominee) about every development in the case.

Criminal Convictions - obligations of Safe Church Coordinator or nominee

32. As soon as the Safe Church Coordinator (or nominee) receives notification or otherwise becomes aware of a change in criminal history of or the issue of a domestic violence order against **any staff and relevant volunteers** (other than a disqualifying offence dealt with in clause 33) the person must be suspended from all ministries involving vulnerable people until they receive a new **Blue Card**, at which time the person may recommence their position if the church leadership approves such resumption. If a negative notice is received, the person cannot apply, start or continue in their position.

Criminal 'Charges' for disqualifying offences pending conviction or acquittal

33. If **any staff and relevant volunteers** are merely 'charged' with a disqualifying offence (as defined in Schedule 8) the following procedure must apply;
- (a) The person charged or the Safe Church Coordinator (or nominee) must notify **The Agency**;
 - (b) The person charged cannot apply, start or continue to work in the **Church** ministries involving vulnerable people;
 - (c) The person charged must return their **Blue Card** and positive notice to **The Agency** within seven (7) days;
 - (d) The relevant church leader or Safe Church Coordinator (or nominee) must suspend the person charged from all ministries involving vulnerable people. The person's employment cannot be terminated solely or mainly because their **Blue Card** has been suspended.
 - (e) If a new **Blue Card** is later received from **The Agency**, the person can be re-employed in ministries involving vulnerable people.
 - (f) If a negative notice is received then the person cannot continue to work in **Church** ministries involving vulnerable people.

Negative Notice

34. If a person is convicted of a serious offence or **The Agency** cancels their **Blue Card** and issues a negative notice to the person that person must immediately return the **Blue Card** to **The Agency**.

Breaches

35. A breach of the **NPBC's** Safe Church Policy and Procedures is any action or inaction by anyone who fails to comply with any clause in the policy and procedures. If **any staff and relevant volunteers** breach the requirements set out in these documents, the relevant church leader, the Safe Church Coordinator and the Senior Pastor will be advised and the following will apply:
 - (a) Where the person has breached legal requirements under **The Act**, **The Agency** will be notified.
 - (b) If the breach falls outside the scope of the Act, the Senior Pastor in conjunction with the Safe Church Coordinator will determine what steps should be taken and the following will apply;
 - (i) The Senior Pastor and Safe Church Coordinator will follow biblical principles with a view to protecting the vulnerable people in our care, respecting the person responsible for the breach and bringing closure to the matter in a manner that is gracious and dignified ; and
 - (ii) Any decision of the Senior Pastor and Safe Church Coordinator may be referred by the offending person to the Elders for review. The decision of the Elders will be final; and
 - (iii) Depending on the nature of the breach, outcomes may include providing closer supervision, further education and training, disciplinary procedures or reviewing current policies and procedures and developing new policies and procedures if necessary.
36. Parents, carers and guardians should be actively encouraged to share any concerns they have about the care of their children during any NPBC ministry with a member of the church leadership. In the event that those concerns are not handled by NPBC to their satisfaction, information will be provided as to how these concerns can be addressed externally to Blue Card Services, or where relevant, to the Queensland Police Service or other appropriate agency.
37. Where any breach by relevant staff or volunteers occurs that affects children, parents, carers and guardians of those children will be advised by the Safe Church Coordinator, the Senior Pastor (or his delegated authority).
38. Where children are consistently not following the Code of Conduct as explained to them, or where any breaches of the Code of Conduct are considered by relevant staff or volunteers to be serious, parents, carers and guardians of those children will be advised. Possible consequences of breaches include suspension or exclusion of relevant children from attending the NPBC ministry.

Other procedures

Personal & Medical Information

Staff and Volunteers involved with vulnerable people

39. All **staff and relevant volunteers** must supply personal and medical information as required, as part of their application. Personal and medical information must be kept in a secure, confidential

place. This information will be accessible to relevant church leaders as required and in the event of a medical concern. Relevant church leaders will be informed of the location of personal and medical information and must therefore understand that this information has limited confidentiality status

Children attending NPBC

40. Except in the case of one-off attendances by a child, all **Parents or Guardians** will be asked to complete a Personal & Medical form for their children (Schedule 7). All completed forms for children will be kept in a secure, confidential place.

Training for Those Working with Vulnerable People

41. The Safe Church Coordinator is responsible for establishing an arrangement for the appropriate supervision, support and training of staff and volunteers in contact with children and other vulnerable persons.

The coordinator must report to the church leaders and the annual church members' meeting about the supervision, support and training of staff and volunteers.

The Safe Church Coordinator will in consultation with the staff or volunteer establish a training plan (Schedule 3b), setting out the type of training that will be provided, the regularity of the training and the expectations that the church has for the staff or volunteer's attendance and participation.

Staff and volunteers must receive training and development on an annual basis, but no staff member or volunteer can have an interval greater than three years between training sessions on their training plan.

It will be a requirement that all **Church** staff and volunteers working in activities involving vulnerable people attend this training and confirm in writing they have read the Safe Church Policy and Procedures documents.

The focus of the training will be that participants will gain:

- (a) A vision for creating a 'safe place' for children, their families and other vulnerable people and for those who work with them.
 - (b) A general understanding of the issues of vulnerable people including child protection and of the policies and procedures adopted by **NPBC**.
 - (c) An appreciation of the roles and responsibilities within **NPBC** and an understanding of any guidelines for those working with vulnerable people in the relevant ministry area.
 - (d) An understanding of Workplace Health & Safety.
 - (e) An understanding of procedures for responding when **Harm** is disclosed.
 - (f) An understanding for procedures involving reporting **Harm**, accidents and incidents.
42. Relevant training will be encouraged for **staff and relevant volunteers** of other ministries associated with the **Church** that occur offsite, such as Soccer ministries.

Annual Risk Assessment of All Church Activities Involving Children

43. In order to strengthen the safe practices within the **Church** an annual review of activities undertaken by the **Church** for vulnerable people must be carried out.
44. A risk assessment must be undertaken and the risk assessment proforma in Schedule 8 must be considered for each activity undertaken by the **Church** for vulnerable people. Where the risk assessment for an activity results in an assessed level of “High” or “Critical”, the risk assessment proforma **must** identify measures that will be undertaken to help to prevent the risk occurring and assign responsibilities to relevant staff and volunteers to each mitigation measure. Mitigation measures **may** also be identified where the assessed level of risk is “Medium” or “Low”.

Complaints involving Harm

45. “**Harm**” to a **vulnerable person** is defined as any detrimental effect of a significant nature on the **person’s** physical, psychological or emotional wellbeing. If any **staff and relevant volunteers** become aware of incidence of **Harm** or a breach of the Code of Conduct, the incidence or breach must be reported in accordance with **NPBC’s** Safe Church Policy and Procedures and with Schedule 9.
46. **Staff and relevant volunteers** must be familiar with the details outlined in Schedule 9 regarding the recognition and reporting of **Harm**, including:
 - (a) When it is reasonable to suspect **Harm**;
 - (b) What to do if **Harm** is suspected;
 - (c) The flowchart to follow when reporting **Harm**;
 - (d) How to respond to a **vulnerable person** who discloses **Harm**;
 - (e) Behavioural & physical indicators associated with sexual abuse;
 - (f) Behavioural & physical indicators associated with physical, emotional abuse and neglect; and
 - (g) Indicators that may point to a perpetrator of abuse.
47. **NPBC** will utilise a **Harm** Report Form (Schedule 10) to document observed or suspected **Harm**. The staff or relevant volunteer will, jointly with their relevant ministry leader, record factual information on the **Harm** Report Form and discuss this with the Safe Church Coordinator or nominee. The completed **Harm** Report Form will be kept in a central **NPBC** confidential file. Suspected Harm has a lower standard than Harm and would include cases where **staff and relevant volunteers** believe Harm may have occurred and cases where **staff and relevant volunteers** are not sure if the effect is “detrimental” or not. Instances of suspected Harm must be reported and it is the Safe Church Coordinator’s, with the assistance of the Senior Pastor, role to determine whether Harm has occurred.
48. Except for allegations involving the Safe Church Coordinator, if any **staff and relevant volunteers** become aware of incidence of **Harm** (or suspected **Harm**) or a breach of the Code of Conduct, they must report the matter to the Safe Church Coordinator, following the process outlined in Schedule 9 where relevant.
49. In respect of allegations involving the Safe Church Coordinator, if any **staff and relevant volunteers** become aware of incidence of **Harm** (or suspected **Harm**) or a breach of the Code of Conduct, they must report the matter to the Senior Pastor, following the process outlined in Schedule 9 where relevant.
50. If staff or relevant volunteers are concerned that there may be a conflict of interest due to family relationships or other reasons, they should complete the Harm Report themselves

and discuss it directly with the Safe Church Coordinator (or, where clause 48 applies, the Senior Pastor or if exceptional circumstances warrant it discuss directly with the nominated Elder) rather than involving the relevant ministry leader.

51. The Safe Church Coordinator (or the Senior Pastor in relation to clause 49) must decide whether **Harm** has occurred, taking the following into consideration:
 - (a) The severity of the allegation;
 - (b) The likelihood that the report is false, vexatious or malicious; and
 - (c) Whether the victim is at any danger of future **Harm**;
52. If the Safe Church Coordinator (or Senior Pastor where applicable) is unable to make a determination, further confidential advice must be sought.
53. If the Safe Church Coordinator determines that **Harm** has been caused by a family member of the **Child** or that the **Parents or Guardians** of the **Child** are failing to act to protect the **Child** from **Harm**, then the Safe Church Coordinator must report the matter to the Department of Child Safety.
54. If the Safe Church Coordinator determines that the **Child** has been the victim of a crime, then the Safe Church Coordinator must report the matter to the police.
55. Where the person who is the victim or alleged victim is at least 18 years old at the time an allegation is made, there is no instance of a “child in need of protection” as defined in the Child Protection Act, notwithstanding that the allegation may relate to a time when the victim or alleged victim was a Child. In such a case, there is no prima facie need to report to the police or the Department of Child Safety. However, if the Safe Church Coordinator, acting on confidential advice, concludes that, given the particular set of circumstances, there is a reasonable likelihood that another Child or Children may be at risk of suffering Harm, then the Safe Church Coordinator must report the matter to the police or relevant agency.
56. Where a person is charged, or convicted of a criminal offence, the procedures in clauses 30 to 33 also apply.
57. **NPBC** will endeavour to appropriately support **staff and relevant volunteers** through any investigative process.
58. **NPBC** encourages all **staff and relevant volunteers** involved in working with vulnerable people to maintain current knowledge of protection and abuse issues, particularly those working with **Children**.
59. If volunteers working with children become aware that a child is at risk of harming themselves or others in the near future, they should immediately let a **NPBC** staff member know the details, so that the staff member can assist them.

Reporting of Accidents & Incidents

60. Accidents & incidents must be documented (Schedules 11 & 12) in situations where the matter is serious, an ambulance has been called, or the person has been taken to a Doctor or hospital. In situations of a less serious nature the Church staff and volunteers will use their discretion about completing an Accident or Incident Report form.

Record Keeping

61. The Commonwealth Privacy Act established standards about how personal information may be collected, used and accessed.

- (a) All records pertaining to **staff and relevant volunteers** will be stored confidentially in a secure place, including any application forms, referee forms, letters from **The Agency** regarding the applicant's 'suitability' status and other information deemed necessary.
- (b) Access to these records will be limited to staff approved by the Safe Church Coordinator or Senior Pastor. The information on these records has been collected to assist the assessment process for an applicant's suitability for working with vulnerable people. **Staff and relevant volunteers** who wish to know what is in their file must approach the Safe Church Coordinator or Senior Pastor.
- (c) Medical information will be kept in a confidential, secure place. This information is accessible to ministry team leaders in the event of a medical concern. **Staff and relevant volunteers** must be informed of this so that they understand that this information has 'limited' confidentiality status.
- (d) All matters pertaining to **Child** protection concerns within the **Church** will be stored confidentially in a secure place. Access to this information will be restricted to the Safe Church Coordinator, Senior Pastor, approved staff and relevant internal or external advisors.

62. A separate blue card register will be kept for all **staff and relevant volunteers**.

Communication & Support

63. Strategies for ensuring that all relevant people are aware of and compliant with Safe Church policy and procedures and that this policy and procedures is kept up to date are as follows:

- (a) Training within the **Church** will be provided – see clause 41
- (b) This policy will be reviewed at least annually – see clause 7
- (c) Activities undertaken by the **Church** for vulnerable people will be reviewed annually– see clause 43
- (d) The following will be displayed on the website of the **Church**
 - that the **Church** has a Safe Church Policy
 - the **Church's** Statement of Commitment regarding vulnerable people
 - an offer to supply a copy of the **Church's** Safe Church Policy without charge on request.

Schedule 1a NPBC Staff and Volunteer Code of Conduct

1. **All staff and volunteers must respect persons and property and acknowledge that they will:**
 - a) be responsive and courteous to others and avoid improper use of their position
 - b) avoid discriminatory and /or harassing treatment of others and seek to respond in an appropriate manner to the diverse needs of vulnerable persons in their care
 - c) not swear or use inappropriate or crude language in the presence of, or towards others
 - d) always show integrity and act in a manner consistent with the church's values
 - e) respect privacy and protect the confidential information of others
 - f) be committed to ensuring the wellbeing of all vulnerable persons in a safe and caring environment

2. **In relation to behaviour, staff and volunteers acknowledge that they will:**
 - a) comply with the church's guidelines for the use of electronic communication and social media when interacting with children
 - b) not be alone with children where they cannot be seen by another staff member or volunteer
 - c) not take a child to their home or visit a child in their home unless the visit is part of an organised activity for the group or in the company or consent of the child's parents/guardian
 - d) not make any sexual or crude innuendos such as suggestive looks, comments, jokes, sounds, display visuals, words, acts or gestures towards any child, staff member or volunteer
 - e) not touch, hug, or kiss any person in a way that is inappropriate to the situation, or uncomfortable or confusing to the receiver
 - f) not drive a child unaccompanied without gaining permission from child's parents and the church leader in a direct position of responsibility
 - g) not commit any sexual offence, sexual misconduct against, with or in the presence of a child (including a child pornography offence) or any assault, ill treatment of or neglect of a child or any behaviours that causes psychological or other harm to a child
 - h) report any behaviour suspected to be "sexual grooming", any concerns in relation to any observed "indicators of abuse", or any disclosures regarding any kind of harm or breaches of this Code of Conduct to the Safe Church Coordinator or a Church Leader

3. **In relation to counselling, staff and volunteers acknowledge that they will:**
 - a) not step beyond their level of competency or training
 - b) not encourage children to keep things hidden from their parents or other leaders
 - c) avoid counselling members of the opposite sex where possible
 - d) always counsel in an open area in view of others, never in a closed room
 - e) only console if this is with the permission and or welcomed by the child
 - f) only console same gender of child and with another staff or volunteer within sight

4. **In relation to pornography and sexuality, staff and volunteers acknowledges that they will:**
 - a) respect the church's commitment to the Queensland Baptists' Position Statement on Sexuality and Marriage
 - b) not speak or act in any way to contradict this statement or the church's beliefs, ethics and values
 - c) not view pornography privately or display, discuss or distribute pornography or sexually explicit or provocative materials to colleagues or children

5. **In relation to occupational health & safety, staff and volunteers acknowledge that they will:**
 - a) follow safe work practices and encourage others to do the same
 - b) be familiar with the operation and location of phones, first aid kits and fire extinguishers and should know the identity of the first aid attendant in their area
 - c) report all incidents and accidents
 - d) comply with the requirements set out in any risk management plan for any activity or special event
 - e) not put themselves or others in danger
 - f) not intentionally or recklessly interfere with or misuse anything in the interests of safety

6. **The church is committed to maintaining a drug and alcohol-free environment for all child-related activities.**
 Staff and volunteers must acknowledge that the consumption, sale of or being under the influence of alcohol or illegal drugs while attending or participating in any child-related activities or programs involving vulnerable persons will result in being disallowed from attending or participating in such activities or programs.

Printed name _____

Signature _____

Date / /

Schedule 1b Code of Conduct For Children Example

Children who attend NPBC ministries will agree to the following principles:

- I will respect other children, young people and adults
- I will follow and obey the rules
- I will listen and receive instructions
- I will control my temper and not be rude
- I will have a say about what I am involved in
- I will speak up if I am worried or concerned about something
- I will not be a bully or accept any bullying that I see
- I will show care and kindness to others
- I will not intimidate others.
- I will stay within the boundary of the playing/activity area.
- I will take care of toys and equipment.
- I will not use bad language
- I will not be mean
- I will not bring inappropriate games, toys or devices to activities. If I do, I recognise that leaders have the right to remove those things from me and return them at the end of the session activity.

Children who attend NPBC ministries have the right to:

- Be safe and happy in my chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Be protected from abuse by other member or outside sources.
- Be believed.
- Ask for help.

Schedule 2 Definitions

The Agency	The Public Safety Business Agency, which manages the blue card system
Authorisation to determine valid Blue Card	A form from The Agency confirming that the person has obtained a valid Blue Card and listing the name of the organisation or business who originally forwarded the application to The Agency .
Blue Card	means the card issued by The Agency after an application is received, verifying the suitability for working with children. A positive notice always accompanies a Blue Card and accordingly where the term ' Blue Card ' is used in this policy document, this also refers to the positive notice issued by The Agency .
Exemption Card	means the card issued by The Agency to a police officer or registered teacher who is exempt from holding a Blue Card but who works for NPBC as staff and relevant volunteers .
Child	is an individual under 18 years (Child Protection Act 1999).
Vulnerable person	people who are unable to care for themselves or who are unable to protect themselves from being exploited or harmed. <i>That means a vulnerable person mightn't be able to protect themselves because of an illness they have - including any mental illness or trauma. They mightn't be able to protect themselves because of a disability they have. And they mightn't be able to protect themselves because of their age - they might be quite elderly, or they might be under the age of 18.</i>
Church or NPBC	means North Pine Baptist Church and also includes the ministries of the Church .
Relevant staff and volunteers	refers to paid employees, volunteers, contractors and agents whose usual functions include or are likely to include providing services directed mainly towards children or conducting activities mainly involving children.
Harm	to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. (Child Protection Act 1999)
Parent or Guardian	means the child's mother, father or someone else having or exercising parental responsibility for the child. (Child Protection Act 1999)
The Act	means the <i>Working with Children (Risk Management & Screening) Act 2000</i>

Volunteer First Steps

Thank you for considering serving at North Pine Baptist Church. Whatever your capacity, here are the steps we take to best support you in your role and promote a Safe Church.

1. All volunteers are required to submit a Volunteer Application Form.
2. All volunteers are required to complete the online course Safe Ministry Awareness Training. Access to the course will be provided once your Volunteer Application Form is submitted. During the Safe Ministry Awareness Training you will be provided with NPBC’s Code of Conduct and Safe Church Policy and Procedures.
3. All volunteers working with children, youth and other vulnerable people are required to complete the online course Safe Ministry Leadership Training. During the Safe Ministry Leadership Training volunteers are required to provide two references and a current Blue Card Working with Children’s Check. In addition, when the blue card has not been obtained through the church, a linking or exemption form must be provided.
4. All volunteers before commencing are to be interview and, then if suitable, inducted by their coordinator on risk management, documentation processes and any other relevant practices of their ministry area. Additional support manuals available will be provided, such as the NPBC Working with Youth and Children Leader’s Manual. A Training Plan will be provided.
5. All Coordinators are required to complete Safe Ministry Supervisors Training.
6. All Elders are required to complete Safe Ministry Board Member Training.

Check List

- NPBC Volunteer Application Form
- Blue Card
- Safe Ministry Training
- NPBC Volunteer and Staff Code of Conduct
- Safe Church Policy & Procedures
- Interview and Induction by Coordinator
- Training Plan

I, _____, confirm I have received, read, completed, returned and agree with the above first steps as a volunteer of North Pine Baptist Church.

Signature _____

Date / /

Please return to the office or hand to your coordinator upon completion.

Preferred Age Group:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Any | <input type="checkbox"/> Grade 7-9 |
| <input type="checkbox"/> New born/Kindy | <input type="checkbox"/> Grade 10-12 |
| <input type="checkbox"/> Kindy/Prep | <input type="checkbox"/> Young Adults |
| <input type="checkbox"/> Grade 1/Grade 2 | <input type="checkbox"/> Men |
| <input type="checkbox"/> Grade 3/Grade 4 | <input type="checkbox"/> Women |
| <input type="checkbox"/> Grade 5/6 | <input type="checkbox"/> Senior |

What other ministry areas are you serving in?

Please list any previous ministry experience:

Do you have any specific dietary requirements?

REFEREE

Referees should not include a family member. It is acceptable that the referee be a church leader. You may be asked to provide additional referees following an interview, if required.

1st referee's Name: _____ Email: _____

Phone: _____ Relationship to you: _____

2nd referee's Name: _____ Email: _____

Phone: _____ Relationship to you: _____

I authorise the referee and organisations above and any other referees I provide to give you information they may have regarding my character and fitness for working with children and other vulnerable people and release them from any liability for providing this information.

I authorise the church leadership to make enquiries and obtain information relevant to this application.

Covenant

I declare that the details I have supplied are true and correct and understand that whilst this document will remain confidential and will be stored confidentially, some information will be accessible to ministry team leaders for use when relevant and that the information therefore has limited confidentiality status.

I understand that if circumstances change and the information I have provided is no longer up to date it is my responsibility to provide updated information.

I am committed to serving voluntarily as part of the NPBC Ministry Teams. I will work under their leadership and will support them. I will make every effort to come prepared and on time and to let NPBC know in advance when this is not possible.

I will maintain my relationship with Christ through prayer, reading His word and attending church. I will maintain an ethical, moral and honest lifestyle in accordance with scripture.

I agree to undertake ongoing training as required and to abide by the NPBC Code of Conduct, Safe Church Policy and Procedures and the provided training.

I authorise the relevant ministry leaders, in the event of an emergency, to obtain at my expense, any medical or similar services considered necessary by the leaders.

I agree not to use or disclose any Confidential Information that I become aware of at any time, whether or not I am still working as a volunteer, without NPBC prior written permission, unless I am legally obliged to do so by a court, commission or tribunal.

I agree not to (and not to permit anybody else to where reasonably possible) seek to obtain confidential information to which I have not been granted access, nor to remove confidential information from NPBC premises.

Printed name _____

Signature _____

Date / /

Returned email documents will be assumed as signed documents

You may terminate your application at any time

Please notify us of any change in details as soon as possible

Schedule 3b Training Plan Examples

Schedule 3b

Volunteer

Annual Completion:

Safe Ministry Awareness Training Date: / /

NPBC Volunteer and Staff Code of Conduct Annual Review Date: / /

Planning and Training Meetings Date: / /

Printed name _____

Signature _____ Date: / /

Leader

Annual Completion:

Safe Ministry Awareness Training Date: / /

Safe Ministry Leadership Training Date: / /

NPBC Volunteer and Staff Code of Conduct Annual Review Date: / /

Biannual Completion:

Semester 1 Leaders Planning and Training Meetings Date: / /

Semester 2 Leaders Planning and Training Meetings Date: / /

Printed name _____

Signature _____ Date: / /

Coordinator

Annual Completion:

Safe Ministry Awareness Training Date: / /

Safe Ministry Leadership Training Date: / /

Safe Ministry Supervisors Training Date: / /

NPBC Volunteer and Staff Code of Conduct Annual Review Date: / /

Permission to Proceed and Risk Assessment Date: / /

Biannual Completion:

Semester 1 Coordinator Brief Date: / /

Semester 2 Coordinator Debrief Date: / /

Printed name _____

Signature _____ Date: / /

Schedule 3c Application Sign Off

Schedule 3c

Office use only

Interview completed & attached?	Yes	/	N/a
Reference check/s completed & attached?	Yes	/	N/a
Applicant name read out at a weekly staff meeting?	Yes	/	No
Code of Conduct given to applicant?	Yes	/	No
Applicant has been offered and accepted the position and has signed the covenant and agreed to abide by the code of conduct?	Yes	/	No
Application for Blue Card completed and sent?	Yes	/	N/a
Where Blue Card already held, 'link' form completed?	Yes	/	N/a

NOTE: All answers above must be Yes or N/a before applicant can be approved.

Applicant accepted as Ministry Volunteer (commencement as volunteer is subject to Blue Card being received, where relevant)	Yes	/	No
---	-----	---	----

Printed name _____

Signature _____ Date / /

Schedule 4 Sample Interview Questions for Interview with potential worker Interview by Coordinator

Please note, these questions are in addition to steps outlined in the Safe Church Policy and Procedures relating to the selection and appointment of staff and volunteers, and are simply a guide. Coordinators are to use discretion to elaborate on any issues raised, or ask for more details on issues raised in application.

Questions:

1. What involvement / experience in the past have you had with children or vulnerable people?
2. Why do you want to be a part of this ministry?
3. Have you read the Code of Conduct? Do you have any questions regarding this policy?
4. Why do you think that a policy of this kind is necessary? Are you willing to cooperate and comply with the standards and requirements of the policy that relate to or affect your participation in the church's ministries and activities?
5. Have you ever been known by any other name?
6. Have you ever been the subject of a:
 - a. complaint of harm to a child or vulnerable person;
 - b. breach of a code of conduct or policy; or
 - c. decision to be precluded from attending or participating in a church/organisation' activities?
7. If so, what steps were taken (if any) by the church/organisation in response to the above, and what was the outcome?
8. Are you aware of any other matter which if known would call into question your suitability to work with children or other vulnerable people?

Coordinator Response:

Applicant accepted as Ministry Volunteer by Coordinator and **Induction Provided** Yes / No
(commencement as volunteer is subject to Blue Card being received, where relevant, and final approval by the Safe Church Coordinator)

Coordinator name _____

Signature _____

Date: / /

Schedule 5 Record of Reference Check

1. Details of applicant		
Full name		
2. First referee contacted:		
Full name		Date / /20
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Letter <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		
3. Second referee contacted (if determined necessary by the ministry leader)		
Full name		Date / /20
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Letter <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		

Details of person conducted check:


Signature _____ Date _____

Full Name _____

Please note the information collected above is highly confidential and sensitive and must be stored in a confidential place and only accessible to church leadership.

Sample Questions for interview with referee

Name of staff member or volunteer:	
Area of Service within the Church:	
Name of Referee:	
In what context do you know the Applicant?	
How long have you known the Applicant?	
Have you observed the Applicant in interaction with children? Yes / No	
Please comment on this interaction and the qualities you consider the Applicant would bring to this role of working with children?	
Please comment on areas of concern, if any, that you might have?	
To your knowledge has the Applicant ever been involved in any illegal conduct, drugs, pornography or similar activities? If yes, please detail.	
To your knowledge has the Applicant ever abused a Child or been accused of abuse? If yes, please detail.	
Would you leave your child/ren in the care of this person? Please comment.	
Is there anything else you feel we should know?	
Name:	Signature:
Questions asked by:	Date:
Discussed with:	Date:



North Pine
BAPTIST CHURCH

North Pine Baptist Church
Personal & Medical Form

Protecting Your Privacy

Protecting your privacy is important to us. The information we seek allows us to manage risk, provide reasonable care and administer your involvement in our program. We are careful to keep your information confidential, and provide it only to those agents acting on behalf of the organisation who need it to enable them to perform their agreed activities (e.g. the First-Aider-In-Charge). You are welcome to contact our office in relation to issues regarding your personal information.

-----Friday----- -----Sunday-----
 Extreme Unleashed Kidzone Deep Other: _____
 (Grade 3 - 6) (Grade 7 - 12) (3 yr old - Grade 6) (Grade 7 - 12)

Personal Details

Parent/Carer 1 _____ Mobile _____
 Parent/Carer 2 _____ Mobile _____
 Address _____
 Suburb _____ Post Code _____
 Home Phone _____ Email _____

Child's First / Last Name Sex Date of Birth Grade/YR

Child 1 _____ Male Female _____
Ministry Extreme Unleashed Kidzone DEEP Other
(Please circle)

Child 2 _____ Male Female _____
Ministry Extreme Unleashed Kidzone DEEP Other
(Please circle)

Child 3 _____ Male Female _____
Ministry Extreme Unleashed Kidzone DEEP Other
(Please circle)

Child 4 _____ Male Female _____
Ministry Extreme Unleashed Kidzone DEEP Other
(Please circle)

Medical Information

Do any of your children experience the following? *(If Yes, please tick the box)*

	Child 1	Child 2	Child 3	Child 4
Dietary requirements <i>(please specify in notes)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allergies <i>(please specify in notes)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epipen required <i>(please supply management plan)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical or special needs <i>(please specify in notes)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>(please specify in notes)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Are there any conditions which require special consideration that we should know about, e.g. custody issues, hearing or sight impairment, behavioural issues, formal counselling situations, or any other?

Important: Please note that in regards to non-prescription medications such as paracetamol (e.g. Panadol), it is our policy that leaders do not provide these medications.

Will your child need to take any tablets or other medication during the course of the program?

Yes No

If yes, please give details:

Has your child been taken off medication recently?

Yes No

If yes, please give details:

Emergency Contact Details (Please provide a contact other than parent/carer)

Name	Relationship	Telephone	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Consent

Yes No Do you consent to receiving information regarding other upcoming North Pine Baptist Church (NPBC) children and family events?

Yes No I give permission for photo's taken at NPBC events to be used for publicity such as church newsletters, church website, church Facebook accounts and other promotional activities.

Yes No I have provided all relevant and vital information personal and or medical that may be of benefit whilst my child attends NPBC events and agree to inform NPBC of any change to these details.

Yes No I am aware, in signing this document regarding my child's participation this program, that certain elements of the program could be physically and emotionally demanding. Furthermore, I understand that certain inherent risks and dangers may exist in the activities in which my child will be participating. In the event of any emergency I authorise the leaders to obtain medical advice and/or assistance which they deem necessary. I accept the responsibility for payment and agree to pay medical, transport and any other related expenses.

Name of Caregiver _____ Signature of Caregiver _____ Date _____

If other than a parent or guardian, please indicate relationship to child: _____

Schedule 7 Disqualifying Offences

Including but not limited to:

Computer Games

- Demonstration of an objectionable computer game before a minor.
- Possession of objectionable computer game.
- Making objectionable computer game.
- Obtaining minor for objectionable computer game.

Films

- Possession of objectionable film.
- Making objectionable film.
- Procurement of minor for objectionable film.

Publications

- Sale etc. of prohibited publication or Child abuse photograph.
- Possession of prohibited publication.
- Possession of Child abuse publication or Child abuse photograph.
- Exhibition or display of prohibited publication or Child abuse photograph.
- Leaving prohibited publication or Child abuse photograph in or on public place.
- Producing prohibited publication.
- Procurement of minor for RC publication or Child abuse photograph.
- Leaving prohibited publication or Child abuse photograph in or on private premises.
- Obscene publications and exhibitions.
- Involving Child in making Child exploitation material.
- Making Child exploitation material.
- Distributing Child exploitation material.
- Possessing Child exploitation material.

Internet

- Using internet etc. to procure children under 16.

Unlawful Acts

- Unlawful sodomy.
- Attempted sodomy.
- Indecent treatment of children under 16.
- Owner etc. permitting abuse of children on premises.
- Carnal knowledge with or of children under 16.
- Abuse of intellectually impaired persons.
- Procuring young person etc. for carnal knowledge.
- Procuring sexual acts by coercion etc.
- Taking Child for immoral purposes.
- Conspiracy to defile.
- Incest.
- Maintaining a sexual relationship with a child.
- Unlawful homicide.
- Murder.
- Rape.
- Attempting to commit rape.
- Assault with intent to commit rape.
- Sexual assaults.
- Sexual intercourse with child under 16.

- Inducing child under 16 to engage in sexual intercourse.
- Sexual conduct involving children under 16.
- Inducing child under 16 to be involved in sexual conduct.
- Benefiting from offence against this Part.
- Encouraging offence against this Part.
- Sexual servitude offences.
- Deceptive recruiting for sexual services.
- Using a carriage service for child pornography material.
- Possessing, controlling, producing, supplying or obtaining child pornography material for use through a carriage service.
- Using a carriage service for child abuse material.
- Possessing, controlling, producing, supplying or obtaining child abuse material for use through a carriage service.
- Using a carriage service to procure persons under 16 years of age.
- Using a carriage service to “groom” persons under 16 years of age.
- Special offences to tier 2 goods (where the offence involved child pornography or child abuse material).

Prostitution

- Procuring prostitution.
- Knowingly participating in provision of prostitution.
- Persons found in places reasonably suspected of being used for prostitution etc.
- Permitting young person etc. to be at place used for prostitution.

Schedule 8 Risk Assessment Proforma

Activity: _____

Risk	Likelihood	Consequences	Level of Risk	Mitigation measures	Responsible person/position

Example

Activity: Kids' church

Risk	Likelihood	Consequences	Level of Risk	Mitigation measures	Responsible person/position
Parent does not arrive to pick up child	Unlikely	Major	Medium	Drop off and pick up procedure communicated to parents Parent mobile contact number held on file and printouts made available to section leaders	Children's Pastor Children's Pastor

Schedule 9 Harm

What is “Harm”?

“**Harm**” to a **Child** is defined as any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. (Section 9, Child Protection Act 1999)

Harm can be caused by physical, psychological or emotional abuse or neglect or by sexual abuse or exploitation, but it is immaterial how the **Harm** is caused.

When is it reasonable to suspect Harm?

You have reasonable grounds to suspect that **Harm** may have occurred if:

- a. a **Child** tells you they have been harmed;
- b. someone else tells you that **Harm** has occurred or is likely to occur;
- c. a **Child** tells you they know someone who has been harmed (they may be referring to themselves);
- d. you are concerned at significant changes in the behaviour of a **Child** or young person, or the presence of new unexplained and suspicious injuries; or
- e. you see the **Harm** happening.

Reporting of Harm - what to do if you suspect Harm?

Any disclosure of **Harm** is important and must be acted upon, regardless of whether the **Harm** to a **Child** or other **Vulnerable Person** has been caused by a person from within or outside of **NPBC**, or the **Child** or other **Vulnerable Person** disclosing the **Harm** to you is from within or outside of **NPBC**. A disclosure of **Harm** may be made to someone at **NPBC**, irrespective of the source of the **Harm**.

The following guidelines are for responding to and reporting disclosures or evidence of harm or misconduct (a breach of the Code of Conduct).

1. When a person discloses harm or misconduct, whether it took place recently or a long time ago, we will respond with respect, compassion and appropriate action.
2. In all cases where harm is disclosed, the best interests of the child or vulnerable person will be paramount, and the church response will be clear and transparent to those affected.
3. The church’s Safe Church Coordinator will assess and minimise any risks to a child, to children and to vulnerable persons, especially ensuring the safety and support of the child or adult who disclosed harm or misconduct. The coordinator will also respect the right of the child or adult disclosing harm or misconduct to confidentiality and will consult them before reporting their identity and information to others. The coordinator will also consider restrictions imposed by Privacy legislation for passing on information to others.
4. The Safe Church Coordinator will connect the child or person disclosing harm or misconduct with church staff and/or professionals identified by the church as competent to provide care and support during and after the process.
5. The church’s Safe Church Coordinator will complete a report to document the disclosure or evidence and the coordinator’s and/or church leaders’ response (Schedule 10). Care must be taken to record information and evidence in the words of the child or person to assist with the accurate presentation of the information or evidence, especially if the matter is referred to a government department or to the

police to be investigated. The church's Safe Church Coordinator will ensure that these reports are properly stored either physically and/or electronically and accessible to the church leaders.

6. Where we have reason to suspect that a child is experiencing harm or is at risk of experiencing harm or being neglected, or receive a disclosure of harm or misconduct, we will contact Child Safety Services and seek information and advice about how to proceed.

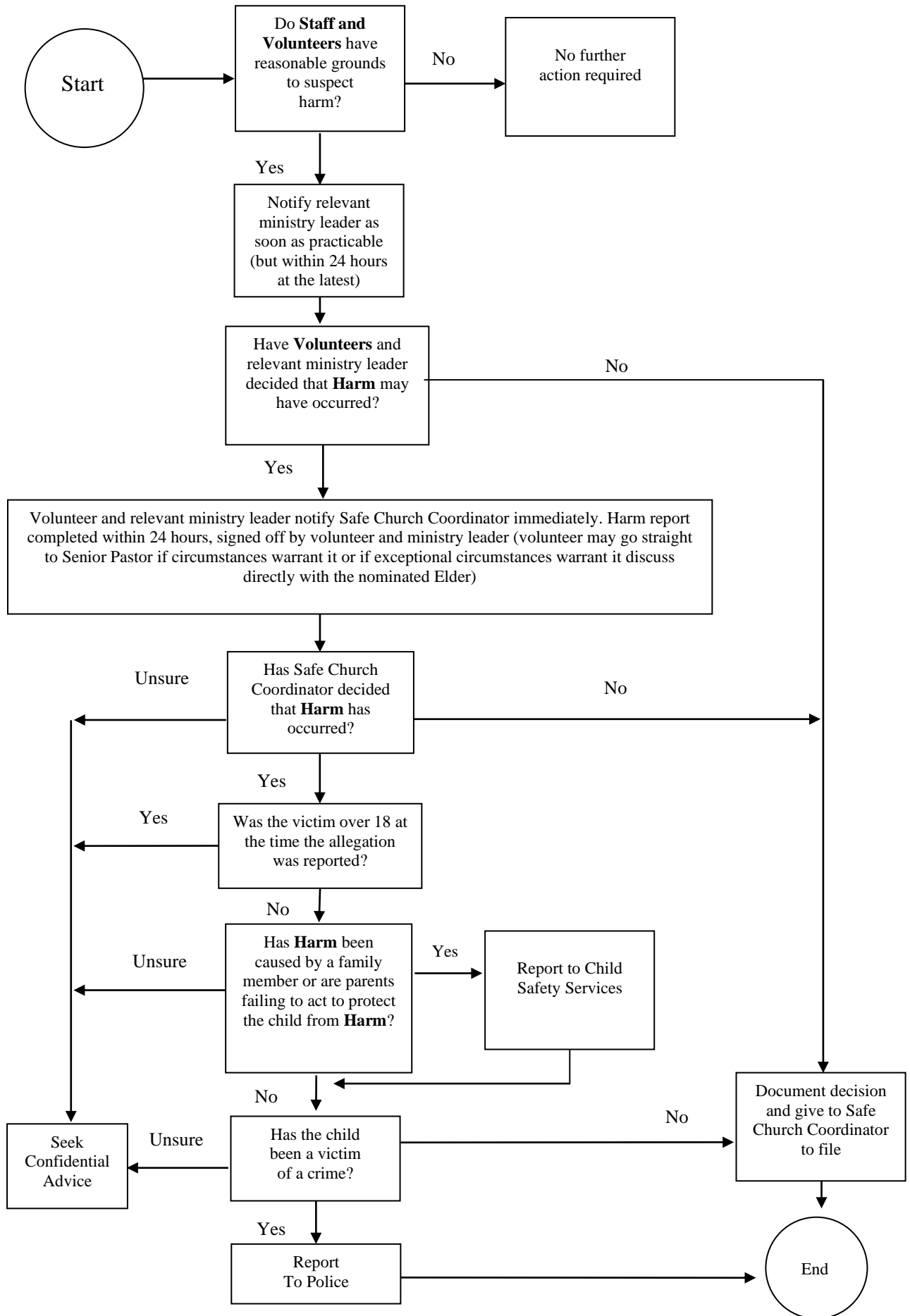
During normal business hours – we will contact the Regional Intake Service.

After hours and on weekends – we will contact the Child Safety After Hours Service Centre on **1800 177 135** or (07) 3235 9999.

7. If the alleged misconduct or harm was perpetrated by a Registered Minister of Queensland Baptists, then the Safe Church Coordinator or church leaders will also inform either the QB Safe Church Officer or the Director of Pastoral Services for Queensland Baptists.
8. The person identified by the disclosure as harming and/or guilty of misconduct will be required to step aside from any activities that will bring them into contact with children or vulnerable persons while the matter is being investigated either by the church's Safe Church Coordinator, the church leaders, the police or a government department/agency, and until a determination about the matter has been made.
9. The church leaders in consultation with the Safe Church Coordinator would determine the parameters that will be put in place regarding the attendance and participation of the person identified by the disclosure, in other church meetings and activities during this process. This person will also relate to a person identified by the church leaders to liaise with the person and ensure they are kept informed about the process.
10. Where a staff member or volunteer has breached a legislative requirement pertaining to the protection and welfare of children, or an obligation stipulated by the Blue Card Services, then the authority responsible for issuing the Blue Card will be notified.
11. If the misconduct identified by a disclosure is outside the scope of government legislation and regulations but is covered by the Code of Conduct or the Church's constitution, then the provisions of this strategy and the church's constitution will be applied.

*The flowchart on the following page outlines the process to follow if a **NPBC** worker suspects that a **Child** has been harmed or is likely to be harmed. This can be summarised as follows:*

1. Be aware of how to respond to the **Child Person** if they disclose an incident of **Harm**, by reading and becoming familiar with the details set out under the heading “Responding to a **Child** who Discloses **Harm**, including abuse”.
2. Discuss the matter with the relevant ministry leader and make a joint decision as to whether you believe that **Harm** may have occurred. If you are not sure, it is better to err on the side of caution and take the next step.
3. The relevant ministry leader must immediately inform the Safe Church Coordinator (or nominee in his absence) and must complete and sign off a **Harm** report as soon as possible, but within 24 hours of the disclosure in any event. The **Harm** report must be counter-signed by the **NPBC** worker and handed to the Safe Church Coordinator.
4. The Safe Church Coordinator will work through the flowchart to determine what action to take next, seeking confidential advice if unsure and documenting the decision on the **Harm** report, including a decision that **Harm** has not occurred and the reasons for that conclusion.



When a **Child** begins to share with a leader an experience of **Harm** the following guidelines should be followed:

- a. listen carefully to the **Child**.
- b. reassure the **Child** that the leader has heard and is aware of his/her concerns.
- c. reassure the **Child** that the **Harm** is not his/her fault. He/she is not responsible for the act of **Harm**.
- d. reassure the **Child** that he/she has done the right thing in telling someone, and that the leader is pleased that the **Child** has shared this with the worker. (Perpetrators often threaten a victim in an attempt to ensure silence.)
- e. acknowledge that it is hard to talk about these things.
- f. do not press the **Child** for details. It is not the leader's role to conduct an investigation, and asking leading questions may in fact prejudice any subsequent investigations.
- g. do not ask leading questions or put words into the child's mouth.
- h. do not make promises that the leader cannot keep (eg that confidentiality will be maintained).
- i. do not show emotions such as disgust, horror, disbelief or panic in front of the child. These will serve to reinforce to the **Child** his/her feelings of disgrace and shame. They might also cause the **Child** to lose confidence in the leader and not disclose other experiences.
- j. tell the **Child** that certain adults who can protect him/her, need to be informed so that the **Harm** may be stopped.
- k. make notes of the conversation whilst the facts are still fresh.
- l. record exact details given in their own words.

In the case of a person 18 years of age or over who has disclosed his/her own childhood abuse, the leader ought to attempt to counsel the person to see the wisdom of reporting the situation to the police. This has a two-fold purpose. It will give the person an opportunity to begin a process of closure, but it will also allow the leader to speak with the Senior Pastor, who will decide on the best course of action in alerting the authorities to the identify of the alleged perpetrator.

While reports concerning people who are 18 or over ought not to be made without their consent, the leader who has become aware of the situation may well have cause to believe that other children under the age of 18 could be at continued risk from the alleged perpetrator.

In the case of a person 18 years of age or over who has disclosed his/her own childhood abuse, if the harm was done by someone acting on behalf of the church as a volunteer or staff, you will need to report this alleged perpetrator to the Safe Church Coordinator or Senior Pastor. *For example, if someone tells you their youth group leader used to have sleepovers with kids, that leader was acting as a representative of the church - and the church would be held responsible for the representative. So at that point it's not a private matter that's just in the past, it needs to be reported and managed by the organisation, with due care for the vulnerable person.*

The sexually abused younger **Child** may:

- engage in persistent and inappropriate sexual activity eg rubbing genitals against an adult, playing games that echo the abuse, sexual themes in artwork or stories.
- have a detailed understanding of sexual behaviour beyond what would be expected at his/her age.
- display regressive behaviour (bedwetting, speech loss, infantile or immature behaviour).
- suffer sleep disturbance and night terrors.
- demonstrate an inhibition to play.
- demonstrate serious difficulty relating to peers and/or adults.
- constantly complain of headaches or abdominal pains.
- suddenly be in possession of material goods (given as gifts).
- use sexually inappropriate language.
- lose interest in normal activities.
- experience an onset of fears and phobias.
- lack concentration in school work or experience a significant change in school performance.
- persistently run away from home.

As they become older, the **Child** may present with some of the following in addition to the above:

- Delinquent or aggressive behaviour.
- Signs of depression.
- Adolescent pregnancy.
- Persistent running away from home.
- Injurious behaviour such as:
 - Drug and alcohol abuse
 - Self mutilation
 - Attempts at suicide
 - Prostitution

Physical Indicators Associated with Sexual Abuse

There may be some physical indicators associated with sexual abuse. Obviously all bruising and bleeding in the genital areas, breasts, or in the lower abdomen or thighs are prime indicators, as are complaints of soreness in these areas. Sexual abuse is indicated in the case of early pregnancy or infections including STDs.

Behavioural Indicators Associated with Physical, Emotional Abuse and Neglect

Indicators of Physical Abuse

- Facial, head and neck bruising.
- Lacerations and welts from excessive discipline.
- Explanation offered by the **Child** is not consistent with the injury.
- Other bruising and marks which may show the shape of the object that cause it eg belt buckle, hand print.
- Bite marks and scratches.
- Ruptured internal organs without a history of major trauma.
- Fractures of bones, especially in children under three years old.
- Burns and scalds.
- Head injuries where the **Child** may show signs of drowsiness, vomiting, fits or retinal haemorrhages, suggesting the **Child** may have been shaken.
- Multiple injuries or bruises.
- Swallowing of poisonous substances, alcohol or other harmful drugs.
- Dislocations, sprains, twisting.
- General indicators of female genital mutilation which could include: having a special operation, difficulties in toileting and reluctance to be involved in sport or other physical activities where the **Child** was previously interested.

Indicators of Emotional Abuse

- Feelings of worthlessness about life and themselves.
- Inability to value others.
- Lack of trust in people.
- Lack of people skills necessary for daily functioning.
- Extreme attention-seeking behaviour.
- Other behavioural disorders eg bullying, disruptiveness, aggressiveness.
- Exposure to domestic violence.

Indicators of Neglect

- Poor standards of hygiene ie **Child** consistently unwashed.
- Scavenging or stealing food.
- Extended stays at school, public places or other homes.
- Extreme longing for adult affection.
- Low weight for age.
- Untreated physical problems eg untreated sores, untreated nappy rash and urine scalds.
- Rocking, sucking, head-banging.
- Anxiety about being abandoned.
- Failure to thrive and develop.
- Focusing on basic survival.
- Poor or pale complexion and poor hair texture.

Indicators that may point to a Perpetrator of Child Abuse

General Indicators

- Majority of an abuser's relationships are with children. Abusers don't relate well to people of their own age.
- Is overly friendly with children.
- Has low self-esteem, poor self image (possibly due to emotional deprivation as a child).
- Can be seen to be in the **Church** for only a short period of time and seeks to join the children's ministries. They can seem obsessive when they say they "love" children.
- Can be found wandering around children's **Church** areas, etc.
- May remove himself/herself mid-way through a **Church** service to have time with children who may be in the toilets.
- Gives articles of his/her clothing to a **Child** as gifts, eg a cap, a jacket, footy-shirt, etc. This is an attempt to demonstrate ownership of the child.
- Carries photos of children other than his/her own, often indicating that these children love him/her.

- Gives extreme affection to children, eg front-on close hugging, always touching or flirting.
- Withdrawn, placid.
- Can be single or married. Some figures show that 47% of **Child** abusers are married. May, in some cases, be experiencing marital problems.
- Over-emphasis on morality – are legalistic and inflexible. Could well be a reflection of his/her own bad actions.
- Strong denial of offence or any intention to offend.
- Convincing in protests of innocence – has developed this as a defence mechanism.
- Avoids screening processes, or attempts to do so.
- Attempts to engineer opportunities to be alone with a **Child** eg babysitting (targets single parents), **Child** minders at conferences.
- Offers to take or takes **Child** shopping or on an outing. Offers to pick **Child** up from school.
- Dislikes submission to authority, prefers to work alone, and is negative, or dismissive, when sexual abuse topics are raised.
- Spends considerable time with children.
- Voices opinion on sex education, suggesting that children are not taught properly.
- Can be of any personal or social make-up eg extrovert, introvert, married, single, old, young, rich or poor. While the majority of abusers are male, they are not limited to that particular gender.

Domestic Indicators

- Shows improper behaviour towards developing daughter.
- Showers with children at an inappropriate age.
- Expects an open door policy in the bathroom.
- Attempts to get children on lap, even when **Child** or adolescent resists.
- Exhibits inappropriate hugging and/or kissing.
- Attempts to shut down mother-daughter communications.
- Children don't want to be home alone with their father or male member of the family.
- Is jealous of daughter's (or sister's) boyfriend.
- Daughter is treated like a wife in conversation or decisions.

Schedule 10 The Harm Report Form

Schedule 10

The Harm Report Form is comprised of two sections.

Section A is to be completed by the person/persons who suspect **Harm** has occurred or who receive an allegation of **Harm**.

Section B is to be completed by the Pastor and/or the relevant Staff Worker who reports the alleged **Harm** to the relevant authorities.

Section A			
Name:		Complainant?	Yes / No
Address:			
Phone:		Mobile	
Relationship to the Vulnerable Person:			
Details of additional person reporting			
Name:		Complainant?	Yes / No
Address:			
Phone:		Mobile	
Relationship to the Vulnerable Person:			
Details of Alleged Victim (photocopy for each alleged victim)		Complainant?	Yes / No
Child's name:		Age:	Male / Female
Address:			
Phone:		Mobile	
Details of Accused (if known)		Complainant?	Yes / No
Name:		Male / Female	
Address:			
Phone:		Mobile	
Relationship to the Vulnerable Person:			
Details of Complainant (if different from above)			
Name:		Male / Female	
Address:			
Phone:			
Relationship to the Vulnerable Person:			
Record what suspicions or allegations have been raised: (include times/dates and complainant's own wording)			
Person / Group Notified	Contact Person	Contact Time	Contact Date
Church Leader:		AM / PM	
Instructions received:			
<u>Section A</u> completed by:	Signature	Date	
And:	Signature	Date	

The Harm Report Form

Section B			
Church:			
Name:		Position:	
Address:			
Phone:		Mobile:	
Relationship to the Vulnerable Person			
Relationship to the Accused			
Record what suspicions or allegations have been raised: (include times/dates and complainant's own wording)			
Person / Groups Notified	Contact Person	Contact Time	Contact Date
Complete as required then refer to Senior Pastor / 2IC Pastor			
Police (Local)		AM / PM	
		AM / PM	
Instructions received:			
Police (Special Unit)		AM / PM	
		AM / PM	
Instructions received:			
Department of Families		AM / PM	
		AM / PM	
Instructions received:			
Crisis Care Unit		AM / PM	
		AM / PM	
Instructions received:			
Pastoral Team			
Pastoral Team Leaders:		Contacted	
Section B completed by:	Signature	Date	
And:	Signature	Date	

Schedule 11 Accident Report Form

Program details			
Name of Church Ministry			
Ministry Leader's name		Phone	

Accident details			
Location where accident occurred			
Address			
Suburb			State
Date		Time	AM / PM

Details of injured person			
Full Name			Male / Female
Date of Birth	Address		
Phone	Suburb	Post Code	

Description of Accident			
Did the accident occur travelling to or from an activity?		Yes / No	
Did the accident occur during an authorised activity/normal program hours?			Yes / No
If yes, was the activity supervised?	Yes / No	Supervisor's name	
If yes, what activity was in progress at the time of the accident?			
Please write a description of how the accident happened (to the best of your knowledge) including relevant information such as warning instructions prior to the activity, weather conditions, and safety equipment being used.			
Were there witnesses to the accident?		Yes / No	If yes, then please obtain the following:

Witness details		Where there is more than one witness please include personal details of the witness/es with the written report on the accident and attach it to this report..	
Name			
Address			
Suburb		Postcode	
Phone	BH	AH	
Mobile		Email	

Please ask the witness/es to write down what they saw and attach it to this report.

First aid / assistance given and by whom, briefly detail	
<input type="checkbox"/> First aid / assistance given, continued attendance at activity	
<input type="checkbox"/> First aid administered & went home	Collected / Taken home by
<input type="checkbox"/> First aid administered and further assistance arranged	

Contacted				
<input type="checkbox"/> Parents / Guardian / Other	By whom		When	
<input type="checkbox"/> Ambulance	By whom		When	
<input type="checkbox"/> Police / Emergency services	By whom		When	
<input type="checkbox"/> Taken to hospital	By whom		When	
<input type="checkbox"/> Church leadership	By whom		When	

Follow up action taken			
By whom		When	

Parent/Guardian/Other informed of details of accident and action taken			
By whom		When	

Name of person completing this form			
Phone	BH	AH	
Mobile		Email	
Address			
Signature		Date	

Please attach a copy of all paperwork given to the injured party for future reference.

Information noted / action taken as required			
Action taken			
Signature		Date	

Schedule 12 Incident Report Form

Program details				
Name of ministry group				
Ministry leader's name		Phone		
Location of Program	<input type="checkbox"/> Church property	<input type="checkbox"/> Camp Site	<input type="checkbox"/> Private Property	
<input type="checkbox"/> Other	If other please advise:			
Address				
Suburb		State	Country	

Incident details				
Location where incident occurred (if different to above)				
Address				
Suburb		State	Country	
Date		Time	AM / PM	

Details of Child/Children involved				
Full Name				Male / Female
Date of Birth	Address			
Suburb	Post Code	Phone		
Full Name				Male / Female
Date of Birth	Address			
Suburb	Post Code	Phone		
Full Name				Male / Female
Date of Birth	Address			
Suburb	Post Code	Phone		
If additional Children involved then please attach details to report.				

Description of Incident				
Did the incident occur during an authorised activity/normal programme hours?				Yes / No
If yes, was the activity supervised?		Yes / No	Supervisor's name	
If yes, <i>what</i> activity was in progress at the time of the incident?				
Please write a description of the incident (to the best of your knowledge) including relevant information such as warnings given and what response was taken.				

Incident Report Form (cont'd)

Were there witnesses to the incident?		Yes / No	If yes then please obtain the following	
Witness' details				
Name				
Address				
Suburb			Postcode	
Phone		BH	AH	
Mobile			Email	
Please ask the witnesses to write down what they saw and attach it to this report.				

Contacted				
<input type="checkbox"/> Parents / Guardian	By			When
<input type="checkbox"/> Police / Emergency services	By			When
<input type="checkbox"/> Church leadership	By			When
Follow up action taken				
By				When

Name of person completing this form:				
Date		Phone	BH	AH
Mobile			Email	
Address				

Parent/Guardian's acknowledgement.				
I acknowledge that I have received a copy of the completed Incident Form				
Name			Signature	Date