

SPRINGWOOD CHURCH OF CHRIST
Child & Youth Risk Implementation Strategy
2023/24

Document Details	
Endorsed by the Board Date: 19.6.23	Contact Officer: Name: Leanne Thomson Position: Safe Ministry Contact/Administrator

Purpose

The purpose of this Child and Youth Risk Management Implementation Strategy is to assist in reporting to the Church Eldership how we are meeting the requirements of the Safe Church Policy – Affiliated Churches and the relevant legislation.

In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements. These requirements form part of the table below.

Scope

This strategy applies to the Board, all staff and volunteers engaged with Springwood Church of Christ and associated entities.

The components of the strategy include:

Requirement: This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*.

Action/s: Intentional actions, programs and processes that have been developed and will be implemented. The **Action/s** must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

Reference: Describes the policy, procedures, protocols and other guidelines which form the authority for the particular **Action/s**.

Responsible Officer: This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action/s.

Evidence: This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

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Part 1: COMMITMENT

Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>1. Statement of commitment</p>	<p>Springwood Church of Christ has a statement of commitment to the safety and wellbeing of children and the protection of children from harm. This statement is included in the Churches of Christ Safe Church Policy – Affiliated Churches.</p> <p>Safe Church policy adopted at Elders’ meeting annually as our ‘Child and Youth Risk Management Strategy’ with a copy of the minute sent to the Churches of Christ in Queensland.</p> <p>This Child and Youth Risk Management Implementation Strategy is reviewed as necessary and adopted by the Elders annually. Implementation guidelines for Affiliated Churches from CofCQ considered in the development of this strategy.</p> <p>In support of this commitment, the Board ensures that appropriate processes that meet the Policy requirements are adhered to in the conduct of all activities and ministries within their influence and control.</p> <p>The church has two Safe Ministry Contacts – one male and one female at all times.</p>	<p>Safe Church Policy – Affiliated Churches</p> <p>Safe Church Policy – Implementation Guide for Affiliated Churches</p>	<p>Eldership (approve policy on an annual basis, review and endorse this Risk Management Strategy on an annual basis)</p> <p>Safe Ministry Contacts (review and update Safety posters)</p> <p>Safe Ministry Contacts (ensure relevant procedures are followed and training occurs and this is reported to the Board on a quarterly basis.)</p>	<p>Policy and Implementation Strategy adopted at Elder’s meeting annually.</p> <p>All members of the Board complete relevant Board safety training on an annual basis.</p> <p>Statement of Commitment displayed on posters throughout the facility.</p> <p>Statement of Commitment is part of all Safety Training and a culture of safety is promoted by the Elders, Safe Ministry Contacts and Pastors.</p> <p>Safe Ministry Contact/Administrator provides quarterly reports to the Board on the development of, adherence to and issues with our Church Safety programs and policies.</p>

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2. Code of Conduct	<p>Minister’s Code of Conduct (from Churches of Christ in QLD) is signed off by all ministering persons.</p> <p>Staff and Volunteer Code of Conduct is part of online training and documented in the handbook. This code of conduct focuses on encouraging the building of relationships with children without allowing leaders or children to be in compromising situations.</p> <p>All staff, leaders and key volunteers are registered in Safe Ministry Check and sign off on the Code of Conduct as part of their training and screening process.</p> <p>All staff sign off as part of their employment contract that they will abide by the Code of Conduct.</p> <p>The risk profile of the congregation is managed and procedures and guidelines are followed in line with the Person of Concern Policy.</p>	<p>CofCQ Code of Conduct for Ministering Persons</p> <p>Staff and Volunteer Code of Conduct in Handbook</p> <p>Safe Ministry Check Code of Conduct and trainee records</p> <p>Employment Contracts</p> <p>Person of Concern Policy</p>	<p>Senior Pastor (Ensure all ministering persons sign and adhere to Code of Conduct)</p> <p>Safe Ministry Contact (Ensure all staff and volunteers have access to the Handbook and sign off on Code of Conduct).</p> <p>Ministry Staff (Promote and model behaviours in leading key volunteers.)</p> <p>Elders (Manage risk profile of congregation and manage Persons of Concern.)</p>	<p>Code of Conduct for Ministering Persons signed and kept on Personnel files for all Pastors and those in key pastoral care roles.</p> <p>S&V Code of Conduct included in the online training provided to all staff and volunteers.</p> <p>S&V Code of Conduct part of Safety Posters displayed around facility.</p> <p>Signed Codes of Conduct part of Safe Ministry Check system. Signed Employment Contracts kept on file.</p> <p>Person of Concern register held.</p>
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Part 2: CAPABILITY

Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>3. Written processes for recruitment, selection, training and managing staff, leaders and key volunteers.</p>	<p>Human Resource Management policy including recruitment, selection and training exists and is adhered to for Springwood Church of Christ.</p> <p>All staff, leaders and key volunteers are registered in Safe Ministry Check and complete the training courses and screening checks appropriate to their role.</p>	<p>Human Resource Management Policy</p> <p>Safe Ministry Check System</p>	<p>Eldership (Board approval and compliance)</p> <p>Ministry Leaders (Implementation and compliance at the operational level)</p>	<p>Updated and approved church policies.</p> <p>Online Blue Card Services Organisational Portal kept up to date.</p> <p>Register of Workers and relevant training records kept up to date on the Safe Ministry Check system.</p>

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<p><i>Note: Key volunteers do not include those in service-type roles during Sunday worship services including AV and musicians but does include worship team leaders.</i></p>	<p>Board receives quarterly updates on the status of training and screening and any concerns raised through referee responses or self-disclosures.</p> <p>Role descriptions provided for all staff and key volunteers related to youth and children ministries.</p> <p>All staff receive contracts of employment</p>	<p>Role descriptions</p> <p>Contracts</p>	<p>Safe Ministry Contact/Administrator (is the delegated representative to ensure compliance to all processes and maintains all relevant systems including Blue Card organisation portal)</p>	<p>Role Descriptions developed for key volunteer positions and provided on appointment and also available on website.</p>
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Part 3: CONCERNS

Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>Complaints and allegations raised about any person are recorded and addressed promptly following the safe Ministry Incident Response process.</p> <p>Concerns or allegations <i>involving suspected, disclosed or historical abuse or harm to children</i> (including neglect, physical or sexual abuse or grooming behaviours) are immediately escalated to the Safe Ministry Contacts/Senior Pastor and Board Chair. A report will be made to the QLD policelink line and any other appropriate agencies. If the perpetrator of the alleged abuse is associated with the church in any way, the church leadership will inform CofCQ Safeguarding Response Group with in 48 hours.</p> <p>Person of Concern policy and procedure implemented with relevant management plans in place if required.</p>	<p>Safe Ministry Incident Response Process</p> <p>Complaints and Allegations Form</p> <p>Person of Concern policy and procedure Concern Reporting Form</p>	<p>Eldership (Board approval)</p> <p>Senior Pastor and Safe Ministry Contact (Implementation and compliance at the operational level)</p> <p>CofCQ Safeguarding Response Group (for matters related to sexual offences)</p>	<p>Reporting processes included in all online Safety Training.</p> <p>Incident Register maintained.</p> <p>All documentation related to complaints and allegations maintained.</p> <p>Volunteer and Staff Handbook includes information on Child Protection and procedures for handling disclosures and alleged offences.</p> <p>Person of Concern register maintained by the Board.</p>

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<p>5. A plan for managing breaches of the Risk Management Strategy.</p>	<p>Levels of breach and actions for managing the response:</p> <ul style="list-style-type: none"> • A breach which relates to validity of current Blue Card to include immediate stand down of the person until the matter is investigated and action determined. • A breach of process, such as failure to adequately complete activity risk assessment or follow any processes in the activity plan will be handled as a performance concern and may result in disciplinary action or termination. • A breach of not completing mandatory training to include immediate stand down of the person until such time as completed. <p>Any breaches will be communicated to the Chair of the Board and Senior Pastor.</p>	<p>Human Resource Management Policy</p> <p>Child and Youth Risk Management Strategy</p> <p>Managing Unsatisfactory Performance Procedure</p>	<p>Chair of the Board (Board for approval of Policy and Procedure)</p> <p>Senior Pastor (Implementation of procedure)</p> <p>Safe Ministry Contact (reporting of any breaches)</p>	<p>Approved Child and Youth Risk Management Strategy on an annual basis.</p> <p>Details of the Risk Management Strategy included in Ministry Leader training.</p> <p>Copies of all child protection documentation accessible to Ministry Leaders and Volunteers.</p> <p>Documentation of breaches and action taken maintained.</p>
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Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>6. Risk management plans for high risk activities and special events.</p>	<p>An annual program approval and risk assessment is undertaken for the planned activities for each ministry area. Signed off by the Board.</p> <p>Any high risk activity has a separate program approval and risk assessment and forwarded to CofCQ for insurance purposes.</p> <p>A critical incident response process is in place and all ministry leaders/supervisors are familiar with it.</p>	<p>Program Approval Forms including Activity Risk Assessment</p>	<p>Ministry Leaders (Implementation and application compliance)</p> <p>Eldership (Approval of Program Forms)</p>	<p>Program Approval Forms signed off by Eldership.</p> <p>Risk Management plans include child protection considerations.</p> <p>Register of approved programs maintained by Safe Ministry Contact.</p>

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Part 4: CONSISTENCY

Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>7. Policies and procedures for managing compliance with the Blue Card system.</p>	<p>All people working or volunteering with children hold a current and valid Blue Card before they commence in that role.</p> <p>All people making decisions involving activities mainly directed at children hold a current and valid Blue Card before they commence in that role.</p> <p>Blue Card Register to be maintained online in the organisational portal. Regular review of status of training and screening.</p>	<p>Human Resource Management Policy</p> <p>Safe Ministry Check system</p> <p>Blue Card Online Organisation Portal</p>	<p>Ministry Leaders (Implementation and application compliance)</p> <p>Safe Ministry Contact (maintenance of Blue Card Register and all Blue Card Services comm)</p> <p>Safe Ministry Check Administrator</p>	<p>Blue Card Registers maintained online in the Organisation Portal and cross checked with Safe Ministry Check register of workers.</p>
<p>8. Strategies for communication and support.</p>	<p>Safe Church Contacts displayed at the church along with the safety commitment and code of conduct.</p> <p>All volunteers have access to Safe Church resources such as policy, strategy, relevant forms and incident response process online via the website.</p> <p>Complaints or allegations raised about any person, the church facilities or program/ministries are recorded and addressed promptly following the church's Safe Ministry Incident Response Process.</p> <p>Ministry Leaders are aware of what actions to take and who to contact in the case of an emergency critical incident. This is available on our website.</p> <p>All staff and key volunteers read and sign that they have read the Staff and Volunteer Handbook. This is recorded in Elvanto.</p>	<p>Safety Posters</p> <p>www.scofc.org.au/safechurch</p> <p>Safe Ministry Incident Response Process</p> <p>Emergency Response Plan including quick reporting guide</p> <p>Staff and Volunteer Handbook</p>	<p>Chair of the Board (Board for approval of Policy and Procedure)</p> <p>Ministry Leaders and Safe Ministry Contact (Implementation and application compliance)</p>	<p>Regular communication with Staff and Volunteers by way of:</p> <ul style="list-style-type: none"> • Email and other digital communication updates • Regular short training and information sessions in meetings. • Safety features in church newsletter • Safety awareness at AGM time including an annual Fire Drill and Safety Awareness training for all members and regular attenders