

CHILD POLICY AND PROCEDURES
(Version #1.0)

Multiply Movement Ltd



MULTIPLY
MOVEMENT

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1 Introduction

1.1 Duty of Care /Statement of Commitment

Multiply Movement¹ unconditionally supports the rights of a child² in accordance with State as outlined in the Queensland *Child Protection Act 1999*. As an organisation we are committed to prioritise the spiritual, emotional and physical care of all children, while in the formal care of the church through child and youth programs as well as informally. We are committed to provide a safe and supportive environment that will prioritise the healthy development of all children.

1.2 Multiply Movement Children and Youth Ministries.

Multiply Movement ministries relating to children include:

Ministry	Age	Coordinators
Multiply Movement ³	Pre-School to Grade 8	Shirley Fryer Christine Apurel Benji Smith
INSERT YOUTH MINISTRY ⁴	11 years old to 17 years old	Hamish Little Simmone Little

¹ Multiply Movement Ltd (ABN: 37 139 394 031) trading as Multiply Movement.

² See definitions at end of this document.

³ Multiply Movement is an internal ministry name, trading as Multiply Movement Ltd.

⁴ INSERT YOUTH MINISTRY is an internal ministry name, trading as Multiply Movement Ltd.

2 Roles and Responsibilities

2.1 Role of the Church

The church is the legal entity that all ministries operate under. The board of directors are responsible for ensuring that the church legal entity complies with all federal and state legislation with respect to the conduct towards children placed under the church's care.

2.1.1 The Commitment of the Church

Multiply Movement is committed to the spiritual, emotional and physical care of all children. In an attempt to fulfil this commitment Multiply Movement will:

- Ensure that all ministries relating to the care of children are responsibly resourced to ensure the physical protection and spiritual development of children.
- Pursue adequate measures regarding the recruitment and training of employees, leaders and volunteers for all ministries pertaining to the welfare of children.
- Encourage the adoption of safe practices by all employees, leaders and volunteers staffing ministries pertaining to children.
- Implement and maintain an informed Child Safe Policy that prioritises the welfare and protection of children.
- Offer pastoral support or organise third party support to victims of abuse
- Fulfil our legal obligation and duty of care regarding disclosures.
- Promptly respond to concerns regarding the behaviour of employees, leaders, volunteers and congregation members in relation to children.

2.1.2 Annual Review of Children and Youth Ministry Policies

Multiply Movement will maintain and develop clear procedures for implementing and reviewing the risk management strategies⁵ in place for children and youth ministries. These procedures will be reviewed, documented and applied annually. All policies will comply with Queensland State legislation and suggestions.

⁵ At the time of writing this document, a formal risk mitigation strategy has not been developed. It will be developed subsequently. The leadership feel there is sufficient policy in this document to ensure all high risks are mitigated.



2.1.3 Leader and Volunteer Register

Multiply Movement will document and maintain, in an efficient format, a register of all paid staff, leaders and volunteers involved in any child-related activities.

2.2 Role of Individuals

2.2.1 Senior Pastor

The Senior Pastors have a responsibility to ensure:

- All staff, leaders and volunteers are adequately screened to ensure all persons meet the minimum requirement for working with children as required by the Queensland Government.
- The maintenance of a safe environment prioritising the welfare and protection of children.
- The senior pastors may delegate this responsibility to an authorised staff person.

2.2.2 Board of Elders

The Board of Elders have a responsibility to ensure:

- All staff, leaders and volunteers are adequately screened to meet the minimum requirements for safe working with children as required by the Queensland Government.
- That Child Safe Policy remains relevant and in accordance with the state legislation.
- The commitments of the church regarding the welfare of children are maintained and implemented
- The accept the appointment of a Team Leaders to supervise the ministerial activities pertaining to children
- Appoint a Risk Management Officer

2.2.3 Team Leader

A Team Leader is appointed by the senior pastoral staff and is responsible for the function and coordination of the ministerial activities. This position is not limited to one person and responsibilities may be shared by various persons. It is the responsibility of the Team Leader to:

- Familiarise themselves the Multiply Movement Child Safety Policy and facilitate their ministry activities in accordance with these practices.

- To minimise risk and prioritise the welfare of all children engaging with their ministry.
- Ensure they have an up-to-date Positive Working with Children Notice
- Inform the organisation immediately should there be a change in Working with children Notice.⁶
- The coordination, implementation and administration of the Multiply Movement Child Safe Policy
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2.2.4 Team Member/Volunteer

A team member or volunteer is a person who has satisfies all recruitment requirements (see section. A Team Member or Volunteer is responsible to:

- Assist in the function and provision of child related activities in accordance with the vision of the church and the direction of the Senior Pastors or their delegated authority.
- Report directly to the Team Leader and respond to their directive.
- Familiarise themselves with the Child Safety Policy including practices in dealing with children and the code of conduct.
- Ensure they have an up-to-date Positive Working with Children Notice.
- Inform the organisation immediately should there be a change in Working with Children Notice.⁷
- To assist in the training of all employees, leaders and volunteers in accordance with the Multiply Movement Child Safety Policy.

2.2.5 Risk Management Officer

A Risk Management Officer is responsible for:

- The maintenance of the Multiply Movement Child Safety Policy and insuring it remains congruent with current state and federal legislation.

⁶ See section 3.1.2 for more information

⁷ See section; Blue Car Arrangements for more information



- The Risk Management Officer is accountable to the Senior Pastors, their delegated authority and the Board of Elders.

3 Screening and Selection

3.1 Working with children check

Before any person commences a formal or informal role that involves contact with children an appropriate screening process must be satisfied. This screening process includes completing the Volunteer Church worker declaration as well as returning a positive Working with Children Notice. No one is permitted to work with children until both forms are completed and processed.

3.1.1 Blue Cards

In Queensland, the Commission for Children and Young People Act 2000 requires people who work with children (young people under 18 years of age) in certain categories of paid or voluntary employment to undergo a criminal history check – the “Working with Children Check” or Blue Card.

This includes all people who are working in a paid or voluntary capacity on behalf of or in association with Multiply Movement, and who are providing services or conducting activities mainly directed toward children and/or young people. For example, leaders or helpers of regular children’s and young people’s groups such as youth groups, Kids Church, Kid’s Clubs, playgroups, crèche etc. It will also include leaders of single events, such as camps, etc.

For more information about who is required to hold a Blue Card, or whether an exemption applies, visit the Commission for Children and Young People and Child Guardian website at <http://www.ccypcg.qld.gov.au> or contact the Blue Card Contact Centre on 1800 113 611.

3.1.2 Blue Cards Arrangements

The Commission has arrangements and requirements that are specific for the assessment of individuals the issue of Blue Cards and review of identified persons. In order to comply with the Commissions Act, Multiply Movement will do the following:

- A ‘contact person’ will be appointed to be responsible for blue card management within the organisation.
- Maintain all confidentiality in relation to blue card applications.

- Maintain a register for blue cards held by all staff and volunteers.
- Ensure all applicants are notified that by signing the application form they are consenting to the screening process under the Act.
- Validate that the 'contact person' has sighted documents to confirm an employee or volunteers identity as required under the Commission's Act.
- Ensure that all sections are appropriately completed.
- Ensure that volunteers do not commence work until they have a valid blue card and positive notice;
- Specifically warn all potential blue cardholders that it is an offence for a 'disqualified person' to sign a blue card application or renewal form. Furthermore, it is an offence for the employer to not provide this warning. A person is deemed disqualified if:
 - They have been convicted of an offence, which deems them disqualified.
 - They are a 'reportable offender' with outstanding reporting obligations under the Child Protection Act 2004.
 - They are subject to an offender prohibition order under the Child Protection (offender prohibition order) Act 2008.
 - They are subject to a sexual offender order under the Child Protection (Offender Prohibition Order) Act 2003
 - They are subject to an order from a court which disqualifies them from applying or holding a blue card (see the Commission website for more in depth details about the above).
- Notify probable holders who may have been disqualified, that depending on their circumstance, they may be able to apply for a 'Eligibility declaration' under the Act.

If a case arises where an employee or volunteer advises that they have had a change in either their police information, or disciplinary information after the blue card has been issued (and during the application process), we reserve the right to choose to not employ the person or engage them as a volunteer unless a 'change in police information' form has been submitted by us to the Commission.

The employee and volunteers do not require disclosure of the specific nature of any change in police or disciplinary information, only that there has been a change. In order for a change to be made, the commission has to notify the listed employee of any cancellation or suspension of the persons blue card.

In the case that an employee or volunteers blue card has been cancelled or suspended or receives negative notice after a change in police or disciplinary information, we will ensure that the employee or volunteer ceases all child related work, and will thereafter review all terms of employment.

Also if an applicant or blue card holder decides to stop working for us or the contact person changes we are required to notify the Commission of all these changes.

3.1.3 Important Notice Point

- Blue cards remain active for three years unless suspended or cancelled.
- In order to renew your blue card you must undertake a new national police information check, a check of disciplinary information where applicable, and also a reassessment of the applicant's eligibility for the blue card.
- In order for an applicant to continue working while the renewal process is taking place, the blue card renewal application must be submitted at least 30 days prior to their cards expiry date.
- A person or student working in a volunteer capacity is not permitted to work with children unless they have a valid working with children notice.
- A paid employee can commence work with children once a completed Blue Card application has been submitted

3.2 Potential Leaders

A leader working within the Kids and Youth ministry must be 18 years old. A person under the age of 18 may assist in the ministerial function in the capacity of a helper or junior leader. All helpers of this nature must be supervised by another Team Member and are not left to supervise children on their own.

3.3 Recruitment Procedure

3.3.1 Complete Relevant Application Forms.

- Potential volunteers are to be supplied with the Multiply Movement Child Safety Policy.
- Potential volunteers should read the Multiply Movement Child Safety Policy familiarising themselves with the Volunteers Code of Conduct and the Multiply

Movement Code of Conduct, ensuring they understand all legal and organisational requirements and expectations.

- Once potential leaders are satisfied they understand all working with Children requirements they are required to complete and submit the Volunteer Workers Declaration.

3.3.2 Complete Blue Card Application/ Validation of Blue Card.

- Under the Queensland Child Safety Act 1999 all people working children must hold a “working with children card” also known as a Blue card.⁸
- If a leader currently holds a Positive Working With Children Notice a Validation of Blue Card needs to be completed ensuring that the notice is current. This can be done online through the following website -
<https://www.bluecard.qld.gov.au/onlinevalidation/validation.aspx>
- Once potential leaders are satisfied they understand all working with Children requirements they are required to complete and submit the Blue Card Application Form.

3.3.3 Informal interview

- Potential Leaders will thereafter be required to attend an informal interview with the Team Leaders.
- This step allows for each party to familiarise themselves with each other. Allows the applicant to present questions regarding code of conduct, expectation and function. It allows the Team leader to identify experience and passions.

3.3.4 Character Reference

- (Optional – at the discretion of Team Leader)
- If deemed necessary the Team leader may chose to contact nominated referee

⁸ Reference Section 2.1 for Blue Card Application Eligibility.

3.3.5 Formalisation of Appointment

- Once a positive working with children notice has returned, all forms completed and document and the potential the Team Leaders are satisfied with all outcome of step three and four the appointment of the volunteer will be formalised and they may be adopted onto the relevant roster.

3.4 Unsuccessful Applicants.

The decision to deem an applicant unsuccessful to fulfil within the team needs to be communicated in a sensitive manner. It is suggested the unsuccessful applicant is presented with alternate areas in which they can volunteer.

3.5 Reviewing and Renewing Appointments.

The Commission for Children and Young People will issue a renewal notice for working with children notice prior to the expiry of current notice. This will allow adequate time for the renewal of the notice and prevent any disruption to the current work/volunteer agreement. The responsibility for the renewal of the notice lies with the individual. It is the responsibility of the RMO to regularly monitor the volunteer database and ensure that individuals working with children have a current positive notice. No one is permitted to work with children if they do not possess a current Positive Working With Children Notice.

4 CODE OF CONDUCT

Codes of conduct are part of the Multiply Movement's commitment to a safe emotional and physical environment, an expectation of our Child Safety Policy and a commitment to providing appropriate duty of care, including health and safety considerations. Multiply Movement has developed this Code of Conduct to relate to all personnel who engage in and on behalf of the church, whether on a weekly basis or from time to time.

Additional to this Code is our expectation that Children's and Youth Ministries are clear and transparent in ensuring that these expectations are brought to the attention of parents, carers, leaders and attendees.

4.1 Code of Conduct for Leaders and Volunteers

Volunteering in church life is a highly valued and important part of service to the church. This Code of Conduct outlines the standards of behaviour that are expected for all volunteers at Multiply Movement⁹. Multiply Movement Leaders and Volunteers lives are on display and are subject to public scrutiny. As well as the reputation of Multiply Movement, our interests also lie in protecting the reputation of volunteers. The Code of Conduct for any person serving in any capacity at Multiply Movement is as follows:

4.1.1 Servant Hearted

Volunteer workers are servants of Christ, who should endeavour to become servant leader as modelled by the person of Jesus. The misuse of authority can be a particular temptation when being given a position of trust and power – this should be avoided at all costs.

4.1.2 Behaviours

Volunteers workers:

- Will act in the best interest of those we serve both directly or indirectly.
- Must not be abusive in any way toward others, spiritually, emotionally, physically, or sexually, including domestic and family violence.
- Will avoid the use of offensive language, including explicit words, sexual connotations or the expression of racial, ethnic or religious terms.
- Will exercise caution with all potentially addictive behaviours and/or harmful substances. Drunkenness is never acceptable.
- Will refrain from the use of explicit substances.
- Will use caution when initiating or receiving contact with those we serve, including gestures of comfort as such gestures can be unwanted or misinterpreted.
- Will act with sexual integrity. Sex is a gift from God and integral to human nature. All inappropriate sexual behaviours is forbidden (e.g. sex outside of

⁹ DEFINITION: Volunteer workers are all volunteers involved in serving Multiply Movement in teams, on rosters and in any other capacity.

marriage). Sexual innuendo and harassment of a sexual nature are always inappropriate.

- Will report *any* of their concerns to direct leaders who will intern address these concerns appropriately.
- Will treat all program participants fairly and in accordance with Multiply Movement policy and guidelines.
- Will communicate with integrity, including accountable and wise use of electronic communication.
- Will acknowledge when they are out of their depth, do not possess the required skill set in difficult pastoral situations, such as helping victims of abuse or a person who may potentially require the help of a professional, and seek help from a supervisor or church leader.
- Will not take property belonging to others, including intellectual property.

4.1.3 Financial matters

Volunteer workers are encouraged to have integrity in their financial dealings. Volunteer workers must not seek financial gain from their church role.

4.1.4 Confidentiality

Trust is essential in serving at Multiply Movement. Confidential information must not be disclosed and treated with the highest regard. Exceptions include when disclosure is required by law, abuse notifications whether required by law or not, there are concerns for the safety of the person or others, or when the information is in the public domain. Disclosure is a serious matter and the assistance of supervisor or church leader should be sought when unsure.

4.1.5 Commitment to Team Ministry

Volunteer Workers:

- Will embrace the vision, values and mission of the church and continue to develop ministry skills through a variety of means including team meetings.
- Are accountable to team, watch out for each other and protect each other integrity.

4.2 Children's Leader/Worker Code of Conduct

In addition to the Volunteer Church Workers Code of Conduct Multiply Movement have formally adopted the following principals as part of their Children's Leaders and Volunteers code of conduct.

4.2.1 Punctuality

It is our expectation that leaders and volunteers will be timely and reliable in their responsibilities. Adequate considerations must be made should a leader or volunteers not be able to fulfil their responsibilities.

4.2.2 Preparation

It is our expectation that leaders and volunteers will be prepared for the allocated roles and the tasks. If there is any uncertainty regarding a task or brief it is the responsibility of the leader/volunteer to seek clarification from their subordinate prior to commencing or continuing the task.

4.2.3 Participation

During the service, leaders should always participate in a Christ like manner, maintaining respect for others and displaying enthusiastic towards the task.

All rostered leaders and volunteer are requested to remain on duty until the last child has been formally checked out of the program and the post service debrief is conducted.

It is expected that leaders/volunteers assist in any pack up or clean up responsibilities that the ministry maintains.

In addition to the weekly services, Multiply Movement holds leadership meetings in the last week of each month. Leaders are expected to attend once every two (2) months. The purpose of these meetings is the promotion of unity within the team and maintenance of vision.

4.2.4 Prayer

All Leaders are encouraged to pray for the program, the children, the team and the church.

4.2.5 Personal Development

It is encouraged that Leaders prioritise their personal and spiritual development. Leaders are encouraged to attend the up-skilling and training opportunities that will be offered through the monthly team meetings, special workshops, seminars and conferences.

Leaders should seek to attain their best for the Lord remembering that the excellence displayed through their work is for the glorification of the Lord and not for men (Colossians 3:23)

4.2.6 Physical Contact Guidelines

Leaders and volunteers must avoid all inappropriate behaviour and remaining conscious of external appearance, understanding that the third party perspective lacks contextual and situational understanding.

The following are a non-exhaustive list of examples of inappropriate physical contact. Action including or such as should at all times be avoided:

- Kissing a child or coaxing a child to kiss you. *But a hand shake is great!*
- Engaging in extended hugging or tickling. *But a short "sideways hut" is great!*
- Touching a child where a bathing suit covers. *But touching on the shoulders is great!*
- Carrying, or sitting an older child on your lap. *But sitting next to a child is great!¹⁰*

¹⁰ Children under 5 years of age can be placed on the knee, NOT ON THE LAP.

- Being alone with a child. *But being together with others is great! Stay in line of sight of other leaders.*
- Touching a child when disciplining him/her. *But direct eye and voice contact is great!*

4.2.7 Clothing

Leaders are representatives of Multiply Movement. As such they are encouraged to be neat and well groomed in appearance. All Leaders are encouraged to comply with the standard dress code as sited in the Multiply Movement Leadership Application Form¹¹. Leaders may slightly deviate from this dress code however they are encouraged to avoid any radical departure. Leaders should avoid excessive piercing, make-up and clothes that do not appropriately conceal underwear or are revealing in nature. Leaders are to wear clothing suitable for the active interaction with children and for freedom during worship.

If the Ministry Team Leaders or superior deems the dressing of a leader inappropriate or of potential safety concern appropriate action may be considered at the discretion and consultation of the Team Leader.

4.2.8 Resignation

Should Ministry Team Member wish to resign or discontinue from their role one (1) weeks courtesy notice is requested at minimum. Resignations can be made directly to a Team Leader.

Should Ministry Team Member who maintains responsibilities greater than those of a general team member wish to resign or discontinue from their role six (6) weeks courtesy notice is requested at minimum. Resignations can be made directly to a Team Leader.

Courtesy periods allow for the adequate staffing of rosters as well as allowing training and equipping of replacement leaders to be schedules and conducted, and the demands of the role satisfied.

¹¹ See Appendix for copy of Application

If at any time a Leader experiences dissatisfaction in their position it is requested that the leader or volunteer approach a suitable Ministry Team Leader. Allowances may be made to the roster or the job role in an attempt to improve worker satisfaction.

The Multiply Movement Children Ministry Leaders are required to give a minimum of 6 months' notice before resigning from their role. This period will allow for the recruitment, training and transition to the new ministry team leaders and prevent any disruption to the children's program.

4.2.9 Behaviour towards other Leaders

It is requirement that all leaders and team members demonstrate is an expression love, peace and patience in their relationships with others. Should a concern or conflict arise it is suggested that the leader or team member seek wisdom and guidance from the team member, pastor or elder as to the intended response.

4.3 Code of conduct for parents and carers

As a parent/carer of a child that is involved in services and events organised by Multiply Movement, I agree that:

- I will encourage my child to use the toilet before attending children's children.
- I will make sure that my child is dressed appropriately.
- I will ensure that I keep safe the number that I received at the sign-in desk for the collection of my child at the end of the service or if and when I am required to collect or assist my child during the service.
- I will respect the rights, dignity and worth of every person, regardless of their abilities gender, religion or cultural background.
- I will respect the decisions of pastors/leaders and teach children to do likewise.
- I will focus on and encourage children's efforts and performance.
- I will support all efforts to encourage a safe and supportive church environment to all and in all.
- I will raise any issues or concerns with church Leaders.

- I will not treat any child or young person in an unfair, unjust or discriminatory manner.
- I will not smoke on the church premises.
- I will not drink alcohol or use illicit substances while in the church's premises.

4.4 Code of conduct for children

3.1 I will demonstrate love in all words and actions (Matt 7:12)

- We treat all people with all backgrounds and ages with respect and love.

3.2 I will participate fairly and respectfully (Eph 4:16)

- We highly encourage all children to participate in the activities we facilitate during kid's church, in a respectful and cooperative manner.

3.3 I will respect all everyone (Titus 3:1-2)

- We DO NOT tolerate bullying on any level
- We respect all leaders, parents and other children
- We respect ourselves we speak up if we are worried about something that feels unsafe or not right.

3.4 I will demonstrate a positive attitude (1 Cor 15:58)

- We control our temper
- We act in kindness
- We care for others

3.5 I will carry it home (Eph 2:10)

- We are not just a day care service; we are here to spiritually activate your child's life and to encourage them to be more and more like Jesus everyday for their life, not just at church. The lessons we teach we want the children to start living and acting them out.

5 Additional Information

5.1 Informal Meetings with Children and Youth

Informal meeting with persons under the age of 18 who are but not limited to junior leaders / looking to be junior leaders or youth from the church.

A leader is able to meet with a person under the age of 18 informally if:

- A parent has signed the general permission slip which includes a section regarding informal meetings, which is required to be signed each year
- Parent or guardian is dropping off persons; no lifts are given by leaders. Unless the consent of the parent/guardian is given in written form.
- If youth walk to or from the informal meeting, then a phone call or text is sent to the parent or guardian to let them know of the child's whereabouts and to confirm the consent of the parent/ guardian
- All informal meetings are to be in a public place (shops, café, movies) or minimums of 3 persons under 18 are present with the leader. However the leader is reasonable for assessing whether there are occasions where another leader maybe required given group participation, group dynamics or any other relative factors.

5.1.1 Social Media

- All volunteers and staff are not to have personal social media friendships with children under the age of 16, other than those that are personal relatives.
- All children will be encouraged to join the church group social media pages.
- All volunteers and staff when required to communicate to children will do so through church based social media pages or via group settings, texts and notifications.
- Messages, texts and notifications should be administrative in nature, except in the case of personal encouragements and recognition for exemplary behaviour.
- Personal encouragements and recognition of exemplary behaviour should be sent as a in a group context rather than personal direct message.

5.1.2 Email and texts

- Email and text should be administrative/ logistical context only

Try to avoid personal emails. Emails should be group emails

- Leaders should cc team leaders in on all emails to persons under 18
- Do not reply to personal emails unless strictly the email is admin or logistics related

5.1.3 Phone calls

- Phone calls should be admin or logistics calls only and kept brief
- Defer all other matters till face to face with witness is present
- Preferably contact parents before contacting or contact child via parents/ guardian's phone
- If at any time you suspect a person under 18 is wanting to contact you outside of admin or logistical reasons please advise the ministry team leaders

5.2 Photography

It is the heart of the Father to touch His children and to bring Heaven to Earth. So when heaven touches Earth and children encounter His presence either for the first time or in a new or different way it is an exciting experience to witness. A way that moments such as these can be captured is through photographic devices.

- A Multiply Movement Children Ministry Leader will designate one person per week who will have the sole responsibility of using photographic devices. All other persons within the Leadership Team or outside will not be permitted to use photographic devices to capture material of the children.
- Any and all material captured through photographic devices, by the designated person, must only be used for INSERT CHILDRENS MINISTRY Church Ministry purpose. In no way is material to be used for personal reasons.
- Any and all types and forms of photographic devices are not permitted to be used. For example, this means, subject to the designated person, if a Leader has a phone on them then they must not use their phone to take pictures.
- Material captured by the designated person may be used for social media. However, any material captured with the intention of using it for social media must not display children in compromising or indecent ways.
- For any photo of children used on social media or displayed in a public arena, such as church announcements or the like, the parent will be sent a copy of that photo and asked to advise the Children's Church Leadership team if they do not want that photo used for any church purpose.

- Parents are to sign an agreement every year for permission to use, on social media, any material captured of their children, However, even though the parents have signed this agreement, the parents will be notified and give the right to review and decline a photo before it is applied.

6 Behaviour Management

6.1 Ratios

Our supervision policy is:

1. Conduct a head count once registrations have finished. The whereabouts of every child should be known by a Team Leader at all times during the duration of the program, as they have been placed into our care.
2. Every child must always be in the line of sight of a Team Leader.
3. Each program must uphold the adult-to-child ratio for their room. That is,

Age Group	Ratio
3-5 year olds	1:5
5-13 year olds	1:10
High needs children	1:3
Offsite activities	1:7

If the adult-to-child ratio is 'out of ratio' the Multiply Movement Children Ministry Leader must be notified. It will then be the Multiply Movement Children Ministry Leader's responsibility to make diligent efforts to find substitute Team Leader/s to bring the adult-to-child ratio back 'into ratio' in compliance with this policy. Should the ratio still not comply with the policy any other available volunteer will be asked to help out. As last resort the service will need to be shut down for that week.

It is recommended that any kids program the church offers is conducted with at least two (2) Team Members present (especially when parents are not present).

Please note that this policy will not be applicable where a parent is present with their child(ren).

6.2 High Needs

A child who requires high needs during service will be provided extra care and attention, in accordance with their level of interaction with other children.

If a child with high needs requires additional toileting assistance, the parents will be paged to offer the necessary assistance to the child.

6.3 Distressed Children

If at any time during the service a child becomes distressed, a Team Member will assess the situation to see if the child is simply in need of love and attention. A Team Leader should then focus their attention on the distressed child for some time to allow the child to reassess their emotions to see if they still want to remain in the service.

If after some time has lapsed the child still portrays behaviour indicative of distress then the parent will be paged to either sit in with the child or to check-out the child. The Policy for Visiting Parents will need to be followed if the parent wishes to sit in on the child.

6.4 Personal Care

6.4.1 Toilet Procedure

- It is the responsibility of the parents to take their children to the toilet before signing in at Children's Church.
- All children are to use the toilet of their gender.
- Toilets must be completely empty of members of the public before children may enter.
- The leaders are not permitted to entering the toilet cubicle.



- A Security Officer will be stationed at the entry point of the toilet facilities. The purpose of the Security Officer being there is to ensure that all persons.
- Once it is clear that there is no-one inside of the toilets and that a Security Officer is guarding the point of entry, the children will then be safe to enter the toilet facility.
- A minimum of three (3) Leaders will be required to supervise toilet time. Two leaders will be responsible for the supervision of the toilets at all times. The third leader is responsible for the supervision of the children between the toilet facilities.
- If at any point a nappy, underwear or any undergarment is required to be changed a Leader must notify the Multiply Movement Children Ministry Leader so that contact can be made to the child's Parent for the Parent to come and change the child.
- If an older child or a parent of a younger child requires assistance in the form of a spare piece of clothing, the required article of clothing will be taken from the storage room and given to the child. At all times there must be a Leader supervising the toilet to ensure that it is safe for the child.
- If a younger child requires assistance to use the toilet, one leader will help the child while a second Leader stands outside. All of this must be conducted while the toilet doors remain open. At no time must the doors be closed.
- If an older child aged 11 or older needs to use the toilet then only one Leader is required for supervision. The child is to be taken to the unisex toilet and the supervising leader is to remain outside at all times. If the child then requires further assistance, the child's parent must be contacted.
- Should a parent be required for any toilet reasons a Multiply Movement Children Ministry Leader or a Leader by the direction of a Multiply Movement Children Ministry Leader will communicate with the media center. The media center will then project a message onto the screen informing the parents that they are required at Children's Church. If the Parent fails to attend to their child after three notifications, then the leader must call for the accountability of another leader and attempt to assist then child with the open door policy stated above.

- If a child wishes to use the toilet with a friend, a Leader will go with them. The children will then take it in turns using the toilet (one friend waits outside while the other goes to the toilet). At no times is there to be two (2) children in the same toilet cubical.

Before a child is left in the care of INSERT CHILDRENS MINISTRY's Church, the Parent is to first discuss with the Multiply Movement Ministry Leader or Leader (who will then inform the Multiply Movement Ministry Leader) about whether their child has any special needs. If there is capacity to provide some additional assistance then this may be done, within the scope of child protection legislation and Multiply Movement policies.

6.5 Discipline

At Multiply Movement it is our aim to encourage kids to be confident in whom God made them to be in a respectful manner, also to follow our expectations (outlined in children's code of conduct). However, if the child does not adhere to the outlined expectations this is the disciplinary action we will have to take.

1. Warning
 - A child will be taken aside and told this is a warning next is time out.
 - The child will also be asked what they did wrong, to confirm the child understands why they are receiving a warning
 - The leaders will then tell the ministry team leaders that said child has received a warning
2. Timeout
 - If a child continues to miss behave a time out will be given
 - They will be pulled aside and told this is a time out. They will be informed that if they continue to miss behave, their parents will be notified to come and collect them.
 - The child will then be asked what they did wrong, to confirm the child understands why they are in timeout
 - The child will receive time out according to their age (e.g. Y10 years or age =10 minutes time out, 6 years of age = 6 minutes time out)

6.6 Suspension

- If a child continues to miss behave, the leaders will organise to notify the parent/ guardian to come and collect the child
- The parent will be informed what has happened and the steps the leaders have taken
- If this continues for 4 weeks the child will be asked to not come into kids church the following week

This is a last resort and something we do not wish to do. But this is a necessary application we should do, to continue doing children's ministry. The suspension can only be given by the children's ministry leaders, not by anyone else

When a parent signs a child in for the first time, they are advised of the disciplinary methods used by the Multiply Movement Children's ministry. If a parent has an issue with these disciplinary actions, they are advised to discuss these methods with the ministry team leaders before the service, and agree to a suitable method for their child. If that desired method is not consistent with Multiply Movement Child safety policies, or endangers any other team member or another child emotionally or physically, then the team leaders reserve the right not to check that child in.

7 Check-in & Check-out

7.1 Check In/Check-out Procedure

- At about 3:45pm parents are encouraged to check-in their children at the check-in/check-out desk.
- A Leader is to attend the desk between 3:45 and 4:30pm.
- Children under the age of 18 must be signed in by their parents, this includes all Youth Leaders.
- Parents are encouraged to take their children to the bathroom before this check-in time.
- Any new child needs a parent to fill out and sign a form outlining their personal details. Especially important are the contact details, if at any point

in time during the service a child's parent needs to be immediately contacted, then this can be easily facilitated if the parent supplies accurate contact details.

- After seeking permission from a Leader, a new parent can stay with their child/children to help settle them in. Regular parents are not permitted to stay in the Children Church room unless their child requires a longer time to get settled.
- Unless you require your child out earlier, on or about 6:30pm a Leader will attend the check-in/check-out desk. Parents are encouraged to pick up their children at this time.
- Should a parent fail to check-out their child at the check-out time, a notice will be sent to the main auditorium screen to remind the parent to do so.

7.2 Sick Policy

- If a child displays signs or symptoms of sickness the Team Leader assigned to Check-In will ask the parent that the child not be checked/politely refuse the child to be checked-in. Especially if a child shows signs of a cold or flu. Signs that a child may be exhibiting symptoms of sickness include temperature, vomiting, diarrhea, severe coughing, nasal drainage, etc.

8 Visiting Parents policy

Parents are permitted to enter the children's ministry area upon the following conditions:

- They are made aware of the volunteers code of conduct
- Sign themselves in and sign out where they go out
- Identify themselves of a particular child with a formal lanyard tag
- Agreeable to take instructions and directions form the Team Ministry leaders
- Limited interaction with other children

- Whilst they are in the room, the child of that parent will be the responsibility of the parent.

9 Risk Management

9.1 Disclosures of Harm.

Confidential information must not be disclosed and treated with the highest regards by all Employees, Team Leaders and Team Worker. Exceptions include when required by law, abuse notification whether required by law or not, there are concerns for the safety of the person or others, or when the information is in the public domain. Disclosure is a serious matter and the assistance of a supervisor or a church leader should be sort when unsure.

All instances of disclosure must be acted on and the team leader notified immediately.

If a volunteer or an employee suspect a child is in immediate danger or in a life-threatening situation, they are to notify the team leaders who will then contact Police Services immediately by calling **000**.

If a volunteer or an employee suspect a child is experiencing harm or is at risk of experiencing harm, the they are to notify the team leaders who will then contact Child Safety immediately. For disclosures made within **normal operating hours** please contact is to be made to the closest Child Safety Service Centre and follow all directions. Centres Include:

- Alderley Child Safety Service Centre – 07 3247 7888
- Chermside Child Safety Service Centre – 07 3513 3700
- Forest Lake Child Safety Service Centre – 07 3723 2100
- Fortitude Valley Child Safety Service Centre – 07 3406 5222
- Inala Child Safety Service Centre – 07 3710 1800
- Mt Gravatt Child Safety Service Centre – 07 3434 1200
- Stones Corner Child Safety Service Centre – 07 3324 5400

For weekends and after-hours, the **Child Safety After Hours Service Centre** can be contacted on 1800 177 135. This service operated 24 hours a day and seven days a week

If any employee or volunteer are at all uncertain about what action to take, they are to discuss this with the team leader. If the team leader is unsure about what course of action should be taken they can contact the Risk Management Officer.

Alternatively, they can contact the closest **Child Safety Service Centre** (See above section for location and contact details) or they can contact the **Child Safety Services Enquiry Unit on 1800 811 810**.

Both the Child Safety Service Centres as well as the Child Safety Service Enquiry Units have trained professionals on call to assist people working with children in making the decision that will ensure the safety and the welfare of the concerned child. All personal information collected by these agencies when reporting a disclosure is strictly confidential and protected.

9.2 Emergency Response

An emergency response plan is necessary for any activity involving children. It is the responsibility of the Team Leader to formalise this plan and communicate it to the team members. An emergency plan should detail the process to follow including:

- Who will respond to the injured participant and who will administer first aid.
- Who will be responsible for the movement and supervision of other participants?
- Who will notify the relevant authorities (Police, Ambulance, Fire)?
- Who will notify the family of the participant?
- Who will notify the Risk Management Officer?
- Who will complete the incident report form?

9.3 Food Handling

It is the responsibility of Team Leaders to ensure that they are fully aware of any allergens that parents have described their children as having. Major allergens

include dairy, gluten, soy, tree nuts, eggs and peanuts. Food containing peanuts cannot be provided to the children.

To avoid uncertainty over a child's allergy, Team Leaders are required every service to print the child's allergy on their name tag.

9.4 Policy for Cleanliness and Sanitation

- Each child is to sanitise their hands after they have played and before they eat food.
- After every service all toys and hard surfaces that children come into contact with will be cleaned and sanitised.
- Once a week a cleaner will clean the Children's Church room.

9.5 High Risk and Off-site Activities.

The way Multiply Movement identify a high-risk activity will be dependent on the variables of the activities we offer to the children and young people. A high-risk activity may include but is not limited to youth camps, excursions, or family days.

A high-risk activity will require additional planning and supervision, the adoption of additional risk management strategies including identifying risks and steps to remove or minimise identified risks.

Risk management plans should be developed by key personal or leaders involved in the various activities. These plans should be documented and reviewed annually.

Reviews of high-risk activities or offsite events should be conducted to ensure the risk management plans remain congruent and applicable. It is the responsibility of the Team Leader and the Risk Management Officer to ensure all activities are reviewed and declared safe, that all attempts have been made to minimise risk and that all team members are aware of their responsibilities and duty. It is the responsibility of the Team Leader to understand First Aid, emergency procedures and incident reporting procedures. It is also the responsibility of the Team leader to ensure that everyone has current Permission Indemnity Forms signed and dated by

parents. Copies of these forms may be found in the appendix and are available upon request.

9.6 Fire Safety

All employees and volunteers are to be advised of the building floor plan prior to commencement of children activities.

Fire exits are to be unobstructed, and fire extinguishers are to be clearly identified.

A fire drill is to be conducted with all leaders and volunteers during the Child policy and protection training sessions.

In the case of a fire, all leaders must follow the direction of the team leaders.

9.7 First Aid.

A minimum of one on-site leaders have a current first aid certificate issued by an accredited agency.

An up-date and accessible first aid kit is accessible always. The first aid kit is currently stored on the first fridge in the Kitchen. If the location changes, all leaders and volunteers are to be notified by the First Aid safety officer or the Risk Management Officer.

9.8 Sun Safe

When children are required to participate in activities in direct sunlight

- They must wear hats
- Wear clothing suitable to restrict sun burn.
- Apply sunscreen should be applied (Parents will be required to apply sunscreen prior to the event)
- If a child does not have sunscreen applied, the parent will be notified and permission obtained to apply sunscreen obtained.
- If an employee or volunteer is to apply sunscreen, then that person should be over the age of 18, and one team member apply the sunscreen whilst another team member observes for accountability reasons.

9.9 Incident Reporting

In the event of an incident Multiply Movement employees, leaders and volunteers are required to:

- Respond promptly and take adequate follow up action.

- Complete an Incident report form in the case of emergencies requiring secondary medical attention. I.e, visit to a doctor, hospital or in the event that ambulance services are requested. An incident report form must be completed immediately following an event of this nature. A copy of the incident report form can be found in the attachments. All completed Incident Report Forms must be submitted to the Multiply Movement office, reviews of the incident completed and recommendations and updates to the Child Safe Policy made where deemed necessary.
- Report all incidents regardless of severity to parents or guardians

10 Known Offenders

10.1 Policy Statement with respect to Known Offenders.

We take all concerns and reports of offenders and child abuse seriously. This section of the policy not only applies to all members, staff, volunteers but also attendees of Multiply Movement.

10.2 Objectives (this section)

The policies and procedures concerning child protection have the following goals:

- To provide ways to minimise the risk of child abuse to children and youth members because children are our primary
- To ensure that alleged and suspected child abuse are handled in a consistent and appropriate manner
- To approach the situation with open, honest and clear communication
- To set clear boundaries of behaviour between adults and children
- To educate staff, volunteers and children to be aware of appropriate and inappropriate behaviour
- To educate staff, volunteers and children to raise and report any concerns they have about children's safety

- To adopt a Code of Conduct for all known or suspected offenders to safeguard against risk and potential liability
- To support families with concerns about their children's safety and/or supporting families whose children have already been affected by child abuse

This policy provides guidance in the following specific areas:

- procedure when a known offender attends
- Multiply Movement Protection Code of Conduct
- reporting procedure for when there is a suspected offender
- monitoring procedure

10.3 Acknowledgements (this section)

We acknowledge:

- There may be survivors of abuse within the congregation and we aim to care for them effectively
- The high level of community knowledge concerning sexual abuse
- Our duty of care to provide a safe environment for all people, especially children, attending Multiply Movement
- There is no distinct or typical definition of a known or suspected offender and so each case will be individually assessed on a case-by-case basis
- The issues of forgiveness and the known or suspected offender's right to privacy
- There are risk management and potential liability issues concerning the known or suspected offender reoffending
- The importance of support, training, monitoring and oversight throughout this process

10.4 Definitions (this section)

'Reasonably suspects' means suspects on grounds that are reasonable in the circumstances.

'Harm' to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional well being. Harm can be caused by a single act, omission or circumstance or a combination. Harm can be caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation.

'Child' or **'Children'** are persons under the age of 18 years¹².

'Formal events' are the scheduled weekly events held at the church premises.

'Informal events' are the scheduled events that may not necessarily be held weekly. That can be held at the church or outside of the church premises and may include home groups and outings.

'Sexual offender' is someone who has committed an offence of a sexual nature, whether committed in Queensland or outside Queensland involving violence; or against children or adults¹³.

'Sexual offence' includes rape, indecent assault and indecent exposure, exposing children to pornography, and encouraging children to perform sexual acts on themselves, other children or the offender. This also includes looking at images of children being abused or photographed in provocative poses¹⁴.

10.5 Policy when a Known Offender Attends

When a known offender attends the church, this is to be made clear to the staff of the church and all necessary volunteers. By doing this we are keeping a clear line of communication through out the church which will making people aware of the people of concern that being monitored.

¹² Child Protection Act 1993 (Qld), s 8.

¹³ Dangerous Prisoners (Sexual Offenders) Act 2003 (Qld)

¹⁴ <http://files.ccpas.co.uk/documents/Help-SexualOffenderChurchAttendance.pdf>

Once the person is known about in a church setting they will be approached by members of the staff and be asked to read and sign a code of conduct. This code of conduct will list how they should act outside of church with different church events and inside of church, including the various zones/areas they are and are not allowed to enter. We will also require a formal police report, outlining the offence and all other necessary information that may be required. Other information that may be required could be: curfew, address, parole officer.

10.6 Code of Conduct for Known Offenders

The aim of this Code of Conduct is to provide a clear outline on the expectations and boundaries of any known or suspected offender, in a way that enhances transparency and accountability.

Supervision may be required under certain circumstances. This will mean that the offender/ suspected offender will have to have somebody with them at all times while on church property or attending a church function (formal or informal).

10.7 Accountability meeting for Known Offenders

So we are aware of what is happening in the offender's life (if there is any updates of importance we should know) we will have ongoing meetings with them, not only for the churches benefit but also for their own spiritual growth and relationship with God.

10.8 Zones

The suspected offender/ offender will have areas in the church which they are not allowed to enter. This mainly refers to the kids church area/s. The areas where the general public is also not allowed to go e.g. behind the help desk, back stage, green room, crèche, mother's room, GSST room, kitchen, store rooms, offices of all kinds. unless they have permission. The kids church room may not always be used for kid's church purposes, in which case the offender will be allowed access with accountability and the room may be used for other purposes. However if kids church is running at that time, there is strictly no access.

10.9 Responding to Suspected Child Offenders

All service teams (volunteers of the church) will know who to report too if anything suspicious arises. Service team is labelled by Multiply Movement name lanyard

stating they are here to help, so it will be clear for the rest of the congregation that they are the people to ask.

If there has been a tip off that a known sex offender is attending church, they will be confronted by members of the staff and asked about their alleged offence. If they are open and honest about what has happened in their past we will ask them to sign a code of conduct and also ask for a formal police report. If they deny the offence we will assign them a person of supervision while they attend church, we will also have a police background check performed to make sure what they have said is true. If they have not told us the truth about their past, they will either be asked to leave the church or asked for them to sign the code of conduct and for a copy of police report outlining the offence and potential curfew they may have. This will be determined case by case by the senior pastoral staff or their delegated authority.

10.10 Reasons for Exclusion

Under certain circumstances the only viable option may be to exclude the offender from church. Exclusion from church will be advisable if:

1. the offender has not reasonably been open and true about their past
2. for any reason the offender is not able to adhere to this policy or the Code of Conduct outlined to them and signed by them
3. it has come to the church's attention that the offender's crimes are a multiple or heinous in nature
4. one or more of the offender's victims attend the church

10.11 Possible General Indicators of an Offender

The service team will be trained to looking out and report anything that is suspicious.

Possible General Indicators of an Offender may include:

- When the majority of a suspected abuser's relationships are with children.
(Some abusers don't relate well to people of their own age)
Is over friendly/familiar with children

- Describes children as angelic or pure
- Has low self-esteem, poor self image
- Possible sexual abuse as a child
- May remove himself/herself mid-way through an activity to have time with children who may be in the toilets
- Gives articles of his/her clothing to a child as gifts, e.g. a cap, a jacket, footy shirt etc. This is an attempt to demonstrate ownership of the child
- Carries photos of children other than his/her own, often indicating that these children love him/her
- Gives extreme affection to children, e.g. front-on close hugging, always touching or flirting.
Flatters children and boosts their egos
- Has favourites to whom gifts are given
- Pays special attention to sad, isolated or lonely children and those in single parent families. Displays withdrawn, placid demeanour
- Can be single or married. Some reports show that 47% of child abusers are married. May be experiencing marital problems, but not necessarily
- Over emphasis upon morality – are legalistic and inflexible. Could well be a reflection of his/her own bad actions
- Strong denial of offence or any intention to offend
- Convincing in protests of innocence – has developed this as a defence mechanism. May be very outspoken about child sex offenders
- Avoids screening processes, or attempts to do so
- Attempts to engineer opportunities to be alone with a child, e.g., babysitting, targets single parents, child minding, etc

- Offers to take or takes child home, shopping or on an outing. Offers to collect child from school
- Dislikes submission to authority, prefers to work alone, and is negative (or dismissive) when sexual abuse topics are raised
- Spends considerable time with children
- Voices opinion on sex education, suggesting that children are not taught properly¹⁵

e.g. Can be any personal or social make-up, e.g. extrovert, introvert, married, single, old, young, rich or poor. While the majority of abusers are male, they are not necessarily always so.

Once a problem is reported the senior pastoral staff and key people in the church will be notified, If it continues to be an issue, either the Senior Pastors or their delegated authority will arrange and conduct a meeting with this person. Each case will be treated differently and will have a different outcome. Outcomes may be: removal from the church, supervision, ongoing check-ups or needing to sign a code of conduct to continue attending church.

11 Training of Volunteers and Staff

	Working With Children Blue Card	Online Training Foundational training in safe	Working with Children Workshop Further comprehensive training covering the roles and
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¹⁵ SASRAPID, Child Protection and Policy Procedures, <http://files.ccpas.co.uk/documents/Help-SexualOffenderChurchAttendance.pdf>

		working with children practices	responsibilities of a co-ordinator and leader within a ministry environment. Every person is required to attend a workshop every 3 years. New persons are required to attend within the first 3 months of service. Online training optional.
Senior Multiply Movement	Yes Mandatory	Yes Mandatory	Yes Mandatory
Associate Multiply Movement Brisbane	Yes Mandatory	Yes Mandatory	Yes Mandatory
Event Management Service Director Policy (inc assistant)	Yes Mandatory	Yes Mandatory	Yes Mandatory
Senior Associate Campus Pastor Multiply Movement West (inc Multiply	Yes Mandatory	Yes Mandatory	Yes Mandatory

Movement Team)			
Pastoral Care Team	Yes Mandatory	Yes Mandatory	Yes Mandatory
Welcome Team	Yes Mandatory	Yes Mandatory	Yes Mandatory
Children's Team	Yes Mandatory	Yes Mandatory	Yes Mandatory
Youth Team	Yes Mandatory	Yes Mandatory	Yes Mandatory
Young Adults Team	Yes Mandatory	Yes Mandatory	Yes Mandatory
Music Leader (inc Music Assistant)	Not required (unless working with children / youth)	Not required (unless working with children / youth)	Not required (unless working with children / youth)
LiveStream	Not required (unless working with children / youth)	Not required (unless working with children / youth)	Not required (unless working with children / youth)

Admin Team	Yes Mandatory	Yes Mandatory	Not required (unless working with children / youth)
Small Groups	Yes Mandatory	Yes Mandatory	Yes Mandatory

12 Attachments

Multiply Movement - Volunteers Declaration

Multiply Movement - Ministry Application form

Multiply Movement Child - Registration form

Multiply Movement - Incident Report Form