



Professional Standards – Child Protection Policy

Approved by: Diocesan Council

9 April 2015

"There is no trust more sacred than the one the world holds with children. There is no duty more important than ensuring that their rights are respected, that their welfare is protected, that their lives are free from fear and want and that they can grow up in peace." Kofi Annan

Policy Statement

The Diocese is committed to providing a safe and secure environment for all its members and leaders, and especially its children.

It recognises the vulnerability of children and their right to be safe.

The core beliefs of the Church require us to treat all people with love and dignity, and to care for those who are in need of nurture and protection.

Purpose

The purpose of this Policy is:

1. To promote the safety and welfare of all people involved throughout the Diocese of Perth.
2. To identify, manage and mitigate risks associated with all forms of abuse.
3. To promote accountability and transparency.
4. To provide direction about the appropriate conduct of Churchworker when involved in activities with children, ensuring that conduct is consistent with legislation in Western Australia.
5. To respond to allegations of abuse in a manner that is respectful, sensitive, dignified and, at all times, observing confidentiality;
6. Manage allegations in accordance with the principles of Natural Justice and in a manner that is timely.

Scope

This Policy applies to persons within the Diocese, whether paid or voluntary, who are involved in a child-related ministry or activities.

This Policy does not apply to employees or volunteers working in Diocesan entities that are separately incorporated except those persons who are licensed by the Archbishop.

Duty of Care

The Anglican Diocese of Perth has a duty of care to all who work in or are gathered to it. This pastoral dimension should influence every aspect of the Church's life and be especially evident in the quality of relationships between all members of the worshipping community.

In order to be reasonable, informed and ethical, one must be informed by child protection literature, research, legislation, policy and procedure, the person's work experience and that of their supervisor, and in respect to the Statutes and Policies of the Diocese.

We believe that

As a community of God's people, we need to take a proactive and mutually responsible approach to preventing harm to children by creating an environment that focuses on preventative actions;

Church workers must respect the ethos and Gospel values of the Anglican Church.

Children are a gift from the Lord; they are a real blessing. *Psalm 127: V 3-5*



If anyone should cause one of these little ones to lose faith in me, it would be better for that person to have a large millstone tied around his neck and be drowned in the deep sea.

How terrible for the world that there are things that will make people lose their faith! Such things will always happen - but how terrible for the one who causes them. *Matthew 18:6-7*

The safety and wellbeing of those in our care is a primary consideration when developing activities, policies and programs for children;

Our programs should encourage, assist and empower children to build skills that will add to the environment of care and belonging that is helpful in their spiritual development.

Children

1. Should have their view and opinions heard, valued and embraced;
2. Have the right to be free from harm or risk of such harm and this right is paramount;
3. Should be heard and believed when they disclose child abuse or neglect or indicate that they feel that they are at risk of such harm;
4. Must be viewed as the primary 'client' irrespective of who is alleged to have harmed a child or seen to pose a risk to them;
5. Should be assisted to identify a trusted adult who they would turn to if they felt unsafe or felt they were being abused or neglected;
6. Should be encouraged to speak with a trusted adult when concerned for their safety or the safety of others;
7. Have the right to have these concerns reported to the appropriate statutory authority.

Principles

All Church workers share in the responsibility to promote and strive to provide a safe environment for children in all parishes in the Diocese. This responsibility is placed upon them by the Gospel teachings of Jesus and the law.

The principles of openness and transparency require this Policy to be readily available to all persons involved in the life of the Church and that support and training be provided to all such persons to understand and effectively adhere to the requirements of this policy.

General Principles

1. The best interest of a child must always be paramount irrespective of who the Diocese may be providing services to or who the alleged perpetrator may be;
2. The Diocese will take all appropriate measures to protect children from all forms of abuse or neglect;
3. The value of the family unit is to be respected but not to the detriment of the wellbeing and best interests of the child;
4. Any sexual behaviour, contact between an adult and a child or young person such as grooming (refer appendix D) the child or any form of sexual exploitation such as involvement in or expose to child pornography or inappropriate cyber contact is considered sexual abuse;
5. Any form of child abuse or neglect or the significant risk of such harm must always be reported to the relevant statutory body charged with investigation such as allegations (Police or DCPFS);
6. Diocese and Diocesan entities will cooperate with state authorities in matters relevant to the protection of children and the reporting of allegations of child abuse or neglect;
7. Any person in a position of authority who commits any abusive act against child is in breach of trust and professional misconduct in addition to any breach of criminal law.

**We are committed to:**

1. Providing a safe place for children by having robust policies, procedures and programs in place in order to actively protect them from all forms of abuse and neglect;
2. Advocating for children within the Diocese and providing an environment where the voices of children can be heard;
3. Creating an environment that is both child-safe and child-friendly, where children are respected, valued, heard and encouraged to reach their full potential;
4. Acknowledging that all children have rights which include the right to be free from harm or the risk of harm.
5. Responding to all allegations of abuse and misconduct in a respectful, sensitive and timely manner;
 - a) For responding to current abuse refer Appendix B
 - b) For responding to historical abuse, refer to Policy 40.2
6. Ensuring that there are consequences for those who offend against children;
7. Ensuring that all incidents of child abuse are reported to the appropriate Statutory Authority.

To achieve this, and to minimize the risk of abuse, we will;

1. Acknowledge that we all share in the responsibility to care for and protect the children in our Worshipping communities, regardless of the position held;
2. Promote and create awareness regarding the safeguarding of children;
3. Continue to improve our processes for recruitment of Clergy, Church workers and Volunteers;
4. Continue to mandate training (Churchsafe) and awareness for people who work with children;
5. Apply diligence in Screening procedures - Refer Policy 40.4;
6. Provide adequate planning and supervision of children's programs and activities;
7. Report all incidents of suspected and disclosed child abuse and neglect to Statutory Authorities;
8. Ensure that any person who has concerns regarding suspected Physical, Sexual, Emotional Abuse or Neglect of a child or young person or where there is a perception of the significant risk of such is aware of the reporting requirements as outlined in this Policy;
9. Provide effective response procedures when the expectations of this policy are not met;
10. Comply with relevant legislative requirements;
11. Demonstrate a pastoral approach and response to all allegations of abuse and misconduct as outlined in Policy 40.2;
12. Ensure that Clergy, Church workers, Employees and Volunteers -
 - a) Conduct themselves with the professionalism implied by their position, training, and their employment contract;
 - b) Behave at all times in a manner supporting the best interests of a child;
 - c) Understand and fulfil their obligations under this Policy;

Legal Requirements

Current Abuse –

1. The Police and DCPFS are responsible for investigating allegations of abuse or neglect against a child where the alleged perpetrator is a member of the child's family or extended family. It also includes where another child either within the family or any other child under the age of 18 is the alleged perpetrator. Additionally, DCPFS will also take responsibility and investigate situations where a child is perceived to be at significant risk of harm.
2. For the duration of the Police or DCPFS investigation, the Director cannot investigate the allegations so as not to compromise or contaminate the investigatory process.
3. Church workers are bound by legal obligations as prescribed by common law and legislation in Western Australia.



4. The Children and Community Services Act (2004) Section 7 outlines that a person who has the care or control of a child and who engages in conduct that may result in the child suffering harm or abuse is liable to face a prison term.
5. The Human Rights and Equal Opportunity Commission [HREOC] has determined that, where a criminal record is relevant to a particular position, non-selection of a person because he/she has a criminal history is not discriminatory. The HREOC Act does not cover volunteers except where the voluntary work is related to training or work experience leading directly to employment.

Diocesan Requirements

1. Archbishop requires that all Clergy, Church workers and Volunteers must comply with this Child Protection Policy.
2. Oversight of this process is the responsibility of the Office of the Director of Professional Standards;
3. All allegations of current child abuse **must** be reported through the Director of the Professional Standards to the appropriate body.
4. Reporting of information as defined in the *Professional Standards Statute* is mandatory for all Clergy, Church workers and other persons who fall within the scope of this Policy.
5. The Diocesan Council or its delegate (Policy Committee) in consultation with the Director of Professional Standards will review this Policy every five years.

Screenings

Diocesan Policy 40.4 outlines the requirements for screening of Clergy, Church workers, Employees, and Volunteers

Reporting of and Responding to Disclosures of Sexual Abuse and Misconduct

Information on responding to an allegation of current child sexual abuse is located in Appendix C.

Information on responding to an allegation of historical child sexual abuse or sexual misconduct is outlined in Policy 40.3.

Support from the Diocese of Perth

In the event of allegations of sexual abuse or misconduct being made either to the Police, DCPFS or Director of Professional Standards, The Diocese of Perth will:

1. Inform the person alleging the abuse of the availability of support and care through the Pastoral Care and Financial Compensation Policy - 40.3 - Appendix 7.
2. Where required, assist the Parish or Church Entity to provide counselling support and advice to members of the worshipping community affected by the disclosure or investigation;
3. Provide guidance to the alleged perpetrator as to the Diocesan procedures in such matters; inform them of where external support may be sought and where legal advice can be obtained;
4. Provide the person reporting abuse/neglect with appropriate support.

Additional Resources

Professional Standards Statute (2003)

1. Policy for Responding to, Investigating and Managing Allegations of Sexual Abuse and Misconduct by Clergy and Church Workers (Policy 40.2)
2. Faithfulness in Service - a national code for personal behaviour and the practice of pastoral ministry by Clergy and other Church workers
3. Screening Policy (Policy 40.4)
4. Anglican Diocese of Perth website - www.perth.anglican.org (Resources > Professional Standards)



5. Anglican Church of Australia website - www.anglican.org.au (Professional Standards)
6. Working with Children Check Website - www.checkwwwc.wa.gov.au
7. Working with Children (Criminal Record Checking) Act 2004
8. Police Department of Western Australia Website - www.police.wa.gov.au
9. Department for Child Protection and Family Support Website - www.dcp.wa.gov.au
10. Department for Child Protection and Family Support - 'Identifying and Responding to Child Abuse and Neglect' (A Guide for Professionals) - available from the DCPFS website

Contact

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Appendix A - Indicators of Abuse and Neglect

Physical

Unexplained bruises or welts: on or near vital organs, shape i.e. looks like a hand or an implement, or stage of healing; appear after a holiday, absence or weekend
 Burns that have a specific shape (e.g. round suggesting a burn by a cigarette)
 Immersion burns – sock like on feet/legs, glove like on hands/arms, doughnut shaped on buttock
 Abrasions/lacerations especially on mouth, lips, gums, or eyes., external genitalia (Never disrobe a child, this **must** always be done by medical personnel in the presence of another person)
 Fear of adults or persons of a particular gender
 Frequent absences, with or without explanation from parents or guardians especially those that occur after the weekend or a holiday
 Guarded or evasive answers to questions about the causes of obvious injury
 Hair missing in large quantities
 Injuries that are not consistent with the child's/young person's explanation of them
 Lacerations and abrasions to the eyes, lips, gums, mouth
 Missing or loosened teeth
 Self- harm/mutilation
 Bed Wetting

Emotional

Aggressive behaviour
 Attempted or suicide ideation
 Decline in academic performance
 Eating disorders - e.g. anorexia, bulimia
 Habit disorders such as sucking, biting rocking
 Conduct disorders such as antisocial behaviours, destructive, oppositional defiant behaviours
 Neurotic traits such as sleep or speech disorders, inhibition of play)
 Psychoneurotic Reactions e.g. hysteria, obsessive, compulsive disorders, phobias, hypochondria
 Early arrival at school or other activities and/or reluctance to leave
 Resistance to visitation of parent/step parent at weekends
 Evidence of drug abuse or dependence
 Excessive passive behaviour - being "too good" or overly compliant
 Isolation, perhaps deliberate, from community and support system
 Low self-esteem/poor self-image
 Obsession with neatness and cleanliness
 Poor peer relationships
 Shyness or withdrawal
 Significant stress or apparent mood changes

Sexual

Bloodstained underwear
 Disclosure of involvement in sexual activity
 External genital pain or discomfort in the genital area (e.g. vaginal or anal itching)
 Difficulty in walking or sitting
 Injuries to genitalia (again never disrobe a child, this should only be done by medical personnel)
 Frequent urinary or yeast infections (e.g. thrush)
 Sexually Transmitted disease
 Inappropriate expressions of affection
 Sexualized behaviours or sexualized dress beyond child's age/stage of development
 Inappropriate interest in sexual matters
 Obsession with neatness and cleanliness
 Poor personal hygiene
 Possession of pornographic materials
 Pregnancy
 Promiscuity or behaving sexually towards other
 Reluctance to change clothes in front of others; hesitant to participate in physical activities or gym activities
 Reluctance to form close relationships
 Sexualisation of toys or at play

Neglect

Abandonment of child
 Developmental regression
 Early arrival at school or other activities and/or reluctance to leave
 Emaciated or distended stomach
 Repeated failure by the care-giver to collect child from school or other activities
 Failure by caregiver to provide adequate nutrition
 Non- organize failure to thrive
 Inadequate clothing
 Inadequate supervision
 Parent or caregiver allows people who pose a risk to children to have contact with their child – i.e. a known perpetrator of child abuse
 Inadequate food, stealing food, asking for food
 Lack of appropriate medical/dental care
 Lethargy and fatigue
 Poor personal hygiene
 Untreated lice, injuries, skin disorders etc
 Voluntary disclosure of acts of neglect
 Poor skin colour with shadows under eyes
 Child assumes parental role especially in respect to younger siblings



Appendix A - Indicators of Abuse and Neglect.....Continued

Church workers should be aware of the following in relation to their own and their colleagues' behaviour:

Harm may be perpetrated by a Church worker when stress, tiredness, a lack of skills, information and support combine to make the pressures of caring for children overwhelming;

It may also occur because a Church worker (or other individual) is a predatory individual who seek access to children/young people in order to perpetrate abuse to a child. As a result, such individuals may seek employment or volunteer in situations where they have easy access to the child or young person;

There is no one type of person who harms children or young person, although some people pose a greater risk to children than others;

Generally given **intensive treatment**, skills, resources, and support most people who cause harm to children or young people can change their abusive behaviour. This is not always the case where the abuse is a result of a deliberate attempt to harm a child or an attempt to exert power and control over the child or where it involves an abuse of power. Frequently such issues are related to sexual abuse which is also more difficult to address;

Significant mistreatment that may result in harm could include: physical harm and excessive punishment including excessive corporal punishment; emotional or psychological harm; physical neglect and or inadequate supervision; sexual harm and exploitation.

In some cultures, harsh physical discipline is considered appropriate and is applied. However, such treatment is not acceptable in Australia and is considered child abuse. The preferred intervention in such situations is to work with the child's caregiver to use other more appropriate and safe measures to exert parental authority or to discipline the child.

How might you suspect that a child has been abused or neglected?

The indicators of harm of children which may be observed or heard by Churchworkers are complex and varied. They may include;

1. Verbal disclosures by a child or young person that they have been harmed or fear they might be;
2. Adults who have contact with/care for the child reports inappropriate behaviour towards the child by another adult or describes how they care for the child that suggests child abuse or neglect;
3. Physical or behavioural indicators (see Appendix A - Physical and Behavioural Indicators) that suggest a child has been abused or neglected;
4. Changes in a child's behaviour or appearance including regressive behaviour or acting out behaviours;
5. The child's/young person's explanation of an injury is not consistent with the nature of the injury
6. Allegations are made that a Churchworker has harmed a child.

In situations involving child abuse or neglect or where there appears to be risk of such a report must be made to DCPFS or the Police by the Director of Professional Standards.

The making of this report should be given priority.

If there are no child protection concerns but the child is upset, again try to ascertain in a neutral manner what it is the child is upset about. It may be that support for the child should be provided as in routinely done in non-child abuse situations.

If you are unsure how to proceed at anytime, contact the Director of Professional Standards.

**Appendix B - Disclosures of Current Child Sexual Abuse**

A child may choose to make a disclosure to a member of Clergy, Churchworker or Volunteer because they view the person as one who can be trusted.

Any disclosure of child abuse may be distressing and difficult.

Generally, the child is disclosing the abuse because they want it to stop.

Always take the disclosure seriously.

Disclosures can be about:

abuse which is happening in the present or recent past;

abuse which happened in the past to the person who is disclosing it to you (historical abuse); or

abuse which happened in the past to someone other than the person disclosing it to you

Responding to Disclosures of Current Abuse by a Child

When a child discloses that they have been harmed or feel they are at risk of such harm:

1. Remain calm;
2. Never express panic, shock or disbelief;
3. Do not hug, kiss or use inappropriate touch to comfort the child;
4. Acknowledge that it can be difficult to talk about such things;
5. Reassure the child / young person that they have done the right thing;
6. Tell them that it is good to tell someone when they don't feel comfortable about what is happening to them;
7. Always use age appropriate language when talking to the child / young person;
8. Listen carefully to what the child is saying;
9. Let the child use their own words, do not put words into their mouth;
10. Do not express any judgment of the person alleged to have harmed the child;
11. Accept what is said by the child (only minimum information is required for action);
12. Do not probe for greater detail as that will contaminate the process and leave the Police or DCPFS unable to investigate properly and thus the child who is taking a great risk by telling you may be further victimized by your actions.
13. Only hear enough to confirm for yourself that what you are hearing is what they are saying - i.e. that they have been abused or neglected;
14. Do not make promises that cannot be kept;
15. Do not cut the child off abruptly;
16. If the child is distressed or appears not to feel safe, immediately seek professional advice.
17. As soon as possible after the conversation, document what the child has said, using their words;
18. Date and sign the document;
19. Inform the Director Professional Standards immediately who will then report the matter to the Police or DCPFS;
20. It is not necessary to confirm that a child has been harmed. If there is reason to suspect, based on balance or probabilities, that a child has been abused or neglected, it is DCPFS or the Police's responsibility to ascertain whether this is the case.
21. Under any circumstances, must the media be contacted.

Confessions Relating To Child Sexual Abuse

Refer to;

Faithfulness in Service

The Confessions Canon 1989



Appendix C - Reporting of Current Child Abuse to Statutory Authorities

It is a requirement of the Diocese in the development and implementation of this policy that all Clergy, Churchworkers and Volunteers have a duty of care that requires reporting of all concerns about the safety and well-being of a child.

This policy requires that all Clergy, Churchworkers and Volunteers have an obligation to report any concerns to the Director of Professional Standards where there is reason to be concerned that a child has been abused or neglected or is at significant risk of such harm.

Should the allegations involve child protection issues in a particular parish, then the Parish Priest, if not the subject of the concern, should be informed.

The Parish Priest should then advise the Director of Professional Standards.

Under no circumstances should the alleged perpetrator be informed of the report.

Strict confidentiality must be observed.

These situations can include but are not limited to:

A child or young person discloses that they have been abused or neglected or may be at risk of such harm;

A significant person in a child's life describes situations about how a child is being treated that appears to constitute child abuse or neglect;

That the Churchworker has reason to suspect that a child has been abused or neglected or at are at risk of such harm based on either physical or behavioural indicators or

The Churchworker observes indicators of abuse or neglect as outlined in Appendix A;

There are allegations made that a Church worker has harmed a child or that the Church worker's behaviour towards children/young people is inappropriate.

Responding to allegations (current and historical) are outlined in Policy 40.1



Appendix D - Additional Resources and Safeguarding Information

Grooming

Grooming refers to the process by which sex offenders groom people in the community, such as parents, carers, teachers and children to engage, establish trust and gain access to a child. Sex offenders spend considerable time targeting, enticing and trapping a child for sexual purposes.

Grooming involves the offender integrating themselves into organisations and places of employment where they have access to children. They then groom and manipulate the adults to create an opportunity to abuse their victims.

These include but are not limited to:

1. Nursing;
2. Teaching;
3. Music Teachers;
4. Swimming Teachers and Life Guards;
5. School Bus Drivers;
6. Child Protection Workers;
7. Churchworkers
8. Children's Camps;
9. Scouting and Sporting organisations

There are a number of specific techniques that offenders use to mask their behaviour prior to the abuse as well as during and after the abuse occurs. Many deliberately establish themselves as the kind of person you wouldn't suspect to be a sex offender because they are "too nice" or an upstanding person in the community who readily helps out. This is a powerful tactic as it allows offenders to become embedded in a community and be involved in a number of socially responsible activities such as youth groups, churches and schools, which can give the offender access to a number of potential victims without ever being suspected. This double life causes parents and others to drop their guards and to allow access to their children without suspecting anything. It is important to also note, that the majority of offenders are known to the family, and too often are family members.

Offenders use gifts and trickery to manipulate and silence the child into keeping the sexual abuse a secret.

The second tactic is the ability to charm, to be likeable, and to radiate sincerity and integrity. This is crucial in gaining access to children, and the power of this tactic should not be underestimated. Some offenders will attempt to establish peer relationships with people much younger than themselves, as they prefer the company of children to adults, rather than looking for age-appropriate relationships.

If the abuse isn't stopped, the behaviour progresses to increasingly intimate acts.

Some examples of grooming behaviour can include:

1. Befriending and gaining the trust of children and their families;
2. Regularly offering to babysit a child for or take a child on overnight outings alone;
3. Taking a child to the cinema;
4. Actively excluding a child from other adults or children;
5. Targeting vulnerable, unhappy or needy children – i.e. Children who are more likely to respond to attention and gifts;
6. Giving sweets, gifts or money to a child;
7. Seeking out a 'favourite' in a class or group of children;
8. Giving excessive praise and compliments to a child;
9. Giving higher or pass marks to a child for their school work when it was below standard;
10. Sexualising conversations and telling inappropriate jokes;



11. Insisting on physical affection such as kissing, hugging, wrestling, stroking the hair or tickling even when the child clearly does not want it;
12. Watching children undress or taking showers;
13. Being overly interested in the sexual development of a child;
14. Insisting on time alone with the child with no interruption;
15. Photographing Children
16. Exposing their genitals to a child.

Online Grooming

Online Groomers generally use chatrooms which are focused around young people's interests and use a range of techniques to make contact, establish a relationship and gain the trust of the child. When the trust is established, they may arrange to meet the child for the purpose of sexual abuse. These techniques include:

1. Gathering personal details online (e.g. age, name, address, mobile number and school), from social networking sites (e.g. Facebook);
2. Offering opportunities for modelling, especially to young girls;
3. Promising meetings with celebrities and offering gifts, such as computer games or tickets to pop concerts or sporting events;
4. Gaining the child's confidence by offering positive attention or providing a sympathetic response when they discuss problems they're having;
5. Masquerading as a child themselves or assuming another false identity in order to gain their trust;
6. Bullying, threatening or blackmailing them;
7. Changing their gender and providing photographs of another person claiming to be that person.

Children can be exploited online without an actual meeting or physical contact taking place – for example, the abuser could ask them to send naked photos or perform sexual acts via a webcam and pass the images on to other people.

Grooming behaviours do not generally meet the threshold of Mandatory Reporting. If anyone has any concerns or believe that the child may be at risk, it must be reported to a responsible person in the Parish (Priest), Camp Leader or the Director of Professional Standards.

**Appendix E - Appropriate Contact or Inappropriate Contact (Touch)**

Contact between a Churchworker and a child must be done with significant caution so that the intention is not misinterpreted or leaves the Churchworker at risk of allegations.

Any such contact should only occur in the presence of another responsible adult and should never suggest any sexual connotation;

Support or encouragement should be limited to actions such as a pat on the back, touch to the hand or elbow, a 'side hug' or verbal encouragement;

Do not pick the child up or sit them on a knee;

Under no circumstances should the genitals or breast area of a child be touched even if they indicate that they have pain or bleeding in the area. That is for trained medical personnel only;

Immediately cease any physical contact with the child if they appear to stiffen or pull away or where the child asks you to stop;

Always exercise extreme caution and vigilance with any child who has a physical or intellectual disability;

Only minor first aid should be administered;

Remember touch may be part of initial grooming of a child and thus touching should occur with great caution and with another responsible person present;

Always ask permission from the child before assisting them to undertake the skill task being practiced or any equipment check - in such instances preferably ask another responsible person to assist with the demonstration or adjustment;

Nappy changes or changing a child's clothing should only be done in the presence of another responsible adult;

Behaviour of all Church workers should always be above reproach;

Ensure you allow reasonable personal space between yourself and the child in all situations.

The implications of the points above in essence require that there are always 2 responsible adults present in situations of contact between a child and a Church worker. The rationale for this is in terms of protection of the child and ensuring the Church worker is not subjected to unwarranted allegations.

All Church workers are responsible to protect children under their supervision from inappropriate touching by others and must discuss inappropriate touching or other questionable behaviour by other Church workers with a member of Clergy and the Director, Professional Standards to determine if a report to DCPFS should be made.

Under no circumstances are any of the following **appropriate contact** between a child and a Church worker

1. Inappropriate or lengthy embraces;
2. Kisses on the mouth;
3. Touching bottoms, chests or genital areas other than for appropriate bathing or toileting;
4. Bathing or toileting should only be done by a person of the same gender as the child. In such instances another responsible person should be present
5. Showing affection in isolated areas such as bedrooms, staff-only areas or other private rooms;
6. Occupying a bed with a child or youth;
7. Touching knees or legs of children or young person;
8. Wrestling with children or young person
9. Tickling children or youth;
10. Changing the nappy of a child without the parent or caregiver's permission or without another responsible person present;
11. Any type of massage;
12. Any form of unwanted affection;
13. Any form of sexualised behavior;



14. Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “you sure are developing”, or “you look really hot in those jeans”;
15. Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing;
16. Private meals with individual children or young person;
17. Use of any physical means to manage or discipline a child or young person other than appropriate restraint to prevent injury;
18. Attending to tasks of a personal nature that a child or young person is able to do for him/herself (for example, changing clothes, putting on sunscreen);
19. Enter sleeping accommodation of opposite gender except in an emergency;
20. Take a child to your home or provide transport in your car or be with a child or young person in a place where no other Church worker is present.

**Appendix G - Additional Child Safety information****(Camps, Transport, Activities)****Duty of Care (Activities)**

A Churchworker assuming the responsibility for a group accepts a 'duty to take reasonable care'. This duty may generally be described as the standard that **exceeds** that which a 'careful parent' would exercise.

A Churchworker cannot completely transfer his/her duty of care to any outside provider.

A Churchworker has a duty to be reasonably informed as to the safety or danger of any activities undertaken.

Some activities are potentially more dangerous than others and require that the Churchworkers have a higher level of skill and experience.

Churchworkers involved in adventurous activities must be qualified in that particular activity or directly involve a person with the appropriate expertise.

Adventurous activities include – rope activities, abseiling, rock climbing, snorkeling etc.

Essentials for outdoor activities:

Remember: the duty of care is higher when taking children out of a familiar predictable environment into foreign, often potentially dangerous, territory.

Never take children or young people into desert terrain or the mountains unless you are very familiar with, and knowledgeable about, the first aid treatment for heatstroke and hypothermia. The body loses heat very fast from an uncovered head, or the feet.

Never lead children or young people into an outdoor area 'cold'- prior detailed reconnaissance is necessary.

External communications with emergency services is a necessary requirement. What equipment will be used for such communication? What is its range? Who will carry it at all times?

Consider the how, when, and where of emergency evacuation.

Basic minimum standards of protective clothing and equipment must be known well before departure.

The equipment and the clothing of every individual must be carefully checked by the party leaders prior to departure, and if necessary, inadequately dressed or ill-equipped participants may not be able to participate in the activity.

Where the activity involves orienteering experiences, every leader must have advanced skills in compass use and map reading.

Obtain up-to-date weather information before and during excursion.

Know how shelter will be obtained if the weather worsens seriously; and be prepared to turn back if appropriate.

Communicate dates, times, and prospective stage-points to external agencies; arrange a 'check-in' reporting system, with deadline times.

Self-Protection for Churchworkers and Leaders

For further information, refer to section 5 of **Faithfulness in Service**.

When any Churchworker is working with children, the following should apply:

Numbers and Gender Balance

As far as practicable, two Churchworkers should be present at all activities.

Take into account the ages, number, ability and gender mix of the children; and the venue, time, duration and nature of the activity in determining the extent of supervision required.

Where the activity is of the 'adventure' type, then additional Churchworkers may be required and should include suitably qualified Churchworker/s.



Appendix G - Additional Child Safety information.....Continued

Clearly distinguish between the different levels of responsibility between Churchworkers and ensure the differences are understood.

Churchworkers should avoid out of sight or potentially compromising situations with children; e.g. one-on-one counselling with the door shut. Glass panels that allow full visibility into the room would be satisfactory.

As far as possible, a gender balance between Churchworkers should be maintained.

No person under the age of 18 years should be in a position of sole responsibility for any children or young people.

No group which includes children or young people under the age of 16 should be left unattended at any time.

Refer to the table below for activity ratio

<i>Activity</i>	<i>Ratio</i>	
AT LEAST TWO LEADERS MUST BE PRESENT		
Board sailing	1:4-6	<i>Ratios will vary according to:</i> <ul style="list-style-type: none"> • Equipment available • Size of the group • Nature of the activity • The venue • The age of students • Their ability • Their behaviour • Weather conditions • Experience of leader • Disabilities Or any number of other variables could lower the participant to leader ratio.
Bike riding	1:8	
Bushwalking - Local area	1:10	
- Rugged areas	2:10	
Camping - Residential	1:15	
- Canvas	1:10	
Canoeing (Kayaking)	1:6-8	
Caving	2:10	
Excursions (using transport)	1:20	
Fishing	1:10	
Horse Riding - Dressage and basic flat work	1:10	
- Trail riding	2:12	
Rock climbing	2:8	
Rowing	1:4-6	
Sailing	1:4-6	
Surfing	1:4-6	
Snorkelling	1:6-8	
Snow skiing - Resort areas	1:7	
- Away from resort	2:10	
Swimming Pools - Junior primary	1:10	
Primary	1:15	
Secondary	1:20	
Swimming Sea/River - Junior Primary	1:5	
Primary	1:10	
Secondary	1:4-6	
Water Skiing	2:4-6	
NB Epileptics in water	1:1	

Safe Environment

The provision of an environment that is safe for children where they are cared for and ministered to free from harm is necessary at all times.

At all times, sensible measures must be observed by everyone having contact with children to safeguard their physical, spiritual and emotional wellbeing.

Because we are the Church, we can be lulled into a false sense of security thinking our Churchworkers will never be guilty of harm. Taking measures to ensure children within our community are adequately supervised and have been provided with safe premises, grounds and equipment will minimise possible harm.

**Appendix G - Additional Child Safety information.....Continued
Administration**

A register must be kept and be available at all group meetings. As well as attendances, it should include up-to-date information on parents' contact numbers and any specific medical information on the children or young people.

Activities planned to take place away from church premises must be documented to ensure that appropriate insurance cover is available.

Inappropriate Advances

Children can sometimes make suggestive comments to an adult. They may develop a 'crush' on an adult and they may act inappropriately. Sometimes inappropriate physical contact can happen accidentally.

It is vital that the adult takes responsibility to:

Tell the child or young person that their language or behaviour is unacceptable, and inform the Rector/Priest-in-Charge about the incident, however embarrassing this is;

Record the incident. This may be a necessary safeguard if accusations are made later. The Churchworker, with their leader or Rector/Priest-in-Charge, should decide on what measures will be taken to help the child or young person and prevent a re-occurrence.

Ensure that no activity includes:

secret initiation rites and ceremonies;

nudity or engagement in sexual conduct;

the use or availability of prohibited materials [for example, illicit drugs].

Checklist for Self-Protection - Churchworkers and Leaders

Churchworkers and leaders are required to always:

Behave in a manner consistent with your position – be a positive role model;

Follow the guidelines and procedures in this document;

Treat all children with respect and be aware of their reactions to your behaviour;

Allow children to determine the level of physical contact they have with you provided that it is consistent with the section 'Appropriate Contact or Inappropriate Contact' on Pages 16 and 17.

Alert your team leader to situations which require a Churchworker of the opposite gender;

Report all concerns, issues and problems to your team leader as soon as possible.

Residential Activities

In the case of sleepovers or camps (residential activities) there **must be both male and female** leaders for mixed groups. It is highly recommended that a mature married couple be present.

Ensure that participants are adequately supervised with segregated sleeping areas for males and females. A leader should sleep near each group or if in cabins/dormitories in each room.

If possible, keep a light on all night for safe moving to the bathroom and ensure all leaders have a torch nearby. Take necessary steps to enable participants to have a sufficient amount of sleep.

Restrict participants from leaving the activity once they have arrived to ensure no one leaves and returns with alcohol or disappears.

Make sure the doors to the building are locked whilst you sleep.



Appendix G - Additional Child Safety information.....Continued

Actions to Take if Sexual Abuse or Misconduct Occurs During a Camp or Activity

If it has been disclosed or identified that sexually inappropriate behaviour or abuse has occurred, the Camp Leader should:

1. Ensure the safety and wellbeing of the child making the disclosure;
2. Contact the Director of Professional Standards and or Police immediately (depending on location and phone communications);
3. Do not question the alleged perpetrator;

**Appendix H - Health and Safety**

There must, as far as practicable, be access to a telephone [preferably a mobile, if within range]. Adults should be aware of fire procedures. Fire extinguishers must be regularly checked and fire drills carried out, especially when using other premises. Emergency exits must be clearly marked and never locked shut.

Children with infectious illnesses should not attend an activity [an exception exists in the case of HIV/AIDS where appropriate protective measures are in place].

Smoking should not be permitted in the areas where there are children.

Those having children in their care must not use alcohol and/or recreational or illicit drugs.

Children should not be able to leave the premises unsupervised or alone.

Children should not be allowed to walk to or from any activity along dark or badly lit paths.

Parents must sign a consent form before children are taken off-site for activities.

A First Aid kit should be available on any premises used by children or young people. An accident book should be kept with the kit and all accidents recorded in it.

When taking children off-site, a detailed program, list of attendees and list of contacts should be left with someone in the parish.

Emergency Plan

In the case of an accident:

Remain calm;

Ensure the wellbeing of the other group members;

Deal immediately with any injuries, if qualified;

Obtain necessary assistance;

Contact members of the group, if appropriate;

Contact the parents, as appropriate.

First Aid

The parish/faith community or agency working with children should provide first aid supplies and equipment. The location of the first aid facilities should be made known to all Churchworkers. At least one Churchworker present should have a current first aid certificate and all Churchworkers should have some knowledge of basic first aid.

Camps and Adventure Activities:

Careful planning is needed to avoid accidents and unfortunate incidents. An emergency plan for such instances needs to be in place.

Parents need to be fully informed about activities and the name of the contact person. In all off-site activities, the contact person should have details of planned activities or travel routes and will liaise between the parents and the group. The off-site location should be visited ahead of any planned activity and a risk assessment and risk management plan undertaken. The plan should be retained and the Diocesan template used as a guide.

Where it is planned that children take part in activities of risk [e.g. abseiling, rafting, climbing, etc], specific and prior written permission must be obtained from their parents/guardians. Qualified instructors must be accessed for these activities.

At least one person in any group should have a current first aid certificate.

The leader should be aware of the location of the nearest telephone or carry a mobile phone where possible.



Appendix H - Health and Safety.....Continued

The number for an ambulance in most areas of Western Australia is 000 but this could vary dependent on location. The correct number must be known prior to the commencement of the camp.

The first aid kit should be appropriately stocked for the venue and/or activity and checked regularly or immediately after use to replenish stock.

In the case of a child being injured;

Remain calm

Apply first aid

Ring an ambulance and follow the instructions given by the operator (see below)

Contact the parents as soon as possible

Complete an incident report at the completion

Re-assure/de-brief with other children/staff if serious injury or death occurs

When calling for an ambulance, remain calm, speak clearly and listen carefully.

The following information will be required:

Suburb

Street/Location

Cross Street

Contact details

Name of injured/sick child/person

What has happened

Give Medic-Alert Number if child is wearing a bracelet or pendant

If there are multiple casualties, give an estimated number of those injured and ages

If in a remote area, have someone meet the ambulance

In an emergency, the sooner the information is provided, the quicker the response of the ambulance will be.

Allergies

Camp enrolment forms include a section on medical emergencies.

Parents have a responsibility to ensure that any required medication is provided to camp/activity leaders and the necessary instruction for dosages should an emergency occur.

Children with diagnosed allergies should wear a Medic Alert bracelet; carry an EpiPen; or their medication.

Where possible, peanuts should not be an included ingredient.

HIV/AIDS

Good hygiene should ALWAYS be practiced. Disposable latex gloves and a disposable apron should always be used when dealing with broken skin, body fluids and faeces.

Confidentiality regarding a child's HIV status should always be maintained.



Appendix I - Safety Factors

Electrical - Ensure all mains-operated equipment is properly connected and correctly operated. Malfunctions should be reported promptly. All buildings should have safety switches. Power points that are accessible to small children should have safety plugs in them when not in use.

Poisons - All household chemicals, medicines, cleaning and gardening products should be kept out of reach of children and in a safe and secure location. The telephone number of the Poisons Information Centre should be known to Churchworkers and displayed on the first aid kits.

Playground Equipment - All playground equipment owned by the parish/faith community or agency relating to children should be checked regularly and comply with Australian Safety Standards.

Fire - A fire response and evacuation procedure should be formalised and all Churchworkers and children regularly made aware of it and fire drills conducted. Churchworkers should be familiar with the layout of the buildings and the location of exits and fire extinguishers and know how to evacuate the premises. In the case of a fire, Churchworkers will move people away from danger and notify the fire brigade. All efforts to control the fire in a safe manner should be attempted, but the first responsibility is to the children.

Films, Computer and Video/DVD Equipment - Churchworkers should be aware of the ages of the children and abide by censorship standards.

Social Media / Photography at Camps or Activities - It is possible that children may have;

- Computer access at camps or holiday activity groups

- A mobile phone

- A camera

- Access to Social Media

Uploading of images should be discouraged unless the content has been checked by a camp/activity leader.

If a major incident occurs (i.e. death or serious injury of a child or adult), those in attendance **MUST NOT** enter the information on Social Media.

The following should be inserted on Camp Registration forms and re-iterated prior to the commencement of the camp:

With ease of access to mobile phones and social media, my child is aware that:

- The uploading of any images that are indicative of sexualised behaviour or stages of undress or nakedness is not permitted.

- The uploading of images to social media sites is not permitted unless the content has been checked by the camp director.

- The entering of any information that may indicate sensitive information about a camp incident is not permitted.

Further information can be obtained from Faithfulness in Service.

Smoking / Drugs / Alcohol - Whilst caring for children, all Churchworkers will:

- Refrain from smoking at all times while in the presence of children.

- Refrain from smoking inside buildings, vehicles, tents and enclosures.

- Not be adversely affected or impaired by drugs and/or alcohol.

Equipment and Clothing - Equipment is to be checked to ensure that it is functional and safe for its intended use. Suitable clothing and footwear for the activity is to be worn by all participants.

**Appendix I - Safety Factors.....Continued**

Venue - Churchworkers should be familiar with the venue so that they are aware of potential hazards and can prepare the risk assessment and management plan.

Emergency Services - The Churchworker in charge or designated leader must be aware of the location of first aid/medical services in the area, police, local fire service, ambulance and any other emergency services. This information should be available to all group leaders.

Checklist for Safe Activities**Overall Activity:**

What is the purpose of the activity?

What resources are available?

What am I going to do if an accident happens during this activity?

What is my emergency plan?

Are there specific guidelines for this activity?

If the activity involves food, what plans do I have to maintain its freshness?

What will I do if there is a change in the weather?

If the activity involves transportation, how will I arrange this and how will I ensure the safety of the children? Do all the drivers meet the requirements as specified?

If the activity is a physical activity, do I have appropriately trained people available?

Participants:

What is the size of the group? How many males/females?

Is the activity appropriate for the ages and abilities of the participants?

If there is a broad range of ages, have I taken steps to ensure that they can all participate safely?

Are there any special needs – behavioural problems, medical conditions, food allergies?

What will I do with the children who do not want to participate?

Have I informed the parents and caregivers and obtained their permission in writing?

How will I keep track of the participants?

Have I considered the children's needs for food, drink, warmth, shelter?

Team Members:

How many team members will be required for safety?

Do I need both male and female Churchworkers?

Have I prepared a briefing for Churchworkers and where necessary provided training for the team?

Do I have a Churchworker who is experienced in first aid?

Equipment:

Is the activity equipment in safe working order?

Is the equipment suitable for the activity? Am I using it for the purpose it was designed?

Does the Churchworker/s using and setting up the equipment have the right skills?

Do I have first aid equipment?

Do I have spare items of clothing, food, drink, equipment?

Venue

Is the venue suitable for the activity?

Has the venue been checked in advance?

Is there adequate space?

Are there clearly defined boundaries to the area?

Are there any hazards present; and if so, are they cleared?

Is the food preparation area adequate and suitable?



Appendix I - Safety Factors.....Continued

Is the venue secure?

Is the structure of the venue [if indoor] safe?

Are there fire extinguishers, safety exits?

Transport

The following steps must be taken before the transportation of group members on any excursion or outing:

Roadworthiness - Ensure that the transporting vehicle is roadworthy and is registered. Driving an un-roadworthy vehicle may be just as negligent as driving a roadworthy vehicle carelessly.

Liability for damage - Ensure that the driver/owner understands that, in the case of an accident or damage to the vehicle, the church/group/agency has no obligation to cover the cost of any damage or repairs. Comprehensively insured vehicles should be the first option but this is not always possible.

Competent drivers - Entrust the transportation of members only to competent drivers with an open license and at least two years positive driving experience [that is, without any convictions for driving offences and without an accident history]. Under no circumstances should children or young people be transported in a vehicle driven by a person with a learner's permit.

Use of Private Vehicles - Parents are to be informed about the transportation arrangements and given an opportunity to object if they so desire.

Seat Belts - Ensure that each participant is wearing the seat belt provided in the vehicle. No person should be conveyed in a private vehicle unless a seat belt is available. At no time should group members be permitted to travel in a private vehicle in which seat belts are not available.

Public Transport - In the case of an accident while on any form of public transport, the Churchworker must have accurate records of names of participants with them for the information of the emergency services.

Bus Safety - Standing in buses should not be permitted. If fitted, seat belts must be worn. It is the driver's responsibility to ensure that seat belts are worn. It is the responsibility of the Churchworker to determine that the driver has an appropriate and current license for the vehicle being driven.

Travel in Hazardous Areas - When travel may involve roads and conditions that would make some vehicles unsafe, the Churchworker should be satisfied that the trip can be undertaken safely, that the driver is reliable and experienced in the conditions, that the vehicle is mechanically sound and properly equipped for the conditions.



Appendix I - Safety Factors.....Continued

Checklist for Transport

Does the driver have sufficient driving experience – at least two years?

Does the driver have a good driving record – no speeding tickets, no traffic fines, and no serious driving offences?

Does the driver have the right type of current and unendorsed license for the type of vehicle he/she will be driving?

Is the vehicle fully registered, comprehensively insured, roadworthy and SAFE?

Does the number of passengers match the number of seatbelts?

If the route includes travel on dirt or rough roads, are the driver's skills appropriate?

Does the vehicle have enough – petrol, oil, water?

Does it have safe tyres and working lights?

If a long trip is planned, are two-hourly breaks for the driver scheduled in? Should driver change-overs be planned?

Is the vehicle towing a trailer or caravan?

Is the driver skilled and experienced in towing?

Is the trailer safe? Do the lights and brakes work?

Do the children know how to behave well in the vehicle?

Have all parents/caregivers given written permission for their children to travel in the vehicle?

Does the Rector/Priest-in-Charge know where the driver and passengers are going, what time they will be there and how to contact them during the trip and on arrival?

Is there an appropriate balance of gender and ages?