

Immanuel Christian Assembly

God with us

ICAC Child Safe Environment Procedures

Updated in November 2024

Purpose

Immanuel Christian Assembly Church (ICAC) believes that the way in which we care for the children and young people is a reflection of God's love and care for us. Children and young people are entitled to be safe and protected in line with government policies and expectations.

The staff and volunteers engaged in any ICAC ministry activities have a responsibility to ensure the safety and welfare of the children and young people.

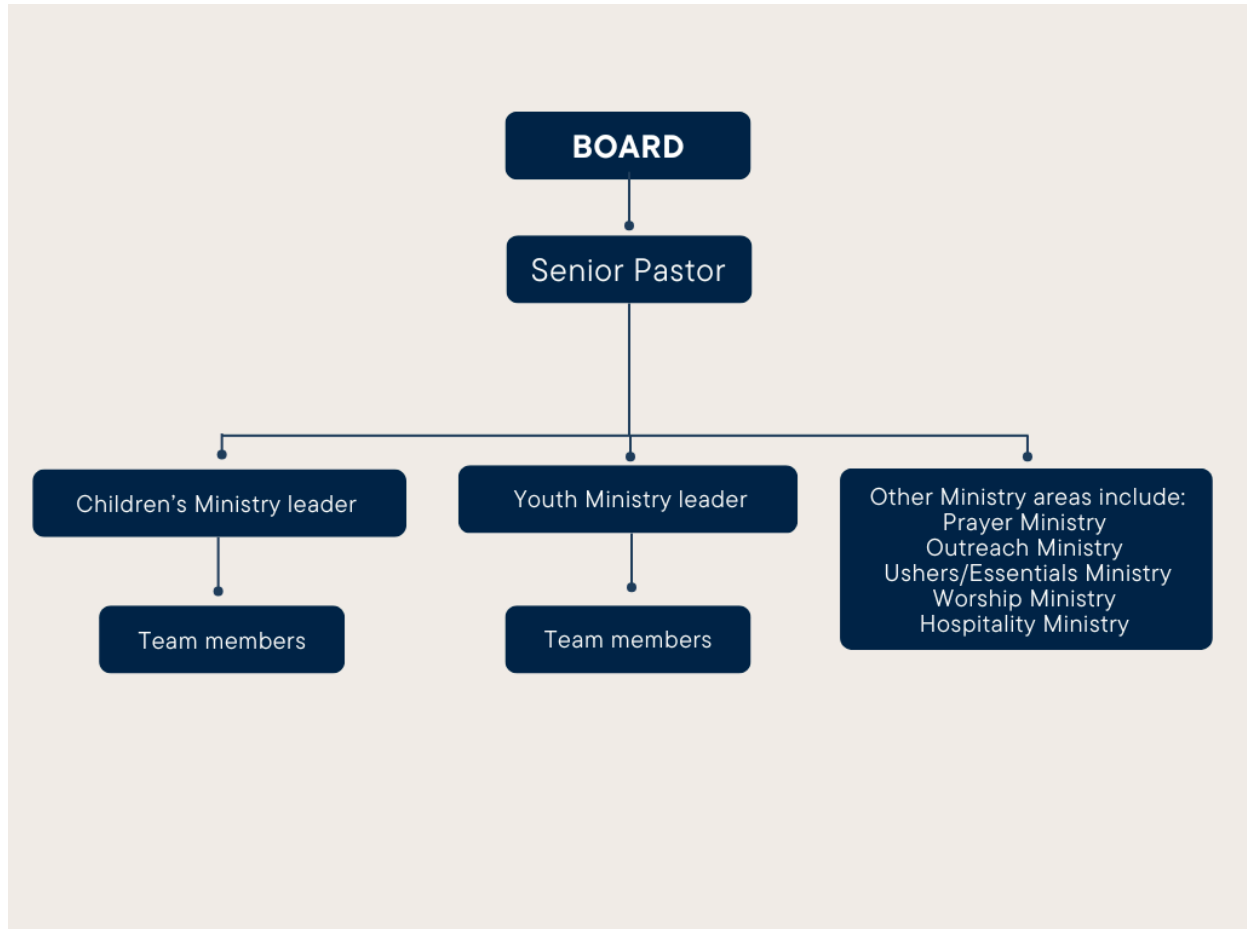
This procedures document is written to supplement our ICAC Child Safe Environment Policy document. This document should be read in conjunction with the aforementioned document.

This procedures document provides the practical guidance for all volunteers and staff involved with children and young people's ministry.

It guides the interaction with children and young people to ensure child safe practices.

Safe People

The current organisation structure for ICAC is as follows:



As the flowchart demonstrates, everyone in direct contact with a child has someone they are responsible for and supported by. All contact with children will be beyond reproach.

Careful consideration will be given to all appointed people. ICAC will ensure that all volunteers who work with children have ongoing supervision, support and training to develop and enhance the child safe environment at Immanuel Christian Assembly

Screening and appointing of staff and volunteers

Immanuel Christian Assembly takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children and young people. We employ a screening process in the recruitment of employees and volunteers. This process involves filling out a 'Confidential Volunteers Application form' and conducting interviews and referee checks.

We ensure that all staff and volunteers are regular participants at the Immanuel Christian Assembly. Before a voluntary role is undertaken, the volunteer is expected to have been a regular member of the church for at least a period of six (6) months prior.

We ensure that all staff and volunteers working with children and young people present evidence of a Working with Vulnerable People card to the Senior Pastor, or evidence that they have commenced that process. A police check will be carried out as part of the screening process for the Working with Vulnerable People registration on all volunteers. If any volunteer refuses to undertake the process required for Working with Vulnerable People registration, or refuse to undertake the child safety awareness training, these individuals will be excluded from volunteering or working with children and youth people in any capacity.

To ensure a child-safe environment, the Board of Immanuel Christian Assembly reserves the right to refuse people who have been found guilty of an offence of a sexual nature against children or minors entry to any church activity. This also applies to people who have current pending charges of this type.

All staff and volunteers are expected to undertake Child Safe Awareness Training and undertake refreshers regularly after that. A grace period of 6 months is applied to any training requirement provided that the staff and volunteers have the appropriate Working with Vulnerable People card.

Safe Practices

Immanuel Christian Assembly is committed to the safety and wellbeing of all children and young people who access the Church and its programs and will act to ensure a child-safe environment is maintained at all times.

We regard children's rights, interests, and wellbeing as paramount and acknowledge that it is the responsibility of all to care for and protect children. We endeavour to build an environment where children have the right to be safe and feel safe, respected, valued and encouraged to reach their full potential.

We respect, support, and encourage staff and volunteers' active participation in building and maintaining a secure environment to ensure a safe and happy experience for all.

There are a range of safe practices that ICAC recommends staff and volunteers being familiar with. These are listed in this section.

General requirements

All contact with children and young people must be beyond reproach, appropriate and within the requirements set out by ICAC.

It is a fundamental principle that at all times staff or volunteer should never be alone with an individual child or young person.

Staff and volunteers working with children and young people should be on alert for people wandering around - a person unknown to leaders and/or not part of the children and young people's activities should not be allowed access to children and young people. If a stranger persists in a manner that raises concerns to staff and volunteers, they should call the police.

Staff and volunteers should be on alert for individuals who may be showing grooming behaviours. Grooming is the development of relationship with children and young people to prepare them for future harm. There is no one set of behaviours that make up grooming, and it can be hard to recognise, as grooming behaviour may look like normal caring behaviour. More information on this can be found on [Raising Children Website](#).

In situations involving bullying or physical violence, staff should involve the Senior Pastor and parents/carers immediately.

While ICAC prioritises maintaining a safe environment for children and young people, our goal in matter of discipline will be to see children and young people restored to normal engagement with our activities. In consultation with parents, there may be circumstances when children or young people may not be allowed to participate for a time.

In any situation, when a staff or volunteer does not feel confident managing a child, young person or group's behaviour, they are to speak to Senior Pastor for assistance. Senior Pastor may seek to involve parents/carers whenever necessary, and to find solutions to ongoing behavioural issues.

In general and excluding circumstances of immediate physical danger or medical emergencies, physical contact should only be initiated by the child or occur with their permission (This is only in the case where the child is old enough to express their feelings). When you make physical contact with a child, be very careful that you respect the child's feelings and privacy.

When any new child or young person joins the ICAC, the parents or carers need to complete a welcome form which is listed in Appendix E: ICAC Children and Young People Information Form.

Record Keeping

ICAC where possible will aim to maintain all records electronically wherever suitable systems exist that address both privacy and security obligations. If electronic copies cannot be stored safely, then all hard copies will be kept in a lockable cabinet by the Senior Pastor.

ICAC expectation is for all staff and volunteers working with children and young people to read and agree in writing to the following documents:

- ICAC Child Safe Environment Policy
- ICAC Child Safe Environment Procedures (this document)
- ICAC Code of Conduct for Staff and Volunteers

A register is to be kept up to date by Senior Pastor or a person delegated by the Senior Pastor.

ICAC also holds a register for those who have attended the ICA Child Safety Presentation as well as a register of any training undertaken by staff and volunteers working with children and young people.

Staff and volunteers are to be informed when they need to be rechecked or attend a refresher course.

Special Activities

To provide a refresher, from time-to-time ICAC may organise special activities for children and young people. Special activities may include picnics, camps, coast trips or BBQs.

ICAC will strive to provide and maintain a safe community for our children and young people where they may grow as followers of Jesus. Staff and volunteers are to ensure that special events are appropriate for those who are attending.

Careful consideration will be given to things such as the activities chosen, the venue location, appropriate child toileting practices, safe ratios of supervision and general work health and safety.

In events where children and young people are required to travel to an alternate venue from the ICA Church location, the parents/ carers will be responsible to provide transport and ensure safety during the special activities.

Should transportation be provided by a volunteer, written approval from the parents must be sought.

We will ensure that staff or volunteers are never left alone with a child, including in a vehicle. If transportation is provided by a staff or volunteer, they are to ensure that vehicles used are appropriately registered, and drivers hold unrestricted license.

Photographs

Senior Pastor or a person appointed by Senior Pastor may take photos/videos of children and youth ministry activities. They are to only use photos/videos in accordance with the purpose for which consent was given. Focus of photos should be on small groups rather than individuals.

Children and young people must not be photographed/videoed without parent/carer consent or where the child/young person/parent/carer has asked not to be photographed/videoed. The photos/videos should be saved to a secure location as soon as practical and kept secure. The photos/videos should then be deleted from the device as soon as practical.

Staff and volunteers should not be taking photos/videos of children or young people during ministry activities for any other reason other than official ministry purposes which have been clearly discussed with the Senior Pastor ahead of time.

Communication

We believe face-to-face interactions are the best method to communicate with a child or the youth. Every intention will be made to minimise any electronic communication outside of Church activities. Should electronic communications be necessary, all communications should be beyond reproach.

In the case where communication between a volunteer and a child/youth is required, the lead pastor and the parent/guardian will be notified prior to initiating the communication.

Reporting Responsibilities

This section covers the reporting responsibilities of ICAC staff and volunteers.

Emergency Situations

If you believe a child or young person is in immediate danger or in a life-threatening situation, contact the Police immediately by calling 000

ACT Government Mandatory and Voluntary Reporting

In the ACT under the Children and Young People Act 2008, there are two types of reporting. They are voluntary and mandatory reporting.

Voluntary Reporting

This allows any person who is concerned about a child or unborn child to make a Child Concern Report to Child and Youth Protection Services (CYPS) if they suspect or believe a child is being abused, being neglected, exposed to family violence or at risk of abuse or neglect.

Everyone in the community of ICAC is a voluntary reporter. As a voluntary reporter, you should always provide CYPS with the basis for your suspicion or belief honestly and without recklessness. It should be noted that providing false or misleading information is an offence under the Children and Young People Act 2008 and you can be charged with a maximum penalty of 50 penalty units, six months imprisonment or both.

Mandatory Reporting

Mandatory reporters are also voluntary reporters and as such can choose to report any other form of abuse or neglect to CYPS in line with voluntary reporting but they are not obligated to do so under mandatory reporting laws.

Mandatory reporting is a legal requirement for certain professionals to make a Child Concern Report to CYPS, if through the course of their work whether paid or unpaid, believe on reasonable grounds a child may be being or has been sexually abused or experience or has experienced non-accidental physical injury or abuse.

Mandatory reporters are recommended to spend some time familiarising with the obligations under the law. Recommended reading is "Keeping Children and Young People Safe".

Sexual Offences against a child

All adults in the ACT are required to notify the Police if they have a reasonable belief a sexual offence has been committed against a child. This is covered by ACT Crimes Act 1900. Failure to report is a criminal offence under this Crimes Act 1900 (ACT).

For all other circumstances call ACT Policing on 131 444 to report.

Ombudsman Reportable Conduct Scheme

ICAC must notify the ACT Ombudsman about allegations of reportable conduct involving an employee, which may include certain volunteers and contractors.

Generally reportable conduct is child abuse or misconduct with a person under the age of 18 years.

Senior Pastor must be contacted if you have any concerns or would like to report concern about staff or volunteer conduct.

The staff or volunteer will be temporarily relieved of their regular responsibilities within ICAC if they are under investigation. Support for staff and volunteers during this process is covered by Section 4.4.

Appropriate risk assessment will be conducted and the final report will be compiled by the Head of Entity who is the Senior Pastor.

Please refer to the ICA Child Safety Presentation slides to familiarise with the new requirements of the Ombudsman Act 1989 with regards to Reportable Conduct Scheme (RCS).

More information on RCS can be found on the ACT Ombudsman's website under Reportable Conduct.

Reporting Process

Reporting Child Abuse

You may become aware of abuse because you have observed indicators of abuse or someone else has informed you of their concern for a child, or a child has directly told you they are being abused. It is your responsibility to ensure that any child abuse that you become aware of is reported to the relevant authorities.

Suspicious

Grounds for suspicions could be for example there is evidence of a physical injury or odd behaviour. If you suspect risk of harm to a young person or a child in your group, note the following:

- Time and place,
- Details of the individual child involved including date of birth and address (if known), and
- Grounds for forming the belief that abuse has occurred.

Ensure that this information is kept in a secure place.

Do not investigate or take action on your own. Raise the matter and discuss it with the Youth Ministry Leaders or with the Senior Pastor.

Disclosure

If you find yourself in a situation where a child or young person tells you they are being, or have been abused, show your care and concern by:

- Listening carefully to what the child/young person is saying, but do not ask leading questions
- Indicating that you will contact Senior Pastor or Youth Ministry Leader for assistance
- Reassuring the child/young person that disclosing was the right thing to do

Please do **not** seek further details beyond those that the child/ young person freely wants to discuss, make promises that you will not tell anyone or tell anyone that does not need to know.

After the disclosure and as soon as possible you must:

1. **Write down** the details of what was said including details such as:
 1. Time and place,
 2. Who you spoke to,
 3. What the young person said,
 4. What you said, and
 5. Any grounds for forming the belief that abuse has occurred.

2. **Speak** to a ICAC Youth Ministry leader or Senior Pastor. They can help you confirm the appropriate steps forward and maybe mandated to report if they have reason to believe the child is being abused or neglected.
3. **Report** the information to the appropriate authorities, with the ICAC Youth Ministry Leaders or Senior Pastor (as outlined in the table below).

It is important that while you write down the details of what happen to keep to the facts about what you said and don't express your opinion. Be aware that this document must be signed and dated and could be subpoenaed in court proceedings.

Table 1. Reporting suspected child abuse and disclosures

Issue or Concern	Report to:
General suspicions	Youth Ministry Leader or Senior Pastor
Significant reason to believe a child is being abused or neglected within a family context	<p>Police</p> <p>If you believe a child is in immediate danger or in a life threatening situation, contact the Police immediately by calling 000.</p> <p>Child and Youth Protection Services (CYPS)</p> <p>If possible, discuss with a Youth Ministry Leader or Senior Pastor first and use the “Report child abuse or neglect” for guidance and reporting.</p>
Knowledge of relevant criminal offences, including sexual offences against a child, or you have significant reason to believe a child is being abused or neglected outside of a family context	<p>Police</p> <p>If you believe a child is in immediate danger or in a life threatening situation, contact the Police immediately by calling 000.</p> <p>ACT Policing 131 444</p> <p>Senior Pastor or Youth Ministry Leaders</p>
Reportable conduct by a church worker towards children	<p>Senior Pastor (Head of Entity for notification to the ACT Ombudsman)</p> <p>ACT Ombudsman</p> <ul style="list-style-type: none"> • notify the Ombudsman within 30 days of becoming aware of the allegation by completing the section 17G notification form • provide details of the allegation or conviction • provide ICA’s intended response, including an investigation plan and risk assessment • report to appropriate organisations. These may include ACT Policing, Child Youth Protection Services and Access Canberra (Working with Vulnerable People). <p>For more information, see the ACT Ombudsman Practice Guide No. 5: Employer responsibilities.</p> <p>ACT Policing Where relevant criminal offence has been committed - 131 444</p>

**Please note the following:*

- *if the disclosure relates to Senior Pastor, do not report to Senior Pastor. Report to CCA Chair Joe Leone (0418 841 191 or info@life-church.com.au). Other reporting contacts as per the table above.*
- *for Mandated Reporter, if you have made a report about child sexual abuse to CYPS, you do not have to report the same information to police under the Failure to Report offence. CYPS will pass the information to police. However, Mandated Reporter should be aware that if the information is not subject to a mandatory report, or is obtained outside the course of your employment, you will need to make a report to the police under the new legislation.*
- *ICAC has obligations under the Reportable Conduct Scheme (RCS) to comply with obligations independently of Failure to Report and Mandatory Reporting. ICAC still has an RCS obligation to meet regardless of if you have made a report to police or to CYPS.*

Confidentiality

Utmost confidentiality has to be maintained as it relates to any suspicion, knowledge or disclosure of abuse. With the exception of reporting the information to the relevant authorities and to the Youth Ministry Leaders or Senior Pastor, you must not ordinarily share the information with anyone else.

Before Making a Report

Sometimes a child's circumstances can have a negative effect on their wellbeing, however this does not necessarily mean a child is being abused or neglected. It is important to consider if involving the child protection system is the most appropriate response, or if there is a better solution for you to ensure the child and family/carer is okay.

It is good to consider the following before making a report to CYPS:

- **Speak to the child:** A gentle conversation with the child would be appropriate especially if you know the child. Let them know you are worried there may be something wrong and offering to listen can help the child open up about any issues they may be having.
- **Speak with the parents/carers:** Speaking with the parents/carers maybe the best first step. You could potentially work with the parents to resolve any issues. This could either be you being actively involved or help connect them to other services. Engaging with parents in a positive and supportive way can help build trust and expand their support network. If however after raising your concern with the parents/carers you believe abuse or neglect may be happening, it is very important that you do not conduct your own investigation or interfere with a future CYPS processes. Keep in mind that there is no requirement to have evidence or have substantiated abuse to make a report. Any comments and observations can be included as part of your Child Concern Report to CYPS.
- **Consider available support services:** Refer to Supporting families: other ways you can help. There are many support services that specialise in providing help to parents and their children.

Please keep in mind that if the child is in immediate danger or in life-threatening situation, contact the Police immediately by calling 000.

Checklist

The checklist below will assist in deciding if you should make a report to CYPS and/or the Police:

- I have formed a reasonable belief a child is being, has been, or is at significant risk of being abused or neglected.
- I am clear on what basis I have formed this belief.
- My definition of abuse or neglect is consistent with the definition provided in this guide (refer to Appendix B: Definitions).
- I am responding to a behaviour (for example sexualised behaviour) that may have many causes, or a pattern of behaviours that point to abuse or neglect.
- This particular abuse or neglect has, to my knowledge, not yet been reported to CYPS or the Police by another person.
- I have sufficient information that will enable CYPS or the Police to identify the child my report relates to.
- I believe the abuse or neglect is occurring within the family (NOTE – CYPS reports only deal with abuse or neglect within the family).

When making a report you should also be prepared to share what you know about their child's behaviour inside and outside their home, the child's siblings, the child's parents or carers.

Making a Report

If you believe that the child is in immediate danger or in life-threatening situation, contact the Police immediately by calling 000.

Type	Required Reporting Details
Mandated reporters	<p>CYPS report can be made using the online portal at: https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1136&tmFormVersion</p> <p>A report can also be made using the contact details below:</p> <ul style="list-style-type: none">• Mandated reporters line (available 24 hours): 1300 556 728• childprotection@act.gov.au <p>Additional information can be found at: https://www.accesscanberra.act.gov.au/s/article/reporting-child-abuse-and-neglect-tab-overview</p>
All Reports	<p>Non-Mandated reporters line (available 24 hours): 1300 556 729</p> <p>childprotection@act.gov.au</p> <p>Additional information can be found at: https://www.act.gov.au/community/child-protection-and-youth-justice/report-child-abuse-or-neglect</p>
Child sexual abuse (as a non-mandated reporter)	ACT Police 131 444

Regardless of the type of abuse or neglect you are reporting, whether you are reporting to CYPS or the Police, you will be asked to provide information about child, family, the reason for your concern, relevant circumstances, your details and your connection to the child when making a report.

Be as detailed as possible as the information you provide is central to the decision-making process.

If you are unsure about classifying what you are seeing as abuse or neglect, contact CYPS to discuss your concern. You can contact CYPS on 1300 556 729.

Protection of reporters

The Children and Young People Act 2008 provides the reporters with certain protections including protection of your identity and protection from prosecution (when you make a Child Concern Report to CYPS).

Protection of your identity

The protection of identity applies for both mandated and voluntary reporters. When you make a report your identity is protected under law from being disclosed to any person, except in certain exceptional circumstances.

You are required to act without recklessness when making a report. If after investigations, CYPS determines that the child is not at risk, you cannot be held legally or professionally liable if you have acted honestly and reasonably. However, it is an offence to knowingly make a false or misleading report.

After Making a Report

Pastoral care

The victim of abuse may require immediate specialist counselling or other support. The victims may also need ongoing contact and support. The exact nature of the support arrangement can be discussed with the Senior Pastor. The Senior Pastor can also appoint an appropriate person to follow up with them.

Possible Trauma from Exposure to Disclosures of Abuse

Individuals are likely to have unique responses to receiving a disclosure of abuse. There could be common reactions such as shock, anger, sympathy for the victim or frustration. There is also a likelihood of severe reactions which may impact in some cases a person's ability to function effectively within their ministry responsibilities and/or life in general. In these situations, it may be helpful for the individual to seek additional counselling support. The Senior Pastor can offer direction and suggestion for this extra support.

It may be appropriate to reach out to external organisations for support as well. These include:

- 1800 Respect on 1800 737 732
- Lifeline on 13 11 14
- MensLine on 1300 789 978
- Kids Helpline on 1800 55 1800
- Beyond Blue on 1300 22 4636

Appendix A: Responsibilities

Document Reviews

ICAC expectation is for all staff and volunteers working with children and young people to review the following documents:

- ICAC Child Safe Environment Policy
- ICAC Child Safe Environment Procedures (this document)
- ICAC Code of Conduct for Staff and Volunteers

To help maintain a safe environment for children, Immanuel Christian Assembly seeks to review its risks regularly and implement strategies to minimise and manage these risks through related policies and procedures.

The documents should be reviewed annually and following any relevant incident.

Compliance – WWVP

The ACT's Working with Vulnerable People (WWVP) Act requires those who work or volunteer with vulnerable people to have a background check and be registered.

Senior Pastor or a person appointed by Senior Pastor will monitor the compliance of staff and volunteers with the ACT Government's Working with Vulnerable People scheme.

More information on WWVP can be found on the [Access Canberra Website](#).

Compliance - Training

Senior Pastor or a person appointed by Senior Pastor will monitor the compliance of staff and volunteers as it relates to training compliance.

Appendix B: Definitions

Child

A child is defined as a person under 18 years old at the time of the alleged conduct.

Child Abuse

Abuse of a child or young person generally means:

- Sexual abuse or other exploitation of a child, including child grooming
- Physical abuse
- Emotional (including psychological and verbal abuse; exposure to the physical, sexual or psychological of a person whom the child has a relationship to; and exposure to material which has, or is, causing harm to the wellbeing or development of the child or young person)
- Neglect of the child
- Exposure to violence, including family and domestic violence.

Grooming

Grooming is when someone tries to build trusting relationships with children or families with the aim of child sexual abuse. It can involve the person building connection and trust with a child and family over days, weeks, months or years.

More information is available at raisingchildren.net.au.

Mandatory Reporting

Mandatory reporting is a legal requirement for certain professionals whether paid or unpaid to make a report to the ACT Government if, through the course of their work, if they believe on reasonable grounds a child may be being or has been sexually abused or experiencing of or has experienced non-accidental physical injury (physical abuse).

Certain people in the ACT are mandated to report situations where they form a belief on reasonable grounds that a child or young person has experienced abuse or neglect. It is important to note that the mandated reporter is not required to prove that abuse or neglect has occurred.

If a person wants to discuss concerns about a child or young person, they should contact the ACT Care and Protection Services as soon as possible.

More information is available on the ACT Community Services website under "[Keeping Children and Young People Safe](#)".

Reportable Conduct

Allegations or convictions of child abuse or misconduct towards children are considered as reportable conduct.

Reportable Conduct Scheme (RCS) in the ACT requires certain organisations (including religious bodies) who work with children to:

- Report allegations of child abuse and misconduct to the ACT ombudsman, including:
 - misconduct of a sexual nature
 - sexual or physical offences and convictions where a child is a victim or is present
 - inappropriate discipline or not protecting children from harm.
 - neglect
 - psychological harm
 - ill-treatment of a child
- develop policies and procedures to prevent and respond to child abuse.

ICAC has processes to respond to allegations involving their employees which include educating staff and volunteers about the scheme through presentations and recommending staff and volunteers to read and be familiar with the ICAC Child Safe Environment Policy, ICAC Child Safe Environment Procedures and ICAC Code of Conduct for Staff and Volunteers documents.

The following three areas are highlighted as not reportable conduct under Ombudsman Act 1989 Section 17E (2):

- Reasonable discipline, management or care of a child taking into account the characteristics of the child, and any relevant code of conduct or professional standard that at the time applied to the discipline, management or care of the child
- If the conduct is investigated and recorded as part of workplace procedure—that is trivial or negligible
- Prescribed by regulation
- Examples—
 - touching a child to attract the child's attention, to guide a child, or to comfort a distressed child
 - school teacher raising the teacher's voice to attract attention or restore order in a classroom
 - accidental conduct

More information is available on the ACT Ombudsman's website under "[Employer Responsibilities](#)"

Appendix C: CONFIDENTIAL VOLUNTEERS APPLICATION FORM

First Name: _____ Surname: _____ D.O. B: ____/____/____

Address: _____ Post Code: _____

Phone Numbers

Home: _____ Work: _____ Mobile: _____

Personal Information

Do you have any health problems or disabilities that would affect your work with children? If yes, please describe. Yes No

Did you suffer abuse as a child or adolescent? Yes No

Do you have your own transport? Yes No

If you are under 18 years old, is your family in agreement with your children's ministry involvement? Yes No

Which church meetings do you regularly attend?

Sunday service Ground Breakers Voyagers Kingdom Seekers

Other _____

Declaration

Have you read and will adhere to the Child Safe Environment Policy and Procedures to fulfil your responsibilities as a children's worker?

Yes No

Criminal History Report

Have you undertaken a Working with Vulnerable People's (WWVP) check? Yes No

Date when the application was made: ____/____/____

If not, are you willing to undertake WWVP? Yes No

Referees

Please list the names and contact details of two referees (one must be Senior Pastor).

Name: _____ Church: _____

Phone No: _____

Name: _____ Position: _____

Phone No: _____

I certify that the above information is accurate and understand that if I have provided false or misleading information, it may result in a decision not to engage me or lead to my dismissal from any voluntary roles within ICA.

I am aware that if considered for voluntary role in a child/youth-related position, a screening process will be undertaken to ascertain my suitability as part of the WWVP check, including:

- a criminal history check for offences involving sexual activity, indecency acts (whether involving child or adult), child abuse or child pornography.
- a check for relevant apprehended violence orders taken out by a police officer or other public official to protect children.
- checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct or acts of violence in the workplace, including children, are directed at children or take place in children's presence.

I understand that convictions, or charges that are proven in court but that do not proceed to a sentence, relating to sexual activity, acts of indecency, child abuse or child pornography will automatically prohibit my employment in a child-related position. I am aware that if I am a 'registrable person' under the *Child Protection (Offenders Registration) Act 2000*, I am prohibited from employment in a child/youth-related position.

I consent to these checks being conducted as part of the WWVP and am aware that if any relevant record is identified, additional information relating to that record may be sought by an approved screening agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment.

Name (Block letters): _____ Signature: _____ Date: ____/____/____

Appendix D: Specific Procedures for Volunteers working with Children

Signing in and out

- All children must be signed in and signed out of any special program by a parent/guardian.
- Only parent/guardian are permitted to collect their child at the end of the program.
- The person who is responsible for monitoring the signing in of children is to have the sheets in their possession after the program has started in case there is a need to evacuate the building (see Fire, Evacuation and Other Emergency Policy and Procedure for more information)
- The first time a child attends a program, the ICAC Children and Young People Information card is to be filled in (see Appendix E), and relevant medical information to be communicated to leaders, e.g. allergies.

First Aid

- A first aid kit is to be kept in an easily accessible place for all workers. If the nature of the injury is beyond the level of first aid training of the workers, seek further help from either someone in the program or by calling the emergency services
 - If workers or volunteers administer any first aid, it must be recorded in the book that is kept in the first aid kit.
 - No medicine is to be administered by a staff member or volunteer without special permission

Toileting Procedure

Toilets are an area requiring serious attention since they provide an ideal opportunity for abuse. To maintain a safe and comfortable environment for the children and leaders, there are specific guidelines concerning toileting:

- Visitors to the Children's Church are not permitted to take children to the toilet.
- Children are not to be assisted in the toilet or have their nappy changed by any volunteer. The attention of the person responsible for the child must be obtained and have them complete the task.
- The primary aged children are to be escorted to the disabled bathroom by a leader. The leader checks to see that the toilet is safe (no 'stranger' lurking around) before the child enters. The leader waits outside in the corridor where they are because of others and then escorts the child back to their classroom.

Encouraging all parents to take their children to the toilet before signing them into the ICAC Children and Young People Program is the best course of action.

Illness

- Children who are exhibiting symptoms of fever, vomiting or diarrhoea will not be admitted to any programs.
- Suppose a child gets sick during a program (vomiting, diarrhoea, signs of a fever, the child complains of sickness). In that case, volunteers or staff members will immediately contact the responsible person and return to their care.
 - If appropriate, other staff members and volunteers will then clean up, use disinfectant and help children wash their hands to prevent the spread of germs.

Emergency Evacuation

- In the event of an emergency evacuation, all children are to remain in the care of the volunteers and staff members of the program that they are signed into. They will be escorted to the Emergency Assembly Area by the staff members and volunteers. Once the Building Warden deems the situation stabilised, responsible people can then sign their children out of the program in the Emergency Assembly Area.
 - This ensures that all children are evacuated and that none are accidentally left behind, presumed to be taken by a parent.

(see Fire, Evacuation and Other Emergency Policy and Procedure for more information)

- If there is any doubt about the person's identity, the adult must get further guidance from a more senior worker before releasing the child from the program.

Appropriate discussion of children

- Any issue concerning a specific child should be discussed appropriately and privately. Children and their behaviour are not to be discussed in front of other children or non-relevant adults.

Appendix E: ICAC Children and Young People Information Form

<p>ICAC Children and Young People information form</p> <p>Please complete this information form to help us best care for your child and to assist with communication. <i>Thank you.</i></p> <p><i>Child's Details:</i></p> <p>First Name: _____</p> <p>Surname: _____</p> <p>Age: _____ DOB: _____ Year/Level: _____</p> <p><i>Family Details:</i></p> <p>Parent/Guardian 1: _____</p> <p>Parent/Guardian 2: _____</p> <p>Address: _____</p> <p>_____ P/Code _____</p> <p>Phone Numbers</p> <p>H: _____</p> <p>M: _____</p> <p>Email: _____</p> <p>Please list any allergies or medical information concerning your child:</p> <p>_____</p> <p>_____</p> <p>Does your child have any special needs that we can partner with you? (Please explain)</p> <p>_____</p> <p>_____</p> <p>Any other information that we should be aware of:</p> <p>_____</p> <p>_____</p> <p>Who are the authorised people that may pick up your child? (List first and last names)</p> <p>Please note that we will not let your child leave the program until they have been signed out by one of the people below.</p> <p>Name..... Relationship to child.....</p> <p>Name..... Relationship to child.....</p> <p>Name.....</p> <p>Date: _____/_____/_____</p> <p>Signed.....</p>
