

Child Safe Manual

Safe-guarding Children and Young People

Approved May 2018: Due for review May 2019

Child Safe Manual

All staff and volunteer leaders of Diamond Valley Baptist Church (DVBC) who are involved in the DVBC ministries to children (under 18 years) are expected to comply with this Manual and associated procedures.

CONTENTS

Preamble	3
A Commitment to Child Safety	3
Children's Right to Safety and Participation.....	3
Partnering	3
What Is Child Abuse?	4
What to do during a disclosure.....	4
Reporting a Child Safety Concern	5
Responsibilities for reporting a child safety concern, and Responsibilities for debriefing.....	5
Employment of Staff and Volunteers Leaders.....	7
Programs Check in/out Procedures	7
Toileting	7
Managing Inappropriate Behaviours in Children	8
Camping/Excursions/Activities	8
Personal Information and Photographs	9
Contact Outside of Program	9
Social Media and Online Gaming.....	9
Feedback From Children and families.....	10
APPENDIX 1 – Legislation	11
APPENDIX 2 – Victorian legislation and Requirements to Report	12
APPENDIX 3 – Definition of 'Harm' in the Child Safety Context	14
APPENDIX 4 – Reporting a Child safety Concern process map.....	16
APPENDIX 5 – Complaint/Concern Form	17
APPENDIX 6 – Leader Safety Screening	19
APPENDIX 7 – Volunteer Leader Agreement Form.....	22

Preamble

Diamond Valley Baptist Church is committed to welcoming children and their guardians/carers and providing a ‘child-safe’ environment and culture for children who participate in our programs. We see such a commitment as flowing naturally from our vision and mission and for recognising the unique value and potential of every person, regardless of race, age, gender, ability or disability.

This *Child Safe Manual* recognises both our biblical mandate and responsibilities under Federal and State legislation (See Appendix 1 and Appendix 2), and is a supporting document to our DVBC Safe Church Manual.

Diamond Valley Baptist Church has two Hub structures that oversee and manage ministry functions involving children. The Children & Families Hub, and the Youth and Young Adults Hub, have been given the delegated authority by the DVBC Council, to provide accountability for the ministries it oversees. Both of these Hubs report into the Senior Pastor. (Note; Boys Brigade - Diamond Valley Company, and Girls Brigade Diamond Valley programs make use of the facilities at Diamond Valley Baptist Church, however they are not operated by DVBC, but under the entities and authority of Boys & Girls Brigades Australia).

Diamond Valley Baptist Church also has a ‘Safe Church Concerns Person’ who is the point of contact for any matters where concerns about conduct are raised.

A Commitment to Child Safety

All children who come to Diamond Valley Baptist Church have a right to feel and be safe. We aim to create and maintain a safe and friendly environment where children are listened to, feel safe, have fun, accept challenges, learn and grow.

Diamond Valley Baptist Church accepts the responsibility of providing a safe environment and creating a culture where child safety and well-being is foundational to all we do. This Manual was developed in collaboration with our staff and volunteers and is responsive to the feedback of children who use our services, their parents and carers.

Diamond Valley Baptist Church is to do everything reasonably practicable to promote the physical, emotional, mental and physical wellbeing and safety of the children who are involved in the life of DVBC (“the duty of care”). What is reasonable in a particular situation depends on its particular circumstances including the nature of the risk of harm to children and the practicability of the steps needed to eliminate it.

All programs run by Diamond Valley Baptist Church have a high adult to child ratio (minimum of 1:4 for birth to 36 months, 1:10 for ages above 36 months), regardless of the activity to assist with keeping children and young people safe. Where possible, we aim to have at least two adults per activity.

Children’s Rights to Safety and Participation

Diamond Valley Baptist Church encourages children to express their views and suggestions, through listening to them when they speak about matters that directly affect their sense of safety or well-being. We value diversity and do not tolerate discrimination in our words or practices or in those of others.

Part of our work with children is to *teach and inform* them of what they can do if they feel unsafe, threatened or upset by the behaviour of adults or other children. *We will listen to and act on* any concerns children or their guardians/carers or other people raise with us.

Partnering

To ensure this Manual and our practice continues to reflect the key safeguarding standards and government and community expectations, we partner with the Baptist Union of Victoria.

What is Child Abuse?

Abuse is a misuse of power by the abuser over the victim. An abuser is usually someone older and more mature than the victim, but an abuser can be another child. While most abusers are in a position of authority over the child, such as a parent, teacher or caregiver or the like, it can be anyone whose actions directly affect the child.

Abuse includes:

- Physical abuse where victims suffer, or are likely to suffer, significant harm to their bodies.
- Emotional abuse which is an attack on the victim's self-esteem, including domestic violence.
- Sexual abuse where the abuser's conduct towards the victim, viewed objectively, is for the sexual gratification of the abuser (including grooming).
- Neglect, which is the failure of a carer of a child to provide a child with the basic necessities of life, and which can occur by deliberate action or inaction, and can stem from an inability to understand and provide basic necessities such as food, clothing, shelter, hygiene, medical treatment and supervision.

We are committed to protecting children from harm. 'Harm', as used in this Manual, includes any and all of the following types of abuse or neglect of children and young people: physical abuse; neglect; sexual abuse and grooming; emotional/psychological; racial/cultural or religious; bullying; Family Violence (see *Appendix 3* for more detailed descriptions).

Staff and volunteer leaders are to be alert to any indicators of child abuse including:

- When a child says that he/she has been abused;
- When a child or adult says that he/she knows of a child who has been subjected to abuse; or
- Observations of a child's behaviour, change in behaviour, emotional state and or injuries.
Indicators in many cases overlap and can interrelate to all forms of abuse and neglect. An indicator in isolation does not automatically mean that a child is being abused.
- Observations of adult, young person or child's behaviour that is not consistent with safe practices outlined in this manual.

What to do during a disclosure

A disclosure is any information given that may indicate a risk of harm to a child, past or present, or that there is a likelihood of abuse having taken place, or that the child may be at a current risk of abuse.

When a child approaches you with a disclosure of abuse, it is essential to be supportive of the child. By simply, calmly and empathetically listening and offering support you are helping the child or young person voice their worries/ concerns.

Guidelines during disclosure:

- Give the child or young person your full attention.
- Maintain a calm appearance.
- Reassure the child or young person it is alright to tell.
- Do not ask leading questions.
- Accept the child or young person will only disclose what is comfortable and recognise the bravery/strength of the child for talking about something that is difficult.
- Tell the child or young person what you plan to do next.
- Confirm with the child or young person that you will maintain confidentiality unless they disclose that they are experiencing harm, that others are experiencing harm, or they threaten to harm themselves or others.

- Let the child or young person take his or her time.
- Let the child or young person use his or her own words.
- Document the disclosure as soon as possible, using the same terminology as the child or young person.
- Don't be afraid of saying the 'wrong' thing.
- Don't make promises you can't keep, such as, 'not telling anyone'.
- Don't confront the perpetrator.

Reporting a Child Safety Concern

Each activity that involves children will have an allocation of leaders with specific responsibilities, such as Activity Leader and First Aider in charge. The Children and Families Hub and the Youth and Young Adults Hub provide general oversight of DVBC programs provided to children and young persons.

The DVBC Safe Church Concerns Person is the primary point of contact for reporting Child Safety Concerns made about DVBC programs.

The DVBC Senior Pastor has responsibility for stepping down the alleged perpetrator (if a DCVBC Leader), and coordinating pastoral care and support of all involved.

See Appendix 4 for Reporting a Child Safety Concern process map.

Responsibilities for Reporting a Child Safety Concern and Responsibilities for Debriefing

1. Staff and Volunteer leaders are expected to use the *Complaints/Concerns Form* (Appendix 5) to note concerns arising from observations, disclosures or experience. If the Staff/Leader reasonably believes that Child Abuse and/or grooming has occurred, they must notify their key leader and the DVBC Safe Church Concerns Person immediately. The form should be emailed/submitted to safechurch@dvbc.net and the key leader. This email address automatically forwards the email to both the DVBC Safe Church Concerns Person and the DVB Church Council.
2. The DVBC Safe Church Concerns Person (or a delegated person to represent DVBC) will meet with the child or the complainant, and hear the story, seeking clarification and ensuring that the child or complainant feels listened to, understood and protected. (Some complaints may be able to be dealt with at this time). Any additional information and/or follow-up actions should be recorded on the *Complaints/Concerns Form*.
3. The DVBC Safe Church Concerns Person (or a delegated person to represent DVBC) will report (within 48 hours) any reasonably suspected child abuse to the DVB Church Leadership, and the Police in accordance with the Victorian *Failure to disclose* legislation (see Appendix 2 for more details on this legislation).
4. The DVBC Safe Church Concerns Person (or a delegated person to represent DVBC) will report (within 72 hours) any reasonably suspected child abuse to the Commission of Children and Young Persons (CCYP) in accordance with the Victorian *Reportable Conduct Scheme* (see Appendix 2 for more details on this scheme).
5. The Senior Pastor, with support from the relevant Hub Chair/s (or DVB Church Council) ensures that all appropriate pastoral care/professional support is made available to all persons associated with DVBC who are impacted by the allegation. Debriefing should also occur for the whole leadership team. Allegations of inappropriate behaviour towards a child or young person are upsetting to all staff and volunteer workers and they need support, encouragement, clarification and the opportunity to express their feelings.

6. If the alleged perpetrator is in a DVBC staff or volunteer leader role, the DVBC Senior Pastor will ensure the following:
 - The accused worker will be stood down from duties immediately, and must step out of direct contact with children and young persons, until the matter is fully investigated and longer term decisions can be made.
 - The accused worker should fill out a *Complaint/Concern Form (Appendix 5)*. This ensures that their side of the story is heard and recorded. This may be witnessed by another adult if they personally observed the incident or alleged inappropriate behaviour.
 - The accused worker should be debriefed, and appropriate decisions made regarding his/her immediate future that is, whether or not they remain on the property or can continue to be in the vicinity of children, young persons, or other DVBC staff, attendees or visitors.

Employment of Staff (Paid workers) and Volunteer leaders

Diamond Valley Baptist Church (DVBC) seeks to attract and retain the best staff and volunteer leaders. DVBC applies best practice standards in the recruitment, screening, training and supervision of staff and volunteer leaders.

1. All people interested in taking up a staff or volunteer leader role must complete a Volunteer Leader Screening Check (*Appendix 6*).
2. DVBC interviews and conducts reference checks prior to engagement.
3. DVBC requires and keeps accurate, up-to-date records of the *National Criminal History Checks* for staff and DVB Church Council (required to be renewed every two years) and *Working With Children Checks (WWCC)* status for all those working on the site (staff and volunteer leaders) with access to people under the age of 18.
4. DVBC requires all staff and volunteer leaders with access to children and young people to read this manual. Staff sign a contract, and volunteer leaders sign a Volunteer Leader Agreement form (*Appendix 7*).
5. DVBC requires all staff and volunteer leaders with access to children and young persons to undergo the Safe Church Awareness Training within the first year of volunteer service and a refresher course every three years, to ensure awareness of the importance of child safety and familiarity with child protective practices and expectations.
6. Workers attend ministry-relevant training days and conferences as required, throughout the year.

Note: Parent helpers (volunteering in an activity which their child usually participates)

In line with WWCC legislation, if you are a parent volunteering in an activity in which your child usually participates, you are exempt from requiring a WWCC. Eg Emily has volunteered to make and fit costumes for the church play. As Emily's daughter is participating in the play, Emily does not need a WWCC, even if her daughter does not attend all of the rehearsals or costume fittings.

Programs Check in/out Procedures

An annual Registration Form (and Medical form if applicable) is to be completed where children are placed into the supervision and care of those running a program, either for short term activities or longer term activities, such as camps.

Children and young persons are checked in to all programs by recording attendance on the register.

Once children and young persons are checked into an activity, they are not permitted to leave that activity or program unless collected by, or returned to the care/supervision of a parent/carer or authorised person.

Toileting

Where possible the ‘accessible toilet’ is to be used during programs.

For children up to and including Grade 2, we will:

1. Escort the child to the toilet.
2. Ensure no-one else is in the toilet cubicle.
3. Wait outside while the child uses the toilet.
4. Escort the child back to the program.

For children from Grade 3 through to and including Grade 5:

- They may go together in groups of two or more without being escorted by an adult, or,
- The leader follows the procedure listed above (for children up to, and including Grade 2).

Managing Inappropriate Behaviours of Children

If a young child misbehaves within a DVBC activity, firm but gentle verbal correction which is respectful and age-appropriate should be the first response. For a younger child a short period (5-10 mins) of “time out” may also be appropriate.

When a child is unresponsive or responds unsatisfactorily to reasonable requests to comply with a standard of behaviour which is respectful to him/her, or other children, and/or those supervising, the matter must then be immediately reported to the parent/guardian.

In extreme cases, children may be precluded from activities for a period of time, until an undertaking is given, appropriate to age, to behave within acceptable limits. If this decision is made, the parent is to be informed and where possible included in the negotiations regarding management strategies and restoration to that activity. At no time is physical punishment, restraint or verbal intimidation permissible, even with parental approval.

Camping/Excursions/Activities

1. The relevant Hub must approve of and endorse all activities, on and off-site, including excursions and camps, as an official DVBC activity, and parental consent must be obtained at all times (may be via text) for children attending these activities.
2. Appropriate risk assessment, management and reporting will be undertaken in accordance with this manual.
3. For camps and off site special events, parents/guardians must be supplied (in writing) specific information about the activity, including venue, contact details, all proposed activities as well as transport and sleeping arrangements, emergency/first aid arrangements and the name of the Activity Leader, and First Aid officer. Permission to attend special events will be obtained by the relevant Registration form and will be supplied to, completed by parents and maintained by the responsible Key Leader.
4. For camps/overnight activities
 - each person must have separate bedding and provision must be made for private changing and individual showering facilities.
 - where possible, staff and volunteer leaders should not sleep in the same room/tent as children and young persons.

- If required to address other concerns (ie sleep walking, night terrors, anxiety etc), staff and volunteer leaders may sleep in the same room/tent as children and young persons, if there is more than one child, or more than one staff member/volunteer leader.
 - other than married couples, workers are not permitted to share a bed together at any time.
5. At no time are workers permitted to provide, allow or consume alcohol or illegal drugs while working with children and young persons. If workers are taking prescribed medication that would impair their ability to perform their role effectively, it is their responsibility to advise their designated leader.
 6. Where activities include the transport of children:
 - Workers on Red P Plates, or who have had their license suspended due to excessive speed in the previous five years, are not permitted to drive children for DVBC activities.
 - As a minimum, we will always have at least two children per adult, or two adults and a child/young person per vehicle (the transporting of family members does not need to meet minimum ratios).
 - Parent/guardians must give permission for transport of children.
 - Transport is for approved ministry related purposes only.
 - Vehicles must be registered and roadworthy, and vehicles must be driven in a safe and legal manner.
 - And where personal vehicles are used, these vehicles are not covered by DVBC insurance, (should damage arise during the course of, or as a result of, the activity). DVBC recommends full comprehensive insurance for all personal vehicles used within ministries, at the cost of the vehicle owner.
 7. In the case of camp fires, the workers in charge must follow all local statutory rules and regulations including total fire bans at all times and ensure that appropriate fire safety precautions are in place.
 8. Activities where a higher degree of risk is involved, for example pioneering, boating, air activities, abseiling, bushwalking, rock climbing, water activities (including sailing, scuba diving, canoeing etc), such activities must only be undertaken under the direction and supervision of fully qualified persons. All laws, rules and regulations pertaining to these activities must be followed at all times. For these activities, we will contact our Insurance Company to check our coverage. If any activity is not covered by the DVBC Insurance Policy then that activity cannot go ahead.
 9. Precautions must be taken by workers in relation to swimming/water activities. The safety of the swimming area must be thoroughly examined in relation to depth, currents and obstacles. If swimming at a patrolled beach, swimmers must swim between the flags. Swimming must not be undertaken in areas designated as 'no swimming'. A worker must be appointed to oversee and supervise the activity at all times. At least one person with suitable life-saving and first aid qualifications should be on standby at all times. Appropriate swimming attire (including sunscreen/hat/sunsmart clothing) must be worn by all persons at all times.

Personal Information and Photographs/Media

Workers at times may require access to private information about children and youth (e.g. medical information). All private information is to remain in the context of the program (known allergies, physical ailments, behavioural disorders, custody arrangements etc) and not to be shared with other children or youth in the group, discussed outside of the DVBC activity, or with leaders that the information is not relevant to.

No person shall take photographs/video of any child or young person without parental permission. Consent for use of photos/video forms part of the registration form, and with consent, photos may be used for promotional purposes including Facebook.

Contact outside of program

If a volunteer leader wishes to engage with a child or young person in any form of communication outside of a program (visits, phone calls, texts, etc), they **must** seek permission from the parent/carer/legal guardian, informing them that the activity is not part of the DVBC program. Communicate with the child in an open manner, keeping in mind what you would be happy for their family to hear or read. Never take a child to your home, or encourage meetings outside the program activity. Ongoing contact with children should only occur within the strict guidelines set out by DVBC.

Social Media & Online Gaming

The use of social media such as Facebook, Twitter, Instagram, Snap Chat, etc, and Online Gaming, can pose danger to Staff, Volunteer leaders and participants in DVBC activities, and DVBC as an organisation.

SnapChat is not authorised as a Social Media tool to be used between a DVBC Staff member/Volunteer leader and a person under the age of 18.

Diamond Valley Baptist Church has a number of public Facebook pages where activities are promoted. Only Key Ministry Leaders are able to post to these pages.

Use of Facebook messenger and text messaging should be used in a healthy and respectful way. Where possible, make use of group chats to communicate information between Staff members/Volunteer leaders and persons under the age of 18.

Any inappropriate text/online conversation that is initiated by either a Staff member/Volunteer leader to a person under the age of 18, should be reported immediately using the procedure outlined on Page 5 & 6 of this Manual.

Online gaming is a common activity undertaken outside of authorised DVBC activities. Parents of children and young persons accessing online games should be aware of the risks of participation. It is expected that any DVBC Staff members/Volunteer leaders participating in online gaming will use this as an opportunity to model healthy and respectful behaviours, while only participating in Age Appropriate games.

Be aware that whatever you post online cannot be taken back. Only share what you would be happy for anyone to see.

Feedback from Children and Families

Children and young people will have opportunity to reflect on their experience of attending DVBC activities and to make comments regarding the accommodation, meals and program elements, including staff conduct.

We also welcome feedback from Parents/Carers/Guardians. Feedback may be provided directly to any Staff or relevant Volunteer Leader.

Such feedback will inform Diamond Valley Baptist Church and guide adjustments to practices, programs and training.

APPENDIX 1 - LEGISLATION

Both Federal and State legislation is relevant to the concepts discussed in this Manual. This legislation includes:

Federal:

Disability Discrimination Act 1992
Workplace Gender Equality Act 2012
Fair Work Act 2009
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Australian Human Rights Commission Act 1986

Victorian:

Racial and Religious Tolerance Act 2001
Occupational Health and Safety Act 2004
Children, Youth and Families Act 2005 (The principle legislative document setting Child Protection reporting and responding standards)
Working with Children Act 2005
Children Well-being and Safety Act 2005
Children Well-being and Safety Act Amendment 2017 (establishes the Reportable Conduct Scheme, and the requirement of religious organisations to report abuse and neglect of children to the Commission for Children and Young Persons)
Charter of Human Rights and Responsibilities Act 2006 (NB Article 17)
Equal Opportunity Act 2010
The Commission for Children and Young People Act 2012
Crimes Amendment (Grooming) Act 2014 (establishes 'grooming' as a criminal offence)
Crimes Amendment (Protection of Children) Act 2014 (establishes an offence of 'child endangerment' by negligently failing to reduce or remove a risk that a person will commit a sexual offence against a child)
Failure to report 2014 (legal duty of all adults to report information about child sexual abuse to police)
Crimes Amendment (Failure to Protect) Act 2015 (established a new criminal offence on July 1st, 2015. It applies to people in positions of authority within organisations that exercise care, supervision or authority over children, such as churches, schools, child-care centres, residential care homes and camp sites.)

International:

The United Nations Convention on the Rights of the Child (1989)

APPENDIX 2 – VICTORIAN LEGISLATION & REQUIREMENTS TO REPORT

Failure to Protect

In response to the [Betrayal of Trust](#) report the Victorian Government has strengthened laws to protect our children from sexual abuse and exposure to sexual offenders. This is in recognition of the shared community responsibility to protect children from abuse and to provide a safe environment for children to develop, learn and play.

A new criminal offence for failing to protect a child under the age of 16 from a risk of sexual abuse commenced on 1 July 2015.

The offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

This offence encourages organisations to actively manage the risks of sexual offences being committed against children in their care to protect them from harm.

More information:

<http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>

Child Safe Standards

Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements

Standard 2: A Child Safe Policy or Statement of Commitment to Child Safety

The Child Safe policy is inclusive of:

- Children from a CALD background
- Children of Aboriginal and Torres Strait Islander background
- Children with a disability

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel

Standard 5: Processes for responding to and reporting suspected child abuse

Children and families know how to report concerns and who to talk to if they feel unsafe or have a concern

Standard 6: Strategies to identify and reduce or remove risks of child abuse

Consideration is given to the cultural safety of:

- Children from a CALD background
- Children from an Aboriginal and Torres Strait Islander background
- Children with a disability

More information: <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>

Failure to Disclose

Crimes Act 1957 section 327. Failure to disclose sexual offence committed against a child under the age of 16 years.

Reporting child sexual abuse is a community-wide responsibility. Accordingly, a new criminal offence has been created in Victoria that imposes a clear legal duty upon all adults to report information about child sexual abuse to police. The offence commenced on 27 October 2014.

Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

A ‘reasonable belief’ is not the same as having proof. A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a ‘reasonable belief’ might be formed when a child states that they have been sexually abused

- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused
- professional observations of the child’s behaviour or development leads a mandated professional to form a belief that the child has been sexually abused
- signs of sexual abuse leads to a belief that the child has been sexually abused.

More information:

<http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>

Reportable Conduct Scheme

As of January 2018, under the Reportable Conduct Scheme, all religious organisations are required to report to the Commission for Children and Young Persons (CCYP):

- a) Sexual offences (against, with or in the presence of a child)
 - i. Sexual assault
 - ii. Indecent acts
 - iii. Possession of child abuse material
 - iv. ‘grooming’ a child in order to commit a sexual offence
- b) Sexual misconduct (against, with or in the presence of a child). Captures a broad range of inappropriate behaviours of a sexual nature, including developing an intimate relationship with a child, inappropriately discussing sex and sexuality with a child, or other overtly sexual acts that could lead an organisation to take disciplinary or other action
- c) Physical violence against, with or in the presence of a child
- d) Any behaviour that causes significant emotional or psychological harm to a child
- e) Significant neglect of a child.

APPENDIX 3 - DEFINITIONS OF 'HARM' IN THE CHILD SAFETY CONTEXT

1. Physical Abuse

Physical abuse includes an act that causes physical injury or pain, such as; hitting, kicking, punching, pushing, shoving, grabbing, throwing, shaking, using an object to hit or strike, using inappropriate restraint or excessive force.

2. Neglect

Occurs when a person does not meet their obligations and responsibilities to keep a child safe and well. It may include:

- physical neglect, such as not providing adequate food, drinks, rest period, shelter, or exposing the child to extreme weather without protection
- supervisory neglect, which is the absence or inattention of a person which places the child at risk of physical harm or injury, sexual abuse or allows other criminal behaviour towards the child
- medical neglect, which is failure to provide for appropriate medical care for a child, including failure to recognise the seriousness of an illness or condition, or deliberately withholding appropriate care.

3. Sexual abuse

Sexual harm occurs when a person (adult, adolescent or another child) uses power or authority over a child (under 16 years), or inducements, to involve the child in sexual activity. It involves a wide range of sexual activity, contact or non-contact acts, inappropriate touching, holding, or fondling a child, or exposing a child to pornography, or engaging in a sexual act with a child.

4. Grooming

Concerns predatory conduct to prepare a child for sexual activity at a later time. It is where an adult either:

- communicates by words or conduct with a child under the age of 16 years, with the intention of facilitating the child's involvement in sexual conduct either by the groomer or another adult, or
- has care, supervision or authority for the child under 18 years of age, and communicates by words or conduct with a child under the age of 18 years, with the intention of facilitating the child's involvement in sexual conduct either by the groomer or another adult.

5. Emotional and Psychological

Emotional and psychological harm occurs when a person engages in inappropriate behaviours, such as rejecting, ignoring, threatening or verbally abusing a child, or allows others to do so. Because such abuse does not leave physical signs, it is often hidden and underestimated in terms of lifelong impact and damage to physical and emotional growth.

6. Racial, cultural or religious

Racial abuse is any harmful conduct that discriminates against, or demonstrates contempt, ridicule, hatred or negativity towards a child because of their race, ethnic origin, skin colour or other evidence of 'difference'. It may be overt, such as racial vilification or discrimination, or covert, such as demonstrating a lack of cultural sensitivity or positive ideas about a different ethnicity.

Religious or cultural abuse is similar to racial abuse but is directed towards expressions of religious faith or practice or cultural dress, identifying styles of cultural expression or practices.

The harm that is caused by racial, religious or cultural abuse targets the child's identity.

"If a child's identity is denied or denigrated, then they are not being kept safe. Denying (racial, religious or cultural) identity is detrimental to their attachment needs (sense of belonging) emotional development, their education and their health. Every area of human development which defines the child's best interests has a cultural component. Your culture helps define HOW you belong, HOW you express emotion, HOW you learn and HOW you stay healthy." Muriel Bamblett, Robin Clark Memorial Lecture, 2005

7. Bullying

Bullying of a child or young person occurs when there is an inappropriate use of power by an individual or a group, with intent to harm or injure, either physically, emotionally, psychologically or spiritually. Bullying is usually a deliberate and repeated focus by an individual or a group on the young person.

8. Family Violence and witnessing Family Violence

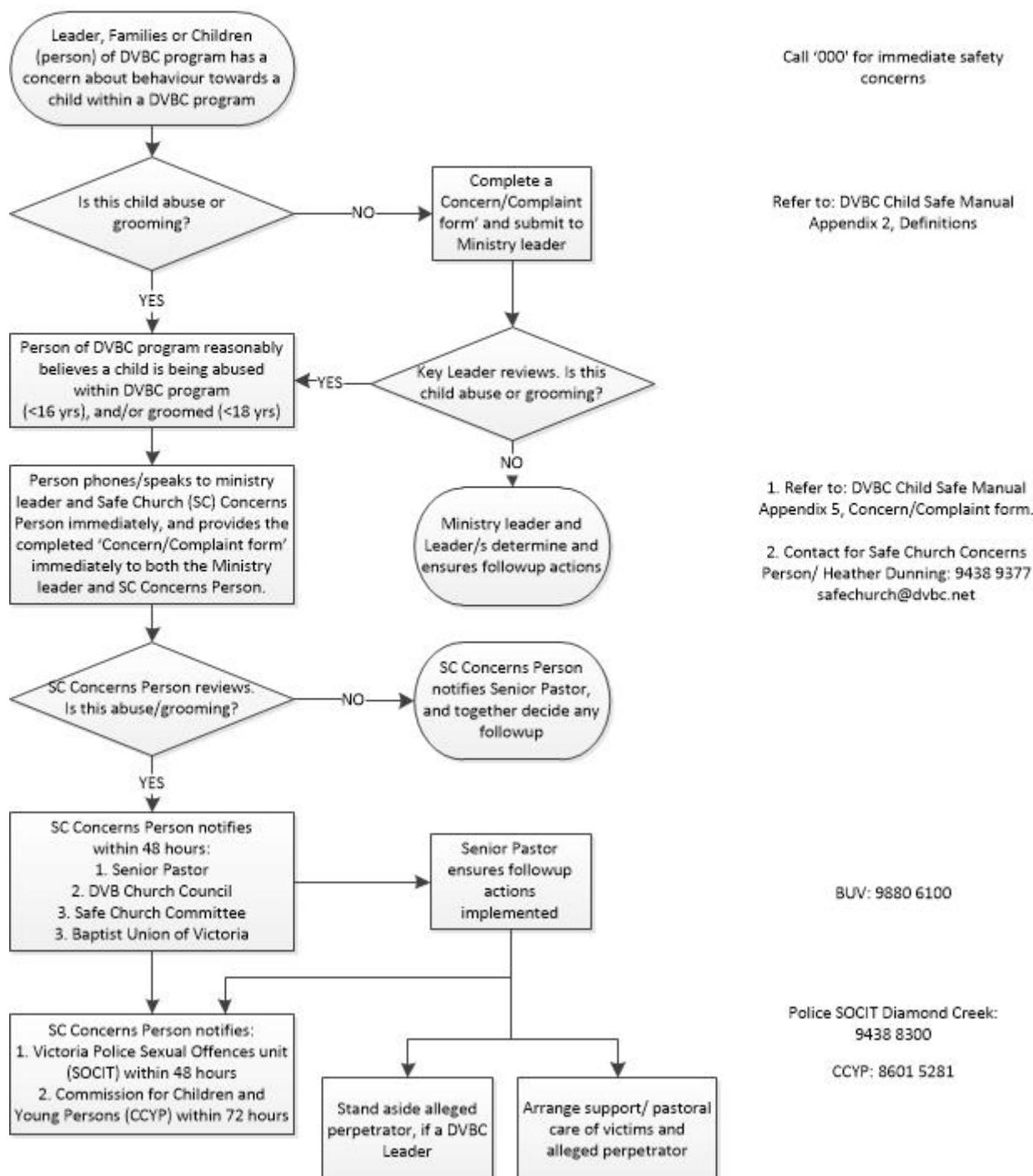
Family and domestic violence includes a range of behaviours including physical, verbal, sexual or emotional abuse and neglect. This can lead to injury, damage to property and behaviour that is intimidating, offensive, emotionally abusive or threatening. It can involve family members, aunts, uncles, cousins and children of previous relationships. It includes exposure to the family and domestic violence by seeing or hearing the act or witnessing the physical injuries that resulted.

APPENDIX 4 – REPORTING A CHILD SAFETY CONCERN PROCESS MAP

Reporting a Child Safety Concern

All children who come to Diamond Valley Baptist Church have a right to feel and be safe. We aim to create and maintain a safe and friendly environment where children are listened to, feel safe, have fun, accept challenges, learn and grow.

Diamond Valley Baptist Church accepts the responsibility of providing a safe environment and creating a culture where child safety and well-being is foundational to all we do.



APPENDIX 5 – COMPLAINT/CONCERN FORM

To be used for any formal complaint or concern regarding abuse (including Child Sexual abuse, or Child Sexual misconduct), discrimination, harassment (including sexual harassment), vilification, victimisation or bullying against yourself or another person, as observed by yourself.

Your Name: _____ Date: _____

Role at Diamond Valley Baptist Church: _____

Is the complaint about offending behaviour directed towards you? Yes / No

If 'No', can you name the victim of the behaviour? Name: _____

Are they: Worker/Child/Helper/Participant (circle one), or Other: _____

Please briefly, but accurately, describe the alleged behaviour about which you are lodging this complaint or raising this concern. (Keep to the facts, without interpretation or opinion.)

Who was the offending person? _____

What did he/she say or do?

What was your response?

Where did the event/behaviour take place?

Were there other witnesses? If so, provide name(s)

Was this a one-off or repeated offense?

What would you like to see as an outcome of the Complaint/Concern process?

Date/dates and times (even approximate) of the alleged behaviour: _____

Any other supporting information attached? Yes/No

Statement of Intent: I make this complaint or raise this concern, in all sincerity, recognising the impact this may have on those involved. I will act in good faith in the process and accept the ruling of the 'investigator' where I believe it is fair and transparent.

Signature: _____ Date: _____

Office Use only:

Investigation by relevant Safe Church Concerns Person or delegated to DVBC Leadership Rep.

What follow-up actions have been undertaken?

What follow-up actions are still required?

What additional information has been disclosed?

Has the matter been reported to the Police? If so, Date? _____, and police contact details.

Has the matter been referred to Commission for Children and Young Persons?

If so, Date? _____, and any additional information_____

Has the matter been referred to the Baptist Union of Victoria?

Name of person leading Investigation (and completing this form) _____

Date: _____

APPENDIX 6 – VOLUNTEER LEADER SCREENING CHECK

PERSONAL DETAILS

Title	Surname	Christian name	Previous names	Male/Female (circle)
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Address:	
Home phone number:	Work phone number:
Mobile phone number:	Email:
Date of birth:	Marital status:

Please tick either “yes” or “no” for each question.

If the answer to any of the following questions is “yes”, please give details *on a separate page*.

NOTE: A “yes” answer will not automatically rule an applicant out of selection.

Question	Yes	No
1. Do you have any health problem(s) which may affect you volunteering for the church?		
2. Have you ever been convicted of a criminal offence?		
3. Have you ever been charged with a criminal offence?		
4. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?		
5. Have you ever engaged in any of the following conduct, even though never having been charged? <ul style="list-style-type: none"> • Sexual contact with someone under your care other than your spouse (such as parishioner, client, patient, student, employee or subordinate) • Sexual contact with a person under the age of consent • Illegal use, production, sale or distribution of pornographic materials • Conduct likely to cause harm to people, or to put them at risk of harm. 		
6. Has your driver's licence ever been revoked or suspended?		
7. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking etc?		
8. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?		
9. Have you done anything in the past or present that may result in allegations being made against you of child abuse? Abuse means: bullying, emotional abuse, harassment; neglect; physical abuse; or sexual abuse.		
10. Have you ever done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?		
11. To your knowledge, have you ever been the subject of an allegation of sexual abuse or sexual misconduct?		
12. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?		

RECORD OF CHRISTIAN CHURCH MEMBERSHIP

List church organisations, churches, congregations of which you have been a member.

Name of Church	Position	Location	WHEN Month/Year
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CONSENT

I consent to the information contained in this application including the subsequent pages to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.

Name: _____ Signature: _____ Date: _____

CONSENT TO CRIMINAL HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK

I hereby consent to provide an Australian Federal Police Check if I have resided in another country. I also consent to a Working with Children Check.

Name: _____

Signature: _____ Date: _____

DECLARATION

I, _____ of _____
do solemnly and sincerely declare that:

- (1) The information I have provided in this application and the information contained in any document accompanying this application are true and correct to the best of my knowledge and belief.
- (2) I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the Church.

Name: _____

Signature: _____ Date: _____

Note: Please seek legal advice if you are uncertain about signing this document.

CHARACTER REFERENCE: Please provide two (2) referees. Referees must be over eighteen years of age and able to give a report (by telephone only) on your good character and suitability for ministry.

Referee 1 : Name: _____ Phone _____

Referee 2 : Name: _____ Phone _____

Office Use only:

To be completed by Key Leader following consultation with their Key Leader.

Review 'Yes' answers and provide commentary on decisions made.

Witness to the Applicants Check

Name of Key Leader: _____

Title/Office held: _____

Signature: _____ Date: _____

APPENDIX 7 – VOLUNTEER LEADER AGREEMENT (including Code of Conduct)

Diamond Valley Baptist Church Children's and Youth Programs are committed to Loving God, Loving Others and Making Disciples! Our teams of Christian volunteer leaders take time to listen and care for these young people with genuine love and empathy. Our programs allow our volunteer leaders to not only offer guidance, but to journey with these young people through the most defining years of their life. Thank you for your willingness to bring to life the DVBC values and to help support and make a difference in the lives of young people through your volunteer effort.

We can't wait to have you as part of the DVBC team! First though, it is important that you complete the Leader Safety Screening form (if you haven't already), read the Child Safe Manual, Code of Conduct and the following conditions and privacy notice (below). If you agree to take on the role, sign your consent on this *Volunteer Leader Agreement Form*.

Code of Conduct

A) We lead out of a relationship with God by:

- Joining regularly in the life and ministry of the Church we are serving in.
- Studying the Scriptures in private and in fellowship with the people of our Church.
- Praying together regularly to seek God's guidance and direction.
- Giving of our time, gifts and finances to the work of the Church, as an expression of our gratitude to God.
- Recognising the need to continually learn and grow in our character and competence as disciples of Jesus.

Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts - Acts 2:46

So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness - Col 2:6-7

B) We serve others in the context of healthy relationships by:

- Loving and caring for our families; paying attention to the effect of leadership on them.
- Treating others with respect; teaching and exercising authority respectfully.
- Upholding confidentiality; non-disclosure to anyone (including spouse), of any confidential information without the consent of the person providing the information. (There is an exception where there is a legal obligation or duty of care issues.)
- Being a team player; cooperating with other leaders (there will be areas that overlap and someone else may have the advice needed).
- Using words that build up; do not ridicule or embarrass people.
- Respecting the boundaries of people over whom we have a leadership or pastoral responsibility.
- Making alternative arrangements for pastoral ministry for any person with whom we develop an appropriate romantic relationship.

And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching - Heb 10:24-25

As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all - Eph 4:1-6

C) As Christian Leaders we will:

- Be accountable to our fellow leaders, watch out for each other and protect each other's integrity, e.g. never be alone with a child or vulnerable adult.
- Act in the best interests of those we serve.
- Treat every program participant equally, 'no favourites'.
- Communicate with integrity, including accountable and wise use of electronic communication, and commit to following our church's guidelines for electronic communication.
- Acknowledge when we are out of our depth &/or do not possess the required skills &/ or professional credentials –and refer to those who do.
- Not take property belonging to others, including intellectual property (copyright).
- Not knowingly make false, misleading, deceptive or defamatory statements.
- Not engage in bullying, emotional abuse, harassment, physical abuse, sexual abuse, sexual misconduct, sexual grooming or spiritual abuse of any person, including our own family.
- Not act violently or intentionally provoke violence when engaged in civil disobedience.
- Be responsible in our use of legal addictive substances and activities (e.g. prescription drugs/alcohol/gambling)
- Not use any prohibited substance
- Act with sexual purity. Sexuality is a gift from God. We will express our sexuality in healthy and God directed ways.
- Act with financial integrity, including having accountable and transparent systems in place for financial matters.
- Not seek personal advantage or financial gain from our position, other than in wages, recognised allowances and deductions.
- Disclose to the church leadership if we are being or have been investigated for any criminal offences or have any knowledge of any serious criminal activity

Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other. And we urge you, brothers and sisters, warn those who are idle and disruptive, encourage the disheartened, help the weak, be patient with everyone. Make sure that nobody pays back wrong for wrong, but always strive to do what is good for each other and for everyone else - 1Thes 5:12-15

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity - Col 3:12-14

Volunteer Leader Conditions

By signing this Volunteer Leader Agreement Form I acknowledge and agree:

- To accept the role as Volunteer Leader with Diamond Valley Baptist Church, without any financial remuneration from DVBC.
- With the DVBC statement of faith, and to uphold Christian principles in all teaching.
- To uphold the DVBC vision of 'Loving God, Loving Others and Making Disciples', to the best of my ability, and adhere to all relevant legislative requirements.
- To act in line with the Code of Conduct listed above.
- I have read and agree to uphold DVBC Child Safe Manual.
- I will attend and take part in leaders training provided for me by DVBC to keep me up to date with current policies and procedures, as well as to equip me to be the best leader I can be for the young people who are part of DVBC activities.

- If I am injured through an accident in the course of my duties as a volunteer leader I will immediately report the matter to the Key Leader and/or relevant Hub Chair, and fill in an Incident/Accident Report.
- I am not covered by WorkCover Insurance but as a registered DVBC volunteer leader, I am covered by DVBC Personal Accident Insurance (for all Volunteers and participants).
- My personal vehicle is not covered by DVBC insurance should damage arise during the course of, or as a result of, voluntary work being provided during DVBC activities. I understand that DVBC recommends I have full comprehensive insurance which is my own financial responsibility.
- That, in my capacity as a DVBC Volunteer Leader, I may come into contact with confidential information and I agree to protect this information to the best of my ability and not disclose it during or after my voluntary service has ended.
- I understand that if my voluntary services are no longer required that there is no obligation on DVBC to provide me with further volunteer activities.

Privacy Notice

We collect your personal and sensitive information to facilitate your volunteer involvement. This may include recording your contribution, to ensure we have appropriate insurance, can provide evidence that our volunteer leaders have undergone Working With Children Checks and appropriate training, for grant applications or to meet grant requirements.

We may also collect sensitive and personal information about you from law enforcement agencies for criminal checks and Working With Children Checks, educational institutions to verify qualifications and from individuals or businesses we contact for reference check purposes. Without the collection of this information we will not be able to facilitate your volunteer leader involvement or meet our legislative requirements.

By signing this Volunteer Agreement Form, I consent to the volunteer leader conditions outlined and to the collection, use and disclosure of my information as set out above.

Name: _____

Date of Birth: _____

WWCC Number: _____

Signature: _____

Date: ___ / ___ / _____

Witness: _____

Signature: _____

Date: ___ / ___ / _____