

Policy Changes Summary



Child Safety Policy

C3 BURWOOD

Introduction

1. C3 Burwood is committed to providing a child-safe and child-friendly environment.
2. C3 Church Burwood adopts the ChildSafe SP3 system and is committed to sound implementation of it. This policy is intended to help C3 Church Burwood achieve this.
3. This policy must be followed by every person involved in ministry in C3 Church Burwood. A ministry is any activity authorised by C3 Church Burwood.
4. For the purpose of this policy a child is a person under the age of 18 years.

The People Responsible

5. C3 Church Burwood Board accepts ultimate responsibility for ensuring C3 Church Burwood is child-safe.
6. C3 Church Burwood Board appoints Joel Reid as Risk Management Officer ('**RMO**'). The RMO is responsible for overseeing the integration of ChildSafe SP3 into C3 Church Burwood as a whole, and reporting quarterly to C3 Church Burwood Board on this.
7. The Coordinators in C3 Church Burwood, and their respective ministry areas, are set out in Item 1, Schedule 1. Each Coordinator is responsible for ensuring the implementation of ChildSafe SP3 into their ministry area, and reporting monthly to the RMO on this.
8. Team Leaders are the people in C3 Church Burwood, who hold recognised positions in, or who are responsible for, Team Members and participants in Church ministries.
9. Team Members are unpaid people who are invited by Team Leaders to assist them in their ministry.

Screening

10. A person must have a valid Working with Children Check, and be screened (including reference-checked) in accordance with the *Appointment Procedure* before serving in any ministry position listed in Item 2, Schedule 1.
11. A person who has been charged with a violent or sexually-related offence (whether convicted or not) cannot be involved in child-related programs or work in immediate proximity to child-related programs.

Training

12. The RMO, Coordinators, Team Leaders and Team Members must be trained (face-to-face and online) in accordance with the *Training Procedure*.
13. The RMO must maintain a training register. Refresher training must be held every 3 years

Accountability

14. No-one is accountable to themselves. Everyone is accountable to someone-else.
15. A Team Member or Team Leader cannot go ahead with an activity unless 'Permission-to-Proceed' has been granted by the Coordinator using the *Permission to Proceed Procedure* set out in pages 17 – 20 of the SP3 Team Leaders Guide. This is a critical, foundational principle for all ministries at C3 Church Burwood.

General Rules for Conduct

16. Every person involved in ministry at C3 Church Burwood must treat the safety and care of children as paramount.
17. C3 Church Burwood adopts the Code of Practice set out in pages 15 - 28 of the SP3 Team Members Guide. Each person involved in ministry in C3 Church Burwood, including every Team Member, Team Leader and Coordinator, must comply with the Code of Practice. Failure to do so will result in discipline under the *Formal Discipline Procedure*
18. The only person authorised to speak to the media in relation to any C3 Church Burwood ministry is Joel Reid. No other person should speak to the media.

Incident Reporting

19. Allegations of abuse are very serious and require a high degree of care when handling. Children should be believed.
20. Incidents must be reported in accordance with the [Incident Reporting Procedure](#) (appendix 3). Steps must be taken to ensure the safety of children while an investigation is underway.

Record-keeping

21. Information and documents that contain personal information must be stored confidentially and securely in accordance with C3 Church Burwood *Privacy & Data Protection Policy*

Other documents

22. The procedures and other documents that will be used by C3 Church Burwood to implement this policy are set out in Items 3 and 4 in Schedule 1.

Review

23. This policy must be reviewed and updated by June 2024. The person responsible for this is named in Item 5 of Schedule 1.

This policy was updated by resolution of the C3 Church Burwood Board on **25/03/2021**.

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Signature of Joel Reid

SCHEDULE 1

Item #	Description	Names and Positions														
1.	The Coordinators in C3 Church Burwood:	<ul style="list-style-type: none"> • Joel Reid, for Children's and Youth ministry 														
2.	The people that must have valid Working with Children Checks and be screened:	<ul style="list-style-type: none"> • All paid employees. • Team Members and Leaders in Children's Church and Youth. • Team Members and Leaders for the Youth Worship Team. 														
3.	Primary policies and procedures: <i>(See appendix for full procedures)</i>	<ul style="list-style-type: none"> • Code of Practice contained in SP3 Team Members Guide, pages 15-28. • Appointment Procedure. • Training Procedure. • Permission to Proceed Procedure. • Discipline Procedure. • Incident Reporting Procedure. • Investigations Procedure. • Privacy Policy. 														
4.	Other relevant documents: <i>(many other SP3 procedure documents exist at a level below the prime documents referenced here to support practice – refer SP3 resources list)</i>	<table border="0"> <tr> <td>Disciplinary Form</td> <td>CSE3-DP</td> </tr> <tr> <td>Grievance Procedure Form</td> <td>CSE3-GP</td> </tr> <tr> <td>Incident & Accident Form</td> <td>CSE3-IR</td> </tr> <tr> <td>Alleged Child Abuse Disclosure</td> <td>CSE3-IR</td> </tr> <tr> <td>Leader Agreement to Policy Form</td> <td>CSE3-OA</td> </tr> <tr> <td>WWCC & Mandatory Reporting Matrix</td> <td>CSE3-MR</td> </tr> <tr> <td>Resources Summary Index</td> <td>CSE3-SP3R</td> </tr> </table>	Disciplinary Form	CSE3-DP	Grievance Procedure Form	CSE3-GP	Incident & Accident Form	CSE3-IR	Alleged Child Abuse Disclosure	CSE3-IR	Leader Agreement to Policy Form	CSE3-OA	WWCC & Mandatory Reporting Matrix	CSE3-MR	Resources Summary Index	CSE3-SP3R
Disciplinary Form	CSE3-DP															
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Alleged Child Abuse Disclosure	CSE3-IR															
Leader Agreement to Policy Form	CSE3-OA															
WWCC & Mandatory Reporting Matrix	CSE3-MR															
Resources Summary Index	CSE3-SP3R															
5.	Person responsible for ensuring policy is reviewed and updated:	Joel Reid.														

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APPENDIX

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1. APPOINTMENT PROCEDURE

DATE: 25 March, 2021

REVISED BY: Joel Reid

REVISION DATE:

All leader's joining the Children's or Youth team for the first time (or joining again after a time away from the team that exceeds 3 month) will be required to go through the following process.

1. Been a member of the C3 Church Burwood for no less than 3 consecutive months prior to appointment
2. Comply fully with the SP3 Child Safety Policy of C3 Church Burwood. This includes but is not limited to providing a valid WWCC number, date of birth and successful completion of the online training modules.
3. Have a meeting with the Children's or Youth Pastor (as relevant) to discuss expectations of a team member within C3 Church Burwood.
4. Sign & submit a C3B CODE OF CONDUCT form (which includes referees) – if the person has already filled in a C3B CODE OF CONDUCT form, there is no need to complete another one.

2. TRAINING PROCEDURE

DATE: 25 March, 2021

REVISED BY:

REVISION DATE:

The RMO, Coordinators, Team Leaders and Team Member must have successfully completed the online training relevant to their position as supplied by Safety Management Online.

Failure to “pass” a given module will result in the person in the superior position resetting the module to give another opportunity to “pass.” Should a person fail a single module three times the superior will arrange to have a conversation with the applicant and discuss the reasons for failure to pass the module.

Further training follows apprenticeship model – new team members are trained ‘on the job’ by more experienced team members & leaders and encouraged to attend various training modules

3. INCIDENT REPORTING PROCEDURE

DATE: March, 2021

Revised by: Joel Reid

Revision date:

External Documents Referenced: Child Wellbeing & Child Protection NSW Interagency Guidelines (Called Guidelines hereafter)

Accessed: 06-05-2018

http://www.community.nsw.gov.au/_data/assets/pdf_file/0009/336357/reporting_section.pdf

MANDATORY REPORTING

As Pastors and volunteers of a church (N.G.O), we have a legal requirement to report to authorities (i.e. F.A.C.S - Family and Community Services formerly D.O.C.S.). If we are told that a child is at risk, if we believe that a child is at risk or we see a child at risk, it is mandatory to report children aged 0 - 15 years who may be at risk or at risk of significant harm. It is not mandatory to report young people aged 16 - 17 years (see Guidelines Page 2). However, we will continue to report incidents of abuse and neglect for young people aged 16 - 17 years.

- This requirement to report children at risk or at risk of significant harm now overrides all confidentiality or professional codes
- If a member of staff or leader, or connect leader, or youth leader or volunteer or member of the church tells us of a situation of a child at risk, it is mandatory to report this to F.A.C.S.
- Mandatory Reporting enables us to be better positioned to
 1. Protect Children
 2. To fulfil community responsibility and expectations
 3. Protect the church and C3 movement
 4. Protect the reputation of the church
- There is protection provided from reporting

CHILD PROTECTION INCIDENT CHECKLIST

Please be aware that if you are told of, or observe a child at risk, the following action is to be taken and completed in a 24 hour Timeline.

1. **Respond** to the immediate needs of the child, if necessary.
2. **Complete** an incident report as quickly as possible (these are located Black Filing Cabinet outside the Management Pastor's office), or write down details on a piece of paper. Write down as many details as possible - who, what, where, when.
3. **Inform** one of the following Staff members immediately – Joel Reid - and then keep all information confidential. The Staff member will then notify C3 Australia.
4. **Contact the Safe Church Helpline** 1800 070 511 (AEST Monday – Friday, 9am-5pm) for advice and guidance in the management of the situation as a church.
5. **Access** the “Online Mandatory Reporting Guide”. Do this with one of the Senior Staff present. Go to the “Decision Tree”, this is a series of online questions that will confirm if incident has to be reported. Please print off the Summary Page or the Decision Report and keep for records.
N.B. Printing off the Summary Page or the Decision Report, and placing with records can help to protect all involved against future accusations.
6. **Prepare:** Before you call the Child Protection helpline, you will need to collect the following information.
 - Date of birth of all children involved (if unknown give an estimate of age).
 - Address of Children
 - Name and Phone numbers of parents
 - If parents are living together or separated
 - The school name the children attend
 - Your name and your position at C3 Burwood
 - Address of Incident
 - Who informed you of the incident
 - All details of the event - date, time, location, who, when, where
 - Cultural background of family
 - Family strengths e.g. if you believe the family “will act protectively” to put measures in place to protect the child. (See NSW Interagency Guideline page 8, 9)
7. **Call FACS at 133 111**
 - This is a 24 hour number. Calls can be made day or night.
 - We strongly recommend that this call is made with a member of the Staff present. Either the Staff member will make the call or you will - this will be decided based on circumstances.
 - When directed by the prompts, we are a N.G.O (Non-Government Organisation).

Appendix

- Write down everything you are told by the person on the helpline. Record the date, time and any instructions you are given. Ask if there is anything you should do. This record is to be kept and filled.
 - Ask for a reference number, record this for the file and proof of call.
 - An email will be sent following the call to advise of the decision made by FACS. This must be printed and added to file.
- 8. Understand:** In some cases, there are some procedures you will be asked to follow.
- You may be asked not to alert parents or not to have any involvement with the family while incident is investigated so that evidence is not contaminated. Please write this in incident report - a record of this instruction may protect all involved from future accusation.
 - In other cases it is expected that we will continue to respond to the needs of the children (within the terms of our role). See Guidelines page 3.
 - There are safeguards for reporters. Reports to FACS are confidential and the reporter's identity is protected by law. No liability or defamation can be incurred because of making the report. However, the identity of the reporter may or may not be released to the police (see Guidelines page 10).
 - Once a report is made, no further report needs to be made unless new information comes to hand
 - Reports should be made in one form only, i.e. by phone or fax or eReport.
- 9. Storing Information** is vitally important.
- There must be a hard copy of all information. There must also be copies of all reports and emails sent from FACS. All reports and information for each incident must be kept together.
 - The incident reports are stored in the filing cabinet outside the Management Pastor's office.
 - You must remember that these documents need to be kept for the next 30 years or more. This will protect the church from any future allegations.
- 10. Meeting:** Please ensure that a meeting is held with at least one Senior Staff member as soon as possible.
- This ensures that all that needs to be done has been done
 - This ensures that all information is recorded
 - If there is a way to improve the process, it has been observed and discussed.
 - A pastoral plan can be made, if appropriate.
 - This is to debrief together for own support
 - A record of this meeting kept with the incident report