

DON'T:

Engage in any activity with children/ young people that is likely to physically or emotionally harm them this includes any contact via social media

Use any form of physical force or harsh verbal language as discipline.

Develop 'special' relationships with specific children/young people for your own needs.

Show favouritism through provision of gifts or inappropriate attention.

Make sexually suggestive comments, even as a joke.

Be alone for more than a very short time with a child/young person. Always ensure another adult is present or within view when conducting one-to-one interviews take a group to toilet rather than one.

Seat a child or young person in the front seat of car when you are travelling alone with them.

Take a child/young person to your home, or encourage meetings, without others present.



A SAFE PLACE

Care, protection & safety of
children & vulnerable people in
the Uniting Church of Australia
Charlestown and Garden Suburb
Congregation

Issued to:

Name of Child Safety
Contact Person:

POLICY

The Uniting Church in Australia Charlestown and Garden Suburb congregation is committed to providing safe places where people are cared for, nurtured & sustained. Charlestown and Garden Suburb Uniting Church commits itself to the care, protection & safety of all children and vulnerable people.

We seek to provide a safe environment for all people to encounter God, to develop relationships as part of a community & to grow in faith.

“Children are defined as any children/young people 18 years & under”

DO:

Provide a positive role model for children/young people & those who care for them.

Treat children/young people & other vulnerable people with respect, listen to & value their ideas & opinions.

Respect the privacy of participants in programs & their families, only disclose information to people who have need to know.

Report concerns you have or have been notified that a child/young person may be at risk of harm or abuse.

Get parent's permission before providing transport, inform parents if possible if you will be alone in car at any time with child.

Be aware of need to ensure appropriate boundaries are maintained when caring for children/young & vulnerable people.

COMPLAINTS

If any person has a complaint against a group leader, the said person is to be referred to either Child Safety Contact Person, Minister of the Word or Chairman of the Church Council.

A Safe Place Policy & Procedure Document

Every one who is issued with a copy of this document shall sign a copy of the "Sign Off" sheet which includes acknowledging who the current Child Safety Contact person is.

The Child Safety Contact person shall keep all the sign off sheets and whenever there is a change of document and/ or Child Safety Contact Person issue the new document / get signed acceptance sheets from everyone currently issued with a copy of this document.

Other persons wanting to know the identity of the Child Safety Contact Person shall contact any of the above people or the Church Office during office hours on 49434019.

PERSONNEL

The Congregation aims to provide the highest care for all children attending our activities. The number of persons required to implement a program/activity depends upon the age of children, unless the children are accompanied by a parent/guardian.

PROCEDURE

- At least 2 adults involved in each activity to provide support in event of incident & reduce risk of inappropriate behaviour.
- Adult of both genders being present if possible.
- Adult to child ratio of 2/15
- All volunteers
 - a) to have a 'Working with Children number'.
 - b) Read & signed Policy Statement & Code of Conduct (this Document)
 - c) If possible to attend a 'Safe Place Workshop'
- Paid staff to have completed a 'Safe Place for Workshop' &/ or Child Protection Course.
Have First Aid Certificate

REGISTRATION

The Congregation is committed to providing the best care possible for all children. To enable us to do this, children attending activities without parent/guardian are required to have completed registration forms when attending activity.

PROCEDURE

- All information provided is confidential & will be kept in a safe place by registrar or Children & Family Worker.
- Prepare registrations forms to incorporate all information listed below.
 - * Child's name & address
 - * Parents/Guardian name & phone number
 - * Emergency contact number (at least 2)
 - * Details of who is to collect child
 - * Permission to be photographed/filmed (yes/no)
 - * Medical conditions &/ or allergies
 - * Permission to seek medical help if needed.
 - * Space for parent's/guardian signature.
 - * Sign in sheet with date/time of arrival & departure and signature on departure.

This information must be incorporated into registration forms for all programs, unless the program is ongoing (weekly), in which case one registration form* completed at the beginning of each year or when commencing activity & then a sign in book each week.

*This form will include same information as above as well as:

- a) pick up instructions for JY's and older
- b) for JY's and older - permission to go on off site outings. Notice of these outings will always be given beforehand.
- c) for primary group, notice shall be given beforehand and written permission given by the parent.

CHILD PROTECTION

Dealing with concerns that a child or young person may be at risk of abuse

All persons working with children and young people in the Congregation activities who have concerns that a child or young person (up to 18 years old) is at risk of abuse is to report that matter to the Department of Community Services.

The Congregation has appointed a Child Safety Contact Person to help members to deal with any child protection concerns arising in connection with Congregation activities.

The recommended procedure is

- The concerned person shall discuss the concern in confidence with the Child Safety Contact person, who will document the incident and get advice if required from DCS Helpline (132111).

The Child Safety Contact Person has the task of putting in place any actions to address risks & will decide on, need to know basis, who will be informed of the child protection concern.

Where there is serious risk to a child or young person and immediate need for emergency intervention, the Police or other relevant service should be immediately notified.

The concerned person is entitled to go direct to DCS - for instance if they are not satisfied that the concern is being acknowledged.

ENVIRONMENT

When implementing programs the Congregations will aim to provide an environment where children/young and all people can enjoy their activities in safety.

PROCEDURE

- Ensure that all following points are provided before programming activity.
- The area needs to be large enough for the number of people attending activity.
- Check area for any physical danger.
- The area provided must be easily accessed and monitored.
- Ensure that area or space provided has insurance.
- In case of accident can medical or other assistance be obtained speedily.
- If area is outdoor, is alternative indoor or covered area available if weather conditions are poor & for sun protection.

TRANSPORTATION

The Congregation understands that some programs may require transportation & as our duty of care & safety for all children/young people, we require the following procedures to be followed at all times.

PROCEDURE

- Drivers to complete 'Driver's Declaration Form' each year.
- Drivers must have licence, car insurance & car registration witnessed by the group leader authorising person.
- Car must be roadworthy.
- Seatbelts to be worn at all times.
- It is preferable for all drivers to have a full licence, where no driver with full licence is available a P Plate licence holder may drive, but parents/guardians need to be informed of this before departure.
- If a P Plate driver is given permission to drive, they must understand that any driving offence means that they will no longer have this responsibility.
- Driver to pick up & drop off to church is preferable, if picking up from home always drop passengers home in different order i.e. not having same passenger left in the car with you at the end of each trip each week & always ensure passenger has entered house before leaving.
- Driver must carry mobile phone & contact phone numbers in case of accident, breakdown problems or running late & phone parents/guardians of any problems.
- All applicable laws about children's seating in cars shall be adhered to.

HEALTH & SAFETY

The Congregation have a duty of care for all people & will ensure the safety & wellbeing of all people through proper care & attention in the event of accidents, illness or emergencies. The below refers to children adjust as required for other persons.

PROCEDURE

- Ensure that all medical conditions are recorded on registration forms & all staff are aware of any specific medical conditions.
- Have at least one leader with a first aid certificate.
- Have first aid kit on premises & taken on outings.
- Have incident report forms available. If incident form is used, always inform parents/ guardians of incident.
- All medical &/or accidents, program leader must be informed.
- Minor accidents, inform leader, provide first aid if required, comfort child fill in incident report.
- Major accident, inform leader, call Ambulance, call parents, administer first aid until ambulance arrives, comfort child, fill in incident form.
- In the event of major accident always ensure that someone is supervising other children at program.
- In event of pre-existing medical problem in child, follow any disclosed information (e.g. Epipen) phone parent/guardian, Ambulance if required, fill in incident report form.
- Have an evacuation plan in place in the event of fire/ major emergency.
- Ensure all leaders are aware of the evacuation plan, escape routes and meeting point, and know their responsibilities with evacuating the participants.
- Registrar to have mobile phone & registration forms & sign in book, easily accessed to take out with him/her in the event of an evacuation.

BEHAVIOUR MANAGEMENT PLAN

The Congregation aims to provide programs where all children & families feel safe, cared for & relaxed. We encourage co-operation & positive interaction between all persons. Rules are established based on safety & respect for others. Positive behaviour is to be encouraged.

PROCEDURE

- At start of program make clear guidelines & rules of acceptable behaviour.
- Leaders witnessing inappropriate behaviour should speak with child reminding them of behaviour expectations.
- If child continues with inappropriate behaviour refer child to supervising leader.
- Children who continually misbehave will be asked to sit with leader & discuss their behaviour.
- If required child will be asked to apologise to leader/ group.
- If child continues to misbehave all day, leader could discuss child's behaviour with Parent/Guardian.
 - * In extreme cases child could be asked not to attend any future activities.
 - * Inappropriate behaviour is defined as any behaviour that endangers themselves or others (i.e. punching, kicking, climbing on roofs) Inappropriate behaviour could also be non dangerous (i.e. swearing, disobedience, put downs).