SPRINGWOOD CHURCH OF CHRIST
Child & Youth Risk Implementation Strategy
2020/21

Document Details	
Endorsed by the Board Date: 15/2/21	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 Churches of Christ in QLD Safe People, Places and Programs policy 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
1. Statement of commitment	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 in QLD Safe People, Places and Programs policy. Churches of Christ in QLD Safe People, Places and Programs policy to be 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. This Child and Youth Risk Management Implementation Strategy must also be reviewed as necessary and adopted by the Elders annually. In support of this commitment, Springwood Church of Christ is dedicated to this Child and Youth Risk Implementation strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of children in their care.	Safe People, Places and Programs Policy	**Eldership** (approve policy on an annual basis, review and endorse this Risk Management Strategy on an annual basis) **Safe Ministry Contact** (review and update posters) **Safe Ministry Contact** (ensure relevant procedures are followed and training occurs.)	Policy and Implementation Strategy adopted at Elder's meeting annually. All members of the Board complete relevant Board safety training. Statement of Commitment demonstrated on posters throughout the facility. Statement of Commitment is part of all Safety Training and a culture of safety is promoted by the Elders, Safe Ministry Contact and Pastors. Safe Ministry Contact provides quarterly reports to the Board on the development of, adherence to and issues with our Church Safety programs and policies.
2. Code of Conduct	Minister's Code of Conduct developed by Churches of Christ in QLD and to be signed off by all ministering persons. Staff and Volunteer (S&V) Code of Conduct is part of training and documented in the handbook.	CofCQ Code of Conduct for Ministering Persons Staff and Volunteer Code of Conduct in Handbook	**Senior Pastor** (Ensure all ministering persons sign and adhere to Code of Conduct) **Safe Ministry Contact**	Code of Conduct for Ministering Persons signed and kept on Personnel files for all Pastors and those in key pastoral care roles. S&V Code of Conduct included in all Induction Material for Board members, staff and volunteers.

	All key volunteers agree to the Code of Conduct annually when completing training. All staff sign off as part of their employment contract that they will abide by the Code of Conduct.	Safe Ministry Check Code of Conduct and trainee records Employment Contracts	(Ensure all staff and volunteers have access to the Handbook and sign off on Code of Conduct.	S&V Code of Conduct included in the training provided to all staff and volunteers. S&V Code of Conduct part of Safety Posters displayed around facility. Signed Codes of Conduct part of Safe Ministry Check system. Signed Employment Contracts kept on file.

Part 2: CAPABILITY

Requirement	Action/s	Reference	Responsible Officer	Evidence
3. Written processes for **recruitment, selection, training** and managing staff and key volunteers. *Note: Key volunteers do not include those in service-type roles during Sunday worship services including AV, music teams, stewardship, helping with communion and welcoming.*	Review and follow the Human Resource Management policy of Springwood Church of Christ. Adapt the Selecting Volunteers and Employees Guidelines from CofCQ for all staff and volunteers working with children. Utilise the Safe Ministry Check system for selecting key volunteers once they have completed 3 months attendance at the church.. Safety Training to be completed by staff and key volunteers on an annual basis and for new workers working with children before they commence. Safe Ministry Check includes relevant Awareness and Leadership training, checking referees, and ensuring Blue Cards are valid and current. No Blue Card, No Start Policy.	Human Resource Management Policy Safe PPP Selecting Volunteers and Employees Safe Ministry Check System Role descriptions	**Eldership** (Board approval and compliance) **Ministry Leaders** (Implementation and compliance at the operational level) **Safe Ministry Contact** (is the delegated representative to ensure compliance to all processes and maintains all relevant completed paperwork.)	Updated, approved procedures part of governance structure and policy and procedures of the church. Ministry Leaders and key staff are trained in the application of the changed procedures. Online Blue Card Services Organisational Portal kept up to date. Register of Workers in Online Safe Ministry Check system maintained. Role Descriptions developed for key volunteer positions.

	Role descriptions provided for all staff and key volunteers.			

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Part 3: CONCERNS

Child and Youth Risk Management Strategy				
Requirement	**Action/s**	**Reference**	**Responsible Officer**	**Evidence**
4. Policies and procedures for **handling disclosures** or suspicions of harm including reporting guidelines.	Safe PPP Reporting Process to be adopted from CofCQ and implemented.	Safe PPP Reporting Process – Ministering Persons and Volunteers Complaints and Allegations Statement Template	**Eldership** (Board compliance) **Ministry Leaders** (Implementation and compliance at the operational level)	Reporting processes included in all Safety Training. Incident Register maintained. All documentation related to complaints and allegations maintained. Volunteer and Staff Induction Handbook updated to include information on Child Protection and handling disclosures.
5. A plan for **managing breaches** of the Risk Management Strategy.	Levels of breach and actions for managing the response: • 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. Any breaches will be communicated to the Chair of the Board and Senior Pastor.	Human Resource Management Policy Child and Youth Risk Management Strategy Managing Unsatisfactory Performance Procedure	**Chair of the Board** (Board for approval of Policy and Procedure) **Senior Pastor** (Implementation of procedure) **Safe Ministry Contact** (reporting of any breaches)	Approved Child and Youth Risk Management Strategy on an annual basis. Details of the Risk Management Strategy included in Ministry Leader training. Copies of all child protection documentation accessible to Ministry Leaders and Volunteers. Documentation of breaches and action taken maintained.

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Child and Youth Risk Management Strategy				
Requirement	**Action/s**	**Reference**	**Responsible Officer**	**Evidence**
6. Risk management plans for high risk activities and special events.	Ministry Leaders required to document planned activities including risk management plan for child protection. These plans are assessed and approved with written permission by the Elders to proceed. Ministry Leaders to be trained in documenting Risk Assessments.	Program Approval Forms including Activity Risk Assessment	**Ministry Leaders** (Implementation and application compliance) **Eldership** (Approval of Program Forms) **Safe Ministry Contact** (Training in documentation of risk management plans.)	Program Approval Forms signed off by Eldership. Risk Management plans include child protection considerations. Register of approved programs maintained by Safe Ministry Contact. .

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Part 4: CONSISTENCY

Child and Youth Risk Management Strategy				
Requirement	**Action/s**	**Reference**	**Responsible Officer**	**Evidence**
7. Policies and procedures for managing **compliance with the Blue Card system**.	Follow NO CARD, NO START policy for all staff and volunteers working with children. Information to be included in Staff and Volunteers Handbook. Blue Card Register to be maintained online in the portal.	Child and Youth Risk Management Strategy Safe PPP – Selecting Volunteers and Employees procedure Human Resource Management Policy Safe Ministry Check system Blue Card Online Organisation Portal	**Ministry Leaders** (Implementation and application compliance) **Safe Ministry Contact** (maintenance of Blue Card Register and all Blue Card Services communication)	Blue Card Registers maintained online in Organisation Portal and cross checked with Safe Ministry Check register of workers.
8. Strategies for **communication and support**.	This Risk Management Strategy to be incorporated into training and available to all Ministry Leaders, staff and volunteers online. Communication of the location of relevant documents, authorities and other information for all staff and apprentices. Include Churches of Christ in QLD Church Support.	Child and Youth Risk Management Strategy	**Chair of the Board** (Board for approval of Policy and Procedure) **Ministry Leaders and Safe Ministry Contact** (Implementation and application compliance)	Regular communication with Staff and Volunteers by way of: • Email and other digital communication updates • Regular short training and information sessions in meetings. • Safety features in church newsletter • Safety culture enhanced through completion of more Safety Awareness training across broader groups of church membership.