



Wandin Baptist Church  
426 Warburton Hwy Wandin  
Phone: (03) 5964 4131

<http://wandinbaptistchurch.com.au/>

## **SAFE CHURCH AND CHILD SAFE PROCEDURES**

### **1 Scope**

This document sets out the processes and procedures that underpin the Wandin Baptist Church (WBC) Safe Church and Child Safe Policy.

### **2 Definitions**

For definitions, refer to page 9 of these Procedures.

### **3. Safe Ministry Church Person (SMCP), and Child Safety Person (CSP) and Screening Coordinator**

- 3.1. The Leadership Team will appoint the SMCP, CSP and Screening Coordinator and review these appointments on an annual basis.
- 3.2. The SMCP will manage the process relating to adult Vulnerable Persons under the WBC Child Safe Policy and these Procedures
- 3.3. The Child Safety Person will manage the process relating to Children under the Policy and these Procedures
- 3.4. The SMCP and the CSP will consult with each other in relation to matters regarding child safety under the Policy and these Procedures

### **4 Pre-requisites to appointment**

- 4.1 All job descriptions and advertisements will have a clear child-safe message demonstrating WBC's commitment to child safety and zero tolerance of child abuse. A sample statement is set out in schedule
- 4.2 Where the paid staff will work with children, WBC will conduct reference checks with a candidate's recent employer who has directly supervised the candidate. The referee will be asked directly whether there are any concerns regarding the candidate working with children.
- 4.3 Staff and Leadership Team pre-requisites to appointment in addition to any WBC recruitment requirements:
  - Pass a WWCC
  - Where required Obtain a Police Check
  - Complete and sign a Safe Ministry Check Questionnaire (Schedule 4)
4. Ministry Coordinators, prior to appointment are required to:
  - 4.1. Complete and sign a Safe Ministry Check Questionnaire (Schedule 4)
  - 4.2. Attend an interview with a Pastor to discuss matters arising out of the Safe Ministry Check if the Program Leader or Pastor deem necessary; and
  - 4.4.3 Have regularly attended WBC services or activities for a period of no less than 6 months unless otherwise agreed by the Leadership Team.

5. Ministry Coordinators and **Child and Vulnerable Persons** Volunteers to any children's ministry, prior to appointment, must:
  - 4.5.1 Pass a WWCC.
  - 4.5.2 Obtain a Police Check as reasonably required by the Church Leadership Team;
  - 4.5.3 Complete and sign a Safe Ministry Check Questionnaire (Schedule 4),
  - 4.5.4 Attend an interview with the Pastor to discuss matters arising out of the Safe Ministry Check if the Pastor deems necessary; and
  - 4.5.5 Have regularly attended WBC services or activities for a period of no less than 6 months unless otherwise agreed by the Pastor;
- 4.6 Leaders and Volunteers working with adult Vulnerable Persons (i.e. excluding Children), prior to appointment must
  - 4.6.1 Pass a WWCC.
  - 4.6.2 Obtain a Police Check as reasonably required by the Church Leadership Team;
  - 4.6.3 Complete and sign a Safe Ministry Check Questionnaire (Schedule 4),
  - 4.6.4 Attend an interview with the Pastor to discuss matters arising out of the Safe Ministry Check if the Pastor deems necessary; and
  - 4.6.5 Have regularly attended WBC services or activities for a period of no less than 6 months unless otherwise agreed by the Pastor
7. Any person in a Paid administrative role at WBC must:
  - 4.7.1 Pass a WWCC.
  - 4.7.2 Obtain a Police Check, as reasonably required by the Leadership Team;
  - 4.7.3 Complete and sign a Safe Ministry Check Questionnaire.
  - 4.7.4 Attend an interview with the Pastor to discuss matters arising out of the Safe Ministry Check if the Pastor deems necessary; and
  - 4.7.5 Have regularly attended WBC services or activities for a period of no less than 6 months unless otherwise agreed by the Senior Pastor.
9. The SMCP, the Child Safety Person and any person who receives a disclosure under these Procedures will uphold principles of privacy and confidentiality to the extent permitted by law (there may be instances where disclosure is mandatory).

## 5 Supervision, Training and Performance

1. Upon appointment, all Staff, Ministry Coordinators and **Child and Vulnerable Persons** Volunteers will familiarize themselves with the Policy, these Procedures, the Leaders' Code of Conduct and the Children's Code of Conduct (Schedules 7 and 8) and are expected to have a clear understanding of when and how to report issues of concern including issues regarding child safety.
2. All Staff, Heads of Departments and Leadership Team will attend BUV Safe Church Awareness Workshop (or a similar program which includes child safety issues) within six months of being appointed at WBC and every three years thereafter.

3. Upon appointment, all Ministry Coordinators and **Child and Vulnerable Persons** Volunteers will attend WBC Training and thereafter annually in addition to any additional ministry-specific training as reasonably required by the Leadership Team.
- 5.4 The SMCP and the Child Safety Person will attend BUV Safe Church Awareness Workshop (or similar program which includes child safety issues) within 6 months of being appointed (unless the SMCP has attended such training in the previous 6 months of being appointed) and thereafter every three years.
5. WBC will support Leaders by providing adequate training, resources and development for their role.
- 5.6 Any queries should be referred to the SMCP or the Child Safety Person.

## 6. Reporting abuse and other wellbeing issues in adult Vulnerable Persons

- 6.1 Any adult Vulnerable Person who is abused, experiences serious ministry misconduct or is a victim of any criminal offence by staff, leaders, volunteers or any other person attending WBC activities, may disclose the matter to any person at WBC including any Pastor or the SMCP.
- 6.2 A person who receives a disclosure, or any person at WBC who suspects that an adult Vulnerable Person is being abused, experiencing serious ministry misconduct or the victim of any criminal offence by staff, leaders, volunteers or any other person attending WBC activities should seek advice from the SMCP as to the appropriate steps for dealing with, and reporting, the disclosure or allegation.

## 7. Reporting actual or suspected abuse of Children

- 7.1 Any Child abused by staff, leaders, volunteers or any person attending WBC activities may report the matter to any person at WBC.
2. If a Child discloses abuse, the person to whom the disclosure is made:
  - 7.2.1 Should listen to the Child, reassure the Child they have done the right thing, inform the Child that you need to tell people who can help and ensure the Child is not in immediate danger. The person must not investigate the matter, or promise the Child that the abuse will stop or tell anyone who does not need to know;
  - 7.2.2 Should seek advice from the Child Safety Person as to the appropriate steps for dealing with, and reporting, the matter;
3. May be required to complete a **Risk of Significant Harm Form** (Schedule 2) and give the completed form to the Child Safety Person.
4. If the abuse alleged is sexual abuse of a child under 16 years of age, the person is legally obliged to report the matter (unless an exemption applies e.g. reasonable fear for the safety of a person, or the matter has already been disclosed to police). It is recommended that the person seek advice from the Child Safety Person without delay.
- 7.3 Ministry Coordinators and **Child and Vulnerable Persons** Volunteers who suspect on Reasonable Grounds, or who have been informed, that a Child has been or is at risk of being abused, is experiencing serious ministry misconduct or is the victim of any criminal offence including Grooming:
  1. Should seek advice from the Child Safety Person as to the appropriate steps for dealing with and reporting the matter;
  - 7.3.2 If the abuse alleged is sexual abuse of a child under 16 years of age, the person is legally obliged to report the matter to the Police or the Victorian Department of Health and Human Services. It is recommended that the person seek advice from the Child Safety Person; and
  - 7.3.3 May be required to complete the **Safe Church Concerns Anecdotal Record Form** (Schedule 3) and give the completed form to the Child Safety Person.
4. If a Child's immediate safety is at risk, the person to whom a disclosure is made or the relevant Leader or Volunteer (if during any WBC program) will:

7.4.1 Report directly to the on-site activity leader (if during an WBC program) or to the police on 000;

2. Organise care for the Child;

7.4.3 Complete a **Risk of Significant Harm Form** and give the completed form to the Child Safety Person; and

7.5 Seek advice from the Child Safety Person as to any further appropriate steps for dealing with and reporting the matter.

7.6 The Child Safety Person will follow the process for responding to allegations of abuse.

7.7 Persons who make reports about suspected child abuse or inappropriate behaviours towards a child will not suffer any professional or legal consequences so long as they report in good faith.

### **Reporting suicide attempts/threats**

8.1 Any person who suspects a suicide attempt/threat or other situation where a Vulnerable Person's mental health may put that Vulnerable Person's or any other person's health at risk, should seek advice from the SMCP or, in the case of children, to the Child Safe Person's.

8.2 If the above threat or attempt is imminent, then the person will report the matter to Victoria police without delay and should refer to the SMCP or, in the case of children, to the Child Safety Person for advice as to any further appropriate steps for dealing with and reporting the matter.

### **Response to allegations of abuse of adult Vulnerable Persons**

9.1 The SMCP, in collaboration with the person making the allegation, will take appropriate steps consistent with BUV guidelines including:

- Refer the matter to the BUV Professional Standards Worker if the allegations are made against a Staff member;
- Seek advice from the BUV Professional Standards Worker if the allegations are made against a Leader, Volunteer or any person taking part in WBC activities;
- Notify the relevant government agencies as required by law; and iv) report the matter to Victoria police if the conduct appears to be criminal.

1. The SMCP, with the consent of the person making the allegation, will inform the Pastor and the Chair of Leadership Team.

2. It is important that the person making a disclosure or reporting a disclosure or allegation debrief with Pastor or the SMCP.

## **10. Response to allegations of Child abuse**

10.1. The Child Safety Person will:

10.1.1 Ensure the child is safe (this may require, in consultation with the Pastor and the Chair of Leadership Team, suspension of the alleged perpetrator, or provide alternative duties until investigation has concluded)

2. Offer support to the child, the family, the person who reports and the accused member of staff or volunteer.

3. Obtain the specific allegations from the complainant

- Clarify the nature of the complaint
- Listen to the child
- Be supportive and reassuring

- Let the child know WBC will act on the information and that it may be necessary to let other people know;
- 10.2 Alert:
- The child's parents (except if the disclosure relates to abuse within the family);
  - Any relevant people at WBC;
  - The police in the event of sexual abuse of a child under 16 years of age (unless a reasonable excuse applies)
  - Child protection, if there is a reasonable belief that the child needs protection
- Keep the child and family up to date on steps being taken;
- Praise the child for helping WBC become safer for children.
- 10.3 If appropriate, undertake an internal investigation (in parallel with any police investigation after consultation with the police)
- 10.4 Depending on the complexity and sensitivity of the complaint, the Leadership Team may decide to appoint an appropriately qualified investigator to investigate using the principles of natural justice and procedural fairness.
- 10.5 In conducting an investigation, the investigator (internal or external) will:
- Collect all relevant information from all participants upholding the principles of natural justice and procedural fairness ii) Interview any witnesses
  - Prepare a signed witness statement for each participant to record their version of events
  - Produce a comprehensive report (attaching supporting documentation) with findings on the balance of probabilities, and their reasoning for such findings.
1. The Leadership Team will consider the findings and take appropriate action.
- 10.5.2 The Child Safety Person must store all records securely to maintain confidentiality, and only the Safe Church Team will have access to such records.
- 10.5.3 Once the outcome of an investigation is decided, relevant staff, volunteers, parents and the child will be notified.
4. Review the Policy and Procedures and make any necessary changes.

The following diagram sets out the procedure recommended by the Commission for Children and Young People:

FLOWCHART: Child Safety reporting process



## **11 Electronic Communication and Children**

- 11.1 Any Staff, Leader or Volunteer working with Vulnerable Persons will follow the Electronic Communications Policy (Schedule5) when communicating electronically with program participants.

## **12 Bullying**

- 12.1 Any bullying behavior should be reported to the SMCP who will inform the relevant ministry coordinator or the Pastor.
- 12.2 WBC will take appropriate steps to deal with any bullying activity in a manner consistent with BUJ guidelines.
- 12.3 In a Children's ministry context, parents of Children involved need to be informed, consulted with and included in decisions relating to their Child/ren.

## **13. Breach of Leaders' Code of Conduct and any other ministry misconduct towards adults**

- 13.1 If a breach of the Leaders' Code of Conduct (Schedule 6) or any other ministry misconduct occurs, the matter should be referred to the Pastor or SMCP.
- 13.2 WBC will take appropriate steps against allegations of a breach of the Leaders' Code of Conduct or misconduct in a manner consistent with BUJ guidelines.

## **14. Breach of Children's Code of Conduct and any other ministry misconduct towards Children**

- 14.1 If a breach of the Children's Code of Conduct (Schedule 7) or any other ministry misconduct occurs, the matter should be referred to the Pastor or the Child Safety Person.
- 14.2 WBC will take appropriate steps against allegations of a breach of the Children's Code of Conduct or misconduct in a manner consistent with these Procedures.

## **15. Children's Participation**

- 15.1 WBC welcomes all children from all cultural and linguistically diverse backgrounds and of all and any abilities.
- 15.2 WBC will promote and empower children by seeking their views, consulting with them, providing them information on what is child abuse, teaching them how to raise concerns or make complaints and by regularly checking that children and their families are aware of safe church policies.
3. Where appropriate, children will be provided with opportunities to be involved in policy and program development, implementation and review, and giving the children feedback on how their views have been actioned.

## **16 Record keeping**

- 16.1 The WBC church secretary will maintain all WWCC and Police Checks documentation. The WBC office administration will check currency of all WWCC.
- 16.2 The WBC church secretary or Ministry Coordinator will prepare a document with contact, medication and other relevant details of Children for reference by Program Leaders during WBC programs.
- 16.3 The Screening Coordinator will collect all completed Safe Ministry Check Questionnaires.
- 16.4 The Pastor will have access to all documents prepared for the purpose of, or under, these Procedures save for any document that relates to allegations against the Pastor.

## **17 Communication of this Procedure**

- 17.1 The Ministry Coordinator will make available and communicate where necessary this procedure to all WBC Children, their families, and **Child and Vulnerable Persons** Volunteers on how to identify signs of risk of child abuse, who they may talk to and report any suspected or actual child abuse, and will reassure them that WBC will observe but that some matters must be reported to the relevant authorities.
- 17.2 The Pastor will make available and communicate where necessary this procedure to all staff members and Ministry Coordinators.

## **18 Reviews**

- 18.1 The Policy, these Procedures, the Leaders' Code of Conduct and the Children's Code of Conduct will be reviewed periodically but no later than May 2022.

**19 Definitions relevant to this procedure and Safe Church and Child Safe Policy**

Term	Definition
<b>WBC</b>	means Wandin Baptist Church;
<b>WBC Training</b>	means workshops conducted by WBC or external providers on safe church and child protection awareness in line with BUV's Safe Church Awareness Workshop and the Victorian Child-Safe Standards;
<b>Abuse</b>	Occurs when one person misuses the power, they have in a relationship with a less powerful person. In respect of a Child includes physical, emotional and sexual abuse, and neglect resulting in harm to the Child's health, survival, development or dignity often in the context of a relationship of responsibility, trust or power. In respect of a child, abuse also constitutes any act committed against a child involving physical violence, sexual offences, serious emotional or psychological abuse, serious neglect, or family violence. When a child witnesses an act of abuse it has significant impact on the child and is considered abuse;
<b>BUV Safe Church Awareness Workshop</b>	means the workshops regularly presented by the Baptist Union of Victoria intended to introduce Safe Church policies and procedures;
<b>Child</b>	means a person between the ages of 0 and 18 years unless otherwise stated in the Policy or Procedures;
<b>Child Safe Person</b>	means a person appointed by the Leadership Team to be a Child Safe Person
<b>Children's Code of Conduct</b>	means the code attached as Schedule 7 to these Procedures
<b>Grooming</b>	concerns predatory conduct undertaken by a person 18 years of age or older to prepare a child under 16 years of age for sexual activity later.
<b>Ministry coordinator</b>	Means any person appointed as WBC Department Leader or Ministry Coordinator in a paid or volunteer capacity.
<b>Leadership Team</b>	means any elected member of the WBC Leadership Team
<b>Leaders Code of Conduct</b>	means the BUV "Extract – Keeping the Balance Leaders Conduct Covenant" attached as Schedule 6 to these Procedures
<b>Pastor</b>	means a pastor of WBC
<b>Police Check</b>	means a National Police Certificate issued by Victoria Police
<b>Policy</b>	means the WBC Safe Church and Child Safe Policy
<b>Reasonable Grounds</b>	means a belief based on reasonable grounds when all known considerations or facts relevant to the formation of a belief are considered and are objectively assessed. Considerations may include the source of the allegation, how it was communicated, the nature and details of the allegation and whether there exist other related matters known about the alleged perpetrator
<b>Report</b>	means any completed: <ul style="list-style-type: none"> <li>• Risk of Significant Harm Form</li> <li>• Safe Church Concerns Anecdotal Record</li> <li>• Safe Ministry Check Questionnaire;</li> </ul>
Term	Definition

<b>Risk of Significant Harm Form</b>	means the form attached as Schedule 2 to these Procedures
<b>Safe Church Concerns Anecdotal Record</b>	means the record template set out in Schedule 3 to these Procedures
<b>Safe Ministry Check Questionnaire</b>	means the questionnaire attached as Schedule 4 to these Procedures
<b>Screening Coordinator</b>	means the office administration person for the purpose of coordinating the Safe Ministry Check Questionnaire and WWCC.
<b>Senior Pastor</b>	means the pastor of WBC and in his or her absence, the acting senior pastor of WBC;
<b>SMCP</b>	means the WBC Safe Ministry Concerns Person
<b>Staff</b>	means any full, part- time or casual employee of WBC
<b>Child and vulnerable persons volunteer</b>	means any person who is appointed as a volunteer to a ministry involving children or vulnerable persons.
<b>Victorian Child-Safe Standards</b>	means the compulsory standards under the Victorian Child Safety and Wellbeing Amendment Act 2015
<b>Vulnerable Person</b>	All those persons susceptible to abuse or exploitation based on factors such as their health status (mental or physical), age, grief, social isolation or financial hardship and includes children and young people of any ability and from any cultural background including aboriginal children and children from culturally or linguistically diverse backgrounds, the elderly, those with disabilities, and the emotionally and or spiritually vulnerable (under the authority of the Church Leadership Team).
<b>WWCC</b>	means Working with Children Check conducted by the Victorian Department of Justice.

**SCHEDULE 1**

**RISK OF SIGNIFICANT HARM FORM**

To be completed by the person who hears a disclosure or wishes to report a Child at risk of significant harm in an WBC program. The completed form should be given **only** to the Safe Ministry Concerns Person who will keep the document in a locked filing cabinet.

The information may be used for reporting to the Government Child Protection Agency and other organisations as required by law.

Name of Organisation (Church): Wandin Baptist Church

Safe Ministry Concerns Person.....

**DETAILS OF PERSON REPORTING ALLEGED ABUSE/ RISK OF HARM**

Name of reporter: .....

Relationship to alleged victim: .....

Nature of alleged abuse: o physical o emotional o sexual  
o neglect o witness domestic violence

Is this report due to a direct **disclosure** or **reasonable grounds**? (circle) State immediate safety concerns:  
.....  
.....

**If Disclosure: Date: ..... Time: .....**

**Describe** why you have 'Reasonable Grounds' for this report (add pages if needed). Include, when and how you became aware of the information, names of other witnesses, description of any injuries, description of the behavior of the child, the carer's attitude regarding incident (if known). **Where disclosure has occurred provide a first-person report in this space. Record the child's actual words (attach transcript).**

**DETAILS OF ALLEGED ABUSE VICTIM**

Name: ..... Age: .....  Male  Female

Address:  
.....

Phone: .....

Parent/Guardian: .....

Names of siblings:  
.....  
.....

Names of known support people to the child and family  
.....

Have the parents/guardians of the victim been notified?  Yes  No

If yes, person(s) spoken to: .....

Date: .....

What were they told?  
.....  
.....

**DETAILS OF ALLEGED PERPETRATOR OF THE ABUSE (IF KNOWN)**

Policy Number: WBCCS003

Name: ..... Age: .....  Male  Female

Address: .....

Phone: .....

Does the alleged perpetrator know about the report?  Yes  No

If yes, who spoke to him/her? ..... Date: .....

What was he/she told?

.....  
.....

**CHURCH'S RESPONSE TO ALLEGED ABUSE/RISK OF HARM**

Child Protection Officer notified?  Yes  No Date: .....

Reported by whom?

.....

Name of Govt Service call Centre worker.....

Reference Number: .....

Have the police been notified?  Yes  No Date: .....

Name of officer and station: ..... Date:

Advice given by police officer:

.....  
.....

**Signed:** ..... **Date:** .....

**SCHEDULE 2**

**SAFE CHURCH CONCERN ANECDOTAL RECORD**

To be completed by a leader who wishes to report a Safe Church concern.

Policy Number: WBCCS003

The completed form should be given to the Safe Ministry Concerns Person who will keep the document in a locked filing cabinet.

**Name of organisation (church):**

---

**Safe Ministry Concerns Person:**

---

**Name of person filling in this form:**

---

**Age of person report is concerning:**

---

**Relationship to the person:**

---

**Describe your concerns, what was observed or what was said.**

**It is important to provide as much information as possible, basing your information on facts and observations, without making assumptions or jumping to conclusions or making "value" judgments.**

---

---

---

---

---

---

Time and date of the incident or recording

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**SCHEDULE 3**

**SAFE MINISTRY CHECK QUESTIONNAIRE**

**(SCREENING QUESTIONNAIRE FOR VOLUNTEERS)**

**PERSONAL DETAILS**

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

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please tick either "yes" or "no" for each question.

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

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

Question	Yes	No
1. Do you have any health problem(s) which may affect you volunteering for the church?		
2. Have you ever been convicted of a criminal offence?		
3. Have you ever been charged with a criminal offence?		
4. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?		
5. Have you ever engaged in any of the following conduct, even though never having been charged? <ul style="list-style-type: none"> <li>• Sexual contact with someone under your care other than your spouse (such as parishioner, client, patient, student, employee or subordinate)</li> <li>• Sexual contact with a person under the age of consent</li> <li>• Illegal use, production, sale or distribution of pornographic materials</li> <li>• Conduct likely to cause harm to people, or to put them at risk of harm.</li> </ul>		
6. Has your driver's license ever been revoked or suspended?		
7. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking etc.?		
8. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?		

<p>9. Have you done anything in the past or present that may result in allegations being made against you of child abuse? Abuse means bullying, emotional abuse, harassment: neglect; physical abuse; or sexual abuse.</p>		
<p>10. Have you ever done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?</p>		
<p>11. To your knowledge, have you ever been the subject of an allegation of sexual abuse or sexual misconduct?</p>		
<p>12. Have you a history of alcohol abuse or a history of substance abuse including prescription, over the counter, recreational or illegal drugs?</p>		

**RECORD OF CHRISTIAN CHURCH MEMBERSHIP**

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

Name of Church	Position	Location	WHEN Month/Year
----------------	----------	----------	-----------------


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

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Policy Number: WBCCS003

Date: \_\_\_\_\_ DECLARATION

I, \_\_\_\_\_

of \_\_\_\_\_

do solemnly and sincerely declare that:

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

Applicant's signature

\_\_\_\_\_

Declared this day \_\_\_\_\_ Month \_\_\_\_\_ Year

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

Referee 1 : Name: \_\_\_\_\_ Phone Referee 2 : Name:

\_\_\_\_\_ Phone

Witness to the Applicants Check

Name of Witness:

\_\_\_\_\_

Title/Office held:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

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

#### SCHEDULE 4

### WBC ELECTRONIC COMMUNICATIONS POLICY

#### Rationale

The use of the telephone, email, social networking sites (e.g. Facebook) and SMS are a part of everyday life for many young people and children. In some ministry situations such as general communication and general pastoral care and support may take place through electronic forums.

However, electronic communication may be used by those seeking to harm children and young persons. Electronic communication may be used to test or step over relational boundaries. We need to be mindful of the

positional power dynamic that exists between those in leadership and the children and young people under their care. The following guidelines for the safe use of electronic communication may be used as part of exercising Safe Church practices.

### **1. GENERAL ELECTRONIC COMMUNICATION GUIDELINES**

- a. Safe ministry is about ministering in teams therefore, interaction with children/young people in electronic forms should be carried out in a team context. The use group emails, SMS from the team is good practice, indeed for all forms of electronic communication. Any personal emails sent from a church worker to a child or young person should also be sent to the team leader (cc'd).
- b. Where possible and practical, and especially for communication to children under the age of 16 years, teams should inform parents or even seek parental permission before communicating with any electronic communication tool.
- c. Church workers (leaders) must not knowingly transmit, retrieve or store any communication that is discriminatory or harassing; derogatory to any individual or group; obscene, sexually explicit or pornographic; defamatory or threatening; in violation of any license governing the use of software; for any purpose that is illegal or contrary to your conduct code.
- d. Church workers (leaders) must not send any electronic communication that attempts to hide the identity of the sender or represent the sender as someone else.

### **2. TELEPHONE COMMUNICATION**

- a. When telephoning a child/young person, call on the home phone if possible.
- b. Whenever possible ensure that the parents/guardians are aware of the phone call, e.g. phone the parents and ask if it is ok to speak with their child.

### **3. EMAIL COMMUNICATION**

- a. All emails to children/young people should have a church email address carbon copied into them. Note: As carbon copying the church address into youth emails will clog up that mailbox, the staff may wish to create a purpose address for leaders to cc into their email.
- b. Emails should generally be restricted to purpose only emails e.g. "meet at this place" or general conversations e.g. "how was the excursion today?" Pastoral care/deeper conversations regarding more personal issues should be face to face.
- c. As far as possible save all emails to and from children/young people.

### **4. SMS COMMUNICATION**

- a. SMS communication should generally be restricted to purpose only communication e.g. "meet at this place, at this time".
- b. If a longer SMS conversation begins, phone the child/young person, preferably on the home phone.

### **5. SOCIAL NETWORKING SITES (e.g. Facebook, Myspace etc.)**

- a. Internal mail should be restricted to purpose only messages.
- b. Writing on 'walls' should be kept to a minimum and only of a broad nature e.g. "hey, hope you're having a good week, cya Sunday" or other light conversations.
- c. Do not give out any details of children/young people on 'walls' e.g. name of school, email address, home address, phone numbers, etc.

### **6. INTERNET CHAT ROOMS/PROGRAMS (e.g. MSN, ICQ etc.)**

- a. Church workers should not enter a closed conversation with a child/young person. If a child/young person invites you into a conversation you should bring in a third party.

- b. Church workers should use discernment and wisdom when having a multi-person conversation. Your conversation should be above reproach.

#### **7. VIDEO PHONING (mobile phone/internet)**

- a. Church workers should not enter conversations of this nature with children/young people.

#### **8. PHOTOGRAPHY**

- a. Any photos of youth/children's ministry activities should be taken by someone appointed by the Minister or ministry coordinator and with parental consent.
- b. Do not photograph any child/young person who has asked not to be photographed.
- c. Photography should focus on the activity or small groups rather than individuals.
- d. Do not identify in writing the person/s in the photograph unless previous consent has been sought from that person or if a child/young person, with parental permission.
- e. All children/young people must be appropriately dressed when photographed.
- f. Only post photos of children/young people on the internet with parental permission as part of whole church communications and advertising.
- g. If you do find a photo of a youth/children's activity posted on the internet by a young person, gently ask them if they have permission from everyone in the photo to post it. If they don't then advise them to either seek permission or remove it from the internet.
- h. Do not allow children/young people to take a mobile phone photos of church workers.
- i. Do not take photos of children/young people with your mobile phone.

#### **Acknowledgement**

These guidelines are an adaptation of the Professional Standards Unit of the BUV.

#### **Disclaimer**

This is not legal advice but rather good practice advice for holistic Safe Church ministry produced by the NCCA-SCTA Unit 2010.

If you are concerned about legal issues you are advised to seek your own legal opinion.

## SCHEDULE 5

### LEADERS CODE OF CONDUCT

#### BUV Extract – Keeping the Balance Leaders Conduct Covenant

a. We minister out of a relationship with God.

Maintain a healthy relationship with God by:

- joining regularly in the life and ministry of the Church.
- studying the Scriptures in private and in groups.
- praying regularly in private and in fellowship with and for the people and ministry of the Church.
- giving of our time and finances to the work of the Church, as an expression of your gratitude to God.

b. We serve others in the context of healthy relationships

We will engage in healthy friendships with those to whom we minister by:

- loving and caring for our families; paying attention to the effect of ministry on them.
- treating others with respect; teach and exercise authority respectfully.
- upholding confidential information; do not disclose to anyone (including spouse), any confidential information without the consent of the person providing the information. (There is an exception where there is a legal obligation or a duty of care issue.)
- being a team player; cooperating with other ministry leaders, there will be areas that overlap and someone else may have the advice that you need.
- using words that build up; do not ridicule or embarrass people.
- avoiding professionally counselling people with whom we have personal relationships.
- making alternative arrangements for pastoral ministry for any person if you begin to develop a romantic relationship with them.

c. As Christian Leaders we will:

- accountable to our team, watch out for each other and protect each other's integrity, e.g. when ministering to children have a buddy system in place (never alone with one child).
- obey the law, other than any law that is contrary to the Scriptures.
- not take property belonging to others, including intellectual property (copyright) and knowingly making false, misleading or deceptive statements.
- not engage in bullying, emotional abuse, harassment, physical abuse, sexual abuse or spiritual abuse of any person, including your family.
- not act violently or intentionally provoke violence when engaged in civil disobedience.
- be responsible in our use of addictive substances and services (e.g. prescriptions/ alcohol).
- not use any prohibited substance.
- act with sexual purity. Sexuality is a gift from God. We will express our sexuality in healthy and God directed ways.
- act with financial integrity.
- have in place systems for accountability and transparency in financial matters.
- not engage in tax evasion
- not seek personal advantage or financial gain from your position, other than in wages, recognised allowances and deductions.

Policy Number: WBCCS003

- disclose to the church leadership if we are or have been investigated for any criminal offences.

## SCHEDULE 6

### CHILDREN'S CODE OF CONDUCT

Our **Code of Conduct for Children** in programs at Wandin Baptist Church The leaders of each ministry engaging children will use this material to illustrate what this particularly looks like for them.

#### Agency

#### Safety

#### Positivity

#### Inclusion

#### Respect

#### Equality

#### Agency

We can change

We give things a go

We make a difference

We look for our own solutions

We think things through

We use our strengths

We have choices

#### Safety

We are kind in what we say and do

We build trust with each other

We look out for each other

We can get help

We forgive each other

We are reliable and honest

We learn from our mistakes

#### Positivity

We notice what we have achieved

We laugh together

We are optimistic

We celebrate together

We show gratitude

We want the best for each other

We explore possibilities

#### Inclusion

We believe everyone has something to offer

We welcome everyone

We invite contributions

We work with everyone

We accept each other

We have goodwill towards each other

We challenge stereotypes

#### Respect

We listen to each other

We value differences

We are all unique

We hear each other's stories

We do not put anyone down

We give and receive feedback respectfully

We show interest in each other

#### Equality

We stand up for what is fair

We are equals

We each have a voice

We are strong together

We share what we have

We can all participate

We all have rights and responsibilities

Reference:

<http://www.sueroffey.com/circleprinciples-positivity-strengths-solutionsand-promoting-positive-emotions/>; <http://innovativeresources.org/resources/card-sets/strengths-in-circles/> **The material has been developed and used with indigenous communities al**

## Document Control

Term	Definition
<b>Document Name</b>	WBCSC – Safe Church and Child Safe Procedure
<b>Applies to</b>	All staff, Leaders, Heads of Departments and Volunteers at WBC.
<b>Document no.</b>	WBCSC003
<b>Version:</b>	V1.0
<b>Approval party</b>	WBC Leadership Team
<b>Responsible Manager</b>	WBC Leadership Team
<b>Persons to be notified of changes post-approval</b>	All staff, Leaders, Heads of Departments and Volunteers at WBC.
<b>Review date</b>	<b>By 01 April 2020</b> , or in accordance with applicable legislative or regulatory changes.
<b>Material associated documents</b>	The following documents are material to this procedure <ul style="list-style-type: none"> <li>• WBCSC001 – Safe church implementation guide</li> <li>• WBCSC002 – Safe Church and Child Safe Policy</li> <li>• WBCSC003 – Safe Church and child safe procedures</li> </ul>

## Version Control and change history

Version	Date approved	Date Superseded	Amendment
<b>1.0</b>	24 May 2020		