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"We are a diverse and caring church family, living the gospel and helping the people of our community to find and grow in Christ."
- Runcorn Christian Church Mission Statement

### **Statement of Commitment**

Runcorn Christian Church is committed to providing services to children and young people to assist them to grow in their faith and find salvation through Jesus Christ.

Runcorn Christian Church is committed to the safety and wellbeing of all children and young people who use our services. Our workers will treat them with respect and understanding at all times.

We are committed to the following values at Runcorn Christian Church:

- Loving God
- Being passionate about Christ
- Reading and teaching the Bible
- Obedience to God
- Corporate and personal prayer and worship
- Becoming Christ-like
- Led by the Holy Spirit
- Loving people
- Positive Godly relationships
- Unity
- Open and honest communication
- Compassion for all
- Acceptance of others



### Code of Conduct for Interacting with Children and Young People

This policy applies to all leaders, employees, and volunteers working with children whilst acting on behalf of Runcorn Christian Church. Any breach of these standards would, at the discretion of the Pastoral Staff, result in discipline or immediate dismissal from the relevant volunteer or leadership position.

This Code of Conduct for Interacting with Children and Young People is in addition to the ACC Volunteer Church Workers Code of Conduct and both must be adhered to whilst working with children.

### Language

- Use positive, inclusive, encouraging language.
- · Do not use insults, criticism, name calling, or bullying
- Do not use abusive, derogatory or explicit language or gestures to any other person.
- · Do no make sexually suggestive or racist comments or jokes

### Supervision of children

- Supervision ratios are a minimum of 1 adult for ever 8 children aged 3-5 yrs, or 12 children over 5 yrs. Junior leaders (under 18yrs) are not to be counted in the supervision ratios.
- One adult with a small group may be fine as long as there are other adults on site.
   Where possible, have both male and female leaders to provide support for both boys and girls.
- Children and young people must be registered in order to attend events without a parent/supervising adult present.
- All children must be checked in and out all Runcorn Kids programs where a parent or supervising adult is not attending.
- All young people must be checked in to all Runcorn Youth events where a parent or supervising adult is not attending.
- Attendance records for all children and young people must be kept.
- Children and young people will not be permitted to leave events early, unless parent/ guardian permission is given
- Children and young people will only be accepted into programs/events 15mins prior to commencement unless prior arrangements have been made.
- If a child remains uncollected 30mins after an event concludes, then the parent is to be phoned and other arrangements for collection made if necessary.
- In relation to camps or overnight settings, it is not advisable that leaders sleep in the same room as Children or Young People. Leaders should be sleeping in a designated leader's space (cabin) nearby.



### Physical contact

- Allow children to initiate expressions of affection but discourage any display of affection that is inappropriate, given the age and maturity of the child (eg. it is appropriate to pick up and cuddle a distressed 1 year old. It is inappropriate to allow a 13 year old girl to sit on the lap of a leader and request a cuddle)
- Do not touch areas of a child usually covered by a swimming costume
- Do not behave in a way that may be viewed as sexual misconduct or abuse. For example, do not hold, kiss, cuddle or touch a child inappropriately.
- · Do not grab or hit a child as a means of discipline.
- Violent or aggressive behaviour such as hitting, kicking, slapping or pushing will not be tolerated.
- Physical contact with a child may be necessary in circumstances such as injury management, demonstrating skills for instructional purposes, and games or sporting activities.

#### One-on-one contact with a child

 All conversations and activities, including pastoral care, involving children will be conducted in full view of others, never behind closed doors. Avoid compromising situations where accusations could be made.

### Pastoral Care

- For pastoral care conversations, males should generally counsel males and females should generally counsel females. It is advised that at least one member of the same sex is present.
- When conducting pastoral care outside of a program the worker will ensure the parent/ quardian is aware that they are meeting with their child.

### Relationships

- Gifts may only be given to children or young people for birthdays, special achievements and with the knowledge and consent of the Departmental Leader.
- Do not develop an inappropriate relationship with a child or young person eg. secret intimate conversations between two people where one is a leader and the other is under 18yrs of age.
- Contact between leaders and children or young people, outside of official church events needs to be noted with their Departmental Leader.



### Behaviour management

- Discipline of a child or young person is the responsibility of the leaders and the Department Leader.
- In the event that a child's or young person's behaviour is unacceptable, then the following questions may help:

What is the rule about .....(specify)?

What could happen when you break this rule?

Is this what you want to happen?

What will happen if you disrupt again?

I see you have chosen to ... (specify consequence and follow through)

 Serious discipline issues will be brought to the attention of their parents/carers and the Department Leader.

### Transport of children and young people

- Drivers must have an open or green P plate licence.
- Responsible, road-rule abiding transportation is to be provided.
- Never be alone in a car with a Child or Young Person except in an emergency where it is necessary for the safety of the child or young person.
- At no time should there be more passengers in a car than the number of seat belts that are in working order and available for use.
- All cars will be registered, in good working order and driven by licensed drivers abiding by any licence restrictions (e.g. Provisional licence passenger conditions)
- If a Child/Young Person is travelling in a vehicle driven by a worker who possesses a provisional licence, prior written consent should, wherever possible, be given by a parent/guardian, except in the case of emergencies.
- Any person with a red P plate license must have written parental consent to drive another child or young person home from an event, unless a family member.

### Change rooms/toilets

- Children under school age are to be taken by a leader to the toilets in groups and the leader is to remain outside the toilets.
- Parents must be called in if a nappy is to be changed.
- School-aged children are to obtain permission from a leader and must take another child of a similar age and same sex with them. They are to report back to the same leader when they return.
- Children and young people attending Youth events are free to attend the toilets as necessary.



### Photography policy

- Photos or video may be taken of children or young people attending church events.
- Permission is sought prior to any photography being taken, usually by permission form or registration.
- Photos that may be indecent, humiliating or insensitive are not to be taken.
- Children and young people (or their parents) may request any photograph or video of themselves to be removed.
- Photographs may be used on official church social media sites for closed groups only.
- Photographs published publicly (eg. church website, open social media, printed flyers, advertising etc) must be approved by the people who are recognisable in the photo/s, in accordance with the RCC Release Form.
- Professional photographers engaged by the church are to be briefed on photos to be taken and photos remain the property of Runcorn Christian Church.

### · Use of technology and social media

- All official websites and social media platforms must have the approval of the church and be monitored by a staff member. Access to modify/communicate through these may be given to non-staff members with the approval of the media staff member or Senior Pastor.
- Social media history is never to be deleted.
- Transparency and accountability will be used for all electronic communications with children or young people as a team, not as individuals, e.g. group emails.
- Electronic communications with individual children under 18 years is to be done through Elvanto or on open page conversations in social media.
- Do not transmit, download or store any communication that is: discriminatory or harassing, derogatory, obscene, sexually explicit or pornographic, defamatory, threatening, for any purpose that is illegal or contrary to the Code of Conduct
- Do not send any electronic communication that attempts to hide their identity or represent the sender as someone else.
- Bulk electronic communication must be approved by the Senior Pastor prior to being sent out to recipients.
- The values and code of conduct is expected to be upheld privately as well as publicly, including online interactions.

### • Smoking, alcohol consumption and the use of medications and drugs

- Smoking is discouraged and not permitted on the property.
- Alcohol is not permitted on the property or at any church event. Drunkenness at any time is not acceptable and may result in discipline.
- Illegal drugs are not permitted on the property or at any church event.
- Using illegal drugs at any time, including private life, is not acceptable and will result in instant dismissal from working with children and young people.
- Cigarettes are not to be brought into any event.



Medication may be given to a child or young person when authorised by a parent in
writing and with a chemist label on the medication. Any medication is to be given to the
authorised leader at the event who will store it appropriately and out of reach of others.

### Organisation standards

- Treat all children with respect, listen to and value their ideas and opinions
- · Do not act in a way that shows unfair and differential treatment of children.
- Be sensitive to cultures and family traditions, but the rights of a child or young person to the protection from harm are to be put ahead of any cultural and religious practices of families who come to our church.
- Do not make statements about other religions and cultures that reflect ignorance, bias or ridicule.
- Understand and respond to the special needs of Children or Young People with developmental delays or disabilities.
- We acknowledge that children or young people with developmental delays or disabilities have special needs. Act in ways that communicate effectively with and are supportive of children or young people with developmental delays or disabilities.

### **Dress Code for Children's Programs:**

- Modest clothing must be worn.
- If there is an appropriate worker's shirt it should be worn, or another shirt with sleeves
- The appropriate leader identification must be worn at all times

### General safety

- · A trained First Aid officer is to be present at all events.
- · An Incident Report is to be completed and submitted for all First Aid incidents.
- If a child or young person becomes sick or injured at an event then appropriate
  measures are to be taken according to their symptoms. The leader is to ask questions
  such as 'where do you feel sick?', 'where does it hurt?' to investigate the nature of the
  injury or sickness.
- Children requiring a bandaid may apply these themselves without a First Aid Officer
- The First Aid Officer needs to be notified of any injuries and illness.
- If a child would like to lie down then a quiet safe place is to be provided.
- Should a child remain feeling unwell for 30mins or more then parents are to be called to collect their child
- Should a child vomit then parents are to be called to collect their child
- Parents are to be notified of any minor injuries or illness upon collecting their child at the end of the event.



### Confidentiality of information

- When conducting pastoral care with children, the workers will generally ensure a level
  of confidentiality is kept unless the worker honestly believes it is in the best interest of
  the child for the information to be shared with:
  - parent/guardian
  - a member of Runcorn Christian Church Pastoral Staff
  - Pastoral staff will determine whether the Department of Families or Police need to be informed
- · Report to a ministry leader or pastor any
  - · suspicious behaviour
  - potentially reportable conduct or conduct that may place a child or young person at risk of harm.
  - disclosure or awareness of inappropriate behaviour or abuse of a child/young person, whether on the part of a children's worker, child or other person
- Respect the privacy of children and their families and only disclose information to people who have a need to know
- Report any concerns you have that a child may be at risk of harm or abuse.

### **Duty of Care and Workplace Health and Safety**

- All workers will familiarise themselves with activities and equipment before attempting to lead children in any activity.
- All workers will have read and understood the requirements for the Risk Management Policy, including risk assessments and comply where required.
- Workers must read all appropriate instructions or warnings provided with equipment and ensure they are carefully followed.



### **Policy: Code of Conduct for Visitors (including parents)**

Runcorn Christian Church screens all workers in Children's Programs to keep children safe. Visitors, including parents, who have not been screened, will be monitored and may have their access to certain parts of the program limited to ensure the safety of children in the program.

#### **Procedures:**

### **Arrival & Departure**

- all visitors are required to sign in and out when entering and leaving the program. ID must be shown if asked.
- Visitors must wear a visitors badge whilst attending any children's programs.
- Visitors must state who or where they are visiting on the sign in form and stay in those areas.
- Visitors who are not custodial parents or guardians of children present at the program may be denied access by the program leader for any reason.

### Conduct

- Visitors must not remove any child from their group, worker or program.
- Visitors must not be alone with any child that is not their own.
- Visitors must comply with all directions given by Runcorn Christian church staff and workers.

#### Removal

Runcorn Christian Church reserves the right to remove any visitor (including parents) from the premises who is, in the opinion of the leaders or workers, not acting in the best interests of the children or workers or is acting in a way that is detrimental to the aims of the program. Where the person is a parent or guardian they may choose to sign their child out of the program at the time.



### **Policy: Code of Conduct for Children**

#### Statement of Commitment

All children have a right to feel safe and enjoy programs in a positive environment. This Code of Conduct for Children will allow all parties to enjoy the program and gain maximum benefit from it.

### Who is covered by the Code?

This policy applies to all persons under 18 years of age who attend and/or participate in any youth or children's programs or activities conducted by Runcorn Christian Church.

### **Actions**

- Follow the guidelines set for all activities so that everyone can enjoy them safely.
- Stay in the set area for your activity ie. keep out of other rooms, offices, and other people's belongings.
- · Do not attempt to leave the program or facilities until signed out
- · Observe the dress requirements for each program
- · Wear shoes to all programs
- Do not go outside the building unless accompanied by a leader.
- · Mobile phones are to be turned off during the program.
- Do not wear clothing that has offensive, foul or derogatory slogans.
- · No rude or obscene gestures
- · Be respectful and cooperative to each other
- · Listen to the leaders and to each other. Do not interrupt one another.
- Respect your peers and leaders by not invading personal space
- Respect the equipment and the rooms used (not to be used inappropriately)
- Follow simple instructions
- Cooperate in an age appropriate manner (eg. sharing, taking turns)
- · Treat others in a manner they wish to be treated

#### Speech

- Be encouraging no put downs or foul language
- Use manners avoid interrupting others. Say please, thank you and excuse me.
- Do not use inappropriate language

#### **Attitude**

- Respect the property and use equipment properly. Deliberate misuse of or damage to equipment or facilities will not be tolerated.
- · Respect all people including those different to themselves.

### Breach of code of Conduct for Children

Where a child's actions breach this code of conduct actions taken will be in line with the Runcorn Christian Church Behaviour Management Policy.



### **Recruitment & Selecting**

Volunteers are recruited from members and attendees of Runcorn Christian Church. They need to be known or familiar to church staff, demonstrating a commitment to the values of our church.

An interview will be undertaken by the relevant staff member to determine their suitability. At this time qualifications and requirements are discussed. Referee checks are also done by the staff member involved, if required.

The volunteer may be invited to observe the position or ministry they wish to join. Once approved a probationary period may apply.

#### **Volunteer Qualifications:**

- Regular church attendance for a minimum of three months is recommended prior to inviting a volunteer into a leadership position. It may be possible to reduce this time if the volunteer has transferred from another church with a pastoral reference or at the Senior Pastor's discretion.
- Any volunteer worker under 18 years of age will work under the supervision of an adult who has met the qualifications in these policies.
- Support the vision, values, and core beliefs of Runcorn Christian Church.
- · Must be a follower of Jesus Christ.

### **Volunteers must:**

- Agree to adhere to the Code of Conduct (Working with Children)
- Complete a Volunteer Church Workers Declaration
- Have the approval of the children's or youth pastor before being placed in any position of ministry to children.
- Agree to abide by all Policies and Procedures outlined by Runcorn Christian Church.
- Complete a Volunteer Worker Agreement form
- Complete an Induction process



### **Position: Kids Church Small Group Assistant Leader**

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| Duties & Tasks   | Skills and Attributes   |
|--|---|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul> | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>understanding of physical and emotional needs of children</li> </ul> |
| assist the Group Leader, as needed   | <ul> <li>ability to work under the direction of a Group<br/>Leader</li> <li>ability to work in a team</li> </ul>  |
| attend training sessions throughout the year   |   |

- The person fulfilling the role, if 18 years or older, will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Kids Church Group Leader**

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| Duties & Tasks   | Skills and Attributes  |
|--|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul> | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>communication skills including rapport and trust building skills</li> <li>understanding of physical and emotional needs of children</li> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> </ul> |
| <ul> <li>conducting activities with children</li> <li>prepare and present lessons for a small group of children</li> </ul>   | prior experience with working with children  |
| assist the Department Leader, as needed  | <ul> <li>ability to work under the direction of the<br/>Department Leader and Children's Ministries<br/>Director</li> <li>ability to work in a team</li> </ul>   |
| attend training sessions throughout the year   |  |
| <ul> <li>referring children and/or family concerns to<br/>Department Leader, or Children's Ministries<br/>Director</li> </ul>  | <ul> <li>understanding of physical and emotional<br/>needs of children</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |

- The person fulfilling the role, if 18 years or older, will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Kids Church Department Leader**

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| Duties & Tasks   | Skills and Attributes  |
|--|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul> | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>communication skills including rapport and trust building skills</li> <li>understanding of physical and emotional needs of children</li> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> </ul> |
| <ul> <li>conducting activities with children</li> <li>prepare and present lessons for a small group of children</li> </ul>   | prior experience with working with children  |
| <ul> <li>referring children and/or family concerns to<br/>Children's Ministries Director</li> </ul>  | <ul> <li>understanding of physical and emotional<br/>needs of children</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| <ul> <li>preparing and distributing lessons and<br/>rosters for Small Group Leaders and<br/>Assistant Leaders</li> </ul>   | ability to oversee a team of volunteer workers   |
| <ul> <li>recruit volunteer workers, with approval from<br/>Children's Ministries Director</li> </ul>   |  |
| assist the Children's Ministries Director, as needed   | <ul> <li>ability to work under the direction of the<br/>Children's Ministries Director</li> <li>ability to work in a team</li> </ul>   |
| <ul> <li>referring any leadership or program<br/>management issues to the Children's<br/>Ministries Director</li> </ul>  | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>  |
| attend training sessions throughout the year   |  |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Vacation Bible School Director**

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| Duties & Tasks  | Skills and Attributes  |
|---|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul>                    | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>communication skills including rapport and trust building skills</li> <li>understanding of physical and emotional needs of children</li> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> </ul> |
| conducting activities with children   | prior experience with working with children  |
| referring children and/or family concerns to<br>Children's Ministries Director  | <ul> <li>understanding of physical and emotional<br/>needs of children</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| <ul> <li>plan and organise the VBS program</li> <li>recruit key team leaders, meeting with these leaders regularly</li> <li>report progress and meet with the Children's Ministries Director</li> </ul> | <ul> <li>planning and administrative skills</li> <li>ability to work in a team</li> <li>ability to delegate tasks</li> <li>ability to work under the direction of the Children's Ministries Director</li> </ul>  |
| recruit volunteer workers, with approval from<br>Children's Ministries Director   | ability to oversee a team of volunteer workers   |
| keep to a budget, purchasing equipment<br>and materials as required and approved  | <ul> <li>budgeting skills</li> <li>purchasing skills</li> <li>ability to work under the direction of the<br/>Children's Ministries Director</li> </ul>   |
| <ul> <li>referring any leadership or program<br/>management issues to the Children's<br/>Ministries Director</li> </ul>   | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>  |
| attend training sessions throughout the year  |  |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Children's Ministries Director**

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| Duties & Tasks   | Skills and Attributes  |
|--|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul> | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>communication skills including rapport and trust building skills</li> <li>understanding of physical and emotional needs of children</li> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> </ul> |
| <ul> <li>conducting activities with children</li> <li>prepare and present lessons for a small group of children, if needed</li> </ul>  | prior experience with working with children  |
| referring children and/or family concerns to<br>the Senior Pastor and/or outside<br>organisations  | <ul> <li>understanding of physical and emotional<br/>needs of children</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| <ul> <li>preparing a Sunday Kids Church weekly<br/>program, including music, games, lessons<br/>and rosters for all departments</li> </ul>   | <ul> <li>ability to oversee a team of volunteer workers</li> <li>time management and planning skills</li> </ul>  |
| organising and supervising the Junior<br>Leaders program (the training of Yr 7 & 8<br>children into leadership positions in Kids<br>Church)  | <ul> <li>leadership skills</li> <li>communication skills including rapport and trust building skills</li> </ul>  |
| <ul> <li>recruit and train volunteer workers</li> <li>organise training sessions throughout the year</li> </ul>  | <ul> <li>ability to oversee a team of volunteer workers</li> <li>leadership skills</li> <li>communication skills including rapport and trust building skills</li> <li>written communication skills</li> </ul>  |
| <ul> <li>meet with department leaders regularly</li> <li>attend to leadership or program<br/>management issues as they arise</li> </ul>  | <ul> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> <li>communication skills including rapport and trust building skills</li> </ul>  |



| Duties & Tasks   | Skills and Attributes  |
|--|--|
| liaising with other church staff   | <ul><li>ability to work under the direction of the<br/>Senior Pastor</li><li>ability to work in a team</li></ul> |
| <ul> <li>organising and conducting special events<br/>such as MegaSundays</li> </ul>   | <ul><li>event planning skills</li><li>creativity</li></ul>   |
| <ul> <li>research and purchase materials and equipment for activities for children</li> <li>prepare yearly budget</li> </ul> | <ul><li>budgeting skills</li><li>liaise with Treasurer</li></ul>   |
| oversee the Vacation Bible School program,<br>meeting regularly with the VBS Director  | leadership skills  |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Youth Leader**

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| Duties & Tasks   | Skills and Attributes   |
|--|---|
| <ul> <li>talking and interacting with teenagers</li> <li>supervising teenagers during activities</li> </ul>  | <ul> <li>interest in the welfare of youth</li> <li>values the rights of youth to feel safe and cared for</li> <li>able to communicate and build trust/rapport</li> <li>recognises the physical and emotional needs of youth</li> <li>leadership skills (influence)</li> </ul> |
| <ul> <li>helping to set-up and pack-yip for activities</li> <li>attending prayer meetings</li> <li>contribute to term planning meetings</li> <li>attend training sessions</li> </ul> | <ul><li>positive work ethic</li><li>team player</li><li>willing to honour commitments</li><li>teachable</li></ul>   |
| role modelling   | <ul> <li>must have faith in Jesus Christ</li> <li>committed to spending time regularly praying<br/>and reading the Bible</li> <li>is not currently engaged in serious breaches<br/>of Christian morals</li> </ul>   |
| sharing testimony  | willingness to describe (through a talk or<br>other media) the impact of Jesus Christ upon<br>their life  |
| referring children and/or family concerns to<br>youth pastor   | <ul> <li>understanding of physical and emotional<br/>needs of youth</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| Voluntary Duties & Tasks   |   |
| wear Runcorn Youth uniform   | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>   |
| run games and activities   | <ul><li>can give instructions</li><li>sense of enjoyment/creativity</li></ul>   |
| planning and overseeing events (MC)  | <ul><li>time management skills</li><li>delegation skills</li></ul>  |
| mark attendance roll   | <ul><li>can operate iPad</li><li>attention to detail</li></ul>  |
| serve food   | comply with hygiene standards   |



| Duties & Tasks        | Skills and Attributes   |
|-----------------------|---|
| count money           | <ul><li>basic mathematics and writing skills</li><li>honesty and accountability</li></ul>   |
| Bible talks/devotions | <ul> <li>public speaking skills</li> <li>reputation of integrity</li> <li>grasps the central doctrines of Christianity and is committed to them</li> <li>recognises the authority of the Bible and the Holy Spirit</li> </ul> |
| lead worship          | <ul> <li>singing/play instrument</li> <li>appreciates current styles of worship music</li> <li>able to direct and organise others</li> <li>committed to practices</li> </ul>  |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### Position: Youth Co-ordinator of Senior or Junior Youth Group

Runcorn Christian Church is committed to providing services to children and young people to assist them to grow in their faith and find salvation through Jesus Christ.

Runcorn Christian Church is committed to the safety and wellbeing of all children and young people who use our services. Our workers will treat them with respect and understanding at all times. We aim to provide a child safe culture where all ages can find and practice their faith.

| Duties & Tasks   | Skills and Attributes   |
|--|---|
| prior experience   | leading youth   |
| direct their team team in term planning  | organisational skills   |
| <ul><li>delegate tasks</li><li>inspect/follow-up leaders</li></ul>   | management skills   |
| report to Youth Pastor   | <ul><li>submission</li><li>respect</li></ul>  |
| Bible talks/devotions  | <ul> <li>public speaking skills</li> <li>reputation of integrity</li> <li>grasps the central doctrines of Christianity and is committed to them</li> <li>recognises the authority of the Bible and the Holy Spirit</li> </ul>   |
| <ul> <li>talking and interacting with teenagers</li> <li>supervising teenagers during activities</li> </ul>  | <ul> <li>interest in the welfare of youth</li> <li>values the rights of youth to feel safe and cared for</li> <li>able to communicate and build trust/rapport</li> <li>recognises the physical and emotional needs of youth</li> <li>leadership skills (influence)</li> </ul> |
| <ul> <li>helping to set-up and pack-yip for activities</li> <li>attending prayer meetings</li> <li>contribute to term planning meetings</li> <li>attend training sessions</li> </ul> | <ul><li>positive work ethic</li><li>team player</li><li>willing to honour commitments</li><li>teachable</li></ul>   |
| role modelling   | <ul> <li>must have faith in Jesus Christ</li> <li>committed to spending time regularly praying and reading the Bible</li> <li>is not currently engaged in serious breaches of Christian morals</li> </ul>   |
| sharing testimony  | willingness to describe (through a talk or<br>other media) the impact of Jesus Christ upon<br>their life  |
| referring children and/or family concerns to youth pastor  | <ul> <li>understanding of physical and emotional<br/>needs of youth</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |



| Duties & Tasks                      | Skills and Attributes  |
|-------------------------------------|--|
| Voluntary Duties & Tasks            |  |
| wear Runcorn Youth uniform          | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>  |
| run games and activities            | <ul><li>can give instructions</li><li>sense of enjoyment/creativity</li></ul>  |
| planning and overseeing events (MC) | <ul><li>time management skills</li><li>delegation skills</li></ul>   |
| mark attendance roll                | <ul><li>can operate iPad</li><li>attention to detail</li></ul>   |
| serve food                          | comply with hygiene standards  |
| count money                         | <ul><li>basic mathematics and writing skills</li><li>honesty and accountability</li></ul>  |
| lead worship                        | <ul> <li>singing/play instrument</li> <li>appreciates current styles of worship music</li> <li>able to direct and organise others</li> <li>committed to practices</li> </ul> |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Youth Pastor**

Runcorn Christian Church is committed to providing services to children and young people to assist them to grow in their faith and find salvation through Jesus Christ.

Runcorn Christian Church is committed to the safety and wellbeing of all children and young people who use our services. Our workers will treat them with respect and understanding at all times. We aim to provide a child safe culture where all ages can find and practice their faith.

| Duties & Tasks   | Skills and Attributes  |
|--|--|
| prior experience   | prior suitable experience/qualifications for<br>working with youth, and understanding and<br>interpreting the Bible  |
| direct their team team in term planning                                    | organisational skills  |
| <ul><li>recruit leaders</li><li>inspire others</li></ul>                   | <ul> <li>identify potential leaders and encourage<br/>them to become involved</li> <li>passionate about serving God</li> </ul>   |
| • preaching  | <ul> <li>public speaking skills</li> <li>reputation of integrity</li> <li>grasps the central doctrines of Christianity and is committed to them</li> <li>recognises the authority of the Bible and the Holy Spirit</li> <li>training and experience</li> </ul> |
| <ul><li>pastoral care</li><li>conflict resolution</li></ul>                | <ul><li>empathy</li><li>active listening skills</li><li>spiritual wisdom</li></ul>   |
| <ul><li>Administration</li><li>budgeting</li><li>future planning</li></ul> | <ul><li>administrative skills</li><li>time management skills</li><li>vision</li></ul>  |
| report to Senior Pastor  | <ul><li>submission</li><li>respect</li></ul>   |
| <ul><li>delegate tasks</li><li>inspect/follow-up leaders</li></ul>         | management skills  |
| Bible talks/devotions  | <ul> <li>public speaking skills</li> <li>reputation of integrity</li> <li>grasps the central doctrines of Christianity and is committed to them</li> <li>recognises the authority of the Bible and the Holy Spirit</li> </ul>                                  |



| Duties & Tasks   | Skills and Attributes   |
|--|---|
| <ul> <li>talking and interacting with teenagers</li> <li>supervising teenagers during activities</li> </ul>  | <ul> <li>interest in the welfare of youth</li> <li>values the rights of youth to feel safe and cared for</li> <li>able to communicate and build trust/rapport</li> <li>recognises the physical and emotional needs of youth</li> <li>leadership skills (influence)</li> </ul> |
| <ul> <li>helping to set-up and pack-yip for activities</li> <li>attending prayer meetings</li> <li>contribute to term planning meetings</li> <li>attend training sessions</li> </ul> | <ul><li>positive work ethic</li><li>team player</li><li>willing to honour commitments</li><li>teachable</li></ul>   |
| role modelling   | <ul> <li>must have faith in Jesus Christ</li> <li>committed to spending time regularly praying<br/>and reading the Bible</li> <li>is not currently engaged in serious breaches<br/>of Christian morals</li> </ul>   |
| sharing testimony  | willingness to describe (through a talk or<br>other media) the impact of Jesus Christ upon<br>their life  |
| referring children and/or family concerns to youth pastor  | <ul> <li>understanding of physical and emotional needs of youth</li> <li>ability to handle disclosures or suspicion of harm</li> </ul>  |
| Voluntary Duties & Tasks   |   |
| wear Runcorn Youth uniform   | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>   |
| run games and activities   | <ul><li>can give instructions</li><li>sense of enjoyment/creativity</li></ul>   |
| <ul> <li>planning and overseeing events (MC)</li> </ul>  | <ul><li>time management skills</li><li>delegation skills</li></ul>  |
| mark attendance roll   | <ul><li>can operate iPad</li><li>attention to detail</li></ul>  |
| serve food   | comply with hygiene standards   |
| count money  | <ul><li>basic mathematics and writing skills</li><li>honesty and accountability</li></ul>   |
| lead worship   | <ul> <li>singing/play instrument</li> <li>appreciates current styles of worship music</li> <li>able to direct and organise others</li> <li>committed to practices</li> </ul>  |



- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Training**

The Children's Pastor and Youth Pastor will also ensure that all workers requiring Blue Cards undertake specific Child Protection training and obtain a training manual containing information on:

- a. Risk Management
- b. Behavioural Management
- c. First Aid Procedures
- d. Duty of Care
- e. Handling suspected or reported harm

Volunteers will be inducted and trained according to the Church guidelines so they are aware of their job function, obligations (both legal and other) and any requirement stipulated by their supervisor. During this training, Volunteers will be provided with these policies and the appropriate induction and training materials, and their obligations will be explained to them.

Failure to attend an induction and subsequent training may result in loss of position.

### Induction

The Children's Pastor and Youth Pastor will ensure all Workers requiring Blue Cards hold a current Blue Card before they commence their training period and are notified of their obligations as a Blue Card holder.

It is the duty of the Children's Pastor and Youth Pastor to ensure the volunteer's understanding of the Child Protection Policy, Code of Conduct and supporting documents before commencing work.



### Policy and Procedures for Handling Disclosures or Suspicions of Harm

Runcorn Christian Church is committed to the safety and wellbeing of children. Any disclosure or suspicion of harm will be treated as a serious matter and will be investigated correctly and efficiently, according to the following policy and procedures, to ensure the ongoing safety of the child.

### **Policy**

All employees and volunteers will receive training in identifying risks of harm and handling disclosures of suspicions of harm as soon as possible upon commencing employment. All staff will report disclosed or suspected harm to either the Department of Communities (Child Safety Services) or the Queensland Police Service who will decide on an appropriate course of actions.

### **Defining Harm**

**Harm** is defined as 'any detrimental effect of a **significant nature** on the child's physical, psychological or emotional wellbeing'. Harm can be caused by physical, psychological, or emotional abuse or neglect; or sexual abuse or exploitation (section 9 of the *Child Protection Act 1999*).

Considerations when forming a reasonable suspicion about harm to a child include:

- whether there are detrimental effects on the child's body or the psychological state or emotional state - that are evident to the person, or
- that the person considers are likely to become evident in the future, and
- in relation to any detrimental effects mentioned above their nature and severity, and
- the likelihood that they will continue, and
- the child's age (section 13C of the Child Protection Act 1999).

It is also important to remember that harm can be caused by a single act or omission or a series of acts or omissions.

### **Identifying Harm**

This is not a complete list of the types of abuse and resulting harm that may be experienced by children and young people, however it is to be used as a predictive tool for potential signs of harm. Each child's experience is different and depends on a range of factors, including the child or young person's age, the nature of harm, how long the abuse has been occurring, their relationship to the abuser, and their support networks



### TYPES OF ABUSE

#### Actions/behaviours by perpetrator

#### Physical abuse

- Hitting
- Shaking
- · Burning/scalding
- Biting
- Causing bruise or fractures by excessive discipline
- Poisoning
- Giving children alcohol, illegal drugs or inappropriate medication
- Domestic and family violence

### Psychological or Emotional abuse

- Scapegoating
- Persistent rejection or hostility
- Constant yelling, insults or criticism
- · Cultural affronts
- Teasing/bullying
- · Domestic and family violence

#### **Neglect**

- Not giving a child sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care and adequate supervision
- · Leaving children unattended
- Children missing school

#### Sexual abuse or exploitation

- Kissing or holding a child in a sexual manner
- Exposing a sexual body part to a child
- Exposing children to sexual acts or pornography
- Making obscene phone calls or remarks to a child
- Having sexual relations with a child or young person under 16 years of age

### RESULTING HARM

Impact experienced by the child

### Physical Refers to the body

- Bruising
- Fractures
- Internal injuries
- Burns

### **Psychological**

#### Refers to the mind and cognitive processes

- Learning and developmental delays
- Impaired self-image

#### **Emotional**

#### Refers to the ability to express emotions

- Depression
- · Hyper vigilance
- Poor self esteem
- · Self harm
- Fear/anxiety



#### **General Indicators of Child Abuse**

- · showing wariness and distrust of adults
- · rocking, aching or biting excessively
- · bedwetting or soiling
- demanding or aggressive behaviour
- •sleeping difficulties, often being tired and falling asleep
- •low self-esteem
- difficulty relating to adults and peers
- abusing alcohol or drugs
- being seemingly accident prone
- ·having broken bones or unexplained bruising, burns or welts in different stages of healing
- •being unable to explain an injury, or providing explanations that are inconsistent, vague or unbelievable
- •feeling suicidal or attempting suicide
- having difficulty concentrating
- being withdrawn or overly obedient
- being reluctant to go home
- creating stories, poems or artwork about abuse.

### **General Indicators of Neglect**

- malnutrition, begging, stealing or hoarding food
- •poor hygiene, matted hair, dirty skin or body odour
- •unattended physical or medical problems
- •comments from a child that no one is home to provide care
- being constantly tired
- •frequent lateness or absence from school
- •inappropriate clothing, especially inadequate clothing in winter
- •frequent illness, infections or sores
- •being left unsupervised for long periods.

#### What is a 'disclosure' of harm?

A **disclosure of harm** occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen to a child.

Disclosures of harm may start with:

- 'I think I saw...'
- 'Somebody told me that...'
- 'Just think you should know...'
- 'I'm not sure what I want you to do, but...'

It is important to act quickly and in the best interests of the child or young person after a disclosure of harm is received, irrespective of the alleged source of harm.



### What is a 'suspicion' of harm?

A **suspicion of harm** is when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm. This includes circumstances which relate to an unborn child who may be in need of protection after he or she is born. A child who has been, or may be experiencing, abuse may show behavioural, emotional or physical signs of stress and abuse.

There may also be other circumstances where there is concern for a child's welfare but it does not reach the threshold to be considered a disclosure or suspicion of harm.

You have a duty of care to follow up any suspicions of harm or potential risk of harm to children and young people in your care. You can do this by observing and recording the actions of children who might be at risk, and reporting your concerns to the relevant authority.

You can suspect harm if:

- a child or young person tells you they have been harmed
- someone else, for example another child, a parent, or an employee, tells you that harm has occurred or is likely to occur
- a child or young person tells you they know someone who has been harmed (it is possible that they may be referring to themselves)
- you are concerned at significant changes in the behaviour of a child or young person, or the presence of new unexplained and suspicious injuries, or
- · you see the harm happening.

### Managing and recording a disclosure or suspicion of harm

When receiving a disclosure of harm:

- remain calm and listen attentively, actively and non-judgementally
- ensure there is a private place to talk
- encourage the person to talk in their own words and ensure just enough open-ended questions are asked to act protectively (e.g. 'Can you tell me what happened'...or 'Can you tell me more about that'). Don't ask leading questions which tend to suggest an answer. Ensure the person is advised that the disclosure cannot remain a secret and it is necessary to tell someone in order to get help
- reassure the person they have done the right thing by telling you
- advise the child that you need to tell someone else who can help the child
- document the disclosure clearly and accurately, including a detailed description of:
  - -the relevant dates, times, locations and who was present
  - -exactly what the person disclosing said, using "I said," "they said," statements
  - -the questions you asked
  - -any comments you made, and
  - -vour actions following the disclosure



- do not attempt to investigate or mediate an outcome, and
- follow any relevant process for reporting a disclosure of harm and consider whether there are requirements to report matters to the Queensland Police Service or Child Safety.

### Reporting guidelines for disclosures or suspicions of harm

Following are the actions our organisation will take immediately following a disclosure or suspicion of harm.

### Documenting a suspicion of harm

If you or others have concerns about the safety of a child, record your concerns in a non-judgmental and accurate manner as soon as possible. If a parent explains a noticeable mark on a child, record your own observations as well as accurate details of the conversation. If you see unsafe or harmful actions towards a child in your care, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance.

### Documenting a disclosure of harm

Complete an incident report form or record the details as soon as possible so that they are accurately captured. Include:

- time, date and place of the disclosure
- word for word' what happened and what was said, including anything you said and any actions that have been taken, and
- date of report and signature.

If you need to take notes as the person is telling you, explain that you are taking a record in case any later enquiry occurs.

### **Procedure for Reporting Disclosures and Suspicions of Harm:**

- 1. First, it must be reported immediately to the Senior Pastor or Departmental Leader or Board member, who will advise that the case will to be reported to either the Department of Communities or the Police.
- 2. The Case Manager will be appointed and will ensure the person receiving the complaint informs the Department of Communities and/or the Police who, if necessary, will commence an investigation.
- Department of Communities (Child Safety Services) on freecall 1800 811 810, or
- Queensland Police Service (local Police).
- 3. The person who the disclosure or suspicion was reported to must complete a Suspected Child Harm Report Form and Action Plan under the direction of the Case Manager.



- 4. If the investigation involves a worker of the Church they will be stepped down from involvement pending the outcome of the investigation.
- 5. Reinstatement of any person for whom a disclosure or suspicion case has been actioned will only occur after key reporting bodies have no reason to not recommend reinstatement.
- 6. The Church will develop an appropriate Pastoral Care Program to assist the victim and family and if appropriate, the offender and/or their family.
- 7. The Case Manager will ensure that relevant and confidential records of case handling are kept.

### Actions following a disclosure of harm

Support and counselling will be offered to all parties involved.

### Processes for those involved in the report

The child or young person

The children and young people involved should be offered appropriate counselling and support.

The person who made the report

Under Section 22 of the *Child Protection Act 1999*, a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics.

Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.

The person against whom the allegation has been made

If the person responding to the allegation of harm is a member of the organisation, you may need to review their duties. If they continue to interact/work with children, ensure that they are appropriately supervised at all times. You may want to seek legal advice as to the extent to which that person can carry out duties in the organisation.

#### Review procedures

• The policy and procedures for handling disclosures or suspicions of harm are to be reviewed and assessed every year to ensure that Runcorn Christian Church is continuing to provide a safe and supportive service environment.

### Flowchart for Reporting Guidelines

#### **RECEIVING A DISCLOSURE**

Remain calm and find a private place to talk
Explain why you can't keep it a secret
Only ask enough questions to confirm the need to report the matter
Do not attempt to conduct your own investigation

### **DOCUMENTING A DISCLOSURE**

Complete an incident report form and include:

Time, date and place of the disclosure

Word for word' what happened and what was said, including anything you said and any actions that have been taken

Date of report and signature

#### REPORTING A DISCLOSURE

Report the disclosure to the Departmental Leader, Board Member, or Senior Pastor.

A Case Manager will be appointed and authorities notified.

### **FOLLOWING A DISCLOSURE**

Support and counselling will be offered to all parties involved.

The policies and procedures for handling disclosures or suspicions of harm are to be reviewed.



### **Breaches to the Child and Youth Risk Management Strategy**

Runcorn Christian Church will take any breach to the Risk Management Strategy seriously. Breaches will be referred to the Senior Pastor, or to a nominated representative, according to the following procedures.

### **Definition**

A breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy. This includes any breach in relation to:

- statement of commitment to the safety and wellbeing of children and the protection of children from harm
- code of conduct for interacting with children and young people;
- procedures for recruiting, selecting, training and managing paid employees and volunteers
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining an employee register
- · risk management plans for high risk activities and special events, and
- · strategies for communication and support.

### Who must comply with the plan for managing breaches:

All employees, volunteers, children and young people will be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.

#### Procedure:

Breaches will be managed in a fair, unbiased and supportive manner. The following procedure is to be followed:

- All breaches must be reported immediately to the Ministry or Program Coordinator
- Workers who breach the Risk Management Policy may be asked to leave the program or ministry session immediately. This is at the discretion of the Ministry or Program Coordinator.
- If the incident is a minor breach (as determined by the Ministry or Program Coordinator) then the Ministry or Program Coordinator will complete a Child Protection and Risk Management Policy Breach Report Form and
  - submit it to the Child Protection Coordinator within 48 hours
  - The Child Protection Coordinator will consider the follow up proposal and amend it or sign off on it.
  - The Child Protection Coordinator will ensure the follow up proposal is carried out.
  - The worker who has made the breach will receive a warning. Continued minor breaches may result in being removed from the Ministry or Program.



- If the incident is a **major** breach, the Ministry or Program Coordinator will complete a *Risk Management Policy Breach Report Form* and
  - · submit it to the Senior Pastor within 48 hours
  - The Senior Pastor will approve or amend the action plan and conduct any further investigations as deemed necessary.
  - · The Church Board may be notified, at the discretion of the Senior Pastor
- The Church Board will meet at least every 12 months to review the Child Protection and Risk Management Strategy.

### Suitable outcomes for breaches

Depending on the nature of the breach, outcomes may include:

- emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct
- · providing closer supervision
- · further education and training
- mediating between those involved in the incident (where appropriate)
- · disciplinary procedures if necessary, or
- reviewing current policies and procedures and developing new policies and procedures if necessary.



### Managing High Risk Activities and Special Events

The Runcorn Christian Church risk management strategy will apply for day-to-day activities. Any high risk or special events will require prior approval of the Child Protection Officer or Senior Pastor. Employees and volunteers wishing to involve children or young people in any such activity must provide an appropriately detailed risk management strategy beforehand for such activity which cannot be conducted until the risk management strategy has been approved by Senior Pastor.

#### **Definitions**

*Day-to-Day Activities* - these are the activities that are regularly held, at the same venue. Although not high risk, the program or ministry coordinator needs to continually check that for changes to the venue or potential risks prior to every event held. Such activities include playgroup, Kids Church and regular youth meetings.

High Risk Activities - These are the activities that include a higher risk of harm to children and youth. These activities are not usually performed as part of the regular program. High Risk Activities include:

Any activity where children will be preparing food or working in a kitchen Any activity where the children will be using safety or protection equipment, other than sunscreen.

Any activity involving fire or another heat source

Any activity where children will be using sharp objects eg. craft knives

Any activity where extra or specialised supervision is organised

Special Events - These are the activities that are held less often than monthly. They usually involve a new venue which needs a risk assessment completed to ensure the safety of the children present.

Special Events include:

All outings, off-site activities and camps

Any activity where a significantly larger number of children than usual are expected Any activity where a leader requires formal qualifications or specialised skills Any activity where permission is sought from parents

#### Procedure:

- 1. A *Special Event Form* must be completed and submitted to the Child Protection Officer at least 7 days in advance. The Child Protection Coordinator will follow up as necessary and keep the form on file.
- 2. A Risk Assessment Overnight Camp Form must be completed for overnight activities.
- 3. An *Under 18's High Risk Activity Form* must be completed for each high risk activity and submitted to the Child Protection Officer at least 7 days in advance. The Child Protection Coordinator will follow up as necessary and keep the form on file.
- 4. An *Under 18's High Risk Activity Form* must be completed at any time if the Child Protection Coordinator requests it.



5. Before embarking on any special event or high risk activity, the Child Protection Coordinator will check that the proposed activity is covered by the Church insurance policies.

### **Blue Card Compliance**

#### Who needs a Blue Card?

**Paid employees** need a blue card if their work within a church, club, association or similar entity includes, or is likely to include, providing services that are directed mainly towards children, or conducting activities that mainly involve children for at least:

- \* eight consecutive days, or
- \* once a week, each week, over four weeks, or
- \* once a fortnight, each fortnight, over eight weeks, or
- \* once a month, each month, over six months unless an exemption applies.

Volunteers and trainee students need a blue card if their work or practical placement as a **religious representative** includes, or is likely to include, providing services that are directed mainly towards children, or conducting activities that mainly involve children, unless an exemption applies.

**Volunteers** and trainee students need a blue card if their work or practical placement in a church, club, association or similar entity includes, or is likely to include, providing services that are mainly directed at children, or conducting activities that mainly involve children, unless an exemption applies.

#### Persons exempt from requiring a Blue Card:

- \* Police officers and registered teachers do not apply for a blue card and should instead
  - apply for an exemption card if they are providing services which are outside of their professional duties.
- \* Paid **cleaners or grounds keepers** who are employed by the church, as this service is directed to the organisation, rather than children.
- \* **Administration staff** employed by the church as this service is directed to the organisation, rather than children.
- \* A person who is **part of a team** which also has members who are under 18 years of age, is not considered to be providing a service or conducting an activity for the children as they are receiving the same service or participating in the same activity that they are. As they are not providing services or conducting activities for children, they are not required to hold a blue card. If, however, they are a leader or supervisor they require a blue card.



\* Parents of children who volunteer at their child's club can be considered to be exempt from requiring blue cards if their child receives the same or similar services for which the parent's employment relates. However, committee members provide a range of activities within churches, some of which cannot be considered to be 'same or similar' services to those activities they might otherwise provide to their children when they are afforded the volunteer parent exemption. For this reason committee members within churches may require blue cards.

Persons holding the following positions at Runcorn Christian Church require a blue card:

| Group  | Definition   | Reason   |
|--|--|--|
| Board Members  | Board Members and Office<br>Holders of Runcorn Christian<br>Church Ltd   | Office holders of a company providing services to children and young people require Blue Cards.  |
| Staff  | All employees of Runcorn<br>Christian Church   | All staff are required to participate in programs aimed at children/youth throughout the year eg. Vacation Bible School in June. Any person who may have access to buildings while children's programs are running requires a Blue Card. |
| Children's Ministries<br>Workers                         | Any person who has any role in<br>Children's Ministries. This<br>includes Kids Church, VBS,<br>Youth, Playgroup, Family<br>Ministries, and any child-<br>orientated 'fun day' activities | Any person working in a program aimed at children under 18yrs requires a Blue Card.  |
| Religious Education<br>(Runcorn Heights<br>State School) | Religious Education Representatives in the local school are working with children in a classroom.  | Any person working in a program aimed at children under 18yrs requires a Blue Card.  |
| Pastoral Care<br>Workers                                 | Any person recognised by the Senior Pastor as providing pastoral care (religious representative).  | Pastoral Care workers provide services to children and families.   |

The contact persons for all blue card compliance issues are all staff members, who will be responsible for their own departments.

At the initial application stage, the contact person must:

\* notify all applicants that by signing the application form they are consenting to the screening process under the Act.

be able to certify that the 'contact person' has sighted documents to confirm an employee's identity as prescribed under the Commission's Act.

\* carefully check through the application form to ensure all sections have been appropriately completed. This will minimise unnecessary delays that can result if the



Commission is required to request further information after receiving an incorrect or incomplete form

- \* be aware that while paid employees can commence employment after an application form has been submitted to the Commission, volunteers and trainee students must not commence regulated employment until they hold a valid blue card and positive notice;
- \* explicitly warn all potential staff (paid employees, volunteers and students) that it is an offence for a \_disqualified person' to sign a blue card application form or a renewal form. It is an offence for an employer not to provide this warning. A person is disqualified if they:
  - o have been convicted of a 'disqualifying offence'
  - o are a reportable offender with current reporting obligations under the Child Protection (Offender Reporting) Act 2004, or
  - o are subject to an offender prohibition order under the Child Protection (Offender Prohibition Order) Act 2008, or
  - o are subject to a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003, or
  - o are subject to a disqualification order from a court prohibiting them from applying for, or holding a blue card (see the Commission's website for further details of all the above).
- \* inform prospective employees who may be 'disqualified persons', that in certain circumstances, they may be able to apply for an 'Eligibility declaration' under the Act; and \* send a completed 'Authorisation to confirm a valid blue card' form to the Commission to register your organisation as the applicant's current employer if a new employee has a current blue card. This is compulsory and you may be subject to penalties for failing to submit an authorisation form for a new employee. As an authorised employer, the Commission will notify your organisation if there is any change to the validity of the person's blue card due to a change in their police information.

To check of the validity of a prospective employee's blue card, it is possible to do so on the Commission's website provided that you have details of the employee's name as it appears on the card, full blue card number (including the number following the '/' on the card) and its expiry date. It is still a mandatory requirement that you must also submit the 'Authorisation to confirm a valid blue card' form to the Commission.

While a blue card application is being processed, your organisation must not:

- \* employ volunteers or students until they have received their blue cards, nor
- \* employ any person in regulated employment:
  - o who withdraws their consent to employment screening
  - o whose application has been withdrawn for any other reason, or
  - o who is issued with a negative notice or whose blue card is cancelled or suspended.

If your employees or volunteers advise you that they have had a change in their police or disciplinary information after being issued with a blue card (and during the application process if it is a paid employee who has already commenced working), you must not continue to employ the person unless you have submitted a 'Change in police information' form to the Commission. You should be aware that your employees and volunteers are not required to disclose to you the specific nature of any change in their police or disciplinary information, only that a change has occurred. As a listed employer, (either on the initial application form that was submitted or on an 'Authorisation to confirm a valid blue card'



form), the Commission will notify you of any suspension or cancellation of the person's blue card.

If an employee has had a blue card cancelled or suspended or receives a negative notice after a change in police information, your organisation must:

- \* ensure the employee does not continue to undertake child related work within your organisation (work that is regulated by the Commission's Act), and
- \* if you continue to employ the person to perform work that is not child-related, ensure that appropriate policies and procedures are in place to manage any risks of harm to children and young people that may arise as a result of the person's ongoing employment within your organisation.

Your organisation is also required to notify the Commission if an applicant or blue card holder stops working for your organisation and if the contact person for your organisation changes.

It is important to note that:

- \* blue cards are current for three years unless cancelled or suspended
- \* the blue card renewal process involves a new national police information check, a check of disciplinary information where applicable and a complete reassessment of an applicant's eligibility, and
- \* in order to continue working while a renewal application is being processed, blue card holders must submit their renewal application at least 30 days prior to their card's expiry date.

#### **Annual Review**

#### Procedures for reviewing the child and youth risk management strategy

To ensure that the child and youth risk management strategy remains current and effective in identifying and minimising risks of harm to children, this strategy will be monitored and reviewed.

#### Frequency of reviews

This strategy will be reviewed annually in accordance with the legislation. In the event that the organisation identifies concerns, particularly following an incident, the child and youth risk management strategy will be reviewed.

#### Who will be involved in the review?

Employees and volunteers, parents and carers, children and young people and other stakeholders will be involved in the review of the child and youth risk management strategy.

#### What will be covered in the review?

The child and youth risk management strategy will be reviewed in its entirety. The date of the review, where the review took place, who was present and what was discussed will be recorded.



#### Issues to be considered in the review include:

- \* whether stakeholders adhered to the policies and procedures
- \* the incidents relating to the protection of children or young people from harm and the outcome of these incidents
- \* the effectiveness of policies and procedures in preventing or minimising harm to children and young people, and
- \* the frequency of training in the child and youth risk management strategy.

#### Following the review

Stakeholders will be advised of any changes to policies and procedures, and training will be provided if necessary.

#### Procedures for maintaining the employee register

The church administrator and staff organising volunteers who are working with children will regularly review and update the employee register.



### **Employee Register** (includes Volunteers)

A register of all employees and volunteers who work with children will be maintained on the church database. A written record will also be maintained.

### The register will include:

- \* whether or not the person requires a blue card (if not, why not eg. the parent exemption applies)
- \* the type of application (eq. paid or volunteer)
- \* when the person applied and/or the date of issue of the positive notice and blue card
- \* the expiry date of the blue card
- \* the renewal date (this should be at least 30 days before expiry to allow employees, including volunteers, to continue working in child-related employment)
- \* whether a negative notice has been issued
- \* any change in status to a blue card (eg. a change in police information, the positive notice and blue card is cancelled or suspended);
- \* where there is a change in police information, the date you informed the Commission of the change
- \* where an employee leaves your organisation and the date you informed the Commission, and
- \* any change of personal information of an employee, including the date they informed the Commission (you should note that it is an offence for an employee to fail to notify the Commission on the appropriate form of any change in personal details within 14 days).

### Strategies for Communication and Support

Information and training materials will be provided to all stakeholders, outlining the child and youth risk management strategy.



### **Position Descriptions**

The following are the positions available for volunteers and employees that involve working with children.

#### **Runcorn Kids - Kids Church**

Kids Church Small Group Assistant Leader Kids Church Small Group Leader Kids Church Department Leader Children's Ministries Director

#### **Runcorn Kids - Vacation Bible School**

Vacation Bible School Director Vacation Bible School Core Leadership Team Member Vacation Bible School Age Group Leader Vacation Bible School Leader Vacation Bible School Assistant Leader

#### **Runcorn Youth**

Youth Pastor Youth Leader

### **Family Ministries**

Family Ministries Coordinator



### **Position: Kids Church Small Group Assistant Leader**

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| Duties & Tasks   | Skills and Attributes   |  |  |
|--|---|--|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul> | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>understanding of physical and emotional needs of children</li> </ul> |  |  |
| assist the Group Leader, as needed   | <ul> <li>ability to work under the direction of a Group<br/>Leader</li> <li>ability to work in a team</li> </ul>  |  |  |
| attend training sessions throughout the year   |   |  |  |

- The person fulfilling the role, if 18 years or older, will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Kids Church Group Leader**

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| Duties & Tasks   | Skills and Attributes  |
|--|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul> | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>communication skills including rapport and trust building skills</li> <li>understanding of physical and emotional needs of children</li> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> </ul> |
| <ul> <li>conducting activities with children</li> <li>prepare and present lessons for a small group of children</li> </ul>   | prior experience with working with children  |
| assist the Department Leader, as needed  | <ul> <li>ability to work under the direction of the<br/>Department Leader and Children's Ministries<br/>Director</li> <li>ability to work in a team</li> </ul>   |
| attend training sessions throughout the year   |  |
| <ul> <li>referring children and/or family concerns to<br/>Department Leader, or Children's Ministries<br/>Director</li> </ul>  | <ul> <li>understanding of physical and emotional needs of children</li> <li>ability to handle disclosures or suspicion of harm</li> </ul>  |

- The person fulfilling the role, if 18 years or older, will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Kids Church Department Leader**

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| Duties & Tasks   | Skills and Attributes  |
|--|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul> | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>communication skills including rapport and trust building skills</li> <li>understanding of physical and emotional needs of children</li> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> </ul> |
| <ul> <li>conducting activities with children</li> <li>prepare and present lessons for a small group of children</li> </ul>   | prior experience with working with children  |
| referring children and/or family concerns to<br>Children's Ministries Director   | <ul> <li>understanding of physical and emotional<br/>needs of children</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| <ul> <li>preparing and distributing lessons and<br/>rosters for Small Group Leaders and<br/>Assistant Leaders</li> </ul>   | ability to oversee a team of volunteer workers   |
| <ul> <li>recruit volunteer workers, with approval from<br/>Children's Ministries Director</li> </ul>   |  |
| assist the Children's Ministries Director, as needed   | <ul> <li>ability to work under the direction of the<br/>Children's Ministries Director</li> <li>ability to work in a team</li> </ul>   |
| <ul> <li>referring any leadership or program<br/>management issues to the Children's<br/>Ministries Director</li> </ul>  | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>  |
| attend training sessions throughout the year   |  |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



#### **Position: Vacation Bible School Director**

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| Duties & Tasks  | Skills and Attributes  |
|---|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul>                    | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>communication skills including rapport and trust building skills</li> <li>understanding of physical and emotional needs of children</li> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> </ul> |
| conducting activities with children   | prior experience with working with children  |
| referring children and/or family concerns to<br>Children's Ministries Director  | <ul> <li>understanding of physical and emotional<br/>needs of children</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| <ul> <li>plan and organise the VBS program</li> <li>recruit key team leaders, meeting with these leaders regularly</li> <li>report progress and meet with the Children's Ministries Director</li> </ul> | <ul> <li>planning and administrative skills</li> <li>ability to work in a team</li> <li>ability to delegate tasks</li> <li>ability to work under the direction of the Children's Ministries Director</li> </ul>  |
| recruit volunteer workers, with approval from<br>Children's Ministries Director   | ability to oversee a team of volunteer workers   |
| keep to a budget, purchasing equipment<br>and materials as required and approved  | <ul> <li>budgeting skills</li> <li>purchasing skills</li> <li>ability to work under the direction of the<br/>Children's Ministries Director</li> </ul>   |
| <ul> <li>referring any leadership or program<br/>management issues to the Children's<br/>Ministries Director</li> </ul>   | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>  |
| attend training sessions throughout the year  |  |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Children's Ministries Director**

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| Duties & Tasks   | Skills and Attributes  |
|--|--|
| <ul> <li>talking and interacting with young children</li> <li>supervising children playing together</li> <li>assist children to complete worksheets, crafts or activities</li> </ul> | <ul> <li>keen desire to work with children including patience and enthusiasm</li> <li>values children's rights to feel safe and happy</li> <li>communication skills including rapport and trust building skills</li> <li>understanding of physical and emotional needs of children</li> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> </ul> |
| <ul> <li>conducting activities with children</li> <li>prepare and present lessons for a small group of children, if needed</li> </ul>  | prior experience with working with children  |
| <ul> <li>referring children and/or family concerns to<br/>the Senior Pastor and/or outside<br/>organisations</li> </ul>  | <ul> <li>understanding of physical and emotional<br/>needs of children</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| <ul> <li>preparing a Sunday Kids Church weekly<br/>program, including music, games, lessons<br/>and rosters for all departments</li> </ul>   | <ul><li>ability to oversee a team of volunteer<br/>workers</li><li>time management and planning skills</li></ul>   |
| <ul> <li>organising and supervising the Junior<br/>Leaders program (the training of Yr 7 &amp; 8<br/>children into leadership positions in Kids<br/>Church)</li> </ul>               | <ul> <li>leadership skills</li> <li>communication skills including rapport and trust building skills</li> </ul>  |
| <ul> <li>recruit and train volunteer workers</li> <li>organise training sessions throughout the year</li> </ul>  | <ul> <li>ability to oversee a team of volunteer workers</li> <li>leadership skills</li> <li>communication skills including rapport and trust building skills</li> <li>written communication skills</li> </ul>  |
| <ul> <li>meet with department leaders regularly</li> <li>attend to leadership or program<br/>management issues as they arise</li> </ul>  | <ul> <li>leadership skills</li> <li>problem solving and conflict resolution skills</li> <li>communication skills including rapport and trust building skills</li> </ul>  |



| Duties & Tasks  | Skills and Attributes   |  |
|---|---|--|
| liaising with other church staff  | <ul> <li>ability to work under the direction of the<br/>Senior Pastor</li> <li>ability to work in a team</li> </ul> |  |
| <ul> <li>organising and conducting special events<br/>such as MegaSundays</li> </ul>                                      | <ul><li>event planning skills</li><li>creativity</li></ul>  |  |
| <ul><li>research and purchase materials and equipment for activities for children</li><li>prepare yearly budget</li></ul> | <ul><li>budgeting skills</li><li>liaise with Treasurer</li></ul>  |  |
| oversee the Vacation Bible School program,<br>meeting regularly with the VBS Director                                     | leadership skills   |  |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Youth Leader**

Runcorn Christian Church is committed to providing services to children and young people to assist them to grow in their faith and find salvation through Jesus Christ.

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| Duties & Tasks   | Skills and Attributes   |
|--|---|
| <ul> <li>talking and interacting with teenagers</li> <li>supervising teenagers during activities</li> </ul>  | <ul> <li>interest in the welfare of youth</li> <li>values the rights of youth to feel safe and cared for</li> <li>able to communicate and build trust/rapport</li> <li>recognises the physical and emotional needs of youth</li> <li>leadership skills (influence)</li> </ul> |
| <ul> <li>helping to set-up and pack-yip for activities</li> <li>attending prayer meetings</li> <li>contribute to term planning meetings</li> <li>attend training sessions</li> </ul> | <ul><li>positive work ethic</li><li>team player</li><li>willing to honour commitments</li><li>teachable</li></ul>   |
| role modelling   | <ul> <li>must have faith in Jesus Christ</li> <li>committed to spending time regularly praying<br/>and reading the Bible</li> <li>is not currently engaged in serious breaches<br/>of Christian morals</li> </ul>   |
| sharing testimony  | willingness to describe (through a talk or<br>other media) the impact of Jesus Christ upon<br>their life  |
| referring children and/or family concerns to<br>youth pastor   | <ul> <li>understanding of physical and emotional<br/>needs of youth</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| Voluntary Duties & Tasks   |   |
| wear Runcorn Youth uniform   | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>   |
| run games and activities   | <ul><li>can give instructions</li><li>sense of enjoyment/creativity</li></ul>   |
| planning and overseeing events (MC)  | <ul><li>time management skills</li><li>delegation skills</li></ul>  |
| mark attendance roll   | <ul><li>can operate iPad</li><li>attention to detail</li></ul>  |
| serve food   | comply with hygiene standards   |



| Duties & Tasks        | Skills and Attributes   |
|-----------------------|---|
| count money           | <ul><li>basic mathematics and writing skills</li><li>honesty and accountability</li></ul>   |
| Bible talks/devotions | <ul> <li>public speaking skills</li> <li>reputation of integrity</li> <li>grasps the central doctrines of Christianity and is committed to them</li> <li>recognises the authority of the Bible and the Holy Spirit</li> </ul> |
| lead worship          | <ul> <li>singing/play instrument</li> <li>appreciates current styles of worship music</li> <li>able to direct and organise others</li> <li>committed to practices</li> </ul>  |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### Position: Youth Co-ordinator of Senior or Junior Youth Group

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| Duties & Tasks   | Skills and Attributes   |
|--|---|
| prior experience   | leading youth   |
| direct their team team in term planning  | organisational skills   |
| <ul><li>delegate tasks</li><li>inspect/follow-up leaders</li></ul>   | management skills   |
| report to Youth Pastor   | <ul><li>submission</li><li>respect</li></ul>  |
| Bible talks/devotions  | <ul> <li>public speaking skills</li> <li>reputation of integrity</li> <li>grasps the central doctrines of Christianity and is committed to them</li> <li>recognises the authority of the Bible and the Holy Spirit</li> </ul>   |
| <ul> <li>talking and interacting with teenagers</li> <li>supervising teenagers during activities</li> </ul>  | <ul> <li>interest in the welfare of youth</li> <li>values the rights of youth to feel safe and cared for</li> <li>able to communicate and build trust/rapport</li> <li>recognises the physical and emotional needs of youth</li> <li>leadership skills (influence)</li> </ul> |
| <ul> <li>helping to set-up and pack-yip for activities</li> <li>attending prayer meetings</li> <li>contribute to term planning meetings</li> <li>attend training sessions</li> </ul> | <ul><li>positive work ethic</li><li>team player</li><li>willing to honour commitments</li><li>teachable</li></ul>   |
| role modelling   | <ul> <li>must have faith in Jesus Christ</li> <li>committed to spending time regularly praying<br/>and reading the Bible</li> <li>is not currently engaged in serious breaches<br/>of Christian morals</li> </ul>   |
| sharing testimony  | willingness to describe (through a talk or<br>other media) the impact of Jesus Christ upon<br>their life  |
| referring children and/or family concerns to youth pastor  | <ul> <li>understanding of physical and emotional needs of youth</li> <li>ability to handle disclosures or suspicion of harm</li> </ul>  |



Runcorn Christian Church

Risk Assessment - Overnight Camp

#### Hazards and Suggested Control Measures

Below is a list of potential hazards. Please check for other hazards not listed and add them at the end.

All participants need to:

- \* identify hazards, include hazards not mentioned here
- \* assess their significance
- \* manage potential risks

| Hazard   | Control Measures  | ✓ | Notes |
|--|---|---|-------|
| Heights/falling objects * cliffs, ledges and rock faces * Trees/branches * Adverse terrain   | * Avoid trails near cliffs     * No climbing of trees     * Monitor surroundings for hazards constantly     * Have suitable recovery equipment available  |   |       |
| Environmental conditions  * weather  * Surroundings  * Adverse terrain  * Isolation (getting lost)  * Plants (eg. poisonous, stinging) | * Assess weather conditions before and during activity * Obtain permits from landowners * Ensure everyone has appropriate clothing & footwear * Have an effective communication system * Instruct everyone in procedures for anyone who gets lost * Provide supervision of the group by assigning roles (eg. leader, tail end) and check regular checks on all group members. |   |       |
| Biological material * Bodily fuids (eg. blood, sweat, saliva)  | * Open cuts and abrasions are to be treated immediately.  * All clothing, equipment, etc should be treated as potential infectious.  * Personal items not to be shared eg. towels, drink bottles  * First aid material available eg. bandages etc.  |   |       |
| Water  * risk of drowning  * Water quality  * Creeks, rivers, dams, ponds  | * Adhere to swimming guidelines if applicable * Constantly monitor for creeks, water, etc   |   |       |



Runcorn Christian Church

Risk Assessment - Overnight Camp

| Hazard   | Control Measures   | ✓ | Notes |
|--|--|---|-------|
| Animal bites/ diseases * Insects * Ticks, leaches * Dangerous/ poisonous organisms (eg. snakes, spiders) | * Ensure everyone is appropriately dressed for activities * Ensure shoes are worn * Check for ticks and other parasites regularly  |   |       |
| Participants  * Special Needs  * High risk behaviours  * medical conditions  * Participant numbers       | * Obtain parental permission, including relevant medical information  * Ensure that medications are readily available, but out of reach of children.  * Behavioural plans agreed upon, if needed  * Provide adequate adult supervision  * Brief participants about potential hazards and appropriate safety procedures, including those of the first aid officer |   |       |
| Physical exertion * Strains and sprains * Cramps * Exhaustion and fatigue                                | * Monitor participants for fatigue and exhaustion  * Establish resting spots where appropriate  * Have a plan for participants who may not complete the activity and need to return to camp (ie. supervision)  |   |       |
|  |  |   |       |

<sup>\*</sup> Hazards and Suggested Control Measures adapted from the Queensland Education Curriculum Activity Risk Assessment "Camping, Base"

| Submitted by: | Signed: | Date: |
|---------------|---------|-------|
| Approved by:  | Signed: | Date: |



| Duties & Tasks                      | Skills and Attributes  |
|-------------------------------------|--|
| Voluntary Duties & Tasks            |  |
| wear Runcorn Youth uniform          | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>  |
| run games and activities            | <ul><li>can give instructions</li><li>sense of enjoyment/creativity</li></ul>  |
| planning and overseeing events (MC) | <ul><li>time management skills</li><li>delegation skills</li></ul>   |
| mark attendance roll                | <ul><li>can operate iPad</li><li>attention to detail</li></ul>   |
| serve food                          | comply with hygiene standards  |
| count money                         | <ul><li>basic mathematics and writing skills</li><li>honesty and accountability</li></ul>  |
| lead worship                        | <ul> <li>singing/play instrument</li> <li>appreciates current styles of worship music</li> <li>able to direct and organise others</li> <li>committed to practices</li> </ul> |

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.



### **Position: Youth Pastor**

Runcorn Christian Church is committed to providing services to children and young people to assist them to grow in their faith and find salvation through Jesus Christ.

Runcorn Christian Church is committed to the safety and wellbeing of all children and young people who use our services. Our workers will treat them with respect and understanding at all times. We aim to provide a child safe culture where all ages can find and practice their faith.

| Duties & Tasks   | Skills and Attributes  |
|--|--|
| prior experience   | <ul> <li>prior suitable experience/qualifications for<br/>working with youth, and understanding and<br/>interpreting the Bible</li> </ul>  |
| direct their team team in term planning                                    | organisational skills  |
| <ul><li>recruit leaders</li><li>inspire others</li></ul>                   | <ul> <li>identify potential leaders and encourage<br/>them to become involved</li> <li>passionate about serving God</li> </ul>   |
| • preaching  | <ul> <li>public speaking skills</li> <li>reputation of integrity</li> <li>grasps the central doctrines of Christianity and is committed to them</li> <li>recognises the authority of the Bible and the Holy Spirit</li> <li>training and experience</li> </ul> |
| <ul><li>pastoral care</li><li>conflict resolution</li></ul>                | <ul><li>empathy</li><li>active listening skills</li><li>spiritual wisdom</li></ul>   |
| <ul><li>Administration</li><li>budgeting</li><li>future planning</li></ul> | <ul><li>administrative skills</li><li>time management skills</li><li>vision</li></ul>  |
| report to Senior Pastor  | <ul><li>submission</li><li>respect</li></ul>   |
| <ul><li>delegate tasks</li><li>inspect/follow-up leaders</li></ul>         | management skills  |
| Bible talks/devotions  | <ul> <li>public speaking skills</li> <li>reputation of integrity</li> <li>grasps the central doctrines of Christianity and is committed to them</li> <li>recognises the authority of the Bible and the Holy Spirit</li> </ul>                                  |



| Duties & Tasks   | Skills and Attributes   |
|--|---|
| <ul> <li>talking and interacting with teenagers</li> <li>supervising teenagers during activities</li> </ul>  | <ul> <li>interest in the welfare of youth</li> <li>values the rights of youth to feel safe and cared for</li> <li>able to communicate and build trust/rapport</li> <li>recognises the physical and emotional needs of youth</li> <li>leadership skills (influence)</li> </ul> |
| <ul> <li>helping to set-up and pack-yip for activities</li> <li>attending prayer meetings</li> <li>contribute to term planning meetings</li> <li>attend training sessions</li> </ul> | <ul><li>positive work ethic</li><li>team player</li><li>willing to honour commitments</li><li>teachable</li></ul>   |
| role modelling   | <ul> <li>must have faith in Jesus Christ</li> <li>committed to spending time regularly praying<br/>and reading the Bible</li> <li>is not currently engaged in serious breaches<br/>of Christian morals</li> </ul>   |
| sharing testimony  | willingness to describe (through a talk or<br>other media) the impact of Jesus Christ upon<br>their life  |
| referring children and/or family concerns to<br>youth pastor   | <ul> <li>understanding of physical and emotional<br/>needs of youth</li> <li>ability to handle disclosures or suspicion of<br/>harm</li> </ul>  |
| Voluntary Duties & Tasks   |   |
| wear Runcorn Youth uniform   | <ul><li>leadership skills</li><li>problem solving and conflict resolution skills</li><li>communication skills</li></ul>   |
| run games and activities   | <ul><li>can give instructions</li><li>sense of enjoyment/creativity</li></ul>   |
| planning and overseeing events (MC)  | <ul><li>time management skills</li><li>delegation skills</li></ul>  |
| mark attendance roll   | <ul><li>can operate iPad</li><li>attention to detail</li></ul>  |
| serve food   | comply with hygiene standards   |
| count money  | <ul><li>basic mathematics and writing skills</li><li>honesty and accountability</li></ul>   |
| • lead worship   | <ul> <li>singing/play instrument</li> <li>appreciates current styles of worship music</li> <li>able to direct and organise others</li> <li>committed to practices</li> </ul>  |



#### **Further Information:**

- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' as required by Blue Card Services.
- The person fulfilling the role will abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy.

### **Position Description - Family Ministries Coordinator**

#### **Duties:**

- · Talking and interacting with children and adults
- Supervising and leading rehearsals
- Communicating with parents and carers
- · Supervising children playing together
- · Conducting activities with children
- · Referring children and families to other services
- · Organising, advertising and conducting family ministries events
  - o one per term with a social emphasis
  - o one spiritual event per year
- Purchasing materials and equipment needed for events
- Ensure that the Child Protection Policy and Risk Management Strategy are applied to all family ministries events
- Abide by the policies of Runcorn Christian Church, with particular attention to the Child Protection Policy and Risk Management Strategy
- · Preparing budgets for family ministries

#### Skills and attributes required to undertake role:

- Actively seeking to become more Christlike in their life through prayer, Bible study and other Christian disciplines
- Keen desire to work with people of all ages including patience and enthusiasm
- · Time management and planning skills
- Leadership skills
- · Communication skills including rapport and trust building skills
- · Problem solving and conflict resolution skills
- Computer skills
- · Access to a computer and internet
- Desktop publishing skills to advertise events
- Writing skills
- Telephone skills
- Ability to prepare and report on budgets
- Ability to work in a team
- Ability to oversee a team of volunteer workers



- The person fulfilling the role of Worship Leader will be required to adhere to a code of conduct and undergo training as deemed necessary for the role.
- The person fulfilling the role will be required to hold a valid 'Blue Card' and undergo a 'Working with Children Check' performed by the Children and Young People and Child Guardian every two years.



### **Forms**

Under 18's High Risk Form

- to be completed for activities on-site with a higher risk than regular activities

Special Events Form

- to be completed for activities off site

Risk Assessment - Overnight Camp

Employee Register (printable version)

\*Note: Original, full sized forms are available from the church office.





Name \_\_\_

### Under 18's High Risk Activity

| This form is to be completed for any non-<br>which safety equipment is used, permiss   |  |                               |  |                     |           |                 |       | ny act   | tivity | for      |
|--|--|-------------------------------|--|---------------------|-----------|-----------------|-------|----------|--------|----------|
| Department:  | Event: _   |                               |  |                     |           | Dat             | e:    |          |        |          |
| Short description of activity proposed   |  |                               |  |                     |           |                 |       |          |        |          |
|  |  |                               |  |                     |           |                 |       |          |        |          |
| Purpose or aim of activity   |  |                               |  |                     |           |                 |       |          |        |          |
| Leaders supervising activity   |  |                               |  |                     |           |                 |       |          |        |          |
| Consider the following questions and  * Who will be involved? (age, maturity  * What will they be doing? (jumping, s  * What will they be using? (hazardous  * Where will they be? (indoors, outdown)  * Who will be leading the activity? (ex | <ul> <li>experience, spension</li> <li>materials, sportions</li> <li>ors, on concrete</li> </ul> | cific<br>, co<br>ng e<br>etc) | needs, no<br>oking, thro<br>equipment                      | umber<br>owing      | )<br>etc) |                 |       | OW.      |        |          |
| Risks<br>(What could happen)   | Likelihood /<br>Consequences   |                               | sk Level<br>.,M,H,E)                                       | (How                |           | lanag<br>ou red |       |          |        | risk)    |
|  |  |                               |  |                     |           |                 |       |          |        |          |
|  |  |                               |  |                     |           |                 |       |          |        |          |
|  |  |                               |  |                     |           |                 |       |          |        |          |
|  |  |                               |  |                     |           |                 |       |          |        |          |
|  |  |                               |  |                     |           |                 |       |          |        |          |
|  |  |                               |  |                     |           |                 |       |          |        |          |
| Activity proposed by   |  |                               |  | 200                 |           |                 |       |          |        |          |
| Name   | _  |                               | LIKELIHO   |                     |           |                 | ١.,   | ·        | Ι_     | _        |
| Signature  | _  |                               | almost ce  | ertain              | 5         | M               | M     | Н        | E      | E        |
| Date//   |  |                               | likely   |                     | 4         | L               | M     | H        | Н      | Е        |
|  |  |                               | possible   |                     | 3         | L               | M     |          | H      | Н        |
| Approved by  |  |                               | unlikely<br>rare   |                     | 1         | L               | L     | M<br>L   | M<br>L | H<br>M   |
| Name   | _  |                               |  |                     | 1         | 1               | 2     | 3        | 4      | 5        |
| Signature  | _  |                               | E- Extren<br>Stop. Activity                                |                     | e done.   | -               |       |          | +      |          |
| Date//   |  |                               | H- High Only continue be put in plac M - Mode Proceed with | e.<br>e <b>rate</b> | ls can    | insignificant   | minor | moderate | major  | critical |
| To be reviewed by  |  |                               | - roceea with  | caulion.            |           | <u>-</u>        |       |          |        | <u> </u> |

L - Low

Go. Follow all controls.

CONSEQUENCES





### Risk Assessment - Special Event

This document relates to participation in a church activity organised for children and youth that is not held on the church property. It may include participants traveling by foot, private car or public transport. Careful consideration needs to include the place/s being visited and if other people will be present.

Associated activities such as swimming, bushwalking, or rock climbing must be carried out in accordance with the requirements of the specific policy documents or risk assessments for those activities.

For special events that include an overnight stay use the "Risk Assessment - Overnight Camp" form.

If any high risk activities or games are involved, including any activity for which safety equipment is used, permission is sought or extra supervision might be required, an "Under 18's High Risk Activity" form needs to be completed in addition to this form.

| Activity<br>Details    | Program Name   |   |                                    |  |  |  |
|------------------------|--|---|------------------------------------|--|--|--|
| Details                | Coordinator's Name   |   |                                    |  |  |  |
|                        | Event  |   |                                    |  |  |  |
|                        | Description of Event and Activities  |   |                                    |  |  |  |
|                        | Type of Event  | ☐ An event where some or all participants are under 18 Permission forms are required. Child Protection Policy a Management Strategy applies. ☐ A family event where all participants under 18yrs are accompanied with a parent. Parents are responsible for |                                    |  |  |  |
| Venue                  | Venue Name   |   |                                    |  |  |  |
|                        | Address  |   |                                    |  |  |  |
|                        | Phone  |   | Will other people be at the venue? |  |  |  |
|                        | Provide details of<br>strategies to prevent<br>inappropriate outsiders<br>interacting with young<br>people |   |                                    |  |  |  |
| Transport              | Method of transport  |   |                                    |  |  |  |
|                        | Drivers  | If private vehicles are being used, attach a separate list of drive names, license number, vehicle registration (check that registration is current), phone number of driver.   |                                    |  |  |  |
| Supervision<br>Details | Age Range attending:   |   | Approx. size of group:             |  |  |  |
| Details                | No. of participants under 18yrs:   |   | No of leaders:                     |  |  |  |
|                        | Blue Card requirements been met?   |   |                                    |  |  |  |
|                        | First Aid Officer  |   |                                    |  |  |  |
|                        | Emergency communication (eg. phone no.)  |   |                                    |  |  |  |



Runcorn Christian Church

Risk Assessment - Special Event

| Activities planned | Complete the risk assessment below. High Risk activities such as these listed (but not inclusive) will require separate Risk Assessment Forms - swimming, bush walking, canoeing, water skiing, rock climbing, abseiling, orienteering, cooking, etc |  |  |  |
|--------------------|--|--|--|--|
|                    | Is activity covered by the Church insurance policy?  |  |  |  |

#### Risk Level:

The actual risk level will vary according to the specific circumstances of the activity. The following questions should be asked when determining the inherent risk level and planning the activity:

Consider the following questions and complete the chard of hazards and controls below.

- \* Who will be involved? (age, maturity, experience, specific needs, number)

  \* What will they be doing? (jumping, swimming, cutting, cooking, throwing etc)
- \* What will they be using? (hazardous materials, sporting equipment, tools, stove etc)

  \* Where will they be? (indoors, outdoors, on concrete etc)
- \* Who will be leading the activity? (experience, qualifications etc)

| Risks<br>(What could happen) | Likelihood /<br>Consequences | Risk Level<br>(L,M,H,E) | Manage the Risk<br>(How will you reduce or retain the risk) |
|------------------------------|------------------------------|-------------------------|---|
|                              |                              |                         |   |
|                              |                              |                         |   |
|                              |                              |                         |   |
|                              |                              |                         |   |
|                              |                              |                         |   |
|                              |                              |                         |   |
|                              |                              |                         |   |
|                              |                              |                         |   |

| LIKELIHOOD  |   |               |       |          |       |          |
|---|---|---------------|-------|----------|-------|----------|
| almost certain  | 5 | М             | М     | Н        | Е     | Е        |
| likely  | 4 | L             | М     | Н        | Н     | Е        |
| possible  | 3 | L             | М     | Н        | Н     | Н        |
| unlikely  | 2 | L             | L     | М        | М     | Ι        |
| rare  | 1 | L             | L     | L        | L     | М        |
| E- Extreme  |   | 1             | 2     | 3        | 4     | 5        |
| Stop. Activity cannot be H- High Only continue if control be put in place. M - Moderate Proceed with caution. |   | insignificant | minor | moderate | major | critical |
| L - Low   | С | ONSI          | QUE   | NCES     | 3     |          |

| Proposed by:            | Signature:  | Date: |  |
|-------------------------|---|-------|--|
| Approved by:            | Signature:  | Date: |  |
| *<br>To be reviewed by: | * Attach event information letter<br>and permission form.<br>* Attach list of drivers, if<br>applicable |       |  |

Page 2 of 2





#### Risk Assessment - Overnight Camp

This document relates to participation in staying out overnight (camping) as a church activity organised for children and youth.

It involves sleeping overnight, where at least some facilities are provided to support the activity (eg. security lighting, designated camp sites) and the participants have been taken there by car or other motorised means.

Associated activities such as swimming, bushwalking, or rock climbing must be carried out in accordance with the requirements of the specific policy documents or risk assessments for those activities.

#### Risk Level:

The actual risk level will vary according to the specific circumstances of the activity. The following questions should be asked when determining the inherent risk level and planning the activity:

- \* Who will be involved?
- \* What will they be doing?
- \* What will they be using?
- \* Where will they be?
- \* Who will be leading the activity?

| Risk Level - Overnight Camp |   | Action required  |  |  |
|-----------------------------|---|--|--|--|
| Medium                      | Some chance of an incident and injury requiring first aid | * Complete this risk assessment * Obtain parental permission |  |  |

| Male |      | Female |   |
|------|------|--------|---|
|      |      |        |   |
|      |      |        |   |
|      |      | •      |   |
|      |      |        |   |
|      |      |        |   |
|      | Male | Approx | Male Female  Approx. size of group attending: |



Runcorn Christian Church

Risk Assessment - Overnight Camp

| Venue Details  |  |      |   |  |         |       |  |
|--|--|------|---|--|---------|-------|--|
| Venue  | Name:  |      |   |  |         |       |  |
|  | Address  |      |   |  |         |       |  |
|  | Phone:   |      |   |  |         |       |  |
| Acommodation Type:   |  |      |   |  |         |       |  |
| (eg. conference venue,<br>commercial camping<br>ground, motel, resort,   | If accommodation type is an undeveloped Private Property, please detail: |      |   |  |         |       |  |
| undeveloped private property)  | Water Supply   |      |   |  |         |       |  |
|  | Food Su  | oply |   |  |         |       |  |
|  | Sanitation plan  |      |   |  |         |       |  |
|  | Commur<br>strategie  | on   | n   |  |         |       |  |
|  | Permissi<br>property   | use  |   |  |         |       |  |
| Will other people be at the accommodation venue:   |  |      | Staff only, it is booked out for this event  Other groups will be attending at the same time  Venue is open to the general public eg. motel |  |         |       |  |
| Provide details of strategies to prevent inappropriate outsiders interacting with young people.  |  |      |   |  |         |       |  |
| Provide details of the sleeping and overnight supervision arrangements. Include information about male and female sleeping arrangements. |  |      |   |  |         |       |  |
| Who is supplying, storing and preparing the food? Note: Correct food handling procedures must be followed.                               |  | ders |   |  | Campers | Other |  |

#### Supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of children, their individual needs, and the nature of the activity. Blue Card requirements must be adhered to.



Runcorn Christian Church

Risk Assessment - Overnight Camp

| When planning any outdoor activities the ratio of leaders to participants needs careful consideration. Some variables to consider include:  * outcomes of the risk assessment  * the leaders' experience  * participants expected skills/capabilities (eg. fitness, experience)  * equipment  * type, difficulties, distance and condition of trails, vehicle tracks or roads  * remoteness of the activity  * likelihood of leader becoming incapacitated or separated from participants.   |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| Number of adult supervisors  |  |  |  |  |  |  |  |  |
| Have Blue Card requirements been met?  |  |  |  |  |  |  |  |  |
| Number of participants under 18yrs (approx)  Child Protection Policy and Risk Management applies if not accompanied by a parent.   |  |  |  |  |  |  |  |  |
| First Aid Officer:   |  |  |  |  |  |  |  |  |
| Name:  | Qualifications:  |  |  |  |  |  |  |  |
| First Aid Kit suitable for activity:   |  |  |  |  |  |  |  |  |
| Emergency communication (eg. phone)  | Type: No:  |  |  |  |  |  |  |  |
| Is activity covered by the Church insurance policy? You will need to check the policy.   |  |  |  |  |  |  |  |  |
| Activities Planned   |  |  |  |  |  |  |  |  |
| swimming bush walking bush walking canoeing cano | cooking camp fire sports group games craft worship/teaching session visits to another location/s |  |  |  |  |  |  |  |
| ⊕ attach a separate Risk Assessment Form   |  |  |  |  |  |  |  |  |
| Attachments  |  |  |  |  |  |  |  |  |
| Overnight event - attach completed outing Family Event (ie. no persons aged under 1 - no attachment necessary.   |  |  |  |  |  |  |  |  |



Runcorn Christian Church

Risk Assessment - Overnight Camp

#### Hazards and Suggested Control Measures

Below is a list of potential hazards. Please check for other hazards not listed and add them at the end.

All participants need to:

- \* identify hazards, include hazards not mentioned here
- \* assess their significance
- \* manage potential risks

| Hazard   | Control Measures  | ✓ | Notes |
|--|---|---|-------|
| Heights/falling objects * cliffs, ledges and rock faces * Trees/branches * Adverse terrain   | * Avoid trails near cliffs     * No climbing of trees     * Monitor surroundings for hazards constantly     * Have suitable recovery equipment available  |   |       |
| Environmental conditions  * weather  * Surroundings  * Adverse terrain  * Isolation (getting lost)  * Plants (eg. poisonous, stinging) | * Assess weather conditions before and during activity * Obtain permits from landowners * Ensure everyone has appropriate clothing & footwear * Have an effective communication system * Instruct everyone in procedures for anyone who gets lost * Provide supervision of the group by assigning roles (eg. leader, tail end) and check regular checks on all group members. |   |       |
| Biological material * Bodily fuids (eg. blood, sweat, saliva)  | * Open cuts and abrasions are to be treated immediately.  * All clothing, equipment, etc should be treated as potential infectious.  * Personal items not to be shared eg. towels, drink bottles  * First aid material available eg. bandages etc.  |   |       |
| Water  * risk of drowning  * Water quality  * Creeks, rivers, dams, ponds  | * Adhere to swimming guidelines if applicable * Constantly monitor for creeks, water, etc   |   |       |



Runcorn Christian Church

Risk Assessment - Overnight Camp

| Hazard   | Control Measures   | ✓ | Notes |
|--|--|---|-------|
| Animal bites/ diseases * Insects * Ticks, leaches * Dangerous/ poisonous organisms (eg. snakes, spiders) | * Ensure everyone is appropriately dressed for activities * Ensure shoes are worn * Check for ticks and other parasites regularly  |   |       |
| Participants  * Special Needs  * High risk behaviours  * medical conditions  * Participant numbers       | * Obtain parental permission, including relevant medical information  * Ensure that medications are readily available, but out of reach of children.  * Behavioural plans agreed upon, if needed  * Provide adequate adult supervision  * Brief participants about potential hazards and appropriate safety procedures, including those of the first aid officer |   |       |
| Physical exertion  * Strains and sprains  * Cramps  * Exhaustion and fatigue                             | * Monitor participants for fatigue and exhaustion  * Establish resting spots where appropriate  * Have a plan for participants who may not complete the activity and need to return to camp (ie. supervision)  |   |       |
|  |  |   |       |

<sup>\*</sup> Hazards and Suggested Control Measures adapted from the Queensland Education Curriculum Activity Risk Assessment "Camping, Base"

| Submitted by: | Signed: | Date: |
|---------------|---------|-------|
| Approved by:  | Signed: | Date: |





Nature of services provided to children and young people: Religious programs and events. Regulated Business and Employment: Churches, clubs and associations involving children

**Employee Register** 

|  | _  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| Renewal<br>due date<br>for                     |  |  |  |  |  |  |  |
| Expiry<br>date of<br>Blue Card                 |  |  |  |  |  |  |  |
| Blue Card<br>Number                            |  |  |  |  |  |  |  |
| Action If: * Negative Notice                   | * Blue card<br>suspended<br>* Application<br>withdrawn                         |  |  |  |  |  |  |
| Status 1. Holds valid blue card 2. Application | 3. Negative Notice<br>4. Blue Card<br>suspended<br>5. Application<br>withdrawn |  |  |  |  |  |  |
| Is a Blue Card/<br>Exemption Card<br>required? | Y/N If no, state reason  |  |  |  |  |  |  |
| R X  | Z<br>≻   |  |  |  |  |  |  |
| Employm<br>ent Type<br>P=Paid                  |  |  |  |  |  |  |  |
| D.O.B.   |  |  |  |  |  |  |  |
| Name   |  |  |  |  |  |  |  |