Child Safety Policy

St Luke's Anglican Church
Cockatoo & Gembrook (Draft)

Introduction

1. St Luke's Anglican Church Cockatoo & Gembrook (for the purposes of this document will be now known as: St Luke's) is committed to providing a child-safe and child-friendly environment.

2. St Luke's adopts the Child Safe SP3 system and is committed to sound implementation of it. This policy is intended to help St Luke's achieve this.

3. This policy must be followed by every person involved in ministry in St Luke's. A ministry is any activity authorised by St Luke's

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

The People Responsible

5. St Luke's Parish Council accepts ultimate responsibility for ensuring St Luke's is child-safe.

6. St Luke's Vicar appoints [HCSI Coordinator and Children's Ministry Worker] as Risk Management Officers ('RMOs'). The RMOs are responsible for overseeing the integration of ChildSafe SP3 into St Luke's as a whole, and reporting annually to St Luke's Parish Council on this.

7. The Coordinators in St Luke's, and their respective ministry areas, are set out in Item 1, Schedule 1. Each Coordinator is responsible for ensuring the implementation of ChildSafe SP3 into their ministry area, and reporting six monthly to the RMOs on this.

8. The Coordinators are the people in St Luke's who hold recognised positions in, or who are responsible for, Team Members and participants in Church ministries.

9. Team Members are unpaid people who are invited by The Coordinators to assist them in their ministry.

Screening

10. A person must have a valid 'Working with Children Check', and in specific positions a Current Police Check (current meaning 3 years) and be screened

(including reference-checked) in accordance with the <mark>Appointment Procedure</mark> before serving in any ministry position listed in Item 2, Schedule 1.

11. A person who has been charged with a violent or sexually-related offence (whether convicted or not) cannot be involved in child-related programs or work in immediate proximity to child-related programs.

Training

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

13. The RMOs must maintain a training register. Refresher training must be held every 3 years

Accountability

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

15. A Team Member or Coordinator cannot go ahead with an activity unless 'Permission- to-Proceed' has been granted by the Coordinator using the Permission to Proceed Procedure. This is a critical, foundational principle for all ministries at St Luke's.

General Rules for Conduct

16. Every person involved in ministry at St Luke's must treat the safety and care of children as paramount.

17. St Luke's adopts the Code of Practice, which is ratified by the signing of the Anglican Diocese Statement of Commitment (filed by RMO's), set out in pages 15 - 28 of the SP3 Team Members Guide. Each person involved in ministry in St Luke's including every Team Member, Team Leader and Coordinator, must comply with the Code of Practice. Failure to do so will result in discipline under the Discipline Procedure.

18. The only person authorised to speak to the media in relation to any St Luke's ministry is the Vicar. No other person should speak to the media.

Incident Reporting & Complaint Procedure

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

20. Incidents must be reported in accordance with the Child Harm & Abuse Complaint Policy, recorded on an Incident Report, and where applicable investigated in accordance with the Investigations Procedure. Steps must be taken to ensure the safety of children while an investigation is underway.

Record-keeping

21. Information and documents that contain personal information must be stored confidentially and securely in accordance with St Luke's <mark>Privacy</mark> Policy.

Other documents

22. The procedures and other documents that will be used by St Luke's to implement this policy are set out in Items 3 and 4 in Schedule 1.

Review

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

This policy was adopted by resolution of the St Luke's parish Council on [date].

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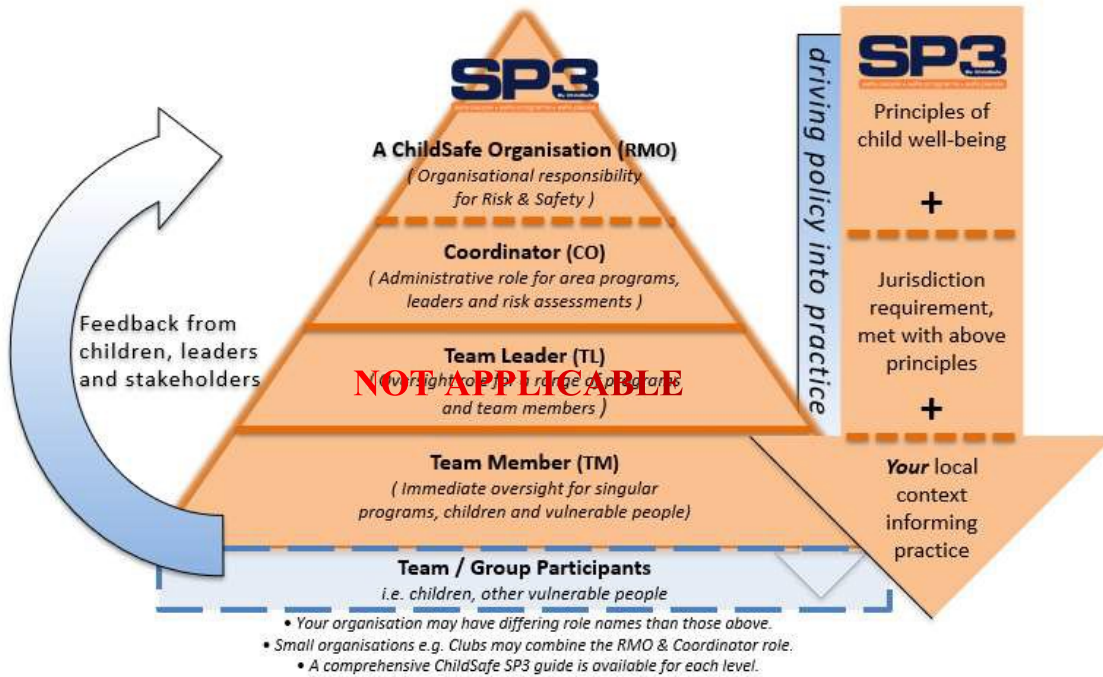
Signature of Chair or Secretary

SCHEDULE 1

Item #	Description	Names and Positions
1.	The **Coordinators** in St Lukes	- Owen Prout for Parish Council - Caleb Lobbe for Youth Ministry including Sunday Night Service and Student Focus - Ellen Dewar for Kids Ministry, ie; Kids Church and Crèche - Lynda Prout for HCSI outreach Ministry - Owen Prout for Christmas Carols Event and other events - Jude Long for Gembrook Congregation - David Graham for Property Improvement Team - Daniel Shenton & Stephen Prout for Worship Ministries - Edith Bryant for Small Group Ministry - Jenny Park for Sunday Morning Services - Sue Wales for Pastoral Care - Julia Graham for Food Store
2.	The people that must have valid **Working with Children Checks and a Police Check and be screened:**	- All members of the Parish Council - All Ministers/Pastors/Clergy - All paid employees - The RMOs and all Coordinators - The Treasurer and any volunteers he/she may use - At least one person rostered on for 'counting' is a Parish Council member; Clergy/Staff and their family members are excluded from the 'counting' role. - All church key holders **WWCC & Screened only** Team Members (18 years plus) for Ministry areas that have direct contact with children - Youth Ministry, including Student Focus, Friday night & Sunday night programs - Kids Church - Crèche - Jitterbugs Playgroup - Kmotion Cockatoo and Gembrook 2XL Mentor Program

	The people that must have valid Working with Children Checks and be screened:	Other Ministry Areas; • Names that appear on ANY church roster • Small group leaders • Special Interest group leaders; i.e.; Craft, Cooking, Men's/Women's, Hills Riders, Food Bank
3.	==Primary policies and procedures:==	☐ This Child Safe Policy e.g. CSE4-POL ☐ SP3 Code of Practice e.g. SP3 Team Members Guide, pp15-28 ☐ Child Harm, Abuse & Complaint Policy e.g. CSE4-COM ☐ Recruitment procedure and/or Leader appointment procedure e.g. CSE3-OA ☐ WWCC & mandatory reporting e.g. CSE3-MR ☐ Permission to proceed e.g. CSE3-CP ☐ Privacy policy
4.	Other relevant documents: (many other SP3 procedure documents exist at a level below the prime documents referenced here to support practice – refer SP3 resources list, indicating appropriate documents in context and employed by your church. Some procedures may still need to be created).	☐ Training procedure ☐ Incident report form e.g. CSE3-IR ☐ Risk assessment procedure e.g. CSE3-SS ☐ Discipline procedure ☐ Investigations procedure [1] ☐ Resources summary index e.g. CSE3-SP3R
5.	Person responsible for ensuring policy is reviewed and updated:	Owen Prout as Vicar.

1. Investigations may be a simple (internal) process (contained within CSE4-COM), be a broader policy, or subject to an external process like a State Reportable Conduct Scheme. For the latter, authority directives may guide the investigations procedure.

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

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8 OF 11

Illustrated SP3 Framework Structure and Concept

NOT APPLICABLE

SP3

A ChildSafe Organisation (RMO)
(Organisational responsibility
for Risk & Safety)

Coordinator (CO)
(Administrative role for area programs,
leaders and risk assessments)

Team Leader (TL)
(Oversight role for programs
and team members)

Team Member (TM)
(Immediate oversight for singular
programs, children and vulnerable people)

Team / Group Participants
i.e. children, other vulnerable people

Feedback from children, leaders and stakeholders

driving policy into practice

SP3
Principles of
child well-being

+

Jurisdiction
requirement,
met with above
principles

+

Your local
context
informing
practice

- Your organisation may have differing role names than those above.
- Small organisations e.g. Clubs may combine the RMO & Coordinator role.
- A comprehensive ChildSafe SP3 guide is available for each level.

end