



Gympie Baptist

Reaching All Ages For Christ

Risk Management Strategy

Working with Children and Young People

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Contents	2
Part 1. Introduction	3
Part 2. Preliminary	4
1. Purpose	4
2. Related documents	4
3. Definitions	4
4. Who must comply with this Strategy	4
5. Scope of Strategy	4
Part 3. Policy	5
Division 1. Staff and volunteer Pre-Screening and Selection	5
6. Volunteers	5
7. New employees	5
8. Existing employees	5
9. Persons legally exempt from holding a Blue Card	5
10. Withdrawal of screening authority	5
11. Recording of current Blue Cards	5
12. Agreement to comply with policies and codes	5
Division 2. Additional Staff and Volunteer Selection Steps	5
13. Application process for staff and volunteers	5
14. Church leadership obligations under application process	6
15. Additional employment requirements	6
16. Upon receipt of positive Blue Card notice	6
Division 3. Risk Management Process	6
17. Guidelines for involvement with children and young people	6
18. Annual Permission Form	7
19. High Risk Activities / Special Events	7
20. Children / Young People : Adult Ratio	7
21. Attendance Record	7
22. Complaints of harm procedure	7
23. Equipment/Premises Audit	8
Part 4. Compliance	8
24. Monitoring Blue Cards and Annual Declaration	8
25. Stolen or lost cards	8
26. Criminal Convictions - obligations of staff and volunteers	9
27. Criminal Convictions - obligations of church leadership or nominee	9
28. Criminal 'charges' for excluding offences pending conviction or acquittal	9
29. Negative notices	9
30. Breaches	9
Appendix 1. CODE OF CONDUCT	11
Appendix 2. DEFINITIONS	13
Appendix 3. APPLICATION FOR WORKING WITH CHILDREN/YOUNG PEOPLE	14
Appendix 4. RECORD OF REFERENCE CHECK	17
Appendix 5. BLUE CARD REGISTER	18
Appendix 6. INTERVIEW WITH APPLICANT	19
Appendix 7. BREACH CONSEQUENCES UNDER THE ACT	20
Appendix 8. EXCLUDING OFFENCES	21
Appendix 9. ANNUAL CHECKLIST	23
Appendix 10. ANNUAL DECLARATION	24
Appendix 11. ANNUAL PERMISSION FORM	25
Appendix 12. HIGH RISK ACTIVITIES/SPECIAL EVENTS	26
Appendix 13. DRIVER APPLICATION	29
Appendix 14. ATTENDANCE RECORD	30
Appendix 15. HARM / INCIDENT REPORT	31
Appendix 16. EQUIPMENT / PREMISES AUDIT	32
Appendix 17. FORMS FROM THE COMMISSION	35
Form A – Blue Card Application	
Form B – Exemption Card Application	
Form C – Authorisation to Confirm Valid Blue Card	
Form D – Change of Personal Details	
Form E – Lost or Stolen Cards	
Form F – Change in Police Information	
Form G – Request to Cancel Card	

PART 1. INTRODUCTION

The **Commission for Children and Young People and Child Guardian Act 2000 (Qld)** (“The Act”) requires that Queensland Baptists develop and implement a Child Protection Risk Management Strategy (“The / This Strategy”) for Blue Card requirements. The purpose of the Strategy is to promote the well being of children and young people who come into contact with Queensland Baptists (“QB”) and to protect them from harm.

Queensland Baptists Risk Management Strategy incorporates the following elements:

- A commitment to a child safe culture which is made explicitly through Queensland Baptists Child Protection Strategy;
- Procedures for receiving and reporting disclosures of harm;
- Procedures for the identification, evaluation, control and review of risks; and
- Procedures for the screening and selection of staff.

This Strategy does not replace existing Child Protection documentation (such as Safe Places) currently in use in Queensland Baptist Churches. The Strategy supplements existing policies and procedures. However, facility specific documentation should be consistent with this document and, to the extent of any inconsistency, this Strategy shall prevail.

Responsibility for implementing this Strategy rests with the church leadership.

Status of Blue Card holder	Type of Contact with children/young people	Level of risk			
		Very high	High	Medium	Low
Blue Card under review	Regular				
	Irregular				
Blue Card being applied for	Regular				
	Irregular				
Current Blue Card / Exemption Card holder	Regular				
	Irregular				

The above risk management evaluation has been used to direct the Strategy contained in this document. The evaluation is part of a detailed policy document which contains recommendations and research relating to risk management. Much of this research has provided the rationale for much of this policy.

PART 2. PRELIMINARY

1. Purpose

Queensland Baptists' philosophy of care is based upon the conviction that we must care for our children and young people in ways that respect their dignity and value as unique individuals in a Christ-like manner. To that end this Strategy aims to promote the well being of children and young people under our care and to protect them from harm.

2. Related documents

Documents that relate to or are affected by this Strategy include:

- (a) Code of Conduct (*Appendix 1*);
- (b) Church Constitution;
- (c) Safe Places Workbook;
- (e) *Commission for Children and Young People and Child Guardian Act 2000 (Qld)*.

3. Definitions

The dictionary in *Appendix 2* defines particular words in this Strategy.

4. Who must comply with this Strategy

This Strategy applies to the following persons, referred to in this document collectively as “staff and volunteers”:

- (a) Employees of the church who have regular contact with children and young people;
- (b) Volunteers of the church who have regular contact with children and young people;
- (c) Contractors or agents at the church who have regular contact with children and young people;
- (d) All members of the church leadership team who make decisions about children and young people.

5. Scope of Strategy

This Strategy is effective from 1 December 2010 and covers the following:

- (a) Staff and volunteer screening and selection;
- (b) Standards of behaviour expected of staff and volunteers (Code of Conduct);
- (c) Prevention of harm through the adoption of a risk management process;
- (d) Minimisation of harm through procedures for dealing with and reporting allegations of harm.

PART 3. POLICY**Division 1. Staff and volunteer Pre-Screening and Selection****6. Volunteers**

A volunteer must not be engaged unless an application for a current Blue Card has been made and a current Blue Card is issued to the volunteer (Section 104B The Act).

7. New employees

An application for a Blue Card must be made prior to a new employee commencing work. New employees must not commence work until the application has been made (Section 106A The Act).

8. Existing employees

An application for a Blue Card must be made in circumstances where the currency of an existing employee's Blue Card has expired. Existing employees must not be allowed to continue to work until the application has been made (Section 105 CCYPCG Act).

9. Persons legally exempt from holding a Blue Card

Registered teachers and Police Officers legally exempt from holding a Blue Card under the Act shall be required to obtain an Exemption Card if they have regular contact with children and young people as part of a church ministry.

10. Withdrawal of screening authority

Where a person withdraws their consent to screening under a Blue Card application, that person cannot commence or continue work.

11. Recording of current Blue Cards

Church leadership (or their nominee) are responsible for ensuring the timely and accurate recording of information relating to positive notices (see *Appendix 5*). The church leadership must sight the Blue Card to verify its authenticity before entry of data.

12. Agreement to comply with policies and codes

Upon commencement of employment, new staff or volunteers must be provided with a copy of this Strategy including the Code of Conduct.

Division 2. Additional Staff and Volunteer Selection Steps**13. Application process for staff and volunteers**

In addition to the requirements contained in Division 1, all staff and volunteers must undergo the following application process:

- (a) Apply for a Blue Card (*Appendix 17, Form A*) or if legally exempt apply for an Exemption Card (*Appendix 17, Form B*) or if a Blue Card is already held complete an Authorisation to Confirm Valid Blue Card (*Appendix 17, Form C*);
- (b) Submit a written application (*Appendix 3*);

- (c) Provide the telephone numbers of at least two referees;
- (d) Attend an interview if deemed necessary by church leadership (*Appendix 6*);
- (e) Sign an agreement to abide by the Code of Conduct (*within Appendix 3*).

14. Church leadership obligations under application process

Where a person makes an application under section 13 above the church leadership (or their nominee) must ensure the following before agreeing to accept the application:

- (a) All churches the applicant has attended (or been involved or connected with) in the past five (5) years are to be contacted and asked whether there have been any alleged or actual incidents of harm involving the applicant;
- (b) If the church leadership determines that more detailed information is required from the application, interview the applicant using the questions in *Appendix 6* as a guide to ascertain the suitability of the applicant;
- (c) The person has attended the church regularly for a minimum of six (6) months unless exceptional circumstances apply;
- (d) If the applicant has not obtained their Blue Card through the church, the church leadership in their discretion should also obtain an 'Authorisation to Determine Valid Blue Card' from the Commission (*Appendix 17, Form C*);

15. Additional employment requirements

These additional requirements apply in the following situations:

- (a) Where certain roles require accreditation or registration under the Baptist Union of Queensland, the applicant must also successfully pass an application under the Ministerial Guidelines;
- (b) Where a job or role description has stipulated additional educational, skill or other requirements, the applicant is also required to satisfy these criteria before employment will be considered.

16. Upon receipt of positive Blue Card notice

Once a Blue Card has been received the church leadership (or nominee) can:

- (a) Use their discretion to accept or reject the application taking into consideration all factors of the application process;
- (b) If the application is accepted, enter the staff or volunteer's details into the Blue Card Register contained in *Appendix 5*;
- (c) Provide staff or volunteers with induction training that includes the church's Risk Management Strategy for Working with Children and Young People.

Division 3. Risk Management Process

17. Guidelines for involvement with children and young people

All staff and volunteers must comply with the Code of Conduct (*Appendix 1*) while being involved with children and young people.

18. Annual Permission Form

All parents and legal guardians will be required to sign an annual declaration form (*Appendix 10*), giving staff and volunteers in children/young people ministry roles responsibility of their children/young people and entrusting them with safety and wellbeing of their children/young people in all planned and incidental activities throughout the year.

19. High Risk Activities / Special Events

When undertaking a high risk activity or special event an Activity Application must be completed with all potential risks identified and recorded (*Appendix 12*). An effective risk management plan will then be developed and implemented (*Appendix 12*) to remove or minimise the risk of harm to children and young people. Permission to proceed must be granted by the church's Child Safety Coordinator for all high risk activities or special events.

If the high risk activity or special event involves children or young people being driven then all adults driving will be required to complete a driver application (*Appendix 13*) and have it approved by team leader before undertaking activity.

20. Children/Young People : Adult Ratio

Safety ratios must be adhered to for all activities that fall outside of the normal scope of ministry activities (high risk activities or special events). These ratio guidelines are included on activity applications (*Appendix 12*). Ministries, such as Crèche and Kingdom Kids, running during the same time as the church service are not required to adhere strictly to these guidelines as parents and guardians are within easy reach if assistance is required. A standard ratio of 1:8 is adequate in these situations.

Recommended Safety Ratios

Children Under 2 years old – 1:3

Children 2 to 6 years old – 1:5

Children 7 to 9 years old – 1:6

Children 10 to 12 years old – 1:8

Young people 13 to 15 years old – 1:15

Young people 16 and 17 years old – 1:20

Ratios will need to be modified with consideration to various factors including special needs, behavioural issues, high risk activities such as swimming and cooking, high risk venues.

21. Attendance Record

A record must be obtained and kept of children and young people attending children's and young people's ministries. Ministries that involve children under the age of five years old require them to be signed in and out of the care of the adult leading the ministry by a parent or guardian (*Appendix 14*).

22. Complaints of harm procedure

Where there is a report of harm or a breach of the Code of Conduct the following procedure will apply:

- (a) All allegations must be reported to the church leadership (or their nominee) unless the allegations involve (either directly or indirectly) an Accredited Church Worker, and then the complaint should be made to the General Superintendent or a Regional Consultant or the Chairperson of Ministerial Services;
- (b) The designated person must complete a harm report (*Appendix 15*);
- (c) The designated person must also determine whether to report the matter to the police, Department of Child Safety and or the church's Regional Consultant taking the following factors into consideration:
 - (i) The severity of the allegation;
 - (ii) The likelihood that the report is false, vexatious or malicious;
 - (iii) Whether the victim or any other person is in any danger of future harm;
 - (iv) There is knowledge, which would assist authorities to apprehend or convict a person of a serious offence,
 - (v) The incident involved physical or sexual assault.

If the designated person is unable to make a determination, the decision should be made in consultation with the legal adviser of QB.

- (d) Where the person is charged, or convicted of a criminal offence, the procedures in sections 22 to 26 of the Strategy also apply.

23. Equipment /Premises Audit

An equipment and premises audit (*Appendix 16*) must be completed every six months by the Child Safety coordinator or designated maintenance person. If any unsafe areas or equipment are noted action must be taken immediately to rectify the problem.

PART 4. COMPLIANCE

24. Monitoring Blue Cards and Annual Declaration

The church leadership (or its nominee) should review the Blue Card Register (*contained in Appendix 5*) annually to ensure the following:

- (a) Blue Cards are still current and positive;
- (b) That all staff and volunteers covered in section 4 of this Strategy are included in the register.
- (c) That all staff and volunteers sign an Annual Declaration (*Appendix 10*) that they will abide by this Strategy and church's Code of Conduct.

25. Stolen or lost cards

If a Blue Card is stolen or lost, the following procedure will apply:

- (a) The staff or volunteer must notify the church leadership (or its nominee) within five (5) days;

- (b) The staff or volunteer must make an application to the Commission for a new card within fourteen (14) days of the card being lost or stolen (*Appendix 17, Form E*).

26. Criminal Convictions - obligations of staff and volunteers

If the staff or volunteer has any changes to their criminal history they must:

- (a) Notify the Commission immediately (*Appendix 17, Form F*);
- (b) Notify the church leadership (or nominee) immediately;
- (c) Stand down from their position until they receive a new Blue Card;
- (d) Return their old Blue Card to the Commission within seven (7) days;
- (e) Apply to the Commission for a positive notice.

27. Criminal Convictions - obligations of church leadership or nominee

As soon as the church leadership (or its nominee) receive notification of a change in criminal history of the staff member or volunteer (other than an excluded offence dealt with in section 24 below) they must:

- (a) Suspend the person from all ministries involving children and young people until they apply for a new Blue Card;
- (b) Complete Part B in the Change in Police Information form (*Appendix 17, Form F*);
- (c) If a new Blue Card is later received from the Commission, reinstate the person;
- (d) If a negative notice is received, the person cannot apply, start or continue in their position.

28. Criminal ‘charges’ for excluding offences pending conviction or acquittal

If a staff member or volunteer is merely ‘charged’ with an excluding offence (*defined in Appendix 8*) the following procedure must apply:

- (a) The person charged or the church leadership (or nominee) must notify the Commission;
- (b) The person charged cannot apply, start or continue to work in the church ministries involving children;
- (c) The person charged must return their Blue Card to the Commission within seven (7) days;
- (d) The church leadership (or nominee) must suspend the person charged. They cannot terminate the person’s employment solely or mainly because the person’s Blue Card is suspended. If a new Blue Card is later received from the Commissioner, they can reinstate the person;
- (e) If a negative notice is received, the person charged cannot continue to work in church ministries involving children.

29. Negative notices

If a person is convicted of a serious offence or the Commission cancels their Blue Card and issues a negative notice to the person, that person must immediately return the Blue Card to the Commission.

30. Breaches

If any staff member or volunteer breaches this Strategy, the following will apply:

- (a) Where the applicant has breached legal requirements under the Act, the Commission will be notified and the person will be subject to disciplinary action under their procedures (*penalties contained in Appendix 7*);
- (b) If the breach falls outside the scope of the Act, the dispute resolution procedure in the Church Constitution will apply unless there is no dispute resolution procedure, and then:
 - (i) The church leadership will discipline the person using the rules of natural justice;
 - and
 - (ii) The decision of the church leadership will be final.
- (c) Where an Accredited Pastor, Student Pastor or Pastoral Assistant causes the breach, the General Superintendent or a Regional Consultant or the Chairperson of Ministerial Services will be contacted.

APPENDIX 1. CODE OF CONDUCT

1. The staff and volunteers must respect persons and property and acknowledge that they:

- a) Must be responsive and courteous to others and avoid improper use of their position;
- b) Must avoid discriminatory and /or harassing treatment of others;
- c) Must not swear or use inappropriate or crude language in the presence of, or towards others;
- d) Must show integrity at all times and act in a manner consistent with a church representative;
- e) Must respect privacy and protect the confidential information of others.

2. The church is committed to maintaining a drug and alcohol free environment with children and young people, and the staff and volunteers acknowledge that:

- a) The consumption, sale of or being under the influence of alcohol or illegal drugs while working with children or young people (other than properly prescribed and administered drugs) will result in dismissal and possibly a report to the police.

3. In relation to behaviour, staff and volunteers acknowledge that they:

- a) Must not be alone with children or young people where they cannot be seen by other Church Workers;
- b) Must not take a child or young person to their home or visit a child or young person in their home unless the visit is part of an organised activity for the group or in the company or consent of the child's parents or guardians.
- c) Must not make any sexual or crude innuendos such as suggestive looks, comments, jokes, sounds, display visuals, words, acts or gestures towards any child, young person or Church Worker;
- d) Must not touch, hug, or kiss any person in a way that is inappropriate to the situation, or uncomfortable or confusing to the receiver;
- e) Must not drive a child or young person unaccompanied unless in extreme circumstances and after gaining permission from child's/young person's parents or guardian and the church leader in a direct position of responsibility;
- f) Must not commit any sexual offence, sexual misconduct committed against, with or in the presence of a child/young person (including a child pornography offence) or any assault, ill treatment of or neglect of a child/young person or any behaviour that causes psychological or other harm to a child or young person.

4. In relation to counselling, staff and volunteers acknowledge that they:

- a) Will not step beyond their level of competency or training;
- b) Will not encourage children or young people to keep things hidden from their parents, guardians or other leaders;
- c) Will not counsel members of the opposite sex;
- d) Will always counsel in an open area, never in a closed room;
- e) Will only console if this is with the permission and or welcomed by the child or young person;

- f) Will only console same gender of child/young person and with another staff or volunteer within sight;
- g) If a child or young person makes a disclosure regarding any kind of harm, this disclosure must be divulged to church leadership (however the disclosure must not be revealed to any other person).

5. In relation to pornography and sexuality, staff and volunteers acknowledges that they:

- a) Will not view pornography privately;
- b) Will not display, discuss or distribute pornography to colleagues, children or young people;
- c) Sexuality of staff must be under the guidelines and Lordship of Christ (i.e. crude sexual jokes, inappropriate remarks are not permitted);
- d) Will dress modestly, and not sexually suggestive. Insulting remarks or slogans contrary to Christian principles should not be displayed on clothing.

6. In relation to occupational health & safety, staff and volunteers acknowledge that they:

- a) Must not put themselves or others in danger;
- b) Must not intentionally or recklessly interfere with or misuse anything in the interests of safety;
- c) Must follow safe work practices and encourage others to do the same;
- d) Staff must be familiar with the operation and location of phones, first aid kits and fire extinguishers and should know the identity of the first aid attendant in their area;
- e) Staff must report all incidents and accidents.

7. If there is a breach by any person, staff and volunteers agree to:

- a) Report any suspected breaches of this Code of Conduct or of the law by colleagues to the church leadership immediately;
- b) Take careful written records of any suspected breaches;
- c) Not make a report which is false, vexatious or malicious.

APPENDIX 2. DEFINITIONS

<i>Accredited Church Worker</i>	means a Pastoral Assistant, a Student Pastor or an Accredited Pastor in a Baptist Church in Queensland.
<i>Blue Card</i>	means the card issued by the Commission after an application is received, verifying suitability for working with children/young people. A positive notice always accompanies a Blue Card and accordingly where the term 'Blue Card' is used in this Strategy document, this also refers to the positive notice issued by the Commission.
<i>Child/Young person</i>	is any person under eighteen (18) years of age.
<i>Church</i>	means Gympie Baptist Church and the associated ministries of the church.
<i>Church Leadership</i>	means primary governing group of the church such as elders or deacons.
<i>Designated person</i>	means the person appointed by the church to be responsible managing all Blue Card related issues which includes but is not limited to the Blue Card Register, application forms, Blue Card forms and harm reports. If there is no designated person in the church, this person means the most senior pastor in the church.
<i>CCYPCG Act</i>	means the <i>Commission for Children and Young People and Child Guardian Act 2000 (Qld)</i> .
<i>Harm/Incident</i>	means any detrimental effect of a significant nature on the child's physical, psychological or emotional well being caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation.
<i>Parent/Guardian</i>	means custodial parent or lawful guardian of the child or young person.
<i>Regular Contact</i>	means regular contact with children/young people as defined as: <i>(i) at least 8 consecutive days; or</i> <i>(ii) at least once a week for each week during a period of 4 weeks; or</i> <i>(iii) at least once a fortnight for each fortnight during a period of 8 weeks;</i> <i>(iv) at least once a month for each month during a period of 6 months</i> <i>(Section 105 (1) (b) and s 106 (1) (c) CCYPCG).</i>
<i>Staff and volunteer</i>	refers to both volunteers who have regular contact with children/young people, paid employees who have regular contact with children/young people, contractors or agents at the church who have regular contact with children/young people at the church or members of the leadership team who make decisions about children/young people.
<i>The Act</i>	means the <i>Commission for Children and Young People and Child Guardian Act 2000 (Qld)</i> .
<i>The Commission</i>	the Commission for Children and Young People.

Appendix 2 – page 1 of 1

APPENDIX 3. APPLICATION FOR WORKING WITH CHILDREN AND YOUNG PEOPLE

1. PERSONAL INFORMATION

FULL NAME:	DOB:
ADDRESS:	
PH:	EMAIL:

2. MINISTRIES/ACTIVITIES

What type of ministries/activities would you like to be involved in?	
What do you believe are your gifts, talents and abilities that may be especially suited to children's /young people's ministry?	

3. CHURCH INVOLVEMENT

Length of attendance at church: _____	Are you a member of the church? Yes/No
Name of all the churches you have attended or been involved in during the past 5 years:	<ul style="list-style-type: none"> • _____ • _____ • _____
List all previous involvement in church involving children/young people (please include what church next to the type of work)	<ul style="list-style-type: none"> • _____ • _____ • _____
Please list any other qualifications or training applicable to children's/young people's ministry;	

4. OVERSEAS STATUS

Have you lived or worked overseas for more than 12 months in the last 5 years?	Yes / No	Where?
Do you consent to a criminal history check in these countries if deemed necessary?	Yes / No	

5. REFEREES (2 REQUIRED)

Referee 1:	Name:	Phone:
	Address:	
Referee 2:	Name:	Phone:
	Address:	

6. BLUE CARD INFORMATION

Do you currently hold a Blue Suitability Card or Exemption Card?	Yes / No	Reference Number: _____ Expiry Date: _____
Copy of Blue Card / Exemption Card attached	Yes / No	*Must also hand original to leader. Initial to confirm sighting _____
Application for Blue Card / Exemption Card received	Yes / No	Date: _____
Sent to the Commission	Yes / No	Date: _____
* Note – you MUST complete an application to be considered or accepted in any positions involving children/young people		

7. MEDICAL INFORMATION

Medicare Number:	
Private health provider (if applicable):	
Allergies (if applicable):	
If you have any medical conditions or any other relevant information that may impact your involvement in children's or young people's ministries please include information:	

8. APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorise churches listed in this application to give you any information they may have regarding my character and fitness for working with children and young people. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" (Matthew 19:14). I agree to minister to the children/young people in my care in a Godly and biblical manner in accordance with the church's Code of Conduct and to teach them material in agreement with the doctrinal beliefs and policies established by the leadership of the Gympie Baptist Church. I understand that if the church leadership at any time deemed my conduct inappropriate in children's/young people's ministry I could be asked to step down from my role immediately.

Signature

Date

LEADERSHIP USE ONLY:

I confirm that I have completed the following in relation to the applicant:

- Sighted the original Blue Card
- Confirmed the expiry date on the Blue Card
- Forwarded the Blue Card application (if applicable to the Children's Commission)
- Contacted the referees and churches and completed the 'record of references check'

Details of person:

Signed: _____ Date: _____

Full name: _____

APPENDIX 4. RECORD OF REFERENCE CHECK

1. DETAILS OF APPLICANT

Full name:	
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2. FIRST REFEREE CONTACTED

Full name:		Date:	
Relationship with applicant:		Contacted by:	__ Phone __ Letter __ Conversation in person
Summary of remarks concerning suitability for working with children or young people:			

3. SECOND REFEREE CONTACTED

Full name:		Date:	
Relationship with applicant:		Contacted by:	__ Phone __ Letter __ Conversation in person
Summary of remarks concerning suitability for working with children or young people:			

4. CHURCH CONTACTED

Full name:		Date:	
Contacted by:		__ Phone __ Letter __ Conversation in person	
Summary of remarks concerning suitability for working with children or young people:			

5. CHURCH CONTACTED

Full name:		Date:	
Contacted by:		__ Phone __ Letter __ Conversation in person	
Summary of remarks concerning suitability for working with children or young people:			

Details of person who conducted check: Signature: _____ Name: _____ Date: _____

Appendix 4 – page 1 of 1

APPENDIX 6. INTERVIEW WITH APPLICANT

Please note, these questions are simply a guide. Use your discretion to elaborate on any issue raised, or ask for more details on issues raised in application.

Questions:

1. What involvement / experience in the past have you had with children / young people?
2. Why do you want to be a part of this ministry?
3. Have you ever read the staff / volunteer Code of Conduct? Do you have any questions regarding this policy?
4. Why do you think that a Strategy of this kind is necessary?
5. Who did you obtain your Blue Card through?
6. Have you ever been known by any other name?
7. Have you ever been in a situation where a complaint of harm against a child / young person has been made against you?

APPENDIX 7. BREACH CONSEQUENCES UNDER THE ACT

Crime (1 penalty unit currently = \$75.00 – make adjustment accordingly if this changes)	Section of Act	Maximum penalty
Failure to implement a Risk Management Strategy.	S 99G	\$1,500.00 (20 penalty units)
Employer employs a volunteer without receiving a positive notice.	S 104B (2)	\$750.00 (10 penalty units)
Employer employs a paid employee without applying for a positive notice.	S 106 A	\$750.00 (10 penalty units)
Employer already has a staff member employed, and the employer has not yet 'applied' for a positive notice.	S 105 (2)	\$750.00 (10 penalty units)
Employer employs someone who withdraws their consent to screening.	S 107 (a)	\$750.00 (10 penalty units)
Employer employs someone when they have received a 'deemed withdrawal' notice from Commission or the employer is aware a current negative notice has been issued.	S 107 (b) & (c)	\$7,500.00 (100 penalty units)
Person has a negative notice but applies for, starts or continues a position.	S 108 (1)	5 years in prison or \$37,500.00 (500 penalty units)
Person withdraws their consent to screening but applies for, starts or continues in a position.	S 108 (2)	1 year prison or \$7,500.00 (100 penalty units)
A church leader does not have a current positive notice.	S 109	5 years prison or \$37,500.00 (500 penalty units)
A person who is convicted of a serious offence or charged with excluding offence starts or continues in the position.	S 111	5 years prison or \$37,500.00 (500 penalty units)
Person fails to disclose to employer change in criminal history.	S 112 (2) and s 114	\$7,500.00 (100 penalty units)
If after receiving disclosure of employee's criminal history the person is continued to be employed without applying for another prescribed notice.	S 112 (3)	\$7,500.00 (100 penalty units)
Person makes a false or misleading disclosure.	S 115 or s 116	2 years prison or \$7,500 (100 penalty units)
Person fails to return Blue Card if convicted of serious offence or Commission cancels Blue Card.	S 117 (2)	\$7,500.00 (100 penalty units)
Person is charged with excluding offence pending outcome, Blue Card is suspended but then applies, starts or continues position.	S 119C (3)	2 years prison or \$15,000.00 (200 penalty units)
Person charged with an excluding offence fails to return Blue Card within 7 days.	S 119C (4)	\$7,500.00 (100 penalty units)
Employer continues to employ person charged with excluding offence who has had card suspended.	S 119D (8)	2 years prison or \$15,000.00 (200 penalty units)
If Blue Card is lost or stolen and no replacement is applied for within 14 days.	S 120 (1)	\$750.00 (10 penalty units)
Person failed to notify Commission of change in details (i.e. name etc).	S 120A	\$750.00 (10 penalty units)

APPENDIX 8. EXCLUDING OFFENCES

(Section 23 of policy)

Computer Games

- Demonstration of an objectionable computer game before a minor.
- Possession of objectionable computer game.
- Making objectionable computer game.
- Obtaining a minor for objectionable computer game.

Films

- Possession of objectionable film.
- Making objectionable film.
- Procurement of minor for objectionable film.

Publications

- Sale etc. of prohibited publication or child abuse photograph.
- Possession of prohibited publication.
- Possession of child abuse publication or child abuse photograph.
- Exhibition or display of prohibited publication or child abuse photograph.
- Leaving prohibited publication or child abuse photograph in or on public place.
- Producing prohibited publication.
- Procurement of minor for RC publication or child abuse photograph.
- Leaving prohibited publication or child abuse photograph in or on private premises.
- Obscene publications and exhibitions.
- Involving child in making child exploitation material.
- Distributing child exploitation material.
- Possessing child exploitation material.

Internet

- Using internet etc. to procure children under 16.

Unlawful Acts

- Unlawful sodomy.
- Attempted sodomy.
- Indecent treatment of children under 16.
- Bestiality.
- Owner etc. permitting abuse of children on premises.
- Carnal knowledge with or of children under 16.
- Abuse of intellectually impaired persons.
- Procuring young person etc. for carnal knowledge.
- Procuring sexual acts by coercion etc.
- Taking child for immoral purposes.
- Conspiracy to defile.

- Incest.
- Maintaining a sexual relationship with a child.
- Unlawful homicide.
- Attempt to murder.
- Conspiring to murder.
- Killing unborn child.
- Disabling in order to commit indictable offence.
- Stupefying in order to commit indictable offence.
- Acts intended to cause grievous bodily harm and other malicious acts.
- Torture.
- Maliciously administering poison with intent to harm.
- Female genital mutilation.
- Removal of child from state for female genital mutilation.
- Failure to supply necessities.
- Endangering life of child by exposure.
- Rape.
- Attempt to commit rape.
- Assault with intent to rape.
- Sexual assaults.
- Kidnapping.
- Kidnapping for ransom.
- Child-stealing.
- Abduction of child under 16.
- Cruelty to children under 16.
- Definition of robbery.
- Burglary.
- Unlawful entry of vehicle for committing indictable offence.

Prostitution

- Procuring prostitution.
- Knowingly participating in provision of prostitution.
- Persons found in places reasonably suspected of being used for prostitution etc.
- Permitting young person etc. to be at place used for prostitution.

Drugs

- Trafficking in dangerous drugs.
- Supplying dangerous drugs.
- Producing dangerous drugs.

APPENDIX 9. ANNUAL CHECKLIST

YEAR _____

Currency of Blue Cards	
1. All volunteers and staff are entered into the Blue Card Register?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
2. All cards are current?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
3. Any volunteers or staff with cards that are not current have completed new applications and we have forwarded them to the Commission?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
4. Any persons with a negative or suspended notice are not currently employed in children's / young people's ministry?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
5. A photocopy of the latest Blue Card Register is attached to this checklist	<input type="checkbox"/> Yes / <input type="checkbox"/> No

Signed _____

Full name _____

Dated _____

APPENDIX 10. ANNUAL DECLARATION

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

Do you currently hold a Blue Suitability Card?	Yes / No
Blue Card reference Number: _____	Blue Card Expiry Date: _____
Application for Blue Card received	Yes / No
Sent to the Commission	Yes / No
	Date: _____
	Date: _____

If you have any medical conditions or any other relevant information that may impact your involvement in Kingdom Kids please inform us below:

What do you believe are you gifts, talents and abilities that may be especially suited to Children’s Ministry?

Please list any other qualifications or training applicable to Children’s Ministry:

The information contained in this application is correct to the best of my knowledge. I authorise churches listed in this application to give you any information they may have regarding my character and fitness for working with children and young people. Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these” (Matthew 19:14). I agree to minister to the children/young people in my care in a Godly and biblical manner in accordance with the church’s Code of Conduct and to teach them material in agreement with the doctrinal beliefs and policies established by the leadership of the Gympie Baptist Church. I understand that if the church leadership at any time deemed my conduct inappropriate in children’s/young people’s ministry I could be asked to step down from my role immediately.

Signature

Date

Appendix 10 – page 1 of 1

APPENDIX 11. ANNUAL PERMISSION FORM

FAMILY NAME: _____

CHILDREN'S/YOUNG PEOPLE'S NAMES:	DATE OF BIRTH:	GRADE:
_____	_____	_____
_____	_____	_____
_____	_____	_____

PARENT'S NAMES: _____

FAMILY ADDRESS: _____

FAMILY PHONE NUMBER: _____ FAMILY EMAIL ADDRESS: _____

MEDICAL DETAILS

Does your child have any of the following (please provide details):

- Allergies _____
- Asthma _____
- Dietary Requirements _____
- Regular medications (to be administered by leaders) _____

(please attach instructions, regarding frequency and amount, to the medication and give to one of the leaders)

- Other medical conditions (eg; bedwetting, migraines, dizzy spells) _____

Is your child allowed paracetamol?	Yes	No	
Please rate your child's swimming ability	Poor	Fair	Good

Medicare Number _____ Emergency Contact's Name and Number _____

Is there any other relevant information that may impact your child's / young person's involvement please inform us below so that we can cater for their needs to the best of our ability.

I give permission for my children / young people to attend the Gympie Baptist Children's and Young People's Ministries throughout _____, and to take part in all activities as stated on the yearly planner and any incidental activities that may arise. I agree to delegate my authority to the designated leaders involved and to entrust them with the safety and well being of the children / young people as a group and individually. Finally, I hereby indemnify designated ministry leaders, the Gympie Baptist Church and representatives against any claims.

 Signature

 Date



APPENDIX 12. HIGH RISK ACTIVITIES / SPECIAL EVENTS

Activity Name:	Date of Activity:
Outline briefly purpose of activity: _____ _____	
Name of Venue: Has venue been checked for safety hazards by team member and is it deemed suitable for activity? Y / N	Time of Activity: How long will activity be running for:
Group Size: Male _____ Female _____	Contact person and number during activity/event:
Activity Leaders/Instructors: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Ratio Required: <u>Recommended Safety Ratios</u> Children Under 2 years old – 1:3 Children 2 to 6 years old – 1:5 Children 7 to 9 years old – 1:6 Children 10 to 12 years old – 1:8 Young people 13 to 15 years old – 1:15 Young people 16 and 17 years old – 1:20 Ratios will need to be modified with consideration to various factors including special needs, behavioural issues, high risk activities such as swimming and cooking, high risk venues. Are modifications required? Please give details _____ _____ _____
Participant Requirements: Has a permission form, outlining event and requirements, been handed out to participants at least 2 weeks prior to event? Y / N	List required equipment: _____ _____
First Aid Coordinator for activity/event: First Aid Qualification: Has first aid kit been checked and included? Y / N	Does the Activity involve transportation? Y / N Have all required applications been completed by designated drivers and attached? Y / N

In addition to occupational health and safety concerns, a child and young people risk management strategy should analyse the risk of ‘harm’ to children and young people. ‘Harm’ is defined as including physical, sexual, psychological, emotional, cultural abuse and neglect. A Risk Management Plan must be completed for any High Risk Activity or Special Event (ie; camp, nursing home visit).

Risk Management Plan for High Risk Activity / Special Event

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<p>Describe the activity</p> <p><i>Identify all elements of the event from beginning to end</i></p>	<p>Identify Risks</p> <p><i>Something that could happen that results in harm to a child or young person</i></p>	<p>Balancing the Risk</p> <p><i>Potential Risk</i></p>	<p>Manage the Risk</p> <p><i>Assess the options</i></p>	<p>Analyse the Risk</p> <p><i>The level of risk</i></p>	<p>Review Nominate</p> <p><i>who will review after the event/activity</i></p>
<p>Example:</p> <p>Children playing (kicking ball, running) in grassed area outside Kingdom Kids rooms, where cars also park</p>	<p>Example:</p> <p>Car reversing and hitting or running over child causing serious injury or death</p>	<p>Example:</p> <p>Potential Risk = Very High</p>	<p>Example:</p> <p>Erect a fence along the side of building to stop cars driving in grassed area and preventing children from playing in car park area.</p> <p>Verbally ask congregation to stop parking there due to high risk.</p>	<p>Example:</p> <p>Potential Risk x Management Strategies = Low/Medium</p>	<p>Example:</p> <p>Ministry Leader – Natalie Cocks</p>

If more space is required please copy this page again.

Having considered the risks within this activity, and determined a risk management plan to minimise those risks, I consider this to be an appropriately safe program to conduct.

Team Leader Name and Signature

Date

GRANTING PERMISSION TO PROCEED (COORDINATOR)

- I have received and assessed the information required in relation to this program.
- I am satisfied that this program is appropriate to be given permission to proceed within our organisation.
- On behalf of the organisation I grant permission for this program to proceed.

Name of Coordinator: _____

Signature: _____

Date: _____

APPENDIX 13. DRIVER APPLICATION

Drivers with responsibility for providing transportation during an activity are required to complete this form.

Driver's Name:	Phone Number:
I have a current Driver's Licence: Y / N	Expiry Date:
Type of Licence: ___ Car ___ Bus ___ Other (please specify) _____	
I have sufficient driving experience (3 years minimum): Y / N	I have restrictions on my licence (eg; P plates, suspended licence): Y / N Specify: _____

Witness to complete

Licence sighted by: _____ Signature: _____ Date: _____

Declaration

- I have completed all screening requirements for the organisation, in relation to my suitability to work with children.
- I will drive carefully and follow all road rules.
- I will provide a registered, roadworthy vehicle.
- I will ensure that all passengers wear a seat belt.
- I will not drive under the influence of alcohol or drugs, or permit smoking within the vehicle.
- I have a good driving record. Specifically, I have not committed traffic offences in the recent past which might reasonably preclude me from transporting participants. I will discuss this with my team Leader prior to offering myself to drive if unsure.

The information provided on this form is correct and indicates my commitment to the safety and welfare of those for whom I am responsible.

Signed: _____

Date: _____

APPENDIX 15. HARM / INCIDENT REPORT

1. Details of complainant		Date / /	
Full name of complainant		DOB	/ /
Address			
Phone Numbers	H:	M:	
2. Details of other persons involved in incident including witnesses (Attached additional pages if necessary)			
Full name		DOB	/ /
Address			
Phone Numbers	H:	M:	
Full name		DOB	/ /
Address			
Phone Numbers	H:	M:	
3. Incident			
Description what allegedly occurred (ask open ended questions). Use additional paper for full statement.	Advisable to attach a written statement from complainant to this report.		
Location it occurred		Time occurred:	
4. Evidence			
What evidence has been preserved (ie clothing worn etc - also person should not wash before medical examination if required)	<ul style="list-style-type: none"> • • • 		
5. Reporting requirements			
Has the designated person / pastor been contacted? OR	Y / N	Date and time contacted _____	
Has the General Superintendent or a Regional Consultant or the Chairperson of Ministerial Services been contacted if an Accredited Pastor, Student Pastor or Pastoral Assistant is involved?	Y / N	Date and time and person contacted _____ _____	
6. Designated Person to Complete Below			
Report to police if	<input type="checkbox"/> There is risk of harm to any persons from occurring. <input type="checkbox"/> Department of Children Services asks you to. <input type="checkbox"/> There is knowledge, which would assist authorities to apprehend or convict a person of a serious offence. <input type="checkbox"/> The incident involved physical or sexual assault.		
Report to insurers	Y / N	(Where it is likely that the incident will give rise to a claim).	
Report to lawyer	Y / N	(Unsure about your reporting requirements/ complex legal issues)	
7. Records			
A record of all conversations has been kept.	Y / N	(with dates, times and names)	
File kept in a locked filing cabinet	Y / N	(marked 'Do not destroy')	

Name of person completing report _____ Position _____

Appendix 15 – page 1 of 1

APPENDIX 16. EQUIPMENT/PREMISES AUDIT

Safety audit to be completed every six months by Child Safety Coordinator or designated maintenance person.

Any concerns noted will be followed up immediately.

	✓ / ✗	Comment / Actions
A. CAR PARK / ENTRY		
1. Clean/clear of rubbish		
2. Disabled access available		
3. Pathways clear of obstacles and non-slip		
B. AISLES / CORRIDORS		
1. Surfaces clean/clear of defects		
2. Clear of rubbish		
3. Clear of electrical leads		
4. Clear vision at intersection		
C. FLOORS		
1. Even surfaces – no holes		
2. Clear of rubbish		
D. STEPS / STAIRS		
1. Highlighted		
2. Handrails		
3. Ramps for disabled access		
4. No steps are too high		
E. WINDOWS		
1. Clean and clear		
2. No broken windows		
3. Windows free of rubbish and obstruction		
4. Windows open freely		
F. GENERAL LIGHTING		
1. Adequate illumination		
2. Good natural light		
3. No direct or reflected glare		
G. FIRE / EMERGENCY		
1. Extinguishers in place, serviced, clearly marked for type of fire		
2. Fire hoses / blankets in place with correct signage		
3. Exit signs clearly visible		
4. Exit doors easily opened from inside		
5. Exits clear of obstructions		
6. Fire alarm systems in place		
7. Emergency evacuation procedures displayed appropriately		

8. Deadlocks on emergency doors able to be overridden in case of emergency		
9. Telephone available in case of emergency		
10. Emergency services numbers displayed clearly		
H. ELECTRICAL		
1. Equipment not in use stored correctly		
2. No broken plugs, sockets or switches		
3. No frayed or defective leads		
4. No temporary leads left on floors		
5. Unserviceable equipment tagged with fault listed		
6. Electrical installations are installed, constructed, maintained, protected and tested to minimise the risk of electrical shock or fire		
7. Handheld portable equipment is protected by RCD (Residual Current Device)		
8. Flexible extension cords are used in a safe manner, Connections are moulded or transparent plugs		
I. FIRST AID		
1. Cabinets and contents clean and orderly		
2. No unauthorised items available e.g. Panadol, matches		
3. Emergency numbers displayed		
J. RUBBISH		
1. Adequate amount of bins		
2. Bins located in suitable points		
3. Bins emptied regularly		
K. HAZARDOUS SUBSTANCES		
1. All hazardous substances (not poisons) are properly labelled and stored correctly		
2. People who are exposed to hazardous substances have been provided with adequate information on safe use		
L. TOILETS		
1. Adequate number of toilets available		
2. Disabled access to toilets		
3. Toilets clean and clear of rubbish		
4. Cubicle door locks can be overridden in case of emergency		
5. Poisons locked away		
6. Floors clean / non-slip		
7. Drains inaccessible to children		
M. KITCHEN / FOOD PREPARATION		
1. Poisons locked away		
2. Plastic bags locked away		

3. Appliances inaccessible to children		
4. Cutlery inaccessible to children		
5. Glass items inaccessible to children		
6. Hot water inaccessible to children		
7. No dangling cords		
8. Floors dry / non-slip		
9. Safety plugs used in power points		
10. All matters of hygiene considered		
N. OUTSIDE / BUILDING EXTERNAL		
1. Fences in good condition		
2. Gates and locks working		
3. Equipment locked away		
4. Dangerous plants removed or made safe		
5. Play equipment appropriate and safe to use		
6. Perimeter fire breaks clear and serviceable		
7. Exterior of building clean and free of damage		
O. OTHER AREAS OF CONCERN IDENTIFIED BUT NOT LISTED		

Name: _____

Signature: _____ Date: _____

APPENDIX 17. FORMS FROM THE COMMISSION

Form A – Blue Card Application

Form B – Exemption Card Application

Form C – Authorisation to Confirm Valid Blue Card

Form D – Change of Personal Details

Form E – Lost or Stolen Cards

Form F – Change in Police Information

Form G – Request to Cancel Card