



NORTHRIDGE
VINEYARD | CHURCH

“Caring for our Kids”

Guidelines for Events Leaders

Northridge welcomes feedback on this Policy, particularly on the effectiveness of our approach to child safety. Please contact the Church Office with any comments:
office@northridge.org.au 6 Chilvers Road Thornleigh 2120 02 8407 9941 (Office Hours Tuesday-Friday 10am-4pm)

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Thank you!

1. Jesus loves our young people

We are so pleased you have agreed to volunteer (either in a leadership role or assisting leaders) at Events (defined below in clause 3). This ministry is a significant part of the life of Northridge. Thank you!

This is kingdom work carrying important responsibilities for the wellbeing of those in our care. We must provide an environment safe from any form of harm.

2. The Northridge commitment

“They will be called oaks of righteousness, a planting of the Lord for the display of his splendour.” Isaiah 61:3

Northridge is committed to its Leaders introducing children to Jesus Christ in a safe, secure and loving environment as oaks of righteousness honouring His name. This Child Protection Policy reflects our desire and dedication to:

- promote the safety, welfare and wellbeing of children during their participation in activities involving children organised by Northridge, including Kids Church, Youth, worship, special events and conferences;
- assist employees, volunteers and others to recognise child abuse; and
- report child abuse and other misconduct to the NSW Police or other authorities in accordance with our legal obligations, or where there are reasonable grounds for suspecting a child is at risk of significant harm.

Terminology

3. Key terminology used in this booklet

Activity:	An activity involving children organised by Northridge.
Activity Environment:	The environment (including any room or other space) used for a children’s program provided by Northridge during an Event.
adult:	A person aged 18 or over.
Authorised Person:	A person authorised in writing (including a text) by a parent of a child to collect the child from an Event or the Activity Environment or otherwise care for the child for a short period (including a person nominated by a parent on a sign-in form to collect their child at the end of an Event).
child:	A person under the age of 18.
child abuse:	An act or omission endangering the physical, emotional or spiritual health or development of a child, as more fully explained in clause 15 of this booklet.



Coordinator:	In respect of an Event, the person appointed to be the leader of the Event.
Event:	An occasional Activity not being a regular Children’s Ministry Activity, a regular Youth Ministry Activity or a regular church service. Examples are Excite and the Storehouse Christmas Party. ‘Event’ includes an Event (such as Cracker Night) taking place at an activity not organised by Northridge.
First Aid Officer:	A person appointed to provide first aid at an Event.
guardian:	A person with legal authority and obligation to care for a child.
Leader:	Anyone (including an employee or a volunteer) working with children in an Event (either in a leadership role or by assisting leaders). ‘Leader’ includes Coordinators and Supervisors.
Parent:	Includes a guardian.
Session:	The period during which an Event occurs.
Supervisor:	A person appointed by a Coordinator to be the leader of an Event during the Event’s Session.
WWC number:	A NSW Working with Children Check number issued by Service NSW on behalf of the NSW Office of the Children’s Guardian.
young person:	A person in the age brackets covered by students attending School Years 6-12 inclusive, including a person aged 18 or over who is a participant (as distinct from a Leader) in Youth Ministry Activities.
Youth Ministry:	A Ministry primarily organised for and attended by young people.

Pre-requisites

4. Pre-requisites to be a Leader

4.1 The need to protect children

Sadly, many children have been abused physically, sexually and emotionally by trusted members of their communities, including people in churches. As a result, both the government and Northridge have requirements to be complied with before anyone can participate in activities involving children.

4.2 Legal requirements

Volunteers assisting at Events are obliged to obtain a WWC number. Northridge is then obliged to verify your WWC number with the Office of the Children’s Guardian.

4.3 Additional Northridge requirements

It is a Northridge policy that all volunteers assisting at Events must complete the Northridge online training for Events by answering all questions correctly in an online test. Also, you must successfully complete refresher training every 3 years.



4.4 **Non-compliance**

While we hope and expect this will not occur, we will need to have a discussion with you about your ongoing participation in Events if you were to consistently either refuse or fail to comply with the Code of Conduct or other guidelines in this booklet.

Some overall guidelines

5. **Codes of Conduct**

Northridge has a general Code of Conduct which establishes standards by which all employees and volunteers of Northridge are expected to conduct themselves, A copy of that Code of Conduct can be found on the General Resources page of the Northridge website <https://northridge.org.au/general-resources/>. Accordingly, all Leaders are expected to comply with that general Code of Conduct.

All Leaders are expected also to comply with the following Child Protection Code of Conduct.

Northridge has adopted this Child Protection Code of Conduct to protect:

- Children taking part in Events; and
- You as a leader from situations where your integrity or actions might be questioned.

Child Protection Code of Conduct

In addition to any other Northridge policy or code of conduct applying to them, Leaders must, in the exercise of their ministry:

- Never engage in child abuse.
- Never groom a child or otherwise cultivate relationships to initiate or conceal child abuse.
- Never be alone with a child away from the presence of other adults during an Event.
- Never have children to their home or visit children in their home when no other adult is present, and never meet privately with a child outside of Events, except with the permission of a parent.
- Never touch a child inappropriately¹.
- Never provide intimate care to a child (eg toileting or changing clothes).
- Never discipline a child physically.
- Never make available to a child:
 - a substance or product whose supply to, or use by, children is prohibited by law, such as illegal drugs, alcohol, tobacco products and gambling products; or
 - without the express approval of a Community Pastor, a publication, film or computer game classified by the Office of Film and Literature Classification as being other than ‘unrestricted’ in the case of publications or ‘G’ in the case of films or computer games.
- Never develop special relationships with children that could be seen as involving favouritism or any form of special treatment.
- Never engage in any form of secretive contact with a child (including physical or electronic contact).

¹ See clause 14



6. The four Golden Rules

There are four Golden Rules applicable to all the guidelines for Events:

The Golden Rules

Use common sense

Leaders must always take reasonable care to ensure the safety and welfare of children in their care.

Two or more

There must always be at least two Leaders aged 18 or over present for all Events.

Never alone

A Leader must not be alone with a child during an Event, and should make sure, as far as possible, that another Leader is not left alone with a child.

Stranger danger

Leaders should be on the alert for people wandering around – a person unknown to the Leaders or not part of the Event should not be allowed access to the Activity Environment and should be reported to the Coordinator immediately.

7. Physical safety of children

You must:

- be alert to possible physical danger to children such as unsafe furniture, broken glass or liquid on floors which could cause a slip hazard, and take appropriate remedial action; and
- be familiar with information parents provide about physical (eg allergies), mental health needs (eg depression) or safety needs of children in their care,
- **NEVER** administer medications to a child unless in your role as a First Aid Officer in a first aid setting, and
- become familiar with evacuation procedures and the location of fire extinguishers and first aid kits.

If an incident occurs at an Event resulting in illness or injury to any person (or which created an unsafe environment which could have resulted in significant illness or injury) then you must report this to the Coordinator immediately. The Coordinator will decide whether first aid or reporting to a parent is required and may require you to complete a written report on the incident on a form they will provide you.



8. Appropriateness of activities

You must consider thoughtfully what messages children may learn from how Events are organised or conducted. Games or other activities which could emphasise gender, physical, intellectual or ethnic differences must be assessed for their appropriateness.

To minimise the possibility of children being harmed, you must carefully consider the appropriateness of games or other activities requiring children to act alone or in pairs independent of Leaders.

You must review in their entirety DVDs, videos, computer games, graphics, photographs or lyrics you intend to show children. In assessing whether something is appropriate, you must be governed by the age of the youngest child present. Censorship ratings must be kept to ‘G’ or ‘unrestricted’ unless specific permission is granted by a Community Pastor.

9. Photos and moving images

9.1 Recording photos and moving images

You must:

- **ALWAYS** get the approval of the Coordinator or a Community Pastor before taking a photo or moving image (eg a video) of children at an Event,
- **ALWAYS** be circumspect about taking an image of children at an Event, and if you do, ensure children are appropriately dressed (eg not in swimsuits or pyjamas) and that the image is not potentially embarrassing, offensive or otherwise inappropriate,
- **GENERALLY**, take images of groups of children rather than individuals,
- **NEVER** take an image against the wishes of a child, and
- **NEVER** take an image of a child if a Coordinator has told you a parent has prohibited images being taken of their children. The exception to this is when a “PHOTO PERMISSION NOTICE” has been displayed at the entrance to an Event stating words to the effect that by entering the Event, parents consent to images being taken of them and their children.

9.2 Use of images

You must:

- **NEVER** show others or publish in any way (including on the Internet or in social media) an image of a child taken at an Event (or identify the child’s name in such a showing or publication) without written consent from both:
 - a parent of the child, and
 - a Community Pastor, and
- whether or not any such permission has been granted, **NEVER** upload to the Internet (including on the Northridge website or any social media platform) an image of a child in School Year 6 or under which enables the child to be recognised.



10. Alcohol, tobacco and drugs

The serving, consumption or use of alcohol, tobacco or illegal drugs at Events is prohibited unless expressly permitted by a Community Pastor for community events or fundraisers. Normally the Coordinator will confiscate alcohol, tobacco or illegal drugs found in the possession of a child on church grounds and then discuss the issue with the parents of the child as soon as possible.

11. Events where Northridge does not take responsibility for children

11.1 Northridge not responsible for children

When an Event does not involve Leaders taking formal responsibility for caring for children, the Coordinator must ensure:

- (a) if it is an Event (such as Excite) where children typically arrive with parents or other adult carers, the parents or other adult with whom children arrive (in this clause 11 and clause 12 such adults are to be taken to be ‘parents’) are informed both verbally and by appropriate signage (usually at the entrance point to the Event) that they will be responsible for their children throughout the Event, including toileting, or
- (b) if it is an Event (such as Cracker Night) where Northridge is providing services to anyone (including children) who attends the Event (such as face painting or handing out balloons), there is signage (usually at any entrance point to the Event (as distinct from any entrance point of a broader activity within which the Event may be occurring)) stating that Northridge does not take responsibility for children entering the Event.

11.2 Unaccompanied children

If a child attends an Event referred to in clause 11.1 (a) but is not accompanied by a parent, the Coordinator must contact a parent of the child and ask them to either collect the child, come and stay with them for the duration of the Event or nominate an adult present at the Event who they consent to act as the child’s Authorised Person (to be confirmed by a text). Two adult Leaders must stay with the child until a parent or Authorised Person arrives or has been assigned to the child.

12. Events where Northridge takes responsibility for children

12.1 Optional children’s program

If a child arrives at an Event where Northridge provides an **optional** program involving Leaders taking formal responsibility for caring for children:

- (a) **Unaccompanied children:** and the child is not accompanied by a parent, the Coordinator must contact a parent of the child and ask them to either collect the child, come and stay with them for the duration of the Event or nominate an adult present at the Event who they consent to act as the child’s Authorised Person (to be confirmed by a text). Two adult Leaders must stay with the child until a parent or Authorised Person arrives or has been assigned to the child, and
- (b) **Notification to parents:** the Coordinator must ensure parents are informed both verbally and by appropriate signage (usually at the entrance point to the Event) that:
 - if they wish, they can place their children in the children’s program, but their children must be both signed in and signed out, and



- whenever their children are not in the children’s program, they will be responsible for the children, including toileting.

12.2 **Leader ratio**

Whenever an Event has a children’s program (including a program specifically for young people) involving Leaders taking formal responsibility for caring for children, and whether or not the program is optional, the Coordinator has overall responsibility for determining the appropriate ratio of adults to children. Also, all Leaders are expected to be mindful of whether there is adequate supervision of children in their care. The degree of supervision required will vary depending on the nature of the environment and the activity, the age and maturity of the children and the size of the group.

There must always be at least two adult Leaders in each Activity Environment until all children have left the Activity Environment.

In addition, typically, the ratio of adult Leaders to children should be a minimum of:

- Children 0 - under 3 years: **1:4** (ie 1 adult Leader for every 4 children)
- Children 3 - under 5 years: **1:8**
- Children over 5 years: **1:10**.

If you ever have concerns about the ratio of adults to children, you should raise this with the Coordinator immediately.

If a child arrives at an Activity Environment and you are the only adult Leader present, you must ask the person who has brought the child to remain with the child until another adult Leader arrives.

12.3 **Children’s programs open to children of any age**

If a program involving Leaders taking formal responsibility for caring for children offered at an Event is open to children of any age, then Leaders must:

- ensure all children are signed in and signed out by a parent or Authorised Person and that emergency phone numbers and special dietary requirements are noted on the sign in form,
- if the program involves Leaders taking formal responsibility for caring for **all** children at the Event, confirm, when each child arrives, that, if their parent is not intending to stay for the entire Event, the child can use the toilet without help from Leaders. (A child unable to use the toilet without help and whose parent does not stay at such an Event is not permitted to attend the Event),
- take an attendance roll. (The Coordinator must provide a copy of each attendance roll to the Child Protection Officer for permanent retention),
- allow parents, in consultation with a Leader, to have access to their children during the Session,
- ensure any door to the entrance of the Activity Environment is kept closed during the Session but windows are kept clear to allow outside observation. If the entrance to the Activity Environment does not have a door, the Coordinator must ensure an appropriate barrier or process is established designed to prevent children leaving the Activity Environment without appropriate permission,
- not allow a child to leave the Activity Environment during the Event unless:



- they need to use the toilet, or
- taken by a Leader directly to one of their parents, or
- accompanied by a parent,
- if a child needs to use the toilet and a Leader has confirmed they can do so on their own, ensure a Leader stands with a clear view of the child walking to and from the bathroom and in hearing distance of the child. If the Activity Environment is at Thornleigh, children should use only the disabled bathroom on the ground floor of the auditorium. They must be instructed not to lock the bathroom door,
- if a child needs to use the toilet but has told a Leader they need help, take the child to a parent,
- if a child has not returned from the toilet within 5 minutes and:
 - is unresponsive to a knock on the bathroom door, or
 - calls out for help,

arrange for two Leaders of the same gender as the child to enter the bathroom to ensure the child's safety.

12.4 Youth Ministry Events

If an Event is a Youth Ministry Activity involving Leaders taking formal responsibility for all young people attending, then Leaders must:

- take an attendance roll but young people do not need to be signed into or out of the Event. (The Coordinator must provide a copy of each attendance roll to the Child Protection Officer for permanent retention.),
- ensure all young people attending the Event have provided a parent permission form prepared specifically for the Event,
- allow parents, in consultation with a Leader, to have access to their young people during the Event,
- ensure any windows are kept clear to allow outside observation,
- not allow a young person to leave the Activity Environment during the Event unless:
 - they need to use the toilet, or
 - taken by a Leader directly to one of their parents, or
 - accompanied by a parent, and
- ensure young people are aware of toileting arrangements and emergency evacuation procedures. After informing a Leader, a young person may visit the bathroom on their own. The young person must be instructed to use the closest available bathroom. If they have not returned after 5 minutes a Leader must arrange for two adult Leaders of the same gender as the young person to enter the bathroom to ensure the young person's safety.



13. Physical contact

13.1 Under 3 years' old

Very young children are highly dependent on touch for their proper development. This means Leaders should be aware of their needs at particular ages and stages.

Physical contact primarily should be used to assist or comfort a child only for a short period. Leaders must not continue physical contact for longer than necessary to achieve this. All physical contact must be in the open and able to be seen by others.

A parent must stay with their child if they are under one year old unless the Coordinator approves otherwise.

13.2 3 years and older

While touching a child without their consent is acceptable in cases of physical danger or a medical emergency, generally children in these age groups have the right to refuse being touched. Generally, physical contact should be initiated by the child or occur with their permission.

13.3 All ages appropriate and inappropriate physical contact

Appropriate and inappropriate physical contact

Appropriate physical contact for all age groups up to and including school year 5 includes:

- Hand-holding to reassure or guide
- Offering open side hugs (placing one arm around a child's shoulders) to welcome or comfort a child
- Short periods of carrying to comfort a distressed child
- Sitting beside a child to read a book
- Appropriate touch to administer first aid or assist with personal hygiene eg blowing noses.

Appropriate physical contact for the age brackets covered by students attending School Years 6-12 inclusive includes:

- Offering open side hugs (placing one arm around a child's shoulders) to welcome or comfort a child
- Light touching on a child's arms or back

Inappropriate physical contact for all age groups includes:

- Kissing or coaxing a child to kiss a Leader
- Encouraging a child to sit on a Leader's lap
- Tickling
- Hitting or shaking
- Forceful grabbing or picking up
- Touching any area of the body normally covered by a swimsuit
- Touching that may be offensive given a child's cultural background.



Recognising and reporting child abuse²

14. Recognising child abuse

14.1 Core meaning of child abuse

child abuse means an act or omission endangering the physical, emotional or spiritual health or development of a child including the following conduct in relation to a child:

- bullying
- emotional abuse
- harassment
- neglect
- physical abuse (including domestic violence)
- sexual abuse, or
- spiritual abuse

NOTE these terms have been listed alphabetically which is not intended to reflect any order of importance or severity. All are important. However, the concepts of sexual abuse and physical abuse are the most common forms of abuse giving rise to meeting the threshold of child abuse reportable to the authorities. Having said that, Leaders must report to a Pastor under clause 15 below any form of suspected child abuse.

Further explanation of these terms and indicators of this type of activity are set out in clause 14.2. If a Leader is in doubt about any of this terminology, they should seek further clarification from the Child Protection Officer, a Coordinator or a Community Pastor.

14.2 Expanded explanation of child abuse

Set out below is an explanation of each of the terms used in clause 14.1 and potential indicators of each type of child abuse:

bullying means behaviour directed to a person which:

- is repeated
- is unreasonable (being behaviour a reasonable person, considering the circumstances, would see as unreasonable, including victimising, humiliating, intimidating or threatening behaviour), and
- creates a risk to their health or safety.

Potential indicators of **bullying**

- Unexplainable injuries
- Lost or destroyed clothing, books, electronics or jewellery
- Frequent headaches or stomach aches, feeling sick or faking illness
- Changes in eating habits, like suddenly skipping meals or binge eating.
- Difficulty sleeping or frequent nightmares
- Declining grades, loss of interest in schoolwork, or not wanting to go to school
- Sudden loss of friends or avoidance of social situations
- Feelings of helplessness or decreased self esteem

² If you are personally emotionally affected in any way by reading this information and would like support, we encourage you to contact one of the pastoral team at Northridge or call Lifeline on 13 11 14.



- Self-destructive behaviours such as running away from home, harming themselves, or talking about suicide

emotional abuse means acts or omissions causing, or which could cause, emotional harm or lead to serious behavioural or cognitive disorders. It includes:

- subjecting a person to excessive and repeated personal criticism
- ridiculing a person, including using insulting or derogatory terms to refer to them
- threatening or intimidating behaviour that leaves a person feeling frightened
- ignoring a person openly and pointedly,
- behaving in a hostile manner or in a way that could reasonably result in another person feeling isolated or rejected, and
- isolating a person from normal social experiences and opportunities to develop friendships

Potential indicators of emotional abuse

- Feelings of worthlessness about life and themselves
- Extremely low self-esteem
- Compliant, passive, withdrawn, tearful
- Inability to value others
- Serious difficulties with peer or other relations
- Extreme attention seeking behaviour

harassment means unwelcome conduct, whether or not intended, in relation to another person where the person feels with good reason in all the circumstances offended, belittled or threatened. This behaviour may consist of a single incident or several incidents over time. It includes:

- making unwelcome physical contact with a person
- making gestures or using language that could reasonably give offence including continual or unwarranted shouting
- making unjustified or unnecessary comments about a person’s capacities or attributes
- putting on open display pictures, posters, graffiti, or written materials that could reasonably give offence
- making unwelcome communication with a person in any form (eg phone calls, email, texts, social media),
- posting offensive or unauthorised material on computers (including in emails, websites, blogs or social networking sites), and
- stalking a person

Potential indicators of harassment

- Symptoms of depression or anxiety
- Anger, fear, frustration, irritability, embarrassment, shame, self-consciousness, low self-esteem, guilt, confusion, self-blame and a tendency to isolate
- Stomach ailments, headaches, insomnia, lethargy, nausea
- Constant nervousness
- Poor appetite, over eating, weight loss, weight gain

neglect means the failure to provide the necessities of life where a child’s health and development are placed at risk of harm. It includes being deprived of:

- food
- clothing



- shelter
- hygiene
- education
- supervision and safety
- attachment to and affection from adults, and
- medical care.

Potential indicators of neglect

- Poor standards in hygiene leading to social isolation
- Medical conditions not being treated adequately or appropriately
- Scavenging or stealing food
- Extended stays at school, public areas, other homes
- Statements from a child that no one is home to care for them
- Being focussed on basic survival
- Extreme longing for adult affection
- A flat and superficial way of relating, lacking a sense of genuine interaction
- Anxiety about being abandoned by others
- Difficulty trusting adults
- Self-comforting behaviours, e.g. rocking, sucking
- Carer presents with bizarre/irrational behaviour or seems indifferent to child's needs

physical abuse means any intentional or reckless act, use of force or threat to use force causing injury to, or involving unwelcome physical contact with, another person. This may take the form of slapping, punching, shaking, kicking, burning, shoving, or grabbing. It includes exposing a person to domestic or family violence (either as a witness or as a person on whom it is perpetrated), being violent, and abusive and intimidatory behaviour perpetrated by one person against another in a personal, intimate relationship. It does not include discipline by a parent which is reasonable in the circumstances. (However, physical force to a child's neck or head (unless trivial or negligible in all the circumstances) or which otherwise causes harm for more than a short period is NOT reasonable).

Potential indicators of physical abuse

- Bruises on face neck or head
- Other bruises or marks which may show the shape of the object which caused it
- Lacerations and welts
- Head injuries where the infant may be drowsy or vomiting or have glassy eyes, fixed pupils or pooling of blood in the eyes suggesting the possibility of having been shaken
- Adult bite marks and scratches
- Bone fractures, especially in children under three (3) years of age
- Dislocations, sprains, swelling
- Burns marks and scalds
- Multiple injuries or bruises
- Child or parent's explanation inconsistent with injury
- Abdominal pain (may be caused by internal organ damage)
- Ingestion of poisonous substances, alcohol or drugs
- General indicators of female genital mutilation

sexual abuse of a child means the use of a child by another person (including a child) for their own sexual stimulation or gratification or that of others. It includes:

- making sexual advances to a child using any form of communication



- exposing oneself indecently to a child
- having or attempting to have vaginal or anal intercourse with a child
- penetrating or attempting to penetrate a child’s vagina or anus with an object or any bodily part
- kissing, touching, holding or fondling or attempting to kiss, touch, hold or fondle a child in a sexual manner
- staring at or secretly watching a child for the purpose of sexual stimulation or gratification
- making any gesture or action of a sexual nature in a child’s presence
- making sexual references or innuendo in a child’s presence using any form of communication
- discussing or inquiring about personal matters of a sexual nature with a child
- possessing, creating or exposing children to child exploitation material of a sexual nature
- exposing a child to any form of sexually explicit or suggestive material including clothing with sexually explicit images or messages
- giving goods, money, attention or affection in exchange for:
 - sexual activities with a child, or
 - images of a child for sexual gratification of themselves or others, and
- encouraging, or forcing or attempting to encourage or force a child:
 - to sexually touch or fondle another person
 - to perform oral sex
 - either to masturbate self or others, or to watch others masturbate, or
 - to engage in or watch any other sexual activity.

Potential indicators of sexual abuse

- Direct or indirect disclosure
- Describing sexual acts
- Overtly sexual themes in artwork, play or writing
- Persistent running away from home
- Anorexia or overeating
- Going to bed fully clothed
- Regression in developmental achievements
- Child being in contact with a known offender
- Unexplained accumulation of money and gifts
- Bleeding from vagina, external genitalia or anus
- Injuries such as tears or bruising to the genitals or anus
- Sexually transmitted disease
- Injuries to breasts, buttocks, lower abdomen and thighs
- Developmentally inappropriate sexualised behaviour
- Persistent habit disorders, e.g. Sucking, biting, rocking
- Self-destructive behaviours, e.g. Suicide attempts, substance abuse, deliberate self-harm.

spiritual abuse means the mistreatment of a person by actions or threats when justified by appeal to God, faith or religion. It includes:

- using a position of spiritual authority to dominate or manipulate another person or group
- using a position of spiritual authority to seek inappropriate deference from others
- isolating a person from friends and family members, and
- using biblical or religious terminology to justify abuse.

Potential indicators of spiritual abuse

- Highly compliant, fear-based obedience
- Going along with activities despite obvious discomfort or doubt



- Fear of expressing ideas and beliefs freely
- Excessively idolising leaders
- Disclosure that a person is being prevented from practising their faith or religion
- Disclosure that a person is being forced to act against their spiritual or religious beliefs
- Disclosure that a person is being accused of being too religious or not religious enough
- Disclosure that a person’s understanding of religious practices or beliefs is being ridiculed.

15. Reporting suspected child abuse to a Pastor

If:

- a Leader observes what they believe or suspect to be child abuse or indicators of child abuse,
- another person tells a Leader they suspect or know a child is being subjected to child abuse,
- a child tells a Leader they, or another child, is being subjected to child abuse, or
- a Leader suspects on reasonable grounds that a child is at risk of significant harm,

then the Leader must:

- **GIVE** this information immediately to the Kids Church Pastor, the Youth Pastor a Community Pastor or a Senior Pastor. In an emergency call 0416 024 244
IMPORTANT:
 - **The obligation of a Leader to report this type of information to a Pastor is not limited to situations where the belief or suspicion arises in connection with an Event. It is irrelevant where the possible child abuse may have taken place or who may have perpetrated it.**
 - **If the perpetrator of the possible child abuse is a Pastor, the Leader must not give the information to that Pastor but instead give it to another Pastor not related by marriage or otherwise to the possible perpetrator.**

IMPORTANT

IF A CHILD TELLS A LEADER THEY, OR ANOTHER CHILD, HAS BEEN SUBJECT TO CHILD ABUSE, THE LEADER MUST:

- Listen to their story carefully
- Comfort them with words if they are distressed
- Let them know they did the right thing and they have the right to both feel, and be, safe
- Let them know the Leader is concerned about what they have told the Leader and the Leader will be getting advice as soon as possible about how best to help them.
- **NOT** promise to keep the information secret



- **NOT** ask more questions than are necessary to understand what has occurred
- **NOT** ask leading questions ie questions which suggest an answer
- **NOT** touch the child inappropriately
- **NOT** suggest the child will need to prove what has been disclosed
- **NOT** promise the abuse will stop, and
- **NOT** notify parents (this issue will be dealt with by the Northridge leadership)

- **NOT GIVE** the information to anyone else other than the Child Protection Officer (ie keep the information **CONFIDENTIAL**)
- **PREPARE** a written report of the information in conjunction with a Pastor and the Child Protection Officer within 24 hours from when the Leader receives it on a *Risk of Harm Report* the Pastor will provide to the Leader.

AFTER the Leader has given a report under this clause to a Pastor, they must not have further interaction with a child:

- the subject of, or
- who disclosed

the possible child abuse unless it is expressly approved by a Pastor. This is because it is important for the protection of all parties for the procedure following receipt of this type of information to be co-ordinated by the Northridge leadership.