



Leader's Manual

Disclaimer: This training documentation is the property of LIFE Bible College Australia. Safe Boundaries Induction Training specifically address the issue of abuse within the context of Foursquare Churches. It does not deal with all other forms of grievance or personal injury claims. Safe Boundaries Training is provided on the terms and understanding that the writer and manager and LIFE Bible College is not responsible for any action taken on the basis of information in this publication, nor for any error in, or omission from this training publication. The author and manager and LIFE Bible College and any other persons involved with the preparation of Safe Boundaries induction training expressly disclaim all and any liability and responsibility to any person, in respect of anything, and of the consequences of anything done or omitted to be done by any such person in reliance, whether wholly or partially upon any part or the whole of this training publication. Where an issue or incident arises, expert professional advice should always be sought. This information and advice is made available in good faith, reflecting the current knowledge, legislation and regulations and is derived from sources which are believed to be accurate at the time of publication. Safe Boundaries Induction Training should be read in conjunction with relevant legislation and is not a substitute for it. The content will require updating with amendments and/or additions which may supersede after the publication of this training documentation. Training and policies associated with this document should be reviewed annually in January and/or as new legislation or procedures are released.

Introduction

Aim:

The endeavour of this induction training is to provide adequate training and supervision procedures for leaders and volunteers to support environments which are physically and emotionally safe for all community members.

Objectives:

By the end of this training leaders and volunteers should recognise:

- ➔ The basics of safe boundaries
- ➔ Procedures for identifying and reporting abuse
- ➔ Features of physically and emotionally safe environments
- ➔ Leadership practices and responsibilities which foster safe environments

Details:

This training manual is designed to complement the induction training of a Foursquare Church. If you have any queries or concerns regarding issues of safe boundaries within the church, please contact:

Pastor Netta Collins
LIFE Bible College
Phone: +61 0410574162
Email: netta.s.c@gmail.com
Office: 2 Bridge Road Westmead
Office Hours: Monday – Friday 9am – 3:30pm

LIFE Bible College regards maintaining a safe environment as everyone's responsibility and as such anyone can make a report or raise a concern.

What is Safe Boundaries Induction Training?

Safe Boundaries is the training manual which covers the policy, code of conduct and procedures within our church relating to dealing with and preventing abuse within the church as well as maintaining a physically and emotionally safe environment for all members. It is mandatory training for all leaders and volunteers within our church in February or prior to the commencement of their leadership or volunteer role. It provides a method of disseminating the policies and code of conduct to leaders and volunteers. All individuals in a position of authority, including but not limited to those in direct care of children and young people, are expected to work through this training. (This includes pastors, elders, deacons, church workers, volunteers, etc.).

In its initial year (2017), all leaders and volunteers are to complete the entire training. This course should be completed every three years. New leaders and volunteers will be expected to complete the entire training prior to commencement. A refresher training course will be provided for all existing continuing leaders each year for the years between the full training. Records should be well maintained of training to ensure that all leaders and volunteers have completed the required training.

The training covers:

- Basics of Safe Boundaries (expected time allowance: 1.5 hours)
- Recognising and Reporting Abuse (expected time allowance: 0.5 hours)
- Safe Physically and Emotionally (expected time allowance: 0.5 hours)
- Leadership Practices and Responsibilities (expected time allowance: 1 hours)

The training course is designed to be facilitated by face-to-face in groups or individually under the supervision of the Senior Pastors.

Basics of Safe Boundaries

Within this section:

- Why do we Need Safe Boundaries
- The Role of Church Policies
- The Role of Training and Record Keeping

Why do we need Safe Boundaries?

As a Foursquare Church we are committed to the nurturing of a safe and healthy environment within all church events and related activities.

We believe and recognise:


- Humans have been made in the image of God. (*Genesis 1:27*)
- We have a duty of care towards each other. (*Matthew 19:13-19*)
- The sacredness and preciousness of life. (*Psalms 139*)
- We are commanded to express God's love in the treatment of others. (*Luke 10:27*)
- God has a special concern for the vulnerable. (*Matthew 19:14*)
- Our responsibility to protect those who are vulnerable. (*Exodus 22:21-22; Deuteronomy 10:17-19; Jeremiah 22:2-4; James 1:27*)

Luke 17:1-3a says:

'Jesus said to his disciples: "Things that cause people to stumble are bound to come, but woe to anyone through whom they come. It would be better for them to be thrown into the sea with a millstone tied around their neck than to cause one of these little ones to stumble. So watch yourselves.

What does this mean to you as a leader/volunteer?

Where does your attitude towards abuse within the church fall on the spectrum below:


It wouldn't happen in our church		We should be suspicious of everyone
----------------------------------	--	-------------------------------------

It can be a difficult balance to achieve.



There is a lot of talk in the media regarding abuse, particularly abuse within church organisations. Part of this has been the result of a culture of underplaying, ignoring or even at times covering up abuse within church environments. This has tragically caused incredible suffering and harm for many. It has tarnished the glow of the message of the Gospel of Jesus and made the church for many a place to be avoided. Trust has been broken in many communities. In order to see change to this, a balanced approach needs to be achieved regarding the prevention and the response to abuse within the church.

What is your awareness level of issues relating to abuse within the wider church within Australia?

I know nothing about abuse within the church		I know a great deal about abuse within the church
--	--	---

The Role of Church Policies

We have various policies and procedures, which endeavour to prevent and respond to abuse through clearly communicating standards for leaders and volunteers. These policies are public and available upon request to anyone, both members of the church and wider community members. How leaders and volunteers prevent and respond to abuse within our church is a critical component to the witness of God's love we demonstrate to others.

Work through the following policies attached:

Appendix A	GPdI Brisbane Code of Conduct
Appendix B	GPdI Brisbane Safe Environment Policy

Questions:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

We expect leaders to adhere to, apply and endeavour to maintain the policies in order to be better equipped to support and fulfil the Great Commission:

‘Therefore go and make disciples of all nations, baptising them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.’ Matthew 28:19-20

What are 3 benefits you can identify in having the church policies?

1. _____

2. _____

3. _____

If you have any issue with adhering and maintaining any of the procedures within the policies covered within this training, you MUST communicate these issues to the Senior Pastor prior to commencing in your role of leader or volunteer.

The Role of Training and Record Keeping

The Senior Pastor at a Foursquare Church generally has the role of being the person responsible for the implementation of the policies relating to Safe Boundaries.

Implementation includes providing more than this training, including:

- Assisting congregation members and other organisations in matters of compliance
- Educating, training and record keeping for leaders and volunteers
- Providing information and guidance in matters of Safe Boundaries procedures
- Case management (including management of risk assessments)
- Screening and record keeping in 'Working with Children'

Training is a valuable component of ensuring that we are providing the safest environment possible. Prevention of abuse and injury both physical and emotional is extremely significant to the overall mission of the church. Should abuse or injury occur, management and ongoing care should be of significant priority.

Record keeping of all leaders and volunteers as well as church members should be maintained diligently. Records should be maintained of all those who complete training in safe boundaries induction training and maintenance training.

Section Quiz

(Complete your quiz answers on the proforma attached to your induction records)

1. What is a biblical basis for endeavouring to provide safe boundaries within our community?
2. Why do we keep records at our church of all leaders and volunteers?
3. It is the responsibility of just the senior leadership to maintain an abuse free environment. (True/False)
4. What are some of the ways we endeavour to have safe leaders? (Safe Churches Policy)

Recognising and Reporting Abuse

Within this section:

- What is Abuse?
- Definitions Relating to Abuse
- Signs of Abuse (children and young people)
- Appropriate V Inappropriate Interactions
- Disclosure of Abuse
- What and How Should Abuse be Reported
- Abuse and Adults
- Legislation Relating to Abuse

The following material may be distressing for some members of our community. If you need to speak with someone relating to an issue of abuse, please contact our Senior Pastors. If you desire formal counselling, a Christian counsellor will be recommended for you.

What is Abuse?

Abuse is an issue of serious impact on society and on an individual's wellbeing. It is a complex issue involving the breach of trust. Within the church, it often involves a person or persons in a position of trust and/or authority misusing their position to harm another. Often the recipient of abuse is vulnerable in some way. This can be through personal circumstance such as age, gender or ability or because of the relationship of power and authority. Abuse can occur in different forms, including: physical, sexual, emotional, spiritual and even financial.

Abuse is recognised as treating someone with cruelty or violence. It can be isolated or regular and repeated. It can involve the misuse of something such as sexual relations to a bad purpose or effect, causing harm. Abuse within the church is a serious concern. It is not to be taken lightly or covered. It is the responsibility of all those within the community to work towards creating an environment free from abuse and harm. Leaders and volunteers should do everything possible to prevent and minimise the risk of abuse with the church environment.

The Qld Interagency Guidelines defines abuse as the term commonly used to describe different types of maltreatment of a child or young person. It includes assault, ill treatment and exposing the child or young person to behaviour that might cause psychological harm. Neglect occurs where there is risk of harm or actual harm to a child or young person caused by the failure to provide the basic physical and emotion necessities of life. Neglect is characterised as a continuum of omissions in the care of the child or young person.

Definitions Relating to Abuse

Child	Individual between age of 0 and 18 years of age
Child Protection	Collective responsibility of government and community
Significant Harm	<ul style="list-style-type: none"> • Sufficiently serious to warrant response by a statutory agency irrespective of a family's consent • Not minor or trivial • May reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or well-being • May be a single act or omission or an accumulation of these
Reportable Conduct	Incidents of physical abuse, neglect, sexual abuse, psychological harm, relinquishing care, carer concern (substance abuse, mental health, domestic violence), lack of care for unborn child requiring reporting to Community Services and/or Police
Mandatory Reporter	Qld legislation defines mandatory reporters as those who deliver services to children as part of paid or professional work (health care, welfare, education, child services, residential services, law enforcement). This also includes managers, paid and volunteer, who directly supervise direct services to children and young people. A guide can be found at: https://www.dcssds.qld.gov.au/our-work/child-safety/about-child-protection/mandatory-reporting
Decision Tree	A decision making structure using a series of yes/no answer questions to determine the course of action to be taken related to reportable conduct.
Exchange of Information	Chapter 16A of the CYP Act provides the ability to obtain information relevant to the wellbeing of children within the care of an agency. Information may include history or circumstances, parents and family members, significant relationships, including other agency dealings.
Duty of Care	It is not the duty of leaders and volunteers to prevent all injury or harm but it is the responsibility to apply common or reasonable sense in each situation in order to manage the risk of harm for students and others within the church community. In this respect, action should be taken to limit any unforeseen risk. This involves the outline of: reasonable steps for safety and supervision; creation and management/implementation of risk assessment documentation; and training and development of staff and students in the management of risk
Head of Agency	Chief Executive Officer or Principal of agency (Senior Pastor)
Sexual Abuse	Includes any act or sexual threat imposed on a child or young person
Sexual Misconduct	Range of behaviour including: inappropriate conversations of a sexual nature, comments expressing desire of a sexual manner, unwarranted and inappropriate touching, sexual exhibitionism, inappropriate personal correspondence, exposure of children and young people to sexual behaviour, possession of child pornography, watching children undress
Grooming	Persuading a child that a special relationship exists and testing boundaries
Physical Abuse	Non-accidental injury and/or harm to a child or young person by a parent, carer or another person responsible for the child or young person (includes: harm or injuries caused by excessive discipline, severe beating or shaking, bruising, lacerations or welts, burns, fractures or dislocations, genital mutilation, attempted suffocation or strangulation and death
Physical Assault	Under common law principles, physical assault of a child must include all three elements: an act committed on or towards a child; and either application of force to a child or an act that causes a child to think that immediate force will be used on them; and hostile or reckless
Ill Treatment	Excessive treatment such as punishment
Emotional Abuse	Encompass a range of behaviour that may psychologically harm a child or young person and result in emotional trauma and deprivation

Signs of Abuse (children and young people)

Sometimes abuse can be disclosed in a one off manner (e.g. a child reporting abuse). At other times, it may take time to build up an overall picture of a child who is potentially being abused. Signs of abuse may present over time during the course of ministry that raise concern of a pattern of behaviour. It is better to report concerns to the Senior Pastor or Senior Leadership Team in confidentiality rather than leaving it unreported. It may be that your concerns are unfounded or explainable and no further action is necessary however the risk of leaving things is too high when a child's safety and wellbeing is at stake. If you believe that you witness a situation of immediate danger for a child or young person or any other vulnerable individual, report to the Qld Police on 000. Notify the Senior Pastor any time this is necessary as soon as possible. It is always sensible to involve the most senior member of leadership available to you at a particular church event should a situation arise. However confidentiality is also a necessary component so do not discuss the situation any more widely than necessary.

Physical Abuse	<ul style="list-style-type: none"> • Bruises • Injuries • Unexplained burns • Fractures that are not explained to a satisfying standard • Untreated medical conditions • Extreme behaviour (very aggressive, very shy) • Fear of going home • Fear of parent or adults
Emotional Abuse	<ul style="list-style-type: none"> • Low self-esteem • Self-denigration • Severe depression • Aggression • Withdrawal • Severe anxiety • Failure to learn appropriately
Sexual Abuse	<ul style="list-style-type: none"> • Pain, swelling, itching, bleeding, discharge in genital area • Difficulty walking or sitting, frequent urination or pain • Stained underclothing • Poor peer relationships • Inappropriate interest in sex • Drastic change in achievement • Running away or delinquency • Regressive behaviour
Neglect	<ul style="list-style-type: none"> • Poor hygiene, bad odour • Inappropriate dress for weather • Left alone, unsupervised for long periods • Failure to thrive, malnutrition • Untreated medical condition • Constant hunger, begging or stealing food • Extreme willingness to please • Frequent absences • Arriving early or staying late at events

Grooming Behaviour refers to the physical or psychological actions intrinsic to initiating or hiding abusive behaviour, which involves manipulative cultivation of relationships with vulnerable adults, children, carers and others in authority. It refers to a pattern of behaviour aimed at engaging an adult or child as a precursor to abuse. The behaviour can include persuading the person of a 'special relationship', such as giving of special gifts, showing favours, allowing overstepping of rules. It can include testing of boundaries such as undressing in front of a child, allowing them to sit on their lap, talking about sex, accidentally touching genitals, etc. The behaviour is generally a pattern rather than an isolated occurrence.

Abusers often cultivate relationships with vulnerable community members such as children or people they are in power over to prepare them for abuse. This can be done in a number of ways, such as:

- Identifying emotionally needy individuals
- Identifying individuals who seem alone or apart from a peer group
- Establishing relationships with the individual's family to gain trust
- Touching the child in the presence of the family to get the child and family used to the behaviour
- Initiating contact in situations where no other adult is present or setting up situations where this is the case
- Setting an individual apart from peers as 'special'
- Establishing a 'peer' or 'buddy' relationship with them

The Internet and electronic communication such as social media have greatly facilitated this process.

Often the process of grooming will continue for a considerable period of time prior to any physical contact. Secrecy is often built between the offender and the victim prior to physical contact. The offender will work constantly to secure compliance whilst escalating the behaviour over time. The offender may:

- Make the individual fearful that he or she will be in trouble if their activities are discovered
- Indicate that touching between them is good and special
- Indicate that there will be consequences if they report the behaviour

Grooming is a criminal offence in Queensland and is reportable. If you become suspicious of possible grooming behaviour, the key is to look for patterns of behaviour in both the suspected perpetrator and the other individual. Power differences should be noticed between the suspected perpetrator and victim and ways identified in which trust has been gained.

Our responsibility as a church community is to ensure as much as possible that the children, young people and vulnerable members of our community are safe in our care. We should encourage parents to hold us accountable and to watch what we do. Appropriate boundaries should be encouraged and maintained at all times.

Appropriate V Inappropriate Interactions

	Appropriate	Inappropriate
Verbal	<ul style="list-style-type: none"> • Positive reinforcing words • Using humour with clean appropriate jokes • Encouraging others 	<ul style="list-style-type: none"> • Derogatory names • Discussion of sexual encounters • Swearing and vulgar or sexually oriented language • Shaming, belittling and humiliating others
Physical	<ul style="list-style-type: none"> • Pat on back or shoulders • Side hugs initiated by others • Handshakes • High fives • Holding hands with small children • Soothing infants as appropriate • Sitting beside somebody • Sitting with a small child on a lap 	<ul style="list-style-type: none"> • Any form of affection that is unwanted • Physical activity that is or could be perceived as sexually stimulating to an adult or child • Full frontal hugs • Kissing on the mouth • Kisses of any kind that are unwanted • Touching chest or anywhere below the waist • Showing affection in isolated locations • Sleeping in a bed with a child • Wrestling with children • Piggyback rides and tickling • Massage by or to an adult
Correction	<ul style="list-style-type: none"> • Talking through behaviour and explaining natural consequences • Assigning a period of time away from others in a safe location • Calling for assistance in the situation of persistent misbehaviour • Intervention to protect an individual at risk of harm 	<ul style="list-style-type: none"> • Using condemning language or tone • Employing corporal punishment • Endorsing or requesting corporal punishment from parent • Threatening use of corporal punishment • Engaging in name calling, shaming or derogatory remarks, ostracism • Biting, pinching, hair or ear pulling • Withholding food, water or medical care • Using mechanical or unnecessary physical restraints • Isolating a child in a small confined or dark place • Imposing physical exercise as a punishment

Sexting is the taking of naked or partly naked photos or videos and sharing of the photos or videos with others online or through mobile phones; and the receiving, forwarding or posting of these photos or videos online or through mobile phones. Sexting is a crime, depending on the age of the individual sexting and whether the pictures would be considered 'offensive' or 'indecent' by a court.

It is a crime if you make, send out, or have an 'offensive' picture of someone under the age of 18 (including yourself) who is:

- Showing their private parts, including genital area, anal area or female breasts;
- Posing or acting in a sexual way;
- In the presence of another person involved in a sexual activity or pose; or
- Involved in a sexual activity

The law calls these images 'child abuse material' or more commonly 'child pornography'. It can include films, photos, digital images and videos sent by SMS, emails, chat room activity, blog publications. It can include pictures that have been 'photoshopped' to make a young person look naked or cartoons of young people having sex. The maximum penalty for making, sending or having child abuse material is 15 years in gaol.

In Qld child pornography laws apply to images of young people under 16 years of age. Commonwealth laws are broader relating to young people under the age of 18. Anyone who sends, receives or even asks for naked or sexual images of a person under 18 years of age is at risk of committing a crime and of being charged.

Individuals under 18 years are not allowed to consent to sexting, even though they are legally able to have sex at 16 years of age.

It is never ok to take sexual, nude or partly nude pictures or videos of anyone without their permission regardless of their age. The maximum penalty for this is 5 years gaol. Asking for sexual images in a harassing or offensive way is a crime regardless of age.

The Australian National Child Offender Register (ANCOR) is an online registration system designed to help police manage and share information about people charged with sex crimes in relation to children. If you are found guilty of sexting, you may be placed on this register. If registered, you will not be able to volunteer or work where you are likely to have contact with children and young people. This includes volunteering and leading within our church community.

Disclosure of Abuse

In the situation of the disclosure of abuse, it is extremely important that the situation is not compromised in any way. The following advice is provided to assist:

Should an incident of abuse come to light or be disclosed, the following should be observed:

- LISTEN, LISTEN, LISTEN!!! And do not add anything to what is said.
- When listening to a child remember children:
 - Often talk about difficult or painful things in a roundabout way
 - Need assurance from adults that it is ok to talk about upsetting things
 - Often feel ashamed and frightened
 - Often find the right words hard to find but may use non-verbal clues
 - May drop hints when something is wrong
- The child should be told it is not their fault and they are not to blame
- Do not press the child for information or push the child to reveal the details of abuse
- Do not ask leading questions, rather listen carefully
- All complaints should be documented with accurate notes as soon as possible to assist with accuracy (time, place, date, people present, outline of what is said)
- Do not promise to not tell anyone, rather say: 'there are people who can help and you and I will tell them'
- Also reassure that the child did the right thing by speaking out
- Should the complaint be made regarding the Senior Pastor, the next person in authority (the Senior Associate Pastor) should be notified and the Foursquare District Supervisor should be contacted as soon as possible
- Should the complaint be made regarding a different worker, leader, volunteer, member or visitor to the church, the senior pastor needs to be notified and is responsible for ensuring a report is filed
- Should the complaint be made regarding a person or persons outside the local church community, the senior pastor would be responsible for reporting
- It is not the responsibility of any member of our church to investigate, rather to report to the appropriate agencies (as outlined below)
- It is important that the rights of all individuals are respected relating to all alleged victims and perpetrators
 - Strict confidentiality should be maintained at all times
 - Impartiality should be maintained at all times
 - All parties should be given adequate time to respond to alleged abuse (where appropriate)
 - Steps should be taken to provide adequate protection to the person who made the allegations and the person who the allegations concern
 - All reasonable information should be gathered prior to the report being made to assist the investigation without contaminating the situation (e.g. collection of names, addresses, DOBs, etc. as appropriate)
 - No person will decide a case to which they have a conflict of interest
 - Reports should be made without delay

- All information obtained through the course of disclosure regarding abuse, should be well maintained in a secure location under the direct supervision of the Senior Pastor and available for the exchange between other agencies under Section 16A of the CYP Act, should the need arise

IMPORTANT NOTE:

**If a person is in immediate danger call Qld Police on 000
then when safe call the Senior Pastor.**

**If there is no immediate danger then as soon as possible,
provide your notes and report to the Senior Pastor.**

Disclosure of abuse can take various forms, including:

- Giving some indication that injury or events did not occur as previously stated
- Telling of abuse
- Telling of knowing someone who is being abused
- Showing poor concentration
- Reporting sleeping problems
- Showing marked changes in behaviour or mood, an escalation of risk-taking behaviours, tantrums, aggressiveness and withdrawal
- Complaining of stomach-aches and headaches without physical basis

Other forms of disclosure can include witness of:

- Unrealistic expectations of a child or young person including failure to allow participation in decisions that affect them or the expectation of adult behaviour
- An adult revealing that a child or young person may have been abused
- Failure of provision of care (food, shelter, medical attention, hygiene, supervision)
- Inability to respond emotionally to a child or young person
- Failure to provide nurturing

It is a criminal offence for an organisation to fail to report criminal sexual abuse. This offence applies where there is substantial risk that a child under the care, supervision or authority of an organisation will become a victim of a sexual offence by an adult associated with that organisation. The person in a position of authority will be guilty if they knew of the risk of abuse and had the authority to reduce or remove the risk, but negligently failed to do so.

In attempting to understand child abuse, it is necessary to take into consideration:

- In the vast majority of child sexual abuse cases, the child knows the offender who may be related to the victim or their family in some way
- The offender is usually male however in rarer cases may be female
- Offenders are usually heterosexual
- The majority of adult sex offenders report beginning their offence patterns in adolescence
- The sexual abuse will usually continue until someone stops it
- Reoffending rates are high for sexual offenders
- Boys and girls of any age can be sexually abused
- Children and young people must never be assumed to be lying about a claim of sexual abuse
- Offenders practice deceit and are very adept at disguising their actions
- Knowing about sexual abuse helps keep children and young people safe and protects them from it.
- Children should be given permission to tell someone who can help and clearly provided with boundaries of what is acceptable towards them
- Offenders work actively to keep the abuse secret
- Child sexual abusers usually prey on children or young people through active manipulation, making them more vulnerable
- Some offenders work to undermine the child or young person's reputation so that they won't be believed
- Offenders recruit vulnerable children or young people and use coercion to prepare them for abuse.

Things which prevent the disclosure and reporting of concerns of abuse include:

- Fear of doing something wrong or making the situation worse
- Fear of exposing the child to further abuse by telling someone
- Fear of being culpable if it turns out the child is not a victim of abuse
- Fear of coping emotionally with the situation

What and How Should Abuse be Reported?

All notifications of abuse should be reported to the Senior Pastor, who generally acts as Head of Agency for a Foursquare Church. Should a need arise, a delegate can be named in his place from the Senior Leadership Team. It is the responsibility of the Senior Pastor to ensure that an appropriate report is made to the appropriate agency. At times, an interview between the Senior Pastor (or at times a more appropriate member of the Senior Leadership Team e.g. a woman with a woman) will be conducted in order to gain an appreciation of the alleged abuse to be able to make a reasonable report. This should only be conducted to establish facts as much as possible rather than minimise or highlight the situation.

Alleged incidents of abuse should be reported to the appropriate agencies, including Child Safety Services and the Police. These allegations should not be discussed with other people within the community without specific reason. At times where it is suspected that abuse may be wider than the original allegation, it may be necessary to release information to the wider members of the community. This should be within consultation with the Queensland Police and Child Safety Services in order to facilitate care for any alleged victims.

All situations of abuse should also be reported to the District Supervisor of Foursquare Church Australia by the Senior Pastor. A risk assessment should be completed where the alleged perpetrator is a member of the community in order to minimise risk to any other community member during the course of investigation.

Should the allegation be relating to a church leader, worker or volunteer, they may be informed following the report being complete (where appropriate). They may be informed of the substance of the report and any investigation in writing and verbally. They may also be informed of their right to put their case forward regarding the situation to the Senior Pastor (or the person carry out any internal investigation into conduct). They may also be informed of their right to make a complaint to the Queensland Government if they are not satisfied with the handling of the allegation.

It is the responsibility of the Senior Pastor to ensure that all relevant individuals (including children, family members, friends, and the alleged perpetrators receive adequate counsel and support. Procedural fairness should be exercised in order to support the rights of all individuals who are subject to an investigation. Records should be maintained during all investigations (including meetings, contacts, and discussions).

Procedure for Reporting Abuse		
Who	When/What	Action
Any member of the Church community	Receives a disclosure of abuse or is made aware of abuse	As soon as possible and safe, report to the Senior Pastor or a member of the Senior Leadership Team
Senior Pastor and Senior Leadership Team in consultation with Senior Pastor	Receive a disclosure of abuse	Complete Child Protection Guide to determine next steps. https://secure.communities.qld.gov.au/cpguide/engine.aspx
	Determine situation of alleged 'significant risk of harm'	Report to necessary and appropriate agencies
Any member of the Church community	Becomes aware of allegations of reportable conduct by leaders/volunteers/workers	Report to Senior Pastor as soon as possible (in some situations where the Senior Pastor is not present and the alleged person is present at a church event, the most senior person should be notified immediately, who should take steps to minimise risk to members of the community, including relieving of duties as appropriate and applying supervision)
Senior Leadership Team		
Senior Pastor	Situations of alleged abuse	All individuals involved should be provided with adequate care, including as necessary counselling and support

Reporting Procedure for Senior Pastor and Senior Leadership Team:

Step 1: Complete Child Protection Guide online to determine next steps.

<https://secure.communities.qld.gov.au/cpguide/engine.aspx>

Step 2: Make a written report including (names and details, risk of significant harm which has been identified, details of person who is creating the risk of harm, whether an interpreter services is required, details of person making and writing the report, any other significant details)

Step 3: Contact closest Child Safety Service Centre if advised to do so.
(<https://www.dcssds.qld.gov.au/contact-us/departments-contacts/child-family-contacts/child-safety-service-centres>) Note: After hours and on weekends, call **1800 177 135**. Ring the relevant agency and make report

Take direction off the agency for next step (document all action)

NB: In extreme situations a child can be removed from a church setting and placed into the custody of CS as a measure of protective intervention

Necessary Contact Numbers:

Child Safety Service Centre	1800 177 135
Police Helpline	13 14 44
Local Police Station	####
Kids Helpline	1800 55 1800
Lifeline	131 114
Domestic Violence Resource Centre	1800 656 463
Sexual Assault Crisis Line	1800 633 063
Foursquare Church Australia DS (Ps Roger Lingal)	0410 476 955

Abuse and Adults

It is possible at times for:

- Awareness to be raised on an abusive situation relating to an adult
- An adult to disclose that they are experiencing or have experienced abuse
- An adult to confess to abuse

These behaviours are related to the Crimes Act Qld. If a person is in immediate danger you should always contact Qld Police on 000 then refer the situation to the Senior Pastor. If there is no immediate danger but an allegation of abuse is disclosed, a written report should be made and provided for the Senior Pastor for them to make the report to the appropriate agencies.

Such crimes may include:

- Indecent assault
- Sexual assault
- Rape
- Threatening or enacting violence
- Assaults
- Stalking
- Grooming

Should any of this behaviour relate to the Senior Pastor or Senior Leadership Team, the District Supervisor of Foursquare Gospel Australia should also be notified in confidentiality.

Some of the adult behaviour which may be included in report to the Senior Pastor includes:

- Bullying
- Sexual harassment
- Inappropriate relationships
- Misuse or abuse of authority and power
- Professional misconduct
- Suspicion of grooming or stalking
- Spiritual abuse
- Conduct, behaviour or speech that is sexually threatening or inappropriate

In situations where you become aware of abuse relating to an adult, it is extremely important that you do not compromise the situation in any way. The following steps are intended to ensure this:

- LISTEN! And do not add anything to what is disclosed
- Ascertain the gist of the allegation, taking note of details while being aware to not ask probing questions
- Reassure them that they have done the right thing in speaking out
- Provide details of the steps you plan to take
- Make notes and contact Senior Pastor or the Police in cases of immediate danger

Some things to remember:

- Do not compromise the situation by making comments, giving advice or adding to the allegation
- Do not make judgement about whether you think an allegation is true or not
- Follow the procedure outlined within this training and documentation
- Show compassion (you are not prejudicing the rights of an alleged offender by providing care)

Domestic Violence is any form of abuse within the context of a family. It also includes social isolation and/or financial control and deprivation. Domestic violence can be carried out on a child or young person or an adult in the presence of a child or young person or just between adults within a family context.

Legislation Relating to Abuse

Common Law

- Duty of Care
- Legitimate Expectations
- Procedural Fairness

Systems Abuse

- *The Royal Commission into the NSW Police Service – The Paedophile Inquiry* released a final report in 1997, highlighting the following critical deficiencies in the duty of care of systems involved with the care and protection of children:
 - There has been a tendency amount institutions to refrain from addressing the subject
 - Institutions have tended to deal with the subject by protecting their own name and status, rather than being concerned about the welfare of children
 - There has been a lack of coordination among agencies committed to the welfare of children
 - There could be a conflict of interest between an employee and a child who has brought an allegation of abuse

Current State Legislation

- *Children and Young Persons (Care and Protection) Act 1998* as amended by *Children and Young Persons (Care and Protection) Amendment (Parental Responsibility Contracts) Act 2006*
- *Child Protection Act 1999*
- *Children and Young Persons (Care and Protection) Amendment Bill 2009*
- *Working with Children (Risk Management and Screening) Regulation 2020*
- *Family Law Act 1975 (Commonwealth)*
- *Criminal Code Act 1899*
- *Family and Child Commission Act 2014*
- *Child Protection Regulation 2023*
- *The Working with Children (Risk Management and Screening) Act 2000*

Other Legal Contexts

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Work Health and Safety Act 2011

Work through the policies attached:

Appendix C	GPdI Brisbane Attendance Forms
Appendix D	GPdI Brisbane Working with Children Policy
Appendix E	GPdI Brisbane Complaints and Grievance Policy

Questions:

[illegible]

Section Quiz

(Complete your quiz answers on the proforma attached to your induction records)

1. Who is responsible for reporting child abuse at our church?
2. Who does a member of the church, a worker or a volunteer report abuse to?
3. Who conducts investigation into abuse at our church?
4. Who needs a Working with Children Blue Card?
5. Who has a duty of care towards others within our church?
6. What is a duty of care?
7. What behaviours may be construed as grooming towards a child or young person?

Safe Physically and Emotionally

Within this section:

- Safe Physically and Emotionally
- Power, Authority and Responsibility of Leadership and Responsible Roles
- Significance of Appointing Suitable Leaders and Volunteers
- The Approval Process
- Boundaries and How they Work

Safe Physically and Emotionally

As a Foursquare Church, we should be committed to the nurturing of a safe and healthy environment within all church events and related activities. Although we focus on child abuse predominately in this training, we recognise there are other forms of boundaries which are necessary within a church to keep everyone within our community safe. Risk management is one way in which we endeavour to keep people safe. This is discussed more in the next section of training.

Child and Youth Risk Management Strategy

The eight mandatory requirements are:

1. A statement of commitment
2. A Code of conduct
3. Recruitment, selection, training and management procedures
4. Handling disclosures or suspicions of harm, including reporting guidelines
5. Managing breaches of your risk management strategy
6. Risk management plans for high risk activities and special events
7. Compliance with the requirements of the blue card system
8. Communication and support

These 8 requirements meet the 10 National Principles for Child Safe Organisations. They are mandatory for all organisations in Queensland to implement, with evidence to support.

The leaders of GPdI Brisbane are ultimately responsible for the implementation of the Child and Youth Risk Management Strategy within the church context, however, all members of the church have responsibility to adhere to these strategies. The Queensland Government has provided resources to support organisations meeting these compliance requirements.

<https://www.publications.qld.gov.au/dataset/blue-card-system-compliance-information-and-resources>

We will look at each strategy in some more detail to understand application to the church setting.

1. Statement of commitment

The purpose of your statement of commitment is to provide an overarching statement which will set the tone for your entire child and youth risk management strategy and encompass GPdI Brisbane's culture toward child safety, how children's wellbeing will be promoted and what protection will be provided. Foursquare churches should consider the values and aims of each church and how that relates to services offered to children and youth. Consider – how do the services we offer contribute to the wellbeing of children and young people? What can we do to protect children from harm? What can we do to promote their wellbeing?

This commitment needs to be displayed in a prominent place, where all visitors to the church can see it.

2. Code of Conduct

The code of conduct outlines expected standards of behaviour for everyone who interacts with children within the church community. It must specifically address interactions with children and young people and should apply to all employees, volunteers, children, young people, parents and visitors.

The code of conduct should include clear guidelines for suitable language (identifying language that is unacceptable), for supervision of children, including ratios, arrangements for dropping off and picking up children, for managing bathrooms, as well as physical contact procedures (such as if a child is injured or becomes violent). Other policies or procedures, as relevant, might include transportation of children and young people, use of technology, management of medication/drugs, confidentiality and general risk management.

3. Recruitment, selection, training and management

Each organisation must have effective child-focused policies and procedures in place for recruiting, selecting, training and managing paid employees and volunteers. It should take into account the procedures before an individual commences a role and the supports in place to maintain appropriate training and management once they start.

The goal of this process is to deter unsuitable individuals from working with children and young people, as well as assist in finding and appointing suitable individuals and then providing adequate support and training.

4. Handling disclosures or suspicions of harm, including reporting guidelines

Your organisation must have policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines. Children and young people can only be protected from harm if it is reported and dealt with quickly and effectively. Therefore, your organisation must have policies and procedures in place to ensure staff and volunteers respond as quickly as possible to a disclosure or suspicion of harm. A lack of formal policies

and procedures can impede the reporting of these time sensitive matters. You should consider including information within your risk management strategy about the reasons for having these policies and procedures in place.

5. Managing breaches of your risk management strategy

Your risk management strategy must include a plan for managing any action or inaction by a person in your organisation that fails to comply with any of the policies and procedures which make up your child and youth risk management strategy. This needs to include a definition of what a breach is, who is expected to comply with the organisation's plans, who is responsible for management and what the processes are for reporting.

6. Risk management plans for high risk activities and special events

Every high risk activity or special event will require extra planning to ensure that appropriate control measures are implemented to manage identified risks. Taking the time to carefully assess planned activities, including who will be involved, where it will occur and what the purpose of it is, will assist in creating using risk management plans. It is essential that all potential or foreseeable risks are included, with planned management to reduce the likelihood of these events occurring.

7. Compliance with the requirements of the blue card system

It is necessary to outline policies and procedures to ensure compliance with the blue card system requirements under the Act. Your organisation's policies and procedures in relation to blue card compliance, together with procedures for review, must be incorporated in your child and youth risk management strategy. This should include a nominated contact person who is responsible for managing blue cards and exemption cards within the organisation. An organisation must take reasonable steps to ensure that the blue or exemption card belongs to the card holder. It is mandatory to link the card holder to your organisation. The organisation must also have procedures in place for managing restricted persons and maintaining an employee register.

8. Communication and Support

Your organisation must have strategies for communication of your risk management strategy and support.

Strategies for communication and support must include

- written information for parents, employees and volunteers that includes details of your organisation's risk management strategy or where the strategy can be accessed; and
- training materials for employees and volunteers which help identify risks of harm and how to handle disclosures or suspicions of harm; and outline your organisation's risk management strategy.

It needs to ensure that all people within the organisation are aware of their responsibilities and understand what is acceptable behaviour for interacting with children.

Power, Authority and Responsibility of Leadership and Responsible Roles

Church positions of leadership and voluntary service hold power and influence over others. In the eyes of those under this authority, leaders can be seen as representing God. Leaders and those in responsibility within a Foursquare Church must understand that people place high levels of trust in them. They are more likely to accept and follow what they say rather than questioning it. With this trust and authority comes a great responsibility before God to lead and serve in a Christlike manner.

Matthew 20:25-28 says: *“You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave – just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.”*

What does it mean to be a servant in your role within the church?

Jesus washed his disciples' feet. After he did this he said,

“You call me ‘Teacher’ and ‘Lord’ and rightly so, for that is what I am. Now that I, your Lord and Teacher, have washed your feet, you also should wash one another’s feet. I have set you an example that you should do as I have done for you. Very truly I tell you, no servant is greater than his master, nor is a messenger greater than the one who sent him. Now that you know these things, you will be blessed if you do them.” (John 13:13-17)

Think about your role and reflect on the following questions:

- Do I respect those I serve?
- Do I respect those in authority over me?
- Do I allow and encourage others to hold me accountable?
- Do I act with integrity in everything I do?
- Do I obey the law and uphold church laws and requirements?
- Am I motivated to lead and serve by the love for God and love for others?
- What areas do I need to work on?

our community in order to minimise risk as much as possible for an appointment of an unsuitable person.

Volunteers are very important to sustaining the life and ministry of a church. We believe in the principle of 'Every Member a Ministering Member' and yet it is critical, however, that volunteers abide by the practices set out within this training to ensure that a safe environment is fostered, particularly for members of our community wishing to work with children.

Principles applied to appointments to volunteer roles working with children under 18 years:

- Generally an individual will need to be part of the congregation for more than a year prior to being appointed as a volunteer
- Providing supervision for all visiting ministry individuals and teams
- Junior volunteers (individuals under 18 years of age) may be involved with ministry to children without following the Volunteers Approval Process, however they must remain under the direct supervision of a trained volunteer or leader and never left alone with children in their care. Care must be taken to ensure the suitability of junior leaders working with children.

Volunteer Approval Process

The following process must be followed when a new person volunteers to work with children under 18 years of age within our church:

- Step 1: A person desires to join a ministry involving working with children under the age 18 years
- Step 2: The person must:
- Complete the 'Initial Registration' form, providing two referees (who have known the individual more than a year and are not related), personal details, (including name, address, etc.), and photographic identification. (Appendix F)
 - Provide a Working with Children Blue Card reference number for verification
 - Read and sign the volunteer agreement (Appendix G)
 - Attend and complete requirements of 'Safe Boundaries' training within the first 12 months of being approved
- Step 3: The Senior Pastor or his delegate from the Senior Leadership Team, should:
- Contact the referees and complete the 'Confidential Record of Reference Check' form (Appendix H)
 - Document sighting proof of photographic identification (copy for file)
 - File the records of volunteer within either 'Approved Volunteers', 'Pending Approval Volunteers' or 'Non-Approved Volunteers'
- All documentation must be handled with strict confidentiality and maintained within the Senior Pastors files in a locked cabinet. Access should be limited to those who are authorised within the Senior Leadership Team. An applicant may request to view their own file.
- Step 4: Upon receipt of all paperwork, the applicant should be screened and verified as a non-barred person. If an applicant appears to be a barred person, the Senior Pastor should contact the Queensland Government to confirm as soon as possible and not allow any contact with children and young people under the age of 18 years.

Referee Questions (Responses should be kept confidential)

- In what capacity have you known the applicant?
- For what length of time have you known the applicant?
- How would you describe the applicant's general maturity as a person?
- Are there any physical, mental or spiritual concerns you have of the applicant?
- Do you have any reason to believe that the applicant is not suitable to work with children? If yes why?

Boundaries and How They Work

Without boundaries, relationships are not possible. Boundaries provide a system of developing trust with others and minimising harm. They provide shape for relationships both within a church family and within all of society. 'Safe Boundaries' provide a context to establish clear boundaries for leaders and volunteers.

Boundaries:

- Clarify the understanding of practice of ministry
- Endeavour to keep all members of our community and beyond safe
- Are the responsibility of all members of the community
- Are a necessary requirement for all people in positions of authority
- Are outlined within the Code of Conduct

Section Quiz

(Complete your quiz answers on the proforma attached to your induction records)

1. Boundaries are restrictive and we should strive for freedom instead. (True/False)
2. Only people who have been part of the church less than 12 months have to have a Working with Children number to volunteer. (True/False)
3. Young people under 18 cannot participate in volunteering in children's ministry. (True/False)
4. Photo identification is required in order to volunteer. (True/False)

Practices and Responsibilities

Within this section:

- Ministry Practices with Children and Young People
- Social Media and Electronic Communications Guidelines
- Value of Communication
- Prevention rather than Reaction (Risk Management)
- Cultural and Social Awareness

Ministry Practices with Children and Young People

Jesus said: *'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.'* (Luke 18:16)

The following information is designed to provide general guidelines for ministry with children and young people. Specific questions of practice should be directed to the Senior Pastor or a member of the Senior Leadership Team.

- All activities of children's ministry should be open to observation by the Ministerial team, parents and other volunteers and leaders
- Training should be holistic and include pastoral care. Tasks should not be assigned to developing leaders and volunteers without supervision and explanation of minimisation of risk.
- If food is being provided within a ministry setting, allergies and sensitivities should be ascertained in order to manage risk. Leaders and volunteers should maintain an accurate and specific list of all allergies in order to ensure that children and young people do not eat or drink food that they are allergic to. Where necessary separate options should be made available to individuals.
- Medical conditions should be well documented by leaders and volunteers in order to minimise risk for all children and young people.
- A first aid kit should be maintained and kept present at all ministry activities. Leaders should be familiarised with the location of the kit and what it contains. Expiry dates should be checked by a designated person regularly. At least one leader at each ministry event with children and young people should be trained as a Senior First Aid Officer.
- It is advisable that all environments where ministry to children and young people is taking place be open. A contained area should have large glass windows so there is visibility for those passing by. If this is not the case, it is advisable to leave a door open during ministry activities.
- Two leaders/volunteering adults should be present during all ministry for children and young people.
- Junior leaders (under 18 years of age) should always be rostered with an adult over the age of 18 years who is trained in 'Safe Boundaries'.

- No matter what size group of children, there should be enough leaders to cope with an accident or critical incident. A guide is a minimum of 2 leaders/volunteers at all times and a ratio of 1 adult to 10 children.
- A 'Sign In – Sign Out' form should be used, particularly for ministry to children under 5 years of age. (Appendix C)
- Toileting should be considered a matter of vulnerability within children's ministry times. Often children can be isolated when they are needing to go to the toilet which makes them more vulnerable to a predator in a closed space. Wisdom needs to be applied to all situations. Most church related activities take place on the Church grounds and therefore the following protocol should be applied:
 - Babies, infants and toddlers:
 - Should be where possible changed by their parents or carers. Where this is not possible, two leaders should be present for any changes of nappies and nappies should be changed in open environments. Parents should be asked to change nappies prior to dropping off babies, infants and toddlers. Parents of babies, infants and toddlers should provide a mobile phone number if they are not remaining with their child.
 - Pre-school and primary age school children:
 - Toilet trained children need to be taken to the toilet by an adult leader or volunteer with a peer. The adult should check inside the cubicle prior to the child entering to ensure that it is safe for the child. The adult should wait outside the cubicle and only assist the child if required. When a leader or volunteer is needed to assist, they must inform another leader upon their return of how they were required to be of assistance and why.
 - Youth
 - Older children and youth should be sent to the toilet in pairs. Leaders should be mindful of when the young people leave and if they are gone longer than seems reasonable, a leader should be sent to investigate while another supervises the remainder of the group.

If church activity happens in a different environment, prior to commencement a suitable protocol should be agreed on by all leaders. Parents where possible should be made aware of this protocol. Where possible, a notice to parents about how toileting is managed should be released for consent at the start of each year or as a new member of the ministry joins. If parents do not consent to the protocol, it is their responsibility to toilet their own child and an alternative needs to be agreed on between the parent and leader of the group.

- Leaders should not allow themselves to be alone with a child under 18 years of age. Another leader or parent should be with you at all times. If a child has questions during a ministry event and requests to speak with a leader privately, a second leader should remain in visible sight of the conversation.

- If a child is distressed for any reason, it is best practice for an older child of the same gender to be asked to console the child. If a leader is needed to console a child, it should be in clear sight of other leaders or volunteers. Discretion should be used when consoling a child in order to be comforting within boundaries of touch and words not being able to be construed as grooming behaviour.
- If a child discloses information relating to abuse of any kind or a leader develops concern regarding potential risk of harm, the protocol discussed within this training should be followed.

Social Media and Electronic Forms of Communication Guidelines

Social Media refers to websites and applications that enable a user to create and share content or to participate in social networking.

Electronic Communication refers to communication by computer or device (related words: transmission, data communication, digital communication, electronic mail, email, electronic messaging, instant messaging). Electronic communications is covered by Federal and State laws.

Principles of Addressing Social Media:

- God is omnipresent and omniscient. Any interaction with a child or young person should be tested against whether the interaction is honouring of God and the individuals involved.
- Parents are ultimately responsible for their children. All interaction should be suitable for the parents of the child or young person to be present for.
- Transparency should be present for all interactions between children and young people and their leaders.
- Volunteers and leaders should not get into situations that they cannot handle. If an issue arises that is beyond your ability to deal with, you should ask for help.

Online communication can create an intense, relational situation between individuals. The ease of access can create a layer of comfort that may be not present in a face-to-face environment. A relationship can develop at a very fast pace in an online environment.

Our church considers talking to young people online to be exactly the same as talking to them face-to-face. The same code of conduct applies to leaders and volunteers interacting online as face-to-face.

In the situation of an inappropriate message or image being sent to a volunteer or leader by a child or young person or another vulnerable member of the church community, the volunteer or leader should not respond under any circumstances. The message should be discussed with the leader of the ministry, who should pass the information onto the Senior Pastor or a member of the Senior Leadership Team. Where appropriate the matter should be discussed with the parents or carers of the child or young person.

Queensland has laws relating to sexting and grooming behaviours. The following guidelines are designed to assist:

- Facebook/Instagram/Twitter/Blogs/Websites/Etc.
 - Ensure that there is no ability for group members within to converse privately within the Church accounts.
 - Leaders of the youth should not be friends with individual young people without permission from parents. Best practice recommendation is for leaders to not be friends with anyone under the age of 18 years. This assists to reduce risk for both the leader and the young person. Where there is a pre-existing relationship or relationship established via other means, exceptions can be made, however boundaries need to remain in place for the protection of all involved.
- SMS/IM/Emails
 - SMS, IM and Emails are not recommended between leaders and young people on a private basis. It should be made clear that should an SMS be necessary, it is a one-way communication point to disperse necessary information only. Mass communication via email should always include the Senior Leadership Team being cc'd in. Any form of electronic communication should be forwarded to the leaders. Parents should be cc'd into communication wherever possible.
 - When sending out emails, they should be blind copied to group members and sent to yourself. This assists in keeping details of group members private so that details are not distributed without permission. You should always copy in fellow group leaders.
- Phone/Skype/Facetime
 - Contact via phone communication should be limited where possible. Should the need arise, communication should be with parental permission and where possible with parents present. Where this type of communication is necessary, always ensure that it is in an open area where people can see you.

It is important to always contact the Senior Pastor or the Senior Leadership Team if you feel uncomfortable about the conduct of any individual.

Value of Communication

Communication helps prevent abuse. It also assists in maintaining a safe and supportive environment for all members of the community. Parents of children and young people should be informed of the details of all individuals in the position of leadership with their child.

- Send a general letter at the start of each year with the information of who the leaders are, the pick-up, drop-off arrangements, the ministry aims, the activities and events that are planned and the code of conduct
- Ensure that people know they can request a copy of the policies of the church, through visible flyers and sign
- Providing parents with regular information about activities will allow them to make informed decisions about their children. A newsletter or use of the Church Facebook page can improve communication. This involves regular checking of the Church website, Facebook page and Instagram account in order to moderate information.
- Attendance lists, registration and permission letters, as well as sign-in and sign-out forms should be maintained for all activities on and off-site. These should be kept hard copy for the calendar year and then scanned in for on-going archiving.
- Clear communication regarding supervision during activities, including toileting procedures should be available to parents

Prevention rather than Reaction

The overall intention of this training is to highlight the significance of prevention rather than reaction after an incident. The aim is to encourage all those who lead and work with children and vulnerable members of the church community to act and conduct ministry in such a way to honour God and minimise risk of abuse and injury.

Colossians 3:17 says: *'And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.'*

Some of the material outlined below relating to prevention of abuse and injury may not directly relate to your role. However it is worthwhile to take the time to read and think about the material in order to be aware of the principles and practices that apply to the different areas of ministry within the church so that we can all assist with keeping one another accountable.

Boundaries in Pastoral Care

Safe and effective boundaries in pastoral care:

- Attentive listening and responses, where there is understanding and empathy and the focus remains on the individual's needs, rather than the needs of the position of authority
- Quality care, where outside assistance is sought if an issue is beyond the expertise of the person in authority
- Confidentiality, where the person has control over the information which they disclose and it is not communicated in any way to anyone without their consent
- Free from sexualised behaviour, where if the person seeks or initiates sexual interest or contact, the person in authority explains with care and sensitivity why this is not possible

It is up to the person in the position of leadership to maintain safe boundaries.

It is difficult and dangerous when pastoral care moves towards romance or intimacy. In this instance, it is the responsibility of the person in the position of authority to remove themselves from the situation immediately. This may mean finding someone else who is able to provide pastoral care for the individual in order to remove the inherent power imbalances. Where two people desire mutually to form a romantic relationship and there is a perceived or actual power imbalance, the relationship should be ended in terms of pastoral care or leadership with integrity and begun again on an equal footing. It is always advisable in situations like this for the relationship to remain as open as possible and that the person in the previous position of authority develop some system of accountability for the relationship with a supervising leader.

CAUTION: In situations where counselling has been involved within pastoral care, it can take a considerable period of time before there is clear and public recognition of the relationship change. In situations like this, personal relationships should be proceeded with extreme caution.

Boundaries in Discipline

Safe and effective boundaries in discipline:

- Maintaining good behaviour when working with children and young people can be difficult. Strategies can assist with behaviour management. It is not always a blanket response that is needed, however some areas of support can include:
 - Setting and communicating expectations
 - Anticipating challenging behaviour and setting plans
 - Communicating clearly about rules and responsibilities
 - Participating in training in behaviour management as a team

Boundaries in Physical Contact

Safe and effective boundaries in physical contact:

- Prevent possible negative outcomes and does not necessarily mean removal of all physical contact. Behaviour however should be modified and restricted to healthy physical touch. We believe we are family and it would be a dysfunctional family without any physical touch.
- Involves appropriate touch within guidelines, as set out by the Code of Conduct and it should be understood that each situation is different and boundaries should be enforced which assist with the recognition of what appropriate touch looks like in different relationships.
- Involves considerations like:
 - Does this physical touch cross a boundary which is set out in the Code of Conduct? If yes STOP
 - Considering the person's background is this physical touch appropriate? If no STOP
 - Have I checked whether this physical touch is wanted? If no STOP
 - Have I let the individual know that I am going to touch them? If no STOP
- Some considerations:
 - Open hand on the top third of someone's back
 - Gentle pat on lower arm
 - Never around someone's knee or higher
 - Never around a woman's upper arm
 - Always with permission
 - Where possible ask for a volunteer if touching is involved in a game or activity
 - When accidents happen, apologise immediately and make sure someone in authority is aware of what has happened (visibility and accountability)

Boundaries in Transportation

Safe and effective boundaries in transportation:

- Children and young people and any other vulnerable members of the community, should never be driven unaccompanied. Some considerations:
 - There should never be more passengers in the car than functioning seat belts
 - All vehicles should be registered and road worthy
 - All drivers should be licenced (preferably with a full licence)
 - Parents should have given written consent prior to transportation
 - All drivers must be aware of their responsibilities to provide safe transport and take every precaution to ensure the safety of all passengers

Refer to the Guidelines for Transportation (Appendix I)

Boundaries in Medication Use

Safe and effective boundaries in Medication Use:

- Provision of non-prescription medication (e.g. paracetamol, ibuprofen) should be with the written or verbal consent of the parent. It is always wise to make contact with a parent at the time of administering even if prior consent has been given. Generally parents like to know when their child is unwell.
- Provision of prescription medication should be with clear written direction from a parent and where possible from a medical professional.
- Medication should be kept in a secure location and only administered by the most senior leadership member onsite, in the presence of another leader. Both leaders should check written instructions, including dosage and time of administration. This should be written and noted with the names of those present.
- In a situation where an individual has a chronic condition such as diabetes, epilepsy, asthma or allergies, all leaders should be made aware of the situation and what should be done in an emergency situation. If necessary a care plan should be provided by the child's medical professional.
- If you feel inadequately equipped to deal with a situation that requires the administering of medication or dealing with a medical condition, alternative measures should be put in place. This may include parents remaining onsite or involving alternative leaders with suitable training.

Refer to the Guidelines in Medication Use (Appendix J)

Boundaries in Food

Safe and effective boundaries in food:

- Food can be dangerous if not handled, prepared and stored correctly. Food borne illnesses are unpleasant and in relation to food allergies can be fatal. Children are particularly vulnerable to this. Food regulations are governed by local government. Some churches are regularly inspected by a Council in relation to food handling areas. If you are in doubt relating to a particular activity, ask the Senior Pastor or the Senior Leadership Team for advice relating to provision and handling of food at a Church activity.

Boundaries in Activities

Safe and effective boundaries in activities:

- All activities should be assessed to manage risk of harm. This should specifically take into consideration the type of activity, the age of participants, and the ability of participants. Accidents happen unexpectedly, however incidents are an act that harms someone, such as fighting, bullying or harassment. Leaders should be prepared for accidents and incidents and should deliberately attempt to minimise risk. Some considerations:
 - Having a leader with a senior first aid certificate available
 - The provision of well-stocked first aid kit/s
 - Access to a mobile telephone
 - Access to contact information for parents/carers or next of kin in case of emergency

Cultural and Social Awareness

Our church is committed to respecting diversity. We live in a socially and culturally diverse society and we understand that diverse people will come into the programs and events offered by the Church. We will endeavour to gain an appreciation for the cultural norms and expectations of others within all of our programs. Diversity can include:

- Country of origin
- Religion
- Values
- Past experiences
- Customs
- Socio-economic background
- Disabilities
- Denominational expectations

Work through the policies attached:

Appendix K	GPdI Brisbane Child and Young Person Registration Form
Appendix L	GPdI Brisbane Risk Assessment Form

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Section Quiz

(Complete your quiz answers on the proforma attached to your induction records)

1. What considerations should be made regarding medication use at an event?
2. Who should you see prior to running an event involving food?
3. What kind of diversity should be taken into consideration when preparing for ministry activities?
4. How is risk managed at our church?

Historical Complaints

We are committed to addressing and dealing with historical complaints relating to current and former members. We believe we have a moral responsibility to deal with historical complaints as well as a spiritual duty of care. Counselling and support should be provided as well as any criminal behaviour being reported to the Senior Pastor and the Queensland Police.

Other Documents:

Appendix N	GPdI Brisbane Incident Form
Appendix O	GPdI Brisbane Evacuation Policy

Other Boundary Areas

Although we focus on child abuse, there are other forms of boundaries which are necessary within to keep everyone within our community safe. Some of these areas include:

- Fire Safety
- Building Safety
- First Aid
- Food Safety Practices
- Risk Assessments for Activities
- Adequate Supervision for Activities
- Transportation Safety
- Critical Incident and Emergency Recommendations

Signed Statement for Leaders and Volunteers

As a leader or volunteer within _____ GPdI Brisbane, you will be asked to sign at the end of your induction the following statement:

I _____ (print name) have read and agree to abide by the 'Code of Conduct' of the Foursquare Church Australia. I further agree to abide by all policies, procedures and rules of the Foursquare Church Australia regarding children and as otherwise deemed applicable to me. I further understand that any violation of this code of conduct may result in my immediate and potentially permanent dismissal. I declare that I will not abuse or neglect any child or adult physically, spiritually, emotionally, or sexually and that I have never been convicted of abuse of indecency with, or injury to a child or adult.

If you have any issue with signing this statement, you will need to communicate this with the Senior Pastor or his representative as soon as possible and prior to any participating in ministry leadership or volunteering.

Signed: _____

Dated: _____

Appendices:

- A. GPdI Brisbane Code of Conduct
- B. GPdI Brisbane Safe Environment Policy
- C. GPdI Brisbane Attendance Forms
- D. GPdI Brisbane Working with Children Check (Blue Card) Policy
- E. GPdI Brisbane Complaints and Grievance Policy
- F. GPdI Brisbane Initial Volunteer and Leader Registration Form
- G. GPdI Brisbane Volunteer and Leader Agreement Form
- H. GPdI Brisbane Confidential Record of Reference Check Form
- I. GPdI Brisbane Guidelines in Transportation
- J. GPdI Brisbane Guidelines in Medication Use
- K. GPdI Brisbane Child and Young Person Registration Form
- L. GPdI Brisbane Risk Assessment Form
- M. GPdI Brisbane Induction Policy
- N. GPdI Brisbane Incident Form



Foursquare Church Australia

Code of Conduct

Biblical Principles that Define our Code of Conduct

1. Foursquare Church Australia is committed to the nurturing of a safe and healthy environment for all members of the community, particularly within each local church, outreach and corporate event. The following biblical principles provide the basis for this code of conduct:
 - 1.1. We have a duty of care towards each other (Matthew 19:19). This is not taken lightly and it is seen to be the responsibility of all members of the community. Jesus set a high standard of care and compassion for others and this is the desired aim within all of our community (Matthew 19:13-15).
 - 1.2. The Bible stresses the significance of our responsibility to protect those who are vulnerable (Exodus 22:21-22; Deuteronomy 10:17-19; Jeremiah 22:2-4; James 1:27).

Background to Policy Statement

2. This code of conduct is an outline of standards which guide the day-to-day activities of Foursquare Church Australia at its local level of churches, outreaches and events. Foursquare Church Australia is committed to maintaining the highest ethical standards of conduct in order to support the very mission of the Foursquare Gospel Distinctives. In order to achieve this, Foursquare Church Australia holds expectations that all pastors, elders, leaders, workers, volunteers and members of each community under the umbrella of Foursquare Church Australia, maintain honesty practice with ethical behaviour and sound judgment towards self and others. Foursquare Church Australia deems each individual as being responsible before God for his or her behaviour. Each individual is expected to demonstrate respect for all others regardless of country of origin, gender, age, ability, cultural background or any other distinguishing feature. It is expected that workers and volunteers have a personal commitment to Christ which impacts on their life in all areas, in addition to any other job skills (Colossians 1:10; 1 Thessalonians 2:12). Workers and volunteers with Foursquare Church Australia should live at all times with purity and truth in accordance with God's Word, in not just their manner of dealing with others but in matters of stewardship of finance, property, and the environment.

Workers and volunteers within the Foursquare Church Australia have the responsibility to:

- Represent well our Foursquare family of churches, outreaches and events
- Be a model of biblical standards of ethical, moral and professional conduct in carrying out any duties for Foursquare Church Australia, through maintaining integrity, fairness and openness

Foursquare Church Australia is committed to protecting our reputation in this area, as once lost it can be difficult to regain. Foursquare Church Australia is committed to exemplifying excellence in all areas and obligations stipulated by the laws of our land. If there is any incidence where it is believed by a worker, volunteer or member that this is not so, a report should be made as per the Complaints and Grievance Policy in order for it to be investigated and handled appropriately. Should a complaint be made to an outside agency, Foursquare Church Australia is committed to working within any investigation to see a peaceful resolve. Any worker, volunteer, member or individual/group within the wider community, who is concerned about the legality of any activity is encouraged to discuss the concern with the Directors of Foursquare Church Australia.

Code of Conduct

3. Workers, volunteers, members and visitors of Foursquare churches, outreaches and other events are expected to abide within the following code of conduct:
 - 3.1. We will treat others with respect and fairness at all times, regardless of age, gender, religion, or any other discriminating feature
 - 3.2. We will endeavour to respond with Christ like love and understanding to others at all times
 - 3.3. We will dress appropriately for each occasion, avoiding provocative clothing
 - 3.4. We will behave as positive role models for children by maintaining an attitude of respect, loyalty, patience, courtesy and maturity
 - 3.5. Engage in appropriate displays of affection
 - 3.6. Refrain from inappropriate physical interactions
 - 3.7. Refrain from using inappropriate corrective measures
 - 3.8. Refrain from using offensive language
 - 3.9. Refrain from any behaviour which may be construed as grooming towards children or young people (such as sharing secrets, having private jokes, etc.)
 - 3.10. Refrain from use of alcohol and drugs
 - 3.11. Refrain from discussing, viewing or carrying any sexually explicit material
 - 3.12. Refrain from perpetrating any kind of abuse, including physical, sexual, emotional, spiritual or neglect
 - 3.13. We will report and be transparent regarding all suspicions of abuse about a Foursquare Church worker, volunteer, member or visitor
4. NB: Abuse of any kind will not be tolerated. Allegations of abuse may result in immediate removal from duties and may be the result of permanent dismissal at the sole discretion of Foursquare Church Australia, who will fully cooperate with all authorities if allegation of abuse are made and investigated.

Induction of Workers and Volunteers

5. As an applicant for either employment or voluntary duties within a Foursquare church, outreach or event, it is expected to agree to the following statement:
 - 5.1. I _____ (print name) have read and agree to abide by the 'Code of Conduct' of the Foursquare Church Australia. I further agree to abide by all policies, procedures and rules of the Foursquare Church Australia regarding children and as otherwise deemed applicable to me. I further understand that any violation of this code of conduct may result in my immediate and potentially permanent dismissal. I declare that I will not abuse or neglect any child or adult physically, spiritually, emotionally, or sexually and that I have never been convicted of abuse of indecency with, or injury to a child or adult.

6. Appropriate and Inappropriate interactions (list is non-exhaustive but to be used as a guide)

<p>6.1. Appropriate Verbal Interactions</p> <ul style="list-style-type: none"> • Positive reinforcing behaviour • Using humour with telling clean and positive light hearted jokes • Encouraging others 	<p>6.2. Inappropriate Verbal Interactions</p> <ul style="list-style-type: none"> • Using derogatory names • Discussing sexual encounters • Sharing secrets with minors • Swearing and using inappropriate vulgar and sexually oriented language • Shaming, belittling and humiliating others
<p>6.3 Appropriate Physical Interactions</p> <ul style="list-style-type: none"> • Pat on the back or shoulder • Side hugs initiated by others • Handshakes • High fives • Holding hands with small children • Soothing infants as appropriate • Sitting beside somebody • Sitting with a small child on a lap 	<p>6.4 Inappropriate Physical Interactions</p> <ul style="list-style-type: none"> • Any form of affection that is unwanted by another individual • Any physical activity that is or could be perceived by another to be sexually stimulating to an adult or child • Full frontal hugs • Kissing on the mouth • Kisses of any kind not wanted by a child • Touching chest or anywhere below the waist • Showing affection in an isolates location • Sleeping in a bed with a child or young person • Wrestling with children or young people • Piggyback rides and tickling • Massage by a child or to a child
<p>6.3. Appropriate Correction</p> <ul style="list-style-type: none"> • Talking through behaviour and explaining natural consequences • Assigning a period of time away from others • Calling for assistance in the case of persistent misbehaviour e.g. senior pastor, other leadership, etc. • Intervention to protect an individual at risk of harm 	<p>6.4. Inappropriate Correction</p> <ul style="list-style-type: none"> • Using condemning language or tone • Employing corporal punishment (including shaking, hitting, etc.) • Threatening use of corporal punishment • Engaging in name calling, shaming or derogatory remarks, ostracism • Biting, pinching, hair or ear pulling • Withholding of food, water, medical care • Using mechanical or unnecessary physical restraints • Isolating a child in a small confined and or dark place • Imposing physical exercise as a punishment

7. Signs of abuse

7.1.	Signs of Physical Abuse 7.1.1. Bruises 7.1.2. Injuries (particularly in the shape of an object) 7.1.3. Unexplained burns 7.1.4. Fractures that are not explained to a satisfying standard 7.1.5. Untreated medical conditions 7.1.6. Extreme behaviour (very aggressive, very shy) 7.1.7. Fear of going home 7.1.8. Fear of parents or adults
7.2.	Signs of Emotional Abuse 7.2.1. Low self-esteem 7.2.2. Self-denigration 7.2.3. Severe depression 7.2.4. Aggression 7.2.5. Withdrawal 7.2.6. Severe anxiety 7.2.7. Failure to learn appropriately
7.3.	Signs of Sexual Abuse 7.3.1. Pain, swelling, itching, bleeding, discharge in genital area 7.3.2. Difficulty walking or sitting, frequent urination or pain 7.3.3. Stained underclothing 7.3.4. Poor peer relationships 7.3.5. Inappropriate interest in sex 7.3.6. Drastic change in achievement 7.3.7. Running away or delinquency 7.3.8. Regressive behaviour
7.4.	Signs of Neglect 7.4.1. Poor hygiene, bad odour 7.4.2. Inappropriate dress for weather 7.4.3. Left alone, unsupervised for long periods 7.4.4. Failure to thrive, malnutrition 7.4.5. Untreated medical condition 7.4.6. Constant hunger, begging or stealing food 7.4.7. Extreme willingness to please 7.4.8. Frequent absences 7.4.9. Arriving early or staying late to events



Foursquare Church Australia

Safe Churches Policy and Procedures

Biblical Principles that Define our Child Safe Environment Policy

1. Foursquare Church Australia is committed to the nurturing of a safe and healthy environment for all members of the community, particularly within each local church, outreach and corporate event. The following biblical principles provide the basis for this policy statement:
 - a. We have a duty of care towards each other (Matthew 19:19). This is not taken lightly and it is seen to be the responsibility of all members of the community. Jesus set a high standard of care and compassion for others and this is the desired aim within all of our community (Matthew 19:13-15).
 - b. The Bible stresses the sacredness and preciousness of life (Psalm 139).
 - c. The Bible stresses the significance of our responsibility to protect those who are vulnerable (Exodus 22:21-22; Deuteronomy 10:17-19; Jeremiah 22:2-4; James 1:27).

Background to Policy Statement

2. Foursquare Church Australia takes very seriously the mandate from God to protect the vulnerable within our community, because of their powerlessness at times to protect themselves. This policy takes into consideration all the vulnerable people within our church communities, including children, young people, the elderly, individuals with disabilities and their carers and people who are emotionally and spiritually vulnerable (i.e. all individuals under authority of church leadership).

Foursquare Church Australia is aware and supports that all individuals have the right to be emotionally and physically safe, respected and valued. We are also aware that Australia at State and Commonwealth level, there are laws stipulating this. It should be noted that this policy should be read in conjunction with Child Safe Environment Policy, Code of Conduct, Working with Children Check Policy and Complaints and Grievance Policy.

The aims of this policy are:

- a. To minimise the risk of abuse, misconduct and misuse of power within the local church, outreach and other events.
- b. To ensure that all cases of suspected abuse or misconduct are handled in a consistent, unbiased and thorough manner.
- c. Foursquare Church Australia promotes respect, fairness and consideration for all members of the community

- d. To ensure that leaders and programs within the community are functioning in a way that provides protection for all members of the community.
- e. To ensure that all people within our communities are respected and valued regardless of their age, country of origin, gender, cultural heritage, ability or background.
- f. Foursquare Church Australia acknowledge that through accountability and layers of protocol, we are able to work together to provide a safe environment for vulnerable members of our communities.
- g. Foursquare Church Australia recognises the significance of training and induction in the area of maintaining a safe community for everyone.

This policy should be read in conjunction with the Child Safe Environment, Working with Children Check Policy, the Code of Conduct and the Complaints and Grievance Policy.

Policy

3. Foursquare Church Australia is committed to the following in order to develop and maintain a safe environment for everyone within our church communities:
 - a. Foursquare Church Australia is committed to having safe leaders, through:
 - i. Safe recruitment of leaders
 - ii. Adequate training of leaders
 - iii. Adequate supervision of leaders
 - iv. Appropriate responses to allegations of risk of harm (abuse or neglect) and ministry misconduct
 - b. Foursquare Church Australia is committed to having safe church, outreach and other events program, through:
 - i. Ensuring that the environment is free from physical (including sexual), emotional, spiritual abuse
 - ii. Ensuring that risk to safety is minimised in each environment through due care and diligence (including risk management assessment checklists being completed regularly on the physical environment)
 - c. This policy applies to all pastors, elders, workers, volunteers associated with any ministry associated with Foursquare Church Australia. This policy takes into consideration the following:
 - i. *Children and Young Persons (Care and Protection) Act 1998* as amended by *Children and Young Persons (Care and Protection) Amendment (Parental Responsibility Contracts) Act 2006*
 - ii. *Child Protection Act 1999*
 - iii. *Children and Young Persons (Care and Protection) Amendment Bill 2009*
 - iv. *Working with Children (Risk Management and Screening) Regulation 2020*
 - v. *Family Law Act 1975 (Commonwealth)*
 - vi. *Criminal Code Act 1899*
 - vii. *Family and Child Commission Act 2014*
 - viii. *Child Protection Regulation 2023*
 - ix. *The Working with Children (Risk Management and Screening) Act 2000*
 - d. This policy takes into account the Child and Youth Risk Management Strategy, as legislated in 2020. These 8 strategies inform policy and practice:
 - i. A statement of commitment

- ii. A code of conduct
- iii. Recruitment, selection, training and management procedures
- iv. Handling disclosures or suspicions of harm, including reporting guidelines
- v. Managing breaches of your risk management strategy
- vi. Risk management plans for high risk activities and special events
- vii. Compliance with the requirements of the blue card system
- viii. Communication and support

Procedure

4. The following procedure is outlined for all local level Foursquare Churches, outreaches and other events to enforce:
 - a. Foursquare Church Australia will endeavour to:
 - i. Provide a recognised Child Safety Contact Person (details available at www.foursquareaustralia.org), who will also act on behalf of situation involving other vulnerable members of our communities
 - ii. Exercise its duty of care to protect individuals from abuse or neglect, by:
 1. Screening workers and volunteers through the local church
 2. Training pastors and leaders in this area
 3. Protecting workers and volunteers from false allegations of abuse or neglect
 4. Acting on obligations to maintain accurate records regarding individuals who work and volunteer with prohibited persons
 5. Providing training for members of the community on the Foursquare Church Australia policies and procedures
 6. Ensuring that procedures are in place to minimise harmful behaviour through establishing a Code of Conduct
 7. Encouraging all church workers, volunteers and members to abstain from placing themselves in a situation which may be liable to result in harm for individuals.
 - b. Foursquare Church Australia is committed to exercising its duty of care to all members of our community and beyond through creating an environment which is void of abuse or neglect and is safe and supportive of everyone. Appropriate duty of care will include:
 - i. Being vigilant at all times to establish awareness of the need to be safe
 - ii. Providing adequate supervision at events
 - iii. Making sure that people are aware of what is acceptable behaviour through implementing a Code of Conduct
 - iv. Having appropriate strategies in place to deal with complaints and allegations within the local church, outreach or other event context
 - v. Identifying situations of suspected breach in this area
 - vi. Supporting individuals who are the alleged victims of abuse
 - vii. Supporting families related to an alleged victims of abuse
 - viii. Supporting others in the community who are witnesses of abuse
 - ix. Fostering an environment of mutual trust, respect and support
 - x. Looking at situations in an impartial manner and notifying appropriate agencies as appropriate
 - c. Policies related to safe environments and related policies will be available on the website and dispersed to all pastors at regular intervals.

- d. Should a complaint arise, the following should be observed:
 - i. All complaints should be documented with accurate notes (with time, place, date, people present, and an outline of what is said)
 - ii. Should the complaint be made regarding the Senior Pastor of a local church, outreach or event, this should be handled by the Child Safety Contact Person, who should be notified as soon as possible.
 - iii. Should the complaint be made regarding a different worker, volunteer, member or visitor of the local church, outreach or event, the senior pastor would be responsible for reporting, whoever they may request the support of the Child Safety Contact Person, even if the individual involved is not a child.
 - iv. Should the complaint be made regarding a person or persons outside of the local church, outreach or event, the senior pastor would be responsible for reporting, whoever they may request the support of the Child Safety Contact Person.
- e. Reporting a situation of alleged abuse or neglect:
 - i. It is not the responsibility of any individual of the Foursquare Church Australia to investigate alleged incidents of abuse or neglect but rather, to report them to the appropriate agencies.
 - ii. An interview (formal or informal based on the age and situation) should be conducted to establish facts needed to make a report only but not necessarily to minimise or highlight the situation.
 - iii. Alleged incidents of abuse or neglect should be reports to the appropriate agencies (Police, Child Safety Services).
 - iv. These allegations should not be discussed with other people within the community without specific reason. Outside of this the privacy of all involved should be protected as much as possible.
 - v. All situations of alleged abuse should also be reported to the Child Safety Contact Person within Foursquare Church Australia.
 - vi. Should the allegation be relating to a Church worker (directly employed by the church), the Child Safety Contact Person or the Senior Pastor will contact other relevant agencies.
 - vii. If the person of the allegation is a Church worker or volunteer, they may be informed following the reporting being complete, of the allegation (if appropriate). They may be informed of the substance of the report and any investigation. They should be informed that they may put their case forward either verbally or in writing to the Child Safety Contact Person and the person carrying out the investigation.
 - viii. It is the responsibility of the Senior Pastor or where appropriate the Child Safety Contact Person to ensure that all relevant individuals, including children, families, and alleged perpetrators are receiving appropriate counsel and support.
- f. It is important that the rights of all individuals are respected relating to all alleged victim. To this effect, the following should be applied at all times:
 - i. Strict confidentiality should be maintained at all times
 - ii. Impartiality should be maintained at all times
 - iii. All parties involved should be given adequate time to respond to the alleged abuse

- iv. Steps should be taken to provide protection to the person who made the allegations and the person who the allegations concerned
- v. All reasonable information should be gathered prior to the report being made to assist investigations
- vi. No person will decide a case to which they have a conflict of interest
- vii. Report will be made without any delay
- g. All information gained regarding alleged abuse should be well maintained. Information should be kept in a secure location under the direction of the Senior Pastor or the Child Safety Contact Person in order to be provided to other appropriate people should the need arise.

Appendix C

Crèche Sign In / Sign Out						
Child's Name	DOB	Parent/Carer	Mobile	Time In	Parent/Carer	Time Out



Foursquare Church Australia

Working with Children Card (Blue Card) Policy and Procedures

Biblical Principles that Define our Working with Children Check Policy

8. Foursquare Church Australia is committed to the nurturing of a safe and healthy environment for all members of the community, particularly within each local church, outreach and corporate event. The following biblical principles provide the basis for this policy statement:
 - 8.1. We have a duty of care towards each other (Matthew 19:19). This is not taken lightly and it is seen to be the responsibility of all members of the community. Jesus set a high standard of care and compassion for others and this is the desired aim within all of our community (Matthew 19:13-15).
 - 8.2. The Bible stresses the sacredness and preciousness of life (Psalm 139). This should be nurtured and respected with our community.

Policy Statement

9. Foursquare Church Australia aims to provide a safe environment that will promote the well-being of all members of the community, including children and young people. One area this is managed is within the Blue Card Procedures, to ensure that people within the community, including visitors to the community are safe people.

Procedures


10. Foursquare Church Australia is committed to adhere to the Queensland Government guidelines and legislation in relation to keeping children and young people safe. One measure which assists with this is through the Blue Card System. The following procedure is outlined for all local level Foursquare Churches, outreaches and corporate events to enforce:
 - 10.1. It should be understood by all Senior Pastors that a Valid Blue Card is a prerequisite for all workers and volunteers within a local church, outreach and corporate event where children and young people are present. This process involves a police check and a review of findings of misconduct involving children and young people for each individual.
 - 10.2. All local churches (including outreaches and events) are expected to register as an organisation in order to be able to check the status of an applicant. This will also allow the Government to notify, should a checked worker become barred.
 - 10.3. The process for Foursquare Churches (including outreaches and events) is as follows:
 - 10.3.1. Workers and volunteers need to apply for their own check. Religious workers, including ministers, are required to do this prior to commencing any formal ministry work. While volunteers (including youth group, youth camp, children's teachers, child care volunteers) are required to have this finalised before commencing a role working

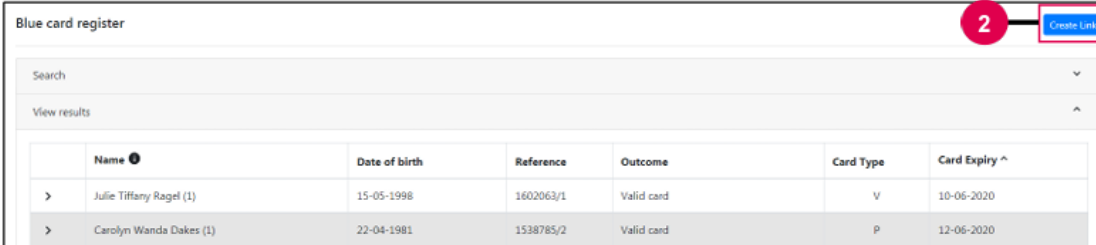
with children. This is an online form which is submitted digitally. (Paper versions are available, but wait times are much longer for processing).

- 10.3.2. Before applying for a Blue Card, you will need to have a Customer Reference Number from the Queensland Department of Transport and Main Roads. This number is on any TMR product (such as driver's licences). The photograph on the card needs to be less than 7 years old. Getting a CRN or updating your photograph is free.
- 10.3.3. Once you have your CRN go to the following link.
<https://my.bluecard.qld.gov.au/account/registration/privacy-notice> and complete the online application.
- 10.3.4. Once processed, the Queensland Government will mail you the card. This may take up to 21 days, however, once you receive confirmation that you have been cleared, you may start working with children.
- 10.3.5. It should be noted that for paid workers there is a fee of \$101.30 for a five year check, however this remains free for volunteers.
- 10.3.6. Once clearance has been approved, this is submitted to the local church to be placed on record.
- 10.3.7. If the local church is considering either a worker or volunteer for a position, the individual needs to be linked to the organisations account. This means each church needs to hold its own organisation account and maintain a register of all people engaged to work or volunteer in the organisation.

Linking an applicant

To create a link:

1. Navigate to the  Blue card register.
2. Click Create link.



Blue card register						
Search						
View results						
	Name	Date of birth	Reference	Outcome	Card Type	Card Expiry
>	Julie Tiffany Ragel (1)	15-05-1998	1602063/1	Valid card	V	10-06-2020
>	Carolyn Wanda Dakes (1)	22-04-1981	1538785/2	Valid card	P	12-06-2020

3. Provide the applicant or card holders information:
 - a. Applicant identified (Online account number or Applicant ID) and date of birth OR
 - b. Blue/exemption card number and date of birth.
4. Click the relevant search button.

The screenshot shows a 'Create Link' form with two main sections separated by an 'OR' indicator. The top section, labeled '3a', contains a 'Reference' field and a 'Date of birth' field with a calendar icon. The bottom section, labeled '3b', contains a 'Blue/exemption card number' field and a 'Date of birth' field with a calendar icon. To the right of each section is a 'Search' button. A bracket labeled '4' groups both 'Search' buttons. At the bottom right of the form is a 'Cancel' button.

10.3.8. If a worker or volunteer leave the organisation, it is a requirement that they are de-linked from the church. More information on these requirements can be found here.

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/system/rights-and-obligations/organisations>

10.3.9. A person who has any form of bar should not be engaged to work as a worker or volunteer with children or young people.

10.4. Record Keeping should be maintained accurately at all times, as outlined following:

10.4.1. The table attached should be maintained, whether using this form or a form with the identical information.

10.4.2. It should include:

- 10.4.2.1. Start date of role
- 10.4.2.2. Full name
- 10.4.2.3. Date of birth
- 10.4.2.4. Blue Card number
- 10.4.2.5. Date of expiry
- 10.4.2.6. Date of check with outcome of check verification
- 10.4.2.7. Leave date
- 10.4.2.8. De-link date

10.4.3. These records should be submitted annually with findings to Foursquare Headquarters by 31st October.

10.5. People with a form of bar within the community, who are not working directly with children or young people, should be requested to sign a statutory declaration in order to acknowledge that they are aware that they should not be involved in any capacity with the children and young people within the community. Depending on the situation, it may be deemed appropriate for a person with a criminal record regarding misconduct with children to be provided with a buddy who will remain with them during their time within the community.

Record Keeping

11. The table attached should be maintained on an annual basis and sent to Foursquare Headquarters by 31st October each calendar year. Please download using the following link: <https://www.publications.qld.gov.au/dataset/99adb7c1-05d1-4751-9b29-b76d24c6fd9d/resource/c92d1c0b-5381-4993-a502-b4e2c96e5978/download/blue-card-and-exemption-employee-register-2023.xlsx>

Organisation ID#:		Organisation Name:					
Blue Card Employee Register							
Employment Start Date CLICK HERE Validate CLICK HERE Link Card	Employment End Date CLICK HERE Delink Card	First Name	Middle Name/s	Family Name/s	Date of Birth	Does the individual's role include any duties responsible for the management of the business? <small>(eg. director, committee member, board member)</small> Select from dropdown	Does this person require a blue card? CLICK HERE TO FIND OUT Select from dropdown

Record Blue Card Information								
Employment Type <small>(eg. paid, volunteer, student, business)</small> Select from dropdown	Blue Card Status Select from dropdown	Blue/Exemption Card Number (____ / ____)	Blue/Exemption Card Expiry Date	Date Renewal submitted? <small>(if applicable)</small> CLICK HERE Renew	Date transferred from volunteer to paid? <small>(if applicable)</small> CLICK HERE Update V to P	Date card was validated? CLICK HERE Validate Card	Date linked the cardholder to your organisation? CLICK HERE Link Card	Date delinked the cardholder from your organisation? CLICK HERE Delink Card

NB: This policy and form can be downloaded from the Pastors Area of the Foursquare Website

Summary Sheet Working with Children Card (Blue Card)

What do we do as a Church?

1. Register as an organisation:
<https://orgportal.bluecard.qld.gov.au/Login>
2. Make sure that workers and volunteers are aware of their need to hold a Blue Card.
3. Complete the required check for each worker and volunteer
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/valid>
4. Link each worker or volunteer to the organisation.
5. Maintain a record of all verified persons
6. Each year, send through your completed table to the Company Secretary of Foursquare Australia, so that a complete record of all cleared workers and volunteers can be maintained by the organisation.

What do individuals need to do?

1. Apply for your Blue Card

<https://my.bluecard.qld.gov.au/account/registration/privacy-notice>

1

Proof of identity

2

Validate security code

3

Set up two-factor verification

* Please select a Queensland Transport and Main Roads (TMR) product.

* Licence number

* Last name (enter exactly as it appears on your TMR product)

☐ I don't have a first name or middle name

* First name (enter exactly as it appears on your TMR product)

Middle name (enter exactly as it appears on your TMR product)

* Date of birth (Required date of birth format is DD/MM/YYYY)

* Does TMR hold an email address or mobile phone number for you?

2. Your identification is verified through your CRN. If you do not have a CRN you will need to go to Queensland Department of Transport and Main Roads to get one.
3. Pay the fee required is a paid worker in the church. Volunteers are free.
4. Provide your Blue Card number to the church with your other personal details, including full name, date of birth, photo ID and expiry date of your Blue Card
5. Inform the church of any incident or situation which could potentially result in you becoming a barred person



Foursquare Church Australia

Complaints and Grievance

Biblical Principles that Define our Complaints and Grievance Policy

5. Foursquare Church Australia is committed to the nurturing of a safe and healthy environment for all members of the community, particularly within each local church, outreach and corporate event. We believe that all issues should be dealt with in the context of Matthew 18:15. All members of the community are encouraged to remember that we are all loved creation of God and His workmanship. It is a journey that we are on and God is the author and finisher of our faith through Jesus Christ. With this in mind, all interaction should be respectful and considerate of one another (John 13:24). It is the endeavour of the Foursquare Church Australia to reflect the lordship of Jesus to the world (James 4:13-1; Ephesians 6:5-9; Colossians 3:22 – 4:1; Micah 6:8). The Bible stresses the significance of our responsibility to protect those who are vulnerable (Exodus 22:21-22; Deuteronomy 10:17-19; Jeremiah 22:2-4; James 1:27).

Policy Statement

6. Foursquare Church Australia is committed to providing an environment, which promotes the health and wellbeing of all members of the community. However it is recognised that from time-to-time there will be occasions when issues arise between people. This Complaints and Grievance Policy seeks to ensure that should an issue arise, it is dealt with in a fair and transparent manner in order to endeavour to see a favourable resolution. Individuals have the right to raise concerns, questions and complaints relating to behaviours, practices, decisions or other issues relating to other individuals and to expect that each matter be addressed appropriately with objectivity and sensitivity. Foursquare Church Australia as part of its obligation of duty of care to community members, strives for procedural fairness and natural justice for all. Disharmony should be resolved through biblical principles and due process.

Procedure

7. All matters of relatively minor concern should be initially directed to the person the grievance is with. If the issue is between a pastor or leader and another individual, an appointment should be made through the appropriate channel (generally the church office).
8. Matters which are unresolved or considered to be of a more serious nature, between members of a congregation should be referred directly to the Senior Pastor or his or her delegate, to allow for mediation to occur.

9. Matters which are unresolved or involving the Senior leadership of the church, should be directed to the District Supervisor, to allow for external mediation to occur. This will also encourage fairness and sensitivity in addressing the issue.
10. It is requested that all issues which arise are addressed with discretion and not discussed openly with other parties in order to promote peace throughout the community.
11. Where an issue involves the District Supervisor or if a matter is unresolved, it may be directed to the President of Foursquare Church Australia, who may involve a committee for arbitration.
12. The following principles and procedures will be employed when dealing with formal conflict:
 - a. Allegations are to be stated clearly in writing, and addressed as follows:
 - i. If a matter is brought against a Pastor, then the complaint must be addressed to the District Supervisor
 - ii. If a matter is brought against a Director, including the District Supervisor, then the complaint must be addressed to the President of Foursquare Church Australia
 - iii. If a matter is brought against the President of Foursquare Church Australia, then the matter should be addressed to Board of Directors Foursquare Church Australia
 - iv. An appointed agent who acts independently of the Board of Directors may be employed should a need arise to ensure procedural fairness
 - b. There is a presumption of innocence until guilt is determined
 - c. Strict confidentiality is to be maintained at all times (with exception of agencies communicating to other agencies under section 16A of the Child Protection Act or in a matter with potential criminal implications)
 - d. The President or his or her delegate in exceptional circumstances, will be the Head of Agency in relation to outside agencies such as Police, Ombudsman, WorkCover, etc.
 - e. An opportunity for all to respond should be granted to ensure procedural fairness
 - f. All processes should take into consideration all appropriate government legislation
 - g. Affected parties will be made aware of the results of the investigation as soon as possible
 - h. All records and documentation should be maintained as appropriate for any incident in order to assist due process to remain consistent and fair
 - i. At any stage in the conflict, prayer should be a central focus, as it is only through God that true peace can be found for individuals.

Appendix F

Initial Registration for Working or Volunteering			
This form should be completed by an applicant and sighted along with identification by the Senior Pastor or a member of the Senior Leadership Team. A copy should be kept in the Church files.			
Name of Applicant			
Date of Birth	/	/	Age
Address			
Email			
Phone		Mobile	
Proof of Identification (100 points of proof of identification) Primary identity source (driver's licence, passport, birth certificate) details (1 required)			
Secondary identity source (student card, healthcare card, bank statement, credit/debit card, Medicare card, council rates notice, rental lease agreement, utilities bill, tax declaration) details (2 required)			
Previous Church			
Referee 1 Name		Contact Number	
Referee 2 Name		Contact Number	
Applicant Signature			Date
Notes:			

Leader and Volunteer Annual Agreement

I _____ (print name) have read and agree to abide by the 'Code of Conduct' of the Foursquare Church Australia. I further agree to abide by all policies, procedures and rules of the Foursquare Church Australia regarding children and as otherwise deemed applicable to me. I further understand that any violation of this code of conduct may result in my immediate and potentially permanent dismissal. I declare that I will not abuse or neglect any child or adult physically, spiritually, emotionally, or sexually and that I have never been convicted of abuse of indecency with, or injury to a child or adult.

If you have any issue with signing this statement, you will need to communicate this with the Senior Pastor or his representative as soon as possible and prior to any participating in ministry leadership or volunteering.

I _____ (print name) agree with the Statement of Faith of Foursquare Church

Signed: _____

Dated: _____

Appendix H

Confidential Record of Reference Checks			
This form should be completed by the Senior Pastor or a member of the Senior Leadership Team and filed with Initial Application Form and kept in the Church files.			
Name of Applicant			
Name of Referee 1			
Relationship to Applicant			
Date Contacted	/ /	Method of Contact	
Notes:			
Name of Referee 2			
Relationship to Applicant			
Date Contacted	/ /	Method of Contact	
Notes:			
Check Complete By			
Signature		Date	/ /
Notes			
Suggested Referee Questions <ul style="list-style-type: none"> • In what capacity have you known the applicant? • For what length of time have you known the applicant? • How would you describe the applicant's general maturity as a person? • Are there any physical, mental or spiritual concerns you have of the applicant? • Do you have any reason to believe that the applicant is not suitable to work with children? If yes why? 			

Youth Ministry Driving Parental Permission Form

GPdI Brisbane

The youth leadership at our church adhere to policy relating to keeping children and young people safe as well as the church Code of Conduct. We understand at times families may rely upon youth leaders to drive their children to and from youth meetings and events. Leaders are aware that due to this, from time-to-time, circumstances may arise where a member of the youth group may be alone in a car with a leader during transportation. The following guidelines are set in relation to driving youth group members:

- The leadership commits to avoiding situations of being alone where possible; and
- Dealing with situations appropriately if they do arise using the following guidelines:
 - If a leader is left with one child in a care after taking others home, the leader will phone the parents of the last child at the time when they drop the second to last child off to set a time frame for expected arrival.
 - When picking up and dropping off children or young people, the leader will go to the door of the home and try to speak with a parent to let them know they are there to pick up or drop off the child or young person.
 - If the leader cannot get in touch with the parent, they will send an SMS to a fellow leader to let them know the time of departure and arrival of the child or young person.
 - Where two children live in close proximity, it is preferable to drop them together at one of the homes and have the parents collect from there.

The aim of these guidelines is to allow for transparent accountability through record keeping. Parents should be requested to sign the attached consent form



Parental Consent

I, _____, give permission for my child/ren who attend the Youth Ministry to be **driven** to and from youth activities by Youth Leaders that have been approved by the senior leadership.

I am aware that the Youth Leaders are bound Church Policy and Code of Conduct and that they are committed to providing a safe environment for children and young people at all times.

Therefore, I also acknowledge that from time to time, depending on the circumstances, my child/ren will be alone in the car with one of the authorised Youth Leaders for all or part of the journey. I give permission for this to occur within the guidelines established by our church.

Signed: _____ Dated: _____

Medication Use Parental Permission Form

GPdI Brisbane

Our leaders and volunteers strive to maintain a safe environment for all members of our church community. The following guidelines are set in relation to medication use during church related events:

- First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing minor injuries, recognition and reporting of health hazards and participation in safety programs.
 - A first aid officer should be appointed for all church events concerning children and young people in the care of leaders and volunteers.
- Medical conditions include, but are not limited to asthma, diabetes, anaphylaxis, and epilepsy. A planned approach to management of medical conditions is needed in order to promote the well-being of individuals with medical conditions.
 - A nominated supervisor should be appointed for all church events concerning children and young people in the care of leaders and volunteers.
 - Parents and carers should provide all necessary information about medical conditions to the nominated supervisor prior to any events.
 - Medication should be administered and handled in an agreed upon manner for the safety of all.
 - Written authorisation should be provided from the parent/guardian prior to any administration of medication
 - Two adults should be in attendance (wherever possible), when medication is administered. One should administer the medication and the other should be a witness to the procedure.
 - Medication should be in an original container with all relevant labelling.
 - A medical management plan should be followed when there is an ongoing need for medication administration.

The aim of these guidelines is to allow for transparent accountability through management and record keeping. Parents should be requested to sign the attached consent form whenever medication is being left for a child or young person.

Parental Consent

I, _____, give permission for my child/ren who attends the GPdI Brisbane Childrens/Youth Ministry to be given the medication outlined below in the manner outlined below.

Signed: _____ **Dated:** _____

Medication Name: _____

Dosage required: _____

Time/s required: _____

Reason/s required: _____

Medication Name: _____

Dosage required: _____

Time/s required: _____

Reason/s required: _____

Medication Name: _____

Dosage required: _____

Time/s required: _____

Reason/s required: _____

Any other information: _____

Appendix K

_____ (GPdI Brisbane / Ministry Name)

Personal Contact Details

Family Name: _____ Name of Child: _____

Date of Birth: / / Preferred Name: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Alternate emergency contacts:

1. Name: _____
Relationship to child: _____ Phone: _____

2. Name: _____
Relationship to child: _____ Phone: _____

Authorised collection persons:

1. _____ Phone: _____
2. _____ Phone: _____
3. _____ Phone: _____

Family Situation: (Please describe any family circumstances that we should be aware of. E.g. residency court orders, health conditions, other matters)

Privacy Information

All the information recorded on this form is collected and managed in accordance with the Church Privacy Policy. This information has been collected for the primary purpose of church activities and may be used for any activities conducted by the church. If you do not wish for this information to be used for any other purpose other than the specific program, please contact the Senior Pastor at:

Permission to Participate in Program Activities

I consent to my child taking part in the approved program of activities for the group I am registering them for. There may be occasions when it is necessary to drive or walk children to activities outside of the normal meeting area in the church. I understand that this will only happen within the boundaries of church policy and code of conduct. I give permission for my child to be transported by the leaders of the above named group.

Signed: _____

Date: _____

Permission to View DVDs

I consent to my child viewing DVDs rated (G) General. I understand that all material will be previewed by a leader to check suitability.

Signed: _____

Date: _____

Permission to be Photographed or Filmed

I give my permission for my child to be photographed or filmed. I understand that the image may be displayed in the church publications, church buildings or website. I understand that as a precaution my child's name will not be published or linked with photographs.

Signed: _____

Date: _____

Confidential Medical Report

The information below is requested to assist in case of any illness or accident.

1. Please tick if your child suffers from any of the following:

☐ Heart condition;

☐ Diabetes

☐ Blackouts;

☐ Other (please specify)

☐ Asthma;

☐ Sleepwalking;

2. Is your child presently taking medication? Yes / No Does your child self-administer? Y / N
If yes, please state the name of the medication, dosage, etc.

3. Is your child allergic to:

☐ Penicillin

☐ Bee Stings

☐ Food: _____

☐ Other: _____

4. Please list any physical or special needs (dietary requirements)

I authorise the leader/s in charge of the above mentioned group where it is impractical to communicate with me, to arrange for my child to receive such medical or surgical treatment as the leader/s may deem necessary at any time during the activities. I further authorise the use of Ambulance and/or anaesthetic by a qualified medical practitioner if in his/her judgement it is necessary. I accept responsibility for payment of all expenses associated with such treatment. I appreciate that every care will be taken by the leaders and those connected with that group cannot be held responsible for personal injury, loss or theft of property affecting my child.

Signature: _____

Name: _____ Date: _____

TYPE OF ASSESSMENT

Name:

Details of Assessment:

Risks /Hazards	Priority (HazPak)	Controls / Strategies	By whom	Priority (HazPak)	Monitored by	Review Date	By whom

Name:

Signature:

Position:

Date:

Hazard Identification

The following has been designed as a guide only that may assist with identifying hazards. Consider what could go wrong, that is, the potential injuries, illnesses or incident that could occur.

Travel – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue.

Venue – Consider aspects of the venue that may present a hazard.

Church Activity – Consider the activities that may present a hazard.

Equipment – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue.

Environment – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals.

People – Consider aspects of people that may present a hazard such as behaviour, maturity, age and skill, child protection issues, medical conditions or disabilities.

Other – Consider other hazards relating to the PSOA, the alleged victim, witnesses, workers, volunteers, confidentiality, the integrity of the investigation and any media attention.

Risk Assessment Matrix

How serious could the injury be?	How likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

Severity – is a measure of an injury, illness, incidents, or disease occurring, when assessing severity, the most severe category that would be most reasonably expected should be selected.

Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.

Legend

1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.
 3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk.
 5 and 6 Low risk; manage by routine procedures.

Elimination of Control Measures

Elimination of the risk should be the first consideration. If this is not reasonably practicable, the risk should be mitigated to the fullest extent possible, by using an individual control or in conjunction with other control measures from the hierarchy below.

Hierarchy of Controls

Eliminate the hazard: Remove the hazard or stop using it e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment.

Substitute the hazard: Replace the activity, material, or equipment with a less hazardous one e.g. choose an easier bushwalk.

Isolate the hazard: Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check of a coastal walk has fencing.

Use engineering controls: Consider hiring coaches with seatbelts and ensure these are worn if available.

Use administrative controls: Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.

Use personal protective equipment: Use appropriately designed and properly fitted equipment such as safety glasses, hats and sunscreen, or helmets.

LEADERS AND VOLUNTEERS INDUCTION

Induction should be based on the particular role and the necessary information for the individual to be able to not only complete the role but also to understand how their role fits within the context of the church. Initial topics include:

- Understanding of the church's vision and mission
- Resources of the church
- Church culture
- Critical Incidents and Evacuation
- Child Protection
- Activity Planning
- Complaints and grievance policy
- Requirements specific to the role
- Key people and governance within the church community

Information will also be collected at induction:

- Full name
- Previous names
- Address
- Phone number
- Date of birth
- Email address
- Marital status
- Details of any children
- Tax details (where applicable)
- Superannuation details (where applicable)
- Working with Children Check (Blue Card)
- Qualification details and paperwork

Notes:

Leader and Volunteer Induction

Name: _____ Position: _____

Start Date: ____/____/____ Supervisor: _____

Church Structure and Statement of Faith

- ☐ Roles within the Church
- ☐ Statement of Faith (to be signed within induction to indicate agreement)

Role Introduction

- ☐ Provide Role Description and Responsibilities Outline
- ☐ Introduce Supervisor
- ☐ Introduce the First Aid Officer and First Aid Supplies
- ☐ Explain and Demonstrate Emergency Procedures
- ☐ Show Exits and Safety Equipment
- ☐ Provide Training for use of Required Equipment
- ☐ Tour of Facilities

Conditions

- ☐ Identification
- ☐ References
- ☐ Working with Children Check (Blue Card)
- ☐ Police Check (where applicable)

Other Requirements

- ☐ Safe Boundaries Training
- ☐ Quality Procedures
- ☐ Security Issues
- ☐ Hygiene Procedures

Health and Safety

- ☐ Health and Safety Policy
- ☐ Risk Management
- ☐ Building and Maintenance Issues
- ☐ How to Report Issues

Welfare

- ☐ Code of Conduct
- ☐ Working with Children
- ☐ Evacuation and Critical Incidents
- ☐ Complaints and Grievances
- ☐ First Aid and Medication
- ☐ Attendance Recording
- ☐ Record Keeping and Confidentiality

Conducted by:

Name: _____

Signature: _____

Date: _____

Participant's Signature: _____

Date: _____

LEADER / VOLUNTEER EMERGENCY CONTACT FORM – YEAR

PERSONAL DETAILS

Name

Previous Name/s

Address

Phone Numbers

H:

M:

Email

Date of Birth

Marital Status/Spouse Name

Child/ren Details

Licence Plate and Car Make(s)

Working With Children's Check No
(Blue Card).

EMERGENCY CONTACT

Name

Address

Phone No./s

Relationship

MEDICAL INFORMATION

Medicare Number

Doctor's Name

Ph No.

Address

OTHER INFORMATION

Known allergies

Relevant Medical Information

Qualification/s

Any comments

Signed:

Date:

NB: Please also provide TFN and Superannuation Details in the case of accepting a paid position.

GPdI Brisbane

Incident Record Form

This form is to be completed by a witness to an incident who is over 18 years old in any event which requires medical care for an individual, including child or young person. A copy should be provided for the primary carer as well as filed within confidential church files for future reference.

Name of Group: _____

Adult Supervisor/s: _____

Name of Injured: _____

Birth date of Injured: _____

Next of Kin/Guardian: _____

Address: _____

Phone: _____

Date of Incident: _____ Time of Incident: _____

Description of Incident: (specific site; injuries; what was happening prior, during and after; and how)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Optional: Drawing of Important Aspects)

Name of leader/s supervision at the specific time of incident:

Name of witness/es of incident:

Response following incident: (by injured and others)

First Aid Provided: Yes / No (If yes, by whom, and what):

Follow Up Required:

Details of Person Completing Form:

Name: _____

Role: _____

Phone: _____

DOB: _____

Signed: _____

Date: _____