



Child Safety Policy

Canberra Austral-Asian Christian Church

Introduction

Canberra Austral-Asian Christian Church is committed to providing a child-safe and child-friendly environment.

Canberra Austral-Asian Christian Church adopts the ChildSafe SP3 system and is committed to sound implementation of it. This policy is intended to help Canberra Austral-Asian Christian Church achieve this.

This policy must be followed by every person involved in ministry in Canberra Austral-Asian Christian Church.

A ministry is any activity authorised by Canberra Austral-Asian Christian Church.

For the purpose of this policy a child is a person under the age of 18 years.

The People Responsible

The Board of Elders accepts ultimate responsibility for ensuring Canberra Austral-Asian Christian Church is child-safe.

The Board of Elders appoints Yvonne Kwan and Anndey Ho as Risk Management Officers ('RMO'). The RMO is responsible for overseeing the integration of ChildSafe SP3 into Canberra Austral-Asian Christian Church as a whole, and reporting quarterly to Board of Elders on this.

The Coordinators in Canberra Austral-Asian Christian Church, 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 every second month to the RMO on this.

Team Leaders are the people in Canberra Austral-Asian Christian Church, who hold recognised positions in, or who are responsible for, Team Members and participants in Church ministries.

Team Members are unpaid people who are invited by Team Leaders to assist them in their ministry.

Screening

A person must have a valid 'Working with Vulnerable People 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.

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

The RMO, Coordinators, Team Leaders and Team Members must be trained (face-to-face and online) in accordance with the Training Procedure.

The RMO must maintain a training register. Refresher training must be held every 2 years.

Accountability

No one is accountable to themselves. Everyone is accountable to someone else.

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 Canberra Austral-Asian Christian Church.

General Rules for Conduct

Every person involved in ministry at Canberra Austral-Asian Christian Church must treat the safety and care of children as paramount.

Canberra Austral-Asian Christian Church adopts the Code of Practice set out in pages 15 - 28 of the SP3 Team Members Guide. Each person involved in ministry in Canberra Austral-Asian Christian 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.

The only person authorised to speak to the media in relation to any Canberra Austral-Asian Christian Church ministry is the Chair of the Board of Elders. No other person should speak to the media.

Incident Reporting & Complaint Procedure

Allegations of abuse are very serious and require a high degree of care when handling. Children should be believed.

Incidents must be reported in accordance with the Child Harm & Abuse Complaint 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

Information and documents that contain personal information must be stored confidentially and securely in accordance with the Canberra Austral-Asian Christian Church Privacy Policy.

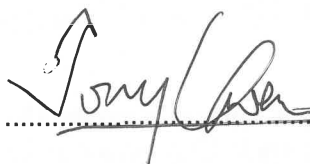
Other documents

The procedures and other documents that will be used by Canberra Austral-Asian Christian Church to implement this policy are set out in Items 3 and 4 in Schedule 1.

Review

This policy must be reviewed and updated by 1 February 2021. The person responsible for this is named in Item 5 of Schedule 1.

This policy was adopted by resolution of the Board of Elders on 4 August 2019.



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Signature of Chair, Board of Elders

SCHEDULE 1

Item #	Description	Names and Positions
1	The Coordinators in Canberra Austral-Asian Christian Church:	<ul style="list-style-type: none"> - Yvonne Kwan for English Sunday School - Cara Huang for Cantonese Sunday School - Jenny Chou for Gungahlin Sunday School - Yvonne Kwan for Tehillah Youth Fellowship
2	The people that must have valid Working with Vulnerable People Checks and be screened:	<ul style="list-style-type: none"> - All pastors and paid employees - Each member of the Board of Elders - Each member of the Board of Management - The Safety Management Online (SMO) Risk Management Officer (RMO) and all Coordinators - Sunday School teachers and leaders (SMO Team Members and Leaders) - Youth group leaders (SMO Team Members and Leaders)
3	Primary policies and procedures:	<p><u>Policies</u></p> <ul style="list-style-type: none"> - This Child Safe Policy - SP3 Code of Practice - Child Harm, Abuse and Complaint Policy - Privacy Policy <p>Procedures</p> <ul style="list-style-type: none"> - Reportable Conduct Scheme Reporting Procedure - Recruitment and Leader Appointment Procedure - Training Procedure - Permission to Proceed Procedure - Investigations Procedure
4	Other relevant documents	<ul style="list-style-type: none"> - Incident report form
5	Person responsible for ensuring policy is reviewed and updated:	Yvonne Kwan or current Risk Management Officer

IMPLEMENTATION CHECKLIST

Step 1:

Senior leadership personnel in the Church (including the Boards of Elders and Management and Pastors) should read the SP3 'a Childsafe Organisation' guide. In this checklist we refer to that as the 'RMO Guide'.

Step 2:

Senior leadership personnel should meet and:

- Brainstorm a list of ministries carried out by the Church or under the Church's umbrella.
- Identify the ministries from the list that involve children.
- Brainstorm situations that have occurred in the past where there has been inappropriate conduct involving children, or where an issue has arisen in relation to children, and a team member or leader or member of staff has been unsure how to respond.
- Plan for a process to capture feedback for concerns from leaders and children, to inform risk assessments that are prioritised for action. List anything that is troubling them or that is unclear to them about how to ensure that the Church is a safe place for children.

This process will help the leadership engage with the issues, and form the basis for evaluating and completing (including amending where necessary) the template policy.

Step 3:

Read the template policy, and fill in the grey text parts with your organisation's details. Consider whether anything needs to be added or changed to suit your organisation's size and needs (based on the brainstorm session in step 2).

You may need to change the terminology in some cases. For example – you may have a Board of Elders rather than a Church Council, and in your jurisdiction you may be required to have a "Blue Card" or "Police Check" rather than a "Working with Children Check".

Step 4:

The Church Council should decide who will be the RMO and seek that person's consent. This should be given after they have been screened, read the SP3 'a ChildSafe Organisation' booklet and signed an appropriate Agreement to Safety Policy Form for this role.

Step 5:

Complete the highlighted parts in Schedule 1. This can be done by:

- For item 1: Identify (make a list of) the RMO, Coordinators and Team Leaders. Tip: see figure 5 on page 13 of the SP3 RMO Guide. Fill out Item 1 of Sch 1 with this information.
- For item 2:
 - Look up the Working with Children Check requirements in [your jurisdiction](#).
 - Then, using that information and the list of ministries identified in Step 2, identify any ministries where people are required to have a Working with Children Check, and list the Team Members, Team Leaders, and Coordinator positions in ministries in Item 2 in Schedule 1.
 - Recommendation: also include the Church Council. See page 18 of the RMO Guide.
 - Tip: make sure that someone (or multiple people) leave the meeting with an “action point” that is to follow up on the Working with Children Checks and references for all of the people in positions listed in Item 2. This will probably be the RMO.

Step 6:

Step 6 involves developing procedures necessary to carry the policy into practice. The primary procedures ChildSafe have identified as likely to be necessary are set out in Item 3 in Schedule 1. You can change and adjust this list as required.

Each procedure developed should have sign-off by the Church Council and the RMO.

Step 7:

Decide who will be responsible for following up to ensure the policy is reviewed. This person’s name and description can be inserted in Item 5 of Schedule 1.

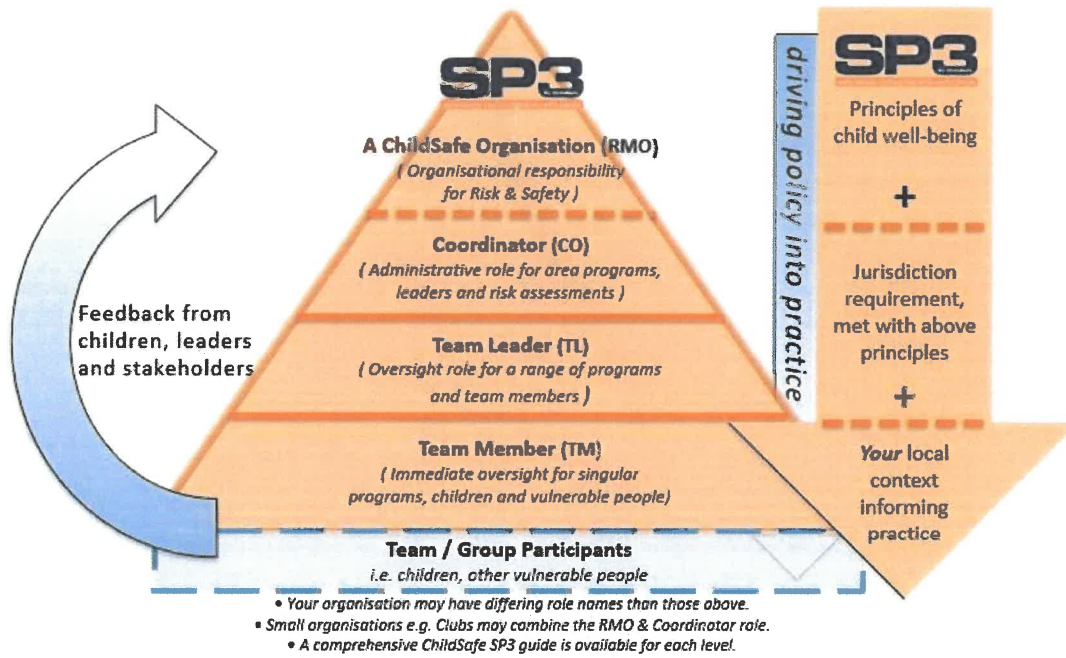
Step 8:

The policy should be formally adopted by resolution of the Church Council or other governing body of the Church.

Other tips

- Make sure that the Church (particularly the Church Council and the RMO) work through the questions on the SP3 Implementation Map set out on the inside front cover of the SP3 “a Childsafe Organisation” guide. This supports practical implementation of SP3.
- Check your insurance coverage for all of your activities. Tip: see ‘F3 Insurance Issues’ on pages 13-14 in the SP3 “a Childsafe Organisation” guide.
- Consider how the Church’s policy fits with programs run by external bodies in conjunction with the Church.
- Put child safety as a standing item on the Church Council meeting agenda, to give opportunity for any SP3 implementation issues to be raised, and to keep the issue at the forefront of Church Council members’ minds.

Illustrated SP3 Framework Structure and Concept



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