



# Child Safety Policy

Ross River Anglican Church



## 1. Introduction

- 1.1 Ross River Anglican Church is committed to providing a child-safe and child-friendly environment.
- 1.2 Ross River Anglican Church is committed to providing a nurturing, loving and safe environment for all members of our community, including children, in which they may be transformed by and mature in the Gospel of Jesus Christ.
- 1.3 Ross River Anglican Church adopts the ChildSafe SP3 system and is committed to sound implementation of it. This policy is intended to help Ross River Anglican Church achieve this.
- 1.4 This policy must be followed by every person involved in ministry in Ross River Anglican Church. A ministry is any activity authorised by Ross River Anglican Church.
- 1.5 For the purpose of this policy a child is a person under the age of 18 years.

## 2. The People Responsible

- 2.1 Ross River Anglican Church Ministry Unit Council accepts responsibility for ensuring Ross River Anglican Church is child-safe.
- 2.2 The Ministry Unit Incumbent and Wardens together hold primary responsibility (within Ross River Anglican Church) for ensuring child-safety. The Anglican diocese of North Queensland outlines the chain of accountability in the Diocese within its Canons and Policies and Procedures.
- 2.3 Ross River Anglican Church Ministry Unit Council appoints **Reuben Scott** as Risk Management Officer ('**RMO**'). The RMO is responsible for overseeing the integration of ChildSafe SP3 into Ross River Anglican Church as a whole. The RMO will report 6 monthly to Ross River Anglican Church Ministry Unit Council (Mid-year and prior to the AGM) and to the Annual General Meeting on compliance with child safety.
- 2.4 The Coordinators at Ross River Anglican Church, and their respective ministry areas, are set out in Item 1, Schedule 1. Each Coordinator is responsible for ensuring the implementation of ChildSafe SP3 into their ministry area and formally reporting 3 monthly to the RMO.
- 2.5 Team Leaders are the people in Ross River Anglican Church who are responsible for Team Members and participants in Church ministries.
- 2.6 Team Members are those people serving as 'leaders' in Ministries to Children or Vulnerable people where they are responsible for the care of participants in those ministries.

## 3. Screening

- 3.1 A person must have a valid Working with Children Check and be screened (including reference-checked) in accordance with the ***Appointment and Training Procedure*** before serving in any ministry position listed in Item 2, Schedule 1.

- 3.2 A person who has been convicted with any violent or sexually-related offence cannot be involved in child-related programs or work in immediate proximity to child-related programs.

## 4. Training

- 4.1 The RMO, Coordinators, Team Leaders and Team Members must be trained (face-to face or online) in accordance with the ***Appointment and Training Procedure***.
- 4.2 The RMO must maintain a training register using Safety Management Online (SMO). Refresher training must be held every 3 years.

## 5. Accountability (Risk Management Strategy, High risk activities and special events)

- 5.1 No-one is accountable to themselves. Everyone is accountable to someone-else.
- 5.2 A risk assessment (as set out in the ChildSafe SP3 system) is to be completed for all activities involving children including regularly conducted events, special events, once off activities and activities for adults that include care for children and young people.
- 5.3 A Team Member or Team Leader cannot go ahead with an activity unless 'Permission to-Proceed' has been granted by the Coordinator using the ***Permission to Proceed Procedure***. This is a critical, foundational principle for all ministries at Ross River Anglican Church.
- 5.4 Attention must be given to special events and high-risk activities during the risk assessment process and when considering granting "Permission to Proceed". See SP3 Team Leaders Guide (pp12-22) and SP3 Coordinators Guide (pp6-8) for detailed direction about Risk Management.

## 6. General Rules for Conduct

- 6.1 Every person involved in ministry at Ross River Anglican Church must treat the safety and care of children as paramount.
- 6.2 Ross River Anglican Church adopts the SP3 ChildSafe Code of Practice set out in ***ChildSafe Code of Practice: Ross River Anglican Church***. Each person involved in ministry in Ross River Anglican Church including every Team Member, Team Leader and Coordinator, must comply with the Code of Practice. Failure to do so will result in discipline under the ***Discipline Procedure***.
- 6.3 The only person authorised to speak to the media in relation to any Ross River Anglican Church ministry incident is **Tom Pountain**. No other person should speak to the media.

## 7. Incident Reporting (including Disclosures or Suspicion of Harm)

- 7.1 Allegations of abuse are very serious and require a high degree of care when handling. Children should be believed. All allegations **MUST** be referred to the Police (Policelink131 444) and Anglican Diocese of North Queensland Director of Public Standards (1800 242 544).

7.2 Allegations of abuse will be managed by the Incumbent. The Incumbent will manage any allegation according to Policy 8: Child Protection Policy, 'Protocol for Dealing with Complaints of Sexual Abuse' and other Canons, Policies and Procedures of the Diocese of North Queensland.

7.3 Incidents must be reported in accordance with the **Incident Reporting Procedure** and where applicable investigated in accordance with the **Investigations Procedure**. Steps must be taken to ensure the safety of children while an investigation is underway.

## 8. Record-keeping

8.1 Information and documents that contain personal information must be stored confidentially and securely in accordance with **Diocese of North Queensland Policy 4: Privacy**.

8.2 Records of training, appointment and Incidents are to be maintained electronically on Safety Management Online (SMO) wherever possible.

8.3 A record of Blue Card Currency will be maintained in accordance with **Policy :1 Blue card Policy (Anglican Diocese of NQ)**.

## 9. Other documents

9.1 Schedule 1 of this Policy

9.2 The procedures and other documents that will be used by Ross River Anglican Church to implement this policy are set out in Items 3 and 4 in Schedule 1.

## 10. Communication of Child and Youth Risk Management Strategy

10.1 This policy is to be made available on the Ross River Anglican Church Website and a hard copy is to be provided on request.

10.2 All Canons, Policies and Procedures of the Anglican Diocese of North Queensland are available via their website: <http://www.anglicannq.org/governance/diocesan-policies-and-regulations>

## 11. Review

11.1 This policy must be reviewed and updated by 01/6/2024. The person responsible for this is named in Item 5 of Schedule 1.

This policy was adopted by resolution of the Ross River Anglican Church Ministry Unit Council on 11 / 10 / 2021.

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Signature of Chair  
Rev. Thomas Pountain

## SCHEDULE 1

Item #	Description	Details
1.	The Coordinator/s in Ross River Anglican Church:	<ul style="list-style-type: none"> <li>• Stephen Willis: Ross River Anglican Church</li> </ul>
2.	The people that must have valid Working with Children Checks (Blue Cards) and be screened:	<ul style="list-style-type: none"> <li>• Each member of Ministry Unit Council.</li> <li>• All Ministers / Pastors / Clergy.</li> <li>• All paid employees.</li> <li>• The RMO.</li> <li>• All Coordinators.</li> <li>• Team Members and Leaders in Children's Church and Crèche.</li> <li>• Team Members and Leaders of Youth Group (Ross River Fever)</li> <li>• Team Members and Leaders for all Children's and Youth Camps.</li> <li>• Please refer to "Policy 1: Blue Card Policy" (Policy of the Anglican Diocese of North Queensland) available at the Diocese of NQ website:  <a href="http://www.anglicannq.org/governance/diocesan-policies-and-regulations">http://www.anglicannq.org/governance/diocesan-policies-and-regulations</a></li> </ul>
3.	<b>Primary</b> policies and procedures:	<ul style="list-style-type: none"> <li>a) This <b>Child Safety Policy</b></li> <li>b) <b>ChildSafe Code of Practice: Ross River Anglican Church</b></li> <li>c) <b>Policy 1: Blue Card Policy</b> (Anglican Diocese of North Queensland)</li> <li>d) <b>Appointment and Training Procedure.</b>            Used in conjunction with;            Appointment - SP3 Team Leaders Guide pp5-7, Co-ordinators Guide pp5-6, SP3 A ChildSafe Organisation pp10-11;            Training - SP3 Team leaders Guide pp28-37, SP3 Coordinator Guide pp11-16, SP3A ChildSafe Organisation pp54-67.</li> <li>e) <b>Permission to Proceed Procedure</b>, used in conjunction with:            SP3 Team Leaders Guide pp12-22, SP3 Coordinators Guide pp6-8</li> <li>f) <b>Discipline Procedure</b></li> <li>g) <b>Incident Reporting Procedure</b>, used in conjunction with:            SP3 Team Leaders Guide pp23-36 SP3 Coordinators Guide pp9-10, SP3 A ChildSafe Organisation pp28-29</li> <li>h) <b>Investigations Procedure</b></li> </ul>

		i) <b>Policy 4: Privacy Policy.</b> (Anglican Diocese of North Queensland) <a href="http://www.anglicannq.org/governance/diocesan-policies-and-regulations">http://www.anglicannq.org/governance/diocesan-policies-and-regulations</a>
4.	Other relevant documents: <i>(many other SP3 procedure documents exist at a level below the prime documents referenced here to support practice – refer SP3 resources list, indicating appropriate documents employed by your church).</i>	RRAC Referee Questionnaire RRAC Incident Report RRAC Volunteer application form RRAC Volunteer Agreement Regulation 10 (v10.1) - Attachment B Disciplinary Form Grievance Procedure Form Alleged Child Abuse Disclosure WWCC & Mandatory Reporting Matrix Resources Summary Index
5.	Person responsible for ensuring policy is reviewed and updated:	Reuben Scott