



# **Risk Management Strategy**

## **Working with Children & Young People**

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## INTRODUCTION

*The Commission for Children and Young People and Child Guardian Act 2000 (Qld) and the Commission for Children and Young People and Child Guardian Regulation 2001 (Qld) ("The Act") and as amended by the Child Protection Reform Amendment Act 2014 requires that Tenthill Baptist Church develop and implement a Child Protection Risk Management Strategy ("The / This Strategy") as part of providing a safe church environment for all children and young people.*

*The purpose of the Strategy is to promote the wellbeing of children and young people who come into contact with Tenthill Baptist Church and to protect them from harm. To comply with the legislative framework of the Act, this Strategy also addresses eight minimum requirements of the legislation which can be summarised as follows:*

**1. Commitment**

- *A statement about commitment to the safety and wellbeing of children and the protection of children from harm.*
- *A code of conduct for interacting with children and young people.*

**2. Capability**

- *Recruitment, selection, training and management procedures for paid staff and volunteers.*

**3. Concerns**

- *Policies and procedures for handling disclosures and suspicions of harm, including reporting guidelines*
- *A plan for managing breaches of the risk management strategy, and*
- *Risk Management plans for high risk activities and special events.*

**4. Consistency**

- *Policies and procedures for compliance with blue card legislation including maintaining a register of staff/volunteers who hold blue cards.*
- *Strategies for communication and support including written information for parents/carers, paid staff and volunteers outlining this risk management strategy as well as training material for paid staff and volunteers to help them identify risks of harm and handle disclosures.*

*The process of creating a safe and supportive environment for children and young people is a dynamic and ongoing process of developing, monitoring and review and as a church we commit ourselves to engaging in this process on a regular basis including the communication of the process to all stakeholders.*

The following policy document was provided with permission from Forest Lake Baptist Church and has been adapted for the context of Tenthill Baptist Church.

## Part 1 - Preliminary Information

### 1. Purpose

Our philosophy of care is based upon the conviction that we must care for our children in ways that respect their dignity and value as unique individuals in a Christ-like manner. To that end this Strategy aims to promote the wellbeing of children under our care and to protect them from harm.

### 2. Related documents and resources

Documents and resources that relate to or are affected by this Strategy include:

- A. Code of Conduct (*Schedule 1*);
- B. Church Constitution;
- C. The Ethical Issues Response Group ("EIRG") Guidelines used by Queensland Baptists;
- D. Commission for Children and Young People and Child Guardian Act 2000 (Qld) and the Commission for Children and Young People and Child Guardian Regulations 2001(Qld) as amended by the Child Protection Amendment Act 2014.
- E. Bluecard Services website [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)
- F. 'Child Safe' risk management resources (<https://www.childsafe.org.au/>)

### 3. Definitions

The dictionary in Schedule 2 defines particular words in this Strategy.

### 4. Who must comply with this Strategy?

This Strategy applies to the following persons, referred to in this document collectively as "staff and volunteers":

- A. Staff of the church who provide services directed mainly towards children or conducting activities mainly involving children;
- B. Volunteers of the church who provide services directed mainly towards children or conducting activities mainly involving children;
- C. Contractors or agents at the church who provide services directed mainly towards children or conducting activities mainly involving children;
- D. All members of the church leadership team who make decisions about children.
- E. Other persons doing placement in the church as part of their studies with an education provider.

### 5. Scope of Strategy

This Strategy covers the following:

- A. Staff and volunteer screening and selection;
- B. Standards of behaviour expected of staff and volunteers (Code of Conduct);
- C. Prevention of harm through the adoption of a risk management process;
- D. Minimisation of harm through procedures for dealing with and reporting allegations of harm.
- E. Risk management processes for high risk activities and special events

## Part 2 - Policy

### Division 1

### Staff and Volunteer Pre-Screening and Selection

#### 6. Volunteers

A volunteer must not be engaged unless an application for a current Blue Card has been made and a current Blue Card is issued to the volunteer. (Available from [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au))

#### 7. New staff

An application for a Blue Card must be made prior to a new staff commencing work. New staff must not commence work until the application has been approved and a current blue card issued.

#### 8. Existing staff

An application for a Blue Card must be made in circumstances where the currency of an existing staff member's Blue Card has expired. Existing staff must not be allowed to continue to work until the application has been made.

#### 9. Persons legally exempt from holding a Blue Card

Persons exempt from holding a Blue Card under the Act shall still be required to obtain a Blue Card if they have regular contact with children as part of a church ministry. In relation to police officers and registered teachers who are exempt from holding a blue card, they must apply for an exemption card to be involved in children's or youth ministry.

#### 10. Withdrawal of screening authority

Where a person withdraws their consent to screening under a Blue Card application, that person cannot commence or continue work.

#### 11. Recording of current Blue Cards

The Church leadership (or their nominee) is responsible for ensuring the timely and accurate recording of information relating to positive notices. The church leadership (or their nominee) must sight the Blue Card to verify its authenticity before entry of data.

#### 12. Agreement to comply with policies and codes

Upon commencement of employment, new staff or volunteers must be provided with a copy of this Strategy including the Code of Conduct.

### Division 2

### Additional Staff and Volunteer Selection Steps

#### 13. Application process for staff and volunteers

In addition to the requirements contained in Division One, all staff and volunteers must undergo the following application process:

- A. Apply for a Blue Card or if a Blue Card is already held complete an authorisation to confirm valid Blue Card form; (available from [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au))
- B. Submit a written application (*Schedule 3*);
- C. Provide the contact details of at least two referees;
- D. Complete the 'Child Safe' Training;
- E. Attend an interview if deemed necessary by church leadership (*Schedule 5*);

**14. Church leadership obligations under application process**

Where a person makes an application under section 13 above the church leadership (or their nominee) must ensure the following before agreeing to accept the application:

- A. All churches and organisation involving young people the applicant has attended (or been involved or connected with) in the past five (5) years are to be contacted and asked whether there have been any alleged or actual incidents of harm involving the applicant;
- B. If the church leadership determines that more detailed information is required in regards the application, interview the applicant to ascertain the suitability of the applicant;
- C. The person has attended the church regularly for a minimum of **six (6) months** unless exceptional circumstances apply;
- D. If the applicant has not obtained their Blue Card through the church, the church leadership should also arrange completion of an “*authorisation to confirm valid Blue Card*” form and submit to Blue Card Services; (available from [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au))

**15. Additional employment requirements**

These additional requirements apply in the following situations:

- A. Where certain roles require registration by the Baptist Union of Queensland (Queensland Baptists), the applicant must also successfully pass the application process under those Registration Guidelines;
- B. Where a job or role description has stipulated additional educational, skill or other requirements, the applicant is also required to satisfy these criteria before employment will be considered.

**16. Upon receipt of positive Blue Card notice**

Once a Blue Card has been received the church leadership (or nominee) will:

- A. Use their discretion to accept or reject the application taking into consideration all factors of the application process;
- B. If the application is accepted, enter the staff or volunteer’s details into the Blue Card Register contained in *Schedule 5*;
- C. Provide staff or volunteers with **induction training** that includes this Risk Management Strategy.

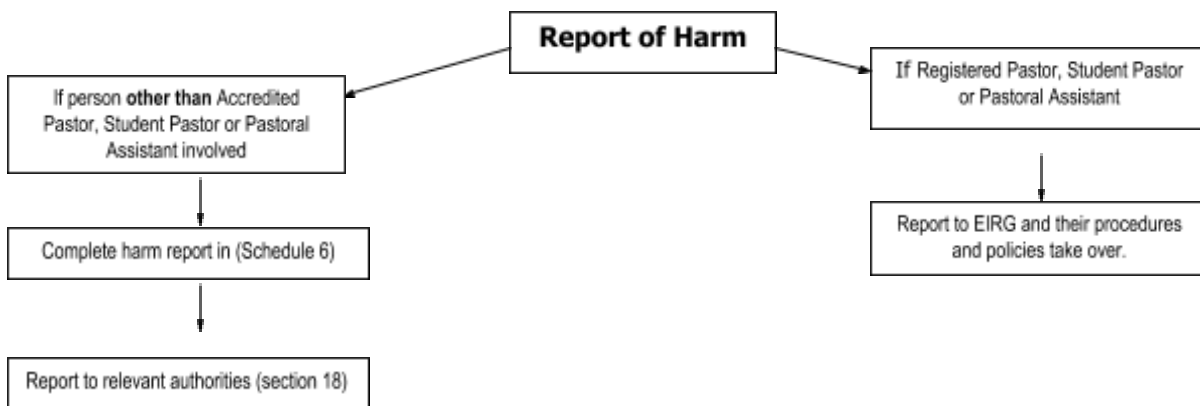
**Division 3 - Risk Management Process****17. Guidelines for involvement with children**

- A. All staff and volunteers must comply with the Code of Conduct (*Schedule 1*) while being involved with children.
- B. All staff and volunteers must comply with the requirements of risk management plans that are required and in place for high risk activities or special events. (see [www.childsafe.org.au](http://www.childsafe.org.au)/ risk management resources)

**18. Complaints of harm procedure**

Where there is a report of harm or a breach of the Code of Conduct the following procedure will apply:

- A. All allegations must be reported to the church leadership (or their nominee) unless the allegations involve (either directly or indirectly) a Registered Church Worker, and then the complaint should also be made to either the General Superintendent, a Regional Consultant, the Chairperson of EIRG, the Chairperson of Ministerial Services or the Professional Standards Officer of Queensland Baptists;
- B. The designated person must complete a harm report;
- C. Where the incident involves physical or sexual assault, the designated person in consultation with the church leadership should ensure the matter is reported to the police for further investigation. The Professional Standards Officer of Queensland Baptists should be consulted for advice in this regard as appropriate.
- D. Where a person is charged, or convicted with a criminal offence, the procedures in sections 21 to 25 of the Strategy also apply.



The above summarises the 'complaints of harm procedure' diagrammatically

## Part 3 - Blue Card Compliance

### 19. Monitoring Blue Cards

Tenthill Baptist church uses the 'ChildSafe' safety management system to keep a record of bluecards.

The church leadership (or its nominee) should review the Blue Card Register monthly to ensure the following:

- A. Blue Cards are still current and positive;
- B. That all staff and volunteers covered in section 4 of this Strategy are included in the register.

### 20. Stolen or lost cards

If a Blue Card is stolen or lost, the following procedure will apply:

- A. The staff or volunteer must notify the church leadership (or its nominee) within five (5) days;
- B. The staff or volunteer must make an application to Blue Card Services for a new card within fourteen (14) days of the card being lost or stolen.

### 21. Criminal Convictions - obligations of staff and volunteers

If the staff or volunteer has any changes to their criminal history they must:

- A. Notify Blue Card Services immediately Notify the church leadership (or nominee) immediately;
- B. Stand down from their position until such time as they may receive a new Blue Card;
- C. Return their old Blue Card to Blue Card Services within seven (7) days;
- D. Apply to Blue Card Services for a positive notice (new blue card).

## **22. Criminal Convictions - obligations of church leadership or nominee**

As soon as the church leadership (or its nominee) receive notification of a change in criminal history of the staff member or volunteer (other than an excluded offence dealt with in section 23 below) they must:

- A. Suspend the person from all ministries involving children until they apply for a new Blue Card;
- B. Complete Part B of the change in criminal history form;
- C. If a new Blue Card is later received from Blue Card Services, the church has the option to reinstate the person;
- D. If a negative notice is received, the person cannot apply, start or continue in their position;
- E. The church leadership should also liaise with the Professional Standards Officer of Queensland Baptists in relation to those persons whose convictions would indicate they fall within the definition of a person of concern (*see Definitions Schedule 2*).

## **23. Criminal 'charges' for excluding offences pending conviction or acquittal**

If a staff member or volunteer is 'charged' with an excluding offence the following procedure must apply:

- A. The person charged or the church leadership (or nominee) must notify Blue Card Services;
- B. The person charged cannot apply, start or continue to work in the church ministries involving children;
- C. The person charged must return their Blue Card to Blue Card Services within seven (7) days;
- D. The church leadership (or nominee) must suspend the person charged. They cannot terminate the person's employment solely or mainly because the person's Blue Card is suspended. If a new Blue Card is later received from Blue Card Services, they can reinstate the person;
- E. If a negative notice is received, the person charged cannot continue to work in church ministries involving children;
- F. The church leadership should also liaise with Professional Standards Officer of Queensland Baptists in relation to those persons whose charges would indicate they fall within the definition of a person of concern (*see Definitions Schedule 2*).

## **24. Negative notices**

If a person is convicted of a serious offence or Blue Card Services cancels their Blue Card and issues a negative notice to the person, that person must:

- A. Immediately return the Blue Card to Blue Card Services.
- B. Be removed from any children's service
- C. Meet with church leadership

## **25. Breaches**

If any staff member or volunteer breaches this Strategy, the following will apply:

- A. Where the applicant has breached legal requirements under the Act, Blue Card Services will be notified and the person will be subject to any legal process under their procedures;
- B. If the breach falls outside the scope of the Act, the dispute resolution procedure in the Church Constitution will apply regardless of whether the person is a member, and then:
  - a. The church leadership will deal with the person in accordance with the rules of natural justice;



- b. The Church leadership will require the person to stand down from ministry while prayer and further investigation (if needed) is carried out.
  - c. The Church Leadership will make a recommendation and the decision of the church membership will be final;
  - d. In addition the church leadership will consider whether the following needs to occur: - further education, training or reinforcement of this strategy with all stakeholders; - a review of current policies and procedures to ensure its adequacy.
- C. Where a Registered Pastor, Student Pastor or Pastoral Assistant causes the breach, the procedures of EIRG will apply.

**SCHEDULE 1 - CODE OF CONDUCT**

- A. The staff and volunteers must respect persons and property and acknowledge that they:**
- Must be responsive and courteous to others and avoid improper use of their position;
  - Must avoid discriminatory and / or harassing treatment of others;
  - Must not swear or use inappropriate or crude language in the presence of, or towards others;
  - Must show integrity at all times and act in a manner consistent with a church representative;
  - Must respect privacy and protect the confidential information of others.
- B. The church is committed to maintaining a drug and alcohol free environment with children and the staff and volunteers acknowledge that the consumption, sale of or being under the influence of alcohol or illegal drugs while working with children (other than properly prescribed and administered drugs) will result in dismissal and possibly a report to the police.**
- C. In relation to behaviour, staff and volunteers acknowledge that they:**
- Must not be alone with children where they cannot be seen by other Church staff and volunteers;
  - Must not take a child to their home or visit a child in their home unless the visit is part of an organised activity for the group or in the company or consent of the child's parents/guardian;
  - Must not make any sexual or crude innuendos such as suggestive looks, comments, jokes, sounds, display visuals, words, acts or gestures towards any child or Church staff and volunteers;
  - Must not touch, hug, or kiss any person in a way that is inappropriate to the situation, or uncomfortable or confusing to the receiver;
  - Must not drive a child unaccompanied without gaining permission from child's parents and the church leader in a direct position of responsibility;
  - Must not commit any sexual offence, sexual misconduct committed against, with or in the presence of a child (including a child pornography offence) or any assault, ill treatment or neglect of a child or any behaviours that causes psychological or other harm to a child;
  - Must report any behaviour suspected to be "sexual grooming" to the designated person.
- D. In relation to counselling, staff and volunteers acknowledge that they:**
- Will not step beyond their level of competency or training;
  - Will not encourage children to keep things hidden from their parents or other leaders;
  - Will avoid counselling members of the opposite sex where possible;
  - Will always counsel in an open area in view of others, never in a closed room;
  - Will only console if this is with the permission and or welcomed by the child;
  - Will only console same gender of child and with another staff or volunteer within sight;
  - If a child makes a disclosure regarding any kind of harm, this disclosure must be divulged to church leadership (however the disclosure must not be revealed to any other person).
- E. In relation to pornography and sexuality, staff and volunteers acknowledge that they:**
- Will not view pornography;
  - Will not display, discuss or distribute pornography to colleagues or children;
  - Sexuality of staff and volunteers must be under the guidelines and Lordship of Christ;
  - Will dress modestly, and not sexually suggestive. Insulting remarks or slogans contrary to Christian principles should not be displayed on clothing.
- F. In relation to occupational health & safety, staff and volunteers acknowledge that they:**
- Must not put themselves or others in danger;
  - Must not intentionally or recklessly interfere with or misuse anything in the interests of safety;
  - Must follow safe work practices and encourage others to do the same;
  - Must be familiar with the operation and location of phones, first aid kits and fire extinguishers and should know the identity of the first aid attendant in their area;
  - Must report all incidents and accidents;
  - Must comply with the requirements set out in any risk management plan for any activity or special event.
- G. In relation to social media, online and electronic communication, staff and volunteers acknowledge that:**
- They Will not 'friend' a child on social media however, an adult may respond to a 'friend' request;

- b. Primary online communication to a child should occur in 'group chats;'
- c. They Will not send private messages to persons of the opposite sex, if information needs to be shared in this manner, a second leader of the same gender of the child should be included in the message;
- d. The primary reason for an adult to communicate to a child online is to share information and basic encouragement;
- e. General social media use must fall under the Lordship of Christ;
- f. Will limit SMS to information sharing and basic encouragement.

**H. If there is a breach by any person, staff and volunteers agree to:**

- a. Report any suspected breaches of this Code of Conduct, or of the law by colleagues to the church leadership immediately;
- b. Take careful written records of any suspected breaches for future reference.

## SCHEDULE 2 - DEFINITIONS

<i>Registered Church Worker</i>	means a Student Pastor or a Registered Pastor of Queensland Baptists
<i>Blue Card</i>	means the card issued by Blue card Services after an application is received, verifying suitability for working with children. A positive notice always accompanies a Blue Card and accordingly where the term 'Blue Card' is used in this Strategy document, this also refers to the positive notice issued by Blue Card Services.
<i>Child</i>	is any person under eighteen (18) years of age.
<i>Church</i>	means <i>Tenthill Baptist Church</i> and also includes the associated ministries and activities of the church.
<i>Church Leadership</i>	means primary governing group of the church referenced as Pastors, Elders and Ministry Council.
<i>Designated person</i>	means the person appointed by the church to be responsible managing all Blue Card related issues which includes but is not limited to the Blue Card Register, application forms, Blue Card forms and harm reports. If there is no designated person in the church, this person means the Senior Pastor.
<i>CCYPCG Act</i>	means the <i>Commission for Children and Young People and Child Guardian Act 2000 (Qld) including the Commission for Children and Young People and Child Guardian regulation 2001(Qld) as amended by the Child Protection Reform Amendment Act 2014.</i>
<i>EIRG</i>	means the 'Ethical Issues Response Group' within the Baptist Union of Queensland.
<i>Harm</i>	means any detrimental effect on the child's physical, psychological or emotional wellbeing caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation.
<i>Parent</i>	means custodial parent or lawful guardian of the child.
<i>Person of concern</i>	means a person who: <ul style="list-style-type: none"> <li>A. has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence.</li> <li>B. has been found to have sexually offended, arising through due diligence checks related to recruitment (screening).</li> <li>C. is currently charged with a sexual offence.</li> <li>D. has been the subject of an allegation of a sexual offence and this was not appropriately investigated.</li> <li>E. has been found to have received an adverse risk assessment arising from sexual misconduct.</li> <li>F. is deemed to be a risk to the safety of children and/or vulnerable adults because of an adverse risk assessment relating to sexual misconduct.</li> <li>G. exhibits constant wandering across other people's sexual boundaries.</li> </ul>
<i>Staff and volunteer</i>	refers to both volunteers who have regular contact with children, paid employees who have regular contact with children, contractors or agents at the church who have regular contact with children at the church or members of the leadership team who make decisions about children.
<i>The Act</i>	means the <i>Commission for Children and Young People and Child Guardian Act 2000 (Qld) including the Commission for Children and Young People and Child Guardian regulations 2001(Qld) as amended by the Child Protection Reform Amendment Act 2014.</i>

## SCHEDULE 3 - APPLICATION FOR WORKING WITH CHILDREN

This application is to be completed by all applicants for any positions (voluntary and paid) who have regular contact with children.

1. Personal Information:		
Full name		DOB / /
Address		
Email Address		
Phone Numbers		
2. Activities:		
What types of activities are you interested in being involved in?		
Date available to begin?	/ / 20	
Minimum length of commitment?		
3. Church involvement:		
Length of attendance at church?		
Are you a member of the church?	Yes / No	
Name all churches you have attended or been involved in during the past 5 years.	1. _____ 2. _____ 3. _____	
List all previous involvement in the church or organisations involving children (identify which church/organisation next to the type of work).		
List any training, qualifications or any other facts that have prepared you for working with children.		
5. Referees (2 required): e.g. Someone from Church leadership in last Church; Someone who has managed you when you have worked with children		
Name (first referee)		
Address		
Phone	H:	M:
Name (second referee)		
Address		
Phone	H:	M:

6. Blue Card information:		
Do you have a current Blue Card?	Yes / No	Date expires / / 20
If yes have you attached a photocopy of the card?	Yes / No	<i>*Must also hand original to leader. Have them initial here to confirm sighting. _____</i>
If no have you completed a Blue Card application and attached it to this application?	Yes / No	<i>*Please note you <b>MUST</b> complete an application to be considered or accepted in any positions involving children.</i>
Has your Blue Card ever been suspended for any reason?	Yes / No	(If yes, why?)
7. Medical Information:		
Allergies (if any)		
Past operations / medical conditions		
Current medical conditions		
Are you currently on any medication?	Yes / No	Details:
8. Applicant's Statement:		
<p>The information contained in this application is correct to the best of my knowledge. I authorise any churches / organisations listed in this application to give you any information they may have regarding my character and fitness for working with children. I release all such referees from liability for any damage that may result from providing such evaluations to you, and I waive any right that I may have to inspect references provided on my behalf. Should my application be accepted, I agree to be bound by the Constitution and policies of Tenthill Baptist Church and refrain from unscriptural conduct in the performance of my services on behalf of the church.</p> <p>I have read and agree to abide by the following:</p> <p><input type="checkbox"/> Code of Conduct; and</p> <p><input type="checkbox"/> Risk Management Strategy.</p> <p>I have completed / will complete:</p> <p><input type="checkbox"/> Child Safe Training</p>		
Signed (applicant)		Date / / 20
Signed (witness)		Date / / 20

Use Only	
I confirm that I have completed the following in relation to the applicant:	<input type="checkbox"/> Sighted the original Blue Card. <input type="checkbox"/> Confirmed the expiration date on the original Blue Card. <input type="checkbox"/> Forwarded the Blue Card application (if applicable to Blue Card Services). <input type="checkbox"/> Forwarded the overseas criminal check to relevant authority (if applicable). <input type="checkbox"/> Contacted the referees, churches and organisations and completed the 'record of reference check'.
	Details of person: Signed _____ / / Full name _____

## SCHEDULE 4 - RECORD OF REFERENCE CHECK

<b>1. Details of applicant:</b>		
Full name		
<b>2. First referee contacted:</b>		
Full name		Date     /     /20
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Letter <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		
<b>3. Second referee contacted:</b>		
Full name		Date     /     /20
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Letter <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		
<b>4. Church / Organisation contacted:</b>		
Full name		Date     /     /20
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Letter <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		
<b>5. Church / Organisation contacted:</b>		
Full name		Date     /     /20
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Letter <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		

**Details of person who conducted check:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_

Please note the information collected above is highly confidential and sensitive and must be stored in a confidential place and only accessible to church leadership.

## **SCHEDULE 5 - INTERVIEW WITH APPLICANT**

Please note, these questions are simply a *guide*. Use your discretion to elaborate on any issues raised, or ask for more details on issues raised in the application.

**Questions:**

1. What involvement / experience in the past have you had with children?
2. Why do you want to be a part of this ministry?
3. Have you read the Code of Conduct? Do you have any questions regarding this policy?
4. Why do you think that a Strategy of this kind is necessary?
5. Who did you obtain your Blue Card through?
6. Have you ever been known by any other name?
7. Have you ever been in a situation where a complaint of harm against a child has been made against you?



## SCHEDULE 6 - HARM REPORT

Date / /

1. Details of complainant			
Full name of complainant		DOB	/ /
Address			
Phone Numbers	H:	M:	
2. Details of other persons involved in incident including witnesses (Attached additional pages if necessary)			
Full name		DOB	/ /
Address			
Phone Numbers	H:	M:	
Full name		DOB	/ /
Address			
Phone Numbers	H:	M:	
3. Incident			
Description what allegedly occurred (ask open ended questions). Use additional paper for full statement.	Advisable to attach a written statement from complainant to this report.		
Location it occurred		Time occurred:	
4. Evidence			
What evidence has been preserved (i.e. clothing worn etc. - also person should <b>not</b> wash before medical examination if required)	<ul style="list-style-type: none"> <li>• .</li> <li>• .</li> <li>• .</li> </ul>		
5. Reporting requirements			
Has the designated person / pastor been contacted? OR	Y / N Date and time contacted _____		
Has EIRG been contacted if an Registered Pastor or Student Pastor is involved?	Y / N Date and time and person contacted _____ _____		
6. Designated Person to Complete Below			
Report to police if	<input type="checkbox"/> There is risk of harm to any persons occurring. <input type="checkbox"/> Department of Children Services asks you to. <input type="checkbox"/> There is knowledge, which would assist authorities to apprehend or convict a person of a serious offence. <input type="checkbox"/> The incident involved physical or sexual assault.		
Report to insurers if	Y / N (Where it is likely that the incident will give rise to a claim).		
Report to lawyer if	Y / N (Unsure about your reporting requirements/ complex legal issues)		
7. Records			
A record of all conversations (with dates, times and names) has been kept.	Y / N		
File kept in a locked filing cabinet & marked "Do not destroy"	Y / N		

Name of person completing report \_\_\_\_\_ Position \_\_\_\_\_

Signature person completing report \_\_\_\_\_ Signature designated person \_\_\_\_\_

## SCHEDULE 7 - CHILDREN & TEENAGER PARTICIPANT FORM (TEMPLATE)

Dear Parent/Caregiver, to provide the best possible care while your child is with us, please complete the following form and return it to the coordinator responsible for the ministry area.

Child or Teenager Personal Details (please complete a form for each person)				
First name		Last name		
Preferred name		Male/Female	Date of Birth	
Address				
Suburb			Postcode	
Care Giver Contact Details				
Phone			Mobile	
Email Address				

Custody Details	
Is there a current custody order regarding this child?	Yes / No

Medical Details (Does your child have any of the following)			
Allergies: (e.g. Bee stings, penicillin, aspirin)			
Dietary requirements: (e.g. lactose intolerant)			
Are there any self-administered medications that may be taken? (e.g. ventolin / salbutamol, insulin)			
Other relevant medical information: (e.g. asthma, migraines, dizzy spells, A.D.D.)			
What was the year of the you Child's last tetanus injection			
Is paracetamol allowed to be taken?			
Are you covered by private medical insurance?	Yes / No	Provider	
Policy holder's name/number			
Medicare Number			

Emergency Contact Details	Contact 1	Contact 2
Contact Name		
Relationship to Child		
Home Phone		
Mobile Phone		

Private Transport	
I/we authorise our child to travel in a car driven by an approved leader or parent.	Yes / No

Can we contact your child?	
The leaders often appreciate the opportunity to be in contact with children / teenagers in this ministry. This allows us to inform of upcoming events and the ongoing communication between the leaders and the student. Do you approve of your child being contacted through email / mobile phone / facebook by the leaders of this ministry?	Yes / No

Permission for digital image recording (Under 18 only)	
Occasionally the church's ministry areas take photos and videos for promotion and advertising of church activities of which your child might or could appear. Do you give consent to your child's image being used in this manner?	Yes / No

**Consent for participation**

I/we understand that every effort will be made to provide a safe environment for my/our child to participate in. However, in signing this form I authorise the leaders, in the event of an emergency, to obtain at my/our expense, any medical, ambulance or similar services considered necessary by the leaders.

I/we recognise that being a part of a community involves mutual care and consideration and therefore agree that unacceptable behaviour may result in our/my child being sent home and/or being temporarily or permanently prohibited from attending the student ministry.

Parent/guardian to sign if student is under 18 years of age

Name		Signature		Date	
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**Change of details**

We appreciate the time you have taken to complete this form. In an effort to provide the best care for your child, we ask to be advised if any of the details in this form change.

Thankyou,  
Tenthill Baptist Church Leadership

## SCHEDULE 8 - A FACT SHEET ON SEXUAL GROOMING

A lot of information exists about how to respond to sexual abuse once it has been discovered. But the best way of protecting children from harm is to be aware of the behaviours that can lead to sexual abuse before it occurs. These behaviours are called 'grooming'. Organisations with unclear boundaries around contact with children can be magnets to people who wish to 'groom' children for sexual abuse (1). By learning about the strategies used to 'groom' children and their families and recognising them as inappropriate behaviours in your service you create an environment that will deter infiltration by sexual abusers (2).

**Sexual abuse thrives in secrecy and ignorance.** By being alert to potential danger signs, we are better able to understand the steps we can take to keep children as safe as possible.

### What is "Grooming?"

Sexual abusers are often people we know; more than 8 out of 10 children (3) who are sexually abused know their abuser. They may hold responsible positions in their local community, and can be personable or charismatic. Abusers come from all classes, ethnic and religious backgrounds and may be heterosexual or homosexual. Whilst a high percentage of abusers are men, some are also women (4). You cannot pick an abuser out in a crowd, however you can identify behaviour that precipitates abuse. This behaviour is known as 'grooming' and research shows us that it can occur for up to 12 months before the actual sexual abuse take place (5).

Grooming is defined as communication with a child where this is an intention to meet and commit a sex offence (6). More generally it can be seen as the process by which an individual manipulates those around them – particularly, but not exclusively, the child – to provide opportunities to abuse and reduce the likelihood of being reported or discovered.

Research suggests that this process can be very deliberate, and while it can occur over a long period of time, sometimes this period of time is much shorter; there may not be any conscious motivation to sexually abuse a child until just before the abuse occurs. In both cases, there are often opportunities to observe and intervene, even before the would-be abuser is fully aware of what may become sexual intentions.

Unfortunately, identifying sexual grooming of children isn't always straightforward. Sometimes sexual abuse occurs as part of a pre-existing relationship in which there is genuine affection, which makes it a complex issue. But there are often clear signs that can be detected before the abuse occurs.

### How Do People Groom Children for Sexual Abuse?

- **By getting close to children** – child sex offenders will often seek out adults and groom them in order to get access to their children. The sex offender can create a relationship built on trust or dependency and gain access to the children through it. Some befriend parents or carers who are facing difficulties or who are vulnerable themselves.
- **By silencing children** – people who want to sexually abuse children may:
  - offer them gifts or treats, and sometimes combine these with threats about what will happen if the child says 'no' or tells someone
  - threaten them with exclusion from their peer group or loss of favour if they do not comply
  - make the child afraid of being hurt physically, or threaten what may happen to other people if the child tells
  - play on the child's embarrassment or guilt about what is happening, perhaps convincing them that no one will believe them
  - make the child believe he or she wanted it to happen.

### Signs An Adult May Be Grooming a Child for Sexual Abuse:

**There may be cause for concern about the behaviour of an adult or young person if they:**

1. Exhibit frequent physical affection such as kissing, hugging, stroking hair or wrestling even when the child clearly does not want it or it is not required.
2. Encourage child or particular children to sit on their lap and offer regular physical comfort or reassurance to a particular child without a recognised cause.
3. Seek out opportunities to be alone with a child with no interruptions.

4. Spend most of their spare time with children and have little interest in spending time with people their own age.
5. Solicit invitations to sports, events or parties where a child will be.
6. Frequently arrive uninvited to places where the child or their family will be in a series of 'coincidences'.
7. Spend a lot of time around places like arcades, playgrounds, parks and sports venues to get to know children so they are not seen as strangers.
8. Regularly offer support to the family members of the child such as offering to babysit children for free, transport children to events, and help out at social occasions involving the child or take children on outings alone.
9. Offer to drive children home or collect children from events on a regular basis.
10. Frequently walk in on children in the bathroom or their bedrooms.
11. Treat a particular child or group of children as favoured, making them feel special compared with others in a group.
12. Find out as much as possible about the child and use that information to engage the child and drive a wedge between the child and any protective adults, e.g. parents, teachers or coaches.
13. Purchase gifts or collect items of interest regularly for a specific child or group of children.
14. Tell secrets to a child and encourage the keeping of secrets.
15. Display ambiguous sexual behaviour, e.g. showing the child pictures of other children wearing swimsuits or less.
16. Display clearly inappropriate sexual behaviour, e.g. showing the child pornographic pictures, using explicit sexual language around children.

### What to do if Abuse is Suspected

Where grooming is suspected, please advise your designated person who will then take the matter further.

### KEY POINTS TO Note

- **Child sexual abuse thrives in secrecy.**
- **People who abuse children may spend up to 12 months 'grooming' a child before they commit a sexual act with them (7). However the period of time spent grooming can also be short, with the impulse occurring not long before the abuse happens.**
- **People do not just 'groom' children, they also 'groom' the adults around them.**
- **Environments that have defined boundaries in regards to appropriate behaviour are less likely to attract sexual abusers (8).**
- **Educators, volunteers and visitors to the service should follow defined protocols for appropriate behavior or be excluded from the service.**
- **Identification of sexual grooming of children in care centres can be a complex issue. The challenge is to be vigilant without creating a siege mentality.**

### References

- 1 *Understanding the Grooming or Entrapment Process, CPSU briefings*
- 2 *Wortley and Smallbone 2006*
- 3 *(ABS, 1996, 2004a)*
- 4 *Pritchard, 2004*
- 5 *Wortley and Smallbone 2000*
- 6 *Understanding the Grooming or Entrapment Process, CPSU briefings*
- 7 *Child Sexual Abuse in Queensland: Offender Characteristics and Modus Operandi*
- 8 *Understanding the Grooming or Entrapment Process, CPSU briefings*

Source – Network of Community Activities publication