

Oaktree Anglican Church is committed to the safety and wellbeing of all children (including youth) and vulnerable adults by providing an environment that is physically, emotionally and spiritually safe.

Oaktree Anglican has zero tolerance for child abuse and is committed to complying with all laws relating to the safety of children and the reporting of concerns.

Oaktree Anglican is committed to providing a ChildSafe environment where children (including youth) are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Oaktree Anglican has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

For the purpose of this policy a child is a person under the age of 18 years.

In its planning, decision-making and operations Oaktree Anglican will:

1. Take a preventative, proactive and participatory approach to child safety, including screening and supervision of all staff and volunteers;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Require all team members that work with children to sign the ChildSafe Code of Conduct and behave towards children in a manner consistent with the Code;
6. Ensure a minimum of 2 duly appointed adults are supervising child-related activities in any location, when parents of the children are not present;
7. Ensure a minimum of 1 duly appointed adult supervising child-related activities when parents are not present has up-to-date First Aid qualifications, and access to a suitable First Aid supplies;
8. Observe classifications of all audio and visual material. PG material is not to be shown to children below 13 years, and M/MA material to children below 15 years;
9. Children will not be transported to, from or during Oaktree events alone in a motor vehicle by a staff member or volunteer who is not their parent or guardian. Anyone driving a child must have also completed the Driver Application Form and been approved by the Vicar as a driver;

10. On camps and overnight events, sleeping arrangements for children will be segregated by gender (except for family units) and supervisors will not sleep in close personal proximity to a child of whom they are not a parent or guardian;
11. Educate children so that they know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
12. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities. Record allegations and concerns on the "ChildSafe Reporting of Concern" form and record follow up action on the "ChildSafe Action on Reported Concern" form;
13. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
14. Value the input of and communicate regularly with families and carers.

The People Responsible

Oaktree Anglican Parish Council, Wardens, Vicar and staff accept responsibility for ensuring our church is child-safe. The Child Safety Officer is responsible to the Vicar for implementing this policy and communicating with the Parish.

To help Oaktree Anglican achieve this we run ChildSafe training covering legal requirements, the ChildSafe Standards, Anglican Diocesan requirements and our own procedures. Every person involved in child-related ministry will follow this system. A ministry is any activity authorized by Oaktree Anglican Church.

ChildSafe Compliance

Oaktree Anglican appoints the person identified in Schedule 1, Item 4 as the ChildSafe Officer (CSO). The CSO is responsible to the Vicar for overseeing the integration of ChildSafe and Reportable Conduct requirements into Oaktree Anglican as a whole, and reporting annually to Parish Council on this.

The Coordinators of the Oaktree Anglican ministry areas are set out in Schedule 1, Item 1. Each Coordinator is responsible for ensuring the implementation of ChildSafe policy into their ministry areas.

Screening

Before serving in any role listed in Groups 1, 2 or 3 on Schedule 2, a person must have a valid Working with Children Check, a Police Check, be screened in accordance with the Volunteer Application Form (if commencing after January 2018) and complete approved ChildSafe training. To apply to be a Volunteer a person must have been in regular attendance at Oaktree for a minimum of 6 months, unless approved by the Vicar for earlier application.

Training

All people serving in a role listed in Group 1, 2 or 3 of Schedule 2 must undertake initial ChildSafe training and then refresher training every 3 years. This will be tracked in Oaktree Anglican's compliance register.

Incident Reporting

Allegations of abuse are very serious and require a high degree of care when handling. A disclosure by a child should be treated as credible. Incidents must be reported to a Pastor via the ChildSafe Reporting of Concern form and reported where required by law to Police, the Victorian Commission for Children and Young People Reportable Conduct Scheme and/or the Department of Human Services (See Schedule 3).

Note that this does not replace any mandatory or other reporting obligations which may apply to an individual as a result of their specific professional occupation (eg teachers, nurses).

To streamline the process and ensure central pooling of skills and expertise, the Diocesan Professional Standards department (called Kooyoora) will make the formal reports on our behalf. The Vicar, or their delegate, will contact Kooyoora with the relevant details, and Kooyoora will contact the CCYP and be a liaison between us and them to ensure the notification and any subsequent investigation are done in an appropriate manner.

The process is:

1. A person becomes aware of a reportable allegation
2. Alert a Pastor or Vicar of Oaktree, who will assist the person in filling out the Reporting Concerns form and ensure the Vicar is informed.
3. As soon as possible the Vicar must contact Kooyoora, as within 3 working days of our awareness Kooyoora must notify the CCYP.
4. If a criminal matter, Kooyoora will notify the police and seek their leave to investigate. If the police wish to undertake their own investigation, the matter rests with them.
5. If the police do not wish to investigate, we (through Kooyoora) must investigate.
6. Within 30 calendar days we/Kooyoora must provide the Commission with detailed information about the reportable allegation, investigation and action taken.

Steps must be taken to ensure the safety of children while any investigation is underway.

Record-keeping

Information and documents that contain personal information must be stored confidentially and securely.

Other documents

The procedures and other documents that will be used by Oaktree Anglican to implement this policy are set out in Schedule 1, Items 2 and 3.

Review

This policy must be reviewed and updated by February 2019 and annually thereafter. The person responsible for this is named in Item 4 of Schedule 1.

This policy was adopted by resolution of the Oaktree Anglican Parish Council on 19 March, 2019.

.....Signature of Chair or Secretary

..... Date

SCHEDULE 1

Item #	Description	Names and Positions
1.	Coordinators in Oaktree Anglican who are responsible for supervising volunteers and ensuring ChildSafe daily operation in their responsible area:	<p>Mark Durie, for 9am rosters, Elsternwick site, Emmanuel Church and pastoral care visitors</p> <p>Michelle Turnbull for 10:30am rosters, Playgroup and Connect Groups</p> <p>Jessica Browne for Sunday Club</p> <p>Georgia Niemandt for Youth Group</p> <p>Debby Durie for prayer ministries (Mark Durie during her period of leave)</p> <p>Erin Kitson for Caulfield music ministries (excluding 9am service)</p>
2.	Primary policies and procedures:	<p>Oaktree's ChildSafe Code of Conduct</p> <p>Diocese of Melbourne Duty of Care Manual</p> <p>Faithfulness in Service – General Synod of Australia</p> <p>Diocese of Melbourne ChildSafe Policy</p> <p>Diocese of Melbourne ChildSafe Code of Conduct</p>
3.	Other relevant documents:	<p>ChildSafe Reporting of Concern form</p> <p>ChildSafe Action on a Reported Concern form</p> <p>Oaktree Anglican Child Registration Form</p> <p>Volunteer Application form</p>

		<p>Oaktree Anglican Sunday Club Teacher Guidelines</p> <p>ChildSafe Public Notice – Adults</p> <p>ChildSafe Public Notice - Child</p> <p>Driver application form</p> <p>Incident-Report-Form (for OH&S incidents)</p> <p>ChildSafe Brief for Parish Council Jan 2018</p> <p>Reportable Conduct Brief for Parish Council Jan 2018</p>
4.	<p>ChildSafe Officer, responsible for ensuring policy is reviewed and updated:</p>	<p>Jessica Browne</p>

SCHEDULE 2

The table below covers all types of verification, not just ChildSafe. The original editable list is found in the Compliance Register (Excel spreadsheet).

Table of Roles requiring WWC AND Police Check		Roles sourced from Roster					
Code	Description	Roles not on roster					
Staff roles: Staff wont have all their roles listed - just this one		Requirements					
Staff Roles: Group 1							
Staff	All paid staff (except those qualifying as NC.Staff - see Groups 5&7)	WWC	Police	Gen Code	ChildCode	ChildTrain	Privacy
AHLM	Licensed to non-stipendiary role	WWC	Police	Gen Code	ChildCode	ChildTrain	Privacy
Volunteer Roles: Group 2							
S.Lead	Service Leader	WWC	Police	Gen Code	ChildCode	ChildTrain	
Preach	Lay preacher	WWC	Police	Gen Code	ChildCode	ChildTrain	
S.ClubLead	Sunday Club Leading Teacher (incl Acorns & Youth)	WWC	Police	Gen Code	ChildCode	ChildTrain	App Form
W.Lead	Worship Leader	WWC	Police	Gen Code	ChildCode	ChildTrain	
KidSpot	Kids Spot	WWC	Police	Gen Code	ChildCode	ChildTrain	App Form
Assoc	Associate Clergy	WWC	Police	Gen Code	ChildCode	ChildTrain	
Warden	Warden	WWC	Police	Gen Code	ChildCode	ChildTrain	
Council	Church Council but not Warden	WWC	Police	Gen Code	ChildCode	ChildTrain	
PrMin	Prayer Ministry Team (incl in training/observing)	WWC	Police	Gen Code	ChildCode	ChildTrain	
Y.Grp	Youth Group leader	WWC	Police	Gen Code	ChildCode	ChildTrain	App Form
M.Lead	Meals Ministry Leader (onsite eg Welcome Lunch AND offsite eg Homeless)	WWC	Police	Gen Code	ChildCode	ChildTrain	
Connect	Connect Group leader	WWC	Police	Gen Code	ChildCode	ChildTrain	
Volunteer Roles: Group 3							
W.Band	Worship Band	WWC	Police		ChildCode	ChildTrain	
RovWelc	Roving Welcomers (currently only @ 10:30am)	WWC	Police		ChildCode	ChildTrain	
1030CoLead	Communion Team Leader for 10:30 Caulfield Service	WWC	Police		ChildCode	ChildTrain	
S.ClubAssist	Sunday Club Assistant Teacher (incl Acorns, Youth, HOT)	WWC	Police		ChildCode	ChildTrain	App Form
Play/Assist	Playgroup Assistant & Connect Group Assistant in grp with kids	WWC	Police		ChildCode	ChildTrain	App Form
ChildCare	Child carers, eg people who look after children during Alpha, Connect grps	WWC	Police		ChildCode	ChildTrain	App Form
Volunteer Roles: Group 4							
Tea	Morning Tea roster (Caulfield 10:30am only)	WWC	Police		ChildCode		
DoorWelc	Door Welcomers at services	WWC	Police		ChildCode		
Comm	Communion Team	WWC	Police		ChildCode		
1030Comp	Computer for 10:30 Caulfield service	WWC	Police		ChildCode		
1030Snd	Sound desk for 10:30 Caulfield service	WWC	Police		ChildCode		
M.Help	Meals Ministry Helper (onsite eg Welcome Lunch AND offsite eg Homeless)	WWC	Police		ChildCode		
Verg	Verger and/or Maintenance volunteer	WWC	Police		ChildCode		
Visit	Pastoral Care Visitor or Aged Care Facility Visitor	WWC	Police		ChildCode		
Other Roles: Group 5							
NC.Staff.Snr	Senior but exclusively non-child related staff role (eg Accountant)		Police	Gen Code			Privacy
Other Roles: Group 6							
Organ	Organist - no children in choir/team.		Police	Gen Code			
L.Vest	Elsternwick Local Vestry		Police	Gen Code			
Other Roles: Group 7							
NC.Staff.Jnr	Gardener, Cleaner (must be exclusively non-child associated role)		Police				
Synod	Synod Representative		Police				
Exempt Roles							
	Collect & Count						
	Flower Roster						
	Bible Readers						
	Public Prayer in Services						
	Non-employee (contractor) Cleaners, Gardeners						
	Hang Out Time Fruit						
	Connect Group co-ordinator / Admin liaison						

Exempt Roles:

Roles listed as exempt from formal checks still fall under Reportable Conduct laws, should any concerns be raised.

Parent Helper:

A parent of a child involved in your ministry program on that day. Parent Helpers must always be supervised by a Leader and are not left alone with children (including youth) at any time. Parent Helpers are exempt from WWCC and Police Check requirements so long as they serve within these bounds and for ***no more than 4 times per year***.

Helper:

Someone who provides any assistance to an organised children's activity but who does not have a child involved in that ministry. Helpers are considered Volunteers and must complete the application, screening and training processes before commencing.

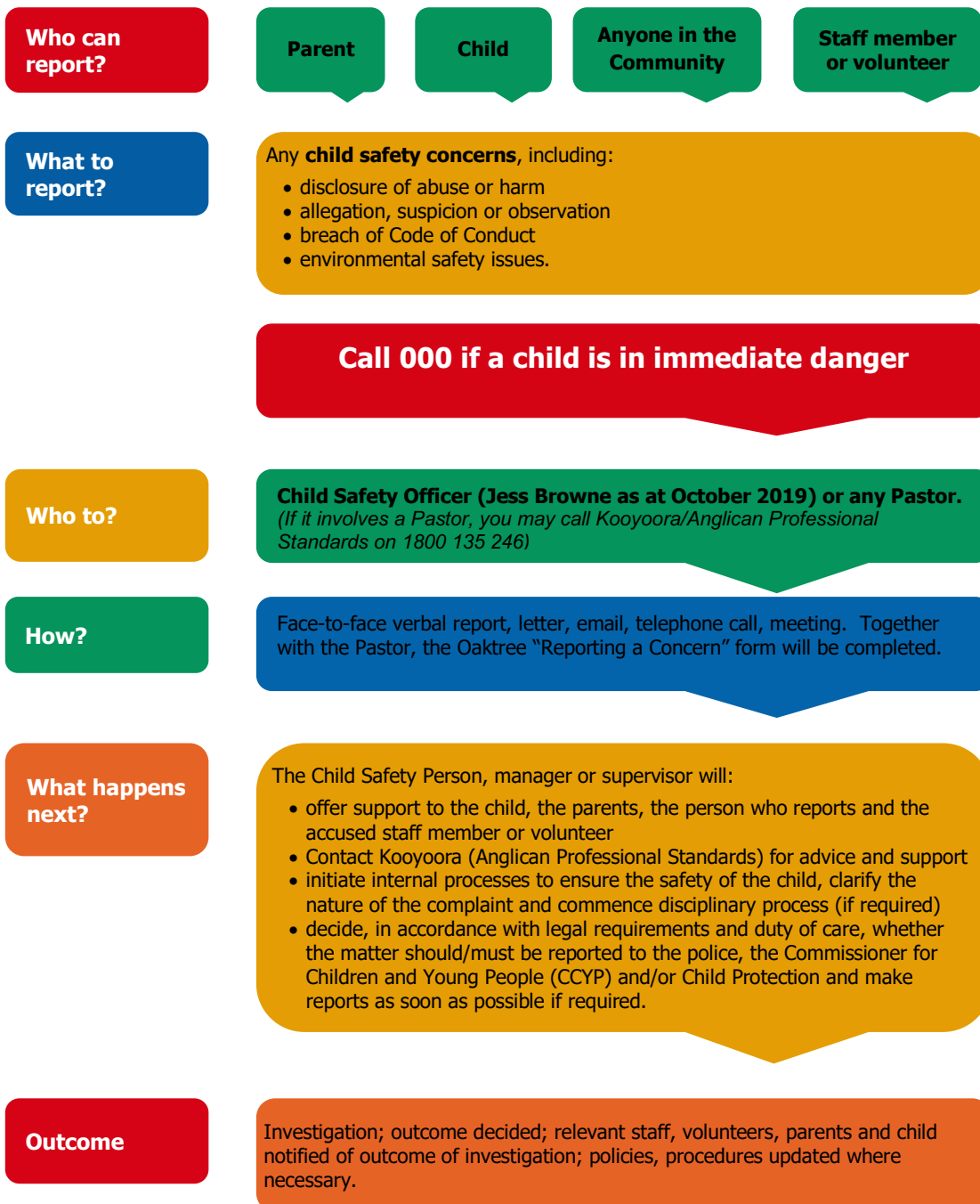
Youth Helper:

Someone under 18 years of age who provides any assistance to an organised children's activity. This helper is not permitted to be left alone with youth or children at any time because they are a minor. A Youth Helper does not count as one of the 2 (minimum) adults required to be present at all activities.

Application must be made for a WWCC within the year the helper is age 17 so that it is current when they become an adult on their 18th birthday.



Flowchart: CHILD SAFETY REPORTING PROCESS



For more information on the Child Safe Standards visit <http://www.ccyp.vic.gov.au/> or see A GUIDE FOR CREATING A CHILD SAFE ORGANISATION