

iNKiDS

TEAM MANUAL 2023



CHURCH

IMAGINE
NATIONS

THE GOSPEL TO EVERYONE, EVERYWHERE

Welcome to the IMAGINE NATIONS KIDS TEAM

Hi!

We are going on an adventure, together! No one should do ministry alone and we are so grateful and expectant for you and what God will do in your life as you help disciple children in their walk with God. Our prayer is that being an INKids Team member is a blessing to you, and full of fun. Leading at INKids is for the children but as you sow in, we believe that you will find your purpose, gifts you didn't know you had, vision and friends. You are helping shape kid's futures because you are dedicated to seeing children become totally committed followers of Jesus!

This somewhat lengthy book is a great place to start and to refer back to for the things you need to know. Everything that is expected of you, the pastors and the church is in here. But we are always here to help and support you not just as a team member but a true leader (no matter if you are in year seven, or have been doing this your whole life!).

Thank you for your commitment.

Yours in Christ,

Ps Isaac & Ps Rebecca Pena

INK Children's Pastors
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"About that time the disciples came to Jesus and asked, "Which of us is the greatest in the Kingdom of Heaven?"

Jesus called a small child over to him and had him stand among them. Then he said, 'I assure you, unless you turn from your sins and become as little children, you will never get into the Kingdom of Heaven. Therefore, anyone who becomes as humble as this little child is the greatest in the Kingdom of Heaven. And anyone who welcomes a little child on my behalf is welcoming me.'

Matthew 18:1-5

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VISION STATEMENT

The **nations are in our heart** and it is in our heart that we **imagine them coming to God**. Our **imagination** is what triggers our **faith**. It is with our **imagination** that we see the **future**.

Our name is an invitation!

Our name is a summons!

Imagine with us what we as a church can do in the nations! Including our own NATION.

The **Vision** of Imaginations Church is:

“To turn non- Christians into totally committed followers of the Lord Jesus Christ”

Our **mission** is:

The 3 D's: Deliver Develop, Deploy

- **Deliver** the Gospel
- **Develop** Believers
- **Deploy** Disciples

Deliver: We are charged with the task to deliver the Gospel to everyone everywhere, including children. The Gospel is delivered to people and the Gospel is the power to deliver people.

Develop: If we are to turn non- believers into totally committed followers of Jesus, we must develop them beyond their initial salvation commitment. “Develop” is about seeing Christ formed in people's lives.

Deploy: This is where we complete the chain of grace. We go to deliver the gospel and make disciples. This is where we take our place in the call and purpose of God for our lives.

Our **Strategy** to complete this mission is that all would:

1. Know Jesus
2. Find freedom
3. Discover purpose
4. Make a difference

The question we all need to ask is, “What is my Next Step?”

Imagine Nations Church Values

The “Hills We die on”- what is non- negotiable and essential to us:

1. Prayer
2. The scriptures – God's Word
3. Authenticity
4. The Person of the Holy Spirit
5. The Church of Jesus Christ exists to fulfil the Great Commission – Missions

Imagine Nations Church Culture

“Vision determines your destination. Culture is what gets you to that destination” John Maxwell. As leaders, we are carriers of culture. We define it. We live it. We example it.

- **Honour**- Our culture is to honour God and each other
- **Unity**- Our culture says we need each other and we're better together
- **Covering**- our culture causes us to come under the covering of authority in our lives. We submit to God and to godly leadership
- **Loyalty**- our culture believes the best of people and causes us to be loyal
- **Serving Heart**- our culture causes us to serve with great attitudes
- **Generosity**- our culture is one of generosity
- **Others Focus**- our culture causes us to focus on those in our city, our nation and the nations of the world who need Jesus. We want to bring the Kingdom of heaven to earth
- **It's not about me**- our culture causes us to move away from self- focus and selfish motivations. All we do is for Jesus
- **A long obedience in one direction**- our culture is one of faithfulness to the calling and commands of Jesus
- **Loving Jesus**- our culture loves Jesus, worships Jesus and seeks to bring glory to Jesus alone

The Children's Ministry follows this vision, pursues this mission, implements this strategy, holds these values and carries this culture!

Our Purpose:

To raise a generation that walks in the love, knowledge, power, authority and purpose of Christ.

Our Ministry covers;

PROGRAM	LOCATION
LITTLE SPARKS (<i>Children aged 1-2 years</i>)	Meeting Room 1
PRE-SCHOOL GLOW (<i>Children aged 3-5 years</i>)	PCS Preparatory School
IGNITE (<i>Kindergarten – to year 6</i>)	Meeting Room 2
SCRIPTURE	Ministry to public school children across the Penrith district
CHOCTOBERFEST	Children's outreach event held annually
EASTER & CHRISTMAS EVENTS	INC Property

Our Values & Beliefs

Values:

- A deliberately child oriented approach to all aspects of ministry and facilities
- Excellence– in all areas of ministry and care of children
- Kids' Connect– we make a commitment to care for them individually, long term
- Safety– physically, emotionally and spiritually
- Bible based teaching without compromise
- Team unity and honour of all church leadership
- FUN
- All glory and honour given to God

Imagine Nations Kids Team are committed to upholding both the ACC Workers (Paid & Volunteer) Code of Conduct and the Workers Declaration.

“Whatever you do, do well. For when you go to the grave, there will be no work or planning or knowledge or wisdom.” Ecclesiastes 9:10 NLT

Imagine Nations Church upholds the doctrinal stance of the Australian Christian Churches.

As a Church We Believe:

The Bible is the inspired and only infallible authoritative written Word of God (2 Tim 3:16; 2 Pet 1:19-21)

There is only one God, eternally existent in three persons, God the father, God the Son, and God the Holy Spirit (Matt 28:19; 2 Cor 13-14)

In the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death, in his bodily resurrection, in his ascension to the right hand of the Father, in his personal future return to earth in power and glory to rule a thousand years

In the blessed hope- the rapture of the church at Christ's coming (1 Thes 4:17); in the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation (Dan 12:2; John 11 25-26; Rev 21:7-8)

The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (Eph 1:17)

Regeneration by the Holy Spirit is absolutely essential for personal salvation (John 1:13; 3:3; 1 Pet 1:23)

In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Gal 5:16)

The baptism of the Holy Spirit according to Acts 2:4 is given to believers who ask (Luke 11:13)

In the present daily reality of the supernatural operation of the gifts of the Spirit (1 Cor 12:8-10; Heb 2:3-4)

The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (Isa 53:4-5; Matt 8:17)

Imagine Nations Church

is committed to implementing the Child Safe Standards.



STANDARD 1

Child safety is embedded in organisational leadership, governance and culture



STANDARD 3

Families and communities are informed and involved



STANDARD 4

Equity is upheld and diverse needs are taken into account

STANDARD 2

Children participate in decisions affecting them and are taken seriously



STANDARD 6

Processes to respond to complaints of child abuse are child focused

STANDARD 5

People working with children are suitable and supported



STANDARD 7

Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training



STANDARD 8

Physical and online environments minimise the opportunity for abuse to occur



STANDARD 9

Implementation of the Child Safe Standards is continuously reviewed and improved



STANDARD 10

Policies and procedures document how the organisation is child safe

Outworking our Mission and Strategy in INKids

INKids provides numerous ways for our mission to be outworked among our children, including opportunities to hear and share the gospel through church and local schools and events, develop as a follower of Jesus and begin to serve in the Kingdom of God.

We want to see all the children in our kid’s ministry reach their full potential. The Kids Next Steps wheel has been designed to help guide all the children in Imagine Nations Kids to continue to grow in their relationship with God. The wheel is a tool that both the children and the leaders can use to guide this process of growth. Children can engage with different segments on the wheel in ways which suit them best. Each segment does build on the next, but a child does not have to complete everything in the initial segment to move on to something in another. For example, a child does not have to have completed the Blast Off program before they can go on Kids Encounter. Children may ask leaders for guidance as to what their ‘Next Step’ might be and so it is important that leaders are familiar with the different things listed on the wheel.



Our 1, 2, 3 Plan

1. Pray for one friend or family
2. “Hang out” with your friend 2 times
3. Invite them to church or other event

DELIVER:

All team should implement the “1,2,3” strategy personally.

DEVELOP:

- INK vision Sunday
- INK heart team building
- Safer Churches training
- Kidshaper Tour
- Kidshaper Conference
- Other conference and training opportunities- e.g. Hillsong conference

Our Training Strategy

Base Camp Training: For new / young team members

Training covers the following:

- The power of ministering to children
- Expectations of being part of INK team
- Core values
- The HEART of a kids leader
- Basic child protection protocols and reporting procedures
- Practical training-
 - Registration
 - Discipline protocols
 - Engaging in the whole program
 - Connecting with kids and families
 -

Ascent Training- Honouring the Platform: basic kids ministry elements for growing team Training covers the following: (Why and What)

- Multiple intelligence theory and creative teaching
- Praise and Worship
- Running games
- Presenting an offering
- Presenting Bible discovery
- Presenting a ‘Working Word’
- Presenting a kids’ message

Summit Training- Stepping into Leadership 1: Identified team leaders and potential team leaders

Training covers the following:

- Leadership values and servanthood
- Admin/ follow up and organisation
- Preparing a program
- Prayer of faith
- Building a team

Summit Training- Stepping into Leadership 2: Key leaders

Training covers the following:

- Discipleship and mentoring

- Vision casting
- Faith and strategic planning for growth
- Leaving a legacy

Deploy: TEAM

- Sunday service
- INC Conference service
- Easter Family Fun day and Christmas event service
- Choctoberfest service
- Schools ministry service
- INC internship

Next Steps

All team are encouraged to continue to ask themselves, “What is my next step?” and seek to take that step to grow as a disciple.



INKids Team Role Descriptions

Generations Pastor:

- Responsible for kid's, youth and young families
- Gives vision, direction and leadership to all aspects of ministry
- Leads Family's Leader, Youth and Children's Pastor and Primary SRE Coordinator
- Mandatory reporter

Children's Pastor

- Liaise directly with the Generation's Pastor
- Responsible for all aspects of Sunday and mid-week children's events
- Gives vision, leadership and direction to team and Sunday services
- Responsible for growing all aspects of children's ministry
- Sets standards of excellence required for children's ministry.
- Provide any help team members require to prepare for ministry.
- Provides overall pastoral care for children.
- Mandatory reporter
- Responsible for ensuring safe ministry for all children
- Responsible for screening all team
- Responsible to handle all complaints or concerns regarding program content or behaviour and work with the Safer Churches officer when necessary.
- Leads all key leaders in Sunday service supporting roles – pastoral care, platform team, program writing, band leadership and registration team leadership
- Responsible to ensure all team have access to necessary training in ministry areas
- Responsible to ensure all ministry areas are opened at beginning of service and locked and alarmed at end of service
- Responsible to ensure that adequate child: team ratios are maintained
- Responsible to communicate with parents any difficulties with a child's behaviour and work to find a solution
- Communicates with all team/church/parent's necessary information
- Ensures all administration is covered to maintain efficient ministry

Key Leaders

- Chosen due to their passion for their age group or focus area, giftedness, and their faithfulness in ministry.
- Liaise directly with the Children's Pastors
- Responsible for bringing vision, direction and leadership to their ministry area
- Responsible for supporting the children's ministry through running or managing their ministry responsibility:
 - Connect Group Leaders: Vikki and Choy Bautista
 - JNR Leadership: Jason Tonna
 - Programming and Engagement: Allison Pena and James Parker
 - Missions Stalls: Susan Gorman
 - Band: Hosanna Faalavaau
 - Integrating JNR rooms and additional needs: Katrina Baines and Annette Gee
- Responsible to communicate task descriptions clearly to team.
- Responsible to orientate new team members.

- Mandatory reporter

Weekly Team Leader:

- Responsible for ensuring all aspects of ministry are covered (checklist available) and team are available and prepared
- Liaises with the service director to keep program flowing.
- Leads by example and with enthusiasm from the time the team arrives to end of pack up.
- Responsible for ensuring child protection protocols are complied with by all team.
- Responsible for communicating any administrative requirements
- Responsible for communicating any behaviour difficulties to parents and/or Kids' Pastors as appropriate.
- Responsible for ensuring safe evacuation of children during an emergency.
- Responsible for communicating with Safer Churches Officer any child protection incidents.
- Responsible for communicating with Kids' Pastors or Safer Churches' Officer any inappropriate behaviour from team.
- Responsible to ensure room is cleaned up and storerooms are neatly organised.
- Mandatory reporter.

Team Members:

- Liaise directly with their weekly team leader
- Set up and pack up their ministry area together
- Responsible for preparing their part of the program if given a specific ministry task and presenting it with excellence
- Participate enthusiastically in all aspects of ministry program
- Assist children to stay focused and participate appropriately with program
- Assist children with personal needs as required
- Abide by all child protection protocols
- Communicate difficulties with either Team Leader or Kids' Pastor
- Communicate any concerns they may have regarding the behaviour or actions of the team leader with Kids' Service Pastor or the Safer Churches Officer
- Team members must report any concerns they have about children at risk of harm to either Ps Allyson Parker, Ps Robert De Martin, Ps Isaac Pena, or Ps Rebecca Pena immediately.

In addition, if you are over the age 18 Years you are by definition a mandatory reporter. You are legally bound to report harm or risk of harm of anyone under the age of 18, failure to do so may result in criminal prosecution. If you have any questions or unclear about these expectations, please discuss these with Ps Allyson Parker or one of the pastors noted.

INK Administrator

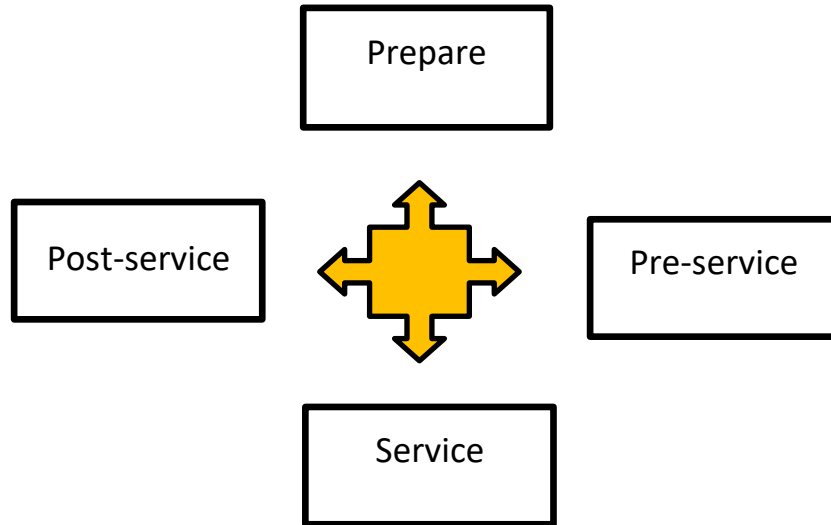
- Personal Assistant to the Generations Pastor
- Responsible for the administration of the Planning Centre Database
- Responsible for looking after equipment and stock supplies for each ministry area
- Responsible for the maintenance and administration of Connect Groups.
- Responsible for all Team Ministry Applications, including the annual review process.
- Administrate all Safer Churches training (both online and face to face training) & ensure team training is up to date.

- Monitor, obtain and verify [with Office of the Children’s Guardian] Working with Children Checks for all church volunteers that require one.
- Coordinate all events such as Choctoberfest, IN Church conferences, encounters and other events.
- Collect, count and report on Kid’s Church Offering & Missions giving.
- Monitor Blast Off completions online, Coordinate Graduation services including invitations and student certificates.
- Coordinate Administration & Rostering for Junior Leadership program, including rostering, parent engagement and graduation service.
- Mandatory reporter

Values Summary

<h1>LEAD</h1>	<p>A unified team that is focused on reaching purpose of INKids <i>To raise a generation that walks in the love, knowledge, power, authority and purpose of Christ-</i></p> <p>through implementing the vision, mission and strategy of IN Church. <i>The Children's Ministry follows this vision, pursues this mission, implements this strategy, holds these values and carries this culture!</i></p>
<h1>DEVELOP</h1>	<p>Ensure individuals in the team can outwork the values and programs of INKids and are growing in ministry and leadership skill through personally taking their 'NEXT STEP'</p>
<h1>GROW</h1>	<p>Responsible to ensure the team are outworking strategies to continue to reach the lost and connect them to INC</p>
<h1>HEALTHY</h1>	<p>Team should find joy and fun in serving and a true sense of family in team. Services should be thriving and families have a sense of belonging</p>

SUNDAY SERVICE



PREPARE

NO SERVICE SHOULD BEGIN WITHOUT ALL TEAM BEING SPIRITUALLY PREPARED.

Pray for your team, the children and families.

Pray for the service and teaching and salvations. Prepare yourself spiritually

PRE-SERVICE

Be on time and be prepared. Address any issues. Communicate any last minute details. Ensure rooms are set up and safe Connect with families and potential new team.

SERVICE

SET THE TONE OF YOUR SERVICE WITH YOUR TEAM AND FAMILIES. Ensure all Child Protection and discipline procedures and Code of Conduct expectations are adhered to.

Address hazards and risks.

Connect with kids and encourage them in their discipleship

POST-SERVICE

Complete incident reports and communicate with Kids Pastor. Debrief with your team
Ensure rooms are packed up and clean

Meeting and Training Requirements:

All the children's team are expected to be committed to discipleship and accountability.

Therefore, the children's team should:

- Be attending church weekly when not serving
- Be attending connect and accountable to Godly leadership weekly
- Be willing to take your NEXT STEP for personal growth
- Be attending adult/ youth events when not serving e.g. Imagine Nations Conference
- In addition, it is expected that the children's team will:
 - Attend the weekly team prayer meeting when serving
 - Complete the "Safer Churches" workshop and refresher courses once 15 years of age
 - Attend Children's ministry induction and vision launch yearly
 - Attend training when offered
 - If possible, attend "Kidshaper"- the national children's ministry conference

Training and Support:

All Children's team are offered the following training and support-

- **Prior to completing any application:**
 - Potential team members are able to observe ministry in action as a visitor (after arrangement with the Children's Pastor) to determine if they can see themselves serving with a particular age group
 - They are introduced to the Kids' Service pastors and room Leaders
 - At the end of their time observing, they are able to meet with the Children's Pastor to discuss any questions, concerns and to decide if to proceed with the application process
- **Once the application is complete and approved**
 - New team members are given a team manual
 - New team members spend time with the Children's Pastor or their nominated delegate to clarify questions or concerns and to talk through the induction package/ team manual
 - Young leaders need to attend this induction with a parent.
 - "Base Camp" training will be offered
 - Young Leaders can complete an INK 'mentoring process'
- **New team are contacted by a Team leader and talked through**
 - Expectations for when they are serving,
 - If they feel they would like to be allocated a particular ministry task
 - Added to planning centre for rostering
 - Reminded of commitment to set up and pack up of ministry
 - Reminded of commitment to team prayer meeting

- **During the first 4 weeks of serving:**
 - The Children’s pastor is responsible for ensuring you are clear regarding what to expect and what is required of you
 - You are encouraged to ask questions and clarify any concerns
 - You will be reminded of child protection and discipline protocols
 - The team leader is encouraged to ‘buddy’ new team members with experienced team during the service
 - Feedback at the end of the service is encouraged to be given by both the new team member and team leader

- **After 4 weeks of serving:**
 - The new team member is given greater responsibility and independence
 - At this point, you are encouraged to discuss your 12-month commitment to children’s ministry
 - You are encouraged to discuss what further training you would require to build confidence in ministry with the children’s pastor or age group leader
- The Children’s Pastor and/ or Team Leaders are available at any point to assist team to prepare for ministry task and give advice and encouragement
- The team prayer meeting leader brings a word of encouragement or training to the team each week
- Ongoing training and vision is given during training opportunities
- Once a year, the Children’s team holds their vision launch and induction evening
- “Safer Churches Training is now offered online and can be accessed anytime. For specific links to training, please check out our church website.
- Team applications are reviewed on a yearly basis
- Concerns with ministry standards are addressed immediately as appropriate and support is offered
- Kids’ Service Pastors and Age Group Leaders may offer age specific training and/ or team building events as they feel necessary-Other training may be offered specific to an area of serving as necessary.

Characteristics of Children

The most important thing to remember about children is that they are all different! Children of the same age will differ in size, abilities– both physical and intellectual, gifting and personality. There are some general guidelines we can use however, to help us know what to expect from a child of a given age– you will find them on the next couple of pages.

In Matthew 13:1-23 Jesus tells the parable of the farmer. He says that the seed that fell on the hard path and was eaten, was those who hear the Word of God but don't understand it. It is vitally important that we present our teaching in a way that children understand. We do not have the right to override the way God designed children to develop and grow by trying to make them grow up too quickly. God made kids the way HE wanted. We must reach them at THEIR level– we must speak words they understand, play what they like, sing what they like and do what appeals to them or we have failed in our responsibility to feed them as 'lambs' not sheep. We must always remember that children are not adults in little bodies– they don't think or reason like us. Children cannot think in abstract terms until age 12-13. Some things that affect the way a child learns are:

- Physical and/ or intellectual disability
- Age
- Emotional trauma (mostly family trauma)
- Personality differences
- Gender

Boys can often only concentrate on one thing at a time and need lots of hands on activity to learn well. They need to be able to express their exuberance and not always be quiet. They need to take risks with supervision, but at the same time, need to know the sequence of a program more than girls. Girls are often able to sit still longer and learn with traditional oral/aural teaching styles. They can be more flexible and can process more than one thing at a time.

All children need to have their self-esteem built– they need to know someone thinks they are great, their ideas are worth listening to, they are worth someone's time and attention. They need to be able to be 'right' with their answers. They need to be able to do fun kid stuff without someone telling them it is uncool. They need goals and good discipline boundaries that are fair and always followed through on. They need someone to speak God's truth into their lives and someone who will pray for them.

0-14 Months

Stage

Piaget's cognitive development stage: sensorimotor

Erikson's personality development stage: trust v mistrust- children develop a sense of trust when caregivers provide reliability, care, and affection. A lack of this will lead to mistrust.

Kohlberg's moral development stage: rules obeyed by reward or punishment.

Characteristics:

- Normal physical development proceeds from gaining head control to being able to roll, sit hold things, crawl, stand then walk.
- Baby develops emotionally and mentally.
- Baby begins to respond to those around him- showing affection for parents and fear of strangers.
- Language develops by imitation.

Recommendations:

- Provide safe, clean floor space.
- Toys need to be bright and stimulating and safe for mouths.
- Always know where parents are and have familiar people for the children.
- Use lots of repetition and music.
- Allow children to 'touch' what you teach- e.g. "pat the bible and sing".

14-24 Months

Stage

Piaget's cognitive development stage: sensorimotor to pre-operational (symbol, numbers, classification, cause/effect).

Erikson's personality development stage: autonomy v shame/Doubt-Children need to develop a sense of personal control over physical skills and a sense of independence. Success leads to feelings of autonomy, failure results in feelings of shame and doubt.

Kohlberg's moral development stage: rules obeyed by reward or punishment

Characteristics:

- Child gaining balance and gross motor skills.
- Language is developing to imitate simple sounds and actions.
- Baby will play alongside others but not 'with' them.
- Things are still 'tasted' and "NO" is the most common word he hears!

Recommendations:

- Provide large toys and boxes to climb on and through.
- Provide large crayons to colour with.
- Use distraction and make sure dangerous items are out of reach.
- Avoid anything that could cause choking and utilize child proof locks where necessary.
- Use lots of rhyme, repetition and action songs for children to copy. Incorporate touch.
- Give individual attention and teach simple concepts- in simple phrases.
- Encourage child in the things they can do.

14-24 Months

Stage

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3-4 Years

Stage

Piaget's cognitive development stage: pre-operational.

Erikson's personality development stage: initiative v guilt- Children need to begin asserting control and power over the environment. Success in this stage leads to a sense of purpose. Children who try to exert too much power experience disapproval, resulting in a sense of guilt.

Kohlberg's moral development stage: rules obeyed by reward or punishment.

Characteristics:

- Constantly moving and wanting attention. Fine motor skills beginning to develop.
- Short attention span but want to do everything.
- Needs constant discipline and is self-centred, but beginning to be able to work in a group.
- Takes words literally.
- Loves rhyming and actions and silly sounds.
- Insatiable curiosity, talks non- stop, asks endless questions.
- Difficulty distinguishing between God and Jesus- everything can be fantasy or literal.

Recommendations:

- Provide enough helpers to be able to give attention and discipline.
- Have plenty of variety and be able to change activity quickly.
- Have simple rules that don't change.
- Use positive reinforcement and distraction.
- Provide appropriate toys and use simple words and concepts.
- Use lots of rhyming, actions and music.
- Answer questions patiently.
- Great time to teach prayer and mission.
- Never allow a sense of shame or guilt to manipulate a child into a faith decision.

5 - 6 Years

Stage

Piaget's cognitive development stage: pre-operational

Erikson's personality development stage: initiative v guilt- Children need to begin asserting control and power over the environment. Success in this stage leads to a sense of purpose. Children who try to exert too much power experience disapproval, resulting in a sense of guilt.

Kohlberg's moral development stage: rules obeyed by reward or punishment.

Characteristics:

- Active, but tires easily due to muscle development. Developing fine motor skills.
- Short attention span.
- Learns by imitation and senses.
- Beginning to read and write.
- Concrete thinking with little concept of time and space.
- Doesn't cope well with new situations and is insecure. Nightmares are common.
- Believes what an adult tells him.
- Easily excited

Recommendations:

- Provide enough helpers to be able to give attention and discipline.
- Have plenty of variety and be able to change activity quickly.
- Have simple rules that don't change.
- Use positive reinforcement and distraction.
- Provide appropriate toys and use simple words and concepts.
- Use lots of rhyming, actions and music.
- Answer questions patiently.
- Great time to teach prayer and mission.
- Never allow a sense of shame or guilt to manipulate a child into a faith decision

7-12 Years

Stage

Piaget's cognitive development stage: concrete operations (7-11) formal operations (11+).

Erikson's personality development stage: industry v inferiority- Children need to cope with new social and academic demands. Success leads to a sense of competence, while failure results in feelings of inferiority.

Kohlberg's moral development stage: (7-10) rules obeyed by agreement with self-i.e. I can see your point of view and I can see how this benefits me (Heinz dilemma).

(10+) rules obeyed if others agree I obey rules in accordance with social expectations and roles (relationship based) or to maintain social order..

Characteristics:

- Active, energetic, eye-hand co-ordination good.
- Longer attention span.
- Can think, reason and accept responsibility.
- Keen sense of justice and fair play. May set unreasonable standards for self.
- Becoming independent but strong need to belong.
- Loves exciting stories, heroes, clubs and collections.

- Boys and girls differ in interests.
- 11-12 years -love facts.
- Emotions develop deeply- easily embarrassed.
- Beginning to think in abstract terms.
- The older a child gets, the more his decision reflect inner values and beliefs.

Recommendations:

- Provide lots of energy releasing activity and opportunity for use of talents. Give them responsibilities.
- Allow them express ideas and find answers.
- Be a great story teller and provide biographies and interesting facts.
- Help children recognize the myth from reality, fact from fiction.
- Use group activities and competitions with fair rules.
- Allow different activities for boys and girls.
- Don't ridicule.
- Help them learn to lose and not fear mistakes.
- Encourage self- responsibility but help them self-forgive and encourage the wonder of grace.
- Help them feel like they belong- but don't make Christianity a 'club based on works'.
- Encourage personal faith decisions and life application.

References:

¹ <http://childrensministry.com/articles/the-abcs-of-spiritual-growth>

¹ <http://www.dshs.wa.gov/ca/fosterparents/training/chidev/cd06.htm>

¹ Parents' Guide to the NSW primary Syllabuses. Board of studies NSW

¹ Social and emotional development level. Friendly schools Plus. Hawker Brownlow education. 2013

¹ <http://psychology.about.com/od/developmentalpsychology/a/kohlberg.htm>

¹ http://psychology.about.com/library/bl_psychosocial_summary.htm

What does a child need to know?

LOVE	S/He matters. <i>Deuteronomy 6:4-7, 7:6 & 1 John 4:10</i>
SECURITY	S/He belongs. <i>Proverbs 18:10</i> He is safe. <i>Psalms 12</i>
PROTECTION	S/He is given help with problems. <i>Romans 15:1-7</i>
ACCEPTANCE	S/He accepted for who he is by adults and peers. <i>Ephesians 4:32, 5:1</i>
INDEPENDENCE	S/He is allowed to make decisions and is trusted to do so. <i>Proverbs 21:21, 22:6</i>
FAITH	S/He is brought to a saving knowledge of Jesus Christ. <i>2 Timothy 3:14-17</i>
GUIDANCE	S/He is shown by example how to develop character. <i>1 Samuel 16:7, Titus 2:1</i>
DISCIPLINE	S/He is shown what the limits are, and that they are consistent and reasonable. <i>Proverbs 13:24, 25:28</i>
COMMUNICATION	S/He can learn to receive and express ideas. <i>James 3:17-18</i>
SUCCESS	S/He can experience success in mastering tasks. <i>2 Timothy 1:6-7, Proverbs 23:24-25</i>

Ideas, thoughts and hopefully answered questions, for leading children

1. Follow the established rules for your ministry area. The temptation is to try to be the kids' friend and not have any 'rules'. Kids respond much better to assertive, loving and fair discipline than without it. Always follow-through on discipline and never make unreasonable threats. If you have a problem with discipline, get another leader or ask the parents to return for their child. Remember you are there to disciple children and disruptive kids don't allow that to happen.
2. Always pray and be prepared. Remember you are part of a spiritual battle, so take authority in the spiritual realm before you even start. You should have a copy of the teaching program, so you can have asked the Holy Spirit for a specific word for your kids especially when you are preparing the message for the morning. Rhema is much more powerful than repeating what someone else has said. Make sure you are only giving your kids the 'bite- sized' food they can handle. 2 minutes for each year of age is a good rule when preparing.
3. Make sure you have reviewed the Run Sheet for your ministry time and/ or liaise with the service director. This is accessible on Planning Centre Services. Think through and plan what you want to do and when.
4. If you know what you want to achieve, and the kids know what is expected, then it will be easier for you to see results from your time together.
5. Remember that kids need an example. Your kids will only be as enthusiastic and participate as well as you do! If it is a sacrifice for you to do the actions to the little kids' songs- then give God your sacrifice. Worship is not about you anyway! If you are excited about what the kids are involved in, they will be too. Think of yourself as the coach of the Jesus team- be a winning coach! Remember you're as good as it gets. Be the example of the kid you want to see.
6. Be interested in your kids- not your friends. You are not there to minister to your friends- you are there to disciple children. Make them the focus of your attention and time- it is worth the investment. If you are teaching, involved in serving etc. - get them involved too.
7. Give your kids specific goals. Kids aren't self- motivating (mostly). They need their leaders to give them specific tasks to achieve and be rewarded for that achievement. If you want your children to pray- give them a list to follow. If you want them to read the Bible, give them all something to achieve. Reward those who follow through- publicly acknowledge them. Encourage those who don't. Reward effort as much as actual outcomes. Connect leaders should support and encourage their children to achieve group goals.
8. Be diligent with administration. Be aware of events that you can encourage your kids to be involved in- especially "deliver" events. Be good at reminding your kids about Imagine Nations Sundays etc.

9. Be a learner. Listen to and learn from others who are great with kids. Attend any training you can get to. Always ask for help when you need to and share any good ideas you have.

Child Security Protocols:

Children's team Identification

- All team must complete relevant screening, training and application forms prior to commencement of ministry and again yearly
- Team should wear their Imagine Nations Kids T-Shirt and name tag
- Team must electronically or manually sign in and out of the ministry area, giving the time they arrive and depart

Visitor Identification

- Any visitors, must have approval of the Children's Pastor and complete the 'Room Visitor Form'
- Any visitors, or parents who are not part of the children's ministry team, must sign in and out of the ministry area and wear an identifying badge. They must not be involved in any ministry except appropriate interaction with their own child if applicable

Registration protocol

- All children must be registered either manually or electronically showing their time of arrival and departure. Children should wear a name tag.
- New/ visiting children must have a registration form completed and signed by their Parent or Guardian. Parents should use the QR Code located at the Check in Station to complete this form. A additional needs form should be completed and handed to the team leader if necessary
- All children with additional needs should be identified to the Imagine Nations team for appropriate care
- All children with food allergies should have a **RED sticker** on their name tag.
- All Children who do NOT have photo/ video consent must have a **GREEN** sticker on their name tag
- Children must not be collected by anyone without a parent card, or whose parent card does not match the child's name tag. No one under the age of 16 will be permitted to collect children from any ministry program.
- Parents/ Carers without a parent card, must complete a child release form to the satisfaction of the team leader before the child will be released into their care
- Parents/ Carers sent to collect children not their own, must have the approval of the Children's Pastor or Kids' Service Pastor before children will released into their care
- No child may leave a ministry area if not under Parental/ Carer supervision
- All team must remain until all children are collected
- Children whose Parent/ Carer do not come to collect them will remain in the ministry area with two unrelated leaders until their Parent/ Carer can be contacted and located. Should this not be possible, children will be given into the care of DCJ or Police

Expectations

Leaders

- All Children's ministry team are expected to abide by the policies outlined in this manual. This includes *both the ACC Workers (Paid And Volunteer) Code Of Conduct and the Workers Declaration*.
- Leaders will understand that breaches of the Code of Conduct or INC Protocols may result in disciplinary actions, and in some instances, warrant INC to follow legal reporting processes for actions that fall into the definitions of reportable conduct or offenses that require Police and or Family and Community services reports.
- Team must set an example both during the times they are serving, when in a service themselves, or outside of church. Children will observe your behaviour and draw conclusions about God from it, even if you are not aware you have been watched.
- Team must never consume alcohol, non-prescription drugs or smoke whilst on church property. It is expected that the team would uphold the highest level of integrity in these matters when not serving as well in accordance to the *ACC Workers (Paid & Volunteer) Code of Conduct and the Workers Declaration*.
- The children's ministry team must abide by the electronic media protocols of Imagine Nations church.
- The Children's ministry team must abide by the child protection and discipline protocols of Imagine Nations Church at all times.
- It is expected that the Children's ministry team will use language that is encouraging and courteous in all interactions with other team and people with whom they interact.
- It is expected that the children's ministry team will be considerate of others.
- The children's ministry team will show respect, honour and Christ-like love to all members of the church

Child & Young person Appropriate Behaviours:

- All expectations of behaviour will take into account developmental age and additional needs to determine boundaries.
- Young children and toddlers will have boundaries explained to them as appropriate for their age.
- Children and young people who are school age, should have behavioural expectations clearly explained to them prior to the commencement of a program or activity.
- Children or young people should have discipline guidelines explained to them.
- Inappropriate behaviour should be dealt with by team, abiding by the discipline protocols to ensure that all people involved in the program can participate without stress or safety concerns.
- Children and young people are expected to be courteous in their interactions with each other, other church members and with leaders, in both their language and actions.

- Children and young people are expected to treat others and property with respect.
- Children and young people are expected to abide by all safety guidelines they are given.
- Children and young people are expected to remain within specified areas and accountable to those who are supervising them.
- Children (under 12) must not leave any ministry area without permission or appropriate supervision.
- Children and young people must not harm anyone else or damage property.
- Children and young people must not consume alcohol, non-prescription drugs or engage in any sexual activity whilst on church property.

Appropriate expectations and interactions with Parents/Carers

- The Children's ministry team must treat all families and carers with absolute respect no matter their background.
- The Children's team will use language that is courteous and respectful at all times when interacting with parents and carers.
- The Children's team will respect differences of opinion in parenting techniques and expectations, whilst maintaining awareness of child protection issues that are of concern and should be reported.

Discipline Guidelines for Imagine Nations Church

- Establish well known routines and expectations- ensure all team members are aware of routines and rules. Rules must be firm, fair & consistent
- You cannot hit or yell at a child- Children must be given clear, positive direction that does not give them options they could disobey
- You cannot restrain a child- unless that child is putting other children in immediate risk of harm and there is no other option
- Learn positive ways to gain a child's attention- reward good behaviour. Make your instructions clear and short
- If there is a behaviour issue with a child/ren- our initial response is to remove them from the source of misbehaviour. Young children should be told a firm "no" if necessary and another toy offered before one is taken from them. Come down to the child's eye level and ensure they understand what your expectations are or why they are 'in trouble'
- If there is an ongoing behaviour issue- a child may need to be briefly separated from the group- but must remain in sight of team members and other children (never alone or with just one team member). "Time outs" should reflect the age of the child- one minute for each year of age. Ensure the child understands why this measure has been taken. Have the team leader inform parents/ carers if the behaviour issue is one of deliberate disobedience to team members
- For serious behaviour issues- remember that parents/ carers remain ultimately responsible for their children. If necessary, call the child's parents/ carers to come and collect the child. Team leaders should speak to the parents/ carers discreetly about the issue/ incident that occurred and why they have been asked to collect their child. Serious issues include- spitting, biting, deliberate targeting of other children to harm, bullying, or deliberate disobedience of leaders that causes significant disruption to the group as a whole. In extreme cases, children may need to be excluded from ministry areas for a period of time
- Be aware of children who have a additional needs- learn strategies to help the child
- Be calm and unshockable with children's behaviour and accidents- If there is an accident or incident, complete an "Incident Report Form" and have it witnessed if possible. This form includes details of incident, who was involved, time & date and action taken. These forms should be returned to the Children's Ministry office
- Never give up on any child. God never gives up on you!

Child Protection Protocols

As part of the *ACC Workers (Paid & Volunteer) Code of Conduct and the Workers Declaration* you have agreed to uphold integrity with your interactions with others. Imagine Nations church specifically requires you to adhere to the following protocols whilst in your ministry role:

**A child or young person is anyone under 18 years of age.*

1. **You should not be alone with a Child or Young Person at any time**, unless this child or young person is your own family member. Always have another unrelated adult with you, (e.g. not your spouse, sister) OR have other children with you.
2. **You cannot take children to the toilet alone.** Take another unrelated adult with you to direct the child to the toilet. Check the toilets do not have other adults inside before directing the child to go in. Do not assist the child with toileting unless the age or ability of the child means assistance is required. In such instances, ensure you are accountable to another unrelated adult. Document any concerns/incidents you have, if you need to assist children with toileting. Supervision of toilets for Young people should be appropriate for the venue and event they are involved in.
3. **You cannot actively seek touching or hugging from children or young people or have children or young people sit on your lap.** You should not wrestle with or tickle children or young people. Children or young people seeking hugs should not be rejected but hugs are to be to the side and not prolonged. You must keep your interactions respectful and courteous at all times.
4. **You may not counsel or pray with children or young people alone or without leadership accountability structure.** Any altar or follow-up ministry with children or young people should be done in the full view of others, or privately with clear accountability with supervising leadership as to location, who is involved and time of appointment.
5. **You may not hit or yell at any child or young person.** Make positive requests of children or young people should you need to. For example: “we’re doing this now” is more positive than “Do you want to do this?”
6. **You must not photograph or video children or young people, or upload photos or video of children or young people under 16 years to any social media or internet forum or share images with others without parental consent.** If you have taken photos on behalf of INC on your personal device, you must delete these photos.
7. **You must report any behavior you think is inappropriate by any other person in regards to children or young people.** You must report concerns only to the Safer Churches officer, or call the ACC helpline for advice: 1800 070 511

8. **You must report any concerns you have for the safety or welfare of any children or young people.** . You must report concerns only to the Safer Churches officer, or call the ACC helpline for advice: 1800 070 511

Child Protection Protocols for Overnight Events

1. **A Child Protection Officer** should be appointed to monitor potential risk areas and/ or behaviour during any event that has children staying overnight or off-site. You are accountable to this leader. Children, youth or team members may come to this leader with a complaint or concern and appropriate reporting procedures must be followed. This leader will report back to the INC Safer Churches Officer for follow up.
2. **You must complete screening processes** including completing any volunteer application forms and the *ACC Workers (Paid & Volunteer) Code of Conduct and the Workers Declaration* documentation. You should complete any child protection training required for the event, and sign the Child Protection Agreement for overnight stays.
3. **You must have written parental permission** for any activity that involves overnight stays. Emergency contact details of parents or guardians and team must be readily available for all events that involve children.
4. **You are not allowed to be alone with a child or young person at any time unless the child or young person is your own family.** Always have another leader with you who is not related to you – i.e. not you brother, sister, spouse, son or daughter OR always have more than one child/ young person with you. If individual pastoral care or prayer ministry is required, do this in the view of others or with a structured system of accountability.
5. **You cannot take children to the toilet alone.** Again always have another unrelated adult with you or more than one child. Direct the child to the toilet, making sure there are no other adults inside first. If there are adults in the toilet, wait for them to leave or politely ask them to do so. Do not help a child with toileting (unless it is obviously necessary -in which case you must have 2 unrelated adults supervising children being assisted). Babies' nappies should be changed by parents. Consider the safety of young people using toilet facilities that may be unsupervised. Toilet blocks should be monitored for team members or children loitering or following children to these areas. Any concerns or incidents must be documented.

For Youth events, toilet protocols should be appropriate for the venue and participants involved. At a large public event, more stringent supervision of toilet blocks would be required than would be required at a venue that was booked for only INC youth. Leaders should always be aware of the potential of abuse by participants in a program, not just leaders.

Toilet and shower blocks should be separated according to age and gender of participants involved in the overnight event.

- 6. Two unrelated leaders should monitor shower blocks.**
- 7. You must never share a bed with a child or young person** who is not your own family member and children and young people should not share beds. No team member should share sleeping quarters with a child or young person alone unless that child or young person is their own family member. Pyjamas should be worn and need to be modest and not see-through and dressing gowns or track suits should be worn over pyjamas unless in bed.
- 8. You should not leave children or young people alone and unsupervised.** Younger/smaller children must be protected from possible abuse by older or larger children.
- 9. You should not assist children with dressing** unless obviously necessary. In such cases, children should be assisted with 2 unrelated adults supervising. Children should not be observed dressing if they are capable of dressing themselves.
- 10. You should avoid any behaviour that could be wrongly perceived.** You may not actively seek touching or hugging or kiss children or ask them to sit on your lap. You should not initiate wrestling or tickling. Must keep your interactions respectful and courteous at all times.
- 11. You cannot take children or young people on night hikes or off walking or participating in any activity where you are not in view of other team members.**
- 12. Any swimming activity must be done as a group.** Swim wear needs to be modest
- 13. You cannot hit or shout at a child or young person.** Children and young people should be given positive direction. Your instructions should be clear and short. Should a discipline problem occur, children should be spoken to and removed from that problem, and if necessary, moved out of the group, but within sight of all team members and other children. Parents remain ultimately responsible for their children and young people and the team leader should make a decision if a child or young person needs to be returned to their parents. Parents should be called to collect a child or young person - children should not be taken to parents.
- 14. First Aid should be given by the designated First Aid Officer** unless an emergency requires immediate help by the closest person capable of assisting. First Aid should be done in full view of others, or supervised by unrelated adults - one being the Child Protection Officer.
- 15. You must have sufficient leaders** in order that children and young people can be properly supervised according to their age and ability level and the activity they are involved in.
- 16. You should not transport children alone** unless that child is your own.
- 17. Any accident or injury requires an Incident Report Form to be completed and witnessed.**

I agree that:

- I will ensure the well-being and safety of all children and young people in my capacity as a volunteer of Imagine Nations Church
- I will not be involved in toileting, dressing or showering with children alone
- I will not counsel or pray with children alone and out of sight of others
- I will not kiss, cuddle, wrestle or tickle a child in any way that could be interpreted as inappropriate. I will not ask children to sit on my lap
- I will not hit or shout at a child at any time
- I will not have sleeping arrangements that could be interpreted as inappropriate
- I will ensure my dress and sleeping attire are suitably modest
- I will notify the Child Protection Officer if I am concerned about the behaviour of any other person in relation to children, or the safety or welfare of any child. I will follow all reporting procedures.

Child Protection Protocols for Missions Trips Volunteer Agreement

You must be aware of cultural differences with child discipline and protective behaviours. Cultures vary greatly in what they consider appropriate. During a trip, our role is not to criticize host behaviour, but to model the best Christian care of children and young people in the context with which we work. It is important that you debrief in distressing situations.

- 1. A Child Protection Officer** should be appointed to monitor potential risk areas and/ or behaviour during Missions trips. You are accountable to this leader. Children, youth or team members may come to this leader with a complaint or concern.
- 2. You must complete screening processes** including completing the *ACC Workers (Paid & Volunteer) Code of Conduct and the Workers Declaration* documentation, plus any volunteer application forms. You should complete any child protection training required for the trip.
- 3. You are not allowed to be alone with a child at any time unless the child is your own family.** Always have another leader with you who is not related to you – i.e. not you brother, sister, spouse, son or daughter OR always have more than one child with you. If individual counselling or prayer ministry is required, do this in the view of others.
- 4. You must never share a bed with a child** who is not your own and children should not share beds. No team member should share sleeping quarters with a child alone unless that child is their own. Pyjamas should be worn and need to be modest and not see-through and dressing gowns or track suits should be worn over pyjamas unless in bed.
- 5. All clothing needs to be modest and respectful of the host country's cultural expectations**

For ministry directly involving Children or Young people:

- 6. You cannot take children to the toilet alone.** Again always have another unrelated adult with you or more than one child. Direct the child to the toilet, making sure there are no other adults inside first. If there are adults in the toilet, wait for them to leave or politely ask them to do so. Do not help a child with toileting (unless it is obviously necessary -in which case you must have 2 unrelated adults supervising children being assisted). Babies' nappies should be changed by parents. Toilet blocks should be monitored for team members or children loitering or following children to these areas. Any concerns or incidents should be documented and brought to the Child Protection officer
- 7. You should not leave children alone and unsupervised.**
- 8. You should avoid any behaviour that could be wrongly perceived. Be aware of cultural differences with acceptable physical contact, gestures and even eye contact.** You may not actively seek touching or hugging or kiss children or ask them to sit on your lap. You should not initiate wrestling or tickling. Keep you interactions respectful and courteous at all times.
- 9. You cannot take children on night hikes or off walking or participating in any activity where you are not in view of other team members.**
- 10. Any swimming activity must be done as a group.** Swim wear needs to be

modest

- 11. You cannot hit or shout at a child.** Children should be given positive direction. Allow host team to deal appropriately with misbehaviour, but give clear guidelines about your expectations to both host team and children first.
- 12. You must have sufficient leaders** in order that children can be properly supervised according to their age.
- 13. You should not transport children alone** unless that child is your own.
- 14. First Aid should be given by the designated First Aid Officer** unless an emergency requires immediate help by the closest person capable of assisting.
- 15. Any accident or injury or other incident requires an Incident Report Form to be completed and witnessed.**

I agree that:

- I will ensure the well-being and safety of all children and young people in my capacity as a volunteer of ImagineNations Church
- I will not be alone with a child at any time
- I will not be involved in toileting, dressing or showering with children alone
- I will not counsel or pray with children alone and out of sight of others
- I will not kiss, cuddle, wrestle or tickle a child in any way that could be interpreted as inappropriate. I will not ask children to sit on my lap
- I will not hit or shout at a child at any time
- I will not have sleeping arrangements that could be interpreted as inappropriate
- I will ensure my dress and sleeping attire are suitably modest
- I will notify the Child Protection Officer if I am concerned about the behaviour of any other person in relation to children, or the safety or welfare of any child. I will follow all reporting requirements

Responding When harm or Risk of Harm is Suspected or Disclosed

Children

- Listen carefully to the child or young person. Acknowledge it is hard to talk about these things
- Reassure them that you believe them and abuse is not their fault
- Reassure them they have done the right thing in telling you
- Do not leading questions (e.g.: did he do???), however you can seek clarification of details. (e.g. Do you know what time that was?)
- Do not make promises of confidentiality you cannot keep. Tell the child or young person you must tell adults who can help them
- Do not make promises of protection you cannot keep
- Be aware of not displaying any personal emotions of anger, disgust, disbelief, panic as the child or young person may feel shame and/ or lose confidence in you and not disclose anything further
- **In an emergency, where a child is in immediate risk of harm contact the Police immediately**
- AS SOON AS POSSIBLE AFTER THE CONVERSATION, WRITE DOWN WHAT YOU WERE TOLD USING THE CHILD OR YOUNG PERSON'S OWN WORDS and CONTACT the most senior leader on site or Pastor Allyson directly for follow-up on the matter. Do not disclose any information to anyone else, or try to investigate the situation, or confront anyone involved. You can contact the ACC Safer Churches helpline for advice, if you cannot contact Ps Allyson. **1800 070 511**
- If required, a DCJ (Department of Communities and Justice) and/ or police report will be made within 24 hours of disclosure, as required. You may make a report yourself if you wish. It is helpful to have as many details about the child or young person and the incident/s as possible for the report
- If the allegation or disclosure involves an employee (paid or volunteer of INC who holds a WWCC) for INC, a Reportable Conduct Investigation will begin.

****If you cannot contact Ps Allyson, ensure you have spoken with the most senior leader on site****

The contact number for DCJ is 132 111

When I suspect abuse, but it has not been disclosed:

Write down what you saw or heard or the behaviour you observed in the child or young person. Contact Ps Allyson or the ACC helpline for follow-up on the matter.

When I suspect, or have been told of the actions of another leader:

Again, write down what you saw or heard or were told and contact Ps Allyson for follow-up.

****IN ALL MATTERS, CONFIDENTIALITY IS OF UTMOST IMPORTANCE AND CAN BE CRITICAL IF A MATTER GOES TO COURT. SPEAK ONLY TO PS ALLYSON OR THE DESIGNATED SAFER CHURCHES/ CHILD PROTECTION OFFICER REGARDING ANY SUSPICION OR DISCLOSURE.***

Please refer to the next page for the 'Reporting Harm Flow Chart'

In NSW you can be charged with an offense if you fail to report knowledge of child sexual or physical abuse, or, if you have knowledge of someone who is an abuser, but fail to protect children from harm. You may also be subject to a Reportable Conduct investigation yourself for your failure to report.

Incidents of child sexual or physical abuse must be reported to BOTH DCJ and police. Again, if you cannot contact Ps Allyson, you will need to report the information or concern you have yourself, then follow this up as soon as possible with Ps Allyson Parker.

Concern for, or disclosure of harm or risk of harm of a child or other by family or person not a church volunteer or leader

Document and contact the Safer Churches Officer (Ps Allyson) as soon as possible or contact the ACC Safer Churches Helpline: 1800 070 511

Safer Churches officer will respond and report according to concern and legal requirements

Concern for or disclosure of harm or risk of harm of a child or other by a church volunteer or leader

Document and contact the Safer Churches Officer (Ps Allyson) as soon as possible or contact the ACC Safer Churches Helpline: 1800 070 511

Safer Churches Officer will contact ACC Safer Churches Helpline to ensure transparent and accountable handling of allegation

Safer Churches officer will respond and report according to concern and legal requirements

ACC Executive will attend to allegations against ACC Credential holders ensuring due process

INC Executive will attend to allegations against INC Volunteers/ Leaders ensuring due process

Transport guidelines:

- Children should not be transported alone with any team member unless the child is the team member's own. Team members should always have more than one child, or another unrelated team member with them for accountability
- Any private transport vehicle should be in sound condition and have insurance
- Any transport in private vehicles must be with a licenced driver and with Parent/ Carer permission.
- Bus drivers must have been approved by Imagine Nations church leadership
- Bus drivers need to have completed a bus orientation with the Imagine Nations property manager prior to commencing driving the buses. They must have appropriate licensing for the size of the bus they will drive
- Any changes to a driver's licence/ insurance should be reported to church leadership, before children are transported

Work Health & Safety – Policy & Rules

Your personal safety and the safety of others is truly important.

Please read the following policies:

- ***Work, Health & Safety Policy***
- ***Health and Safety Rules***

You will be asked to agree to uphold both of these policies & sign off on these on your Ministry application each year.

Work, Health and Safety Policy

Commitment

The church recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, voluntary workers and visitors and will endeavour to ensure they do nothing to place themselves or the local community at risk of injury or illness.

Objectives

The church will endeavour to:

- Provide safe buildings, plant and systems of work.
- Ensure compliance with legislative requirements and standards.
- Provide employees, contractors and voluntary workers with information, instruction, training and supervision for their safety.
- Provide support that will assist employees and voluntary workers in maintaining their psychological and physical health.

Responsibilities of the church

- To provide a safe workplace.
- To implement Work, Health and Safety policies and procedures.
- To promote actively and be involved in those policies and procedures.
- To provide the resources required to meet the church's WH&S commitments.

Responsibilities of employees and voluntary workers

- Follow all WH&S policies and procedures.
- Report all hazards identified to the WH&S co-ordinator.
- Comply with lawful instructions.
- Not behave in a wilful and reckless manner.

Consultation

The church is committed to encouraging consultation and cooperation between church administrators, employees and voluntary workers. It will involve all parties in workplace changes likely to affect their safety, health and welfare.

Health and Safety Rules

1. No smoking in church buildings.
2. No alcohol or non-prescription drugs in the workplace.
3. Know and observe all WH&S rules.
4. Know and observe details of emergency response and evacuation plans.
5. All work at heights must have the permission of the WH&S co-ordinator before commencement.
6. Do not undertake work for which you are not qualified. e.g. Electrical maintenance.
7. Take responsibility for own WH&S by not doing anything that may endanger your WH&S or that of a fellow employee/voluntary worker.
8. Report all potential hazards or accidents and incidents to the WH&S Co-ordinator.
9. Keep work areas neat and tidy at all times.
10. If required to lift any items likely to cause injury, seek assistance before proceeding.

Josiah Paech

Imagine Nations Church

Group Property Manager & WH&S Co-Ordinator

Food Safety Guide

Preparing Food

- Use separate utensils, including cutting boards and knives for raw food and cooked food. If this is not possible, thoroughly wash and sanitize equipment before using them.
- 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.
- Raw food to be cooked can be handled with bare (washed) hands.
- Change disposable gloves every hour &/or when they tear &/or when you change tasks.

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.
- Cook thawed food immediately after thawing.
- Cook all foods completely, especially red meat, fish and chicken.
- Reheating: bring to boil and simmer for a minimum of 5 minutes before serving (or microwave using the 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. Apply the "first in – first out" rule. Food should not be out of refrigeration for very long – 4 hours' maximum.

Displaying Food

- Wrap or cover 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 to reheat food.

Transporting Food

- Keep cold by using insulated containers like an Esky™ with ice or cold blocks.
- Food which is to be served hot should be transported cold and heated at event.

General Complaints & Conflicts

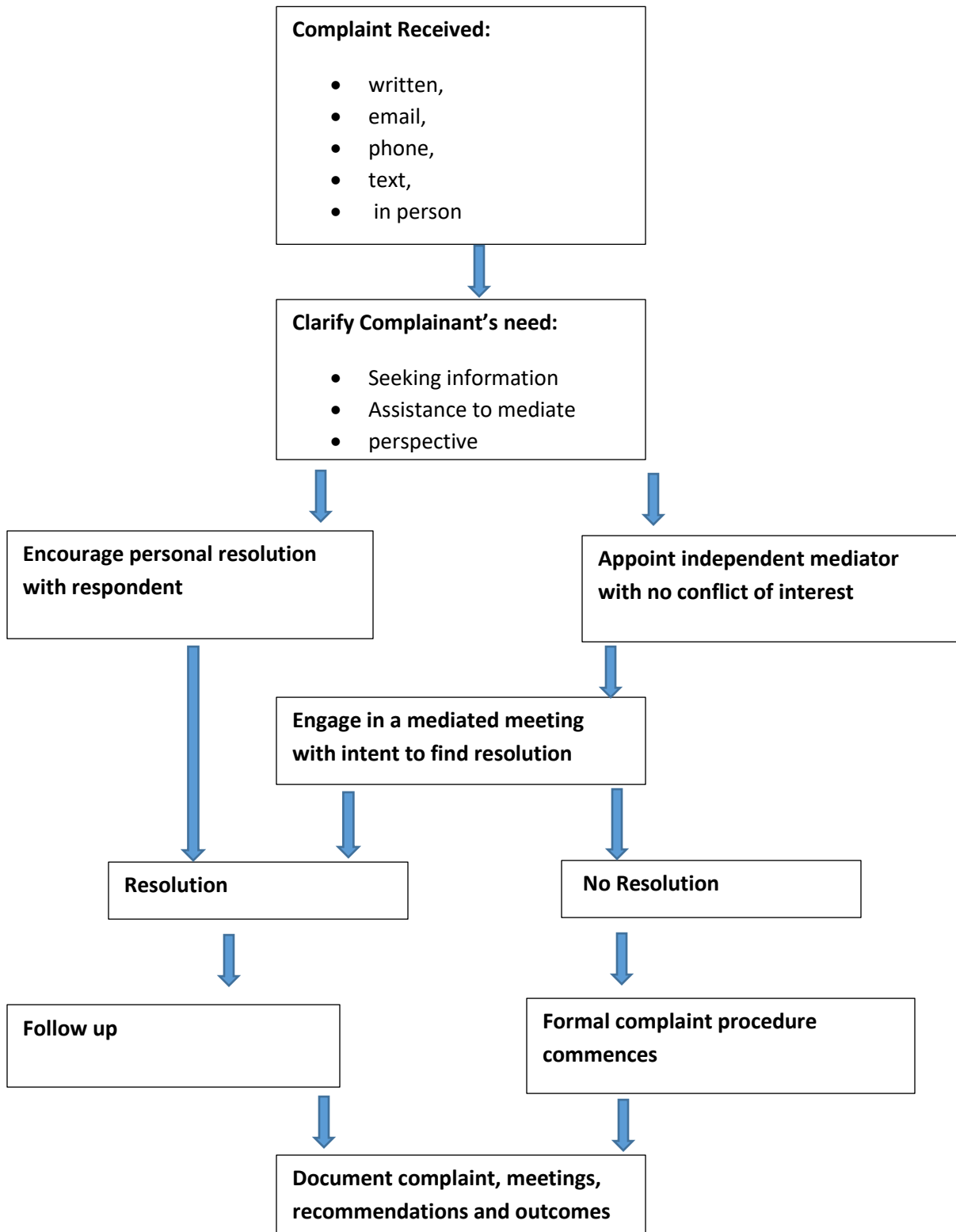
- All complaints should be treated with respect and courtesy

- An complaints report form should be completed by the person receiving the complaint
- The complaint should be reported directly to the Children's Pastor, if it was not made to them directly
- The Children's Pastor will inform the Executive of the complaint and seek advice regarding or inform them of follow-up.
- All complaints will be followed up for an appropriate outcome
- Results of complaint mediation and outcomes will be documented

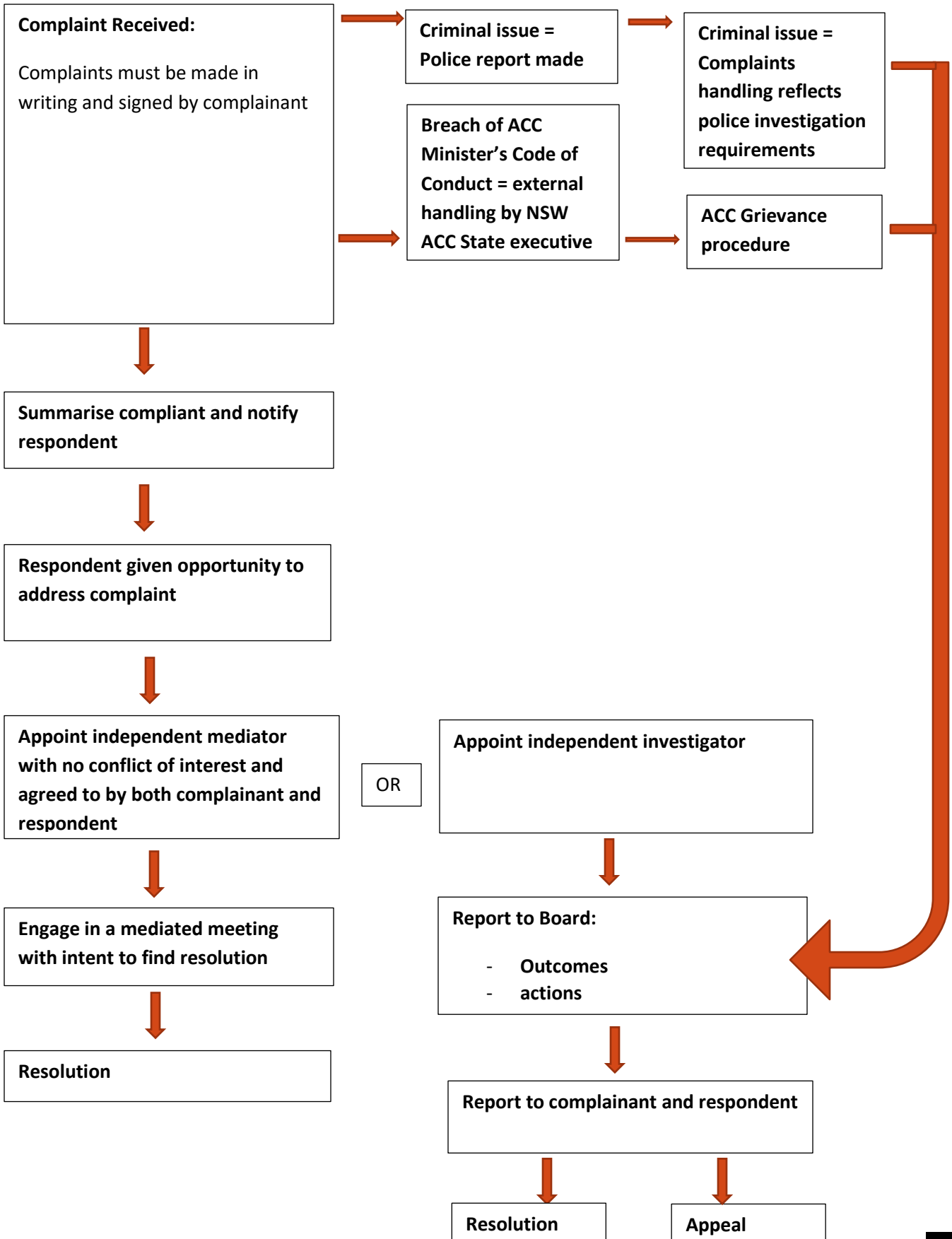
We have both an 'Informal' and Formal Complaint Flow charts on the next page.

***N.B. these are in draft stages and are subject to change.*

Complaints Handling Procedure – Informal



INC Formal Complaints Process



Incident Response and Emergency Procedures:

Parent Paging

- Should a parent be required at any point, the team leader will make contact with the parents via a text message.
- If a Parent/ Carer does not respond to text message, a team member will locate the Parent/ Carer within the service personally.

First Aid

- All ministry areas are supplied with an appropriate first aid kit. Should a kit need supplies, a team member should indicate the supplies that need restocking on the weekly service report (QR code for this located at both registration computers, the sound desk and in each ministry room).
- All ministry areas should have a first aid trained team member, or quick access to the service first aid officer
- All first aid should be administered by the first aid trained team member, unless it is an emergency situation, in which case appropriate first aid should be commenced by the first person available and capable
- The team leader and Children's Pastor should be informed of any injury or illness that required first aid
- An incident report form should be completed by those who witnessed the incident and the person administering first aid. The form can be accessed electronically by scanning the QR code.
- Parents/ Carers should be notified by the team leader or Children's Pastor of any incident or first aid administered during a service immediately at the end of the service for minor incidents, and as soon as possible for serious incidents
- Incidents that require emergency care, should follow emergency first aid procedures. Following a first aid emergency, a critical incident plan should be instigated

Fire Response

- **Call 000 if there is a fire**
- Know where all fire extinguishers and blankets are and know how to use them. Only adults are to use fire equipment
- Know the fire exits and meeting points for emergencies
- A fire kit should be located at the emergency exit for evacuation in heavy smoke
- Team leaders are responsible to ensure the safe removal of children during an emergency.
- Team leader should bring the Registration form to account for visiting children
- Contact church ops team for assistance
- Treat any injuries with appropriate first aid. Contact ambulance services if required
- Complete an incident report form
- A critical incident response plan will be activated after any fire incident
- *Once a year, children should have a child protection lesson. Fire drills and emergency evacuations should be practiced during this lesson.*

Security Concerns

- Team leaders should have communication with the service team leader for the day, should they require assistance with security during a service
- In emergency situations, contact 000 for emergency assistance
- Team leader will decide if lock down protocols or evacuation is required for the safety of children and team

Electronic Media Use Protocols

As part of the *ACC Workers (Paid & Volunteer) Code of Conduct and the Workers Declaration* you have agreed to uphold integrity with your phone and internet use. Electronic media in its various forms is both an incredible tool to stay connected but also has the potential for inappropriate use that could result in accusations of abuse. For this reason, Imagine Nations Church specifically requires you to adhere to the following protocols whilst in your ministry role:

1. Maintain accountability with all online forums including social media sites, chat rooms, apps and games. We recommend that you allow your leader access to your personal profiles so they can, at any point, read or view what you post and upload.
2. As far as practical, keep what you post public but as “internet safe” as possible and of the highest level of integrity and honour. If you would not be happy for Senior Church leadership to read or see what you write or upload- including via Instagram, Snapchat or any other app, game or social media site, then it should not be posted.
3. We recommend that you do not, at any time, upload, publish or electronically send photos of children or young people under 16 years without parental consent.
4. ‘Friend’ requests from children and young people 16 years and under open the way for both accountability and inappropriate interaction. While we understand that Facebook or equivalent social media networks are a great medium for communication, and allows people in a leadership position to see what those in their care are saying and doing, we recommend that you do not comment or post onto the page of these young people, but utilise this only as a means of being aware of the spiritual condition of someone in your care. Should you see something posted that is of concern to you, you should follow more appropriate means of communication to raise concerns, or express encouragement.
5. Should you be concerned about the nature of a personal profile, internet site visited or established by a member of Imagine Nations church, or any communication, including images sent to you, or requested of you, we recommend that you immediately bring your concerns to the Safer Churches Officer and seek advice.
6. We recommend that you do not continue conversations via any online forum or phone with children or young people not your own age past what would be a reasonable bed time for the age of the child or young person.
7. As best practice, we recommend that you be willing to be accountable for any communication you send to anyone as part of your ministry role. You must maintain the highest level of integrity in your personal life as well.

8. No material is to be sent as an email, text or via any online forum that is defamatory, in breach of copyright or the Church confidentiality.
9. Emails, text or material posted via any online forum should not contain material could be offensive, demeaning, persistently irritating, threatening, discriminatory or involves the harassment of others or concerns personal relationships.
10. We recommend that social media networks are not utilized as a forum to enter into arguments or controversies about faith or criticisms of the church or leaders.
11. When using email, phones or social media networks, a person should not pretend to be another person, or use another person's computer or phone without permission.
12. Care needs to be exercised when sending group communication to ensure that contact details are not disclosed to others without permission. Contact details of others should not be passed on, without the person's express consent.
13. We recommend that you are proactive in ensuring parents know you have their child's or young person's phone number and email address and/ or have been requested as a 'friend' on a social media network. Ask if parents are happy with you having this information, or being in contact via a social media network.
*Leaders of children connect groups (12 years and younger) must have written permission to contact children and must speak directly to a parent before speaking to the child.
14. Immediately cease personal contact with any child or young person if a parent withdraws permission for you to remain in contact. Should a child or young person continue to attempt to contact you, after parental consent has been withdrawn, we recommend that you save all messages or emails and bring them to your leader for accountability. As far as possible, get in contact with the parent and let them know their child or young person is still trying to contact you. Do not respond to any message or email personally. Should you be concerned for the welfare of the child or young person, follow reporting guidelines.
15. Telecommunication, Privacy, and Reportable Conduct legislation, as well as the Crimes Act in NSW have legal implications for our electronic media use. Imagine Nations Church will always follow their legal responsibilities if there is communication by any person that breaks the law.

INC Confidentiality Agreement

As part of the *ACC Workers (Paid & Volunteer) Code of Conduct and the Workers Declaration* you have agreed to uphold integrity with how you treat confidential and copyright information. Additionally, Imagine Nations Church has a privacy policy which we expect all staff and volunteers to adhere to.

Imagine Nations church specifically requires you to adhere to the following whilst in your ministry role:

- As a volunteer engaged by IMAGINE NATIONS CHURCH, I understand I may from time to time have access to information concerning the business and affairs of those individuals or organisations conducting business with IMAGINE NATIONS CHURCH or associated there-within in order to fulfil my role. Therefore, during and after my period of engagement, I will treat such information obtained by me, regarding IMAGINE NATIONS CHURCH and those individuals and organisations in the strictest confidence.
- I will not disclose the personal private information of anyone
 - unless such a disclosure is required or authorized by law; and
 - I have consulted with my Pastoral supervisor;
 - or I have the express permission of the person to share their information.
- I will uphold all required IT security measures to protect any personal information I have access to in order to fulfil my role while engaged with IMAGINE NATIONS CHURCH. I will not share or disclose any IT security measures (e.g. passwords) with any other person unless I have consulted with my Pastoral supervisor.
- I will take care when communicating in a group format to not disclose personal information- e.g. email address or contact number.
- I understand that all copyright and other intellectual property rights, in the material generated by IMAGINE NATIONS CHURCH in the conduct of its business shall remain vested in IMAGINE NATIONS CHURCH.
- I understand that Intellectual property or material obtained and/or developed during my period of engagement with IMAGINE NATIONS CHURCH remains the property of IMAGINE NATIONS CHURCH and will not be used or reproduced by me, without the express written permission of the directors/senior pastors.

I have read and understood the INC Confidentiality agreement.

APPENDICES

ACC Workers (Paid & Volunteer) Code of Conduct and the Workers Declaration

Each year you will be required to review and complete this document and submit it with you Annual Ministry Application.

*****If you have any questions or concerns relating to this document, please speak to Ps Allyson Parker before signing it.***

ACC Child Protection Policy

This is Australian Christian Churches National Child Protection Policy.

Please take time to read this document, again if you have any questions or concerns, please speak to Ps Allyson, Generations Pastor.

ACC Child Protection Guidelines

ACC Volunteers Workers (Paid & Volunteer) Code of Conduct



WORKERS (PAID AND VOLUNTEER) CODE OF CONDUCT

Codes of Conduct are a part of ACC's commitment to emotionally and physically safe environments, an expectation of our Child Protection Policy, and a commitment to providing appropriate duty of care, including health and safety considerations.

This Code of Conduct outlines the requirements and expectations for all paid and volunteer workers in ACC Churches and associated activities.

The **ACC Ministerial Code of Conduct** (a separate document) applies to ACC Credential holders.

This Code of Conduct is divided into two categories:

- those considered to be legal, biblical and/or moral imperatives, denoted by the word "shall" must be implemented, and
- those considered as good practice, denoted by the words "expected", and are nevertheless strongly recommended.

ACC recognises that volunteering and working in the context of a local church is a transformative process and is committed to treating all workers with respect and facilitating worker growth where necessary.

1. SCOPE

This Code of conduct applies to all workers in IMAGINE NATIONS CHURCH, whether in a paid or volunteer position.

2. COMMITMENT

Workers **shall** uphold all relevant State or Territory legislation applicable to their role. They **shall** abide by, and implement all church or associated event policies, procedures and guidelines. Workers are **expected** to seek clarity in circumstances where the guidelines, processes or instructions are unclear.

3. SERVANT HEARTED

All workers are servants of Christ, who should endeavour to become servant leaders as modelled by Jesus (John 13:3-14). The misuse of authority can be a particular temptation when being given a position of trust and power – this must be avoided.

4. BEHAVIOUR

Workers

- are **expected** act in the best interests of those we serve.
- **shall** not be abusive in any way toward others, spiritually, emotionally, physically or sexually, including domestic and family violence.
- **shall** avoid the use of offensive language (e.g. swear words, sexual connotations, racial, religious or gender related slurs).
- **shall** exercise caution with all potentially addictive behaviours and/or harmful substances. Drunkenness is never acceptable.
- **shall** refrain from using any illicit substances.
- are **expected** to understand and implement appropriate behavioural boundaries between themselves and those we serve, including using caution when initiating or receiving physical contact with those we serve. This includes gestures of comfort as such gestures can be unwanted or misinterpreted.
- **shall** act with sexual integrity. Sex is a gift from God and integral to human nature.
- **shall** not transmit, download or store any communication that is discriminatory or harassing, derogatory, obscene, sexually explicit or pornographic, defamatory, threatening, for any purpose other than that specifically relevant to their position, for the purpose of reporting to an authority or to comply with a legal direction.
- **shall** report their concerns of harm or risk of harm according to *ACC Safer Church Guidelines*.
- are **expected** to treat all people fairly and in accordance with ACC and local church policies, guidelines and position papers.
- are **expected** to communicate with integrity, including accountable and wise use of electronic communication.
- are **expected** to acknowledge when they are out of their depth and do not possess the required skill set in

difficult pastoral situations, (e.g., a person who needs professional counselling) and seek help from a team leader or church leader.

- **shall** not take property belonging to others, including intellectual property (copyright).
- **shall** disclose potential, perceived or actual conflicts of interest in relation to their church role. (e.g. possible financial gain; existing personal relationships)

5. FINANCIAL MATTERS

Workers **shall** not seek financial gain from their role or misuse their personal church relationships for financial gain. Workers are **expected** to steward property and finances related to their role with accountability, transparency, and integrity and report any concerns they have in relation to these matters.

6. CONFIDENTIALITY

Confidential information **shall** not be disclosed and must be treated with the utmost care. Exceptions include:

- when disclosure is required by law,
- harm or risk of harm notifications whether required by law or not,
- there are concerns for the safety of the person or others,
- in accordance with the entity's privacy policy,
- or when the information is in the public domain.

Disclosure is a serious matter and the assistance of a team leader or church leader should be sought.

7. COMMITMENT TO TEAM MINISTRY

Workers:

- Are **expected** to embrace the vision, values, and mission of the Church or associated activity, and continue to develop ministry skills through a variety of means including team meetings.
- **shall** undertake the training required for their role.
- are **expected** to be accountable to team, watch out for each other and protect each other's integrity.

IMPLEMENTATION OF THIS CODE OF CONDUCT

Any breach of this code involving a criminal offence may lead to a report being made to the relevant authorities. Any breaches relating to the harm, or risk of harm, of a child or young person will be dealt with under the ACC Child Protection Policy. Any other breach may at the church's sole discretion result in the worker being stood down or suspended.

Workers are expected to be open to correction and to act with humility by appropriately modifying their behaviour so as to not discredit the gospel.

I have read and understood the ACC Worker's Code of Conduct

Name:

Signature:

Date:

ACC Safer Churches Workers Declaration



WORKERS DECLARATION

Thank you for your expression of interest to volunteer at Imagine Nations Church Incorporated ABN 37 984 869 072. Your declaration is part of our commitment to ensuring our workers uphold our duty of care to all people, and also to fulfil our legal and insurance requirements. If you are unclear as to any of the statements in this document, please seek clarification from a team or church leader before signing.

PERSONAL DETAILS

Surname: _____ First and Middle Names: _____

Any Former Names: _____

Male Female (Please select) Date of Birth: ____ / ____ / ____ Email: _____

Address: _____

Mobile Phone: _____ Home Phone: _____

CRIMINAL HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK

I consent to providing an Australian Federal Police Check as reasonably directed by my supervisor from time to time dated within the last two months providing disclosure adequate for the purpose of working with children.

My state based working with children check (or equivalent), where required are as follows:

State of Issue: _____ Reference Number: _____

Expiry Date: ____ / ____ / ____

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application including the subsequent pages to be kept by Imagine Nations Church Incorporated ABN 37 984 869 072. I understand that this information is collected in accordance with the above entity's Privacy Policy further to the Australian Privacy Principles (APP) where applicable. I understand that this information will be destroyed or de-identified once the information is no longer needed for the purpose for which it has been collected.

REFEREE CHECK (if you have been at the church for less than 3 years)

Please nominate two character references.

Name: _____

Relationship: _____ Contact Number: _____

Name: _____

Relationship: _____ Contact Number: _____

Name of my previous church and pastor (if applicable):

DECLARATION

1. I understand that the church operates in a regulated environments, and I undertake to cooperate with the church in complying with any lawful requirements. I undertake that:

- I will disclose to the Safer Churches Officer (or equivalent) any allegation, investigation or conviction of reportable conduct, child related offenses, sexual harassment or assault, financial misconduct, workplace misconduct or any other disciplinary or criminal proceedings I have been subject to. I understand these matters will need to be considered when determining if, or what, role I may hold.
- I have received and signed a copy of the *Workers Code of Conduct*.
- I am able to uphold the safety of others in the fulfilment of my designated role

2. I understand that team or church leaders may refer to ACC and local church policies, codes of conduct, guidelines and position paper when determining my suitability for any role.
3. I have provided this information, and any documents accompanying it in good faith and declare they are true and correct to the best of my knowledge and belief.
4. I understand that any material misstatement or omission from this questionnaire may cause me to be considered unfit to hold a particular role in the church.

Proposed Worker's signature: _____ Date: ____ / ____ / ____
 (If under 18, co-signed by a parent/guardian)

Parent/Guardian Name: _____ Signature: _____

Endorsement of church leadership:

Name: _____ Position: _____

Signature: _____ Date: ____ / ____ / ____

Date of Referee check: (please attach any relevant documentation from the referee check)

Date of WWCC# clearance:

Date of Criminal record check (if applicable)

Please attach any relevant documentation in regards an applicant being unsuitable

This declaration and accompanying relevant documentation is to be permanently kept, or as otherwise legislated.



OFFICIAL DOCUMENT

Title:	ACC Child Protection Policy
Document Type:	Movement Policy
Version:	2023:1
Date:	April 2023
Approval:	National Conference 2023

CHILD PROTECTION POLICY

1. INTRODUCTION

This Policy reflects the moral and ethical standards of the Movement pursuant to Article 16.1 of the United Constitution and forms part of the ACC Safer Churches Strategy for the protection of all people in our churches and is outworked through the ACC Safer Churches Guidelines, Structure, Training, and Implementation Kit.

It is a requirement of the ACC National and State Executives to adopt the ACC Child Protection Policy. ACC Constituent Churches are required to adopt this Policy and the ACC Safer Churches Guidelines (found in document SC011) or use these as a minimum standard.

The structure of the ACC Safer Churches Strategy is found in the Implementation Kit (document SC002).

All ACC Safer Churches documentation, including definitions of relevant terminology used in this Policy and applicable legislation can be accessed via the ACC website www.acc.org.au

2. PURPOSE OF OUR CHILD PROTECTION POLICY

This policy:

- 2.1 Guides our work in establishing and maintaining safe environments for Children and Young People;
- 2.2 Underpins our biblical mandate to: Love the Lord your God with all your heart, soul, mind and strength and to love your neighbour as yourself;
- 2.3 Ensures that all workers (paid and volunteer) associated with our church fulfil their pastoral, and organisational responsibilities with regard to child protection; and
- 2.4 Ensures compliance with legislation, and also with the intention of the legislation (including but not limited to the 10 National Child Safe Principles, child protection, work health and safety and the governance standards of the ACNC), as it relates to protecting Children and Young people (see document SC003).

3. SCOPE

The ACC Child Protection Policy covers all ACC People with a role that includes all state and territory legislated definitions for working with children and those under the definitions of state and territory reportable conduct schemes, and those likely to include, providing services that are directed towards a Child or Young Person (whether in whole or in part), or conducting activities that may involve a Child or Young Person (whether in whole or in part), and includes the supervision of persons in Direct Roles (for example, a board member of a church is in a Direct Role, irrespective of whether they actually work with Children or Young People, because of their overarching supervisory duties).

ACC Child Protection Policy – Version 2023:1

4. POLICY STATEMENTS

ACC People commit to, according to their role or position (as described in section 5):

- 4.1 Upholding this policy, applicable state or territory Child Safety and other relevant legislation (see document SC003), and to implementing the related ACC Safer Churches Guidelines (as a minimum standard);
 - 4.2 Providing for and promoting the care, protection and wellbeing of Children and Young People in a way that recognises their right to grow in a safe and stable environment and the right to be protected from harm, and to maximise opportunities for Children and Young People to realise their full potential;
 - 4.3 Recognising and responding to the diverse needs of all Children and Young People, including Aboriginal and Torres Strait Islander Children and Young People and those from culturally and/or linguistically diverse backgrounds and also the safety of Children and Young People with a disability as relevant in the local church setting;
 - 4.4 Providing for and promoting the provision of services that foster the health, developmental needs, spirituality, self-respect and dignity of Children and Young People including by ensuring that persons who have a Direct Role with Children and Young People within the movement are appropriately selected, screened, trained, supervised and performing their responsibilities, including ongoing education and equipping;
 - 4.5 Promoting caring attitudes and responses towards Children or Young People, so that the need for appropriate nurture, care and protection is understood, risks to a Child's wellbeing are quickly identified, and any necessary support, protection or care is promptly provided including child focused responses to allegations of risk of harm or harm in line with Safer Churches Guideline 8;
 - 4.6 Recognising the family as the primary means of providing for the nurture, care and protection of Children and Young People and to accord high priority to supporting and assisting the family to carry out its responsibilities to Children and Young People;
 - 4.7 Empowering Children and Young People by engaging with Children and Young People and Caregivers in relation to decisions that impact them, including inviting feedback as part of our services;
 - 4.8 Promoting and recognising the need to strengthen, preserve and promote positive relationships between the Child and the Child's parent, family members, leaders, mentors, spiritual advisors and significant others; and
 - 4.9 Providing for and promoting a Child safe culture in both physical and online settings that is understood, endorsed and put into action by all the individuals who work for, volunteer or access an ACC program, service or managed facility;
 - 4.10 ACC Constituent churches shall regularly review, evaluate and improve child safe procedures and practices; and
 - 4.11 ACC Constituent churches shall ensure that clear policy and procedural documentation is up to date and readily available.
5. It is a serious breach of this policy for any ACC Person in our Movement to contravene this Policy, the related Safer Churches Guidelines (SC011), or any regulation in law, in relation to the safety and protection of Children and Young People.

ACC Child Protection Policy – Version 2023:1

6. RESPONSIBILITIES FOR IMPLEMENTATION

The ACC National Conference is responsible for the development and endorsement of the ACC Child Protection Policy. It delegates the implementation of the ACC Child Protection Policy to the ACC National and State Executives and Constituent Churches. The role of each entity in relation to the implementation and enforcement of the ACC Child Protection Policy is detailed in the table below.

In accordance with article 9.7 of the ACC United Constitution, in circumstances where the National Executive considers the interests of the Movement within a State are in serious jeopardy it may intervene so as to replace the role of the State Executive in all respects for such period as it determines.

Entity	Role/Responsibility
ACC National Executive	<ul style="list-style-type: none"> • Promote the ACC commitment to the ACC Child Protection Policy; • Review on a biennial cycle as a minimum, the ACC Child Protection Policy. The National Executive may also review the policy at any time as required by legislation, regulations or organisational learnings that requires a change to the ACC Child Protection Policy; • Develop opportunities for regular discussion to support a culture of openness and continued improvement and accountability to Child protection, including regular (minimum annually) review, evaluation and improvement of child safe procedures and practices; and maintenance of clear policy and procedural documentation that is readily available. • Advocate and promote Child rights, empowering and engaging Children and Young People in support of this Policy. • ACC National Executive (or its delegate). Shall develop and implement corresponding Child Protection Practice Guidelines (known as the 'ACC Safer Churches Guidelines' - SC011) in accordance with the relevant State/Territory legal obligation.
ACC State Executive	<ul style="list-style-type: none"> • Ensure the ACC Child Protection Policy is implemented and adhered to by the State Executive and Constituent Churches and ACC Credential Holders; • Advocate and promote Child rights, empowering and engaging Children and Young People in support of this Policy; • Adopt the ACC Safer Churches Guidelines (SC011); • Ensure adequate resources are allocated to allow effective implementation, including the appointment and resourcing of a State Safer Churches Officer/s; • Ensure all ACC People understand their obligations in accordance with the ACC Child Protection Policy; • Develop opportunities for regular discussion to support a culture of continuous improvement and accountability of Child protection; and • Proactively share resources and experience in the development of Child safe initiatives as they are identified.

ACC Child Protection Policy – Version 2023:1

<p>Constituent Churches and Credential Holders</p>	<ul style="list-style-type: none"> • Adopt the ACC Child Protection Policy (or one that uses the ACC Child Protection Policy as a minimum standard) • Adopt the 'ACC Safer Churches Guidelines' (SC011) (or alternative guideline that is at least consistent with the 'ACC Safer Churches Guidelines'); • Advocate and promote Child rights, empowering and engaging Children and Young People in support of this Policy; • Ensure all ACC People within the respective Constituent Church understand, and adhere to, their obligations in accordance with the ACC Child Protection Policy including the implementation of the Safer Churches Guidelines (SC011) as minimum standards; • Develop opportunities for regular discussion to support a culture of continuous improvement and accountability of Child protection, including regular (minimum annual) review, evaluation and improvement of child safe procedures and practices; and maintenance of clear policy and procedural documentation that is readily available. • ACC People will support Children or Young People and their families in accordance with this Policy and the ACC Safer Churches Guidelines (SC011) in the event that a Child or Young Person is harmed by any ACC People. We recognise that the impact of any form of harm on Children or Young People and their families is traumatic. It is even more complex when the perpetrator of the harm is within ACC. In these situations, we will provide opportunities for appropriate debriefing and/or counselling to the Children or Young People and their families who have experienced the harm and any other Child or Young Person and family in the community who may indirectly be affected by the incident(s). • It is acknowledged that not all Credential Holders will have sufficient influence to achieve these objectives with a Constituent Church, but it is expected, as a minimum, that a Senior Minister and/or their appointee/s will have such influence.
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7. POLICY APPROVAL AND REVIEW

- 6.1 This Policy was revised and updated to reflect current legislative requirements in Australia in February 2023 (Version 2023:1).
- 6.2 It was approved by the National Conference for adoption and implementation in April 2023.
- 6.3 The Policy and Guidelines will be reviewed, as a minimum, by the National Executive at minimum every 2 years and as often as necessary, in order to remain compliant with new legislation and insurance requirements.
- 6.4 6.4 ACC Constituent churches shall ensure that they have adopted all changes to the Policy and Guidelines annually.

7. SAFER CHURCHES TERMINOLOGY (AS USED IN THIS POLICY) are found in ACC Safer Churches Implementation Kit document SC001.

ACC Child Protection Policy – Version 2023:1



OFFICIAL DOCUMENT

Title:	Safer Churches Guidelines
Document Type:	Guideline
Version:	2023:1
Date:	May 2023
Approval:	National Executive

ACC SAFER CHURCHES GUIDELINES

The **Safer Churches Guidelines** ("Guidelines") have been developed by the ACC National Executive as part of the implementation of the **ACC Safer Churches Strategy** and outworking of the **ACC Child Protection Policy** ('Policy').

The ACC Safer Churches Guidelines, Training and Implementation Kit assist ACC Churches and their workers in upholding Child Protection legislation and other relevant 'people protection' legislation – e.g. Health and Safety. That is to say, the ACC Safer Churches Strategy is aimed at the protection of all people in ACC Churches.

The Guidelines are good practice procedures for the implementation of the Policy and people protection.

The Guidelines aim to ensure that all workers (paid and volunteer) in ACC Churches, are safe people who act in a protective manner with the people they serve.

The Guidelines are divided into two categories:

- those considered to be legal, Biblical and/or moral imperatives, denoted by the word "**shall**", must be implemented; and
- those considered as good practice, denoted by the word "**recommended**", are strongly recommended.

It is an expectation that all workers (paid and volunteer) in ACC Constituent Churches will follow the Guidelines.

The ACC Safer Churches Implementation Kit is located in the Safer Churches section of the ACC Pastor's Login on the ACC website.

GUIDELINE 1 – Safe Church Strategy implementation

As an outworking of the Policy statements:

ACC People commit to, according to their role or position (as described in section 5),

- *Upholding this policy, relevant state or territory Child Safe legislation the nationally recognised 10 Child Safe Principles and, applicable child protection laws and regulations, as relevant in their office and jurisdiction (see document SC003), and implementing the related ACC Safer Churches Guidelines as appropriate;*
- *ACC Constituent churches shall regularly review, evaluate and improve child safe procedures and practices; and*
- *ACC Constituent churches shall ensure that clear policy and procedural documentation is up to date and readily available.*
-

National Executive, State Executives and Local Church Boards **shall:**

- a. endorse and implement the ACC Child Protection Policy and ACC Safer Churches Guidelines (or alternative guideline/s that is/are at least consistent with the ACC Safer Churches Guidelines);
- b. ensure all ACC workers within their respective Constituent Church understand and adhere to their obligations in accordance with the ACC Child Protection Policy, including the implementation of the Safer Churches Guidelines as minimum standards for the protection of children and vulnerable people (or alternative guideline/s that is/are at least consistent with the ACC Safer Churches Guidelines);
- c. develop opportunities for regular discussion to support a culture of continuous improvement and accountability in relation to the ACC Safer Churches Strategy. This would include making this a standing item of regular meetings of the ACC National Executive and Constituent Churches and providing opportunities for ACC People to clarify and confirm the procedures to apply when taking action in relation to Children or Young People's welfare and safety;
- d. Maintain up to date documentation of all policy and procedures.
- e. Maintain secure records for worker screening and training and of complaints of responding to concerns of risk of harm and all workplace investigations into worker misconduct (including Reportable Conduct investigations in jurisdictions that operate Reportable Conduct Schemes).
- f. implement relevant ACC Safer Churches procedures and practices (consistent with the samples found in the ACC Safer Churches Implementation Kit at www.acc.org.au).

GUIDELINE 2 – Culture of safety & wellbeing

As an outworking of the Policy statements:

ACC People commit to, according to their role or position (as described in section 5),

- *providing for and promoting the care, protection and wellbeing of Children and Young People in a way that recognises their right to grow in a safe and stable environment and the right to be protected from harm, and to maximise opportunities for Children and Young People to realise their full potential; and*
- *Recognising and responding to the diverse needs of all Children and Young People including Aboriginal and Torres Strait Islander Children and Young*

People and those from culturally and/or linguistically diverse backgrounds and also the safety of Children and Young People with a disability as relevant in the local church setting ,

ACC Church workers (paid and volunteer) **shall** minister out of the love God has for everyone, by acting in the best interests of all people they serve in ministry, through:

- a. practising servant leadership (Matthew 20:25-28);
- b. respecting and valuing all people, with special care for those from Aboriginal and Torres Strait Island or diverse cultural backgrounds, and/or those with a disability including:
 - i. Encouraging and supporting a child's ability to express and enjoy their culture; and
 - ii. Acknowledging and appreciating the strengths of Aboriginal culture and understanding its importance to the wellbeing and safety of Aboriginal children;
- c. Ensuring racism, along with all forms of discrimination and abuse within the organisation are identified, confronted and not tolerated;
- d. ministry in transparent and accountable teams
- e. upholding National Privacy Principles; and
- f. providing opportunities for formal debriefing and/or counselling for families of Children or Young People who have experienced abuse and any other family in the community who may indirectly be affected by an incident.

In relation to Children and Young People, it is **recommended** that ACC People support healthy development and wellbeing through:

- a. understanding and upholding the rights of Children and Young People according to their age and stage of development;
- b. providing regular opportunities for workers to clarify and confirm the procedures to apply when taking action in relation to Children or Young People's welfare and safety; and
- c. good practice in accessing local resources when Children or Young People are experiencing distress or crisis.

GUIDELINE 3 – Promoting support networks

As an outworking of the Policy statements:

ACC People commit to, according to their role or position (as described in section 5),

- *recognising the family as the primary means of providing for the nurture, care and protection of Children and Young People and to accord high priority to supporting and assisting the family to carry out its responsibilities to Children and Young People; and*
- *promoting and recognising the need to strengthen, preserve and promote positive relationships between the Child and the Child's parent, family members, leaders, mentors, spiritual advisors and significant others,*

It is **recommended** that ACC Constituent Churches:

- a. provide practical pastoral care. For example, providing information and support in practical parenting, marriage enrichment, caring for those with additional needs or in

- times of crisis;
- b. assist church attendees to recognise and access their support networks within the church and also in the local community; and
 - c. actively supports and facilitates participation and inclusion by Aboriginal children, young people and their families.

GUIDELINE 4 – Promoting empowerment and participation

As an outworking of the Policy statement:

ACC People commit to, according to their role or position (as described in section 5),

- *empowering Children and Young People by engaging with Children and Young People and Caregivers in relation to decisions that impact them, including inviting feedback as part of our services,*

ACC Church workers (paid and volunteer) **shall**:

- a. listen to the views of, and respond appropriately to, concerns of all people they serve; and
- b. encourage all church attendees to speak to their local church Safer Churches Officer if they are concerned about harmful behaviours or harmful situations.

In relation to Children and Young People, ACC People **shall**:

- c. actively promote the empowerment and participation of all people at their church in the protection of Children and Young People, including:
 - i. providing opportunities for Children or Young People to tell us their views, express their culture, and give feedback about the services we provide to them;
 - ii. making information about the Child Protection Policy available to Children, Young People and Parents/Carers;
 - iii. ensuring that Children, Young People and Parents/Carers have access to adequate and age-appropriate information about child safety and how to protect themselves;
 - iv. ensuring that Children and Young People have access to adequate support to promote safety and intervene early in concerns that they raise; and
 - v. listening to Children or Young People and appropriately address any concerns that they raise with us, in the least intrusive way possible, that is consistent with the paramount concern to protect the Child or Young Person from harm and promote the Child or Young Person's development.

GUIDELINE 5 – Appointment of workers (paid and volunteer)

As an outworking of the Policy statement:

ACC People commit to, according to their role or position (as described in section 5),

- *providing for and promoting the provision of services that foster the health, developmental needs, spirituality, self-respect and dignity of Children and Young People including by ensuring that persons who have a Direct Role with Children and Young People within the movement are appropriately selected, screened, trained, supervised and performing their responsibilities, including ongoing education and equipping,*

ACC Constituent Churches **shall**:

- a. screen, appoint, and induct all workers (paid and volunteer) using a formal accountable/transparent process, including:
 - i. compliance with State and Territory legislation with regard to Working with Children/Vulnerable Persons Checks (refer to SC003);
 - ii. self-declarations (refer to SC014);
 - iii. referee checking (at least two referees); and
 - iv. police background checking for paid employees.
- b. provide adequate and role-relevant induction training as required by Health and Safety legislation;
- c. store securely and permanently all successful applicant worker appointment documentation; and
- d. **not** allow an individual to work or continue his/her work if he/she has been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance. It is illegal in all States and Territories for a person who does not, or cannot, hold a Working with Children Check (or equivalent) to engage in any child related work. The church board will need to complete a full risk assessment to ascertain the current risks, and then implement a risk mitigation strategy to protect children and young people. This risk assessment must include seeking advice from the ACC Safer Churches Helpline and the church insurance company. ACC People who have been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance have an ongoing obligation to inform the Constituent Church of this matter.
- e. It is **recommended** that ACC Churches conduct annual ministry role reviews for workers. This process should be made clear to applicants at the time of appointment, as part of the induction process. This provides an opportunity for workers to say they will or will not be available next year/time, which is important for the health of committed teams.

GUIDELINE 6 – Safer Churches training

As an outworking of the Policy statement:

ACC People commit to, according to their role or position (as described in section 5),

- *providing for and promoting the provision of services that foster the health, developmental needs, spirituality, self-respect and dignity of Children and Young People including by ensuring that persons who have a Direct Role with Children and Young People within the movement are appropriately selected, screened, trained, supervised and performing their responsibilities, including ongoing education and equipping,*

ACC Credential and Certificate holders **shall** complete ACC Safer Churches training every three years at a minimum in order for Credentials or Certificates to be renewed.

This training develops the Credential Holder's awareness of their responsibilities under the ACC Child Protection Policy and ACC Safer Churches Guidelines. ACC Safer Churches training includes understanding the concepts of child protection including knowledge of indicators of

Child or Young Person at risk of harm (e.g. abuse and neglect), and reporting procedures for when there are risk of harm concerns about a Child and/or Young Person.

ACC Constituent Churches **shall** provide people who have a Direct Role (as defined in SC001) with adequate training in the concepts of Child Protection at a minimum of every 3 years. Additionally, in states where specific legislation applies, such as Reportable Conduct and / or Child Safe Standards, awareness raising and ongoing training in the specific requirements of those laws shall occur.

This shall include indicators of Child or Young Person risk of harm (abuse and neglect), and the reporting procedures for when they have risk of harm concerns about a Child and/or Young Person who is involved in the church.

It is **recommended** that ACC Constituent Churches provide all workers with adequate, appropriate, and ongoing training in Safer Churches related policy, procedures and practices.

GUIDELINE 7 – Supervision of workers (paid and volunteer)

As an outworking of the Policy statement:

ACC People commit to, according to their role or position (as described in section 5),

- *providing for and promoting the provision of services that foster the health, developmental needs, spirituality, self-respect and dignity of Children and Young People including by ensuring that persons who have a Direct Role with Children and Young People within the movement are appropriately selected, screened, trained, supervised and performing their responsibilities, including ongoing education and equipping,*

ACC Constituent Churches **shall**:

- a. adequately and appropriately supervise all workers, including provision of a Code of Conduct (see Ministerial Code of Conduct [SC013] and sample Volunteer Church Workers Code of Conduct [SC014]). Additional requirements may be required of employed workers);
- b. provide adequate support for workers in line with Health and Safety legislation; and
- c. make adequate provision for developing workers. This may include things such as regular team meetings, praying together, eating together and planning together. It is also advisable to invest in leadership development, both through in-house and external training events.

GUIDELINE 8 – Responding to concerns

As an outworking of the Policy statement:

ACC People commit to, according to their role or position (as described in section 5),

- *promoting caring attitudes and responses towards Children or Young People, so that the need for appropriate nurture, care and protection is understood, risks to a Child's wellbeing are quickly identified, and any necessary support, protection or care is promptly provided including child focused responses to allegations of risk of harm or harm in line with Safer Churches Guideline 8,*

ACC Constituent Churches **shall** know and follow their State and Territory Legislation (SC003).

Response processes **shall** be child focused and uphold the rights of Children and Young People in line with Child Safe Standards (SC068).

Children

It is **recommended** that Constituent Churches appoint a Safer Churches Person/Team, whose roles

include: receiving reports, assisting in the process of reporting of Child Protection concerns, and keeping accurate records permanently and securely in accordance with privacy legislation.

ACC People **shall** report concerns when:

- a. a Child or Young Person discloses they have been, or are at risk of being harmed;
- b. someone else (regardless of age) discloses that they know of a Child or Young Person who has been/is at risk of being harmed; or
- c. there are concerns that the Child or Young Person may have been, or is at risk of being harmed based on their physical appearance or behaviour.

ACC People **shall**

- a. put the rights of a Child or Young Person to the protection of harm ahead of any cultural and religious practices of families in their ministry programs;
- b. follow reporting procedures without hesitation in response to concerns no matter who is involved; and
- c. co-operate with police and/or other formal investigation procedure.

ACC People are not required, as an initial response, to establish or investigate if harm has occurred, but rather report reasonable suspicions or concerns of harm, including the grounds for concerns, to the Local Church Safer Churches Person/Team (or equivalent).

In making Child Protection - Mandatory Reports in States and Territories where this legislation is in place, it is essential that you follow the process mandated for reporting¹.

If a Local Church Safer Churches Person is not available, and the harm is currently occurring, or there are reasons to believe that a Child or Young Person is at risk, a report should be made immediately to the police and appropriate authorities.

Process for reporting:

- a. Report to the Local Church Safer Churches Person/Team (**note SA reporting to CARL*).

Report concerns to one of the appointed Local Safer Churches People, except when a disclosure occurs at a program or event where the Local Safer Churches Person/Team is not available, or a Child's/Young Person's immediate safety is at risk (sexual and physical abuse). In this case, immediately phone the police and organise appropriate support for the Child/ren. This can be done with the help of the most senior on-site leader, who will also need to assist with managing the immediate situation.

If the allegation involves the Local Safer Churches Person, then this should be reported to the most senior person available, who will take the role of the Safer Churches person in this instance.

- b. Complete applicable form/s and/or online reporting.

The Local Church Safer Churches Person/Team will keep permanent and secure records for the Constituent Church, upholding privacy principles.

- c. Take the appropriate action with your Local Church Safer Churches Person including:
 - i. police/government child protection agency reporting;

¹ For example in *South Australia*, individuals who have a reasonable concern must report directly to CARL (*Child Abuse Report Line on 13 14 78*).

- ii. contact the **National Safer Churches Helpline (1800 070 511)** for advice and assistance and/ or to ensure ACC is aware of all child-related matters of concern; and
 - iii. initiate the correct complaints handling processes if the allegations are about ACC Workers/Credential Holders.
- d. Provide ongoing support, pastoral care and risk management processes.

It is the role of the Local Church Board to implement pastoral care and support for all parties involved, including the Child or Young Person and family, as much as is practical. There may also be Local Church risk management action plans that need to be implemented, e.g. stepping aside a leader/Credential Holder who has been accused of harming a Child or Young Person whilst the investigation occurs.

Adults

ACC Church leaders **shall** report to police and/or government agencies all concerns involving adults as required by their State or Territory Legislation.

It is **recommended** that ACC Church leaders follow good pastoral practice in relation to concerns of harm or risk of harm in adults.

(Refer to SC026 in the Implementation Kit at the ACC Pastor's login on the ACC website for more information.)

GUIDELINE 9 – Responding to conflict

As an outworking of the Policy statements:

ACC People commit to, according to their role or position (as described in section 5),

- *providing for and promoting the care, protection and wellbeing of Children and Young People in a way that recognises their right to grow in a safe and stable environment and the right to be protected from harm, and to maximise opportunities for Children and Young People to realise their full potential; and*
- *promoting and recognising the need to strengthen, preserve and promote positive relationships between the Child and the Child's parent, family members, leaders, mentors, spiritual advisors and significant others,*

ACC Constituent Churches **shall**

- a. consider the pastoral, legal, and insurance implications of the conflict or allegation, and respond with transparency and accountability;
- b. use the ACC Grievance Procedure for Certificate Holders (Refer to SC033) when responding to allegations of misconduct and/or abuse by ACC Credential or Certificate holders; and
- c. work through an appropriate process that affords natural justice to all parties when responding to allegations of misconduct and/or harm by those who are not ACC Credential or Certificate holders. (Refer to SC034 and SC035 in the Implementation Kit.) Your ACC State Safer Churches Officer can provide assistance working through such a process if required.

GUIDELINE 10 – Safe environments

As an outworking of the Policy statement:

ACC People commit to, according to their role or position (as described in section 5),

- *providing for and promoting a Child safe culture in both physical and online settings that is understood, endorsed and put into action by all the individuals who work for, volunteer or access an ACC program, service or managed facility,*

1. Safe online and digital practices

ACC People **shall** be mindful of the position of trust they hold by:

- actively being safe in all online and digital interactions, including maintaining transparency and accountability in the use of electronic communications with Children or Young People as far as is practical, that is as a team, not as individuals, e.g. group emails/text messages/Facebook.
- not** transmitting, downloading or storing any communication that is:
 - discriminatory or harassing;
 - derogatory;
 - obscene, sexually explicit or pornographic;
 - defamatory;
 - threatening;
 - for any purpose that is illegal or contrary to the Code of Conduct relevant to their position;
- reporting any communication to their Local Church Safer Churches Person/Team that breaches the requirements outlined above; and
- not** sending any electronic communication that attempts to hide their identity or represent the sender as someone else.

It is **recommended** that communications with Children under 16 occur with the full knowledge of the Parent/s or Carer/s of the Child or Young Person.

It is **recommended** that photos or videos of Children under 16 not be shared without the consent of the Parent/s or Carer/s of the Child or Young Person.

2. Compliance with WHS legislation

It is **recommended** that each ACC Church:

- elect a **Health & Safety Team**, including at least one Board member, to oversee implementation of WHS compliance;
- write and implement Health and Safety policies, including privacy policy and evacuations procedures;
- keep Health and Safety on the agenda at every Local Church Board and team meetings;
- notify incidents such as serious events and dangerous incidents within a prescribed period to the Health & Safety Team;
- address health and safety concerns within a timely manner of the concern being communicated to the Health & Safety Team;
- use incident report documentation to report serious incidents to your insurer and your

ACC State Safer Churches Officer;

- g. ensure all workers know and follow the church's abuse reporting and grievance procedures; and
- h. have the Health & Safety Team undertake a safe environment audit of all church facilities at least twice a year.

3. Annual program approval

It is **recommended** that all Children or Young People's programs be approved by the Local Church Board through a formal, annual written approval process.

4. Managing event and/or program risks

It is **recommended** that ministry coordinators manage individual program risk according to risk management good practice, including annual risk management as part of the annual program approval process.

5. Safe physical environments

It is **recommended** for the safe running of programs and events that the following matters are considered:

FIRST AID including:

- a. at least one on-site leader should have current first aid training; and
- b. a suitable, up-to-date and accessible first aid kit is to be available at all times and in all locations;

TRANSPORTATION including:

- a. never be alone in a car with a Child or Young Person;
- b. at no time should there be more passengers in a car than the number of seat belts that are in working order and available for use;
- c. all cars will be registered, in good working order and driven by licensed drivers abiding by any licence restrictions (e.g. Provisional licence passenger conditions); and
- d. if a Child/Young Person is travelling in a vehicle driven by a worker, prior written consent should, wherever possible, be given by a Parent/Carer, except in the case of emergencies.

FOOD SAFETY including:

- a. prepare a food preparation & storage practices guide;
- b. display food preparation and storage practices guide in the kitchen or food preparation area; and
- c. checking with relevant council to ensure compliance with local requirements in relation to food handling.

SUPERVISION NUMBERS including:

- a. ACC People should ensure that adequate numbers of leaders are present to supervise the program;
- b. precise numbers of leaders are hard to determine and will depend greatly on the size of the group, their age, and the level of physical and/or emotional risk inherent to the activity. Programs aimed at younger children and those with an additional need require more supervision due to the increased level of risk involved;
- c. when considering supervision numbers, risk assessment should include how supervision

would be affected by an accident or emergency. Adjustment to required leader numbers should then be made to reduce any reasonably foreseeable risk; and

- d. an example may be requiring a minimum of two adult leaders on site for all programs in addition to the leader-to-participant ratio of 1:10. This will allow for safe supervision if and when accidents or critical incidents occur. Of course, many more leaders will be needed for high-risk activities such as taking Children or Young People off-site, swimming, bushwalks, games nights or the like, or if the group is large.

It is **recommended** that ACC People running Children's or Young People's programs:

- i. make the distinction between those adults who are part of the team, and who are junior leaders (under 18 years). Junior leaders are not to be counted in the supervision ratios;
- ii. use adult helpers age 18 or over who are not leaders of the group, but rather are present on-site for supervision purposes. Such adult helpers, though still Volunteer Workers, would not actually run activities, whereas junior ministry leaders may run many. Adult helpers are important to help ensure the safety of the Children or Young People;
- iii. do not allow leaders or helpers to be alone, one-on-one, with a Child or Young Person. One adult with a small group may be fine as long as there are other adults on site. Where possible, have both male and female leaders to provide support for both boys and girls; and
- iv. in relation to camps or overnight settings, it is not advisable that leaders sleep in the same room as Children or Young People. Leaders should be sleeping in a designated leaders' space (cabin) nearby.

MANAGEMENT OF HIGH-RISK ACTIVITIES including:

- a. for high-risk and off-site activities: e.g. water sports, swimming excursions, white water rafting/caving/bungy jumping, inflatable sumo suit wrestling, gladiator games, horse-riding, high ropes activities, roller blading/skating, skateboarding or activities involving live animals, an employee/leader with appropriate (certified) training for the event should be running the activity;
- b. active supervision is required at all times. Supervisors must not be involved in any additional activities that will distract from their role as a supervisor;
- c. all participants involved in high-risk activities should have a signed liability release from each Parent/Guardian. However, it is important to note that a liability release form does not actually indemnify against an accident. Individual leaders may be protected where all due care has been taken, but a church may still be deemed liable, where duty of care failures are proven; and
- d. contact the church's insurance broker/company for advice before running high-risk activities as some high-risk injuries may be excluded from the Church's liability cover.

GUIDELINE 11 – Responding to incidents

As an outworking of the Policy statement:

ACC People commit to, according to their role or position (as described in section 5),

- *providing for and promoting a Child safe culture in both physical and online*

settings that is understood, endorsed and put into action by all the individuals who work for, volunteer or access an ACC program, service or managed facility,

ACC Church workers **shall**

- a. respond to incidents appropriately and promptly and take adequate follow up action;
- b. use appropriate report forms. Injuries or accidents requiring secondary medical attention, e.g. visit to a doctor or medical centre, are to be written up on an incident report;
- c. report incidents of a serious nature to your local church insurer; and
- d. report all incidents to parents and/or caregivers of Children or Young People, and in instances where the impact has been felt by a wider group, report, with the permission of those involved in the incident, to the wider concerned group.

GUIDELINE	Implementation Kit supporting documents
1	SC001-9, SC011, SC024, SC048, SC075, SC077
2	SC020, SC044
3	
4	SC006, SC016, SC017, SC018, SC019, CPP INFOGRAPHIC POSTERS
5	SC003, SC012, SC014, SC015, SC027-29, SC030-32, SC053, SC056-60, SC076
6	SC021
7	SC013-14
8	SC021, SC023-26, SC036, SC068, SC078
9	SC033-35
10	SC022, SC037-45, SC049-56, SC061-66, SC069-74
11	SC046-47

END OF MANUAL