



CHILD PROTECTION POLICIES AND PROCEDURES

Summary The Child Protection Policies and Procedures includes guidance and tools for paid and unpaid workers involved in the Clarence Valley Baptist Church to meet their legal and policy responsibilities within the NSW government child protection system. Every Church Worker coming into contact with a child or young person has a responsibility to protect their health, safety, welfare and wellbeing.

Audience All paid and unpaid workers involved in Church ministry.

Disclaimer

While reasonable efforts have been made to ensure that the contents of this document are correct, the Clarence Valley Baptist Church, and its employees, do not accept responsibility for the accuracy or completeness of the contents, and is not liable to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the contents of this document. If more information is required, consult the relevant legislation or a legal adviser, as necessary.

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Child Protection Policy

1. Introduction

Legal and Regulatory Requirement

- [Child Safe Standard 9. Implementation of the Child Safe Standards is continuously reviewed and improved](#)
- [Child Safe Standard 10. Policies and procedures document how the organisation is child safe](#)

1.2. Policy Statement

The Church is committed to providing a safe and secure environment for children and adults to hear the Gospel, mature in their faith, and for Workers to exercise their ministries.

In accordance with Romans 13: 1-7, the Church actively encourages adherence to child protection legislation including mandatory reporting of child abuse and allegations of reportable conduct to the relevant authorities.

The Child Protection Policy and Procedure Manual seeks to ensure an effective approach is applied to all Child Protection matters.

1.2 Scope

This Policy and Procedure applies to:

- All ministries authorised by or under the control of the Church, including those ministries undertaken at, or away, from the premises
- All Church Workers employed or engaged by the Church, including paid and unpaid; permanent, temporary, casual, and contractors
- All people who are involved in or attend the Church programs

1.3 Definitions

Board - The group of elected deacons and pastoral staff which comprise the Management Board of the Clarence Valley Baptist Church, known as 'The Board'.

Church - The Clarence Valley Baptist Church is located at 328 Fry St Grafton 2460.

Church Workers

- Helper - Any person (paid or unpaid) under the age of 18 who is invited to assist in a child ministry.
- Leader - Any person (paid or unpaid) 18-years or over who is responsible for the control and safety of any child placed in his or her care whilst holding a formal position in a recognised ministry of the church. A leader includes but is not limited to: Pastors, Deacons; Sunday School Teachers and Directors; Kid's Club and Youth Group Leaders.

Ministry - An organised activity that relates to a specific age range, theme or audience and is authorised by the Church.

Ministry Director - The person authorised by the church to direct a ministry.

Pastoral Staff - The Church appointed Pastors: Senior Pastor Kendal Davies and Pastor Emeritus Nigel Davies.

CHILD PROTECTION PROCEDURES

1. Child Protection – Selection and Screening Procedure

Legal and Regulatory Requirement

- [Child Protection \(Working with Children\) Act 2012](#)
- [Child Safe Standard 5. People working with children are suitable and supported](#)
- [Child Safe Standard 10. Policies and procedures document how the organisation is safe](#)
- [Civil Liability Amendment \(Organisational Child Abuse Liability\) Act 2018](#)

Purpose

To ensure effective screening and selection of all persons who work or volunteer in [child-related work](#) in church programs.

Procedure

All persons involved in child-related work must undergo selection and screening in accordance with [Working With Children Check legislation](#), [Child Safe Standards](#), and the Child Protection Policy and Procedures - see www.cvibc.com.au

This procedure outlines two different categories of “workers” and their relevant screening requirements:

- a) Church Workers, and Specified Parent Volunteers*
- b) External Personnel attending Combined Church Camps**

NB:

* Where the Church is the Employer then we will verify the WWCC using the services of [Safe Ministry Check](#)

** Where the Church is not the Employer then we will require a Declaration from the Employer that they have verified the WWCC.

a) Church Workers, and Specified Parent Volunteers

This Screening and Selection Procedure applies to all persons who work or volunteer in [child-related work](#) in church programs in the following roles:

- Children's Camps
- Church Leadership/The Board (Pastors, Deacons, etc.)
- Nursery, Sparks, Awana, ProTeens, Sunday School.
- Transport services for children (inc. car and bus drivers)
- Parents and close relatives volunteering at extra-curricular activities:
 - providing personal care for a child with disability
 - participating in a formal mentoring program
 - at an overnight camp for kids
- Any new role that needs a [Working with Children Check \(WWCC\)](#)

Prior to commencement, the applicant must:

- Be a Church member or have expressed a commitment to becoming a member. All under 18-year-olds wanting to continue in child-related work must become a member when 18-years old and may apply for membership when they are 17 years-old.
- Complete safe ministry screening and training (inc. "Awareness Course" AND "Leaders Course") via the CVBC Online Safe Ministry Check website.

The application will include:

- submission of personal information and personal disclosure questions
 - agreement to abide by the Child Protection Manual and Code of Conduct
 - evidence of a current [Working with Children Check \(WWCC\)](#) clearance of the correct class (i.e. paid workers must have an Employee check) [unless there is a specified exemption](#). Under 18-year-old applicants must obtain a WWCC from 17 years and 9 months and submit this to the Child Protection Coordinator before turning 18 years-old.
 - consent to two referee checks and verification of the WWCC [unless there is a specified exemption](#)
 - evidence of child protection training within the past 12 months, or agreement to complete training before commencement (if 16-years-old and over).
- Receive clearance of Screening and Selection from the Child Protection Coordinator
 - Be appointed by a Pastor and the relevant Ministry Director.

b) External Personnel attending Combined Church Camps

This Screening and Selection Procedure applies to all persons who work or volunteer in [child-related work](#) in church programs in the following roles:

- External providers ordinarily involved in direct contact with children at a combined church camp (such as Directors, Leaders, Helpers, Speakers, Cooks, Bus Drivers etc. that are not staff, volunteers or parents from the Clarence Valley Baptist Church)

Prior to commencement, the employer of the external personnel must:

- Submit a *Camp Child Protection Screening Declaration* (see Appendices) to the Child Protection Coordinator pastorkendal@cvibc.com.au, including an employer declaration that all adult workers (18 years and older) and parent volunteers attending overnight kids camps with their own child have been verified to have a current [Working with Children Check \(WWCC\)](#) clearance of the correct class (i.e. paid workers must have an Employee check) [unless there is a specified exemption](#)

2. Child Protection – Orientation and Training Procedure

Legal and Regulatory Requirement

- [Child Safe Standard 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training](#)
- [Civil Liability Amendment \(Organisational Child Abuse Liability\) Act 2018](#)

Purpose

To ensure effective Child Protection orientation and training by all Church Workers.

Procedure

- Prior to commencement all new staff and volunteers (16 years and older) must receive orientation and training including access to relevant policy and procedures
- The Child Protection Coordinator will ensure completion of training
- Staff may identify other training needs or issues and should raise this with the relevant Ministry Director

Training may be provided face to face or in an online format and will include but not be limited to the following content:

- Definitions of child abuse and neglect
- Familial and Institutional child abuse and neglect
- The Church, and Legislative context, including Child Safe Standards
- Reducing risk through Selection and Screening, Code of Conduct, Training, Policy and Procedures, Leadership, and Risk Management
- Recognising indicators of child abuse and neglect and risk factors
- Responding to child abuse and neglect – handling disclosures, reporting requirements, Risk of Significant Harm and Reportable Conduct
- Information Sharing and Documentation
- Information and Support, including Self Care

All staff and volunteers in child-related ministry will complete training (inc. “Awareness Course” AND “Leaders Course”) via the CVBC Online Safe Ministry Check website.

3. Child Protection – Risk Management Procedure

Legal and Regulatory Requirement

- [Child Safe Standard 1. Child safety is embedded in organisational leadership, governance and culture - Core component c. Risk management strategies focus on preventing, identifying and mitigating risks to children](#)
- [Civil Liability Amendment \(Organisational Child Abuse Liability\) Act 2018](#)

Purpose

To ensure effective Child Protection risk management by all Church Workers..

Procedure

- Ministry Directors should assess risks in relation to child activities and implement appropriate strategies to manage identified risks
- All child protection risks which cannot be safely eliminated, must be escalated to a Pastor.
- Submit completed Child Protection Risk Management forms (See Appendices) to the Child Protection Coordinator for record keeping

4. Child Protection – Conduct In Ministry

Legal and Regulatory Requirement

- [Child Safe Standard 1. Child safety is embedded in organisational leadership, governance and culture](#)

Purpose

To ensure effective conduct by all Church Workers.

Procedure

Prior to commencing child-related work, all Church Workers will commit to the following:

a) Holy Character

- Reflect God's holiness in all behaviour with children and other leaders (1Pet. 1:16) and never engage in bullying, harassment, or abuse of any kind, including with your own family.

b) A Child Safe Environment

- Disclose all relevant background information. No person who has been convicted of serious offences in accordance with current legislation will be eligible to participate in child ministries.

- Disclose if you are investigated for any criminal offences or have any knowledge of serious unlawful activity within the church or school context.

- Support and abide by the Child Protection Policy and Procedures.

- Report all concerns, breach of the code of conduct, misconduct, and abuse.

c) Interpersonal boundaries

- Don't allow romantic intimate relationships with children or young people. If an adult Leader develops affections for a 17-year-old young person or vice versa, and there is no risk of significant harm, the Leader should still withdraw from leading any children's ministries that the 17 year-old attends.

- Planned ministry contact outside of formal ministry times should be endorsed by the relevant Ministry Director and parents/guardians.

- When counselling, ensure females with girls and males with boys where possible.

- All personal counselling is to be carried out within sight of another leader or parent/guardian of the child.

- When choosing activities, consider the levels of safety and intimacy and be careful of children who actively seek physical attention.

- Respect a child's feelings and privacy when engaging in physical contact of any kind. Males are to be especially careful of their behaviour (e.g. not allowing children to sit on their laps).

- Don't show favouritism or provide gifts to children other than official awards authorised by the Ministry Director.

d) Initiations and secret ceremonies are prohibited

- Child-related programs will be open to reasonable observation by parents/guardians unless there are legal requirements (e.g., custody arrangements, duty of care to others).

e) Be alert for strangers

- Church Workers have the right to ask people who do not have a valid reason to be present at child-related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

f) Ministry details

- Parent/guardians to be given ministry details, including contact names and phone numbers; time and scope of the ministry; and written notice of all special outings.

g) Ratios

- As far as practically possible, two adult leaders should be present when working with children. Occasionally, ministries involving a small group of children (e.g. Nursery) may safely operate with one adult Leader and a Helper (aged under 18 years), however there should always be at least one adult Leader present.

h) Supervision

- Except for privacy reasons (toileting, changing, or bathing), children must always be under direct adult supervision and are not allowed to move outside of the supervising adults range of sight.

i) Toileting

- Where possible the parent should be responsible for attending to their child.

- When onsite, primary age children are to visit bathrooms on their own and younger children to be accompanied by an adult in proximity (e.g. waiting in the general bathroom area or just outside the bathroom).

- During offsite activities, don't leave children alone in public toilets – they are to be accompanied by an adult in proximity (e.g. waiting in the general bathroom area or just outside the bathroom).

j) Transportation

- Only licensed drivers 18 years or older are to transport children.
- When transporting children, avoid being alone with one child in a car. Where this is not practical, inform the Ministry Director for transparency and to arrange a solution (e.g. pick up and drop off children in groups).
- Take children directly to and from arranged venues, unless completing other drop offs or an emergency arises.

k) Home visits

- Do not visit children in their homes unless endorsed by the Ministry Director and a parent/guardian is present.

l) Alcohol, drugs, and medication

- Alcohol or illegal drugs on the premises or during child-related activity is prohibited.
- Any child found to be under the influence of alcohol or illegal drugs will have their parents/guardians contacted so the child can be returned home as soon as possible.
- Any alcohol or drugs found on the Church grounds are to be removed if safe to do so, and reported to a Pastor, or Ministry Director.
- Any child required to take prescription medication should provide the Church a letter from his or her parents/guardians.

m) Privacy – for further information refer to the Privacy Policy

- Don't photograph children on personal cameras for personal use.
- If photos of individuals are to be used for advertising, parental consent should be obtained for each child in the photograph.
- No ministry photos are to be uploaded to the internet or placed on public display without the Pastor, or Ministry Director's permission.
- Don't speak on social media about children who attend the Church.
- Confidential information about children should not be released to any third party, except where it is with parental permission or legally required.

n) Disciplining children

- If a child does not follow the rules, is an obstruction to the care of other children, or may cause harm to other children, refer the child back to their parent/guardian.
- At no time, administer any form of abuse as a disciplinary measure.
- Nothing in this clause prevents minor correctional actions, rebukes or reasonable physical intervention, if necessary to prevent harm to a child or adult.

o) Telephone and online communications

- Telephone or online communication should be relevant to delivering ministries, approved by the Ministry Director and parents, and assessed and managed for risks.

p) Overnight Accommodation

- Where possible rooms should involve at least two adult Leaders of the same gender as the group. In exceptional circumstances where staffing is limited and children are without a Leader present, an adult Leader of the same gender must remain in earshot and periodically check on the room.
- Rooms must be separated between males and females.
- Don't sleep in close personal proximity/share a bed with a child unless you're their parent/guardian.
- Don't leave children in the care of unauthorised persons such as peers or any adults who have not completed Child Protection Screening and Selection.
- If a child is distressed, the Ministry Director should be advised and consider if the child should briefly call their parent/guardian.

5. Child Protection – Complaints Procedure

Legal and Regulatory Requirement

- [Child Safe Standard 6. Processes to respond to complaints of child abuse are child focused](#)
- [Children and Young Persons \(Care and Protection\) Act 1998 \(Care Act\)](#)
- [Children’s Guardian Act 2019](#)

Purpose

To ensure effective child protection complaint-handling by all Church Workers.

Procedure

a) Types of complaints

All complaints should be reported including:

- Breach of the Code of Conduct
- Disclosures of abuse
- Inappropriate behaviour around children
- Suspicion of abuse or harm to a child
- Suspicion of grooming.
- Sexual misconduct against, with, or in the presence of a child.

b) Making complaints

Any child or young person, parent/carer, staff member/volunteer/student, or external party can make a complaint or raise a concern to the Pastor via:

- Face to face meeting
- Phone 02 66425743
- Post to 328 Fry St Grafton 2460.

c) Complaint process

- Actively listen to the person making the complaint
- Make a record of the complaint using the 'Child Abuse/Reportable Conduct Record Form' (see Appendices)
- Promptly acknowledge receipt of complaints
- Where possible, complaints will be resolved at first contact.

- Complaints will be addressed competently applying principles of natural justice.
- Assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised.
- Conflicts of interests, whether actual or perceived, will be managed responsibly.
- Ensure that outcomes are properly implemented, monitored, and reported.
- If an allegation is made against the Pastor advise another church leader.
- If the complaint involves inappropriate staff behaviour and a breach of the Code of Conduct, the Church will act in accordance with the internal discipline procedure.

d) Privacy and confidentiality

- All complaints will be treated in an appropriately confidential manner where this is practical and appropriate.
- Personal information that identifies individuals will only be disclosed or used as permitted under the relevant privacy laws, secrecy provisions and any relevant confidentiality obligations.

e) Communication and support for stakeholders

- The Church will ensure that stakeholders (including workers, families and children) know how to make a complaint and or raise a concern by regular training, open communication, and identified child protection contacts.

6. Child Protection – Reporting Procedure

Legal and Regulatory Requirement

- [Children and Young Persons \(Care and Protection\) Act 1998 \(Care Act\)](#)
- [Children’s Guardian Act 2019](#)
- [Crimes Act 1900](#)

Purpose

To ensure effective reporting of Child Protection concerns by all Church Workers.

Procedure

If there is an immediate danger, contact the Police ‘000’ immediately.

Unless they are the accused person, the Pastor will be the liaison person. If an allegation is against them, liaise with another church leader.

As soon as possible after becoming aware of a child protection concern complete the following:

Step 1 Report all child protection concerns to the Church

- Submit the Child Abuse/Reportable Conduct Record Form (see Appendices) to the Child Protection Coordinator
- Confidentially notify the Pastor and do not discuss any concerns with the accused person at this time.

Step 2 Report Risk of Significant Harm (RoSH) to the Child Protection Helpline

A child or young person is at [risk of significant harm](#) if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances —

- a) the child’s or young person’s basic physical or psychological needs are not being met or are at risk of not being met,
- (b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care,
- (b1) in the case of a child or young person who is required to attend school in accordance with the Education Act 1990 - the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act,
- (c) the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated,
- (d) the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm,

(e) a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm,

(f) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

Any such circumstances may relate to a single act or omission or to a series of acts or omissions.

- If you have reasonable grounds to suspect that a child is at risk of significant harm (RoSH) immediately report to the Child Protection Helpline 132 111. If unsure whether you have reasonable grounds to suspect RoSH, complete the [Mandatory Reporter Guide \(MRG\)](#) and follow the recommendations.

Step 3 Report Allegations of Reportable Conduct to the Children's Guardian

[Reportable conduct](#) means the following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded — (a) a sexual offence, (b) sexual misconduct, (c) ill-treatment of a child, (d) neglect of a child, (e) an assault against a child, (f) an offence under section 43B (failure to protect) or 316A (failure to report) of the Crimes Act 1900, (g) behaviour that causes significant emotional or psychological harm to a child.

- The [Head of Entity](#) being the Senior Pastor must give the Office of the Children's Guardian written notice **within 7 business days** after the head of the entity is made aware of the report, unless the head of the relevant entity has a reasonable excuse ([cl.29\(4\)](#)).
- The Head of Entity must **as soon as practicable**, conduct an investigation or appoint a suitable person to conduct an investigation regarding the reportable allegation ([cl.34](#)).
- The Head of Entity must provide a written "entity report" to the Children's Guardian **within 30 days** of receiving information about the reportable allegation ([cl.36](#)).

[Office of the Children's Guardian](#)
[Reportable Conduct Forms](#)

Phone: (02) 8219 3600

Email: reportableconduct@kidsguardian.nsw.gov.au

Step 4 Reporting Crimes to the Police

- The [Crimes Act 1900](#) introduced new offences of concealing a child abuse offence ([section 316A](#)) and failing to remove the risk that a worker will commit a child abuse offence ([section 43B](#)).

[316A Concealing child abuse offence, Section 2](#) lists the grounds on which it may be established that a person has a reasonable excuse for failing to bring information to the attention of a member of the NSW Police Force.

Police

Phone: 131 444 (NSW) or 000 in an emergency.

Step 5 Reporting to the Insurer

- Should there be reasonable grounds to suspect that a child has been abused on Church property or during a Church activity, the Church's insurer must be notified without any undue delay.

Aon insurance

Phone: +61 2 9253 7000.

Step 6 Submit Documentation

- Confidentially provide all documentation to the Pastor including the Child Abuse/Reportable Conduct Record Form, MRG Decision Report (if completed), and other documentation.

Step 7 Seek Advice and Support

- Discuss with the Pastor and/or the Child Protection Coordinator who will discuss support options for the child, family, and staff.
- Continue to record clear, dated, observations if concerns arise.

7. Child Protection – Investigations and Discipline Procedure

Legal and Regulatory Requirement

- [Children and Young Persons \(Care and Protection\) Act 1998 \(Care Act\)](#)
- [Children’s Guardian Act 2019](#)

Purpose

To ensure effective Child Protection Investigation of all Church Workers.

Procedure

- All allegations of child abuse and neglect and reportable conduct will be investigated by a person or committee appointed by the Head of Entity being the Senior Pastor and in consultation with the Board. In appointing the Investigator, conflicts of interest will be avoided (for example where there may be a close personal relationship between the subject of the complaint and the proposed investigator). For matters related to any form of harm or abuse of a child, the Investigator should be an external person (unless this is not reasonably practicable and a suitably qualified and independent internal Investigator is available).
- Advice will be sought from the authorities (e.g. [Office of the Children’s Guardian](#), Department of Communities and Justice, and others) in relation to how the investigation should be conducted (inclusive of procedural fairness requirements) in accordance with the relevant legislation.
- The internal investigation must not interfere with other investigations by statutory authorities.
- The findings of investigations shall be reported to the statutory authorities in accordance with the relevant legislation.
- The outcomes of disciplinary proceedings shall be made known to the statutory authorities in accordance with the relevant legislation.
- Any disclosures or complaints made by a child or others, and all details of the subsequent investigations will be documented promptly and the documents will be held in a secure location.
- The Church reserves the right to carry out church disciplinary procedures in accordance with its constitution and relevant legislation.

8. Child Protection – Information Sharing and Record Keeping Procedure

Legal and Regulatory Requirement

- [Chapter 16A of the NSW Children and Young Persons \(Care and Protection\) Act 1998](#)
- [Child Safe Standard 1. Child safety is embedded in organisational leadership, governance and culture. Core component e. Staff and volunteers understand their obligations on information sharing and recording keeping](#)
- [Division 11 of the Children’s Guardian Act 2019](#)

Purpose

To ensure effective information sharing and record keeping by all Church Workers.

Procedure

All child protection related documentation is highly confidential.

Unless they are the accused person, the Pastor will be the liaison person. If an allegation is against them, liaise with another church leader.

- Child Protection information will be submitted to the Child Protection Coordinator for filing
- Child Protection information will be securely stored on Church information systems indefinitely
- Records relating to an allegation against an employee will be kept on a file that is separate to the employee’s personnel file
- Records will be retained in accordance with the relevant legislation
- Child Protection information requests must be directed to a Pastor who will consult the Child Protection Coordinator to ensure they are only released in accordance with privacy laws, [Chapter 16 A](#) and [Division 11 of the Children’s Guardian Act 2019](#)

Record keeping:

The Church will retain copies of the following child protection related documents:

- Child Protection Screening and Selection records:
 - Safe Ministry Screening Questionnaires
 - Working With Children Check Verification Summaries
 - Code of Conduct
 - Child-Related Worker and Child-Related Contractor Registers
- Child Protection Risk Management Forms: A form used to identify, manage, and monitor risks that relate to child protection matters
- Child Abuse/Reportable Conduct Record Forms: A form used when any person suspects child protection concerns including a child or young person at risk of significant harm and reportable conduct by an employee or volunteer. This should also include attached copies of the Mandatory Reporter Guide Decision Report and Reference Numbers from consultations with the authorities (e.g. Community Services, Children's Guardian, NSW Police)
- Child Protection Training records including training material and attendance records
- Child Protection Investigation records: Documentation including correspondence with relevant authorities and parties subject to an internal and or external investigation
- Child Protection Information Requests: Documentation including correspondence with other bodies when requesting and sharing information relating to child protection matters
- Child Protection Audit records: Documentation relating to audits and any subsequent recommendations for demonstrating compliance with the requirements for registration and accreditation with legal and regulatory bodies (e.g. NSW Education Standards Authority, Children's Gaurdian)
- Other records that are deemed relevant to child protection

9. Appendices

Child Protection Quick Reference Guide

Safe Ministry Screening Declarations

- Combined Camp Child Protection Screening Declaration

Child Abuse/Reportable Conduct Record Form



Clarence Valley Baptist Church

“Let him that is athirst come” Rev. 22:17

P.O Box 817, Grafton, NSW

Ph: (02) 66425743

www.cvibc.com.au

Child Protection – Reporting Procedure Quick Reference Guide

Consult the Child Protection Procedures in decisions about child protection matters.

If there is an immediate danger, contact the Police ‘000’ immediately.

Unless they are the accused person, the Pastor will be the liaison person. If an allegation is against them, liaise with another church leader.

As soon as possible after becoming aware of the matter, complete the following:

Step 1 Report all child protection concerns to the Church

- Complete the *Child Abuse/Reportable Conduct Record Form*
- Confidentially notify the Pastor

Step 2 Report Risk of Significant Harm to the Child Protection Helpline

- If you have reasonable grounds to suspect [Risk of Significant Harm](#) (RoSH), immediately call the *Child Protection Helpline 132 111*. If unsure, complete the *Mandatory Reporter Guide (MRG)* <https://reporter.childstory.nsw.gov.au/s/mrg> and follow its recommendations.

Step 3 Report Reportable Allegations or Convictions to the Children’s Guardian

- The Pastor must notify the Children’s Guardian of [reportable conduct](#).
Phone: (02) 8219 3600 Email: reportableconduct@kidsguardian.nsw.gov.au

Step 4 Report Crimes to the Police

- Phone: 131 444 (NSW) or 000 in an emergency.

Step 5 Report Incidents to the Insurer

- Aon insurance Phone: +61 2 9253 7000.

Step 6 Submit Documentation

- Provide all documentation (including the MRG Decision Report) to the Pastor.

Step 7 Seek Advice and Support

- Consult the Pastor about support options for the child, family and staff.
- Record clear, dated, observations if further concerns arise.

Further Information and Support

- Senior Pastor / Child Protection Coordinator: Kendal Davies Ph: 0431 164 973
- Pastor Emeritus: Nigel Davies Ph: 0402 445 833



Clarence Valley Baptist Church

“Let him that is athirst come” Rev. 22:17

P.O Box 817, Grafton, NSW

Ph: (02) 66425743

www.cvibc.com.au

Combined Camp Child Protection Screening Declaration

For Engaging External Personnel at Combined Church Camps

This declaration is to be completed by the employer of external personnel who will work or volunteer in [child-related work](#) at a combined church camp.

Privacy Statement

The information collected in this document will be used to manage risk and legal obligations to ensure the protection of children and young persons in our care. By completing this declaration, you are giving your consent to the information contained in this application, including any subsequent pages, to be kept by the church in a confidential file and used for screening purposes. The information may also be disclosed without consent to the authorities if legally required.

Employer Declaration

As authorised representative of the Employer named below, I declare that all adult workers (18 years and older) who will be engaged in [child-related work](#) (including parent volunteers attending overnight kids camps with their own child (Clause 20(2) of the WWC Regulation) at the Camp, are listed in this declaration (see next page) and have obtained a Working With Children (WWCC) Check of the correct class (employee or volunteer) [unless there is a specified exemption](#) and that the WWCC number has been verified, by me, online using the employer registration for the organisation.

Name:	_____	Position:	_____
Email:	_____	Phone:	_____
Employer:	_____		_____
Signature:	_____	Date:	_____

Important: Please complete and attach the following page with this declaration.

Child Protection Risk Management Form

This form can be used to demonstrate a considered approach has been taken to identify, manage, and monitor risks that relate to child protection matters.

Risk Details Who, what, where, when?	
Risk Level (Please tick risk level)	
<input type="checkbox"/>	Low risk: Risks which may be managed by routine procedures
<input type="checkbox"/>	Medium risk: Risks which need attention and interventions put in place
<input type="checkbox"/>	High risk: Risks which need urgent attention, require further investigation and need significant interventions put in place
Risk Intervention	
<input type="checkbox"/> Nil required <input type="checkbox"/> Monitor and review <input type="checkbox"/> Referred for further assessment <input type="checkbox"/> Escalated to Pastor or School Principal (for school matters) <input type="checkbox"/> Report to external authority <input type="checkbox"/> Other (please specify):	
Comments:	

Name:	
Signature:	
Date:	



Clarence Valley Baptist Church

“Let him that is athirst come” Rev. 22:17

P.O Box 817, Grafton, NSW

Ph: (02) 66425743

www.cvibc.com.au

Child Abuse/Reportable Conduct Record Form

This form is to be completed by any person who suspects child protection concerns including a child or young person at *risk of significant harm* and *reportable conduct* by an employee or volunteer. Information may be used for reporting to the authorities and will be kept in a secure location.

Consult the Child Protection Policies and Procedures when making decisions about reporting risk of significant harm and or reportable conduct.

PLEASE TYPE OR PRINT CLEARLY

1. YOUR DETAILS

Name			
Position (e.g. Pastor, Teacher, Leader)		Phone	
Ministry (e.g. Awana, ProTeens)			

2. DETAILS ABOUT THE ALLEGED VICTIM

Name			
Date of birth		Gender	
Name			
Date of birth		Gender	
Name			
Date of birth		Gender	
Name			
Date of birth		Gender	

3. DETAILS ABOUT THE PARENTS/ CARERS

Parent/Carer name			
Address		Phone	
Parent/Carer name			
Address		Phone	

Attach pages if necessary.

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4. DETAILS ABOUT THE ALLEGED PERSON RESPONSIBLE

Name			
Date of birth		Phone	
Is the person aware of the allegation?			
Is the person a staff member or volunteer?			

5. DETAILS ABOUT THE ALLEGATION

Detail your concern for the safety and/or welfare of the child/ren and/or young persons. Also note whether the concern resulted in a physical injury or medical attention/treatment to a child/young person. Where a disclosure has occurred record the actual words and note the date and time of the disclosure below. WHO/WHAT/WHERE/WHEN?

Did the concern result in medical attention/treatment to a child/young person?

Does this concern involve an allegation or conviction of reportable conduct by an employee or volunteer?

6. DETAILS ABOUT WITNESSES (IF ANY) OR THIRD PARTY (OTHER THAN THE CHILD)

Name			
Address		Phone	
Position/Relationship to child (e.g. Pastor, Teacher, Leader)			

Attach pages if necessary.

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7. ACTIONS TAKEN

<p>Has the Mandatory Reporter Guide (MRG) been completed?</p> <p>https://reporter.childstory.nsw.gov.au/s/mrg</p>	<p><input type="checkbox"/> Yes – _____ (Date of report)</p> <p><input type="checkbox"/> No</p>	<p>Reference number</p>	<p>N/A – Please print and attach the <i>Mandatory Reporter Guide Decision Report</i>.</p>
<p>Has the Community Services Child Protection Helpline been informed?</p> <p>Ph: 132 111</p>	<p><input type="checkbox"/> Yes – _____ (Date of report)</p> <p><input type="checkbox"/> No</p>	<p>Reference number</p>	
<p>Has the Office of the Children’s Guardian been informed?</p> <p>Ph: (02) 8219 3600</p>	<p><input type="checkbox"/> Yes – _____ (Date of report)</p> <p><input type="checkbox"/> No</p>	<p>Reference number</p>	
<p>Has the Police been informed?</p> <p>Ph: 6691 0799</p>	<p><input type="checkbox"/> Yes – _____ (Date of report)</p> <p><input type="checkbox"/> No</p>	<p>Event number</p>	
<p>Other:</p>			

Attach pages if necessary.

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