

Cabramatta Vineyard Church

Child Protection Policy

Last updated: 19th August 2025.

POLICY STATEMENT

The issue of Child Protection is a complex problem that has an impact on all areas of society. At Cabramatta Vineyard Church we are committed to introducing children and youth to Jesus Christ in a safe, secure and loving environment. Therefore, we have written, adopted and implemented a child protection policy that reflects our desire and dedication to protect children and youth from abuse and to report abuse when we become aware of it.

The information contained in this document will create a framework and provide direction for staff, volunteers, members, guests, attendees, and parents of young people involved in Cabramatta Vineyard Church.

RATIONALE/PURPOSE

The Cabramatta Vineyard Church is committed to providing an environment which promotes the safety, welfare and wellbeing of children and youth during their participation in activities run by us. We aim, to the best of our ability, to promote a safe environment for all children and youth. We also aim to assist staff, volunteers and members to recognise child abuse and neglect and follow the appropriate notification procedures when reporting concerns regarding children's safety and wellbeing.

This policy and associated procedures promote the care and protection of children and youth participating in church and provide information for staff and volunteers of Cabramatta Vineyard Church.

WHO MUST COMPLY WITH THIS POLICY

All staff and volunteers who participate in the children and youth ministries and events of Cabramatta Vineyard Church must comply with this Policy.

SCOPE OF THIS POLICY

This Policy covers the following items:

- Recruitment and selection of staff and volunteers
- Training
- Support and supervision
- Mandatory reporting of suspected child abuse
- Risk management
- Cabramatta Vineyard code of conduct

TERMS

Adult:	Any person over the age of 18 years.
Alleged victim:	Is any child, youth or young adult who is suspected of suffering or has suffered abuse or has disclosed the suffering of abuse.
Attendees:	Any person attending or participating in Cabramatta Vineyard Church related events or activities.
Assistant Pastor:	Is any person/s appointed by the Senior Pastor to the role of assistant Pastor.
Board:	The body responsible for the oversight and governance of the church including the financial and legal areas.
“Caring for Our Children”:	The Child Protection Policy of Cabramatta Vineyard Church.
Child/ren:	Any person 15 years or under.
Child Abuse:	Any act (including neglect) that endangers the physical or emotional health or development of a child or young person. Abuse includes physical abuse, emotional abuse, domestic violence, sexual abuse and neglect. See examples in Appendix B .
Child Protection Officer:	Person appointed, by the Senior Pastor to coordinate and oversee the implementation of this Policy.
Child Protection Forms:	All forms required by law in NSW to be completed including but not limited to the Working with Children Check, Applicant Declaration and Consent Form and the Volunteer Student Declaration Form.
Children’s Ministries:	Any CHURCH ministry organised for and attended by children.
Coordinator/s:	Anyone appointed by the Pastor/s to oversee the children and/or youth ministries.
CVC:	Cabramatta Vineyard Church
Discloser:	Is any child, young person or young adult who is suspected of suffering abuse, or has disclosed the suffering of abuse.
Event:	Any planned initiative of CHURCH ministries.
FACS:	NSW Department of Family and Community Services.
First Aid Officer:	Person appointed, by the Pastor or Coordinator who has a current St Johns Ambulance First Aid Certificate, or equivalent.
Guardian:	The person or persons legally responsible for the care and management of a child or young person.

Kids Church:	Activities run during normal church services for preschool and primary ages children.
Ministries:	Any event or activity that comes under the functioning of Cabramatta Vineyard Church.
Members:	Persons who acknowledge Cabramatta Vineyard Church as their home church and who regularly attend and participate in church activities and who agree with and support the Vineyard Values and Statement of Faith.
Nominee:	All persons who have volunteered for/applied for/been requested to do a task or be involved in any ministry of the Cabramatta Vineyard Church.
Policy:	This Child Protection Policy, as amended.
Pastor:	Pastor employed by Cabramatta Vineyard Church to provide oversight and leadership in the church and who are accountable to the CVC Board.
Staff:	Any person employed by the Cabramatta Vineyard Church who participates in children or youth ministries in the performance of their duties.
Teaching Environment:	Includes the sessions provided for the children and youth on Sunday during normal service times, for Friday Night Youth and for the young persons in evening small groups.
Volunteer:	Any person who participates in the children or youth ministries in any capacity and is not employed by Cabramatta Vineyard Church.
Youth Ministries:	Any CHURCH ministry organised for and attended by Young Persons and/or Young Adults.
Young Person:	Any person between 16 or 17 years of age.
Young Adult:	Any person 18 years and older who is still attending school.

1. SELECTION OF STAFF AND VOLUNTEERS

Policy:

All staff will be assessed and approved by the CVC Board before participating in child or youth ministries. Cabramatta Vineyard Church will not appoint any person in child related activities who has been identified as a “prohibited person”. All potential staff intending to facilitate in children and youth ministries must undergo a “Working with Children Check” before commencing employment with the church.

All volunteers must be approved and complete a “Volunteer Declaration Form’ [Appendix A] before participation in children or youth ministries.

Procedure:

1. All volunteers must have attended as a regular member for at least 6 months before being allowed to participate in child or young persons ministries, unless otherwise permitted by the Pastor or the CVC Board.
2. Prior to commencing employment or volunteer work, a nominee will do the following:
 - a) Sign the Applicant Declaration and Consent Form (if undertaking paid work) or the Volunteer/Student Declaration Form (if undertaking unpaid work) and show relevant identification as required by the legislation. (Appendix A).
 - b) At the time of signing the relevant Declaration the Coordinator will ask the nominee if they have ever been involved in or accused of any untoward acts of child abuse. The nominee’s response will be noted and provided to the Senior Pastor.
 - c) Complete the “Caring for Our Children” training as detailed in Section 2 of this Policy.
3. Following completion of the items in clause 2 above the Missional Council will review the information provided and make a determination of the nominee’s suitability. All of the nominee’s information will be held in strictest confidence and will not be made available to any other person, except as required by law or deemed necessary by the Senior Pastor.
4. Nominees will not be permitted to participate in children and/or youth ministries until the Board has approved.

2. TRAINING

Policy

Cabramatta Vineyard Church will facilitate ongoing education for its staff and volunteers as necessary to comply with this Policy.

Procedure

1. The Lead Pastors and Board shall from time to time appoint one or more Child Protection Officers.
2. The Child Protection Officer shall have a current Training Certificate from an approved body. Such body is to be nominated and approved by the CVC Board.

3. The Child Protection Officer shall facilitate a “Caring for Our Children” training Session at least once yearly. The session will include a review of the Policy and any associated guidelines or codes of conduct.
4. All staff and volunteers who commence participation in children and/or youth ministries during the calendar year shall, prior to commencing participation, attend at least one training session, as conducted by the Child Protection Officer, on the Policy and any other matters relevant to child safety as determined by the Lead Pastors and/or Coordinator.
5. Upon completing the “Caring for Our Children” training all staff and volunteers will sign an acknowledgement that they attended the training session. Their continued participation in church ministries will be conditional upon their attendance at authorised sessions. The Child Protection Officer shall keep a register of who has attended the training sessions.
6. The Child Protection Officer will advise the Coordinator in writing, of each staff member and volunteer who has participated in the authorised training sessions within one week of them doing so.
7. All staff directly or indirectly working with children shall complete authorised refresher training not less than every 3 years.

3. SUPERVISION AND SUPPORT

Policy

Cabramatta Vineyard Church will provide ongoing accountability and feedback to staff and volunteers in relation to their compliance with this Policy.

Procedure

1. All staff will have formal performance appraisals annually with the Lead Pastors.
2. Coordinators will observe new staff and volunteers within 6 months of commencement and submit their observations to the Pastors, as deemed necessary.
3. Staff and volunteers will be encouraged by the Coordinators to ask questions and will provide feedback to the Coordinators and/or Pastors.

4. MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

Policy

The CVC Board has a moral and legal responsibility to review all instances of suspected child abuse and notify child protection agencies where necessary.

Procedure

1. If a staff member or volunteer suspects child abuse, they are to report to the Child Protection Officer, Lead Pastor &/or Board Member immediately.

There are various ways in which you may become aware of abuse, such as:

- Verbal Disclosure (tells you he/she has been abused);
- Someone else tells you (another child, sibling, relative, friend of the family); or
- Observation of behaviour or knowledge of children leading to suspicion;

- Indications of physical harm.
- 2. Any disclosures or allegations are **NOT** to be investigated by any staff member or volunteer.
- 3. If there is a disclosure of abuse or suspected abuse to a staff member or volunteer then the following applies:

DURING THAT DISCLOSURE the staff member or volunteer:

SHOULD NOT promise not to tell.

Explain that you are concerned about their safety, or what they have told you and so you will need to talk to someone (you can identify who that someone will be) to talk about ways to keep them safe or to address the issues they have raised.

SHOULD NOT ask more questions than are necessary.

SHOULD NOT ask leading questions ie, ones which suggest an answer.

SHOULD NOT touch the child inappropriately. See Code Conduct 6.2.

SHOULD NOT feel you or the child have to prove what has been disclosed.

SHOULD NOT discuss the disclosure with anyone other than those who need to be involved in reporting the suspected abuse to FaCS or the police.

SHOULD NOT notify parents or guardians in the first instance – they may be the perpetrators.

SHOULD NOT PROMISE THAT THE ABUSE WILL STOP

AND:

SHOULD satisfy themselves that there are reasonable grounds for suspecting abuse or risk of harm.

SHOULD as soon as is practicable write a record of what you said and what the child or young person said and give this record to the Lead Pastor/s (or a board member if a lead pastor is involved).

SHOULD notify the alleged abuse to the pastor as soon as possible following the disclosure.

SHOULD reassure the child that you are there to give support and that they have done the right thing – they have the right to be safe.

SHOULD debrief with the Coordinator following the disclosure.

- 4. Any staff member or volunteer who suspects abuse or who receives a disclosure of abuse should immediately:
 - keep their suspicion completely confidential and not disclose it to any other person other than the Coordinator, Senior Pastor, Assistant Pastor, other chosen consultant with relevant skills and proper legal authorities.

- Write a report containing the events leading to their suspicion or disclosure and provide that report to the Coordinator or Senior Pastor within 24 hours of the staff member or volunteer becoming aware of the suspected abuse (see Appendix C).
 - (Volunteers are not mandatory reporters. Employers holding supervisory responsibility are mandatory reporters as are employees working in children's services.)
 - Go to the Mandatory Reporters guide on the "Keep them Safe" website and complete the Decision Tree which most closely reflects the concerns held by the person reporting the alleged abuse or disclosure of abuse. The result of the completion of the decision tree will help determine if the allegations/disclosure require further reporting to the relevant authority. If the decision tree determines further action is required, the staff member/volunteer should follow the directions contained on that website and provide a further report to the Senior Pastor/Assistant Pastor detailing action suggested and print the outcome.
5. Any staff member or volunteer identified in an allegation of child abuse will be immediately suspended of their responsibilities. Staff members will be suspended with pay until the matter is resolved.
6. If the situation requires emergency assistance the staff member or volunteer should contact the Pastor and the local police before making any reports to DCJ. If a child or youth is at risk of immediate harm, and the matter is reported to DCJ, DCJ will contact the police as they deem necessary
7. Department of Communities and Justice:
- DCJ can be contacted 24hrs a day 7 days a week by calling **13 21 11**.

RISK MANAGEMENT POLICY

POLICY

Risk Management is identifying and assessing all potential sources of harm and taking steps to decrease the likelihood that harm will occur. Any activity or event may have specific risks associated with it, and it is therefore important to reduce the risk of injury to participants of the event, to the extent it is possible to do so. Incident Report Forms contain valuable information for monitoring risk management procedures and policies as well as highlighting potential issues that require ongoing attention.

Procedure

1. Identifying Risks Prior to an Event:

- a. Any proposed venue for a one-off event will be visited at least once prior to event to assist with planning by the event leader. Any proposed venue for a regular event will be visited at least once prior to the event commencing and once a year, or as the need requires, every year after that while the event continues.
- b. A Venue Risk Assessment Form (Appendix G) and an Activity Planning Sheet (Appendix H) will be completed for every one-off activity or event, or annually for any regularly occurring event. These forms will be kept on hand at the event by the leader, and kept on file at the CHURCH for 7 years after the event. When partnering with an external organization risk assessment information from that organisation must be obtained and evaluated prior to the event.

- c. If any activity requires a trained instructor, one will be made available and that instructor shall be registered and insured (where relevant) and the CHURCH shall keep copies of such registration and insurance for a period of not less than 7 years.
- d. All events will have an adequate number of leaders for the number of participants attending in accordance with clause two (2) of this section.
- e. Before any participant can attend an event, a Consent and Indemnity Form (Appendix F) and a Medical Form (where the event involves a time period of greater than 3 hours or the event poses a higher than normal degree of risk Appendix E) will be fully completed by the participant's parent or guardian. The CHURCH shall keep copies of such Consent Indemnity and Medical Forms for a period of not less than 7 years.
- f. The CHURCH will provide written information (email included) to parents outlining the events and activities that will be occurring, location of the event, times, dates and emergency phone numbers of the event leader.
- g. A Visitors Registration Form will be available for when children bring along a friend (without a parent or guardian), to record the details of the child, the name of the parent/guardian and two contact phone numbers, plus any special diet/medical information that is required for their own safety. (Appendix I).
- h. The Coordinator will nominate a First Aid officer for the event (holding a current First Aid Certificate), who will arrange for the provision of a first aid kit at the event. This person will also be made aware of any particular medical conditions of the participants involved.

2. Ratios:

The following ratios shall be deemed appropriate for the undertaking of child and youth activities by members of Cabramatta Vineyard Church:

- Children 0-2yrs a safe ratio is 1:4,
- Children 2-3yrs a safe ratio is 1:8
- Children over 3yrs a safe ratio is 1:10.

3 Incident Reporting

An Incident Report (Appendix J) should be filled out when an injury occurs at any event.

It is essential to complete the form as soon as possible after an incident has occurred to ensure the information collected is as accurate as possible.

Information collected will include names and contact details of witnesses.

- a. In case of a serious injury, the Coordinator will discuss the incident with the Senior Pastor/Assistant Pastor to determine the appropriate steps to take to remedy the situation, which may include informing Cabramatta Vineyard Church's insurance company about the event.
- b. The staff member/s or volunteer/s responsible for organising the event should meet to discuss the incident and overall compliance with these policies and procedures.
- c. If a particular type of accident is occurring with some frequency, then further investigation is required. It may be that further accidents can be avoided by changing a policy or alerting staff to a trend in certain types of accidents.

- d. A copy of all Incident Report forms will be filed by the Coordinators and held by Cabramatta Vineyard Church for 7 years.

6. CODE OF CONDUCT

Policy

All children, young persons and young adults will be cared for in a secure and transparent manner.

Procedure

1. All volunteers shall have attended a “Caring for Our Kids” training, in accordance with the Policy.
2. All Staff and Volunteers should at all times be aware of and comply with the following:
 - a. The Two Adult Rule – There must be at all times two leaders over the age of 18 years in each group. A ‘group’ may be defined as people in a separate room without clear visibility to others. With permission from a board member or lead pastor, an exception can be made for a ‘junior’ leader to be present with an infant or primary school aged group in lieu of a second adult. The junior leader must be over the age of 15 years.
 - b. A parent or guardian must sign a child into Kids Church prior to the commencement of the session.
 - c. An attendance roll will be taken at the commencement of all kids’ church group times.
 - d. Parents have free access to their children in the classroom at all times.
 - e. Once a ministry group session has commenced a child may only leave the room to go to the bathroom or return to their parent/guardian.
 - i) Any child leaving the classroom to return to a parent or guardian must be accompanied by an adult teacher or adult helper and must be taken directly to the child’s parent/guardian.
 - ii) See clause 4 of this section for toilet procedure.
 - f. All children in kids church must be collected up by their parents, or guardian at the completion of the ministry time where they are to be signed out prior to leaving the classroom. The children and young persons who are in grade three and above may be permitted to return to their parents on their own, except where expressly requested by their parent/guardian in which case they shall be signed out prior to leaving the classroom by their parent/guardian.
 - g. All Creche children are to be picked up by the person who signed them in or an adult nominated by that person at sign in (not siblings or other adults). Creche children must be signed out by said adult/guardian.
 - h. People wandering around or acting in a suspicious manner are to be questioned and immediately reported to the Coordinator or Senior Pastor/Assistant Pastor.
 - i. All Staff and Volunteers serving in kids church should be aware of and comply with the “Behaviour Management Guidelines”. (Appendix N)
3. **Touching and interaction:**

- a. Staff and volunteers will always use language that affirms the children, young persons and young adults as important participants in the community.
 - b. All staff and volunteers will refrain from touching a child or young person or young adult in an inappropriate manner. Appropriate touching includes brief hugs, light touches on the shoulder and a flat hand lightly placed on head or back. It is never permitted to touch a child or youth in an area that would normally be covered by one-piece swimming costumes.
 - c. It is not permitted to kiss or tickle a child, young person or young adult, or do anything that is potentially sexual in nature.
 - d. No physical punishment is to be administered by any staff member or volunteer.
 - e. An aggressive child, young person or young adult may be contained by light holding of the wrists to prevent physical harm to themselves or others while parents/guardians are being contacted. Remove other children from the space as necessary. In extreme circumstances the police may be contacted. Should any containment be necessary the Pastors or Child Protection Officer must be immediately notified.
4. **Toilet use:**
- a. Children in crèche will be taken to their parents to be escorted to the toilets or to have their nappies changed.
 - b. Children in groups for 3-7 year olds are required to attend to their bathroom needs by themselves. If they are unable to do this they should be returned to their parent or guardian. A child shall be allowed to go to the bathroom only when an adult leader is available to stand at the door of the classroom and watch the child walk to the bathroom and return on the completion of the bathroom visit. The adult should be earshot of the child at all times.
 - c. Children in groups for 8-12 year olds are permitted to go to the appropriate bathroom only in pairs.
5. **Ministry activities off church premises:**
- a. For all ministry activities off church premises, there will be a ratio of adults to children deemed relevant to the circumstances and documented on the event form for the parents to sign. The ratios will be dependent upon the activity taking place. E.g. there will be a higher ratio where water activities are involved.
 - b. Transportation to and from church events
All drivers shall hold a full valid and current Australian Driver's license and will not transport a child or youth without another person in the car at all times.
The Driver Code of Conduct form must be completed by every person who will be driving children or youth to events organised by Cabramatta Vineyard Church, including copies of their driver's licence and car insurance. (see Appendix D)
Written permission notes from parents/guardians must be obtained for any regular transport arrangements.
6. **Camps:**
- a. Where possible, leaders will supervise children, young persons and young adults of the same sex (male leader supervises boys, etc).

- b. For sleeping arrangements, supervision will be given by two leaders of the same sex as the children/young person/young adult.
- c. Children, young persons and/or young adults are not allowed to get into bed with another camper or with a leader.
- d. Children, young persons and/or young adults of the opposite sex will not share a bedroom.
- e. Access to bathrooms, toilets or bunkrooms or tents of the opposite sex is not allowed by leaders or campers (except for leaders where there is an emergency).
- f. Health and safety rules of the campsite being used will be adhered to.
- g. Medical Forms and Consent and Indemnity Forms will be checked by parent/guardian and kept updated as required. (See Appendix E and Appendix F). The nominated First Aid Officer shall hold these forms for the duration of the camp.

7. Telephones and Electronic Media:

- a. All staff and volunteers who are involved in youth ministry shall use respect when communicating via telephone and electronic media with children, young persons and/or young adults.

Particularly they shall:

- i) NOT send private messages to or engage in private chats with young people or young adults who have attended the youth ministry activities of Cabramatta Vineyard Church on social media or other apps, unless there has been signed approval given by a parent or guardian on the "Safe Care of our Youth Consent and Indemnity Form" (Appendix L).
- ii) Always include another youth person in any electronic communications. Always ensure another relevant leader/parent can view (is copied in on) all electronic communications.
- iii) Do NOT send private text messages or private communication on telephones unless there has been signed approval given by a parent/guardian by completion of the "Electronic Communication Disclosure Form (Appendix L)

8. Use of Photographs and Video:

- a. All staff and Volunteers in youth ministry shall not publically post or display photographs of a young person and or young adult unless there has been a signed approval given by a parent/guardian on the "Electronic Communication Disclosure Form" (Appendix L).
- b. All Parents/guardians of children attending the church's children's ministry can fill in a 'Photograph & Media Consent Form' (Appendix M) to inform the Children's Ministry Coordinator of their desires regarding the use of photographs of their children.
- c. No member of staff or volunteers in Children's ministry shall use photographs of children in the church's children's ministry without the approval of the Children's Ministry Coordinator.
- d. ALWAYS be circumspect about taking an image of children at an Activity, and if they do, ensure children are appropriately dressed (eg, not in swimsuits or pyjamas) and that the image is not potentially embarrassing, offensive or otherwise inappropriate.
- e. GENERALLY, take images of groups of children rather than individuals.

- f. NEVER take an image against the wishes of a child, young person or young adult.
9. **Mentoring & Pastoral Care:**
- a. Written and signed consent by parent or guardian must be obtained prior to the commencement of any mentoring sessions with school aged children.
 - b. Telephone calls are permitted directly with children. We advise parents will be informed of the discussion by the mentor.
 - c. Mentoring sessions shall only occur in accordance with the Guidelines for Mentoring Sessions found in Appendix G.
 - d. Mentoring and face-to-face sessions must always occur in a public place.

APPENDICES INDEX

- A. Child Protection Forms**
- B. Definitions of Abuse**
- C. Report of suspected/disclosed abuse**
- D. Driver Code of Conduct**
- E. Medical Form**
- F. Annual Consent and Indemnity Form**
- G. Venue Risk Assessment Form**
- H. Activity Planning Sheet**
- I. Visitor Registration Form**
- J. Injury / Incident Report**
- K. Mentoring Guidelines & Consent Form**
- L. Electronic Communication Disclosure**
- M. Photo and Media Consent Form**
- N. Behaviour Management Guidelines**

APPENDIX A

WORKING WITH CHILDREN CHECK (WWCC) GUIDLINES

STEP ONE: Fill in the online application

Go to [New Application - NSW Working with Children Check](#) and complete the online application and receive an application number.

Please ensure the details you provide match EXACTLY with your identity documents (driver's licence or passport).

STEP TWO: Present your proof of identity

Go to a Service NSW centre or a NSW motor registry with your Application Number and your identity documents.

They will then send you an email showing your WWC number.

STEP THREE: Notify Northridge of your WWC number

Provide the Kids Church Coordinator or the Youth Coordinator with a copy of the email setting out your WWC number (this can be done by forwarding them the email you received from Service NSW or the motor registry) and details of your DATE OF BIRTH.

NOTE: The Pastor will need to know your WWC NUMBER and your DATE OF BIRTH to verify your acceptance.

APPENDIX B

DEFINITIONS AND INDICATORS OF ABUSE

Child abuse is a term commonly used to refer to different types of child maltreatment, either as a single event or a series of incidents. It includes physical assault, social assault, emotional abuse and neglect.

Physical Abuse

Physical abuse refers to the non-accidental injury to a child by a parent, caregiver, or other person responsible for the child.

Potential indicators of physical abuse in children:

- Bruises on face neck or head
- Other bruises or marks which may show the shape of the object which caused it
- Lacerations and welts
- Head injuries where the infant may be drowsy or vomiting or have glassy eyes, fixed pupils or pooling of blood in the eyes suggesting the possibility of having been shaken
- Adult bite marks and scratches
- Bone fractures, especially in children under three (3) years of age
- Dislocations, sprains, swelling
- Burns marks and scalds
- Multiple injuries or bruises
- Child or parent's explanation inconsistent with injury
- Abdominal pain (may be caused by internal organ damage) ingestion of poisonous substances, alcohol or drugs
- General indicators of female genital mutilation
- Lacerations

Sexual Abuse

Child sexual abuse is any sexual act or sexual threat imposed on a child. Adults or adolescents who perpetrate child sexual abuse exploit the dependence and immaturity of children. Coercion, which may be physical or psychological, is intrinsic to sexual abuse and differentiates it from consensual peer sexual activity.

Indicators of sexual abuse in children:

- Direct or indirect disclosure
- Describing sexual acts
- Overtly sexual themes in artwork, play or writing
- Persistent running away from home
- Anorexia or over-eating
- Going to bed fully clothed
- Regression in developmental achievements
- Child being in contact with a known offender
- Unexplained accumulation of money and gifts
- Bleeding from vagina, external genitalia or anus

- Injuries such as tears or bruising to the genitalia or anus
- Sexually transmitted disease
- Injuries to breasts, buttocks, lower abdomen and thighs
- Sophisticated or unusual sexual behaviour or knowledge
- Persistent habit disorders, e.g. Sucking, biting, rocking
- Self-destructive behaviours, e.g. Suicide attempts, substance abuse, self-mutilation.

Emotional Abuse

Emotional abuse encompasses a range of behaviours that harm a child, including exposing a child to domestic violence. It is behaviour by a parent or caregiver which can destroy a child's confidence, resulting in significant emotional deprivation or trauma. It involves impairment of a child's social, emotional, cognitive or intellectual development and/or disturbance of a child's behaviour.

Indicators of emotional abuse in children:

- Feelings of worthlessness about life and themselves
- Extremely low self-esteem
- Compliant, passive, withdrawn, tearful
- Inability to value others
- Serious difficulties with peer and/or other relations
- Extreme attention seeking behaviour

Domestic Violence

Domestic violence is violence, abuse and intimidatory behaviour perpetrated by one person against another in a personal, intimate relationship. Domestic violence has a profound effect on children and constitutes a form of abuse. Children can be affected by being exposed to violence in the parental relationship, by becoming victims of violence, or a combination of the two.

Neglect

Neglect occurs when a child is harmed by the failure to provide the basic physical and emotional necessities of life.

Indicators of neglect in children:

- Poor standards in hygiene leading to social isolation
- Scavenging or stealing food
- Extended stays at school, public areas, other homes
- Being focussed on basic survival
- Extreme longing for adult affection
- A flat and superficial way of relating, lacking a sense of genuine interaction
- Anxiety about being dropped or abandoned
- Self-comforting behaviours, e.g. rocking, sucking.

APPENDIX C

REPORT OF SUSPECTED CHILD ABUSE

Must be completed within 24 hours of 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): _____ Date: _____

Signed (pastor/child protection officer): _____ Date: _____

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 Insurance: Y / N

Compulsory Third Party (CTP) Insurance (Name of Insurer): _____

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 in accordance with the conditions of my driver's licence.
- 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: _____ Signed: _____

Email Address: _____

Phone number: _____ Date: _____

APPENDIX E

MEDICAL FORM

It is a requirement of Cabramatta Vineyard Church risk management procedures that you complete and return this form. Thank you for your assistance.

Name of Child/Youth:		Date of Birth:	
Age:		Male or Female:	

Emergency Contact 1:		Relationship:	
Phone (Mobile):		Address:	
Phone (Other):			

Emergency Contact 2:		Relationship:	
Phone (Mobile):		Address:	
Phone (Other):			

Health Fund:		Usual Doctor:	
Medicare Number:		Address:	
Medicare Expiration:			
Reference Number:		Dr Phone Number:	

Health Condition

Heart Trouble:	Y / N	
Respiratory Problems:	Y / N	
Asthma (<i>Please attach management plan</i>)	Y / N	Severity: Low – Medium – High - Extreme Would hospitalization be required? Y / N
Asthma (<i>recent hospitalization</i>)	Y / N	If so, what date? _____
Allergies	Y / N	Bees/Wasps/Animals/Plants/Food/Drugs/ Other (give details: _____) Severity: Low – Medium – High - Extreme Would hospitalization be required? Yes/No
Blood Pressure	Y / N	
Diabetes	Y / N	
Phobias	Y / N	
Epilepsy	Y / N	
Sleep Walking	Y / N	
Bed Wetting	Y / N	
Operations	Y / N	
Recent Illness	Y / N	

Tetanus Up to Date (<i>Last Date</i>)	Y / N	
Can pain killers be provided? (<i>Panadol/Asprin/Nurofen, etc</i>)	Y / N	
Current Medications	Y / N	Details:
Swimmer	Y / N	Competent Distance?
Dietary Requirements	Y / N	Details:

Does your Child require an Epi-Pen? **Y / N**

Does Your Child carry the Epi-Pen with them at all times? **Y / N**

Does your child require assistance to use the Epi – Pen? **Y / N**

Under what circumstances does your child require the administration of the Epi-Pen?

(If you answered Y to any of the questions regarding an Epi-Pen, you will be contacted by the nominated First Aid Officer prior to the event for further information.)

Other Information:

Parent/Guardian Consent: I, (print name) _____, being the parent/guardian of (print child's name) _____, hereby acknowledge that the above information is correct:

Signed: _____ Date: _____

APPENDIX F

ANNUAL CONSENT AND INDEMNITY FORM

Dear Parent/Guardian,

Name of Event _____

Location of Event _____

Event Date _____

Your child's attendance at this event is conditional upon the return of this form so that we can fully carry out our responsibility of care.

This form must be completed and returned to _____ by _____).

PARENT / GUARDIAN AGREEMENT

Name of Child: _____

- In the case of a medical incident, do you give permission for your child to travel in the Director's or a leader's car to a specific destination, namely a medical centre, hospital, etc?

YES NO

I understand that Cabramatta Vineyard Church will endeavour to provide for my child a safe environment as they participate in this event.

I agree that in the event of an injury and if medical attention is needed, I will cover all medical expenses. In the case of personal injury, loss or damage, I, or a third party, will not hold Cabramatta Vineyard Church, and its employees, agents and volunteers, responsible.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

APPENDIX H

ACTIVITY PLANNING SHEET

Event _____
Activity Details _____
Date: _____
Time: _____
Duration: _____
Coordinator: _____
Name of Activity: _____
Location of Activity: _____

Risks

Who is the first aid officer for this activity?

Does this activity require specialised instructors?

If yes who will fulfil this role?

If necessary, has insurance been notified of intended activity?

Does this activity involved environmental boundaries?

If yes, where do the boundaries lie?

What potential risks (both environmental and human) are involved in this activity?

What safety plan do you have prepared for this activity?

(Please ensure that this sheet is safely stored for the duration of the event and is attached to any incident reports that are filed as a result of this activity. Keep this document on file indefinitely.)

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 Severest 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): _____

Activity Description:

1. Description of activity when injury occurred: _____

2. Was the activity supervised? Yes / No

a. If yes, name and contact details of supervisor(s):

b. If no, was this an official Cabramatta Vineyard Church event? Yes / No

c. Were there any instructions given to the group before the commencement of the activity? (Details) _____

Factual Description of the Incident (What Happened?)

Describe the site condition, how it occurred, who was around, location of relevant objects. Record facts, not speculation.

Protective Equipment / Safety Devices

Were protective equipment / safety devices related to this activity being used?

Yes / No / Not Applicable. If Yes, give details: _____

Names of Witnesses (attach signed and dated reports)

Name: _____

Position: _____

Address: _____

Phone: _____

Name: _____

Position: _____

Address: _____

Phone: _____

Name: _____

Position: _____

Address: _____

Phone: _____

Name: _____

Position: _____

Address: _____

Phone: _____

Other People Involved in the Incident

Name: _____
Position: _____
Address: _____
Phone: _____

Name: _____
Position: _____
Address: _____
Phone: _____

Has other necessary action been taken?

Parent / Guardian Notified? Yes / No
Photos Taken of Accident Site: Yes / No
Police Notified: Yes / No
Name of Police Station: _____

Declaration

I/we declare that the above information is a true and accurate account of the major incident that occurred during the above name event.

Supervising Leader

Date

APPENDIX K

MENTORING GUIDELINES AND CONSENT

Mentoring of youth and young adults.

The mentoring of youth and young adults by members of Cabramatta Vineyard Church shall take place for the sole purpose of encouragement in faith and prayer on the following basis:

- Mentoring sessions shall take place not more than once a fortnight for a maximum of 6 months, at which point the mentoring shall be reviewed in discussion with the Mentoree and the Mentor and the Mentoree's parents.
- Mentoree or Mentor can withdraw from the sessions, at any time for any reason.
- The pastor shall be notified prior to the commencement of mentoring.
- The pastor shall approve all mentors prior to them commencing as mentors.
- Each mentor approved by the pastor shall sign a relevant Child Protection Form as required by all volunteers at Cabramatta Vineyard Church.
- The Mentor may NOT drive the mentoree without written parental permission.
- A Mentor shall not meet with a youth or young adult of the opposite sex.
- The Mentor shall be accountable to the pastors and missional council over the period of the mentoring.

CONSENT

I, (print name) _____ give permission for my child (print child's name)

_____ to be mentored by _____.

I have read and agree with the mentoring guidelines.

Signature of Parent/Guardian: _____

Date: _____

APPENDIX L

ELECTRONIC COMMUNICATION DISCLOSURE (FOR PARENTS)

Please initial underneath the leaders to whom you give consent, for the activities listed.

I give permission for the following people to interact with my child/ren* in the following ways:

	Communicate with your child* via SMS, Texting and phone	Communicate with your child* via social media (over 16yrs only)	Communicate via social media using private chat and private messaging (over 16yrs only).	To "catch up" with your child* in a public place.	Drive your child* to or from an official CVC activity.
Name: _____ <i>Youth Pastor</i>					
Name: _____ <i>Assistant Youth Pastor</i>					
Name: _____ <i>Volunteer Youth Worker</i>					
Name: _____ <i>Volunteer Youth Worker</i>					
Name: _____ <i>Volunteer Youth Worker</i>					

Please initial underneath the box for the activity for which you give consent.

* "Child" in this context refers to any child, young person or young adult for whom you are legally responsible.

I understand that Cabramatta Vineyard Church will endeavour to provide for my child* a safe environment as they participate in Youth Ministry activities.

I agree that in the event of an injury occurring to my child/ren* and medical attention being required, I will cover all necessary medical expenses. In the case of personal injury, loss or damage, I, or a third party, will NOT hold CVC, and/or its employees, agents or volunteers responsible.

Child's Name: _____

Parent/Guardian: _____

Signed: _____ Date: _____

APPENDIX M

Last updated: 23/06/2026

CABRAMATTA VINEYARD CHURCH – PHOTO AND MEDIA CONSENT FORM

ABOUT THIS FORM

Cabramatta Vineyard Church may take photos, video, audio recordings, and livestreams during church services, events, and ministry activities. This material may be used in different ways depending on the activity, including in our church newsletters, WhatsApp posts, on our website, on our social media accounts and in promotional publications.

Under Australian law, a photo of someone at worship is treated as sensitive information, because it can reveal that person's religious beliefs. We take that classification seriously, and we want you to know exactly what you are agreeing to before signing.

This form sets out the choices. You can say 'yes' to some uses and 'no' to others. You can change your mind at any time by emailing: office@cabramattavineyard.org.au.

If you have questions before signing, please ask the person who gave you this form, or the contact named at the bottom. There is no need to sign anything you are not sure about.

APPENDIX M

SECTION A – PHOTO AND MEDIA CONSENT FORM FOR ADULTS (18 YRS AND OVER)

Your details

Full name	
Email address	
Date	

Please tick the boxes for each use you agree or don't agree to. **You can agree to some and not others.**

Internal church use

I agree I don't agree - to photos or video of me being used in **internal church communications and stored in internal church files**. This may include printed newsletters, noticeboard, internal email updates, official church WhatsApp groups, promotional publications for upcoming events, and shared internal storage (such as a cloud folder accessible to staff and approved volunteers) used to produce these communications.

Public website

I agree I don't agree - to photos or video of me being used on **Cabramatta Vineyard Church's public website**.

Short-form social content

I agree I don't agree - to **short clips or images of me being used in social media content** such as sermon clips, Reels, TikToks, Instagram Stories, or similar formats. I understand short-form content is designed to be shared widely and may reach audiences beyond our church.

Promotional materials beyond the church

I agree I don't agree - to photos or video of me being used in **promotional materials beyond Cabramatta Vineyard Church**, including denominational publications, partner organisation materials, or marketing campaigns.

Livestream of services – N/A

I agree I don't agree to ~~appearing on the livestream~~ of church services where I may be intentionally filmed (it is impractical for us to follow this policy if you are shown unintentionally during a live-streamed service or event). I understand the livestream may broadcast the service in real time on platforms such as YouTube, Facebook, Zoom, Vimeo, or another platform the church uses, and that anyone with the link can watch.

Service video published online after the service – N/A

I agree I don't agree to ~~the recorded service video being published online~~ after the service ends. I understand the recording is available for anyone to watch, not just church members, and that it stays online for an extended period.

Adult signature

Print name	
Signature	
Date	

This consent is reviewed annually. You can withdraw or change it at any time by emailing: office@cabramattavineyard.org.au.

APPENDIX M

SECTION B – PHOTO AND MEDIA CONSENT FORM FOR CHILDREN & YOUNG PEOPLE (UNDER 18 YRS)

This section is to be completed by a parent or legal guardian for any person under 18 years of age.

We treat consent for children with extra care. Identifiable photos and videos of children are not used outside Cabramatta Vineyard Church without your written agreement. Children are not identified by full name in any public publication. We follow our child protection policy (available on our website) for the handling of children's images.

Child's details

	Child 1	Child 2	Child 3
Child's full name			
Child's age			

Parent or guardian consent

Please tick the boxes for each use you agree or don't agree to. **You can agree to some and not others.**

Internal church use

I agree I don't agree - to photos or video of my child being used in **internal church communications and stored in internal church files**. This may include printed newsletters, noticeboard, internal email updates, official church WhatsApp groups, promotional publications for upcoming events, and shared internal storage (such as a cloud folder accessible to staff and approved volunteers) used to produce these communications.

Public website

I agree I don't agree - to photos or video of my child being used on **Cabramatta Vineyard Church's public website**.

Short-form social content

I agree I don't agree - to short clips or images of my child being used in **short-form social media content** (for example, sermon clips, Reels, Instagram Stories).

Promotional materials beyond the church

I agree I don't agree - to photos or video of my child being used in **promotional materials beyond Cabramatta Vineyard Church**, including denominational publications, partner organisation materials, or marketing campaigns.

Livestream of services – N/A

I agree I don't agree – to my child ~~appearing on the livestream~~ of church services where they may be intentionally filmed (it is impractical for us to follow this policy if children are shown unintentionally during a live-streamed service or event). I understand the livestream may broadcast the service in real time on platforms such as YouTube, Facebook, Zoom, Vimeo, or another platform the church uses, and that anyone with the link can watch.

Service video published online after the service – N/A

I agree I don't agree – to ~~the recorded service video being published online~~ after the service, where my child may appear.

Parent or guardian signature

Parent or guardian full name	
Relationship to child	
Signature	
Date	

This consent is reviewed annually. You can withdraw or change it at any time by emailing: office@cabramattavineyard.org.au.

APPENDIX N

BEHAVIOUR MANAGEMENT GUIDELINES

Behaviour procedure for Kids Church Groups (K-6)

Aim:

To ensure that children and leaders have fun and respect each other during each kids church session.

Procedure:

We want for kids church to be a positive experience for all those involved. To help this to happen we all need to be united and consistent in our approach to behaviour management. The following are the rules for the K-6 groups of Kids church:

- **Do** Have FUN!
- **Do** listen to the teacher
- **Do** listen to each other
- **Do** raise your hand to talk
- **Do** keep your hands and feet to yourself
- **Do** use an inside voice
- **Do** make sure that you only sit on the floor or chairs
- **Do** stay in the room unless a leader tells you to go outside

In Kids church we use the O_U_T process for behaviour management. If a child over-steps these boundaries with consistently disruptive behaviour then we warn them twice before sending for their parent/care giver.

O_U_T you're out

Or

Our hearts desire is that

U join in, and

Time out may help you think about this.

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. If you have a problem with this for any reason, send for a leader

Note:

As Leaders, Helpers and Parents please support and reinforce these rules and strategies so that the children understand what the correct boundaries are and what we expect of them.