



BRAY PARK
COMMUNITY CHURCH

Member of Christian Reformed
Churches of Australia



safe people • safe programs • safe places

Child Safety Policy

Bray Park Community Church Inc

Introduction

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

The People Responsible

5. The Church Council of Bray Park Community Church accepts ultimate responsibility for ensuring Bray Park Community Church is child-safe.
6. The People responsible for making Bray Park Community Church child-safe are listed in the Bray Park Community Church Child Safety Policy Personnel Schedule (Personnel Schedule).
7. The Child Safe Coordinators in Bray Park Community Church are as per the Personnel Schedule. The ChildSafe Coordinators are responsible for ensuring the implementation of ChildSafe SP3 into all of our programs working with children and vulnerable people. The ChildSafe Coordinators are responsible to provide reporting on a quarterly basis to the Church Council of Bray Park Community Church.
8. Team Leaders and their respective ministry areas are set out in Item 3 of the Personnel Schedule. Each Team Leader is responsible for ensuring the implementation of ChildSafe SP3 into their ministry area, and reporting all incidents, concerns and maintenance issues to the ChildSafe Coordinators as soon as practicable. Team Leaders are the people in Bray Park Community Church, 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 Queensland Government Blue Card, and be screened (including reference-checked) in accordance with the Bray Park Community Church 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.
12. Any person deemed unsuitable to work with children or vulnerable people for whatever reason will not be appointed to work with children or vulnerable people in any capacity, at the discretion of Bray Park Community Church.

Training

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

Accountability

15. No-one is accountable to themselves. Everyone is accountable to someone-else.
16. 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. This is a critical, foundational principle for all ministries at Bray Park Community Church.

General Rules for Conduct

17. Every person involved in ministry at Bray Park Community Church must treat the safety and care of children and vulnerable people as paramount.
18. Bray Park Community Church adopts the Code of Practice set out in the BPC Code of Practice. Each person involved in ministry in Bray Park Community Church, 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 Discipline Procedure.
19. The only person authorised to speak to the media in relation to any Bray Park Community Church ministry is the Media Representative of Bray Park Community Church as per the Personnel Schedule . No other person should speak to the media.

Incident Reporting & Complaint Procedure

20. Allegations of abuse are very serious and require a high degree of care when handling. Children should be believed. All allegations of abuse will be handled in accordance with the Bray Park Community Church Child Harm, Abuse & Complaints Policy.
21. Incidents must be reported in accordance with the Child Harm, Abuse & Complaints Policy, recorded on an Incident Report, and where applicable investigated in accordance with the Investigations Procedure. Steps must be taken to ensure the safety of children while an investigation is underway.

Record-keeping

22. Information and documents that contain personal information must be stored confidentially and securely in accordance with Bray Park Community Church Privacy Policy.

Other documents

23. The procedures and other documents that will be used by Bray Park Community Church to implement this policy are set out in Items 2 and 3 in Schedule 1.

Review

24. This policy must be reviewed and updated by 31st January 2020. The person responsible for this is named in Item 4 of the Personnel Schedule.

This policy was adopted by resolution of the Bray Park Community Church Council on 10th February 2020

Signature of Chair or Secretary

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SCHEDULE 1

Item #	Description	Names and Positions		
1.	The people that must have valid Queensland Blue Card and be screened:	<ul style="list-style-type: none"> • Each member of Church Council • All Ministers • All paid employees • ChildSafe Coordinators • The Park Speciality Coffee Shop Staff • All Team Members and Leaders serving in <ul style="list-style-type: none"> ○ Creche ○ Junior Kidz Church ○ Kidz Church ○ GEMS ○ Cadets ○ Youth Ministry ○ Playgroup • All Team Members and Leaders serving in <ul style="list-style-type: none"> ○ Deacons ○ Community Cupboard Helpers ○ Care Team Members • All Team Members and Leaders Serving in <ul style="list-style-type: none"> ○ Kidz Church Creative Team 		
2.	Primary policies and procedures:	Policy	Page No	Related Documents
		This Child Safe Policy		CSE4-POL
		Team Member/Leader Appointment Procedure	18	CSE3-OA
		BPCC SP3 Code of Practice	7	CSE3-COP-BPCC
		Child Harm, Abuse & Complaint Policy		CSE4-COM
		WWCC & Mandatory Reporting		CSE3-MR
		Permission to Proceed /Risk Assessment Procedure	24	CSE3-CP CSE3-SS
		BPCC Privacy policy	30	
3.	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, indicating appropriate documents in context and employed by Bray Park Community Church. Some procedures may still need to be created).</i>	Policy	Page No	Related Documents
		Training procedure	9	
		Incident report form		CSE3-IR
		Discipline procedure	26	
		Investigations procedure		Contained in CSE4-COM

		Resources summary index		CSE3-SP3R
		Policy & Procedure Guide		CSE3-PP
<p>1. Investigations may be a simple (internal) process (contained within CSE4-COM), be a broader policy, or subject to an external process like a State Reportable Conduct Scheme. For the latter, authority directives may guide the investigations procedure.</p>				

BPCC CODE OF PRACTICE

Resource Code CSE3-COP-BPCC

Working Safely with All Participants

ChildSafe SP3 is committed to the safety and wellbeing of all participants, especially children and vulnerable people involved in programs run by you and your organisation.

When you work within this Code of Practice you will be supporting the rights of the participant, ensuring a safe environment for all.

Team Members should work together to build and maintain a secure environment for all participants in a program.

Leadership is a position of power and influence over others. This can sometimes be abused. The Code of Practice offers a safeguard against abuse of positional power, providing boundaries for appropriate behaviour.

The Code of Practice provides essential guidelines for behaviour when working with children and vulnerable people in a program.

The Code of Practice means that everyone on the team understands the expectations – we are all ‘on the same page’.

What Does the Code of Practice Cover?

- Behaviour
- Language
- Physical Contact
- Program Style
- Cultural Awareness
- Special Needs
- ChildSafe SP3 Ratios
- Privacy & Social Media

1. Behaviour

What we do as Team Members reflects our values. It is vital to behave in a way that upholds what we believe about children and vulnerable people – that they are valued and deserve to be treated with respect and dignity.

Be a Good Role Model

Children and vulnerable people learn as much from what Team Members do as from what they say. It is easy to 'love the lovable'. The children and vulnerable people who are not easy to love often need more love from us. Avoid behaviour that gives the impression of favouritism or encourages 'special' relationships with individual children. Where parents, carers or members of the community observe Team Members at work, they need to see a caring style that demonstrates the positive values your organisation seeks to uphold.

What to Do

- Treat all participants with respect, and take notice of their reactions to your tone of voice and manner.
- Do not be alone with a child.
- Do not enter the sleeping accommodation of members of the opposite gender, except in emergencies.
- Be aware of situations when children or vulnerable people might be changing, showering or using the toilet.

2. Language

Words Can Hurt

It is important to use language that affirms the worth, dignity and significance of the participants. It is not unusual to use negative or critical language towards people in an attempt at humour. Humour is a wonderful thing; however, we must ensure that jokes are not made at the expense of others as this erodes the sense of safety and care.

Mind Your Language

- Do not use derogatory language towards Team Members or participants – even when meant as sarcasm or as a joke.
- Do not use ‘in jokes’, negative language, put downs or sexist language with other Team Members or with participants.
- Do not speak down to children or young people in a superior way, but instead speak to them as people of value.
- Where private conversations are necessary, the Team Member and child should remain visible to another adult in the group.

3. Physical Contact

Many children enjoy physical contact, and will seek it as a simple expression of affection and confidence, however others do not appreciate or seek physical contact.

Physical contact between adults and children may be misconstrued. Children and vulnerable people may not be aware of creating such situations. It is your duty to be alert to such circumstances. We must always be seen to be doing the right thing as well as knowing that we are.

Expectations

Physical contact should:

- Be in response to the participant’s need and not the Team Member’s.
- Be with the child or vulnerable person’s permission – resistance from the person should be respected.
- Never be in the area normally covered by bathers/ swimwear.
- Be open and not secretive.
- Be governed by the age and developmental stage of the person.

Let the Participant Choose

Children and vulnerable people should be allowed to choose the degree of physical contact they have with others, apart from exceptional circumstances or when needing medical attention.

It is inappropriate to initiate close physical contact; this should come from the participant, if at all.

Physical contact between Team Members, and children and vulnerable people is inappropriate if it could be perceived as a threat, if it causes embarrassment to either person, or if it does not allow either person to disengage easily.

As a general rule, open displays of affection initiated by children in the presence of others, are acceptable.

Team Members need to be aware that consistent contact with the same person may give the impression of favouritism. It is unwise, and may result in others competing for attention or feeling left out.

Any physical activity that is, or may be construed as, sexually stimulating to the Team Member or participant is inappropriate and must be avoided.

Physical touch has an important role in building healthy relationships. It needs to be done within these very clear guidelines and with a heightened awareness of changing community attitudes around safe and appropriate touch with children and vulnerable people.

Doing the Right Thing

- Touching a child or vulnerable person between the neck and the knees should be avoided, although contact with the bony areas of the body such as the shoulder, elbow or head, is generally acceptable.
- A sideways hug around the shoulder is more acceptable than an arm around the waist.
- There will be occasions where displays of affection are natural. Children must not be shunned if they initiate and demonstrate their need for comfort, bearing in mind the age of the child and the circumstances. Care needs to be exercised that such situations don't occur in private.
- On no account must any form of corporal or physical punishment be administered, even in fun.
- The only form of physical restraint appropriate is to protect children from harm. This includes reasonable restraint to stop a fight, to stop bullying or to avoid an accident.
- What is reasonable and lawful will depend on the circumstances, and appropriate judgement should be used.
- Allow children to determine the degree of physical contact they have with you, without showing favouritism.
- Toileting of young children should be done in accordance of Child Safe Training module SC1 Working with children under 5

4. Program Style

Why is this important?

Children and vulnerable people are not always able to sense the risks associated with participating in activities.

Your program and activity choices need to be made keeping the participant group's capability and risk appetite in mind.

The activities you choose will speak loudly about the values you and your organisation hold about people.

What do I need to know?

Activities or 'wide games' that require participants to operate on their own or in pairs out of sight of the Team Members need to be managed carefully. This includes activities that require participants to engage in public places.

Clear boundaries and rules are needed to ensure that participants can engage in activities safely.

It is not appropriate for participants to be made to feel stupid or embarrassed. Whilst competitive games or activities can be fun, if they exploit gender, intellectual or physical differences, then they should be avoided.

As you identify your program activities, consider their age appropriateness.

What do I need to do?

- Be willing to drop an activity if you sense that it is not working safely, or is making participants feel angry or isolated.
- Put in extra planning and support measures when an activity has extra challenges.
- Ask your Team Leader to help you plan well.

5. Cultural Awareness

Sensitivity

Team Members need to be sensitive to cultures and family traditions different from their own. These differences may affect the degree of participation of children and vulnerable people in activities and games.

Respect

No pressure should be applied to participants from other cultures and traditions to encourage participation.

The family has many forms and leaders must respect a participant's support structures.

Team Members need to be sensitive about using words that make assumptions about any participant's background, family status or principal caregivers.

Your team should have zero tolerance for language or activities that discriminate on the basis of gender, race, age or ability.

What do I need to do?

- Show respect for the authority structures of other cultures and traditions.
- Do not make statements that reflect ignorance, bias or ridicule about other religions and cultures.
- Do not hold, kiss, cuddle or touch children or vulnerable people in an inappropriate and/or culturally insensitive way.

6. Special Needs

Who May Have Special Needs?

People with special needs may include very small children, and people with particular intellectual, mental or physical disabilities, children with an Autism Spectrum Disorder and the elderly.

Be Inclusive

Being inclusive of children and vulnerable people with special needs has more to do with a positive attitude and a willingness to learn, than with a list of 'Dos and Don'ts'.

Being inclusive means seeing that each person has both the potential to learn, and the need to be loved and included like all other children and vulnerable people.

Be Proactive

You may need extra adult help. The number of extra Team Members will depend on the particular needs of the child or vulnerable person.

Some children and vulnerable people will require one-on-one assistance.

Privacy and respect are particularly important for participants with special needs who may need help with toileting.

Find out as much as you can about the specific disability, as well as constructive ways to include the participant.

Caregivers and schools are often the best sources of information on how to include those with special needs.

When working with people with special needs, activities should be structured, yet flexible.

Be Creative

Make sure your attitudes and behaviour are positive and inclusive towards children and people with special needs, as this will have a significant influence on how others react.

Encourage all children and vulnerable people to participate, play and learn together, and to share responsibilities.

Where appropriate, ask the participant what they think or want.

Rather than avoiding some activities because your group includes children or vulnerable people with special needs, be creative in the ways you include everyone.

Limit the amount of furniture and other obstructions to allow space to move.

Plan to include regular breaks in your program.

7. ChildSafe SP3 Ratios

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Every program must have a safe number of adult Team Members in relation to the number of participants. This will differ according to the activity, age and capacity of the participants.

What do I need to know?

- ChildSafe SP3's recommended Team Member to participant ratio for any activity is no greater than 1:8 (i.e. 1 leader for every 8 participants).
- When young children or people with special needs are present the ratio should be lower.
- Some organisations use lower ratios, allowing a greater opportunity to build quality relationships and provide higher safety standards.
- ChildSafe SP3 has other ratios for specific contexts, including working with the very young or when water activities are involved. Your Team Leader has Modules for these activities with more details.

8. Privacy & Social Media

Personal Information

As a Team Member you may require access to private information about a participant (e.g. medical information).

You have an obligation to abide by the organisation's privacy policy in relation to protecting the right to privacy of participants and their families.

Personal information and photographs obtained from your involvement in programs must not be used inappropriately.

Appropriate use would be within the context of the program itself, or uses for which permission has been obtained from the caregiver or child (as appropriate).

Contact Outside the Program

It may be necessary to continue to keep contact with participants outside a program. This requires care on your part, ensuring that the family grants permission, and that the child or vulnerable person welcomes such contact.

What do I need to do?

- Ask your Team Leader for a copy of your organisation's Privacy Policy.
- Photographs taken during programs must not be kept for personal use or publicly shown, including on social media sites, without permission as indicated above.
- Keep a record of ongoing contact with participants.
- Communicate with the child or vulnerable person in an open manner, keeping in mind what you would be happy for their family to hear or read.
- Do not take a child or vulnerable person to your home, or encourage meetings outside the program activity.

Social Media

The use of social media can pose danger to participants, Team Members and organisations, great care is required when interacting on social media.

Social Media Guidelines

- Do not friend or follow any participant under 18 on social media, only known to you through the program.
- Do not initiate a friend request of a person under 18.
- The only social media platform where it is appropriate to send private messages to participants is Facebook, however even on Facebook the use of group chats is preferable where possible.
- It is never appropriate to have any contact with any participant under 18 on a platform which automatically deletes messages, such as Snapchat or Instagram messaging.
- On social media platforms, where messages are permanent and preferably visible to others, it is only appropriate to follow or interact with participants if you are personally connected to them outside of the program i.e. relatives or close family friends.
- Be aware that whatever you post online cannot be taken back. Again, only share what you would be happy for a caregiver to see.

9. Travel

Refer to the 'Transportation and Vehicle safety' training document (Module TS1). The below is a summary of key points.

Who can transport participants?

To transport participants, you must:

- Have P2 green probationary or an open license. You cannot transport participants if you have a Learners permit or a P1 red probationary license.
- You must have a good driving record.
- Inform and obtain approval from the Team Leader in charge of the relevant activity prior to the trip.
- Completed the form 'CSE3-DD Drivers Declaration'.

Vehicle requirements

All vehicles used to transport people during a program must be roadworthy and have current registration. It is the responsibility of the driver to ensure that the vehicle is safe for use. You should use the following **POWER** checklist:

Resource Level: Organisation
Code: CSE3.5-POL1C, v3.518

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Petrol – plenty of fuel.

Oil – correct level.

Water – correct level.

Electrics – all lights, indicators and other devices are functional.

Rubber – tyres are in good condition and correctly inflated

Guidelines when transporting participants:

If you are required to transport a participant:

- Parental/ guardian permission should be obtained before transporting participants under the age of 18.
- There should always be another person in the car, preferably another Team Member.
- It is preferable to transport a participant of the same gender rather than of the opposite gender to yourself.
- Transport should only be provided for organised events where the relevant permissions have been granted or when permission has been granted by the Team Leader

Family and Friends Transport

It is recommended that you follow our transport policy even for friends and family as these guidelines provide protection for both the Team Member and the Participant. However, we do understand that this situation arises at times amongst close friends and relatives. If you choose to transport family and friends, you are doing so against our transport policy and do so at your own risk, a few things you should consider are:

- Plan your trip not to be alone with a child under 18, try to take a sibling or friend with you.
- For your protection never offer a lift, if asked to transport a child, take someone with you or try to make alternate arrangements.
- If you do transport family or friends always make personal contact with the parent/guardian on arrival.
- For your protection take and keep a personal note of the trip, including the specific times of arrival and departure, and any relevant issues or topics of discussion.
- If you are a young person transporting your personal friends, always ensure that their parent is aware that you are transporting them.

10. Incidents, First Aid & Medication

First Aid

Resource Level: Organisation
Code: CSE3.5-POL1C, v3.518

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A trained first aid officer should be on site at every event.

If a participant is injured, ensure their immediate safety then immediately inform the first aid officer.

In the event of a first aid incident, leaders should support the first aid officer and team leader by keeping participants calm and isolating any source of danger which could cause another participant to be injured.

Only the first aid officer should administer any medical treatment, unless there is no first aid officer on site or in the case of extreme circumstances.

It is the responsibility of the first aid officer to determine whether further medical attention should be sought for an injury.

Administering medication

Only the first aid officer can administer medication, in accordance with supplied instructions from parent. This applies to any medication, including paracetamol/ Panadol.

Written permission from a parent or guardian must be obtained before a participant can be administered medication, except in an extreme situation where the first aid officer deems necessary and parents/guardians cannot be contacted.

Incidents

All incidents should be reported to the Team Leader as soon as possible no matter how minor. The Team Leader is required to inform the parent or guardian of the incident.

An Incident Report Form should be obtained from the Team Leader and completed with relevant details, and returned to the Team Leader on the date of the incident.

All Team Members/Leaders are required to read, understand and sign a copy of the Bray Park Community Church Code of Conduct at the beginning of each year.

I the undersigned have read and agreed to abide by all of the above items in this Code of Conduct. If I should fail to do so, I understand that I may be subject to disciplinary action by the leadership of Bray Park Community Church.

Name: _____

Signed: _____ Date: _____

Team Member/Leader Appointment Procedure

Our Volunteers are a vital part of ministry at BPCC, they help lead and guide our children and young people, and as such, it is of great importance that the right people are serving in the right roles. The safety of our programs is paramount. All volunteers will be appointed using the following procedure.

Pre-Appointment

- A prospective Team Member who wishes to serve in a teaching/leading capacity will be known to BPCC for a minimum of 6 months
- A prospective Team Member who wishes to serve in a helper capacity will be known to BPCC for a minimum of 3 months
- The Team Leader will discuss with the prospective Team Member the general expectations and responsibilities involved in serving in the ministry role. If they wish to join the team, the Team Leader will provide the applicant with the documents in the Appointments Checks and Training section of this document.

Appointment Checks and Training

The prospective Team Member will undergo the following checks and training before being officially placed in a ministry team.

- The applicant will complete form CSE3-OA and return the form to the Team Leader
 - The Team Leader will interview the applicant
 - The Team Leader will check references provided
 - If the applicant passes, notify the ChildSafe Officer/s for them to be added to the ChildSafe portal (Safety Management Online) for training.
- The applicant must hold a valid Queensland Blue Card before they can commence working with children, vulnerable or young people at BPCC
 - Volunteers can apply for a Blue Card at no charge through the church office
 - If the applicant has an existing Queensland Blue Card they are required to complete a Linking Form
 - Queensland Blue Cards currently need to be renewed every 3 years
 - Teachers and Police Officers are required to supply their teacher's exemption number, and link their card to BPCC.

- Child Safe Training
 - The applicant must complete the Child Safe training appropriate to their ministry role, before they can commence working with children, vulnerable or young people at BPCC.
 - The BPCC Code of Conduct must be understood and signed by all Team Members working with children, vulnerable or young people at BPCC
 - If Team Members breach this code disciplinary action will be taken in accordance with the Bray Park Community Church Discipline Procedure.
 - All Team Members will renew their Child Safe training every 2 years. BPCC reserve the right to require more frequent training if deemed necessary or if government requirements change.

Finalising the Appointment to a Team

- Child Safe Coordinator/s
 - Ensure all requirements for team appointment are met
 - Valid Blue Card
 - Child Safe Training complete
 - References check
 - Added to the SMO Website
 - Approval in SMO Website
 - Apply clearance check to Planning Center
- Team Leaders Responsibilities
 - Training
 - The Team Leader will provide a clear role description of the Team Members position
 - The Team Leader will ensure that the new Team Member is trained in the role and provide supervision through this process
 - The Team Leader will check in with the Team Member to ensure they are comfortable in their role, and they can ask any questions they may have.
- Team Member Responsibilities
 - Expectations
 - Attend all team meetings/training provided
 - Abide by the Code of Practice
 - Ask questions if unsure

ChildSafe Training Procedure

ChildSafe training is relevant to anyone who engages in work with children, vulnerable people and families. ChildSafe sets a standard of safety and care for the organisation and it is important that everyone involved is informed and agrees to uphold it. The major focus of the training is keeping children and vulnerable people who participate in organised programs, safe from harm. It is also concerned with your safety, and the safety of others within your team.

Our Volunteers are a vital part of ministry at BPCC, they help lead and guide our children and young people, and as such, it is of great importance our volunteers are trained well and consistently across all of BPCC ministries working with children and vulnerable people. The safety of our programs is paramount, all volunteers will be required to undergo ChildSafe training on a regular basis as outlined in this policy.

Junior Leader Training Requirements

Junior Leaders involved in children or vulnerable people related ministry at BPCC are required to undergo the following training;

Under 16yrs

- **It is expected that they will attend the following training opportunities where practical**
 - Junior Leader Training sessions
 - All team meetings
 - Ignite Children's Conference is a recommended training opportunity for Junior Leaders

16yrs and above

- **ChildSafe Training - Team Member level M3 – every 3 years**
 - Face-to-face training is offered annually (this is the preferred training method)
 - If Team Member cannot attend the face-to-face training session, they must undertake the training online before they can commence in their Team Member role.
- **It is expected that they will attend the following training opportunities where practical**
 - All team meetings and training opportunities provided by their team leader

Team Member Training Requirements

Team Members involved in children or vulnerable people related ministry at BPCC are required to undergo the following training;

- **ChildSafe Training - Team Member level M3 – every 3 years**
 - Face-to-face training is offered annually (this is the preferred training method)
 - If Team Member cannot attend the face-to-face training session, they must undertake the training online before they can commence in their Team Member role.

Team Leader Training Requirements

- **ChildSafe Training - Team Member level M3 – every 3 years**
- **ChildSafe Training – L1 The ChildSafe Team Leader**
- **ChildSafe Training – L2 Safety Management and Permission to Proceed**
 - Face to face training is offered annually, this is the preferred training method
 - If Team Member cannot attend the face-to-face training session, they must undertake the training online before they can commence in their Team Member role.

ChildSafe Coordinator Training Requirements

- **ChildSafe Training - Team Member level M3 – every 3 years**
- **ChildSafe Training – L1 The ChildSafe Team Leader**
- **ChildSafe Training – L2 Safety Management and Permission to Proceed**
- **C1 The ChildSafe Coordinator**
 - Face-to-face training is offered annually, this is the preferred training method
 - If Team Member cannot attend the face to face training session, they must undertake the training online before they can commence in their Team Member role.

Staff and Leadership Training Requirements

To ensure a culture of child safety, all staff and Church Council members are required to undertake the following training;

- **ChildSafe Training - Team Member level M3 – every 3 years**
 - Face-to-face training is offered annually (this is the preferred training method)
 - If Team Member cannot attend the face to face training session, they must undertake the training online before they can commence in their Team Member role.

Emergency Response Team Training Requirements

- **ChildSafe Training - Team Member level M3 – every 3 years**
- **Specialised ERT Training**

Permission to Proceed Procedure

Safe programs require safe planning. Team Leaders are required to seek permission to proceed on all programs in accordance with this policy.

Annual Permission to Proceed

Before regular ministry programs can commence for the year, the Team Leader must complete and submit the following documents to the ChildSafe Coordinators a **minimum of 2 weeks prior** to the start of their regular program.

This application can be completed through the program tab of the SMO website (preferred), or via hard copies.

The application must include;

- Assigned Team Members
- Safety Plan for typical program
 - Including a risk assessment of the rooms/spaces/equipment the ministry regularly uses
- Develop Activity Plan (if needed)
- Emergency Contact Information (if needed)
- Attach Event Schedule (if needed)
- Attach Participant List (if needed)
- General Safety and Care Checklist CSES-SM
- Request Permission

Additional Permission to Proceed

Throughout the program where your typical program varies, the Team Leader will be required to submit an additional permission to proceed request for each activity. Examples of these circumstances could include;

- Offsite events/activities
 - a copy of the venues Public Liability Certificate of Currency is required
- Events/activities run by outside providers
 - a copy of the venues Public Liability Certificate of Currency is required
 - a copy of the providers risk assessment for the activity.
- Any activities that are outside the scope of your annual permission to proceed.

This application can be completed through the **program tab** of the SMO website (preferred), or via hard copies.

The application must include;

- Assigned Team Members
- Safety Plan
- Develop Activity Plan (if needed)
- Emergency Contact Information (if needed)
- Attach Event Schedule (if needed)
- Attach Participant List (if needed)
- Transport Plan (if needed)
- Request Permission

Camps Permission to Proceed

The Team Leader should discuss the prospect of camp as early as possible with the ChildSafe Coordinator/s, all documents need to be submitted according to the following timeline.

- **Initial planning stages**
 - Initial discussion with the ChildSafe Coordinator/s – verbal permission
- **Minimum 1 month prior**
 - General camp information
 - a copy of the venues Public Liability Certificate of Currency is required
 - a copy of the providers risk assessment for the venue and or any activities run by the site.
 - Location/s of program
 - General safety plan
 - Emergency Contact Information
 - General transport plan
- **Minimum 2 weeks prior**
 - Update any changes
 - Full activity plan
 - Full safety plan, including all activities run by team leaders and any activities run by outside providers
 - Assign Team Members
 - Provide participant list

- Full transport plan including drivers' declarations
- First aid officer/s appointed and first aid kit checked and signed off on
- **Minimum 1 week prior**
 - Any changes must be updated
 - Incident forms printed along with any known medical conditions, and first aiders informed
 - Provide final participant list
- **Final approval needed**

Team Member/Leader Discipline Procedure

The safety and protection of children and vulnerable people in our care are of the utmost importance, and all complaints and concerns will be taken seriously and acted on in accordance with this policy.

Any complaint or concern raised relating to Child Harm or Abuse will be handled in accordance with The Child Harm, Abuse and Complaint Policy CSE4-COM

Complaint or Concern about a Team Members Conduct

All Team Members/Leaders are required to abide by the Bray Park Community Church Code of Practice at all times.

If a complaint is raised an **Incident Report CSES-IR** should be completed as soon as possible and submitted to the Team Leader.

Upon receiving a complaint, an initial risk assessment must be conducted to identify and minimise any risks to children and to determine the seriousness of the issue.

Bray Park Community Church must investigate all complaints of conduct that does not reach the criminal threshold but may be inappropriate and/or a breach of Bray Park Community Church's Code of Practice. If there is any doubt about whether the criminal threshold has been reached, the allegation should be reported to the relevant authorities.

The investigator must ensure that they:

- a) are impartial and objective, applying a consistent treatment of allegations regardless of who they come from and who they are against
- b) have no conflict of interest with the proper investigation of the complaint
- c) If the complaint is in relation to abuse, the Child Harm, Abuse and Complaints Policy CSE4-COM must be utilised
- d) follow steps to meet the requirements of procedural fairness.

1. In addition, Reportable Conduct schemes present in NSW, Victoria and ACT may also require a reporting response, especially relating to child abuse by a staff member or volunteer, as defined in each scheme.

Discipline Procedure

1. Team Leader to meet with complainant to discuss the complaint, complete Incident Report CSES-IR as required
2. Team Leader to submit the complaint/incident report and discuss the complaint with the ChildSafe Coordinator/s who will conduct a risk assessment to determine level of seriousness and what discipline path should be taken
3. Upon assessment of the seriousness of the complaint/incident, the ChildSafe Coordinator/s shall determine whether the Team Member is to step down from the Team pending the outcome of the discipline procedure.

Seriousness indicator	Minor	Moderate	Major
Action	<ol style="list-style-type: none"> 1. Team Leader to meet with Team Member to discuss the complaint 2. Team Leader to meet with Team Member, revisit the Code of Practice 3. Team Members will be given an official warning 4. Provide ChildSafe Coordinator/s with details and record a strike 5. Complainant will be informed that discipline action has been taken 	<ol style="list-style-type: none"> 1. Team Leader and ChildSafe Coordinator/s to meet with Team Member to discuss the complaint 2. Team Leader and ChildSafe Coordinator/s to meet with Team Member, revisit the Code of Practice and discuss the breach 3. Team Members will be given an official warning 4. If the Team Member has made an unintentional error in judgment that can be corrected with more training the Team Member will be required to undertake additional training 5. 2 strikes will be recorded against them 6. Complainant will be informed that discipline action has been taken 	<ol style="list-style-type: none"> 1. Team Leader and Senior Leadership to meet with Team Member to discuss the complaint 2. Team Leader and Senior Leadership to meet with Team Member, revisit the Code of Practice and discuss the breach 3. The Team Member will be asked to step down from the team immediately 4. If required, the matter will be referred to the relevant authorities 5. Provide ChildSafe Coordinator/s with details and record 3 strikes 6. Complainant will be informed that discipline action has been taken

Any Team Member to receive 3 strikes will be required to step down from their ministry role.

Complaint or Concern about a Team Leaders Conduct

All Team Leaders are required to abide by the Bray Park Community Church Code of Practice at all times.

If a complaint is raised an **Incident Report CSES-IR** should be completed as soon as possible and submitted to the ChildSafe Coordinator/s.

Discipline Procedure

1. ChildSafe Coordinator/s to meet with complainant to discuss the complaint, complete Incident Report CSES-IR as required and will conduct a risk assessment
2. Upon assessment of the seriousness of the complaint/incident, the ChildSafe Coordinator/s shall determine whether the Team Leader is to step down from the Team pending the outcome of the discipline procedure.
3. ChildSafe Coordinator to discuss the complaint with the senior leadership to determine level of seriousness and what discipline path should be taken

Seriousness indicator	Minor	Moderate	Major
Action	<ol style="list-style-type: none"> 1. ChildSafe Coordinator to meet with Team Leader to discuss the complaint 2. ChildSafe Coordinator to meet with Team Leader, revisit the Code of Practice 3. Team Leader will be given an official warning 4. ChildSafe Coordinator/s will record details and record a strike 5. Senior Leadership and the complainant will be informed that discipline action has been taken 	<ol style="list-style-type: none"> 1. Senior Leadership and ChildSafe Coordinator/s to meet with Team Leader to discuss the complaint 2. Senior Leadership and ChildSafe Coordinator/s to meet with Team Leader, revisit the Code of Practice and discuss the breach 3. Team Leaders will be given an official warning 4. If the Team Leader has made an unintentional error in judgment that can be corrected with more training the Team Leader will be required to undertake additional training 5. 2 strikes will be recorded against them 6. Complainant and Church Council will be informed that discipline action has been taken 	<ol style="list-style-type: none"> 1. ChildSafe Coordinator/s and Senior Leadership to meet with Team Leader to discuss the complaint 2. ChildSafe Coordinator/s and Senior Leadership to meet with Team Leader, revisit the Code of Practice and discuss the breach 3. The Team Leader will be asked to step down for the team immediately 4. If the matter requires, the matter will be referred to the relevant authorities 5. Provide ChildSafe Coordinator/s will record details and record 3 strike/s 6. Complainant will be informed that discipline action has been taken 7. Church Council will be informed

Any Team Leader to receive 3 strikes will be required to step down from their ministry role.

Child Harm, Abuse and Complaint Policy

Any complaint or concern raised relating to Child Harm or Abuse will be handled in accordance with The Child Harm, Abuse and Complaints Policy CSE4-COM

Emergency Response Team

In the occurrence of a serious event at Bray Park Community Church or under the banner of one of our programs, the Emergency Response Team can be activated as the need arises. Team Leaders are to contact the Response Coordinator/s as per the Bray Park Community Church Childsafe Personnel Schedule who will activate the team if required.

Privacy Policy

Your privacy is important to us. The following outlines Bray Park Community Church's Privacy Policy and how we manage the information we hold about you. We are committed to protecting your privacy, caring for you, and upholding our obligations under the Privacy Act 1988 and in accordance with Scripture.

What information do we hold and for what purpose?

We are committed to helping you understand the Gospel and to know Jesus. We are also committed, as God's people, to look after you and to look to your interests in addition to our own. To help us protect and care for you, it is necessary for us to know you and the people who come in contact with us. As such, we may collect general information about you (such as your name, address, and contact details) so that we can contact you and minister to you effectively. In some instances, we may collect sensitive information (as defined by the Privacy Act) that may include your health information or information about your beliefs. We will only collect the information with your consent or if we are required under the law to do so.

If you make a financial payment to us, we may collect details about your bank account and/or credit card. We will neither hold nor collect that information unless you provide that information to us.

How do we collect information?

We may collect information through our website, our forms including sign-up and registration forms, information received in public meetings, smaller group meetings, face-to-face conversations and from written responses to our communication to you.

Where practicable, the purpose for which we collect your information will be made clear to you at the time of collection. Generally, information is collected so we can connect you with the relevant ministry department that you ask to be connected to. These departments include our Growth Groups, Connect Ministries, Care Team, Serving Teams, Outreach Ministries, Church Council and our Pastors and staff. We do not collect or hold information for purposes outside of ministering to you.

At times you may be invited to participate in a church wide survey, these surveys may be run by external parties and will be offered on an opt-in basis.

How do we use this information and whom may we disclose it to?

In keeping with our purpose, we may make your information available to our staff, leaders, deacons, pastoral team, interns, and volunteers. Such information excludes any financial or sensitive information you may choose to provide to us. We will not disclose your information to parties outside of Bray Park Community Church for any purpose.

We may also pass financial information to third parties with your consent for the purpose of setting up regular giving. At Bray Park Community Church we do not retain or record your bank account or credit card details for any purpose unless requested in writing to do so by you.

Any sensitive information you choose to provide to us will not be disclosed to any party without your consent unless we are required under the law to do so or the disclosure is necessary for the purpose of our ministry. Any information you provide to us will be treated with utmost confidentiality.

Certain organisations, such as the police and the courts of law have the authority to require us to supply details that may include your personal information. If this occurs, we will comply with the requirements and advise you that we have done so.

We do share de-identified information regarding births, deaths, marriages, membership and baptism with our denomination, The Christian Reformed Churches of Australia.

How do we keep your information?

Your information is stored in a database that is accessible by relevant Bray Park Community Church staff members, Deacons and the Pastoral Team. All information in the database will not be disclosed to any party external to Bray Park Community Church for any purpose, which include direct marketing purposes, or disclosure to overseas parties.

Email campaigns

Resource Level: Organisation
Code: CSE3.5-POL1C, v3.518

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Bray Park Community Church sends church wide email campaigns to keep you informed of movements, events, and happenings in the life of our church. If you do not wish to be receive these emails and you have already subscribed, you may unsubscribe by clicking unsubscribe at the bottom of the email, or by emailing office@bpcc.com.au.

Access to your information

You can request access to or update your information by contacting Bray Park Community Church office@bpcc.com.au. We will provide you with access to your personal information unless we are legally authorised to refuse your request, or if granting access will have an unreasonable impact on someone else's privacy.

Security

Safeguarding the privacy of your information is important to us. We will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Your information, along with the information of other members of Bray Park Community Church, will be stored in a secure database that only authorised users have access to.

Where we use cloud storage, we take all reasonable steps to ensure that the providers we use have privacy policies in place that comply with Australian privacy regulations and principles.

We may need to maintain records for a period of time. When we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records regarding you.

Cookies

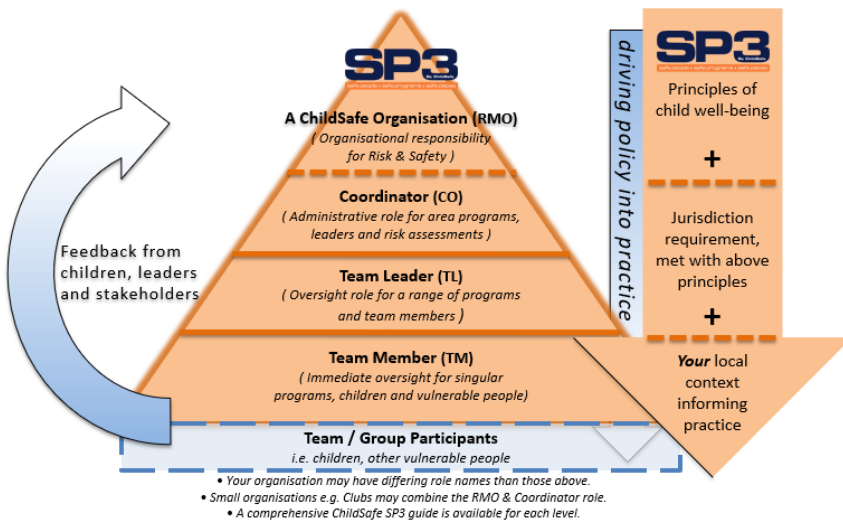
A cookie is a small amount of information sent from a web server to your computer. We use cookies when someone provides their details into our site to retain information for the purpose of our ministry. We do not use cookies to track your internet activity before or after you leave our website.

Further information

If you would like any further information, or have any queries, problems or complaints relating to this policy or our information handling practices in general, please contact the Bray Park Community Church Office office@bpcc.com.au.

Policy Review

This policy will be scheduled for review every five (5) years, or as dictated by legislative requirements.



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