

Discipline Procedure

- **Purpose:** To outline the consequences of non-compliance with the Child Safety Policy of Ross River Anglican Church, especially the Code of Practice ***ChildSafe Code of Practice Ross River Anglican Church***
1. Minor Breach
 - a. A Minor Breach is accidental and has minimal consequences, e.g. using inappropriate language or a leader being left alone with a child for a few seconds
 - b. If a Breach is Minor it may be addressed by the Team Leader verbally
 - c. In addressing a Minor Breach the breach should be clearly stated and the expected action should be identified
 - d. A Minor Breach by the Team Leader should be reported to the Coordinator
 - e. Repeated Minor Breaches constitute a Moderate Breach and must be referred to the coordinator.
 2. Moderate Breach
 - a. A Moderate Breach may be accidental or deliberate and have minimal or significant consequences or potential consequences, e.g. leaving a child in an unsafe situation (without harm), spending longer periods alone with a child, careless inappropriate contact, breaches of privacy policy or inappropriate use of social media
 - b. A Moderate Breach may require an Incident (or “Near Miss”) Report
 - c. If a Moderate Breach is **accidental**, with **minimal** consequences, it may be addressed by the Team Leader or the Coordinator
 - d. If a Moderate Breach is **deliberate**, with **minimal** consequences, it must be addressed by the Coordinator or RMO.
 - e. If a Moderate Breach is, **accidental or deliberate**, with **significant** consequences or potential consequences, it must be addressed by the Coordinator or RMO.
 - f. If a Team Leader feels the Breach is deliberate or is concerned about the response of the Team Member, the Team Leader must report the Breach to the Coordinator or RMO
 - g. A Moderate Breach by a Team leader should be reported to the Coordinator or RMO
 - h. A Moderate Breach may be addressed with a verbal response, a written correction/warning, a suspension from working with children or removal from working with children, according to the seriousness of the Breach.
 3. Major Breach
 - a. A Major Breach may be accidental or deliberate and has major consequences, e.g. Deliberate non-compliance with the RRAC Child Safety Policy, failure to report a disclosure of abuse, withholding or misrepresenting safety information, pursuing an inappropriate relationship with a child, *etcetera*.
 - b. The following are always Major Breaches
 - i. Abuse perpetrated against a child or leader (SP3 Team Members Guide p30-40)
 - ii. Law breaking activity
 - c. A Major Breach must be handled by the RMO or Incumbent. A Major Breach may trigger the Cannons, policies and procedures of the Anglican Diocese of North Queensland.
 - d. If a Major Breach is alleged, the subject of the allegation should step away from the ministry and role until the allegation is resolved.
 - e. If a Major Breach is confirmed, the person must be removed from working with children for a period to be determined at the discretion of the Incumbent, subject to the Cannons, policies and procedures of the Anglican Diocese of North Queensland.
 - f. If the Breach may break the law, the appropriate authorities must be notified.
 4. Any Breach by an Incumbent, Coordinator or RMO should be reported to one of the others. An alleged Moderate Breach with significant consequences or Major Breach by the Incumbent should be referred to the Anglican Bishop of North Queensland.