

# Duty of Care



turningpoint  
CHURCH

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# INTRODUCTION

Child protection and the protection of vulnerable adults has become a significant issue in today's society and the Christian Church is not immune to the problem. Every effort should be taken to minimise the potential for abuse to children and vulnerable adults, as we are told in Proverbs 31:8 *“Speak up for those who cannot speak for themselves.”*

As a church, we at **turningpoint** have a legal and moral obligation to protect and care for children and vulnerable adults, and we intend to be diligent in this regard.

Jesus clearly demonstrated His loving concern for all in Matthew 18, and we must take seriously Paul's direction: *Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which He bought with His own blood. I know that after I leave, savage wolves will come in among you and will not spare the flock. Even from your own number, men will arise and distort the truth in order to draw away disciples after them. So be on your guard!* - Acts 20:28-31.

In line with Working with Children Victoria, **turningpoint** defines a child as any person “under 18 years of age”; whereas the Department of Health and Human Services describes a vulnerable adult “as individuals who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation”.

Therefore, any person working with children or vulnerable adults will be required to undergo the training, screening and application processes and be approved by the Oversight before they can work with children or vulnerable adults within **turningpoint**.

As a church, we all have a responsibility of Duty of Care while children and vulnerable adults are in the care of the church or a church program.

To assist in carrying out this duty of care, each person needs to follow the **turningpoint** policy as set out by the Oversight of **turningpoint**. These policies are in place to assist in protecting our children and vulnerable adults and to give guidelines for our **turningpoint** workers.

Hereafter someone approved to work with children and/or vulnerable adults will be referred to as a Children's Ministry Worker “CMW”, and where it refers to the safety of a child it shall be deemed the same requirement for a vulnerable adult.

# DEFINITIONS

**Child** - means a person under the age of 18 years.

**Child abuse** - means any act committed against a child involving a sexual offence or an offence under section 49B(2) of the Crimes Act 1958, and the infliction on a child of physical violence, serious emotional or psychological harm, and the serious neglect of a child.

**Child Safe Standards** - are to be implemented by faith communities to ensure the safety of children

**Children's Charter** - defines children as being under 18 years of age, identifying their right to decisions affecting them, the right to live and grow up healthy, the right to be safe no matter where they are.

**Duty of Care** - is a legal obligation to exercise reasonable care to avoid acts or omissions that could expose a person to a reasonably foreseeable risk of injury.

**Vulnerable adult** means individuals who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation

**CMW** - includes any employee, consultant, contractor or volunteer engaged by **turningpoint** to work with Children or the vulnerable.

**Natural supports** - are people in a child's life who are not paid workers, such as family members and carers, elders, church leaders, friends and trusted others.

**Pastoral Supervision** - is a forum where supervisees review and reflect on their work and ministry in order to do it better.

**Person of Concern** - *is a person whose presence may constitute an unacceptable risk of harm to any person engaged in the activities of the parish as a result of sexual abuse or physical abuse* and includes a person falling within any of the classes of persons defined in the Act including a convicted sex offender, s67C

**Reportable Conduct Scheme** - is how Victorian organisations with a high level of responsibility for children respond to allegations of child abuse and child-related misconduct.

**Royal Commission** - an Australian Government Commission into Institutional Responses to Child Sexual Abuse

**Mandatory reporting** - the legal requirement of people to report a reasonable belief of child physical or sexual abuse to child protection authorities.

# 1. RESPONSIBILITY AS A CHILD/ VULNERABLE ADULT WORKER

It is the CMW's responsibility to follow and abide by all **turningpoint** policies as best as they can. That's why it is important for you to read the **turningpoint** Duty of Care guidelines and any other policies that may be applicable to the safety of our children and the vulnerable.

To maintain compliance with this policy and the ever-changing Governmental policies, it is essential that each Children's Ministry worker attend at least one Children's Ministry training program (e.g. Generational Training and/or CRC Youth/Children's conference) each year and complete and pass the annual online Duty of Care questionnaire.

All CMWs must hold a current Membership with **turningpoint** church and if over 16 years of age must have a Working with Children Check (WWCC).

## 1.1 INDIVIDUAL ACCOUNTABILITY

Every member within **turningpoint** has the responsibility to establish **turningpoint** as a safe place for all by ensuring that:

- the Duty of Care requirements are fulfilled and are constantly maintained as up-to-date;
- any alleged breach (however minor) of the Duty of Care is reported and documented to a **turningpoint** team leader, who will in turn pass it on to a Pastor/Oversight Member;
- any breaches regarding a reportable incident be submitted to the required external agencies/s (e.g. Police); and, if the external agencies direct, to the affected church community members (e.g. parents of a child who may have been affected).

## 1.2 PREVENTION

- A CMW of **turningpoint** assumes responsibility for a group and accepts a 'duty to take reasonable care'. This duty may generally be described as the standard that a responsible person would exercise. A CMW cannot completely transfer their duty of care to any outside service provider.
- A CMW has a duty to be reasonably informed as to the safety or danger of any activities undertaken. Some activities are potentially more dangerous than others and require that the CMW have a higher

level of skill and experience. The CMW involved in an adventure activity must be competent in that particular activity or use the expertise of someone who is.

### 1.3 CHILD SAFE STANDARDS

The Child Safe Standards are compulsory minimum standards for all Victorian Children's Services to ensure they are well-prepared to protect children from abuse and neglect.

#### 1.3.1 Statement of Commitment to Child Safety

**turningpoint** will create an environment where children are safe and feel safe. To achieve this, a **turningpoint** CMW will:

- embed a culture of child safety;
- deliver services and activities which support child safety and the prevention of child abuse;
- implement CMW recruitment practices;
- provide induction, training and supervision to ensure **turningpoint** CMWs understand their obligations to protect children; can identify child-abuse risks; and prevent, detect and report any inappropriate behaviour, misconduct or suspected child-abuse;
- ensure all safety concerns and allegations are treated seriously in accordance with the law, including contacting authorities as appropriate;
- actively listen to and support children to promote their participation and empowerment.

The commitment to child safety is an obligation of both the individual and **turningpoint**. All **turningpoint** CMWs are responsible for protecting the safety and wellbeing of children.

#### 1.4 INSURANCE - **turningpoint** holds insurance cover as follows:

- Public & product liability insurance
- Voluntary workers
- Professional indemnity

This insurance covers personal injury or loss of property. It is intended that all paid and voluntary leaders/workers are covered under this insurance. Check the insurance cover for any activity or program that differs from general programs, e.g. extreme sports. NOTE: within Australia, insurance generally does not cover medical expenses or the ambulance.



## 2. CHILDREN'S CHARTER

### 2.1 NURTURE OF THE CHILD

*Children are a heritage of the Lord, and the fruit of the womb is a gift - Psalm 127:3*

The church is called to:

- receive, nurture and treasure each child as a gift from God
- acknowledge and support the role of parents as primary nurturers of children
- proclaim the Gospel to children in ways that empower them to receive and respond to God's love
- give high priority to planning and preparation for all children's ministry and to the support of parents and those who minister with them
- include children as full participants in the worshipping community and in the Church's common life of prayer, witness and service

### 2.2 MINISTRY TO THE CHILD

*Then Jesus took the children in His arms, placed His hands on each of them and blessed them - Mark 10:16*

The church is called to:

- Love, shelter, protect and defend children within its own community and in the world, especially those who are abused, neglected or in danger
- Nurture and support families in caring for their children, acting in their children's best interest, and recognising and fostering their children's spirituality and unique gifts
- Embrace children who seek Christian nurture independently of the participation of their parents/guardians in the church
- Advocate for the integrity of childhood and the dignity of children at every level of our religious, social, political, educational and economic structures.

### 2.3 MINISTRY OF THE CHILD

*A little child shall lead them - Isaiah 11:6*

The church is called to:

- Receive children's unique gifts
- Value the influence of a child's faith within his/her own family
- Value children's ministry within their own family network
- Foster community beyond the family unit, in which children, youth and adults minister to each other, and partner together in serving Christ in the world
- Appreciate children's abilities and readiness to represent Christ and His Church; to witness for Him wherever they may be; and according to the gifts

given to them, to carry on Christ's work of reconciliation in the world; and to take their place in the life, worship, and decision-making of the church.

## **2.4 DEFINITIONS OF CHILD ABUSE & SYMPTOMS OF CHILD ABUSE**

A widely-held definition for abuse of a child is: 'the proportion of harm to children that results from human action that is proscribed, proximate and preventable'.

The following is a guideline to assist with recognition of child abuse; it is not intended to be exhaustive. The presence of one, or even several indicators, does not prove that abuse exists. However, the repeated occurrence of one indicator, or the presence of several indicators in combination, should alert observers to the possibility that a child is being abused. Note that some illnesses or birth defects may produce similar symptoms.

### **Child abuse can be categorised in eight ways:**

**1. Physical abuse** - commonly characterised by physical injury resulting from practices such as punching, beating, shaking, biting, bruising or otherwise harming a child. All children need loving guidance, but physical abuse is beyond acceptable punishment and is the intentional act of inflicting physical injuries on a child.

#### **BEHAVIOURAL INDICATORS**

Some of the behavioural indicators which may suggest possible physical abuse:

The child is unusually wary of physical contact with adults, unduly frightened of a parent or another adult, and gives unlikely, implausible explanations of injuries. The parent/caregiver may be keeping the child at home or the child wears inappropriate long-sleeved clothing on hot days (to hide bruising or other injuries). The child may be overly compliant, shy, withdrawn, passive and uncommunicative. The child may be hyperactive, aggressive, disruptive and destructive towards themselves and others; running away; criminal behaviour; drug abuse; and acting-out behaviour.

#### **PHYSICAL INDICATORS**

Bruises, welts, fractures, burns/ scalds, abdominal injuries, head or brain injuries, lacerations, abrasions to the head, face and mouth, human bite marks, multiple injuries.



**2. Sexual abuse** - occurs when someone in a position of power to the child uses this power to involve the child in any sexual activity. It can also occur amongst peers. This can include a range of behaviours and includes: sexual suggestion, voyeurism, pornography, exhibitionism, mutual masturbation, fondling, incest, oral sex or penetration.

#### BEHAVIOURAL INDICATORS

Inappropriate sexual activity i.e. rubbing against an adult, fear of being alone with a particular adult, sexual themes in artwork, stories or play. Showing a level of sexual knowledge beyond their years, repressive behaviour, strong fear about going home, sleep disorder, inhibition to play, serious difficulty relating to peers and or adults, self-destructive behaviour, suicidal, constant complaint of headaches or abdominal pains, bedwetting, difficulty walking, frequent infections, appearance of material goods, obsessive talk of someone.

#### PHYSICAL INDICATORS

Bruises, bleeding in the genital area, complaints of soreness in the genital areas, pregnancy, genital infections, and bruises to breasts, buttocks, lower abdomen or thighs, sexually transmitted disease.

**3. Emotional abuse** - tends to be a chronic behavioural pattern directed at the child whereby their self-esteem and social competence is undermined or eroded over time. This includes the failure to acknowledge a child's emotional needs, either intentionally or through ignorance. It is a failure to supply a child with the nurturing, security, love and care they require for normal development. This can extend from physical rejection to simply ignoring the child. A child can also experience emotional abuse by being exposed to a dysfunctional environment, which includes domestic violence.

#### BEHAVIOURAL INDICATORS

Anxiety, delayed or distorted speech, regressive behaviour e.g. soiling, wetting, extremely low self-esteem, aggressive or demanding behaviour, depression, sleep disorders, rocking, or an inability to mix with other children, changes in behaviour.

#### PHYSICAL INDICATORS

All abuse causes emotional distress to children but emotional abuse is the specific term applied to behaviour that destroys a child's confidence (e.g. rejection, verbal abuse). There are few physical indicators for emotional abuse, although emotional abuse can be accompanied by physical abuse.

**4. Neglect:** characterised by the failure to provide for the child's basic needs necessary for their development i.e. clothing, shelter, nutrition, medical care, dental care, and education. This can occur through direct and deliberate action or by omission, ignorance or deliberate inaction to care for the child, and is one of the most frequent practices of child abuse.

#### BEHAVIOURAL INDICATORS

Lack of supervision, easily drawn to adults, truancy, delinquency, poor achiever at school, reluctance to go home, steals food, starved of attention, child constantly sleepy or hungry, clothes dirty.

#### PHYSICAL INDICATORS

Poor physical care i.e. bad teeth, untreated sores, gum disease, unwashed, nappy rash, underweight, fatigue, inadequately dressed in relation to weather, bloodied underwear, living in unsanitary conditions, lack of heating, infestation of rodents.

**5. Medical neglect** - a failure to provide appropriate **medical** care. This could occur through a failure to acknowledge the seriousness of an illness or condition when a reasonable parental response would be to seek care, or the deliberate withholding of appropriate care.

#### BEHAVIOURAL INDICATORS

Can include: malnutrition, begging, stealing or hoarding food, poor hygiene, matted hair, dirty skin or body odour, unattended physical problems, comments from a child that no one is home to provide care.

#### PHYSICAL INDICATORS

Extremely dirty or unbathed; inadequately supervised or left alone for unacceptable periods of time; malnourished; may have severe nappy rash or other persistent skin disorders or rashes, resulting from improper care or lack of hygiene.

**6. Family violence:** Family violence is when someone behaves abusively towards a family member. It is part of a pattern of behaviour that controls or dominates a person and causes them to fear for the safety and wellbeing of their own or others.

#### BEHAVIOURAL INDICATORS

Aggressive behaviour and language, depression, anxiety and/or suicide attempts, appearing nervous and withdrawn, difficulty adjusting to change, regressive behaviour in toddlers, delays or problems with language development, bedwetting, 'acting out' - for example cruelty to animals.

## PHYSICAL INDICATORS

Unexplained bruising and other injuries; bruises of various ages; head, neck and facial injuries; injuries on parts of the body hidden from view (including breasts, abdomen and/or genitals), especially if pregnant; 'accidents' occurring during pregnancy; miscarriages and other pregnancy complications; chronic conditions including headaches, pain and aches in muscles, joints and back; sexually transmitted disease, etc.

**7. Human trafficking** (including forced marriage) - The trade of humans for the purpose of forced labour, sexual slavery, or commercial sexual exploitation for the trafficker or others.

Human trafficking is the trade in people, especially women and children, and does not necessarily involve the movement of the person from one place to another. Traffickers may be male or female and of varying ages, socioeconomic status, occupations, and levels of involvement with the victim (e.g. trafficking is sometimes perpetrated by members of the victim's community, including family members and acquaintances).

## BEHAVIOURAL INDICATORS

Appearing malnourished; showing signs of physical injuries and abuse; avoiding eye contact with authority figures/law enforcement; poor social interaction; sexual exploitation (including pornography and prostitution); delinquent or aggressive behaviour; arriving late at school or leaving early; poor or deteriorating relationships with peers; increased inability to concentrate in school and/or sudden deterioration in school performance; unhealthy or inappropriate sexual behaviour; being frightened of some people, places or situations; being secretive; sharp changes in mood or character; having money or things they can't or won't explain; physical signs of abuse, like bruises or bleeding in their genital or anal area.

## PHYSICAL INDICATORS

Victims of trafficking may appear evasive, fearful, depressed, nervous, or submissive. A domineering and/or unrelated male or female adult may accompany a child victim. A controlling male or female may also accompany an adult victim. May include physical exhaustion and chronic back, visual, or hearing problems from work in construction, agriculture, or manufacturing. Individuals presenting the following may warrant further screening: anxiety, delayed or distorted speech, regressive, aggressive or demanding behaviour, depression, sleep disorders.

**8. Sexual exploitation** (including pornography and prostitution) - an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

#### BEHAVIOURAL INDICATORS

Abuse, neglect and exploitation can take many forms. Being aware of common indicators may improve your ability to recognise and respond to them. Although no single behaviour is an absolute indicator of abuse, neglect and exploitation, some examples are included below.

#### PHYSICAL INDICATORS

Bruises, bleeding or other physical trauma in genital or rectal area; foreign-bodies in genital, rectal or urethral openings; abnormal dilation of the urethral, vaginal or rectal openings; itching, inflammation or infection of urethral, vaginal or rectal openings.

### **3. PROVIDING A SAFE ENVIRONMENT**

To provide a safe environment for children, it is necessary to have a safe standard of care at all times and in all places. Procedures need to be in place to receive and deal with complaints or reports of unsafe practices.

#### **3.1 Off-site activities**

To avoid difficulties, CMWs need to:

- carefully plan activities
- have an emergency support system in place, e.g. a list of emergency numbers
- inform parents/caregivers of any proposed activities and the person to contact
- provide the contact person with an itinerary and the proposed route of the activity, as well as delegate who will be the liaison between the parents and the group
- when using a bus, public transport or taking a group on an outing, have accurate records of the participating children and the accompanying CMW.

#### **3.2 In an emergency**

The CMW is advised to:

- remain calm
- ensure the well-being of the rest of the group
- obtain the necessary assistance
- if trained, deal immediately with any injuries
- contact the police/medical support/parents/caregiver as appropriate
- complete First Aid and Accident and Incident Report (Appendix 2).

#### **3.3 Written authority**

Before children attend camps, programs and activities, each participant must have a form completed by their parents/caregivers giving their consent and important medical information (Appendix 3). The form must be returned to the CMW. The consent form will then be stored at the office of turningpoint.

#### **3.4 Physical Contact**

- Care must be taken when having physical contact with children. In general, this should occur only with babies, pre-schoolers, and children of primary school age, and always in the presence of others.

### **3.4.1 Pre-Schoolers and Babies**

- It is acceptable to nurse or cuddle a child, at an appropriate level of care in the circumstances. This would include having a child sit on your lap during floor time or story time.

### **3.4.2 Primary School-Aged**

It is acceptable to:

- hold hands when initiated by a child, or by a CMW for supervision (e.g. crossing a road)
- use reasonable force when a child's physical welfare is at risk (i.e. the minimum force required for a particular situation)
- lay an open hand gently on the shoulder or back to gain a child's attention
- lay an open hand gently on shoulder or back to pray for a child
- lay an open hand gently on the shoulder or back in order to comfort or reassure a child
- An appropriate degree of physical contact between CMWs and children during structured games is also permissible
- You must stop touching a child immediately if the child shows any discomfort at any time. Such discomfort should be reported before the end of the arranged activity to another CMW.

### **3.5 Camps**

- Children are not to be left alone. No child should alone with one CMW.
- Children are never to be observed while showering. CMWs are not permitted to shower with children. CMWs overseeing showers must work in pairs, or one CMW plus no less than two children of the same gender present; and one CMW must stand at the shower block entrance.
- CMWs are not to be alone with a child in a bedroom or sleeping area.
- When hiking at night, the group must stay together.
- Nude swimming is not permitted.
- Younger children must not be left alone with older children.
- Children are to dress themselves or be dressed by their own parents/ caregiver /family members, or an authority from the parent/ caregiver to an individual, and only for that identified duty.
- All CMW and children must wear modest sleepwear.



### **3.6 Greeters at turningpoint church**

- All Church building exits, foyer, toilets and outside access must be monitored from time to time during church services, programs and activities.
- Some people have a legitimate reason for leaving church services, a program or activity, e.g. going to the toilet, but others do not.
- Abuse can often occur in toilets.
- People are to be asked to return to their seats or appropriate area if they appear to be loitering.

### **3.7 Helpers at turningpoint church**

- At times, extra helpers may assist with some selected activities.
- For example, a family member may assist with their own children in an activity if the CMW deems appropriate.
- A participating family member will not have the right to assist with children not associated with their family.

### **3.8 Small Group Home Meetings (held in private houses)**

- All **turningpoint** leaders are to be informed of the Duty of Care policies and procedures regarding the protection of children.
- No adult other than a child's parent/caregiver is permitted to be alone with a child in any room of the home.

### **3.9 First Aid**

**turningpoint** provides first aid supplies and equipment. CMWs are to be familiar with the location of first aid facilities.

At least one present CMW needs to have a current First Aid certificate and be aware of the medical services available in the area where the program and activities will be held.

These include:

- Doctor
- Hospital - outpatients/emergency
- Ambulance services

At least one CMW must carry a mobile telephone.

A First Aid Treatment Form or an Accident/Incident Report is to be completed for any injury sustained or treatment given during a program or activity (Appendix 2).

### **3.10 Venue safety**

All CMWs are to be familiar with the layout of the building and the location of exits and fire extinguishers. They must know how to evacuate the premises they are using for the children's program or activity.

### **3.11 Private Motor Vehicles**

All passengers, including the driver, must wear their seat belts. CMWs should make it their responsibility to determine that the private vehicle being used is registered and insured; and ensure that the driver holds a current full Australian Driver's License and is a responsible driver.

### **3.12 Smoking/drugs/alcohol**

Whilst caring for children, all CMWs and any parent/caregiver will not engage in smoking, consuming drugs and/or alcohol.

### **3.13 Equipment and Clothing**

CMWs are to check that all equipment to be used are functional and safe for the intended use.

CMWs and parents/caregivers will be required to wear appropriate, modest clothing. The Children's Ministry Leader or a **turningpoint** Oversight Member will have the right to assess and deem suitable any clothing, with the discretion to have CMWs or parents/caregivers removed if deemed inappropriate. Inappropriate clothing may include mini shorts/skirts, tight-fitting clothes, plunging necklines, loose-fitting clothes or poor footwear in high impact activities.

### 3.14 Children / CMW Partition Ratios

Each program or activity requires at least two people present – two CMWs or one CMW with a parent/caregiver.

In addition, the ratio below must be taken into account for selected activities (i.e. CMW: children).

Programs	Ratio
• Children under 2 years of age	1:4
• Children 2 and under 3 years of age	1:5
• Children 3 and under 6 years of age	1:11
• Children 6 and under 16 years of age	1:25

(Note: the highest ratio that is deemed acceptable for over 6 years of age at any **turningpoint** program or activity would be 1:15, or reduced by the ratio below in line with the activity)

Activity	Ratio
• Board sailing	1:4
• Bike riding	1:8
• Bush walking - Local area	1:10
• Rugged areas	1:5
• Camping - Residential	1:15
• Tenting	1:10
• Canoeing	1:6
• Caving	1:5
• Excursion (using transport)	1:20
• Fishing	1:10
• Horse riding - basic flat work	1:10
• Horse trail riding	1:6
• Rock climbing	1:4
• Rowing	1:4
• Sailing	1:4
• Surfing	1:4
• Snorkelling	1:6
• Snow skiing - resort area	1:7
• Snow skiing - away from the resort	1:5
• Swimming - Junior primary	1:5
▪ Primary	1:10
▪ Secondary	1:20
• Water skiing	1:2
• People with epilepsy in water	1:1

### 3.15 Keeping records

It is a legal, contractual, professional obligation to maintain proper records. All records are to be stored securely within **turningpoint**'s data system in line with the requirements of the Act. **turningpoint**'s policies in relation to reportable allegations should identify the workers or volunteers who are permitted to access and share investigation records, the reasons for, and circumstances under which they can be accessed, and who has responsibility for looking after the records and keeping them secure.

Any policies regarding reportable allegations should note that records might need to be shared with other organisations, such as regulatory bodies or law enforcement agencies.

Individuals whose personal information is contained in a record, including that of victims, and the subject of an allegation, may also have a right to access such records under relevant legislation or policy. (For example, the relevant Freedom of Information or privacy legislation).

Investigations into reportable allegations might also include the provision of medical or other health records, where more stringent disclosure and document retention obligations will apply.

## 4. CONDUCT POLICY

Before commencement as a CMW, the worker must submit an application to the **turningpoint** Oversight. The CMW needs to agree with the affirmations and undertakings by signing the form (Appendix 1). In the outworking of these agreements, all CMWs must ensure that the following guidelines are adhered to:

### 4.1 GENERAL

- Helpers in a program or activity may only be: approved CMWs or a parent/caregiver monitoring their own children's progress.
- There must be a minimum of two CMWs or a parent/caregiver with a CMW present at all times.
- Any visiting one-off speakers or presenters must produce a WWCC and one other piece of ID. These must be recorded and filed at the **turningpoint** office.
- Parents are to register children's names in an attendance book on arrival. Parents should personally collect their children after the program or activity, or inform the CMW of the adults permitted to collect the children.
- Parents/caregivers wishing to stay in a program or activity are to fill in and sign the attendance book as a Visitor. They are to produce ID and must wear a visitor's badge. Visitors must not be left alone with children other than their own.
- A husband and wife should not work together unless accompanied by another CMW.
- Nappy changing is to be done in an open area where other CMWs are present, or the parent/caregiver must be called in to change the baby.
- Children are to remain under the supervision of the CMW until their parent/caregiver or nominated adult collects them from the area.
- Children are not to be driven home alone – always two CMWs or one CMW and with no less than two children of the same gender (or same family) present.
- Two CMWs are to escort children to the toilet or one CMW with no less than two children of the same gender.
- Children are to go into the toilet cubicle alone and to have the door closed.
- A CMW is to stand in view of the toilet entrance.

- When a child needs assistance, two CMWs must be present or one CMW with no less than two children of the same gender
- Never physically punish a child. If a child is acting inappropriately, arrange for some time away and consult other CMWs about future actions required.
- When consoling or interviewing a child, it must be in a room or place that provides a sufficiently safe environment of openness and visibility by other CMWs.
- There is to be at least one CMW of the same gender as the children at any program or activity.
- It is the parent/caregiver's responsibility to supervise their children outside of official programs and activities.

#### **4.1.1 Exemptions in the Act**

If you are under 16 years of age, you are exempt from the Working With Children's Check (WWCC), but are required to meet all other **turningpoint** requirements.

#### **4.1.2 Parents volunteering in an activity with their child**

If you are a parent volunteering in an activity in which your child participates, or normally participates, you are exempt and do not need a WWCC.

***Example:** Emily has volunteered to make and fit costumes for other children in her daughter's school play. As Emily's daughter usually participates in the school play, Emily does not need a Check, even if her daughter does not attend all of the play rehearsals or performances.*

#### **4.1.3 Family members and people who are closely related to the child (with the exception of kinship carers)**

If you are closely related to a child in your child-related work you are exempt from the Check. 'Closely related' to a child means:

- grandparent
- uncle or aunt
- brother or sister, including half-sibling, step-sibling, brother-in-law or sister-in-law.
- in the case of domestic partners, a person would be closely related to the child if the domestic partners were married to each other.

***Example:** Thuy is paid to teach her niece piano. As Thuy is closely related to the child, she does not need a Check.*



*This exemption does not apply if you are a kinship carer. A person who engages in kinship care work must hold a Check. A person is engaged in kinship care if:*

- the person is a family member or other person of significance to a child; and*
- the child is or has been placed in the out of home care of that person under the Children, Youth and Families Act 2005.*

**Example:** *Child Protection has placed nine-year-old Lucy in the care of her uncle, John. This arrangement is called kinship care. Even though John is closely related to his niece, he is still required to obtain a Check because he is a kinship carer in accordance with the above definition.*

## **4.2 REGISTERED TEACHERS**

If you are a teacher who is currently registered with the Victorian Institute of Teaching (VIT), we understand you are generally exempt from the Check. However, **turningpoint** requires that you hold a voluntary WWCC, acknowledging the church as your place of service.

## **4.3 POLICE OFFICERS**

If you are a Victorian Police officer or an Australian Federal Police (AFP) officer, we understand you are generally exempt from the Check. However, **turningpoint** requires that you hold a voluntary WWCC, acknowledging the church as your place of service.

## **4.4 INTERSTATE/OVERSEAS VISITORS**

Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year. However, **turningpoint** requires that interstate and overseas visitors hold a voluntary WWCC, acknowledging Cranbourne Christian Fellowship trading as **turningpoint** church as a place of service.

If this not available then an application to the Oversight for an exception may be made.

## 4.5 MEDIA STATEMENTS

With serious cases, they become public record. While anyone has the right and freedom to talk to the media, any comment from **turningpoint** must come only from the Senior Minister or a person designated by the Oversight. The privacy and confidentiality of victims, their families and the alleged perpetrator will be protected at all times. Also, due to the legal process, no comments should be made that will jeopardise current or future legal proceedings.

## 4.6 USE OF MEDIA

### **Biblical Perspective:**

Phil 4:8-9 - *Finally brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy, meditate on these things.*

### **Policy Statement:**

In view of the values of **turningpoint**, it is our responsibility to uphold these values through: films, computer games, some publications, television, radio, the Internet and music (Media). The following guidelines will apply to all programs and activities conducted by **turningpoint**, whether at a **turningpoint** building, in a home or any other location.

#### **a. Children's Ministry: (under 5 years of age)**

Only movies with a rating of "General (G)" will be considered within the acceptable range of movies to be viewed, subject to the following additional criteria:

- The specific Media must first be approved by a CMW after personally viewing the Media.
- Where possible, the title of the Media is to be advertised prior to the screening at the event, so that parents/caregivers are informed.
- The specific Media must not contain scenes involving any nudity, sexual references, drug references, gratuitous violence, bad language, occult themes or practices.

#### **b. Children's Ministry: (Primary School)**

Only Media with ratings of General (G) or Parental Guidance (PG) will be considered within the acceptable range with the following additional criteria:

- The specific movie must first be approved by a CMW after personally viewing the Media.

- Where possible, the title of the Media is to be advertised prior to the screening or using at an event, so that parents/caregivers are informed.
- The specific Media must not contain scenes involving any nudity, sexual references, drug references, gratuitous violence, bad language, occult themes or practices.

### **c. Youth Ministry: (Year 6 – Year 10)**

Only Media with ratings of General (G) or Parental Guidance (PG) may be viewed or used. An (M) rated Media will be considered within the acceptable range to be viewed or used subject to the following additional criteria:

- The specific Media must first be approved by the CMW after personally viewing the Media.
- The title of the Media is to be advertised prior to the screening at the event, so that parents/caregivers are informed.
- The specific Media must not contain scenes involving any nudity, sexual references, drug references, gratuitous violence, bad language, occult themes or practices.

### **d. YOUNG ADULTS and ADULT SMALL GROUPS: (Year 11 and above)**

Only Media with ratings of General (G), Parental Guidance (PG) or Mature (M) will be considered within the acceptable range of Media to be used, subject to the following additional criteria:

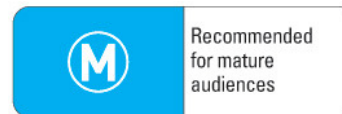
- The specific movie must first be personally viewed and approved by a CMW or an adult group leader.
- The Senior Minister must be notified of the intended showing or use of the Media.
- The specific Media must not contain scenes involving nudity, frequent sexual references, drug references, gratuitous violence, frequent bad language, occult themes or practices.

## f. General Church viewing: (all ages)

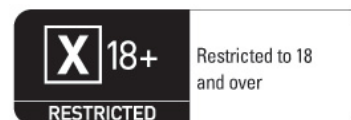
Only Media with ratings of General (G) or Parental Guidance (PG) will be considered within the acceptable range of Media to be viewed subject to the following additional criteria:

- The Senior Minister must be notified of the intended showing or use of the Media.
- Where possible, the title of the Media is to be announced prior to the screening or use at the event.
- The specific Media must not contain scenes involving any nudity, sexual references, drug references, gratuitous violence, bad language, occulted themes or practices.

Under no circumstances may any group or activity from **turningpoint** screen or play Media rated for Mature Adult (MA) or Restricted (R) audiences or Restricted (X) without approval. The Senior Minister is to be notified of the intended use of the Media and can seek approval for **turningpoint** Members and adherents to be exposed to that activity. This will usually only be granted for training purposes.



## Classifications below are legally restricted



## 5. MANAGING CHALLENGING BEHAVIOURS

The aim is to give both children and CMWs a clear process to deal with challenging behaviours. This process will provide a consistent method of dealing with behaviours which all CMWs will be comfortable in implementing. CMWs will need to take into account the age and the developmental stage of children in the program or activity.

The strategies will include the following requirements:

1. At no time will a CMW physically strike a child, with his/her hand, or any other part of his/her body, or with an implement of any kind.
2. CMWs will ensure that at no time will a child be put at physical, emotional or spiritual risk by disciplinary action.
3. If a child is not compliant, a warning will be given, outlining to the child the nature of the disciplinary action that will follow if they continue not to comply (at no time will a disciplinary action be carried out without an adequate explanation given to the child regarding the reason for the action).
4. At all times, a process of reconciliation will be provided.
5. At all times, the love of Christ and the reconciling grace of God is to be employed.
6. In circumstances where the immediate safety of the child or other children is in question, the CMWs will move immediately to secure that child, or the other children; or remove whatever child or children to secure a safe environment.
7. If isolation of the child from the program or activity is implemented as a disciplinary action, the child must be isolated within the area, which is deemed to be safe, and within easy supervision of at least one CMW.

Discipline is not what is done to a child, but for a child. The goal is to lead them to the transforming power of Jesus.

The most effective way of encouraging children to comply is by way of positive reinforcement. In addition, children need to be given clear boundaries and to know the consequences of challenging behaviours, e.g. aggression.

## CMW is obliged to set an Example in Behaviour

### Obligation 1: Promote the safety of children

<b>Explanation</b>	CMWs have a duty of care to avoid acts or omissions that could expose a child to foreseeable risk of injury. This means that CMWs must prioritise and protect the safety and wellbeing of children, to understand the nature and risks of child abuse, and to take deliberate steps to reduce or eliminate risks.
<b>Components of the obligation</b>	<b>As a CMW, you must:</b> <ul style="list-style-type: none"><li>• provide a welcoming, inclusive and safe environment for children</li><li>• take all reasonable steps to protect children through the early identification, management and mitigation of risk of harm or abuse</li><li>• ensure any personal or online contact with children/families is consistent with organisational policies, programs and activities.</li></ul>
<b>Examples of unacceptable behaviour</b>	<b>As a CMW, you must not:</b> <ul style="list-style-type: none"><li>• engage in any form of sexual contact with a child</li><li>• engage in open discussions of a mature or adult nature in the presence of children or via online platforms</li><li>• initiate unnecessary physical contact with a child, or do things of a personal nature for them that they can do themselves</li><li>• develop inappropriate or 'special' relationships with children (for example, preferential treatment; the giving of inappropriate gifts; inappropriate social media communication)</li><li>• photograph or video a child without the consent of their parent or guardian</li><li>• distribute photographs or videos of a child in any media format without the consent of the parent or guardian.</li></ul>



## Obligation 2: Respect cultural acceptance & inclusion for all children

<b>Explanation</b>	Respect involves seeking to understand cultural inclusion and valuing the diversity of children. Being aware of, and respecting diversity is an important consideration in the delivery of high quality, culturally sensitive services. An environment where cultural differences are not respected can be isolating and disempowering for children and create conditions where abuse can occur.
<b>Components of the obligation</b>	<b>As a CMW, you must:</b> <ul style="list-style-type: none"><li>• promote the cultural acceptance, inclusion, participation and empowerment of all children</li><li>• where appropriate, clarify cultural expectations relating to support provision with families, carers or advocates</li><li>• consider cultural needs in the planning and delivery of support and services.</li></ul>
<b>Examples of unacceptable behaviour</b>	<b>As a CMW, you must not:</b> <ul style="list-style-type: none"><li>• discriminate against or denigrate any child because of their age, gender, race, culture, ethnicity, or disability</li><li>• question a child's self-identification or self-expression related to their race, culture, ethnicity, or disability</li><li>• withhold access to communication tools for children with complex communication support needs.</li></ul>

### Obligation 3: Manage and respond to all child safety concerns

<b>Explanation</b>	<p>Child safety requires CMWs to report any form of abuse, including suspected cases.</p> <p>This includes any instance of abuse committed by other employees, family members, carers, other clients, or community members.</p> <p>Reporting abuse or suspected abuse is critical to preventing future abusive incidents from occurring.</p> <p>A 'reasonable belief' that child abuse has occurred (or is occurring) is all that is required to report concerns about child safety.</p>
<b>Components of the obligation</b>	<p><b>As a CMW, you must:</b></p> <ul style="list-style-type: none"><li>•take all reasonable steps to protect children from abuse by proactively identifying and managing risks, and being vigilant about signs of abuse</li><li>•if an allegation of child abuse is made, ensure the child's safety as quickly as possible</li><li>•report any allegations of child abuse or suspected abuse in accordance with Reportable Conduct Scheme requirements</li><li>•escalate your report if you think your team leader or Oversight member has not acted on your report.</li></ul>
<b>Examples of unacceptable behaviour</b>	<p><b>As a CMW, you must not:</b></p> <ul style="list-style-type: none"><li>•ignore or disregard any concerns, suspicions, allegations or disclosures of child abuse</li><li>•wait until there is definite proof before you act on an allegation or suspicion of abuse.</li></ul>

## Obligation 4: Treat all children with respect and hear what they have to say

<b>Explanation</b>	Children have unique insights into their lives, their needs, and the world around them. They have a right to be heard and to have their concerns and ideas taken seriously, particularly on matters that affect them, and including what makes them feel safe and unsafe.
<b>Components of the obligation</b>	<b>As a CMW, you must:</b> <ul style="list-style-type: none"><li>• treat all children with respect and value their opinion</li><li>• communicate in a way that enables children to understand the information provided, ask questions and make their preferences known</li><li>• encourage children to 'have a say' and participate in relevant organisational activities where possible, especially on issues that are important to them or about decisions that affect their lives</li><li>• listen and respond to the views and concerns of children, particularly in relation to their safety or the safety of another child</li><li>• ensure children know who they can go to if they have concerns, feel unsafe or wish to make a complaint</li></ul>
<b>Examples of unacceptable behaviour</b>	<b>As a CMW, you must not:</b> <ul style="list-style-type: none"><li>• shame, humiliate, oppress, belittle or degrade children</li><li>• use inappropriate or discriminatory language when speaking with, or in the presence of a child</li><li>• disregard or fail to consider the views of children, especially in relation to their safety or on issues or decisions that are important to them.</li></ul>

## **Obligation 5: Parents / Caregivers have the responsibility to:**

<b>Explanation</b>	It is the parents/caregivers who have the responsibility to inform CMWs of any requirements and needs that a child may have before engaging in a program.
<b>Components of the obligation</b>	<p><b>Children are responsible to:</b></p> <ul style="list-style-type: none"><li>• Show respect to other children and adults</li><li>• Try to keep away from known unsafe situations</li><li>• Accurately report inappropriate behaviour or at-risk situations</li></ul> <p><b>Parents' / Caregivers' rights and responsibilities</b></p> <p>Parents / Caregivers have the right to:</p> <ul style="list-style-type: none"><li>• Be informed</li><li>• Be listened to</li></ul>
<b>Examples of acceptable behaviour</b>	<p><b>Parents / Caregivers have the responsibility to:</b></p> <ul style="list-style-type: none"><li>• Provide information needed for care of children</li><li>• Be contactable</li><li>• Support the aims/ethos of <b>turningpoint church</b>.</li><li>• To treat CMWs with respect</li></ul>

## 6. ROYAL COMMISSION & SUPERVISION

### Recommendations into Institutions Volume 16

All institutions that provide activities or services of any kind, under the auspices of a particular religious denomination or faith, through which adults have contact with children, should implement the 10 Child Safe Standards identified by the Royal Commission.

#### 6.1 THE 10 CHILD SAFE STANDARDS



The Child Safe Standards were developed by the Royal Commission into Institutional Responses to Child Sexual Abuse and have been adopted for use by state and federal governments.

Implementing the standards in your church:

- Child Safety is embedded in institutional leadership, governance and culture
- Children participate in decisions affecting them and are taken seriously
- Families and communities are informed and involved
- Equity is upheld and diverse needs are taken into account
- People working with children are suitable and supported
- Processes to respond to complaints of child sexual abuse [and other types of harm] are child-focused
- Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Physical and online environments minimise the opportunity for abuse [or other types of harm] to occur
- Implementation of the Child Safe Standards is continuously reviewed and improved
- Policies and procedures document how the institution is child safe.

The Child Abuse Royal Commission Final Report (2017), recommended that each religious institution should ensure that all people in religious or pastoral ministry, supervision with a pastoral supervisor, ensuring that all people in religious or pastoral ministry (clergy, lay personnel):

- a. undertake mandatory, regular professional development, compulsory components being professional responsibility and boundaries, ethics in ministry and child safety
- b. undertake mandatory professional/pastoral supervision
- c. undergo regular performance appraisals



## **6.2 PROFESSIONAL/PASTORAL SUPERVISION**

Professional/Pastoral Supervision helps provides a safe, confidential space to discuss what's happening in their ministry. Supervision assists people to grow and develop both personally and professionally. It follows the Biblical principle of having partners in ministry, modelled by Jesus in Matthew 6: 6, 7, 30-32, providing encouragement, accountability and time out to rest and reflect. It helps people to identify their core values and to understand more about themselves and why they respond or react the way they do.

Supervision helps people to thrive in ministry, to discover what they love to do, how to make good choices, have good boundaries and practice holistic self-care. One of the great flow on effects of this is the health of the church as a whole.

It is recommended that people see a supervisor at least every second month. This way you don't only deal with crisis situations but you begin to build resilience and engage in skills development and transformational learning. It not just about what you do, it's about who you are. You are your best asset – you better look after yourself.

### **6.2.1 WHAT IS PROFESSIONAL SUPERVISION?**

Professional Supervision (Clinical) is standard practice for most people working in the helping professions such as counselling, psychology and social work. More recently, Professional Supervision has become encouraged by many Christian denominations for its ministers, chaplains and pastoral careers.

Professional Supervisors has been recommended for pastors and senior leaders to work through ethical dilemmas and legal issues. With such a variety of complex situations that churches now face, providing high quality care and knowing how to access vital resources is imperative.

## 6.2.2 WHAT IS PASTORAL SUPERVISION?

Pastoral Supervision is a forum where supervisees review and reflect on their work and ministry in order to do it better. This is where a CMW will bring their actual work-practice activity and personal experience to a supervisor, or to a group, and with their help review what happened in their ministry in order to learn from that activity/experience.

Ultimately, Supervision is for better for **turningpoint** CMWs and the ministry that is offered as it supports the safety of the program and other CMWs.

Often Pastoral Supervision be divided into three modes of supervision.

1. Educational (Formative)
2. Supportive (Restorative)
3. Administrative (Normative)

## 6.2.3 PASTORAL SUPERVISION REQUIREMENTS

**turningpoint working towards:**

- **Trainee, Specialist and Associate Pastors/s and Department Leader/s**
  - Complete a CHCPAS001 - Plan for the provision of pastoral and spiritual care (or equivalent).
  - Part of our TPSPM Certificate IV in Chaplaincy or can be done as a standalone.
- **Campus Pastor**
  - Complete a CHCCSM006 - Case Management Supervision (or equivalent).
  - Part of our TPSPM Diploma in Ministry/Chaplaincy or can be done as a standalone

## 7. CHARACTERISTICS OF AN ABUSER

Offenders frequently present as “respectable, good and caring people”. They may be exemplary in their public life, which they may use as an excuse for their private life. Nevertheless, many offenders are disturbed people, and some have serious psychological problems. A significant number have themselves been victims of abuse in their earlier years.

A characteristic on its own does not suggest a person is an abuser. But we must be diligent in observing the actions and reactions of people.

### 7.1 INDICATORS IN AN ACTIVITY

- Majority of abusers’ relationships are with children to whom they are over-friendly.
- Have low self-esteem or poor self-image.
- May be adamant about joining the children’s ministry team and be seen wandering around the children’s church areas etc.
- May remove themselves midway through a church service to have time with children who may be in the toilets.
- May give articles of their clothing to a child as gifts, i.e. hat, jacket, etc.
- Carry photos of children other than their own, saying these children love him/her.
- Give extreme affection to children, i.e. front-on close hugging and touching.
- Withdrawn.
- Can be single or married, experiencing marital problems.
- Over-emphasise morality, and can be legalistic and inflexible – an indicator of their own situation.
- Strong denial of any offence, despite convincing evidence.
- Convincing in protests of innocence - defence mechanism. (Denial may also be the plea of the innocent, so care must be taken).
- Avoids screening process, e.g. applies to join children’s team, but doesn’t hand their application form back, due to fear of detection.
- Attempts to engineer opportunities to be alone with a child, e.g. babysitting (targets single parents), child-minders at conferences.
- Taking child shopping or on an outing, picking up from school.
- Dislikes submission to authority, prefers to work alone, is negative when sexual abuse topics are raised.

- Can be an extrovert, introvert, married, single, old, young, rich, poor, and any nationality.
- Relates more to children, perhaps not so capable with people of their own age.
- Voices opinion on sex education, 'children not taught properly'.
- Breaks boundaries imposed – whether personally or a matter of policy.

## **7.2 THE REPORTABLE CONDUCT SCHEME**

### **What is the Reportable Conduct Scheme?**

From 1 July 2017, the Reportable Conduct Scheme imposed new obligations on the Department to have systems in place to prevent child abuse, and if child abuse is alleged, to ensure those allegations can be brought to the attention of appropriate persons for investigation and response.

The Reportable Conduct Scheme is a child safety mechanism introduced as a result of the Betrayal of Trust report. Department policy is that the Department's Employee Conduct Branch has responsibility for reporting any allegations of 'reportable conduct' raised against Department employees (and contractors, volunteers, allied health workers, and other office holders) who are 18 years or over, to the Commission for Children and Young People (CCYP), on behalf of the Department.

There is an allegation of reportable conduct where a person has a reasonable belief that there has been:

- a sexual offence, sexual misconduct or physical violence committed against, with, or in the presence of, a child;
- behaviour causing significant emotional or psychological harm to a child; or
- significant neglect of a child, or misconduct involving any of the above.

**If you believe that a child is in immediate harm, please contact the police on 000 (Triple Zero).**

## 7.3 THE LAW & MANDATORY REPORTING

*(extracts from the Victorian State information paper)*

### 7.3.1 The 'failure to disclose' offence

Reporting child sexual abuse is a community-wide responsibility. Accordingly, a new criminal offence has been created in Victoria that imposes a clear legal duty upon all adults to report information about child sexual abuse to police.

Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a **child under 16** has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

### 7.3.2 What is a 'reasonable belief'?

A 'reasonable belief' is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a 'reasonable belief' might be formed when:

- a child states that they have been sexually abused
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused
- professional observations of the child's behaviour or development leads a professional to form a belief that the child has been sexually abused
- signs of sexual abuse lead to a belief that the child has been sexually abused.

### 7.3.4 Mandatory reporting

Mandatory reporting refers to the legal requirement of people to report a reasonable belief of child physical or sexual abuse to child protection authorities. As a **turningpoint** CMW, you are required to understand and respond when required under Mandatory reporting law.

- **What would I be required to do?**

In Victoria, under the *Children, Youth and Families Act 2005*, mandatory reporters must make a report to child protection agencies, if, in the course of practising their profession, or carrying out the duties of their office, position or employment, they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

- **Failure to disclose**

All adults, not only professionals who work with children, have a legal obligation to report to Victoria Police where they form a reasonable belief that an offence has been committed by an adult against a child under the age of 16. Failure to disclose the information may amount to a criminal offence.

### 7.3.5 Disclose

At all times, we seek to protect the people under our care. A complaint of abuse has the potential to affect a wide network of relationships. This includes the prospect of false accusations, which can be very damaging to a person's life. It is essential that all accusations be clarified and documented before proceeding through the path of any reporting. This is to protect the innocence of an accused until facts can be established.

## 7.4 HELPING THE CHILD

When a child tells a CMW or a Member of **turningpoint** that they have been abused, the child may be feeling scared, guilty, ashamed, angry, and powerless. The hearer in turn may feel a sense of outrage, disgust, sadness, anger, and sometimes disbelief; feelings you must not share with the child. It is important to remain calm and in control and to reassure the child that something will be done to keep them safe.

At **turningpoint**, when it is suspected that a child has been abused or neglected, the following procedures are to be implemented.

You can show your care and concern for the child by:

- listening carefully and compassionately
- telling them that it is not their fault and that they are not responsible for the abuse
- telling the child that you are pleased they have told you
- assuring them that you want to help
- letting them know, though, that if what they are about to say is dangerous or hurtful to them, you *cannot* keep it confidential
- explaining to them that because you care for them, someone (who has more power to help than yourself) must be told
- approaching the child in a caring and sensitive manner and assuring him/her that you are willing to listen and to help if it is needed in the future;

### Do not:

- make promises you cannot keep (e.g. that you will not tell anyone)
- pressure the child with questions about the abuse/neglect



## 8. PERSON OF CONCERN (POC)

A Person of Concern is a person whose presence may constitute an unacceptable risk of harm to any person engaged in activities at **turningpoint**, as a result of previous or ongoing involvement in sexual or physical abuse. This includes a person falling within any of the classes of persons defined in the Act, including a convicted sex offender, s67C.

These persons may:

- have placement in the Register of Sexual Offenders or have suspension or refusal of a current Working with Children Check or a record in the nationally coordinated Criminal History Check;
- have pleaded guilty to; have been the subject of an allegation; or is currently being charged or being convicted of, or has admitted to a sexual, abusive/violent criminal offence;
- have been found to have sexually offensive or abusive/violent actions, arising through due diligence checks related to recruitment (screening) or has received an adverse risk assessment arising from sexual misconduct, raising safety issues for children and/or vulnerable adults;
- exhibit constant encroachment of other people's personal boundaries, thereby raising concerns from other members of **turningpoint**.

From time to time, a POC may be worshipping or may wish to worship at **turningpoint**. Even while demonstrating genuine compassion and justice, steps must also be taken to protect the whole of the **turningpoint** community.

This process aims to ensure that all reasonable measures have been put in place to establish a safe environment for those at **turningpoint** and that a *safe ministry* occurs with the POC. Forgiveness and the grace of God, balanced with supervision and clear guidelines through **turningpoint**, can be a vital part of the journey for a POC. However, a sincere desire to worship God does not automatically result in total immunity from the temptation to re-offend. Thus, in line with the **turningpoint** mission and commitment to provide a safe place for children and other vulnerable people to grow and shine, **turningpoint** has developed a set of guide lines and policies.

## 8.1 REPOSNSILITIES WITH A POC

### 1. Identification

Someone becomes aware of a possible POC in the fellowship.

### 2. Notification

Pastor/ Team Leader is notified and then notifies the Oversight.

### 3. Decision to proceed

Oversight investigates to make a decision if there is a POC needing to be addressed.

### 4. Assessment processes

The Oversight will require the POC to obtain a Safety Agreement.

The Oversight will terminate Membership (if held), limiting the POC from holding any leadership within **turningpoint**.

### 5. Establishment phase

The Oversight will consider and store the Safety Agreement.

If the Safety Agreement is deemed viable, the Oversight will then notify any **turningpoint** leaders that may encounter the POC about the Safety agreement.

### 6. Accountability phase

The Oversight will appoint a person/s to oversee the POC at all **turningpoint** events.

The POC will at no time be involved in a **turningpoint** event or be in an area conducted by **turningpoint** without an appointed person.

### 7. Support and review

The Oversight will review the POC at least every 12 months to consider the safety of the fellowship, and the feasibility of the Safety Agreement.

### 8. Ongoing monitoring

Failure of the POC to comply with the required steps will result in the Oversight notifying the POC that he/she is not welcome at **turningpoint** gatherings.

### 9. Reporting phase

If a breach of the Safety Agreement is identified as a requirement for mandatory reporting, the Oversight will release all documentation pertaining to the POC with a report to authorities.

## 8.2 SAFETY AGREEMENT

A Safety Agreement is an agreement between a POC, **turningpoint** and a practising professional qualified to deal with a POC (e.g. Police, Warrant Officers Sociologist etc.), establishing the necessary terms and conditions for the POC to participate in the life of **turningpoint**. The Safety Agreement will also cover relationships with other church family members and church participants outside of designated church activities, limiting these also to situations when children and the vulnerable will not be present. A Safety Agreement benefits a POC, taking all reasonable steps to encounter Christ's call to love and forgiveness, and fellowship in a safe environment, which can be offered with integrity and full accountability. If the POC is unwilling to enter into a Safety agreement, or reticent to adhere to the restrictions, then the POC will be excluded from any contact with **turningpoint**, its families, and the authorities (Police etc.) will be also notified.

**turningpoint** acknowledges:

- There are survivors of abuse in our congregations, and we seek to care for them effectively.
- The high level of church and community concern about sexual and physical abuse.
- The duty of care to provide a safe environment for everyone in **turningpoint**.
- The issues of forgiveness and the POC waiving their rights to privacy.
- The risk management and liability issues around a POC's potential reoffending.
- The need to provide support, training, monitoring and oversight in this process for the POC and the wider **turningpoint** community.

NOTE: If you have a concern involving an immediate risk to the welfare of a child, or vulnerable person then call the police on 000 or make a report as a [Mandatory or Mandated Reporter](#).

## 9. REPORTING AND NOTIFYING

### 9.1 Reasonable grounds to notify

Where suspected abuse or neglect might include:

- when a child tells you he/she has been abused;
- when your own observations of a child's behaviour and/or injuries, or your personal knowledge, leads you to suspect that abuse is occurring, or has occurred;
- A child tells you he/she knows someone who has been abused (he/she may be referring to himself/herself);
- When someone else tells you (e.g. a relative, friend, neighbour, or sibling of the child) that a child has been abused or neglected.

### 9.2 Child abuse notification procedure

If a CMW has suspicion on reasonable grounds that a child has been abused or is being abused, there is a flowchart that gives the steps for the notification procedure.

- A copy of the accusations must always be forwarded directly to the **turningpoint** Oversight so that investigations and support are not hindered.
- In the case of a child *being abused* at church, at a church program or at an activity by a CMW, the **turningpoint** Oversight (unless the abuser is a Member of **turningpoint** Oversight) and Police are to be notified immediately and the Police will contact DHS. DHS will determine if the parents/caregivers are to be contacted.
- In the case of *suspected abuse* (e.g. a child discloses at church, a church program or an activity, a possible abuse situation at home or elsewhere), the **turningpoint** Oversight must be contacted and the **turningpoint** Oversight will assist with deciding on the need to contact Police. The Police will then contact DHS, and DHS will make the decision about parents/guardians being notified.
- In the case that the accusations being brought are directed at a **turningpoint** Oversight Member, the State Executive of the CRC Churches International should be notified. The State Executive of the CRC Churches International will help decide whether the accused Oversight Member should continue in his or her role, and if further action is needed.

## 9.3 FALSE ACCUSATIONS

All persons are presumed innocent unless, and until, guilt is either admitted or determined by due process.

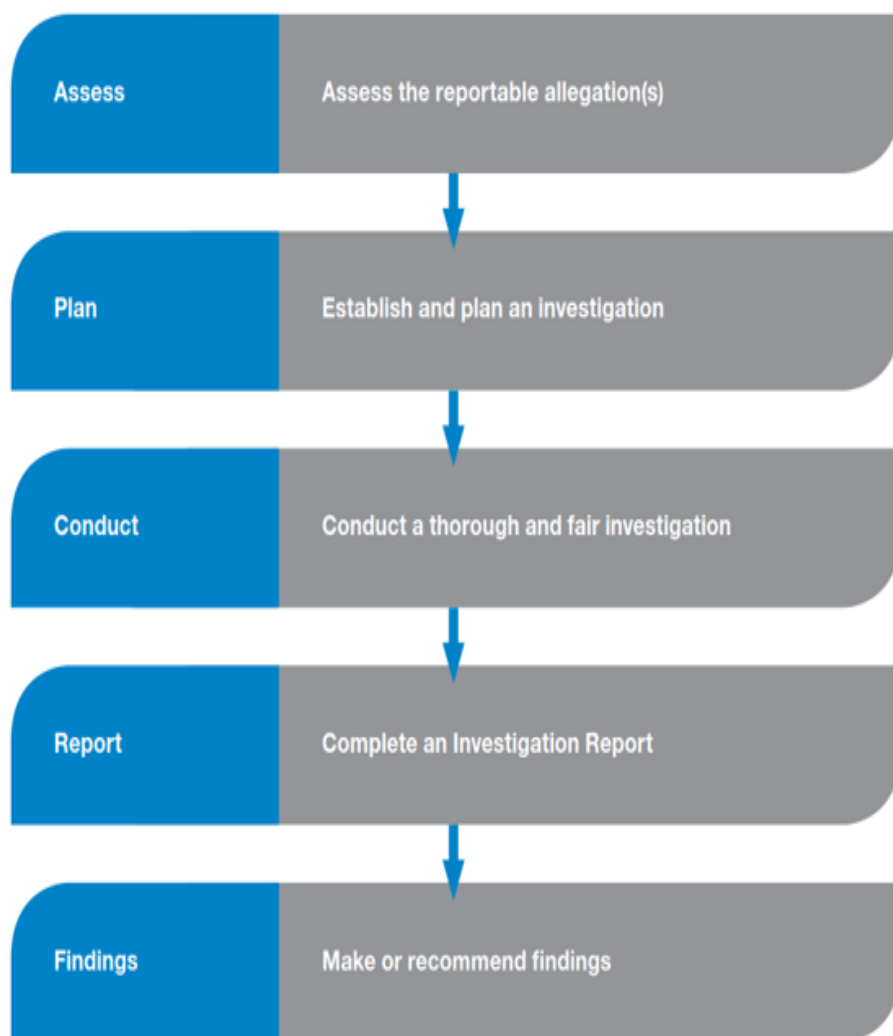
Unfortunately, a situation may arise where a CMW may be targeted by disgruntled people - whether child, youth or adult.

The Oversight of **turningpoint** becomes the responsible body and should deal lovingly and caringly with all involved. Support throughout any and all steps of the procedures will be given by the Oversight of

**turningpoint**. This includes arranging for independent counselling for the accused away from **turningpoint**, if they desire it.

If Church personnel are accused of abuse, they will be asked to step aside from the office they hold, or their ministry function, while the matter is pending. It is to be clearly understood that they are on leave and that no admissions or declaration of guilt is to be implied by this fact. Those accused should not be referred to as offenders, or in any way treated as offenders, until the matter is resolved.

If either a police investigation or a Church process makes it clear that the accused did not commit the alleged wrong, an apology must be given. The Oversight of **turningpoint** shall return the person to their previous position if they so desire, and take whatever steps necessary to restore the good reputation of the accused.



## 9.4 FOLLOW UP AND PASTORAL CARE

Follow up of a suspicion or allegation requires expert handling which is generally beyond the ability of most church members. Although our aim is always to support and care for the individuals, one must always support and never impede the legal process.

It must always be remembered that it is only a suspicion and therefore requires very sensitive handling. It has strong implications for all involved and every effort should be made to help the victim, the family, the notifier and if applicable, the alleged perpetrator, to be healed and restored emotionally and spiritually.

### 9.4.1 Victim

- Assure the victim of your support
- In consultation with the Oversight of **turningpoint**, ensure that the Church provides adequate comfort, support, counselling and any other services needed by both the victim and the family.

### 9.4.2 Reporter

Recognise that the reporter and all those involved in the process will need to debrief, and perhaps receive counselling and support from someone experienced in the field, in addition to pastoral support.

### 9.4.3 Alleged Perpetrator

- If the alleged perpetrator holds an office or is involved in Children's Ministry, the Oversight of **turningpoint** shall isolate them from children of the Church until facts are established.
- The alleged perpetrator should be assured that the Oversight of **turningpoint** will offer Pastoral care and support and, if required, referral to counselling or other necessary services for both the alleged and their family (possibly external to **turningpoint**).
- Where the victim and alleged are both in **turningpoint**, arrangements may be made to relocate the alleged to another church. This may only be for the period of the investigation to give both parties space, or permanently in the case of a conviction.



## 9.5 PROCEDURES TO RECEIVE AND DEAL WITH COMPLAINTS/REPORTS

### 9.5.1 Inappropriate behaviour towards a Child

If a child or parent/caregiver informs a CMW that they believe they or someone else has been, or is being, subjected to inappropriate discipline, unsafe practices, alleged abuse, or a dangerous environment, the CMW shall:

- Ensure the immediate safety and protection of the child
- Investigate the complaint, take whatever steps are appropriate to resolve the situation, and to prevent a recurrence of a similar situation or circumstance, thereby ensuring a safe environment.
- Inform the **turningpoint** Team Leaders and Oversight of the situation and the action taken before and after the situation.

### 9.5.2 Minor nature

If a matter is considered by the **turningpoint** Oversight to be of a minor nature and the incident is believed not to reflect on the ability of the CMW to be a responsible carer of children, immediate rectification of the issue will be sufficient.

### 9.5.3 Serious nature

If the matter is deemed to be of a serious nature (e.g. reasonable grounds of suspicion of child abuse/neglect) the **turningpoint** Oversight will:

- Notify Police, (who will in turn contact DHS) and/or
- Refer to a medical professional and/or
- Refer the CMW for counselling and/or
- Reprimand the CMW, and/or
- Suspend the CMW.

### 9.5.4 Mandatory Reporting

If the allegation is a matter that is covered under the Mandatory Reporting scheme, then Children's Ministry work **MUST** follow the Mandatory Reporting process.

All adults have a legal obligation to report to Victoria Police where they form a reasonable belief that an offence has been committed by an adult against a child under the age of 16. Failure to disclose the information may amount to a criminal offence.

## The types of Reportable Conduct are:

Against, with, or in the presence of a child

### Physical violence

This can include **hitting, punching, kicking, pushing or throwing something that strikes a child or another person**. It can also include the apprehension of violence – words, gestures or actions that cause a child to believe physical force is about to be used against them.

### Sexual offences

**Sexual offences are criminal and must be reported to Victoria Police**. Sexual offences include sexual abuse, assault, indecent acts, possession of child abuse materials and 'grooming'.

### Sexual misconduct

This is conduct of a sexual nature that is not necessarily criminal. It can be evidenced through physical action or communication, **including online**. Misconduct can include unwanted/inappropriate touching, inappropriate exposure or conversations of a sexual nature, overly personal/intimate conduct.

### Behaviour that causes significant emotional or psychological harm

This can include severe or sustained verbal abuse, coercive or manipulative behaviour, hostility, rejection, humiliation, belittling and scapegoating children. There must be a **clear link** between the adult behaviour and the child's harm. The harm must be **significant**, and more than trivial or temporary.

### Significant neglect

This can occur where there is **deliberate or reckless failure** to meet the basic needs of a child which has had, or could have, considerable effect on the child's safety or wellbeing. Neglect includes **physical, emotional, educational and supervisory neglect** – this can include inadequate supervision or failure to seek or comply with medical treatment.

## What does it mean for me?

If you are **over the age of 18** and employed or engaged by an approved education and care or children's service (even if you do not have direct contact with children as part of your role) then you are covered by the Reportable Conduct Scheme.

If the organisation you are employed or engaged by is covered by the Scheme, your conduct **both within the organisation and external to it** is covered by the Scheme. This includes as a **volunteer or contractor**.

The Scheme applies to all employees and those engaged by an organisation regardless of the length of time they are employed or engaged – including part-time, full-time, casual or sessional roles.



## What do I need to do?

If you think that a worker, volunteer or anybody else covered by the Scheme has committed reportable conduct, or misconduct that may involve reportable conduct, either within or outside of the organisation, then you should report this to the Head of Organisation.

The head of the organisation must report it to the Commission. Additionally, workers, volunteers or parents can also report it to the Commission.

Follow the PROTECT guidelines: the Four Critical Actions for Early Childhood Services in responding to incidents, disclosures and suspicions of child abuse



Call Victoria Police on 000 if you have immediate concerns for a child's safety

### Victoria Police

You must notify Victoria Police immediately if you have reasonable belief that a child has been abused or that criminal behaviour has occurred. Failure to notify Victoria Police that an adult may have committed a **sexual offence** against a child is a criminal offence.

### DHHS Child Protection

You must report to DHHS Child Protection if you have significant concern for a child's safety and wellbeing and the child's parent/carer has not protected or is unlikely to protect the child from harm.

### Department of Education and Training/Victorian Institute of Teaching

You must notify your regulatory body (such as DET) of any incidents, circumstances or complaints which raise concerns about the safety and/or wellbeing of children using your service. This includes notifying the Victorian Institute of Teaching if the source of suspected harm is an early childhood teacher.

### Reportable Conduct

The Reportable Conduct Scheme (the Scheme) operates alongside other reporting obligations. The scheme applies to all Victorian early childhood services from **1 January 2019**. All workers, volunteers and contractors are covered by the Scheme and the Scheme captures allegations about reportable conduct and misconduct that may include reportable conduct which occurs **both within and external** to your organisation.

There are five categories of Reportable Conduct:

Against, with, or in the presence of a child

Physical  
violence

Sexual  
offences

Sexual  
misconduct

Behaviour that causes  
significant emotional or  
psychological harm

Significant  
neglect

## 10. CMW APPLICATION PROCESS

**All turningpoint Campuses** - For those who would like to be leaders in any area where they may come into contact with a vulnerable adult or child. Or those desiring to work within Children's or Youth Ministry at any **turningpoint** campuses the following process is required.

Each number represents a step. Some steps can be done at the same time. If you need clarification throughout this process, your first point of call is to speak to your 'Campus Pastor'.

### PLEASE READ CAREFULLY

#### ***Junior Member (Those under 16 years of age with no WWCC)***

1. First, complete the 'turningpoint Principles Course' of 8 sessions, to understand what the church believes and how it is structured (please see your Campus Pastor to find out when the next 'turningpoint principles' course is running).
2. Once you have completed 'turningpoint Principles', apply for Membership at **turningpoint**. (Membership is now applied for online at <https://www.turningpointchurch.org.au/resources-1> at the bottom of the page) The applications will go to your Campus Pastor and they will refer it to an Oversight Business Meeting, you will be notified of the outcome.
3. Once you are a **turningpoint** Member, go to the **turningpoint** web page at <https://www.turningpointchurch.org.au/resources-1> and complete the Duty of Care application and a link will be sent to you.
4. Read the **turningpoint** Duty of Care booklet online and complete the questions in the online test. When completed, you will receive a result for the test. **You must attain a minimum 80% pass mark.**
5. Print and complete two reference forms. Every field must be filled in, as missing information could delay the process unnecessarily. Once the forms are completed and signed, scan or take a photo from your phone and upload them as instructed.
6. Print and complete the 'Application for Children's Ministry' form. When it is completed and signed, scan and upload it into the program.
7. An interview may be done by person/s selected by the Campus Pastor, Campus Elder, or Oversight to assess suitability as a CMW.



8. You will be required to attend the annual 'CRC IMPLANT Children's Ministry Leaders Training Day' (March each year) and our annual '**turningpoint** Campus In-house Training' (November each year).
9. You will be informed in due time about your application for CMW after the next Oversight Business Meeting.

### **For Adults (16 and over)**

1. First, complete the '**turningpoint** Principles Course' of 8 sessions, to understand what the church believes and how it is structured (please see your Campus pastor to find out when the next '**turningpoint** Principles' course is running).
2. Once you have completed '**turningpoint** Principles', apply for Membership at **turningpoint**. (Membership is now applied for online at <https://www.turningpointchurch.org.au/resources-1> at the bottom of the page) The applications will go to your Campus Pastor and they will refer it to an Oversight Business Meeting, you will be notified of the outcome.
3. Once you are a **turningpoint** Member, go to the **turningpoint** web page at <https://www.turningpointchurch.org.au/resources-1> and complete the Duty of Care application and a link will be sent to you.
4. Read the **turningpoint** Duty of Care booklet online and complete the questions in the online test. When completed, you will receive a result for the test. **You must attain a minimum 80% pass mark.**
5. Print and complete two reference forms. Every field must be filled in, as missing information could delay the process unnecessarily. Once the forms are completed and signed, scan and upload them into the program.
6. Print and complete the 'Application for Children's Ministry' form. When it is completed and signed, scan and upload it into the program.
7. If you already hold a '**Working with Children Check**' (WWCC) you will need to upload a copy of both sides of your WWCC (in colour) to the **turningpoint** application site.
8. Also go to [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren), and update your information on the WWCC website to reflect Cranbourne Christian Fellowship Centre Inc. PO Box 5422, Cranbourne. This will then give future updates to **turningpoint** office that holds the records for the WWCC. It is important to update your details if you change address, phone number, or any other required details.

9. If you **don't** hold a current '**Working with Children Check**' (WWCC), go to <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply> (note: a Volunteer Working With Children's Check is free of charge). When applying for a WWCC, ensure you put Cranbourne Christian Fellowship Centre Inc., PO Box 5422 Cranbourne. Also, when filling in the form, make sure to mark the correct boxes to indicate your intended involvement with children, including one for camps, as well as volunteering. A failure to fill in all the boxes you plan to work in means you will be unable to help in any children's areas you have not registered for. For more detailed information, read "Process to Apply for a WCCC (Volunteer) on the next page.
10. Once your WWCC card arrives, upload a copy of both sides (in colour) to the **turningpoint** application site.
11. An interview may be done by person/s selected by the Campus Pastor, Campus Elder, or Oversight to assess suitability for working in Children's Ministry.
12. You will be required to attend the annual 'CRC IMPLANT Children's Ministry Leaders Training Day' (March each year) and/or our annual '**turningpoint** Campus In-House Training' (November each year).
13. You will be informed in due time about your application for CMW after the next Oversight Business Meeting.



## Process to apply for a Working With Children Check – VOLUNTEER

*Please note that you can apply for a WWCC check from the age of 15 years.*

1. Go on to the Working With Children Check website  
[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
2. Scroll down below “How to Apply” and at “Step 1 – How to Complete an Application”, click on the link to apply in Victoria. You will be redirected to a page to “Verify Your Identity”. You can either verify online or attend an Australia Post outlet. Follow the steps for your choice.
3. Follow the rest of the steps to complete your application. Please make sure when you complete the application that you note the Church as an organisation that you volunteer with. Please ensure you use the following details when doing so:
  - Organisation Name: Cranbourne Christian Fellowship Centre Inc.  
Please DO NOT use the name of the Campus Church you attend or any of the departments within the Churches. Cranbourne Christian Fellowship Centre Inc. is our registered name and all our other activities fall under their control.
  - Organisation Address: PO Box 5422, Cranbourne, VIC. 3977.  
Again, please DO NOT use any other address as our PO Box is secure and all our administration for the Check is done via the Head Office in Cranbourne.
4. Once you complete your application online you will be emailed a QR code and instructions for lodgement. You will need to attend a participating Australia Post outlet to complete your lodgement. For a volunteer WWCC they will take your photo at no charge. There is also no fee for a volunteer WWCC.
5. Once you have attended the Australia Post outlet they will process your application immediately. Working With Children Check will send out your card in the mail and they will send a copy to each organisation you have nominated. You will receive your Working with Children Check application number in an email from the department within 2 hours of lodgement.

6. The WWCC lasts for 5 years. A few months prior to the expiry date, Working With Children Check will send you a reminder to renew which you can do online via their website. The first time you renew can simply be done online – you will not need a new application or photograph. This will then last for another 5 years.
7. Once you have received your WWCC card it is important then to create a “MyCheck” account. Go to the Working With Children Check website and at the top right hand corner click on “MyCheck Account”. You will be prompted to log in or create a “MyCheck” account. Go ahead and create an account – you will need your card number in order to complete this. This account is free and will enable you to log in at any time to update your details as required. Once you’ve created your “MyCheck” account you can then log in to the website.
8. If you already have a WWCC but do not have a “MyCheck” account, please follow the instructions at step #7 to create an account. Then use the details from step #3 to add us as an organisation you volunteer with.
9. We remind everyone that from 2020 Partner Membership is now linked to holding a current Working With Children Check. On first applying for Partner Membership a copy of your Working With Children Check is required with the application. At the expiry of your Working With Children Check you will also be required to renew your Partner Membership so we can keep our records up-to-date for Auditing purposes.

## Appendix 1. APPLICATION FOR CHILDREN'S MINISTRY

Name: .....

Address: .....

..... Postcode: .....

Phone: (Work).....(Home).....

(Mobile) .....(E-mail).....

Please tick: Under 18 ( ) 18-30 ( ) Over 30 ( )

Proposed area of involvement: .....

Reason for wishing to be involved in Children's Ministry:

Previous experience in children's work (if any):

List current involvement in **turningpoint** church (if any):

### *Required by all Applicants*

Names of two referees within the **turningpoint** church, or a registered Teacher, not related to yourself, who can confirm your suitability to be involved in Children's Ministry

1.Name:.....Telephone No:

2. Name: .....Telephone No: .....

I am born again? Yes ( ) No ( )

I am baptised in water? Yes ( ) No ( )

I am baptised in the Holy Spirit? Yes ( ) No ( )

I am a regular attender of **turningpoint** Church? Yes ( ) No ( )

If No – I am a regular attender of .....

I authorise contact regarding my application to

Pastor .....on .....

I am actively involved in a **turningpoint** Connect Group. Yes ( ) No ( )

I attended a Children's Ministry training provided by **turningpoint**.  
Yes ( ) No ( )

I have a Working with Children Check (WWCC) Yes ( ) No ( )

I have read the **turningpoint's** 'Duty of Care' policy Yes ( ) No ( )

I am willing to abide by 'Duty of Care' policy; follow the procedures; and work under the supervision of the Church's Ministry Leadership and the Oversight of **turningpoint** Yes ( ) No ( )

I am willing to attend the annual Children's Ministry training and any other training as required by **turningpoint** from time to time Yes ( ) No ( )

I have First Aid qualifications? Yes ( ) No ( ) Certificate type:  
.....

I have been convicted of a criminal offence such as, a sexual or violent crime against a child, involvement in pornography, domestic violence?  
Yes ( ) No ( )

I am liable by a court for a civil offense, or had an order made against me by a matrimonial or family court? Yes ( ) No ( )

To my knowledge I have not had conduct that has caused, or been likely to cause harm to a child or put a child at risk or? Yes ( ) No ( )

## DECLARATION

I, .....  
declare that I have not been involved in any activities whatsoever relating to the abuse of children. I authorise the Oversight of **turningpoint** or the Children's Ministry leader to contact referees to establish suitability for involvement in Children's Ministry with **turningpoint** Church. I also undertake that if directed by the **turningpoint** Oversight at any time to cease any and all ministry with children, I will comply with such a direction as outlined in Procedures to Receive and Deal with Complaints/Reports. I will not develop relationships with children that may compromise my role as a CMW and which may put the child at risk of physical, emotional or spiritual distress.

SIGNATURE .....DATE.....

(Signature of Oversight Member after Approval) .....  
Date .....

## Appendix 2. FIRST AID TREATMENT & ACCIDENT / INCIDENT REPORT

Please complete this report and return to the Children's Ministry Leader or a **turningpoint** Oversight member within 24 hours of First Aid and/or accident and/or incident occurring.

*Please note:* no medication is to be administered unless it is the prescribed medication of the child and consent has been given by the parent/caregiver, or by a qualified medical practitioner in the case of an emergency.

Name of the injured child/person .....

Date.....Time.....Phone.....

Activity

Injury Description

Description of incident in which injury occurred

First Aid given

Directions

Worker 1 Name ..... Phone .....

Signature..... Date.....

Worker 2 Name ..... Phone .....

Signature..... Date.....

Observations after 24 hours (if appropriate)

# Appendix 3. PARENT CONSENT FORM - Pastoral Care printout

## TurningPoint Church

### ANNUAL PARENT CONSENT FORM

Surname .....

Medical Information On Record:

Child .....

**Personal Details:** Mobile, Email, DOB, Grade, Gender

Mobile Phone:.....

Email:.....

Birth Date:.....

School Year:.....

Gender:.....

**Child** .....

Allergy - Any known

Asthma - Plan

Diet requirements

Regular Prescribed Medicine



**Family Contact Details: Hm Ph, Mob, Email, Address**



.....

Medicare Number: .....



.....

Ambulance Membership: Yes / No NO: .....



.....

Doctors Name: .....



.....

Doctors Number: .....

**The details of various activities are given in the printed program each term.**

**This includes type of activity, venue, method of transport, times and costs.**

**We request all parents to familiarise themselves with these details for each activity.**

I give my consent for her/him to take part in the group activities of TurningPoint Church in 2015

The leaders and instructors have my authority to take whatever action they think necessary to ensure the safety and wellbeing of the group or individuals in their activities.

If my child becomes ill or is accidentally injured, the leaders may obtain on my behalf whatever medical treatment is deemed necessary, if we cannot be contacted.

I will pay such medical expenses.

I have attached information as requested about my child's health, including details of her/his limitations for the activities.

My child's own doctor or medical specialist may be contacted in an emergency.

**To the best of my knowledge this information is accurate and gives details for the treatment of my child.**

**I do / do not agree to my child's photo to be taken, for the purpose of advertising this program.**

Fathers Name: ..... Mobile Contact: .....

Mothers Name: ..... Mobile Contact: .....

**Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

#### Child / Youth Contract

I, \_\_\_\_\_ agree to show respect to other participants and those leading and to co-operate with any rules of the program / activity.

Signed: \_\_\_\_\_ (Participant) Date: \_\_\_\_\_



## Appendix 4. SUSPECTED CHILD ABUSE REPORT

Name of person making report ..... Phone .....

Child's Name .....

Record all details of what you have observed or have been made aware of:  
(please attach additional sheets as needed)

How did you become aware of this information?

To the best of my knowledge these details are correct and true.

Signature ..... Date .....

Additional person who can testify to the information offered.

Name ..... Phone .....

Signature ..... Date .....

Received by **turningpoint** Oversight Member... Name: .....

Signature ..... Date .....

Action taken

Appendix 5. SIGN IN - SIGN OUT SHEET - Pastoral Care printout  
 (This sheet will in most cases now be done electronically)

Dear Parents/Caregiver

Only you, or a person authorised by you, will be permitted to collect your child at the end of the lesson.

Thank you

**Sign In Sign Out Sheet**

ame	Child .....	Time In	Signature	\$ Pd	Time Out	Signature	Date: ...../...../.....	Who will collect the child
urname .....								

## Appendix 6. Personal Reference Form

### PERSONAL REFEREE FORM

Applicant full name: \_\_\_\_\_

1. In what capacity have you know the applicant? \_\_\_\_\_

How long have you known them? (must be at least 2 years) \_\_\_\_\_

2. Do you have knowledge of how the applicant relates to children? Yes ☐ No ☐

If yes, please explain: \_\_\_\_\_

3. Check as many of the following that describe the applicant:

- |                                      |                                      |                                      |   |  |
|--------------------------------------|--------------------------------------|--------------------------------------|---|--|
| <input type="checkbox"/> Diligent    | <input type="checkbox"/> Respectful  | <input type="checkbox"/> Organised   | <input type="checkbox"/> Mentally Stable    | <input type="checkbox"/> God Fearing   |
| <input type="checkbox"/> Reliable    | <input type="checkbox"/> Forgiving   | <input type="checkbox"/> Integrity   | <input type="checkbox"/> Positive Attitude  | <input type="checkbox"/> Prayerful     |
| <input type="checkbox"/> Caring      | <input type="checkbox"/> Responsible | <input type="checkbox"/> Team player | <input type="checkbox"/> Healthy self-worth | <input type="checkbox"/> Relational    |
| <input type="checkbox"/> Considerate | <input type="checkbox"/> Honest      | <input type="checkbox"/> Cooperative | <input type="checkbox"/> Follows Guidelines | <input type="checkbox"/> Compassionate |

4. Would you recommend the applicant to be working with the following: ☐ Teenagers  
☐ Primary schoolers ☐ Pre-schoolers ☐ Disability Groups ☐ Multicultural Groups

Explain: \_\_\_\_\_

5. How well does the applicant finish projects and activities begun?

Very well ☐ Well ☐ Average ☐ Fair ☐ Poor ☐

6. To your knowledge, has the applicant ever had a life controlling addiction? \_\_\_\_\_

7. Do you feel that the applicant is in a position to work closely with children? \_\_\_\_\_

8. Is there anything else you think we should know?

\_\_\_\_\_  
Referee Name

\_\_\_\_\_  
Referee Address

\_\_\_\_\_  
Referee Phone

\_\_\_\_\_  
Referee Signature

\_\_\_\_\_  
Referee Email

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

