



C3 CHURCH RYDE CHILD SAFE POLICY & PROCEDURE DOCUMENT

- Adapted for C3 Church Launceston -

TITLE: CHILD SAFE POLICY

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Related Policies: Onboarding Policy (covers induction for paid workers and volunteers)

We want children who participate in our kids' and youth programs to have a safe and happy experience. We support and respect our children, their families and our workers.

1. INTRODUCTION

Our policy guides paid employees and volunteers on how to behave when interacting and engaging with children in our church. The policy focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children's participation.

This policy and the following procedures apply to C3 Church Launceston, which is a campus under C3 Church Ryde and falls under its direct oversight. This document relates to legislated requirements for Tasmania only.

2. CHILDREN'S PARTICIPATION

Our organisation supports the active participation of children in the programs, activities and services we offer. We provide a range of ways to allow children to provide feedback or raise concerns. We listen to their views, respect what they say and involve them when we make decisions, particularly those that will directly affect them.



Children are aware of who they can talk to should they need to raise a concern. In the event that a concern is raised, they will be provided with adequate support, and the concern will be addressed appropriately.

3. RECRUITMENT

Our organisation will maintain a rigorous and consistent recruitment, screening and selection process for our paid employees and volunteers.

To achieve this standard, we will use:

- Working With Vulnerable People Check (WWVP) (for pastors, paid employees and volunteers over 16 working directly with children)
- References for anyone volunteering on a directly child related team (If a person has been in church for more than 12 months, 2 internal references will suffice. If a person has been in church for less than 12 months, 2 references external to our organisation must be provided).
- Code of Conduct/Self Declaration (for all paid employees and volunteers)
- Child Safe Training for all pastors, paid employees and volunteers (whether or not they are working directly with children – as per Child Safe Standard 7).

If volunteers and employees complete these requirements, as verified by the Ministry Leader or Pastor, they will be inducted into their paid role or volunteering team.

4. PROCESS FOR REPORTING CONCERNS ABOUT CHILDREN

All paid employees and volunteers are trained at induction and then yearly, regarding the process for reporting the disclosure of abuse or in response to a concern about the safety or welfare of a child or young person.

Everyone in our organisation should be confident that disclosures or concerns about a child's safety will be dealt with immediately, honestly and fairly.

Detailed further below are processes for volunteers and paid employees to manage disclosures or concerns within C3 Church Launceston (partnering with C3 Church Ryde).



All disclosures and concerns should be reported, including:

- Any direct disclosures of abuse
- Any disclosures that abuse is occurring in the home where a child or young person lives (even if they are not being abused directly)
- The observation or disclosure of inappropriate behaviour around children and young people
- The suspicion of abuse or harm to a child or young person

The main types of child abuse are listed below, including some examples of physical and behavioural indicators:

- **Physical abuse:**
 - Bruises, fractures, burns, scarring, lacerations, poisoning.
 - Anxiety, fear of parents/fear of going home, nervous, aggressive, jumpy.
- **Sexual abuse:**
 - Inflammation, infection or injury to genital area, discomfort in urinating or frequent urinary tract infections, pregnancy.
 - Age-inappropriate sexualised behaviour, regressive behaviour such as bedwetting or speech loss, aggression, signs of depression, difficulties sleeping, anxiety.
- **Psychological/emotional abuse:**
 - Possible delays in physical and speech development.
 - Low self-esteem, nervousness, highly anxious, withdrawal, aggressive behaviours.
- **Neglect:**
 - Poor hygiene, frequently hungry, unsupervised for long periods, inappropriate clothing, medical needs not attended to.
 - Steals food, stays at school outside of school hours, abuses alcohol/drugs.
- **Grooming:** the process of building a relationship, trust and emotional connection in order to sexually abuse the child or young person.
 - Examples of grooming:
 - Gaining a child's trust by buying them special gifts or treats
 - Spending time along with the child
 - Showing the child favouritism by treating them differently or making them feel special
 - Isolating the child from their family or friends



REPORTING PROCESS FOR VOLUNTEERS

If a child is in immediate danger dial '000'.

Direct Disclosures of Abuse

1. Listen to the child/young person making the disclosure and let them know you believe them.
Reassure the child that they have done the right thing in speaking to you.
Inform the child that you need to tell people who will try to help them
Ensure that the child is not in immediate danger
2. **Immediately** inform your Ministry Leader/Pastor who will assist with making the relevant police and/or government reports.
3. Make a record of the disclosure using the C3 Church Ryde Incident Report form (available from your Pastor).

Suspected Abuse

1. If you suspect that a child or young person is experiencing abuse or have concerns about their welfare, **immediately** inform your Ministry Leader/Pastor who will assist with making the relevant police and/or government reports.
2. Make a record of the concern using the C3 Church Ryde Incident Report form (available from your Pastor).

A child or young person, or any paid employee/volunteer can make a disclosure or raise a concern through a face-to-face meeting with the C3 Church Launceston Pastors or by contacting them through the details below:

Nick Smith - Pastor

Phone: 0408181735

Email: nick.smith@c3launceston.com.au

Ruth Smith – Pastor

Phone: 0418982202

Email: ruth.smith@c3launceston.com.au



C3 Church Launceston

1 Merino Street
Kings Meadows, 7249

If you are unable to contact the Pastors, please contact the following Child Safety Officers at C3 Ryde as per the details below:

- **C3 Church Ryde**
Phone: 02 9086 6900

C3 Church Ryde Child Safety Contact Officers:

- **Cathie Green** - Senior Pastor
- **Keira Andrews** - Child Safety Officer, HR and Compliance
Email: keiraandrews@c3churchryde.com.au
- **Lou Brady** - Management Pastor
Email: loubrady@c3churchryde.com.au

REPORTING PROCESS FOR PASTORS (OR THEIR DELEGATE) - TASMANIAN REPORTING REQUIREMENTS

Paid employees and volunteers are legally mandatory reporters and must report concerns about the risk of significant harm to a child. Paid employees and volunteers report to one of the C3 Launceston Pastors (or Ryde Child Safety Officers if an alternative is required), who will then make a report to the appropriate bodies below.

1) Police / Government Child Protection Agency Reporting

If a child is in immediate danger, call '000'.

Strong Families Safe Kids Advice and Referral Line

If a disclosure is made or concern is raised about the safety or wellbeing of a child, the Pastor (or delegate) will contact the [Strong Families Safe Kids Advice and Referral Line](#) on [1800 000 123](tel:1800000123) or via the [online contact form](#)

Tasmania's Advice and Referral Line is one-of-a-kind in Australia, which connects callers to a person with experience in child wellbeing and safety.

They will provide the right advice and support for the best outcomes for children and their families.



2) Creating Safer Communities Helpline

Contact the Creating Safer Communities Helpline for advice and assistance and/or to ensure that C3 is aware of all child-related matters of concern.

Creating Safer Communities Helpline: 1800 070 511

3) C3 Ryde Incident Report

If a disclosure is made or a concern is received by a paid employee or volunteer, they should complete a C3 Church Ryde incident report form in conjunction with the Pastor, who will submit this form to C3 Church Ryde.

4) [The Office of the Independent Regulator](#)

If an allegation is made against a paid employee, volunteer or contractor, a report must be made to the Office of the Independent Regulator (OIR), under the Reportable Conduct Scheme.

Reportable conduct includes both criminal and non-criminal behaviour, namely:

- Significant emotional or psychological harm
- Significant neglect
- Physical violence
- Sexual offence and/or sexual misconduct
- Grooming
- Relevant offences such as failing to report child abuse and female genital mutilation.

It is recommended this be done on the first business day after the report of the event; refer to the number below.

OIR phone number: 1800 754 728

[Reportable Conduct Scheme Webforms](#)



5. OTHER LEGISLATION, INDUSTRY STANDARDS OR INTERNAL POLICIES

Other legislation:

- Child Safe Standards 2023
- Registration to Work with Vulnerable People Act 2013
- Young Persons and Their Families Act 1997

Internal Policies:

- C3 Australia Safe Church Manual (Includes C3 Australia Safe Church Policy)
- C3 Church Ryde Code of Conduct
- Problem and Conflict Resolution Policy
- Electronic Communication & Social Media Policy

Child to Leader Ratios:

We have a firm commitment at C3 Launceston to ensure that all children in our care are adequately supervised. In this regard, all of our ministries adhere to the standards set by the relevant government authorities in regards to child-to-leader ratios. These ratios are as follows:

- A minimum of two adult leaders will be involved in any structured event or ministry activity; under no circumstances should an adult be left alone with a child or group of children
- Creche children (from 0 to 24 months of age): **1:4 (leaders:children)**
- Over 24 months and less than 36 months of age: **1:5**
- Aged 36 months of age or preschool: **1:10**
- Over preschool age (primary and high school students): **1:15**
- Higher ratios if activities are deemed risky or if excursions / off-sites take place

6. COMMUNICATION

- Our Child Safe Policy and Code of Conduct is easily accessible on our website: www.c3launceston.com.au
- Our Child Safe Policy will be discussed during induction sessions for all new staff & volunteers



7. REVIEW

The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from our range of stakeholders (including workers, children and families).

If you have any questions about this Policy, please contact the C3 Church Launceston Pastor, Ruth Smith at ruth.smith@c3launceston.com.au or C3 Ryde Child Safety Officer Keira Andrews at keiraandrews@c3churchryde.com.au