

Sutherland Christadelphians Child Safety Policy

Version 1.0 adopted by the Management Committee on behalf of the ecclesia on 8th June 2020

This document represents the Child Safety Policy of the Sutherland Christadelphians (the Ecclesia). This policy replaces the existing Sutherland (NSW) Christadelphian Ecclesial Child Protection Policy which was proposed for adoption at the Annual Business Meeting held on 19th November 2004 as well as the proposed addendum which was drafted for the purpose of facilitating molestation insurance coverage (which did not proceed).

This policy is based on the comprehensive ecclesial template policy developed by the Association of Australian Christadelphians Ecclesias (AACE) for the whole of Australia. The AACE point out that the Ecclesia is governed by the appendices relating to its State or Territory of operation contained within their own policy document which sets out any additional requirements and procedures specific to NSW. The AACE also state that the Ecclesia may implement further guidelines in relation to child safety by creating a Child Safety Procedure, provided that it is consistent with this Policy and that specific changes made by each Ecclesia may affect the alignment and/or commentary provided by the AACE template policy which highlights how the template policy specifically aligns with the outcomes of the Royal Commission into Institutional Responses to Child Sexual Abuse.

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1 Introduction

- 1.1. Children are a heritage from the Lord (Psalm 127:3) and should be cherished and nurtured by families and the Ecclesia. Table 1 lists Bible passages that provide a clear foundation for this policy.
- 1.2. The Ecclesia acknowledges the responsibility for families and the Ecclesia to work together to provide a harmonious environment for children which respects their safety and well-being.
- 1.3. Everyone in the Ecclesia is responsible for the care and protection of children and reporting information about child abuse.
- 1.4. In all matters relating to children – including management of complaints – the safety and well-being of children is of paramount importance.
- 1.5. Appendix A defines terms used in this policy.
- 1.6. If any person believes a child is at immediate risk of abuse, telephone 000.

Table 1: Foundation Bible passages which form the basis of this policy

Bible Teaching	References
The Bible teaches that children are God's heritage.	Matthew 19:14; Psalm 127:3
The Bible teaches that we should "do all to the glory of God". This provides the over-arching principle and guide for planning, managing and deciding all matters within the Ecclesia.	1 Corinthians 10:31
The Bible teaches that we should practise the commandments of Christ and strive to develop the fruit of the spirit.	John 14:15; 15:14; Galatians 5:22-24; Ephesians 4:17-20; Philippians 4:8
The Bible teaches that we are to be holy and to abstain from all appearance of evil.	1 Peter 1:15-16; 1 Thessalonians 5:22
The Bible teaches that all forms of abuse, including child abuse, violate the commandments of Christ and are contrary to the fruit of the spirit.	Galatians 5:19-21; Ephesians 5:3-12; 1 Corinthians 6:9-10
The Bible teaches that we are to love God with all our heart, soul, mind and strength and to love our neighbour as our selves.	Deuteronomy 6:4-5; Leviticus 19:18; Matthew 19:19; 22:37-39; Mark 12:29-31; Luke 10:27; Romans 13:9; Galatians 5:14; James 2:8
The Bible teaches that those who oversee the Ecclesia are responsible to care for it and protect the 'flock' from 'wolves'.	Acts 20:28-32

2 Aim

- 2.1. This policy aims to:
 - 2.1.1. Prevent child abuse occurring in the Ecclesial environment;
 - 2.1.2. Work towards an organisational culture of child safety;

- 2.1.3. Ensure that all Members are aware of their responsibilities for identifying possible occasions for child abuse
- 2.1.4. Establish controls and procedures for preventing such abuse and/or detecting such abuse when it occurs;
- 2.1.5. Provide guidance on action that should be taken where people suspect any child abuse within the Ecclesial environment;
- 2.1.6. Provide a clear statement to everyone forbidding any such abuse; and
- 2.1.7. Provide assurance that any and all suspected abuse will be reported and fully investigated.
- 2.1.8. Provide clear requirements for:
 - (a) The safety and well-being of children at the Ecclesia's activities, and
 - (b) The management of complaints;
- 2.1.9. Provide a framework for:
 - (a) Supporting victims of child abuse and their families, and
 - (b) Appropriately managing alleged or convicted offenders and perpetrators; and
- 2.1.10. Demonstrate compliance with the child safety legislation as relevant to the State or Territory of operation.

3 Principles

- 3.1. The Ecclesia affirms these principles which are the basis of this policy:
 - 3.1.1. The Ecclesia has zero tolerance for child abuse.
 - 3.1.2. The safety and well-being of children at the Ecclesia's activities is of paramount importance.
 - 3.1.3. Child abuse violates Bible teaching (refer to Section 1) and is defined by law as criminal behaviour. The Ecclesia does not tolerate or condone criminal behaviour.
 - 3.1.4. Child protection is a shared behaviour.
 - 3.1.5. All children have a right to feel safe and be safe, and every child has an equal right to protection from abuse;
 - 3.1.6. The Ecclesia will be sensitive, compassionate, objective, confidential, fair, truthful and compliant in any matter related to child abuse, alleged or proven.
 - 3.1.7. The Ecclesia will provide support and assistance to people affected by child abuse, alleged or proven.

- 3.1.8. The Ecclesia supports the National Principles for Child Safe Organisations (NP) which are based on the Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse¹. The requirements in Section 5 are grouped under sub-headings which relate to each of the Child Safe Standards.

4 Responsibilities

4.1 Management Committee

- 4.1.1. The Management Committee have the primary responsibility for the care and safety of children at activities of the Ecclesia.
- 4.1.2. The Management Committee must:
- (a) Provide leadership in child safety (refer to Section 5.1);
 - (b) Communicate the requirements of this policy to people associated with the Ecclesia (refer to Sections 5.2, 5.3 and 5.4);
 - (c) Ensure people involved with the care and supervision of children are suitable and supported (refer to Section 5.5);
 - (d) Ensure complaints are managed appropriately (refer to Section 5.6);
 - (e) Arrange regular review of this policy (refer to Section 5.9); and
 - (f) Ensure matters related to child safety are documented appropriately (refer to Section 5.10).
- 4.1.3. The Management Committee may appoint a person to be the Ecclesia's Representative for Child Safety to coordinate administrative requirements of this policy under their direction. If the Management Committee does not appoint a person to have this function, they also have the responsibilities in Section 4.2.

4.2 Ecclesia's Representative for Child Safety

- 4.2.1. The Ecclesia's Representative for Child Safety is a person appointed by the Management Committee to coordinate administrative requirements of this policy.

Note: The Ecclesia's Representative for Child Safety is an administrative function and does not carry sole responsibility for child safety. All Members of the Ecclesia, employees, contractors and volunteers are variously responsible for child safety as defined in Sections 4 and 5 of the policy.

- 4.2.2. The Ecclesia's Representative for Child Safety must:
- (a) Be familiar with the requirements of child safety law (refer to Appendix D);
 - (b) Be familiar with the requirements and processes for Working with Children Checks;
 - (c) Facilitate Working with Children Checks on behalf of the Ecclesia;

¹ McClellan, Hon. Justice P. et al (2017). Royal Commission into Institutional Responses to Child Sexual Abuse: Final Report. Canberra, ACT : Commonwealth of Australia

- (d) Maintain records of Working with Children Checks on behalf of the Ecclesia.
- (e) Coordinate training (refer to Section 5.7); and
- (f) Advise the Management Committee if / when they become aware of changes in law or associated processes which may require a revision to this policy.

4.3 Activity Coordinators

- 4.3.1. An Activity Coordinator is a person appointed by the Management Committee to coordinate an activity of the Ecclesia.
- 4.3.2. For the activity they have been requested to coordinate, an Activity Coordinator must:
 - (a) Ensure persons working with children have Working with Children Checks(or equivalent in the State or Territory in which the ecclesia is located);
 - (b) Develop and implement activity guidelines which include arrangements for child safety (refer to Section 5.8); and
 - (c) Report to the appropriate authorities (refer to Section 5.6 and Appendix D) if they have a reasonable belief that a child has been, is being, or is at risk of being abused.
- 4.3.3. Activity Coordinators who are Youth Workers also have the responsibilities in Section 4.4.

4.4 Youth Workers

- 4.4.1. A Youth Worker is an adult person appointed by the Management Committee to work with children at an activity of the Ecclesia.
Note: A Youth Worker may be a Member of the Ecclesia, an employee, contractor or volunteer. 'Work with children' is any role which involves contact with children, including care, supervision and teaching.
- 4.4.2. Youth Workers must:
 - (a) Comply with the standards of behaviour for interactions with children defined in the Ecclesia's code of conduct;
 - (b) Maintain a current Working with Children Check;
 - (c) Attend child safety training organised by the Ecclesia;
 - (d) Follow protocols and procedures for child safety which have been established for the activity; and
 - (e) Report to the appropriate authorities (refer to Section 5.6 and Appendix D) if they have a reasonable belief that a child has been, is being, or is at risk of being abused.
- 4.4.3. Youth Workers who are Activity Coordinators also have the responsibilities in Section 4.3.

4.5 Ecclesial Members

4.5.1. All Members of the Ecclesia, including those listed in Sections 4.1 to 4.4 above, must:

- (a) Comply with the standards of behaviour for interactions with children defined in the Ecclesia's code of conduct;
- (b) Comply with the requirements of this policy;
- (c) Provide a safe environment for all children;
- (d) Never be alone with a child; and

Note: The Management Committee should make appropriate arrangements for parents and carers to be able to provide care to young children.

- (e) Report to the appropriate authorities (refer to Section 5.6 and Appendix D) if they have a reasonable belief that a child has been, is being, or is at risk of being abused.

4.5.2. All adult Members of the Ecclesia, including those listed in 4.1 to 4.4 above, must:

- (a) Always promote child safety;
- (b) Assess the risk of child abuse within their area of responsibility and eradicate / minimize any risk to the extent possible; and
- (c) Facilitate the reporting of any concerns regarding child safety.

4.6 Employees, Contractors and Volunteers (non-Members)

4.6.1. Employees, contractors and volunteers who are not Members of the Ecclesia, but are engaged by the Ecclesia, must:

- (a) Comply with the standards of behaviour for interactions with children defined in the Ecclesia's code of conduct;
- (b) Comply with the requirements of this policy; and
- (c) Report to the appropriate authorities (refer to Section 5.6 and Appendix D) if they have a reasonable belief that a child has been, is being, or is at risk of being abused.

5 Requirements

5.1 NP 1: Child safety is embedded in institutional leadership, governance and culture

5.1.1. The Ecclesia must have a code of conduct which includes expected standards of behaviour for interactions with children.

5.1.2. The Management Committee must review and approve nominations for any person whose role or function may involve working with children, including:

- (a) Secretary;
- (b) Sunday School superintendent and secretary;

- (c) Youth Workers, including Sunday School teachers (including relief teachers), supervisors and youth leaders; and
- (d) Visiting speakers / study leaders (such as for camps, study weeks, special efforts or fraternal gatherings) and supervisors of outings;

5.1.3. The Management Committee must provide sufficient oversight of the Ecclesia's activities to ensure that child safety arrangements are effective.

5.2 NP 2: Children participate in decisions affecting them and are taken seriously

5.2.1. Children, as age appropriate, should be engaged in processes designed to ensure their safety (particularly in relation to Sections 5.6 and 5.8).

5.2.2. The Management Committee must ensure children at activities of the Ecclesia:

- (a) Are aware that the Ecclesia has practices in place to ensure their safety and welfare;
- (b) Understand what is and isn't appropriate behaviour toward them from both peers and adults;
- (c) Understand how and to whom they can report concerns about their safety or well-being;
- (d) Feel confident that any questions or concerns they have about their safety or well-being will be taken seriously and responded to immediately; and
- (e) Where they can access further information and support services.

Notes: The Management Committee should discuss with Youth Workers and other people with experience in working with children how best to convey this information.

Information should be provided in a way which is age-appropriate.

Children should be encouraged to discuss and ask questions to confirm their understanding.

5.3 NP 3: Families and communities are informed and involved

5.3.1. The Management Committee must inform anyone with a responsibility under this policy:

- (a) About the policy;
- (b) About policy requirements which specifically apply to that person's role or function; and
- (c) Make the policy available to them.

Note: The Ecclesia may make the policy available to other parties at its discretion.

5.3.2. The Management Committee must inform all Members of the Ecclesia and their families about the policy and make it available to them.

5.3.3. The Management Committee must inform a new Member of the Ecclesia of this policy and its requirements.

- 5.3.4. Any person may provide feedback about the policy for the Management Committee to consider changes for further improving child safety.

5.4 NP 4: Equity is upheld and diverse needs are considered

- 5.4.1. The Ecclesia must offer appropriate support to an adult who alleges they were abused when a child. This may include assisting them to find appropriate professional counselling and encouraging them to make a report to appropriate authorities if appropriate.
- 5.4.2. The Ecclesia must offer appropriate support to anyone implementing any aspect of this policy while acting on behalf of the Ecclesia.

Note: This may include counselling services following a disclosure by a child.

- 5.4.3. The Ecclesia must provide support to children who are victims of abuse and their families, including pastoral care and accessing professional services.

5.5 NP 5: People working with children are suitable and supported

- 5.5.1. To work with children, an adult must have met the legal requirements to do so prior to commencing this work.
- (a) A Working with Children Check must be obtained. If there is no legal requirement to obtain a Working with Children Check in the State or Territory in which the ecclesia is located, a minimum of a police check must be obtained, as required by insurance arrangements.
 - (b) If the person has a Working with Children Check (or equivalent) associated with another organisation, it must also be associated with the Ecclesia.
 - (c) A person who is exempt by law from a Working with Children Check (or equivalent) because of their profession or occupation may still require a Working with Children Check if their involvement with children at the Ecclesia's activities is unrelated to their profession or occupation.
- 5.5.2. An adult who works with children must advise the Management Committee:
- (a) Whenever they apply to associate their Working with Children Check with another organisation;
 - (b) If they have a complaint made against them (whether related to activities of the Ecclesia or not); and/or
 - (c) If their Working with Children Check (whether associated with the Ecclesia or not) is withdrawn, suspended, cancelled or lapsed.
- 5.5.3. An adult must not work with children:
- (a) If they have been a Member of the Ecclesia for less than three months unless otherwise approved by the Management Committee;
 - (b) If they are the subject of an unresolved complaint;
 - (c) If the Management Committee have directed their contact with children must be restricted at the Ecclesia's activities; or
 - (d) If they have been convicted of sexual offending.

*Notes: Paragraph b) does not apply to complaints which have been dismissed or disproved.
Paragraph d) applies even when the sentence for a conviction has been served.*

- 5.5.4. Where persons other than Members of the Ecclesia are to be employed to work with children, recruitment processes must emphasize the importance of child safety. Appendix C contains an interview guide with suggested questions.
- 5.5.5. The Ecclesia must maintain a register of the status of Working with Children Checks associated with the Ecclesia.

5.6 NP 6: Processes to respond to complaints of child abuse are child-focused

- 5.6.1. A complaint or disclosure must be treated seriously, respectfully and sensitively. The Management Committee must provide support to a person or child who makes a complaint or disclosure.

Note: Support may include – without compromising the confidentiality and conflict of interest requirements of this section – assistance with the reporting process and pastoral and/or professional counselling.

- 5.6.2. A person who has a reasonable belief that a child has been, is being, or is at risk of being abused, or to whom a child has made a disclosure, must:

- (a) Report the matter to the appropriate authority as required by the State or Territory within which they reside (see Appendices # to #) and request direction from them concerning the child's immediate welfare;
- (b) If the alleged abuse relates to an Ecclesial activity, also advise a member of the Management Committee who has no conflict of interest; and
- (c) Take immediate action to ensure the safety and well-being of the child.

Note: Reasonable belief may be based on recognising indicators of child abuse (see Appendix B).

- 5.6.3. If a child makes a disclosure, the Management Committee must:

- (a) Document the disclosure, including:
 - The date and time the disclosure was made;
 - To whom it was made;
 - The disclosure (as near as possible the actual words); and
 - Who the child alleges was/is the perpetrator (who may or may not be a Member of the Ecclesia).

Note: The child should not be questioned further about the disclosure. This is a matter for the appropriate authorities.

- (b) Report the matter to the appropriate authority as required by the State or Territory within which they reside (see Appendices # to #) and provide them with the document relating to the disclosure.

- 5.6.4. A complaint or disclosure must remain strictly confidential. The circumstances, the identities of the child, the person making the complaint and the subject of the complaint must remain confidential other than is necessary to ensure the safety and well-being of the child and for:
- (a) Communicating with the appropriate authorities;
 - (b) Communicating with persons approved by the appropriate authorities; and
 - (c) Reporting to the Management Committee.
- 5.6.5. Members of the Ecclesia must fully cooperate with an appropriate authority exercising a lawful power.
- 5.6.6. A member of the Management Committee must not be involved in any matter related to a complaint or disclosure where there may be a real or perceived conflict of interest.
- 5.6.7. When the Management Committee become aware of a complaint or disclosure, they must conduct a risk assessment to identify, assess and minimise any risks to the child and secondary victims.
- 5.6.8. If a member of the Management Committee is informed of a complaint or disclosure that has not been reported to the appropriate authorities, the Management Committee (collectively except as in 5.6.6) must determine if the circumstances constitute a reasonable belief (see Appendix B) of child abuse.
- (a) If the Management Committee determines there is a reasonable belief, the complaint or disclosure must be reported to the appropriate authorities.
 - (b) If the Management Committee determines that there is not a reasonable belief, they are not required to report the complaint or disclosure but the decision and the reasons for that decision must be documented.
 - (c) A decision by the Management Committee not to report a complaint or disclosure to the appropriate authorities does not prevent any other person from reporting it to the appropriate authorities.
- 5.6.9. The Management Committee must not hold a hearing or conduct their own investigation into a complaint.
- Notes: Where State or Territory legislation requires an investigation into reportable allegations, the Management Committee must ensure that such an investigation occurs and is undertaken by an independent person with appropriate expertise. The Management Committee must not conduct the investigation themselves.*
- The appropriate authorities have professional personnel who are specialised in investigating child abuse and minimising the possible detrimental effect detailed questioning may have on alleged victims.*
- 5.6.10. The Management Committee must advise the Ecclesia's insurer of any complaint or disclosure reported to the appropriate authorities.
- 5.6.11. A person who attends an activity of the Ecclesia and who is the subject of a complaint, whether related to activities of the Ecclesia or not, must:
- (a) Immediately inform the Management Committee;

- (b) Cooperate with the appropriate authorities in their investigation of the complaint;
- (c) Comply with the Management Committee directions regarding that person's participation in the Ecclesia's activities and interactions with children; and
- (d) Keep the Management Committee informed of the status of the investigation into the complaint and its resolution.

5.7 NP 7: Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

- 5.7.1. The Management Committee must arrange for any person whose role or function may involve working with children (refer to Section 5.1.2) to be trained in this policy:
- (a) Upon appointment; and
 - (b) At least annually thereafter during the period of their tenure.
- 5.7.2. Training required by Section 5.7.1 must provide persons with a clear understanding of policy requirements, including:
- (a) Expected standards of behaviour for interactions with children;
 - (b) Child-friendly ways for children to communicate and raise their concerns;
 - (c) Recognising physical and behavioural indicators of child abuse (refer to Appendix B);
 - (d) Identifying inappropriate behaviour which may be a precursor to child abuse, including grooming;
 - (e) That all complaints relating to child abuse must be taken seriously, regardless of the perceived severity of the behaviour; and
 - (f) How complaints must be reported and to whom.
- 5.7.3. The Management Committee must provide Ecclesial Members involved in the care and supervision of children with appropriate opportunities to develop practical skills in protecting children and responding to disclosures.

5.8 NP 8: Physical and online environments minimise the opportunity for abuse to occur

- 5.8.1. Activity Coordinators must develop and implement activity guidelines for the Ecclesial activity for which they are responsible, consistent with the Ecclesia's overarching Risk Management Strategy.
- 5.8.2. The Management Committee must review and approve the activity guidelines before an Ecclesial activity starts.
- 5.8.3. Activity Coordinators must identify and assess risks to children and include in the activity guidelines protocols and procedures for child safety.
- (a) Risk assessments should focus on preventing, identifying and mitigating risks to children.

- (b) Hazards in both physical and online (virtual) environments should be addressed (as relevant to the activity).
- (c) Regular risk assessments relating to the safety and wellbeing of children should also be conducted.

5.8.4. The minimum requirements for child safety at the Ecclesia's activities are:

- (a) Persons who work with children must comply with Section 5.5;
- (b) Children must not have uncontrolled access to the online environment through a system provided by the Ecclesia;
- (c) At least two adults permitted to work with children must be present at all activities involving children; and
- (d) Any discussion with a child in a private environment – including pre-baptismal instruction or an interview with a youth – must be conducted:
 - In the presence of at least two adult Members of the Ecclesia approved to work with children; and
 - Where the child is female, at least one of the adults must be an adult female Member of the Ecclesia approved to work with children.

5.8.5. When developing activity guidelines, Activity Coordinators may consider:

- (a) Engaging with children and their families about child safety arrangements to improve their effectiveness.
- (b) The diverse needs of children, including Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds.
- (c) Encouraging friendships and support from peers to help children feel safe and be less isolated.
- (d) If relevant to the activity, including controls relating to access / use of the online environment (internet, social media) by children.

5.8.6. A Member of the Ecclesia must inform the Management Committee if they become aware that a person attending an activity of the Ecclesia is the subject of a complaint or has been convicted of sexual offending.

5.9 NP 9: Implementation of the Child Safe Standards is continuously reviewed and improved

5.9.1. The Management Committee must review this policy to ensure it remains compliant with the law and relevant to the developing needs of the Ecclesia and its children:

- (a) At least every two years; and
- (b) After every complaint of child abuse.

5.9.2. After every complaint of child abuse or breach of this policy, the Management Committee must act to prevent recurrence. Actions may include:

- (a) Seeking advice from the appropriate authorities or individuals with relevant professional expertise on child abuse and child safety;

- (b) Reviewing this policy;
- (c) Reviewing risk assessments and activity guidelines;
- (d) Providing closer supervision of persons or activities;
- (e) Further education and training;
- (f) Placing restrictions on a person's contact with children at activities of the Ecclesia;
- (g) Advising the appropriate authorities regarding a person's suitability to work with children; and/or
- (h) Disciplinary procedures.

5.10 NP 10: Policies and procedures document how the institution is child safe

- 5.10.1. The Ecclesia may implement any additional procedures in furtherance of child wellbeing and safety, provided that they are consistent with this Policy and the law.
- 5.10.2. The Management Committee must maintain records of activity guidelines and associated risk assessments for a minimum of 10 years or as otherwise required by the Ecclesia's Risk Management Strategy.

6 Document Change History

Table 2: Document Change History

Version	Change Details	Date of Issue
0.0	AACE Policy development Process	September 2019
1.0	Initial publication	8 th June 2020

Appendix A: Definitions

- A.1. Terms used in the policy have the meaning given in Table 3.
- A.2. Definitions which include '(Source: RCIRCSA)' are as given in the glossary in the final report of the Royal Commission into Institutional Responses to Child Sexual Abuse.²
- A.3. Definitions which include '(Source: NSW DFCS)' are as given by the NSW Department of Family and Community Services³.
- A.4. Sources for other definitions are as given.

Table 3: Definitions

Term	Definition (Source)
Activity Coordinator	A person appointed by the Management Committee to coordinate an activity of the Ecclesia
activity of the Ecclesia (Ecclesial activity)	An event that is organised, sponsored and/or advertised by the Ecclesia for its Members. The event may not necessarily be at the Ecclesia's usual place of meeting. An event organised by an Ecclesial Member as a private function (such as a family gathering) is not an Ecclesial activity.
adult	A person who is not a child.
appropriate authorities	Agencies authorised by law to respond to complaints of child abuse and/or have a responsibility for child safety.
breach	An action – or inaction – by a person which does not comply with this policy.
caregiver	See 'parent / caregiver'
child	A human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier. (Source: UN Convention on the Rights of the Child ⁴)
child abuse	Is emotional abuse, neglect, physical abuse and/or sexual abuse (all as defined).

²McClellan, Hon. Justice P. et al (2017). Royal Commission into Institutional Responses to Child Sexual Abuse: Final Report, Volume 1 – Our Inquiry. Canberra, ACT : Commonwealth of Australia, page 319ff.

³Retrieved 8 October 2018 from <https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect>.

⁴Convention on the Rights of the Child, adopted and opened for signature, ratification and accession by General Assembly resolution 44/25 of 20 November 1989. United Nations Office of the High Commissioner for Human Rights. Retrieved 5 October 2018 from <https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>.

Term	Definition (Source)
Complaint	<p>Includes any allegation, suspicion, concern or report of a breach of this policy or the Ecclesia's code of conduct. It also includes disclosures made to the Ecclesia that may be about or relate to child sexual abuse in an Ecclesial context.</p> <p>The Ecclesia may receive a complaint:</p> <ul style="list-style-type: none"> • Directly or through a redress scheme (should one exist); • From anyone – a child, adult survivor, parent, trusted adult, independent support person, staff Member, volunteer or community Member; • About an adult allegedly perpetrating child sexual abuse or about a child exhibiting harmful sexual behaviours; or • In writing, verbally or as a result of other observations, including behavioural indicators. <p>A complaint may become a 'report' to an external authority or agency. (Source: RCIRCSA, with 'institution' replaced by 'Ecclesia')</p>
Disclosure	<p>A process by which a child conveys or attempts to convey that they are being or have been sexually abused, or by which an adult conveys or attempts to convey that they were sexually abused as a child.</p> <p>This may take many forms, and might be verbal or non-verbal. Non-verbal disclosures using painting or drawing, gesticulating, or through behavioural changes, are more common among young children and children with cognitive or communication impairments. Children, in particular, may also seek to disclose sexual abuse through emotional or behavioural cues, such as heightened anxiety, withdrawal, aggression or inappropriate sexual behaviour.</p> <p>Disclosures can be intentional or accidental, and they might be prompted by questions from another person, or triggered by a memory of the abuse. A disclosure may also become a 'complaint' when made to the Ecclesia or a 'report' when made to an external authority or agency. (Source: RCIRCSA, with 'institution' replaced by 'Ecclesia')</p>

Term	Definition (Source)
emotional abuse	<p>Serious psychological harm can occur where the behaviour of their parent or caregiver damages the confidence and self-esteem of the child or young person, resulting in serious emotional disturbance or psychological trauma.</p> <p>Although it is possible for 'one off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child or young person.</p> <p>This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour.</p> <p>(Source: NSW DFCS)</p>
employee (employed)	<p>A person appointed or contracted by the Ecclesia to perform a function, whether in a paid or voluntary capacity. They may or may not be a Member of the Ecclesia.</p>
grooming	<p>Behaviours that manipulate and control a child, their family and other support networks, or institutions with the intent of gaining access to the child, obtaining the child's compliance, maintaining the child's silence, and avoiding discovery of sexual abuse.</p> <p>Grooming can take place in person and online and is often difficult to identify and define. This is because the behaviours involved are not necessarily explicitly sexual, directly abusive or criminal in themselves, and may only be recognised in hindsight.</p> <p>Some grooming behaviours are consistent with behaviours or activities in non-abusive relationships, and can even include desirable social behaviours, with the only difference being motivation. Perpetrators can groom children, other people in children's lives, and institutions.</p> <p>(Source: RCIRCSA)</p>
harm	<p>A detrimental effect to a child's safety or well-being caused by child abuse.</p>
law	<p>The law of the Commonwealth of Australia or of a State or Territory.</p> <p>(Source: RCIRCSA)</p>
legislation	<p>Acts and regulations.</p> <p>(Source: RCIRCSA)</p>
Management Committee	<p>A group of Ecclesial Members appointed by the Ecclesia to oversee and manage its affairs.</p>

Term	Definition (Source)
mandatory reporting	Where a legislative requirement is placed on an individual to report known and suspected cases of child abuse and neglect to a nominated government department or agency (typically the child protection authority). (Source: RCIRCSA)
Member	A person listed as an active member on the Ecclesia's membership register.
Neglect	Is when a parent or caregiver cannot regularly give a child the basic things needed for his or her growth and development, such as food, clothing, shelter, medical and dental care, adequate supervision, and enough parenting and care. (Source: NSW DFCS)
Offender	A person who is found by a court to have done something that is prohibited by law. (Source: RCIRCSA)
parent / caregiver	The child's mother, father or someone else having or exercising parental responsibility for the child. A parent of an Aboriginal or Torres Strait Islander child includes a person who under Aboriginal or Islander custom is regarded as a parent of the child.
Perpetrator	An adult who has sexually abused a child. (Source: RCIRCSA)
physical abuse	Is a non-accidental injury or pattern of injuries to a child or young person caused by a parent, caregiver or any other person. It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation. Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints. Hitting a child or young person around the head or neck, or using a stick, belt or other object to discipline or punishing a child or young person (in a non-trivial way) is a crime. (Source: NSW DFCS)
psychological harm	See 'emotional abuse'
reasonable belief	Evidence which indicates there is a risk of harm to a child based upon indicators such as those outlined in Appendix B.
Record	Information created, received, and maintained as evidence and/or as an asset by an organisation or person, in pursuance of legal obligations or in the transaction of business or for its purposes, regardless of medium, form or format. (Source: RCIRCSA)

Term	Definition (Source)
report	Where concerns relating to child sexual abuse are notified to an authority or agency external to the Ecclesia – for example, where a person or institution notifies the police, a child protection agency, an oversight agency or a professional or registration authority. (Source: RCIRCSA, with ‘institution’ replaced by ‘Ecclesia’)
reportable conduct	Conduct that must be reported under legislation that obliges designated institutions to report allegations of institutional child sexual abuse to an independent statutory body. (Source: RCIRCSA)
risk of harm	Circumstance where there is a likelihood of harm to a child.
secondary victim	People who are affected by the sexual abuse perpetrated against the primary victim (the child who is sexually assaulted). Secondary victims can include partners, children (including children born as a result of the abuse), parents, siblings and extended family. Trauma impacts can extend across generations and there may also be collective trauma impacts for whole communities or populations. The impacts of sexual abuse can also be felt by a wider range of people, including whistleblowers and other people (including other children) within the institution where the abuse occurred. (Source: RCIRCSA)
Secretary	The Member of the Ecclesia appointed by the Management Committee to coordinate Ecclesial administration.
sexual abuse	Any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child’s inhibitions in preparation for sexual activity with the child. (Source: RCIRCSA)
sexual offending	Sexual behaviours that fall within the definition of a sexual offence under Australian law, where the person could be held criminally responsible for their conduct. In Australia, anyone aged 10 and over may be charged with a sexual offence. (Source: RCIRCSA)
Sunday School superintendent and secretary	The Member of the Ecclesia appointed by the Management Committee to coordinate the Sunday School.

Term	Definition (Source)
Sunday School teacher	A Youth Worker (as defined)
Training	Provision for those engaged with children in activities organised or conducted under the auspices of the Ecclesia to understand their responsibilities under this policy
Unity Basis	<i>Unity in Australia: The Accepted Basis</i> ⁵ , the basis upon which Christadelphian ecclesias in the Central Fellowship in Australia agree to relate to each other and conduct some of their affairs.
Working with Children Check	Is a pre-employment screening program which ensures child-safe working environments in Australia. Pre-employment screening of adults and volunteers who come in contact with children is mandatory and legislated for across most States and Territories in Australia. However, there is no national framework setting out the requirements for obtaining a Working with Children Check (or Police Checks) - and each State and Territory has their own procedures and requirements. (Source: National Crime Check ⁶)
work(ing) with children	Is any role or function which involves contact with children, including care, supervision and teaching.
youth (young person)	A teenager who is a child. <i>Note: This term is used in recognition that a teenager may not identify as being a 'child' (notwithstanding the definition)</i>
youth leader	A Youth Worker leading or coordinating an activity for youth.
Youth Worker	An adult who has volunteered or been appointed to teach, lead, supervise or work with children or youth.

⁵ *Unity in Australia: The Accepted Basis*, with special reference to the work of the late Brother John Carter towards reunion in 1958. First Edited and Published by the Australian Christadelphian Central Standing Committee 1963. Reprinted by the Australian Christadelphian Committee 1999. Reprinted by the Association of Australian Christadelphian Ecclesias 2010.

⁶ National Crime Check is an Australian Criminal Intelligence Commission (ACIC) accredited agency. Retrieved 6 October 2018 from https://www.nationalcrimecheck.com.au/resources/working_with_children_checks_in_australia

Appendix B: Recognising Child Abuse

- B.1. Child abuse includes:
- (a) Any act committed against a child involving:
 - A sexual offence; or
 - Grooming.
 - (b) The infliction, on a child, of
 - Physical violence; or
 - Serious emotional or psychological harm.
 - (c) Serious neglect of a child.
- B.2. People in contact with children and their families should be aware of the indicators of child abuse. Recognising indicators of child abuse is part of forming a responsible suspicion that harm to a child has occurred, is occurring or that there is a risk of harm.
- B.3. Sexual offenders exploit the dependency and immaturity of children. They may use a range of tactics including force, threats, and tricks to engage children in sexual contact and to try to silence them. They may also try to gain the trust and friendship of parents or caregivers to obtain access to children. They may be family members or close family friends.
- B.4. Possible indicators of child sexual abuse, which may be present either individually or in combination, include:
- (a) Direct or indirect disclosures;
 - (b) Describing sexual acts;
 - (c) Age-inappropriate behaviour and/or persistent sexual behaviour;
 - (d) Bleeding from the vagina or external genitalia or anus;
 - (e) Injuries such as tears or bruising to the genitalia or anus;
 - (f) Injuries to the breasts, buttocks, lower abdomen and thighs.
 - (g) Self-destructive behaviour, drug dependency, suicide attempts, self-mutilation;
 - (h) Overtly sexual themes in artwork, play or writing;
 - (i) Changes in eating habits such as anorexia or over eating;
 - (j) Going to bed fully clothed;
 - (k) Regression in developmental achievements;
 - (l) Unexplained accumulation of money or gifts;
 - (m) Sexually transmitted diseases;
 - (n) Persistent running away from home; and/or
 - (o) Adolescent pregnancy.
- B.5. Other symptoms of child stress, which may be indicators of child abuse, include:
- (a) Poor concentration at school;
 - (b) Sleeping or bedtime problems such as nightmares or bedwetting;

- (c) Marked changes in behaviour including tantrums, aggressiveness, withdrawal, complaints of stomach aches and headaches with no obvious physical cause;
- (d) Indicators in parents, caregivers, siblings, relatives, acquaintances or strangers;
- (e) Exposing a child to pornography or using a child for pornographic purposes;
- (f) Intentionally exposing a child to the sexual behaviour of others;
- (g) Inappropriate nakedness of either a child or an adult in a child's presence such as inappropriate exposure of genitals;
- (h) Having committed or being suspected of child sexual abuse;
- (i) Forbidding a child to engage in age-appropriate activities;
- (j) Coercing a child to engage in sexual behaviour with other children;
- (k) Verbal threats of sexual abuse;
- (l) Denial of an adolescent's pregnancy by the family; and/or
- (m) Domestic violence or physical child abuse.

Appendix C: Interview Guide

- C.1. The following questions may help in assessing the suitability of a candidate to work with children:
- (a) Why have you applied for this position?
 - (b) Why do you feel you are suitable for the role?
 - (c) Please describe positive experiences you have had with children or young people.
 - (d) Have you ever been in a situation where you have disciplined a child or young person and, if so, how did you handle the situation?
 - (e) Have you ever been investigated for a complaint involving a child and, if so, what were the circumstances?
 - (f) Have you ever been investigated for an alleged violent or sexually-related offence and, if so, what were the circumstances?
 - (g) Is there any other information relating to your suitability for this position, which we should be aware of?
 - (h) Have you read the Child Safety Policy of our Ecclesia and understood your responsibilities?
 - (i) Do you have any further questions regarding the child safety policy or the associated procedures of our Ecclesia?

Appendix D: Child Safety Procedures for NSW

- D.1. This appendix contains Child Safety Procedures for NSW. These procedures provide supporting information about:
- (a) Screening requirements for adults who will work with children;
 - (b) Who is a child;
 - (c) Who must report child abuse;
 - (d) Who can report child abuse;
 - (e) Child protection and related legislation;
 - (f) Appropriate authorities; and
- Note: The Ecclesia should liaise with relevant authorities in implementation of this policy.*
- (g) Where to access information and support services for children and their families⁷.
- D.2. These Child Safety Procedures do not remove any obligations of the Ecclesia to operate in accordance with its Child Safety Policy.

⁷Information on resources is as published by the Australian Institute of Family Studies. Retrieved on 8 October from <https://aifs.gov.au/cfca/practice-guides>.

Child Safety Procedures – New South Wales

1. Recruitment obligations

- 1.1 New South Wales has a Working with Children Check (WWCC) system under the *Child Protection (Working with Children) Act 2012* (NSW).
- 1.2 The Ecclesia is required to ensure that:
 - a) People in roles that engage in child-related work hold a valid WWCC;
 - b) They verify and record WWCCs; and
 - c) There are sound practices in place for monitoring expiring WWCCs.

This aligns with the Ecclesia's Child Safety Policy which requires a register of the status of WWCCs associated with the Ecclesia.

- 1.3 The definition for 'child related work' is expansive and involves direct contact by an individual with a child or children and that contact is a usual part of and more than incidental to the work.
- 1.4 Legislative changes were made in 2018 which require:
 - a) Individuals to keep their personal details up to date or risk a penalty;
 - b) Employers to verify the WWCCs of individuals or risk a fine; and
 - c) Parent volunteers attending overnight kids camps to obtain a WWCC.

2. Mandatory reporting

- 2.1 Table 4 (next page) defines mandatory reporting requirements in New South Wales.

3. Concealing child abuse

- 3.1 Under the *Crimes Act 1990* (NSW), any adult who:
 - a) Knows, believes or reasonable ought to know that a child abuse offence has been committed;
 - b) Knows, believes or reasonably ought to know that he or she has information that might be of material assistance in securing the apprehension of the offender or the prosecution or conviction of the offender for that offence; and
 - c) Who fails without reasonable excuse to bring that information to the attention of a member of the NSW Police Force as soon as it is practicable to do so,is guilty of an offence punishable by up to 5 years of imprisonment.

Table 4: Mandatory Reporting Requirements in New South Wales

Key legislation	<i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i> <i>Children's Guardian Act 2019 (NSW) commencing 1st March 2020</i>
Who is a child?	A person under the age of 16 years.
Child Protection Authority and contact	Department of Family and Community Services (DFCS) – call Child Protection Helpline on 13 21 11 & Kids Helpline: 1800 551 800
Mandatory reporters	<ul style="list-style-type: none"> • A person who, in the course of his or her professional work or other paid employment delivers health care, welfare, education, children's services, residential services, or law enforcement, wholly or partly, to children, and • A person who holds a management position in an organisation the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services, or law enforcement, wholly or partly, to children.
When reporting is required	<p>If:</p> <ul style="list-style-type: none"> (a) A person to whom this section applies has reasonable grounds to suspect that a child is at risk of harm, and (b) Those grounds arise during the course of or from the person's work, <p>the person must, as soon as practicable, report to the Director-General the name, or a description, of the child and the grounds for suspecting that the child is at risk of harm.</p>
When is a child at risk of harm?	<p>A child or young person is at risk of harm if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence of any one or more of the following circumstances:</p> <ul style="list-style-type: none"> (a) The child's or young person's basic physical or psychological needs are not being met or are at risk of not being met; (b) The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care, (c) The child or young person has been, or is at risk of being, physically or sexually abused or ill-treated, the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm; or (d) A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm.

4. Voluntary reporting

- 4.1 Under the *Children and Young Persons (Care and Protection) Act 1998* (NSW), a person who has reasonable grounds to suspect that a child or young person is, or that a class of children or young persons are, at risk of harm may make a report to the DFCS.
- 4.2 “Reasonable grounds” is not defined in the Act. If a person is unsure whether they have reasonable grounds to make a report, they should speak to the Management Committee or the Ecclesia’s Representative for Child Safety.
- 4.3 In accordance with good practice, a person should also be encouraged to report outside of the Ecclesia if they so wish. Reports can be made anonymously and reporters are protected in that if a report is made in good faith, this will not constitute unprofessional conduct or a breach of professional ethics, make the person subject to any liability in relation to the report or require the person to be compelled in any proceedings to produce evidence. Reporters will also have their identity protected.
- 4.4 NSW also has a reportable conduct scheme, which requires heads of entities to make reports to an external authority if they become aware of a child abuse allegation being made against an employee, director, volunteer or contractor.

5. Information and support services

- 5.1 Table 5 contains information on support services available to children and families in New South Wales.

Table 5: Information and support services available in New South Wales

For children:	Kids Help Line : call 1800 55 1800 for free counselling and advice for young people between the ages of 5 and 25.
For adults:	<ul style="list-style-type: none"> • Lifeline: call 13 11 14 for this free Australia-wide crisis support and suicide prevention service. • NSW Christadelphian Support Network. • See this page for a contact list of information and support services for parents, families and young people in NSW.
Resources:	The resources listed on this page have a practice focus, and are designed to assist practitioners, managers and service providers in their work.