

# Child Safety & Wellbeing Policy

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## 1. RECORD:

**Approved By:** Elders

**Approval Date:** April 2023  
**Review Date:** April 2025

## 2. DEFINITIONS:

TERM	DEFINITION
NCCA	National Council of Churches in Australia
CCVT	Conference of Churches of Christ in Victoria and Tasmania
one2one	The Body of Christians meeting at 121 Gillies Street South Ballarat, formerly Ballarat Family & Dawson Street
Elders	Board of Elders, appointed by the members
Leadership Team	Senior Minister and Leadership Staff
Staff	All those employed by the Church (paid or unpaid) to work for the Senior Minister
Child and children	Means people under the age of 18.
Children’s and Youth ministries	Any activity or program where any of the participants are under 18 and not accompanied by parents or carers authorised by the parents.
Leaders	All those in some level of leadership in our church, including those under the age of 18.
Workers	Those who are involved in children’s ministry other than in a leadership role, including those under the age of 18
CCYP	Commission for Children and Young People

## 3. PURPOSE:

one2one is committed to being a safe place for all people who engage with us, including children, young people and vulnerable adults. We believe that one2one will be doing better at Reaching People, Renewing Lives and Releasing Ministry when we are a Safe Place for everyone to grow in their discipleship of Jesus and in their relationships with one another.

## 4. POLICY:

### 4.1. Our Commitment to Child Safety

We are committed to child safety because it is integral to our mission.

We are committed to implementing the Victorian Child Safe Standards

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

We are committed to preventing child abuse and identifying risks early and removing and reducing these risks.

We have comprehensive policies and procedures for recruiting and managing our people, both staff and volunteers.

We are committed to regularly training and educating our staff and volunteers on child abuse risks.

We support, respect and value all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, and of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

We will always report any reasonable belief of child abuse to police, child protection and the Commission for Children and Young People

**If you believe a child is at immediate risk of abuse phone 000.**

### 4.2. Our Children

We find practical and age-appropriate ways to give participants a say in the programs and the activities in which they participate by fostering and valuing their ideas and encouraging participation. We are accountable and transparent.

We provide a child friendly environment, allowing people to raise their concerns in an appropriate manner.

We request appropriate information relating to the program participants, including children’s health and family situation, to ensure that we are able to care for their physical and emotional needs.

We promote diversity and acceptance in our church, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- Promote the cultural safety, participation and empowerment of Aboriginal children.
- Promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds; and
- Ensure that children with a disability are safe and can participate equitably.

Children and their parents are made aware of our Codes of Conduct.

#### 4.3. Responsibility for Safety

Everyone associated with one2one has some responsibility as set out below.

Who	Role in promoting Safe Places
Individuals	Take personal responsibility for their own and others’ safety: raise any issues of concern Be aware of and act in accordance with policies and procedures.
Workers	Be aware of and act in accordance with policies and procedures. Encourage program participants to take responsibility for their own and others’ safety and advise how to report any issues of concern.
Leaders.	Be aware of and act in accordance with policies and procedures. Carry out responsibilities in accordance with employment contract / position description
Council of Elders	Take responsibility for what happens in our church. Identify, assess and control risks, and review the effectiveness of control measures. Ensure appropriate insurance arrangements are in place. Adopt appropriate policies and review them regularly. Ensure the relevant polices are widely communicated and lived out in the church. Ensure the church is compliant with regulatory obligations Liaise with CCVT as needed. Be guided by CCVT as is necessary.

#### 4.4. Governing Body / Council of Elders

All people in authority in our church are committed to promoting child safety and are aware that they would be committing a criminal offence if they knew of a substantial risk of child

sexual abuse and had the power or responsibility to reduce or remove the risk, but negligently failed to do so.

The Council of Elders participates in an awareness-raising activity regarding safety issues at least annually and conducts an annual self-assessment that includes identifying how we can improve the way we apply the Victorian Child Safe Standards at one2one.

The Council of Elders makes an annual declaration to CCVT confirming that we comply with the Child Safe Standards or if not, specifying any areas for improvement and what action will be taken, by when, and ensure compliance at a minimum and ideally best practice.

CCVT oversees these declarations.

#### 4.5. Safety Contact Person

At least one person is nominated as a Safety Contact person. The name and contact details of the Safety Contact Person are provided at the end of this policy and widely publicized.

#### 4.6. Our Leaders, Staff and Volunteers

All Workers and Leaders are required to agree to the relevant Code of Conduct and to abide by it.

Leaders, staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the Code of Conduct.

A person cannot be involved in children's ministry unless they have been screened, completed the required training and signed the Code of Conduct.

All staff and volunteers have a clear description of their role in the form of a position description or short statement.

#### 4.7. Recruitment

We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety, for both paid and unpaid leadership roles.

We actively encourage applications from women, Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people living with a disability.

We carry out thorough background checking for both paid and unpaid leadership roles.

All Leaders and Workers aged 18 and over are required to obtain/ apply for a Working With Children Check prior to commencing involvement with children.

All Leaders and Workers are required to be interviewed and approved by the Senior Minister or another person authorized by the Council of Elders before commencing their involvement with children's ministry. A Working With Children Check must be obtained before commencing involvement with children's ministry unless the Senior Minister or other person authorized by the Council of Elders approves the person on the basis that the Working with Children Check is pending.

#### 4.8. Training and Supervision of People Involved in Children and Youth Ministry

Everyone who is involved in children's ministry must undergo training in child safety, including how to identify, assess, and minimise risks of child abuse, how to detect potential signs of child abuse and how to report any concerns appropriately.

We want all leaders, staff, volunteers, parents/cares and children and others involved with our activities to be willing and able to raise any safety concerns in accordance with our Child Safety Reporting Procedure.

We require the Chair of Elders, the Senior Minister, the Safety Contact Person, and the person responsible for children's ministry to attend a NCCA Safe Church Awareness Workshop (or equivalent) before or upon commencing in their role, and to attend a refresher workshop every 3 years. Those leaders are responsible for ensuring that all leader and workers involved with Children's and Youth Ministries have also been provided with the following before commencing their role, and every 3 years:

- Awareness training – either by attending a NCCA Safe Church Awareness Workshop, or completing Child Safe online training (or equivalent); and
- Implementation training – covering this policy, our Child Safety Reporting Procedure, and a discussion of how we apply the Victorian Child Safe Standards in our organization.

We provide ongoing training, supervision and support for all people who are involved in children's ministry.

#### 4.9. Responding to Complaints and Concerns

##### Allegations, concerns and complaints

We work to ensure that all children, families, staff, volunteers and others involved with our activities know what to do and who to tell if they are concerned about any behaviour towards themselves or others.

Our Child Safety Reporting Procedure is child focused. Complaint processes are presented in ways that are culturally safe, accessible and easy to understand for children.

Our church takes all allegation seriously and will investigate where appropriate, in accordance with the CCVT policy on investigating Complaints of Misconduct.

We will communicate with the CCVT Safe Places Coordinator before conducting an investigation.

## Reporting

Any inappropriate behaviour will be reported through appropriate channels in accordance with our Child Safety Reporting Procedure.

Our Child Safety Reporting Procedure recognises that in Victoria:

- All adults have an obligation to report information to the police if they have a reasonable belief that an adult has committed a sexual offence against a child under 16; and
- Any personnel who are mandatory reporters must comply with their duties.
- Specific types of conduct must be reported by the Chair of Elders to CCYP (see 4.10)

### 4.10. Reportable Conduct

It is the duty of the Head of a Religious Organisation to report 'reportable conduct' to the Commission for Children and Young People (CCYP).

There are 5 types of reportable conduct;

- Sexual offences committed against, with or in the presence of a child.
- Sexual misconduct committed against, with or in the presence of a child.
- Physical violence against, with or in the presence of a child.
- Any behaviour that causes significant emotional or psychological harm to a child
- Significant neglect of a child

The Head of the organization constituted by one2one is the Chair of Elders.

The Head of the entity has a duty under the Act to notify CCYP of reportable allegation and take further specified actions.

It is essential to the effective operation of these arrangements that those exercising leadership positions at one2one observe the requirements of the Reportable Conduct Scheme. Failure to do so will put at risk due compliance with the requirements of the Child Wellbeing and Safety Act by one2one.

If any person associated with the church suspects an offence under the 5 types of Reportable Conduct, you must notify the Senior Pastor or his/her delegate within three days of learning of that offence.

### 4.11. Mandatory Reporting

One2one will adhere to all the regulatory requirements of mandatory reporting.

People in religious ministry are included as mandatory reporters to Child Protections. A person in religious ministry is a person appointed, ordained or recognized as a religious or spiritual leader at one2one.

When is a child in need of protection?

A child may need protection if they have experienced or at risk of significant harm, and their parents have not protected or are unlikely to protect them from that harm. Significant harm may relate to;

- Physical injury
- Sexual abuse
- Emotional or intellectual. Development
- Physical development or health
- Abandonment or parental incapacity.

Mandatory reporters are required to report in relation to significant harm as a result of physical injury or sexual abuse. They may choose, as can anyone, to report in relation to the other types of significant harm.

To make a report call Child Protection on 1800 075 599 and notify the Rev. Mark Dainton who will inform the Commission for Children and Young People.

#### 4.12. Record Keeping and Privacy

We keep records of Working with Children Checks, and of all allegations of abuse and other safety concerns.

All records are securely stored.

We have safeguards and practices in place to ensure any personal information is protected in accordance with CCVT Privacy Policy.

#### 4.13. Risk Management

We have risk management strategies in place to identify, assess, and take steps to minimize child abuse risks in both physical and online environments.

#### 4.14. Regular Review

We conduct an annual self-review of safety in our church.

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

#### 4.15. Safety Contact Person

Name: Justin Poole  
Phone number: 5334 1882  
Email: justin@churchone2one.org.au

### 5. COMPLIANCE MONITORING AND OR BREACH RECOGNITION:

Compliance with this policy is embedded within the procedures, guidelines and work practices of the church.

### 6. REFERENCES:

Victorian Child Safe Standards <https://ccyp.vic.gov.au/child-safe-standards/>

Commission for Children and Young People <https://ccyp.vic.gov.au/>

Child Protection <https://services.dffh.vic.gov.au/reporting-child-abuse>

Working with Children Act 2005 (Vic) <https://www.legislation.vic.gov.au/as-made/acts/working-children-act-2005>

Children Youth and Families Act 2005 (Vic) <https://www.legislation.vic.gov.au/in-force/acts/children-youth-and-families-act-2005/121>

### 7. RESPONSIBILITY FOR:

Senior Minister is responsible for the implementation of this policy

### 8. APPLIES TO:

The congregation of one2one