

Brindabella Baptist Church Inc



Children & Youth Safety Policy & Procedures

Version 1: January 2008



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Introduction

Part of Brindabella Baptist Church's Core Value Statement reads:

We desire to be a healthy faith community that...recognises people matter to God and to us

We affirm that 'people' includes children and youth. We also affirm that if children and youth matter to God and to us then Brindabella, as a church body, should do all that is reasonably within its power to ensure that children and youth who are part of our church community and ministries are safe from harm in whatever form it may take.

It is an unfortunate fact that children in any community are not always safe. Child Protection Australia 2002-03 shows that the number of child protection notifications in Australia increased by over 60,000 from 2001-02 to 2002-03 (approx. 138,000 to 198,000 cases). The number of substantiations (cases where there was reasonable cause to believe that harm had occurred or would occur) also rose (approx. 30,000 cases in 2001-02 to 40,000 in 2002-03).

In Australia (information from *NSW Health Child Protection Service Plan 2004-2007*):

- One in three girls and one in seven boys are exposed to unwanted and inappropriate sexual attention before the age of 18.
- International prevalence research indicates that these findings are broadly consistent in all countries (Andrews et al, 2001).
- Estimates of child physical abuse and neglect are less readily available. There is evidence that physical abuse of children is fifteen times more likely in families where domestic violence is occurring (McKay, 1994).

This document aims to:

- define policy for a child/youth safe and child/youth friendly ministry environment that can nurture the spiritual growth and development of our children and youth;
- outline processes that support this policy, including those for reporting any instances of suspected risk of harm to ACT Office of Children, Youth and Family Support.



Policy

Brindabella Baptist Church Inc is committed to promoting and protecting the wellbeing and safety of all children and young people who are part of our church community, or who participate in church activities on a casual basis.

Brindabella is committed to providing an environment in which children can grow and develop, free from risk of harm. It will take all reasonable actions within its ability to ensure that children and youth are valued, protected from harm and nurtured by leaders and other adults when in its care. This will be achieved by:

- Screening for those working with children and young people
- Establishing appropriate behavioural guidelines and boundaries
- Appropriate training for those working with children and young people
- Clear duty of care procedures, including leader/participant and gender ratios, transport procedures and assessing of physical environment
- Timely and legally compliant reporting of incidents of abuse or risk of harm
- Behavioural covenant with and active encouragement of appropriate support/treatment of individuals identified as known abusers or at risk of perpetrating abuse
- Appointment of a Child Protection Coordinator to oversee child safety policy and procedures

The overarching principle of this policy and associated procedures is for the safety and wellbeing of children and young people to take precedence over other concerns. All investigations will take place in the context of the principles of natural justice (see below).

The fundamental principles of natural justice are:

- The person who is the subject of concern must know the entire allegation in relation to their behaviour.
- The person must have a full opportunity to state his/her case.
- All parties to the complaint must have the right to be heard.
- All relevant submissions and evidence must be considered.
- Matters that are not relevant must not be taken into account.
- The person who lays the charge must not determine the outcome of the charge.
- The decision making must be fair and just.



Definitions

abuse (of children or youth)	Intentional action that has resulted in, or appears likely to result in physical injury, sexual abuse, emotional or psychological harm, or damaged intellectual development. Assault (including sexual assault) of a child, or ill treatment or neglect of a child, or exposing or subjecting a child to behaviour that psychologically harms the child.
adult helper	Person over 18 years who is involved in a supervising capacity but has no direct leadership role.
alleged abuser	Perpetrator of harm against whom allegations have been made, whether that be from outside the church or within it.
BUNSW	Baptist Union of New South Wales (Baptist Churches of NSW and the ACT)
care and protection orders	Cover any child for whom the relevant government department has a responsibility as a result of some formal legal order or administrative/ voluntary arrangement. Only include orders issued for protective reasons.
child	Person under the age of 12 years (ACT). Person under age 16 (NSW).
church activity	An activity or event held under the auspices of Brindabella Baptist Church Inc that has been promoted at a church service, or advertised via the bulletin, church website, churchwide email, promotional flyer or regular program handout (youth or children’s ministry). An activity organised privately by church members or attendees is not deemed to be a church activity.
critical incident	An emergency situation, a situation far beyond what is normally expected (e.g. serious vehicle accident, fire, sexual assault).
CYFS	Office of Children, Youth & Family Support (ACT government agency, part of Department of Disability, Housing & Community Services
CYPA	Children & Young People Act 1999 (ACT)
DHCS	ACT Department of Disability, Housing & Community Services
disclosure	When a child or young person tells someone that they are at risk of harm or they are being or have been the subject of abuse
DoCS*	NSW Department of Community Services
high risk activity	An activity where the risk of (usually) physical injury is higher than normal (eg rock climbing, horse riding, abseiling, skiing)
Leadership Team	The Leadership Team of Brindabella Baptist Church Inc (i.e. not the leadership of a particular ministry group or activity)
mandated people	Those required under the relevant Act to report child abuse or those who are at risk of harm. Failing to report as a mandated person may result in fines and/or imprisonment. See Section 159 of the Children and Young People Act (1999 with amendments) for a current list of mandated people in the ACT.
neglect	Failure to provide basic necessities of life (e.g. food, clothing, shelter, medical attention or supervision)
reasonable grounds	A situation where it is believed, due to observations of the child, and/or disclosure from the child, that the child is at risk of harm
risk of harm	A situation where concerns exist for the safety, welfare or wellbeing of the child or young person because of the presence of any one or more of the following: basic physical and/or psychological needs are not being met or are at risk of not being met; parents/guardians are unable/unwilling to arrange necessary medical attention; child or young person is at risk of sexual abuse; living in a household where there have been incidents of domestic violence and as a result the child or young person is at risk of psychological harm
SACC	Sexual Abuse Complaints Committee of the BUNSW.
Youth, young person	Person aged over 12 years and under 18 years (ACT only; aged over 16 years and under 18 years in NSW)

Note that where an incidence of abuse occurs within NSW (eg, on a camp) then reporting needs to be through the NSW department.



Procedures

What to do when...

These are the situations that will happen

What to do if...

These are the situations that may happen

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What to do when.....

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What to do if...

6. What to do if your activity is deemed 'high risk'
7. What to do if a critical incident/accident occurs
8. What to do if a child/young person discloses they have been abused
9. What to do if you or someone else has reasonable grounds to suspect abuse or risk of harm to a child or young person
10. What to do if someone who is part of the church is identified as an abuser, or potential abuser

1. What to do when recruiting leaders

When talking to someone whom you think would be suitable for your ministry activity, or if they volunteer, use the structured interview guidelines (Form 1(d)) to help you assess their suitability. Discuss with them the Leadership Covenant (Form 1(c)). If you decide that they are suitable, and they are willing to commit to the Covenant, give them Forms 1(a) - (c) to complete. These forms should be returned to ConneXion for filing in a secure location, with a copy of 1(c) retained by the leader. The new leader will also need to familiarise themselves with this *Children & Youth Safety Policy and Procedures* document and attend the next training session available. Leaders under the age of 18 and any casual adult helpers must always work under the supervision of a leader aged over 18 years and who has completed Forms 1(a)-(c).

A person must be a committed Christian and have been in regular and frequent attendance at Brindabella for 6 months before they can become a leader in children's or



youth ministry. If you are unsure about a person's suitability, please talk to the Child Protection Coordinator, the senior pastor or a member of the Leadership Team.

We recommend that there is a minimum of four leaders for any activity with more than 20 children or youth in attendance. Where an activity is for mixed genders, male and female leaders should be in attendance.

2. What to do when the year/term starts or a new starter arrives

At the beginning of each year Child Information Forms (Form 2(a)) must be filled in by parents/guardians and returned to the activity/ministry leader or coordinator. The leader/coordinator will create a list noting contact details for each child and anything that leaders should be aware of (e.g. nut allergy, photograph permission). This list will be on hand at any activity. The original forms will be held at ConneXion in a secure location.

At the beginning of each term a program will be advertised through the bulletin and website and made available in hard copy for parents/guardians and participants.

3. What to do when starting activities at a venue

Leaders should use the venue checklist (Form 4(a)) at the start of each term to assess safety of the physical environment where the activity is being held. Where items (e.g. stairs, fire extinguishers) are the responsibility of a landlord, these should be brought to the attention of the landlord, either by the leader who booked the venue, or (in the case of MacKillop Catholic College and ConneXion only) by the ConneXion manager.

Inform children/youth and other leaders of the procedure in case of fire or emergency for your specific venue, including the gathering point. In the case of MacKillop College (Isabella campus), the gathering point is the oval. The ministry group should remain together so that everyone can be accounted for. Children/youth and leaders should be made aware of which leader is responsible for First Aid.

4. What to do when serving or preparing food at an activity

Make Form 4(b) available for the people involved with food serving or preparation to read. Also have this form is clearly displayed where the food is being served.

5. What to do when you are travelling on an excursion/activity

Use Form 2(c) to create a permission slip for parents/guardians. Keep a record of all returned slips to use during the activity or excursion. Drivers of private cars or buses will need to complete Form 1(b), which will be held at ConneXion in a secure location.

Drivers should be aware of the preferred travelling route (so that they can be easily found in case of break-downs). A leader should ensure that each car has arrived safely at the destination in a reasonable time frame and have the mobile phone number for someone in each car. Drivers should contact the leader in the event of break-down, accident or other delay. The leader should use the contact information (see 2 above) to contact parents/guardians in the case of delay or accident.

6. What to do if your activity is deemed high risk

If you are holding a high risk activity (e.g. rock climbing, abseiling, horse riding), distribute Form 2(d) to parents/guardians. Keep a note of any specific information on the forms that leaders may need to be aware of. Completed forms should be filed in a secure location at ConneXion.



7. What to do if a critical incident/accident occurs

Your first priority is to ensure the wellbeing of the injured person/s and the safety of others at the activity. First aid should be administered by a qualified Person and appropriate and emergency services called as required. Leaders should have ready access at all times to emergency contact information as supplied by parents/guardians on Form 2(a).

When the emergency has been dealt with, Form 3(b) should be completed by a relevant witness as soon as possible. A copy should be given to the parent/guardian and the original given to ConneXion for filing in a secure location. Any ensuing documentation (e.g. insurance claims) should be attached to 3(b). The Child Protection Coordinator or a member of the Leadership Team should be informed of the incident by the leader of the activity.

8. What to do if a child/young person discloses they have been abused

If the incident has occurred and been disclosed at an activity, ensure that the alleged perpetrator is separated from the group and accompanied by a leader at all times. You may need to contact the Child Protection Officer, a member of the Leadership Team or a parent to come to the activity if this happens.

The person to whom the disclosure was made should complete Form 3(a) as soon as possible. The Form should be immediately returned to the Child Protection Coordinator (or a member of the Leadership Team in the absence of the Child Protection Officer). It will be filed in a secure location at ConneXion.

The Child Protection Coordinator (after discussion with the Leadership Team) will then consider if the information needs to be referred to the police, or ACT Office of Children, Youth and Family Support. The Child Protection Coordinator will maintain a written record of each stage of the process, and this will be attached to Form 3(a). All documentation will be filed in a secure location at ConneXion. See 10 (below) to see what to do when an allegation is against an employee or volunteer at Brindabella.

All investigations will uphold the rights of all parties and be conducted fairly and without bias, without undue delay. They will be conducted by someone who has no conflict of interest in the matter and in such a way so as to ensure an outcome that is evidence-based. Please refer to the principles of natural justice on page 4 of this document.

9. What to do if you or someone else has reasonable grounds to suspect risk of harm or abuse of a child/young person

If an incident has occurred at an activity currently in progress, ensure that the alleged perpetrator is separated from the group and accompanied by a leader at all times. You may need to contact the Child Protection Officer, a member of the Leadership Team or a parent to come to the activity if this happens.

The person who has raised the allegation should complete Form 3(a) as soon as practically possible. The Form should be immediately returned to the Child Protection Coordinator (or a member of the Leadership Team in the absence of the Child Protection Officer). The Child Protection Coordinator (after discussion with the Leadership Team) will then consider if the information needs to be referred to the police, or ACT Children, Youth and Family Support. The Child Protection Coordinator will maintain a written record of each stage of the process, and this will be attached to Form 3(a). All documentation will be



filed in a secure location at ConneXion. See 10 (below) to see what to do when an allegation is against an employee or volunteer at Brindabella.

All investigations will uphold the rights of all parties and be conducted fairly and without bias, without undue delay. They will be conducted by someone who has no conflict of interest in the matter and in such a way so as to ensure an outcome that is evidence-based. Please refer to the principles of natural justice on page 4 of this document.

10. What to do if someone who is part of the church identifies themselves/is identified as an abuser, or as a potential abuser....

The person to whom the disclosure is made will inform the Child Protection Coordinator, who will ask them to complete Form 3(a).

The Child Protection Coordinator will immediately raise the matter with the Leadership Team. The Child Protection Coordinator will contact the Standards Unit of BUNSW for advice and will also inform the police, or ACT Office of Children, Youth and Family Support as appropriate. The Child Protection Coordinator will maintain a written record of each stage of the process, and this will be attached to Form 3(a). All documentation will be filed in a secure location at ConneXion.

If the alleged abuser is an employee, volunteer or attendee of Brindabella, the Leadership Team will ask them to stand aside from any ministry/activity involving children. When self-disclosing, or when allegations are proved to be true, the person will be encouraged to seek appropriate treatment/counselling/healing and be required to sign the Perpetrator's Covenant (Form 5). A copy of the Covenant will be retained by the perpetrator and the original filed in a secure location at ConneXion. Where the alleged/proven abuser is aged under 18 years, a parent or guardian must be present at all discussions with the Leadership Team. Where a proven abuser refuses to seek treatment/counselling/healing, the Leadership Team will request that person to cease attending church activities unless accompanied at all times by an adult nominated by the Leadership Team.

All investigations will uphold the rights of all parties and be conducted fairly and without bias, without undue delay. They will be conducted by someone who has no conflict of interest in the matter and in a way so as to ensure an outcome that is evidence-based. Please refer to the principles of natural justice on page 4 of this document.



Child Protection Coordinator

To assist Brindabella in fulfilling its duty of care to children and young people who attend the church or its activities, a Child Protection Coordinator will be appointed. This person should have a passion for the wellbeing of children and youth, and should have pastoral care and administrative giftings and skills. They should maintain good working relationships with the leaders of the various children's and youth ministries and also maintain their own accountability relationship with either the senior pastor or an associate pastor.

Duties:

- Maintain the currency of the Brindabella *Children and Youth Safety Policy and Procedures* documentation.
- Liaise with leaders of children's and youth ministries to ensure that the Policy and Procedures are being utilised (especially at the start of each year).
- Liaise with the ConneXion manager when collecting/filing forms and information.
- Liaise with the OH & S officer of the church and be aware of changes to OH & S policy and procedures where they can impact on children and youth activities.
- Document and expedite any allegations of abuse or critical incidents involving children or youth, using the appropriate forms. This includes formal reporting to ACT Office of Children, Youth and Family Support, the Standards Unit of BUNSW or the police.
- Ensure the leader to whom a person has made disclosure of abuse receives appropriate pastoral care as required.
- Refer self-identifying, or known abuse perpetrators to appropriate treatment/counseling or ongoing support.
- Organise annual training in child/youth safety for leaders. The Child Protection Coordinator may be suitably competent to run this training, or they may choose to find an outside program to fulfil this requirement (e.g .Scripture Union *Childsafe*).



Forms

A complete set of forms will be available to ministry leaders at all times. At the beginning of each ministry year, or with a change in ministry leader, the Child Protection Coordinator or the ConneXion Manager will issue forms to the appropriate leaders.

ConneXion will hold all completed forms in an appropriately secure location.

Completed forms for reporting disclosure or reasonable suspicion of abuse (Form 3(a)) or the Critical Incident Form (Form 3(b)) should be returned to the Child Protection Coordinator, who will notify the Leadership Team as soon as possible.

CONTENTS

Forms 1(a) - (d)	Leadership statements and screening
Forms 2(a) - (d)	Child/youth information
Forms 3(a) - (b)	Reporting forms (abuse and accident/critical incident - minors)
Forms 4(a) - (b)	Risk management and OH & S. Note that these forms are included with Brindabella's OH & S information.
Form 5	Perpetrator's Covenant

Approximate corresponding forms between Brindabella and those in *Childsafe* (Scripture Union) and *Protecting Our Future* (BUNSW).

Brindabella	Scripture Union	BUNSW
1(a)	Referee Questionnaire	3.2.1
1(b)	Travel Plan	3.2.1
1(c)		-
1(d)	Referee Questionnaire	3.2.2
2(a)	Personal Information & Family Medical	4.2.2
2(b)	Participant Registration	4.2.1
2(c)		4.9.4
2(d)		4.9.8
3(a)		Incident/Accident
3(b)	4.4.2	
4(a)	Master Safety and Care Indoor/Outdoor Activity	4.3.1
4(b)		4.6
5		-



Form 1(a)

Brindabella Baptist Church Inc

Youth & Children’s Leadership Application

Name: _____ Age: _____

Present Address: _____

Phone: _____ Mobile: _____ Email: _____

Marital Status:

- Single
- Engaged
- Married
- Separated
- Divorced
- Widowed

Other names by which you have been known: _____

Specify which area of ministry you will be involved in, and why? _____

What are your gifts/training/education/experience for working with children or youth?

Do you have a current First Aid Certificate? Yes No

List all previous church work and/or non-church involvement with children or youth during the previous five years (including someone we can contact; attach papers if required).

Is there anything we should be aware of relating to your suitability in working with children and youth? Yes No (If ‘yes’ note and attach what we should know)

Have there been any incidents that you were involved in, either directly or indirectly, where you feel a child or young person (under the age of 18) was at risk? Yes No If ‘yes’ please attach your description and experience of the incident.

Please provide names and phone contact for two referees:

(a) _____

(b) _____

Declaration

- I have never been convicted of any offence relating to children or young persons, either in the ACT or any other Australian or international jurisdiction.
- I understand the nature of the work I am to do with children/young people, and understand it is my duty to protect the children and young people with whom I come in contact.
- I authorise any persons, churches or other organizations shown above to provide an authorised member of the Brindabella Leadership Team with any information regarding my character and fitness for work with children or youth and understand that commencement to this position will be subject to these checks. I also agree to be the subject of a police records check in any state or territory if deemed necessary by the Leadership Team.
- I agree to attend meetings and training as required and to adhere to the Leadership Covenant.
- The information contained in this application is true to the best of my knowledge.

Name

Signature

Date



Volunteer Driver Form

Please complete if you will drive a vehicle as part of your volunteer service.

Clearance must be obtained from the church's insurance company before you drive any church vehicle. Check with ConneXion for details.

Driver's Name _____

Phone _____ Mobile _____ Emergency Contact _____

Driver's Licence Number _____ State of Issue _____ Expires _____

- Type of licence:
- Truck Car
- Other (please specify) _____ Bus

- Do you have any restrictions on your driver's licence?
- Yes - please specify _____
- No

- Have you been involved in any motor vehicle accidents while driving during the past 5 years?
- Yes - please describe each accident on a separate sheet.
- No

- Have you committed any traffic offences (other than parking) during the last 5 years?
- Yes - please list number & describe each on a separate sheet.
- No

- Do you carry 3rd party property insurance on your vehicle?
- Yes - please identify the insurance company _____
- No. If no, you are not permitted to drive your own vehicle as a volunteer.

The information contained in this form is true to the best of my knowledge. I agree to notify the church of any changes in the above information as soon as is possible. I agree to drive in accordance with all road rules when driving on behalf of Brindabella.

Signature _____ Date _____



Form 1(b)

Page 2 of 2

When providing transport for any activity approved by Brindabella Baptist, please comply with the following:

- Vehicles are to be registered and roadworthy
- Vehicles are to be covered by current 3rd party property insurance
- A seatbelt is to be available to, and worn by, each occupant of the vehicle (unless in a chartered bus which does not provide seat belts)
- Driver is to hold a current licence appropriate for the vehicle
- Vehicle is to be driven in a safe and lawful manner
- Learner drivers may not transport other participants in an activity unless it is his/her sibling and a licensed driver is present in the vehicle.
- A provisional licence holder who wishes to take other passengers should satisfy the ministry leader/coordinator as to their suitability to drive and parental permission of passengers should be sought in advance.
- Leaders should not be alone with a child/young person in a vehicle. Where this presents difficulties with dropping children/young people home you may like to arrange for a parent/guardian to pick up their child, or meet you at the home of another child being dropped off.
- Ensure when dropping a child or young person off that they enter the location safely.
- When driving in convoy, stay on the agreed route and to the agreed stopping points. If for some reason your vehicle needs to take a different route, please inform a leader in another vehicle. Drivers should take a break every two hours on long trips.



Form 1(c)
Brindabella Baptist Church Inc

Children and Youth Leadership Covenant

The ethical conduct of all staff, leaders and helpers at Brindabella is of vital importance, as through these people an understanding of God and His gospel is shown. Their manner of life should be consistent with that gospel.

I, _____ wish to be part of the team of leaders
in the _____ ministry. I agree to abide by the statements below:

- ❖ to maintain a daily relationship with God through prayer, bible study and other spiritual disciplines, understanding that through my relationship with God I am able to minister to others;
- ❖ to model, promote and encourage positive behaviour and self-esteem in children and young people;
- ❖ to respect the opinions, emotions and bodies of our children and youth, acknowledging the trust granted by those who are taking part in church activities and their families;
- ❖ to work as a member of a team and to offer support, encouragement and patience to my fellow team members and to attend team meetings as required;
- ❖ to be accountable to my fellow leaders for my own life and behaviour and to provide accountability to others;
- ❖ to encourage the children and youth in my care to participate in the activities of my ministry group;
- ❖ to understand the unequal power between leaders and those who they lead;
- ❖ to provide counselling or prayer support appropriate to my training or gifting to children or youth in my care in an appropriate manner (e.g. one-on-one ministry will be conducted within sight of another responsible adult). I will respect the privacy of persons aged under the age of 18;
- ❖ to exercise appropriate duty of care for those under my supervision;
- ❖ to model Christian behaviour before those under my supervision, including refraining from abusive or demeaning language and use of drugs or alcohol.

I have been provided with a copy of the Brindabella Children and Youth Safety Policy and Procedures and am familiar with its content.

Name _____ Signature _____

Date _____



Form 1(d)

Brindabella Baptist Church Inc

Leadership/Employee Structured Interview Guidelines

Let the interviewee know that their answers may be disclosed to appropriate leaders in the church. Open/close the interview with prayer. Affirm the person and remember that this is about ministry and getting to know the person (not an interrogation). An informal setting (e.g. over coffee) may be more helpful.

1. Can you describe more fully the reasons you desire to be involved with this ministry?
2. Can you describe any positive experiences in your past experience with children or young people?
3. Can you describe any negative experiences in your past experience with children or young people?
4. Do you consider yourself a positive role model for children and young people? Why/not?
5. Have there been any incidents that you were involved in, either directly or indirectly, where you feel a child or young person (under the age of 18) was provocative? If yes, could you describe that incident, including your experience of it?
6. Is there any other information relating to your suitability for this ministry about which we should know?



Form 2(a)

Page 1 of 2

Brindabella Baptist Church Inc

Child (aged under 18 years) Information Form

[Please attach any other information that you think we should know.]

Family name _____ Parents' /guardians' names _____

Residential address _____

Phone _____ Mobile _____ Email _____

Child (1) _____ DOB _____ School/Grade _____

Child (2) _____ DOB _____ School/Grade _____

Child (3) _____ DOB _____ School/Grade _____

Child (4) _____ DOB _____ School/Grade _____

Child (5) _____ DOB _____ School/Grade _____

Medical Information

Medicare Number _____ Private Fund? _____

Please list any medical conditions your child/ren experience, or any disability or behavioural issues along with any medication or immediate care required. Please list children's names and needs individually. Attach extra papers if required.

Dietary and medicinal restrictions

Please indicate allergies and foods or beverages your child should not consume. Please list children's names and needs individually. Attach extra papers if required.



Form 2(a)

Emergency Contacts

If you want to nominate different emergency contacts or permission authorisations for different children, please fill out a separate form for each child.

Name _____ Relationship to child/ren _____

Phone (H) _____ (W) _____ (M) _____

Alternative emergency contact

Name _____ Relationship to child _____

Phone (H) _____ (W) _____ (M) _____

I authorise the leader in charge of the above-mentioned group to arrange for my child/ren to receive such first aid as the leader may deem necessary at any time during the activity that my child/ren is/are participating in.

I authorise the use of ambulance and/or anaesthetic by a qualified medical practitioner if in his/her judgment it is necessary.

I accept responsibility for payment of all expenses associated with such treatment.

I accept that there may be occasions when it is necessary to transport children or to walk to nearby facilities.

I DO/DO NOT give permission for my child/ren to participate in activities outside of the normal meeting complex.

I DO/DO NOT give permission for my child/ren to be transported in private cars arranged by the activity leaders.

I DO/DO NOT permit photos taken of my child/ren to be displayed on notice boards/screens in the church.

I DO/DO NOT permit photos taken of my child/ren to be displayed in church publications (e.g. website, newsletters, brochures).

If I am unable to collect my child/ren at the finishing time, they may be transported home from the activity with the following people _____

Thank you for providing this important information. The safety and wellbeing of the children and young people is our primary concern.

SIGNATURE OF PARENT/GUARDIAN _____

Name _____ Date _____



Form 2(b)

Covering letter to parent/guardian for Child Information Form

[On current Brindabella letterhead]

[Date]

Dear Parent/Guardian,

We would like to welcome you and your child/ren to Brindabella and thank you for trusting us to provide a fun, safe place for your child/ren to explore the spiritual side of life. To provide that sort of place, we need you to return the form included with this letter.

We understand the need to provide a safe physical and emotional environment for your child/ren. We admit that in the past churches in general have at times been guilty of failing to provide child-safe environments. Many churches are now taking proactive steps towards creating a safer environment for children and young people, ourselves included.

Youth and children's leaders in our church are screened, and if you wish to view our Child Safety Policy and Procedures documentation, please visit our website (www.brindabellabaptist.org.au) or contact ConneXion (6293 4560) to obtain a copy.

The attached form is one of these proactive steps aimed at keeping your child safe, so we would ask you to take a few moments to complete the form and return it to _____ (in person or via ConneXion). All information on the form will be kept confidentially at ConneXion. If you have any questions about the form, or other aspects of safety of children and youth at Brindabella, please talk to someone on the Leadership Team.

Thank you for your participation in helping provide a safe place for children and youth at Brindabella.

Yours faithfully



Form 2(c)
Brindabella Baptist Church Inc

Permission Note Template

Edit details in square brackets as required for your event. If the event involves a high risk activity, please also distribute the Liability Release Form 2(d).



Brindabella Baptist Church

[Date]

Dear Parents/guardians,

[Name of Group/activity] is planning a [name of event/location] on [date of event].

The [children/youth] and leaders will be leaving from [location & time] and returning at [location & time]. We will be travelling by [indicate mode of travel]. The cost will be [\$__]. If cost presents you with difficulty, please talk to [specify name].

To help us with planning, would you please return the permission slip below with your payment no later than [date] to [ConneXion/Information Table/name].

Note that leaders accompanying [children/youth] will take all reasonable care while the [children/youth] are in their charge to protect them from injury and to control and supervise their behaviour and activities. Parents/guardians should be aware that leaders are not responsible for injuries or damage to property which may occur where, in all circumstances, leaders have not been negligent. Parents/guardians should warn [children/youth] of the risk to themselves, to others and to property of impulsive, willful or disobedient behaviour.

Thanks!

[Group/activity leader's name]

✂

Permission Slip

To be returned to [ConneXion/Information Table/name] by [date]

I give permission for my [child/ren or youth] (specify names)_____

to attend [insert event] at [location] on [date], travelling by [insert mode of travel]. I understand that they will be supervised at all times and that they will return to [arrival point] at [time] to be picked up.

Signature_____ Date_____

Enclosed is \$_____ for _____ [children/youth] attending.



Form 2(d)

Brindabella Baptist Church Inc

Liability Release Form

Name/s _____ Age/s _____

Address _____

Parent/Guardian _____

Phone _____ Mobile _____

Activity/ies _____ Date _____ Location _____

I acknowledge that the activity described can be hazardous and that my child/ren participates at his/her own risk. I understand that the church will take reasonable steps to provide a safe environment for my child/ren and to ensure that all equipment supplied by them for the activity is of a reasonable standard.

I acknowledge that the church will not be liable for any injury that may be suffered by my child/ren, which arises either directly from, or in connection with, the activity incorporated in this form.

I hereby agree to indemnify the church against any and all claims arising from, or in connection with, any injury that may be suffered by my child/ren, or that my child/ren may cause to another person, as well as any loss of damage to property, equipment or personal effects belonging to my child/ren, or any other person, arising either directly or indirectly out of or in connection with the activity incorporated in this form.

I agree that the church may authorise on my child/ren's behalf whatever medical treatment he/she may require (including, but not limited to, ambulance attendance and hospital treatment). I agree to pay all medical expenses incurred.

Information for emergency use only

Emergency contact person _____ Phone _____

Family Doctor _____ Phone _____

Medicare No _____ Private Health? _____

Signature _____ Date _____



Form 3(a)

Page 1 of 2

Brindabella Baptist Church Inc

Alleged Abuse or Risk of Harm Form

To be completed by the person to whom a disclosure is made, or who suspects a child/young person is at risk of harm. Completed form should be given **only** to the Child Protection Coordinator, who will fax/mail it to ACT Office of Children, Youth and Family Support. A copy will be kept in a secure location at ConneXion. Offences occurring within NSW should be reported to DoCS.

Children, Youth and Family Support (CY & FS) Contact Number 1300 556 729

Child Protection Coordinator _____

If the Child Protection Coordinator is not available at the time of report, it should be given to a member of the Leadership Team. The form must not be given to the alleged abuser.

Details of person reporting alleged abuse/risk of harm

Name of reporter _____

Relationship to alleged victim _____

Nature of alleged abuse: physical emotional sexual neglect
 witness to domestic violence other

Is this report due to a direct **disclosure** or **reasonable grounds**? (circle one)

If disclosure: Date _____ Time: _____

Describe why you have reasonable grounds for this report. Include when and how you became aware of the information, names of other witnesses, description of any injuries, description of the behaviour of the child, the carer's attitude regarding incident (if known).

Where disclosure has occurred provide a first person description in this space (record the child's actual words as best as you can - you may need to attach extra pages). Also record any action that you took on disclosure (e.g. when the abuse & disclosure took place at an activity).

Signature: _____ **Date:** _____



Form 3(a)

Details of alleged abuse victim

Name _____ Age _____ Male Female

Address _____

Phone _____ Parent/Guardian _____

Names of siblings _____

Names of known support people to the child & family _____

Have the parents/guardians of the victim been notified? Yes No
If yes, person(s) spoken to _____ Date _____

What were they told? _____

Details of alleged perpetrator of the abuse (if known)

Name _____ Age _____ Male Female

Address _____ Phone _____

Does the alleged perpetrator know about the report? Yes No
If yes, who spoke to him/her? _____ Date _____

What was he/she told? _____

Follow up to alleged abuse/risk of harm (attach extra papers if required)

Child Protection Coordinator notified? Yes No Date _____

Leadership member notified in lieu of above? Name _____ Date _____

Reported by whom? _____ Name of CY & FS worker _____

Have the police been notified? Yes No Date _____

Name of officer & station _____ Date _____

Advice given by police officer _____

Signed _____ Date _____



Form 3(b)

Brindabella Baptist Church Inc

Critical Incident Report Form

Person aged under 18 years

To be completed by an adult witness (leader/coordinator) whenever an **incident requiring secondary medical attention occurs** (e.g. child attends a medical centre). Parents/guardians should keep the completed form, with a copy passed to the Child Protection Coordinator then held in a secure location at ConneXion. Please attach extra papers if required.

Group/activity_____

Adult leader/s_____

Name of injured person_____ DOB_____ Age_____

Parents/guardians_____

Address_____ Phone_____

Date/time/location of incident_____

Description of Incident

Use the back of the page/other pages if necessary

1. Describe the incident.

2. Where in the facility did it happen?

3. What area of the person's body was injured?

4. What was the person doing when the incident happened?

5. How did the incident happen?

6. Names of adults supervising the person at the time of the incident:

7. Name(s) of any witnesses to the incident:

8. How did the person respond after the incident?

9. Was first aid given or some other action taken? Yes Who?

No Other (please specify)

Signed_____ Name_____ Date_____



Form 4(a)

Venue Risk Checklist

To be displayed at regular venues: MacKillop (in container, sound desk, morning tea), Trinity Christian School, ConneXion.

1. Floors, Aisles, Stairs and Landings

- Are all aisles clear?
- Are all floors, aisles, stairs and landings free of slip, trip and fall hazards?
- Are stairs free of worn or broken treads?
- Are all handrails in good repair?
- Are non-skid strips on stairs in good condition?

2. Storage

- Are all items being stored clear of traffic areas?
- Are items stacked for storage stable with a good solid base?
- Are storage areas kept clear of rubbish and unwanted material?
- Are flammable items stored correctly?

3. Electrical Power

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads?
- Is there access to power sockets free of double adapters/piggyback plugs?
- Are all lights adequate and operational?
- Are residual current devices installed and maintained?

4. First Aid

- Are all First Aid kits clearly identified?
- Are the First Aid kits properly stocked and maintained and operational?
- Are the names of qualified First Aid Officers clearly displayed?

5. Emergency Response/Fire Protection

- Are evacuation procedures clearly displayed?
- Is there a regular, annual evacuation drill?
- Are fire extinguishers appropriate to materials used in their vicinity?
- Are fire extinguishers readily available and properly mounted?
- Are fire extinguishers properly maintained and inspected?
- Are exits and exit signs adequately illuminated?
- Are all exits and fire doors in good repair?
- Are all exits unobstructed both internally and externally?

6. Car Parks and Outdoor Areas

- Are car parks & outdoor areas kept clean and free of rubbish?
- Are surfaces even and without holes?
- Are car parks and outdoor areas free of grease and oil patches?
- Are vehicle traffic ways clearly marked and lit?
- Are car parks free of dense shrubbery obstructing vision?



Form 4(b)

Brindabella Baptist Church Inc

Food Preparation and Storage Guidelines

Display these procedures at any event where food is being prepared/served

Receiving Food

Keeping food safe starts from the moment that the food arrives:

- ❖ Check that your suppliers (people or businesses) are supplying safe food.
- ❖ Ensure that perishable food arrives in a refrigerated food vehicle, and check the temperature of deliveries when they arrive, then transfer to the correct type of storage.
- ❖ Dry goods, dry ingredients or canned foods should be in good condition, without torn packaging or heavily dented cans.

Preparing Food

- ❖ Use separate utensils, including cutting boards and knives, for raw food and cooked food. If this is not possible, thoroughly wash and sanitise equipment before use.
- ❖ Wash all fruit and vegetables in clean water before using them.
- ❖ Don't use food from damaged packaging.
- ❖ Don't let raw food come into contact with cooked food to avoid cross-contamination.

Handling Food

- ❖ Cooked, or ready-to-eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves. Check gloves frequently for foreign materials and change every hour/when they tear/when you change tasks.
- ❖ Wash hands frequently and cover any injuries with waterproof dressings.
- ❖ Raw food to be cooked can be handled with bare hands.

Cooking and Heating

- ❖ Thaw frozen food before cooking, in microwave or at the bottom of the refrigerator.
- ❖ Never put thawed food back in the freezer unless it has been cooked since thawing.
- ❖ Cook thawed food immediately after thawing.
- ❖ Cook all foods completely, especially red meat, fish and chicken.
- ❖ Reheating: bring to the boil and simmer for a minimum of 5 minutes before serving (or microwave using manufacturer's guidelines).

Storing Food

Temperature: meat, dairy or fish (not already processed by heat) are high-risk foods. Store at the correct temperature, frozen (hard) at -15°C or cooler or refrigerated at 5°C or cooler.

Time: Don't keep food in storage for too long. Record dates: 'First in, first out' rule. Food should not be out of refrigeration for very long: 4 hours maximum.

Displaying Food

- ❖ Wrap or cover all food on display. Tag or label food trays, not the food.
- ❖ Refrigerated displays 5°C or cooler and hot displays 60°C or hotter.
- ❖ Don't use hot display equipment for displays to reheat food.

Transporting Food

- ❖ Keep cold by using insulated containers (e.g. Esky™) with ice or cold blocks.
- ❖ Food which is to be served hot should be transported cold and heated at the event.



Form 5

Page 1 of 2

Brindabella Baptist Church Inc

Perpetrator of Child Sexual Abuse Covenant

Brindabella Baptist recognises that child sexual abuse is a choice of the perpetrator. He/she is directly responsible for past actions and must be held accountable for any future actions. It is hoped that all Brindabellans come to healing for past hurts and choices, including past abusers. Nevertheless, Brindabella will do everything in its power to protect the children and youth of this church community during this process.

Brindabella Baptist Church requires that all people with histories as perpetrators of child sexual abuse who wish to attend Brindabella church services and other related activities to sign this covenant with the church and to keep to its conditions.

If a person with a history of child sexual abuse is unable or unwilling to sign this covenant, then we insist that they do not attend any activity approved by Brindabella Baptist Church.



I, _____ declare that I am willing to have my name and such details as the Leadership Team of Brindabella Baptist Church see fit communicated to staff and key leaders in ministries associated with children or youth at Brindabella Baptist, and to any other leaders that the Leadership Team may nominate. I understand that these leaders will treat this information with due care and as In Confidence.

I AGREE to the following:

- ❖ NEVER to be alone with, approach, initiate or continue conversation with a child/ren or youth/s (i.e. person aged under 18 years) on church property (owned or leased) or at any activity approved by Brindabella Baptist Church. If children or youth are present at any such function, I accept that a person nominated by the Brindabella Leadership Team will accompany me at all times;
- ❖ NEVER to accept invitations to, or offer to baby-sit, hold or care for a child or baby, even for a moment, and even if others are present;
- ❖ NEVER to invite a church family with children or youth to visit me in my home. If such families arrive unexpectedly, or are invited by others in my home, I will immediately indicate that I am going out, and will leave the premises. If a family is invited by others in the home and I wish to stay, then I will request that a member of the Leadership Team inform that family of my circumstances;
- ❖ NOT to be involved in any approved activity of Brindabella Baptist Church (other than Sunday worship services) involving children and youth without the prior permission of the senior pastor or an attending member of the Leadership Team;
- ❖ To make immediate arrangements for my departure from any approved activity of Brindabella Baptist Church where children or youth arrive unexpectedly;
- ❖ NEVER to become involved in counselling children or youth;
- ❖ NEVER to have contact at any approved activity of Brindabella Baptist Church with other people known to have a history of sexual abuse of a person aged under 18 years;



Form 5

Page 2 of 2

- ❖ To have regular meetings with a designated Brindabella Baptist Church leader, or their nominee, for accountability and pastoral care purposes;
- ❖ To contact the senior pastor, or an agreed nominee, immediately on experiencing any difficulty or temptation in this area of sexual interest in children;
- ❖ To have open and frank acknowledgement of this issue so that professional referral and checks can be made;
- ❖ To commit myself to obey the direction of Brindabellan staff or the Leadership Team in all matters dealing with my personal conduct at church or at an approved activity of Brindabella Baptist Church, where children and/or youth are present.

I understand that failure to comply with the abovementioned requirements will forfeit my right to attend Brindabella Baptist Church or any of its activities.

FULL NAME _____

ADDRESS _____

SIGNATURE _____ DATE _____

WITNESS (1) NAME _____

SIGNATURE _____ DATE _____

WITNESS (2) NAME _____

SIGNATURE _____ DATE _____

Original form to be kept at ConneXion in a secure location. Copy to be given to the person making the declaration.



Contact List

Brindabella Baptist Church Inc

Shop 8A, Tuggeranong Square, Anketell St, Tuggeranong ACT 2901

PO Box 2091, Tuggeranong ACT 2901

Phone: (02) 6293 4560

Email: admin@brindabellabaptist.org.au

Website

: www.brindabellabaptist.org.au

Baptist Union of NSW (Baptist Churches of NSW and the ACT)

54 Parramatta Road, Forest Lodge, NSW 2037

Private Bag 8, Glebe, NSW 2037

Phone: (02) 8572 3230 (Children, Youth & Young Adults)

Phone: (02) 8572 3228 (Standards Unit)

Email: info@baptistnsw.asn.au

Website: www.baptistnsw.asn.au

Office of Children, Youth and Family Support

(ACT Department of Disability, Housing and Community Services)

11 Moore St, Canberra City, ACT 2600

Phone: 13 34 27

Website: www.dhcs.act.gov.au

Child Abuse Reporting & After Hours Crisis Service

Phone: 1300 556 729

NSW Department of Community Services (DOCS)

Website: www.community.nsw.gov.au

DOCS Helpline (Child Abuse & Neglect reporting - 24 hours)

Phone: 13 2111 (anywhere in NSW)

DOCS Mandatory Reporting Line (suspected risk of harm)

Phone: 133 627

Domestic Violence Line (24 hours)

Phone: 1800 656 463 (Freecall, anywhere in NSW)

Community Services Centre (Queanbeyan)

256 Crawford St, Queanbeyan, NSW 2620

Phone: (02) 6299 1111

Offender Support

Living Waters

Wayne Coady (0410 622 861)

SALT

Wayne Coady (0410 622 861)

Sexaholics Anonymous

(02) 8250 0180



Legislation (ACT)

Visit www.legislation.act.gov.au for up to date information

- 1991 International Convention on the Rights of the Child
www2.ohchr.org/english/law/crc.htm
- 1997 ACT legislation requiring certain professional groups to report non-accidental physical injury and/or sexual abuse of children and young people
- 1999 Children and Young People Act: general principles to guide decisions and actions made or taken under the Act)*
- 2001 Protection Orders Act: includes continual exposure to domestic violence as emotional abuse
- 2004 ACT Children's Plan 2004-2014: plan to protect and advocate for rights of ACT children, including establishment of a Commissioner for Children and Young People
- 2007 The 1999 Act was republished (including current amendments). Note that Section 158 deals with voluntary reporting and Section 159 deals with mandatory reporting.

New South Wales

If an offence occurs within NSW, then it comes under NSW legislation. Please see the Contacts section for information about the NSW Department of Community Services (DoCS). For current information about NSW legislation, visit www.legislation.nsw.gov.au

Note that a child is a person under the age of 16 years in NSW and under the age of 12 years in the ACT.



Acknowledgements

Brindabella Baptist Church would like to acknowledge the following source materials used in preparation of this document:

Childsafe

Scripture Union Australia 2005

Creating Safe Spaces: Implementation Pack 2007

Rev Peter Barnett, Baptist Union of NSW in association with Baptist Insurance Management Ltd. January 2007

Guidelines for Children's Workers, Youth Workers and Workers with the Intellectually Disabled. Code of Practice for North Belconnen Baptist Church.

February 2001.

Protecting our future: Creating safe spaces for children & young people. Leaders Guide 2006

Rev Peter Barnett, Baptist Union of NSW and the ACT in association with Baptist Insurance Management Ltd. January 2006

Sexual Misconduct Offenders Policy

Lakes Baptist Church (Tas). October 2007

Working with Children & Young People Policy & Guidelines

Kenmore Baptist Church (Qld). No date, but post-2002