

## **Trinity Church Lockleys**

### **Child Safe Environment Policy**

This policy outlines Trinity Church Lockleys commitment to safeguarding vulnerable people. Trinity Church Lockleys is committed to the physical, emotional and spiritual welfare and safety of all people, particularly within its own community.

Trinity Church Lockleys seeks to develop, build and maintain safe ministries to all people our community by:

- Fostering healthy relationships between church members and those of the wider community based on the teachings of Jesus Christ.
- Providing a safe and secure environment where all people are valued and feel respected.
- Having clear and well communicated processes that empower all people, including children and other vulnerable people.
- Carefully recruit and train its ministry staff and church workers,
- Adopt and encourage safe ministry practices by its pastoral staff and church workers,
- Ensuring that all complaints of misconduct and all other grievances are handled in a consistent, unbiased, fair and thorough manner,
- Offer pastoral support to any person who has suffered harm or abuse, and
- Minimising the risk of misconduct, including harassment and other forms of harm or abuse, and the misuse of power by those in authority in churches.
- Fulfilling our biblical, pastoral, legal and moral obligations.

#### **Commitment to the safety of children and young people**

We are committed to providing a safe environment to all children and young people. Our policy complies with the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and aligns with the National Principles for Child Safe Organisations.

We value and respect children and young people and welcome them regardless of their abilities, sex, gender, or social economic or cultural background. Bullying and harassment won't be tolerated.

#### **Scope of policy**

This policy applies to all staff, volunteers, and trainees referred to throughout the policy collectively as workers.

All workers are required to agree in to accept and act in accordance with the policy.

#### **Communication**

This child safe policy and related documents are available to children, young people and their families on our website and on request

This child safe policy and related documents are provided to all workers as part of their induction following recruitment.

We encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any worker or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

### **Code of Conduct**

Caring for children and young people brings additional responsibilities for all workers. We are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- sticking to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries and maintaining appropriate behaviours with children and young people – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity
- being alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them.

Workers must not:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes

- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Breaches or suspected breaches of the Code of Conduct can be reported as soon as practicable to one of the [Safe Ministry Contacts](#)

Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently. Any worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the worker may have their employment terminated.

## Recruitment

To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

- All Relevant Leaders must be regular participants at Trinity Church Lockleys and have regularly attended the church for at least 6 months, unless they have come from another Trinity Network church, or a satisfactory reference is provided by pastor of previous church.
- They will have their potential roles and responsibilities clearly outlined for them as they start their role
- Applicant submits Trinity Network safe ministry application online
- All Relevant Leaders must provide referees who can confirm the proposed leader is suitable to work with vulnerable people and that there is no reason the proposed leader should not be appointed in such a role
- All Relevant Leaders must complete the approved safe ministry training course which outlines appropriate behaviour including how to minimise the chances of harm and abuse, as well as training in how to identify and report cases of abuse,

In accordance with the Child Safety (Prohibited Persons) Act 2016, the Trinity Network is registered with the DHS Screening Unit and we link all Working with Children Checks (WWCC). At **Trinity Church Lockleys**, all workers in children's and youth ministry over the age of 14 years must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services if they are working in a role with children, have contact with children or in a role deemed necessary. A person will be taken to have contact with a child if:

- the person has physical contact with the child; or
- is in close physical proximity to the child; or
- communicates with the child (whether orally or by written, electronic or other means).

The following list of positions and roles must obtain a safe ministry clearance:

- All paid and volunteer staff
- All volunteers who work with children and youth.
- All Leadership Team members

- Any leadership or ministry positions deemed necessary by the Trinity Network and/or Leadership Team

WWCCs must be renewed every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening Unit portal as required by law.

We will immediately contact the Department of Human Services Screening Unit when we become aware of assessable information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

### **Training, supervision and support for workers**

We have strategies in place to supervise, train and support workers to understand our organisation's child safe policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. Our strategies include:

- Training:
  - as part of their induction, ensure all workers read and understand the Mandatory Reporting Information Booklet available at: [https://dhs.sa.gov.au/\\_data/assets/pdf\\_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF](https://dhs.sa.gov.au/_data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF)
  - complete Safe Ministry Check ([Home - Safe Ministry Check](#)) training every 3 years
  - include child safety as a standing item on Leadership Team meeting agendas
- Supervision:
  - regular supervision sessions that include a focus on child safety and wellbeing
- Support:
  - an induction process for all new workers including a copy of this policy document
  - regular performance appraisals that discuss child safeguarding
  - appointing a child safety officer who has an educative role within our organisation.

### **Reporting and responding to harm or risk of harm**

We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

Section 30 of the Safety Act identifies all workers in religious or spiritual organisations as mandated reporters.

Mandated reporters have a legal obligation to report the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion that a child or

young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000.

All adult workers have a legal obligation to report child sexual abuse by another worker to the police and to protect a child from sexual abuse by another worker. Failure to meet these obligations may be considered a criminal offence.

The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department for Child Protection website:

<https://www.childprotection.sa.gov.au/reporting-child-abuse>.

Following a report being made to CARL or SAPOL workers must make an internal report to management.

We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.

If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

Following a report to CARL or SAPOL we will support the child or young person by:

- referring the child, young person or their family to other appropriate services
- continuing to provide a service to the child, young person and their family and monitor their circumstances.

We will document all information received regarding the report and store this securely in a separate file.

### **Reporting and responding to general complaints or feedback**

Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Children, young people and their families are informed that they can provide feedback or make a complaint as part of the welcoming and integration process at the church.

Compliments, complaints or feedback can be provided verbally to any worker or direct to one of the [Safe Ministry Contacts](#).

The Safe Ministry Contacts will follow a **Safe Ministry Incident Management Process** This includes reporting any criminal activity to Police, **reporting any reasonable suspicion of harm to the South Australian Child Abuse Report Line (131 478)**, and the insurer of **Trinity Church Lockleys**. In certain incidents (as outlined in the Issue Management Process) the Safe Ministry Contacts will appoint an Independent Ministry Investigator to investigate allegations of inappropriate behaviour.

We will deal with all complaints and feedback received promptly, sensitively and fairly.  
We will:

- listen to the complaint/feedback
- the person receiving the complaint will make a record of it if received verbally
- advise of the time expected for an outcome
- if a worker receives a complaint, they must forward it to management as soon as possible
- management will respond to the complainant with an outcome in a timely manner
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

If the child, young person or their family is not happy with the outcome from the complaints process they can contact:

- Kooyoora

P: 1800 135 246      [www.kooyoora.org.au](http://www.kooyoora.org.au) E: [contact@kooyoora.org.au](mailto:contact@kooyoora.org.au)

Kooyoora is an independent organisation that investigates and makes recommendations related to reports referred to it. Kooyoora will also manage all regulatory reporting requirements under relevant state and federal legislation.

### **Safe Ministry Contacts**

All reports will be managed by the **Trinity Church Lockleys** Safe Ministry Contacts.

#### **Trinity Church Lockleys Safe Ministry Contacts**

Andrew Severin –      0407 388 118 [andrew.severin@trinity.network](mailto:andrew.severin@trinity.network)  
Des Smith –            0405 540 852 [des.smith@trinity.church](mailto:des.smith@trinity.church)

#### **Kooyoora - Independent organisation**

In writing by post to:

Director of Professional Standards  
PO Box 329  
Canterbury VIC 3126

Via email to [contact@kooyoora.org.au](mailto:contact@kooyoora.org.au)

By phone, call 1800 135 246

## Risk management

Identified risk	Actions to minimise risk
Physical contact	<ul style="list-style-type: none"> <li>• any physical contact must be appropriate to the delivery of services being provided</li> <li>• where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding</li> <li>• unnecessary physical contact is not allowed</li> </ul>
Online communications	<ul style="list-style-type: none"> <li>• cyber safety and social media guidelines are in place and provided to all workers</li> <li>• appropriate supervision is provided for all online activities</li> </ul>
Transport of children and young people	<ul style="list-style-type: none"> <li>• workers must not transport a child or young person unless specifically approved</li> <li>• parents/guardians must provide consent before transporting a child or young person</li> <li>• worker must have a valid, unrestricted driver's licence</li> <li>• vehicle must be registered, insured and in roadworthy condition</li> <li>• worker must not be alone in a vehicle with a child or young person</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• children and young people are to be supervised by parents/guardians at all times</li> <li>• if child/young person not collected by parent/guardian at end of ministry event or activity, two adults are to stay with child/young person until they are collected</li> </ul>
Taking images of children and young people	<ul style="list-style-type: none"> <li>• consent of child young person and their parent/guardian required</li> <li>• disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian</li> </ul>
Physical environment	<ul style="list-style-type: none"> <li>• maintain a risk register that is reviewed annually to ensure effectiveness</li> <li>• conduct risk assessments for relevant activities</li> <li>• ensure all equipment is in good working order</li> </ul>
Privacy and confidentiality	<ul style="list-style-type: none"> <li>• all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access)</li> <li>• digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties</li> </ul>

<p>Overnight and/or off-site activities</p>	<ul style="list-style-type: none"> <li>• consent of parent or guardian must be given</li> <li>• children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending</li> <li>• privacy when children or young people are bathing, toileting and dressing must be provided</li> <li>• children and young people will not be left under the supervision of unauthorised persons</li> <li>• sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person</li> <li>• children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay</li> </ul>
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### **Related policies and procedures**

[Process for Resolving Interpersonal Grievances](#)

[Process for Handling Concerns over Ministry and Leadership Decision Making](#)

[Safe Ministry Incident Management Process](#)

[Trinity Church Lockleys Privacy Policy](#)

### **Policy review**

We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:

- new or added risks are identified for children or young people, which may require a change in the policy or procedures
- a critical incident where a child or young person has experienced harm through involvement in the organisation
- concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation
- awareness or compliance to the child safe policy and/or procedures is low
- legislative changes/requirements.

We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.

Policy Date: [2 August 2024](#)

Review Date: [August 2029](#)