

# Northern Christian Missionary Alliance Church (NCMAC)

## PROTECTION OF VULNERABLE PEOPLE POLICY (FORMERLY CHILD SAFETY POLICY)

### 03 SAFE ENVIRONMENTS

APPROVAL FOR MINISTRY	WORK HEALTH & SAFETY	RISK MANAGEMENT	DUTY OF CARE	USE OF IMAGES & VIDEOS	INCIDENTS & INJURIES /NEAR-MISS EVENTS	FIRST AID & MEDICATIONS	TRANSPORTATION	CULTURALLY SAFE ENVIRONMENT	PARTICIPATION AND INPUTS OF CHILDREN & YOUNG PEOPLE
<p>NCMAC TO:</p> <ul style="list-style-type: none"> <li>Do an annual "Approval for Ministry" process to ensure that the physical, emotional and spiritual environments are safe.</li> <li>Senior Church Leadership to check all ministries and programs, risks associated with them and adequate insurance coverage.</li> <li>New ministries and programs should be approved by senior church leadership prior to start.</li> </ul> <p>Approval for Ministry Form (NCMAC APPMIN 0301)</p>	<p>NCMAC TO;</p> <ul style="list-style-type: none"> <li>Have Work Health and Safety policies attached to the relevant Work Health and Safety (WH&amp;S) Act for their State or Territory.</li> <li>Undertake appropriate risk assessments, knowledge of basic first aid, maintenance of records / incident reports, and to develop awareness of safe physical, emotional and spiritual environments.</li> <li>Undertake annual hazard/risk assessment of the physical ministry environment.</li> <li>Undertake periodic basic health and safety 'housekeeping'.</li> </ul> <p>Annual Hazard Review Form (NCMAC HAZREV 0302)</p> <p>Housekeeping Form (NCMAC HOUSE 0303)</p>	<p>NCMAC TO:</p> <ul style="list-style-type: none"> <li>Conduct Risk Management processes</li> <li>Identify risks in order to prevent or reduce them.</li> <li>Meet any liability if it occurs.</li> <li>Risks might include                             <ul style="list-style-type: none"> <li>Workplace Health &amp; Safety (including hazards)</li> <li>Financial &amp; administrative</li> <li>Property</li> <li>Delivery of Services</li> <li>Public Liability</li> <li>Litigation</li> <li>Public relations.</li> </ul> </li> </ul>	<p>NCMAC TO Communicate with parents and carers DUTY OF CARE by:</p> <ul style="list-style-type: none"> <li>Completing Registration and Permission forms.</li> <li>Sign in-out register.</li> </ul> <p>Registration Form Parental Consent (NCMAC REG 0304)</p> <p>Permission Note (NCMAC PERM 0305)</p> <p>Sign in/out Form (NCMAC SIGN 0306)</p>	<p>NCMAC TO:</p> <ul style="list-style-type: none"> <li>Not place images or videos of children on NCMAC's public website or social media.</li> <li>Obtain permission from the parent/guardian in advance if photos contain children/youth. Clearly outline the purpose of using the image, how it is going to be used and for how long.</li> <li>Ensure there are no identifying personal information accompanying photographs, such as the child's name, address or telephone number.</li> <li>Reduce the risk of identifying individual children, consider techniques such as: group photographs, action shots, or out-of-focus images.</li> <li>Not display information about children's hobbies, likes or dislikes, school, etc. because these can be used as grooming tools.</li> </ul>	<p>NCMAC TO:</p> <ul style="list-style-type: none"> <li>Document workplace-related incidents, injuries or near-misses including:                             <ul style="list-style-type: none"> <li>Type of incident: injury, sickness, property damage</li> <li>Date and time of incident</li> <li>Date and time of report</li> <li>Persons involved</li> <li>Details of incident</li> <li>Action taken</li> <li>Reported to</li> <li>Full name and signature.</li> </ul> </li> <li>Give a copy of the completed form to the church WHS officer (or an Elder if no WHS officer is appointed) and send a copy to your insurance broker and another copy to the National Office.</li> <li>Report to the church leadership if there is a 'near-miss'. A 'near-miss' is when something serious almost happens.</li> </ul> <p>Workplace-Incident-Hazard-Near-Miss form (NCMAC WHS 0307)</p>	<p>NCMAC TO:</p> <ul style="list-style-type: none"> <li>Have 1:50 persons with current 'Provide First Aid' Certificate.</li> <li>Follow below protocol in medication administration if parents are not present:                             <ul style="list-style-type: none"> <li>Obtain a signed consent from parent/guardian</li> <li>Ensure all medications are clearly labelled</li> <li>2 adults must be present when administering medications (First Aid Officer and Group Coordinator)</li> <li>Sign off after administering medications (both adults) including the time the medication was given</li> <li>Return all medications after the camp/retreat to the parent/guardian.</li> </ul> </li> </ul>	<p>NCMAC TO ENSURE WHEN TRANSPORTING CHILDREN &amp; YOUNG PEOPLE ARE:</p> <ul style="list-style-type: none"> <li>Program specific: Make sure the transport is to and from ministry / church based programs only. Do not divert to other locations or sit in the car talking.</li> <li>With Parent/Guardian consent: Parents/guardians need to be aware of the transport arrangements and give permission for any church workers to transport their child (written or verbal arrangements can be made).</li> <li>Responsible driving: Drivers need to abide by road, traffic and safety rules and drive within the speed limit. All passengers must wear a seat belt. Cars must have current registration and comprehensive insurance and.</li> <li>Ratio: No adult should be alone with children or young people, including during transportation make sure there is another adult in the vehicle. It may take longer but it is safer.</li> <li>Provisional Drivers (P-Plater) Abide by the local State and Territory rules regarding passenger conditions and curfews.</li> </ul> <p>Volunteer Driver's Application &amp; Reg form (NCMAC DRIVE 0308)</p>	<p>NCMAC TO:</p> <ul style="list-style-type: none"> <li>Create an inclusive and welcoming physical and online environment for <b>Aboriginal children</b> and their families by acknowledging and respecting Aboriginal peoples, communities, cultures and values.</li> <li>When Aboriginal children express their culture, staff and volunteers in the organisation give them support.</li> <li>Provide culturally safe opportunities for Aboriginal families to participate in the organisation.</li> <li>Implement strategies to and incidents of racism are not tolerated.</li> </ul>	<p>NCMAC TO;</p> <ul style="list-style-type: none"> <li>Offer children and young people access to sexual abuse <b>prevention programs</b> and to relevant related information in an age-appropriate way and relevant to the setting or context.</li> <li>Ensure that all staff and volunteers are attuned to <b>signs of harm</b> and facilitate child-friendly ways for children and young people to express their views, <b>participate</b> in decision-making and raise their concerns.</li> <li>Have strategies in place to develop a <b>culture</b> that facilitates participation and is responsive to the input of children and young people.</li> <li>Provide <b>opportunities</b> for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.</li> </ul>

LEVEL/REVISION	CONTENT	PREPARED BY	REVIEWED BY	DATE
New	03 SAFE ENVIRONMENTS TABLE 1 (C&MA Best Practice Guide 2020 Child Safety Policies v.10)	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	26/02/2022
REV 1	Included Additional Items as per New Victorian Child Safe Standards (to take effect 1 July 2022)	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	18/06/2022
REV 2	Procedures based on C&MA Best Practice Guide on Protection of Vulnerable People v 2022.1	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	28/05/2023

--	--	--	--	--	--	--	--	--	--

LEVEL/REVISION	CONTENT	PREPARED BY	REVIEWED BY	DATE
New	03 SAFE ENVIRONMENTS TABLE 1 (C&MA Best Practice Guide 2020 Child Safety Policies v.10)	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	26/02/2022
REV 1	Included Additional Items as per New Victorian Child Safe Standards (to take effect 1 July 2022)	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	18/06/2022
REV 2	Procedures based on C&MA Best Practice Guide on Protection of Vulnerable People v 2022.1	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	28/05/2023

--	--	--	--	--	--	--	--	--	--

LEVEL/REVISION	CONTENT	PREPARED BY	REVIEWED BY	DATE
New	03 SAFE ENVIRONMENTS TABLE 1 (C&MA Best Practice Guide 2020 Child Safety Policies v.10)	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	26/02/2022
REV 1	Included Additional Items as per New Victorian Child Safe Standards (to take effect 1 July 2022)	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	18/06/2022
REV 2	Procedures based on C&MA Best Practice Guide on Protection of Vulnerable People v 2022.1	Compliance Officer Min Laurinaria	NCMAC Advisory Committee	28/05/2023