



# CHILD PROTECTION POLICY

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CABRAMATTA VINEYARD CHURCH

# POLICY STATEMENT & MUST COMPLY

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- At Cabramatta Vineyard Church (CVC) we are committed to introducing children and youth to Jesus Christ in a safe, secure and loving environment.
- We are mandated by law to implement a child protection policy that is reviewed, refreshed and re-introduced regularly to the members of our congregation.
- All staff and volunteers who participate in the children youth ministries and events of CVC must comply with this policy.
- Ongoing training of all involved with a signed register is required.

# CVC: MISSIONAL ACTIVITIES INVOLVING CHILDREN

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- Kingdom Kids Church on Sundays
- Mainly Music on Thursdays
- Horsley Park Public School morning Scripture on Tuesdays &  
After School Scripture Club on Tuesdays
- Youth Home-group on Wednesdays
- Any Camps that happen throughout the year involving children under 18  
including Camp Jono every first week of January (although not a CVC camp as such)

# CVC CHILD PROTECTION POLICY

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- 1. Recruitment and Selection of Staff and Volunteers
- 2. Training
- 3. Supervision and Support
- 4. Mandatory Reporting of Suspected Child Abuse
- 5. Risk Management
- 6. Cabramatta Vineyard's Code of Conduct

# I. RECRUITMENT AND SELECTION OF STAFF & VOLUNTEERS

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- All volunteers must be approved before participation in children or youth ministries
- From June 2013 each volunteer and worker is required to obtain a **WORKING WITH CHILDREN CHECK**:
  - Take printout to RMS
  - Receive clearance number for 5 years via mail
  - Give printout with DOB to Alysha
- **HAVE YOU PROVIDED YOUR UPDATED WWC NUMBER?**

Need one from:

- Kevin L
- Jill T
- Luke T
- Troy V
- Amanda E

## 2. TRAINING

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- Ongoing training through CVC is necessary to comply with the policy.
- All staff and volunteers attend at least one training session prior to commencement.
- Upon completing each “Caring for Our Children” training all staff and volunteers will sign an acknowledgement of training.
- A register of who has attended the training sessions will be kept on file.

### 3. SUPERVISION AND SUPPORT

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- CVC will provide ongoing accountability and training to staff and volunteers.
  - Key people you can see about any general issues or questions:
    - Greg (Pastor)
    - Johanna (Child Protection Officer – CPO)
    - Alysha (Assistant Pastor)
- People that you report any disclosures, allegations or suspicions to*
- For information and collection of non-sensitive documentation*

# 4. MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

- If you suspect child abuse please report it to the Child Protection Officer (Johanna) and/or our Pastor (Greg) immediately and fill in a Complaints/Incident Form
- You may become aware of possible abuse through:
  - Verbal Disclosure by child
  - Someone else tells you (friend, sibling,..)
  - Observation of behaviour leading to suspicion
  - Indications of physical harm
- Allegations are NOT to be investigated by any staff member or volunteer independently
- The Missional Council has a moral and legal responsibility to review all instances of suspected child abuse and notify child protection agencies where necessary. Decisions will be made with confidentiality and sensitivity, involving only those appropriate to the situation.

APPENDIX C

REPORT OF SUSPECTED CHILD ABUSE  
Must be completed within 24 hours or disclosure or suspicion  
Do not interrogate the child in order to obtain this information

Name of child: \_\_\_\_\_  
Age: \_\_\_\_\_  
Street: \_\_\_\_\_  
Suburb: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name of report writer: \_\_\_\_\_  
Street: \_\_\_\_\_  
Suburb: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Name of church group: \_\_\_\_\_

Disclosure made (reason for reporting):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date, time and place disclosure was made: \_\_\_\_\_

Have parents been informed (if appropriate)?  
Yes ☐ No ☐

Signed (report writer): \_\_\_\_\_  
Signed Pastor/children's Coordinator: \_\_\_\_\_  
Date: \_\_\_\_\_



# 4. MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

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- During the disclosure of abuse:
  - DO NOT promise not to tell
  - DO NOT ask more questions than necessary
  - DO NOT ask leading questions
  - DO NOT touch the child inappropriately
  - DO NOT feel you or the child have to prove the disclosure
  - DO NOT discuss the disclosure with anyone other than those who need to be involved in reporting
  - DO NOT notify parents or guardians
  - DO NOT PROMISE THAT THE ABUSE WILL STOP

## 4. MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

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- BUT:
  - satisfy yourself that there are reasonable grounds for suspecting abuse or risk of harm
  - as soon as is practicable write a record of what was said by you and child and give this record to Greg or Johanna
  - If appropriate, notify Greg if he does not already know
  - reassure the child that you are there to give support and that they have done the right thing
  - debrief with Greg or Johanna

## 4. MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

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- Any staff member/volunteer should immediately:
  - keep their suspicion completely confidential other than to Greg and/or Johanna
  - write a report and give this to the CPO (Johanna)
- Volunteers are not mandatory reporters, only employers holding supervisory responsibility who will report the suspected child abuse
- Anyone identified in an allegation of child abuse will be immediately suspended
- In an emergency contact appropriate authorities immediately (ambulance, police) or notify Greg or Johanna to do so ASAP

# 5. RISK MANAGEMENT

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- For leaders organising an event, all potential sources of harm need to be identified and assessed prior to the event:
  - any unfamiliar venue will be visited at least once
  - all events will have an adequate number of leaders
  - Attendance Forms will need to be kept
  - If you are a leader please read more on our website or ask Greg, Alysha or Johanna

# 5. RISK MANAGEMENT

- All forms will be kept on file at CVC for 7 years.
- RATIOS for CHILD AND YOUTH ACTIVITIES:
  - Children 0-2 yrs a safe ratio is 1:4
  - Children 2-3 yrs a safe ratio is 1:8
  - **Children over 3 yrs a safe ratio is 1:10**
- Incident or Injury Reporting:
  - Complete form ASAP after an incident to ensure accurate information and give to Alysha or Johanna
  - In case of serious injury, the Coordinator will discuss the incident with Greg who may inform the insurance company

**APPENDIX J**

**INCIDENT INJURY REPORT**

**Event Details**  
Name of Event: \_\_\_\_\_  
Event Coordinator: \_\_\_\_\_

**Location of Incident**  
Name of Location: \_\_\_\_\_  
Address: \_\_\_\_\_  
Exact Location: \_\_\_\_\_  
Who was this incident reported to? \_\_\_\_\_  
Date and time the incident was reported: \_\_\_\_\_

**Injured Person**  
Full Name: \_\_\_\_\_  
Gender: \_\_\_\_\_ Male / Female  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Role: \_\_\_\_\_ Child / Volunteer / Staff

**Incident Details**  
Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Time of Incident: \_\_\_\_:\_\_\_\_ ( am / pm ) \*\*  
Part of Body Injured: \_\_\_\_\_  
Nature of Injury: \_\_\_\_\_  
Cause of Severe Injury: \_\_\_\_\_  
Initial Severity Assessment:  
☐ First Aid (stayed at event) ☐ First Aid (sent home)  
☐ Hospital ☐ Medical Treatment  
☐ Possible Permanent Disability ☐ Fatal

\*\* If injury sustained to an eye, back, head, neck, skull or jaws, a visit to the doctor should be automatic.

**Immediate Treatment:**  
1. First Aid (Details): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Doctor (Details, incl. contact details): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Hospital (Details, incl. contact details): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. CVC – CODE OF CONDUCT

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- All volunteers need to attend ongoing training
- All staff and volunteers should comply with:
  - Two Adult Rule
  - People wandering around or acting suspicious are to be questioned and immediately reported to Pastor
  - Attendance Roll on all church activities involving children/youth will be taken
  - Once ministry group session has started a child may only leave to go to the bathroom or return to parent/guardian
  - *Parent/Guardian must sign child into kids church*
  - *Any child returning to parent/guardian must be accompanied by an adult teacher*
  - *All children in kids church must be collected by their parents/guardian and signed out prior to leaving*
  - *Grade three and above kids may be permitted to return on their own*

## 6. CVC – CODE OF CONDUCT

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- Touching and interaction:
  - Use language that affirms the child
  - Refrain from touching a child or young adult inappropriately – appropriate touching includes brief hugs, light touches on the shoulder or back – one piece swimming togs rule
  - It is not permitted to kiss or tickle a child or young adult, anything that is potentially sexual in nature
  - No physical punishment
  - An aggressive child may be contained by light holding of the wrists – notify the parents/pastor immediately

## 6. CVC – CODE OF CONDUCT

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- Toilet use:
  - Children in creche will be taken to their parents
  - Children aged 3-7 are required to go to the toilet by themselves or if unable to do so be returned to their parent/guardian
  - An adult leader however needs to stand at the door and watch the child walk to and from the toilet (after ensuring no adult is in the toilet) – within earshot of child
  - Children aged 8-12 are permitted to go to the bathroom only in pairs



## 6. CVC – CODE OF CONDUCT

- Ministry activities off church premises
  - The ratio of adults to children should apply
  - Transportation to and from church events:
    - All drivers need to hold a full valid and current Australian Driver's license and will not transport a child or youth without one other person in the car.
    - The last person out shall be over 18 years
    - We encourage guys to take guys and girls to take girls
    - *The Driver Code of Conduct Form must be completed*
- Written permission notes from parents/guardian must be obtained for overnight excursions, camps or other risk-significant ventures

**APPENDIX D**

**DRIVER'S CODE OF CONDUCT**

Name: \_\_\_\_\_

Current Driver's License Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Class of License: \_\_\_\_\_

Copy of Licence provided: Y/N

Car Insurance:

Comprehensive (Name of Insurer): \_\_\_\_\_

Compulsory Third Party Insurance (Name of Insurer): \_\_\_\_\_

Copy of Comprehensive Insurance provided: Y/N

Car Registration Number: \_\_\_\_\_

Car Model: \_\_\_\_\_ Car Make: \_\_\_\_\_ Car Year: \_\_\_\_\_

Please give details of any accidents and/or traffic offences you have been convicted of in the last five years:

\_\_\_\_\_

\_\_\_\_\_

Event Details:

\_\_\_\_\_

\_\_\_\_\_

Event Organiser/Director: \_\_\_\_\_

Code of Conduct:

- I will abide by all NSW Transport and Government road rules
- I will only drive if I have comprehensive insurance
- I will only drive to destinations instructed by the event organiser.
- I will not drive after taking alcohol or illegal substances
- I will not have passengers drive with me who have not been given permission from A parent and the event director.

Drivers Consent:

I agree to abide by the above points stated in the Code of Conduct. I understand that while driving for this event named above, that any loss/damage to my vehicle is not covered by Cabramatta Vineyard or by the event organiser. I declare that the above information is a true record of my current driving conditions and vehicle.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

## 6. CVC – CODE OF CONDUCT

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- Camps: detailed information is on our website
- Telephones & Electronic Media
  - Respect when communicating
  - Do not send private messages/chats on social media with youth people who attend ministry activities unless signed approval by parent/guardian
  - Always include or cc another person in electronic communication
  - Do not send private texts unless parents are aware and have granted permission  
(*Electronic Communication Disclosure Form*)

## 6. CVC – CODE OF CONDUCT

- Use of Photographs
  - Parent/guardians can fill in a Photograph Permission Form
  - No photographs of children can be posted without permission
- Mentoring & Pastoral Care
  - Written and signed consent by parent/guardian must be obtained prior to mentoring sessions with school aged children
  - Sessions will occur in a public place AND within the Guidelines for Mentoring Sessions

### APPENDIX M

#### PHOTOGRAPH PERMISSION FORM

##### Photograph Permission Form

This form is seeking your permission to use photographs taken at Cabramatta Vineyard Church or related events of your children. There are three potential ways we may use these pictures

- In Church displays
- On the Website
- In Cabramatta Vineyard publications (e.g. the Welcome Packs)

Pictures will not be used for any other purpose than those listed above.

Please include all children's names on the form below (i.e. all who attend kids' church) and tick all boxes that you are happy to give permission for. Then please return it to the box on the Children's sign in table.

I give permission for photographs of;

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_

To be used in the following ways: (PLEASE tick)

- ☐ In Church Displays
- ☐ On the Cabramatta Vineyard Website
- ☐ In Cabramatta Vineyard Publications
- ☐ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# BEHAVIOUR MANAGEMENT GUIDELINES

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- If a child oversteps boundaries with consistently disruptive behaviour then we warn them twice before sending for their parent/care giver.
- If you need to send for a parent then ask the helper to go into church and ask the parent/ care giver to come and get their child.

**These are some basic safety guidelines for volunteers and children alike but do not forget  
TO HAVE FUN !!**

# OUR DOCUMENTATION

Available at: <http://www.cabramattavineyard.org.au/child-protection>



## Child Protection Policy

Downloadable PDFs last revised June 2013:

1. Child Protection document
2. Appendices A-H
3. Appendix I
4. Appendices J-O

For more information regarding Cabramatta Vineyard's child protection policy, please contact Judy (0410 279 372) or Johanna (0407 067 082).

It is mandatory for everyone 18yrs+ to do a "Working with Children Check" if they are involved in any activities involving persons under 18yrs.

Please use the link below to complete your "Working with Children Check", this will provide you with an application number which you'll then need to take to your nearest RMS (previously RTA) for validation.

<https://wwccheck.ccyp.nsw.gov.au/Applicants/Application#>

# CABRAMATTA VINEYARD CHURCH CHILD PROTECTION POLICY

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