

All Children's workers and volunteers must:

- Read the Multiply Movement Child Safety Policy & Procedure Manual
- Read, sign and return Appendix 7 (for youth aged volunteers only)
- Read, sign and return Appendix 8 Children's Ministry Adult Application Form
- Read, sign and return Appendix 9 Confidentiality Agreement
- Read, sign and return Appendix 10 Code of Conduct
- Provide a copy of a working with State Based Childrens Check
- Undergo a referee check

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1. Policy Statement

This policy has been developed for the protection of children and youth in church programs and activities. Multiply Movement Church is committed to providing a safe and secure environment for everyone, and particularly for any children involved in any way with the church or church activities, whether they are from church families or from outside the church community.

This policy aims to reduce the risk of abuse occurring, and to ensure that a caring and appropriate response is taken should abuse occur. Multiply Movement Church has zero tolerance for child abuse. All ministries relating to the care of children at Multiply Movement Church are responsible for reporting information about suspected child abuse.

2. Purpose

The purpose of this policy is:

- To facilitate the prevention of child abuse occurring within Multiply Movement Church.
- To work towards an organisational culture of child safety.
- To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
- To provide a clear statement to staff/volunteers/ contractors forbidding any such abuse.
- To provide assurance that any and all suspected abuse will be reported and fully investigated.

3. Scope

The Policy & Manual apply to:

- All ministries authorised by or under the control of Multiply Movement Church, including those ministries undertaken at the church's premises or away from the church's premises.
- All leaders and children's workers within the church or engaged by the church.

4. Authority

These are the Policy & Procedures of Multiply Movement Church and have been adopted for use by the Leadership team headed by company director Jason Harrison from the 13th November 2016

4.1 The Board of Multiply Movement Church Ltd has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place.

4.2 The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

4.3 The company director of Multiply Movement Church Ltd is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the Multiply Movement Church Ltd community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

4.4 All company directors must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate staff, leaders and volunteers about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

4.5 Company directors should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct. All staff/leaders/volunteers share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and Multiply Movement Church Ltd policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person in the organisation); and
- Provide an environment that is supportive of all children's emotional and physical safety.

5. Definitions

Child: Any person, child or youth, under the age of 18.

Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards.

Children's Worker: Any person (volunteer or paid) that is tasked with the responsibility of looking after children for a particular church event or other predetermined period of time.

Church: Multiply Movement Church - A gathering of believers coming together for the purpose of sharing in the word, praying, worshiping and fellowship as part of Multiply Movement Church's organised activities. This could be at any location and is not limited to a Sunday meeting.

Helper/Volunteer: Any (paid or unpaid) adult or youth who is invited by a leader to assist them in their ministry.

Leader: Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of those placed in their care whilst holding a formal position in a recognised ministry of the church.

Member: Any person who attends Multiply Movement Church regularly.

Ministry: Any organised activity that is authorised by the church.

Ministry Leader: The person recognised and authorised by the church as head of a ministry.

Reasonable grounds for belief is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

- A reasonable belief is formed if a reasonable person believes that:
 - The child is in need of protection,
 - The child has suffered or is likely to suffer “significant harm as a result of physical injury”,
 - The parents are unable or unwilling to protect the child.
- A ‘reasonable belief’ or a ‘belief on reasonable grounds’ is not the same as having proof, but is more than mere rumour or speculation. A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a ‘reasonable belief’ might be formed if:
 - A child states that they have been physically or sexually abused;
 - A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);

- Someone who knows a child states that the child has been physically or sexually abused;
- Professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- Signs of abuse lead to a belief that the child has been physically or sexually abused.

Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

6. Obligations

6.1 Spiritual

The core beliefs of the church require us to treat all people with fairness, love and dignity and to care for those who are less powerful and in need of nurture and protection.

6.2 Legal

The church and its leaders are subject to Federal and State legislation and principles established through common law. Multiply Movement Church is committed to adhering to all relevant legislation.

6.3 Ethical

All leaders and children's workers will ensure that high standards of conduct are maintained at all times to ensure the safety of both children and helpers.

7. Selection and Screening

7.1 Recruitment Procedure

Leaders and children's workers involved in children's ministry are entrusted with authority, responsibility and influence, so they must be carefully selected and screened.

Multiply Movement Church Ltd undertakes a comprehensive recruitment and screening process for all staff, leaders and volunteers which aims to:

- Promote and protect the safety of all children under the care of the organisation;
- Identify the safest and most suitable people who share Multiply Movement Church Ltd values and commitment to protect children; and
- Prevent a person from working at Multiply Movement Church Ltd if they pose a risk to children.

Multiply Movement Church Ltd requires all workers/ volunteers to pass through the organisation's recruitment and screening processes prior to commencing their engagement with Multiply Movement Church Ltd.

Multiply Movement Church Ltd may require applicants to provide a police check in accordance with the law and as appropriate, before they commence working at Multiply Movement Church Ltd and during their time with Multiply Movement Church Ltd at regular intervals.

Multiply Movement Church Ltd will undertake thorough reference checks as per the approved internal procedure.

Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy.

7.2 Prior to Children's Workers commencing child-related ministries, they must meet the following requirements.

- **Membership** - Be members of Multiply Movement Church or have regularly attended another church for at least 6 months.

- **Complete adult children's ministry application form** - Children's Workers will complete an adult volunteer application form which requests details of relevant past experience, positions held, details of two referees and permission to contact them. References will be checked and referees spoken to.
- **Informal Interview- this is only required for Children's Ministry Leaders.** Shortlisted applicants will be required to attend an informal interview by the senior pastor, elder or ministry leader (company directors & board members) prior to being accepted as a Children's Ministry Leader. Questions asked will seek to establish the applicant's suitability for the role or position and the conversation will be documented and retained on file.
- **Working with children check-** A Working with Children Check which complies with the legislative requirements of Victoria will be requested and received prior to the Children's Worker commencing their proposed role.
- **Complete & sign a Code of Conduct & Privacy Agreement form-** all Children's Workers will be given clearance by the Director and will need to sign a Code of Conduct and Privacy Agreement form.
- **Read Child related Policy and Procedures** - Familiarise themselves with the Child Protection Policy & Procedures of the church and be prepared to work within them.
- **Attend Child protection training-** attend any in-house Child Protection Training as required

Childrens Workers will receive ongoing support, accountability and training in this Child Protection Policy and the goals, expectations and responsibilities of children's ministry.

7.3 Ineligibility

Where the church has identified that an applicant has previously committed a violent or sexually related offence they cannot, under any circumstances, be considered for ANY position of ministry within the church.

7.4 Youth Aged Helpers

Youth Aged Helpers are expected to:

- Have an awareness of the content of the child related policy & procedures of the church and be prepared to work within them.
- Sign a Code of and Privacy Agreement form
- Have a Young Leader Application form signed by a parent or guardian

Any youth aged helper who provides assistance in a children's ministry **must be supervised by a Children's Worker** at all times and will be accountable to that Children's Worker.

Children's Workers who accept the assistance of a youth aged helper must be satisfied of the helper's maturity and their suitability for children's ministry.

A youth aged helper under the age of 18 is exempt from requiring a Working with Children Check provided they are under the supervision of a Children's Worker.

8. Training

All Children's Workers will be issued with a copy of this policy and are required to attend annual training and instruction in:

- The content and application of the Child Safety Policy & Procedures.
- Reporting procedures and the associated legal requirements.
- The goals, expectations and responsibilities of children's ministry.
- Annual refresher training will be held and details of any legislation changes, or changes to the children's program at Multiply Movement Church will be provided.

9. A Safe Environment

9.1 Homes

Multiply Movement Church run a variety of meetings in a home environment.

- When meeting in homes the responsibility of supervising children falls with their parents/guardians.
- No formal childrens ministry will be offered in homes
- An adult may volunteer to watch their own child and other people's children at the same time.
- It is at the discretion of the child's parents if they allow their child to be supervised by another adult.

9.2 Children's Ministry

- Registration/enrolment forms are used for all formal children's programs. (see Appendix 6)
Registration and enrollment forms are not required when meeting in homes.
- Children's Workers are easily identifiable with name tags/uniform for formal children's programs.
This is not required when meeting in homes.
- Parents are responsible for their children's toileting, and will be contacted via phone message if their child is requiring the toilet during formal children's ministry or in homes.
- Parents will be asked to change their child's soiled nappies or clothing.
- Children's Workers are required to use the main adult toilets. In a home environment this is not possible and children and adults will use the same toilet.
- Children's Workers will not initiate physical contact. If absolutely necessary, use side hugging, keeping the lower half of your body well away.
- Prior to any outdoor play, Children's Workers will check the playground for its safety and the presence of strangers.
- The children must be in view of the Children's Workers at all times during formal children's programs.
- A stocked and up to date First Aid kit will be available, as will access to incident report forms.
- Safe food handling will be practiced including hand washing.
- Children's Workers will not visit children in their homes unless a consenting parent is present.
Preferably, another Children's Worker will accompany them.
- When transporting children, Children's Workers should not be alone with a child in a car. Where this is not practical, Children's Workers will seek parental permission first before taking children directly to and from arranged venues and will not spontaneously detour or make additional arrangements. Drivers must be fully licensed.
- All personal counselling of children is performed in public view by two Children's Workers, both of whom are not related to the child.
- Adults and children are expected to respect each other's privacy during activities that require undressing, dressing or changing clothes. Children's Workers will set an example by protecting their own privacy in similar situations. No Children's Worker will be alone in a room with a child while either is changing.
- Initiations and secret ceremonies are prohibited. All aspects of every child-related program will be open to observation by parents, guardians and friends.
- Communicate with integrity, including accountable and wise use of electronic communication.

- Children's Workers will use caution when initiating or receiving contact with those we serve, including gestures of comfort as such gestures can be unwanted or misinterpreted.
- Children's Workers have the right to ask people who do not have a valid reason to be present at child-related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.
- Any issues or concerns must be brought immediately to the Children's Worker, Ministry Leader or senior pastor (company director).

8. Disciplining Children

It is not the responsibility of the church or its leaders to discipline a child. If a child is being disruptive, encourage the child to do the right thing in a respectful and calm manner, giving verbal correction. If a child persists in disobeying the rules set down by the Children's Worker, or is an obstruction to the care of other children or may cause harm to other children, the child will be calmly removed and referred back to their parent or guardian.

At no time will a Children's Worker administer any form of physical, emotional or mental discipline.

9. Alcohol and Drugs

The consumption of alcohol or illegal drugs on church grounds or during an activity is not to be allowed or condoned by any Children's Worker. If a child is found to be under the influence of alcohol or illegal drugs the parents/guardians will be contacted so the child can be returned home immediately. A Leader or Pastor will follow-up and offer counselling.

Any child required to take prescription medication during their time at a children's ministry event, must provide a letter from their parents/guardians to the Children's Worker.

10. Abuse

Abuse can consist of, but is not restricted to, one or more of the following:

10.1 Physical abuse

Any non-accidental physical injury resulting from practices such as hitting, punching, kicking

(marks from belt buckles, fingers) shaking (particularly babies) burning (irons, cigarettes), biting or pulling out hair, supplying or permitting alcohol or other drug administration, and other acts of violence.

10.2 Sexual abuse

Any assault or abuse of a sexual nature, sexual molestation, indecent exposure, sexual harassment, intimidation or threat to perform such an act upon another person. It occurs when a person uses their power and authority to take advantage of another's trust to involve them in sexual activity. It can involve pornography, child prostitution, fondling, incest, sexual suggestion (such as coarse language and joking, gestures or remarks, inappropriate conversation, inappropriate literature) exhibitionism, inappropriate touching, recording or filming, voyeurism, mutual masturbation, oral sex, penile or other penetration of the genital or anal region. All sexual behavior involving a child is regarded as abuse and warrants immediate action. It does not necessarily involve genital contact but is any act which erodes the sexual boundary between two persons. It may appear consensual but the validity of consent is negated by the power differential.

10.3 Emotional abuse

The chronic attitude or behaviour of one person which is directed at another person, or the creation of an emotional environment which erodes a child's development, self-esteem and social confidence over time. Behaviour may include: devaluing, ignoring, rejecting, insulting, bullying, corrupting, isolating, terrorising or chronic and extreme domestic violence in the child's presence. Failure to acknowledge a child's emotional needs, either intentionally or through ignorance is a failure to supply a child with the nurturing secure love and care required for normal development.

10.4 Neglect

This is characterised by the failure to provide for the child's basic needs. Any serious omission or commission which jeopardises or impairs a person's development. Behaviour may include inadequate supervision of young children for long periods of time. Failure to provide adequate nutrition, clothing or physical hygiene. Failure to provide needed or appropriate health care or medical treatment. Disregard for potential hazards in the home. Forcing the child to leave home early. Allowing children to engage in chronic truancy.

11 Behavioural and Physical Indicators of Abuse

The lists that follow include common behavioral and physical indicators of abuse. It should be noted that the presence of a single or even several indicators does not prove that abuse exists. Workers should however be alert to the possibility of abuse.

11.1 Physical Abuse Indicators

Unusual wariness of physical contact, unusual fear of parent or caregiver. Extremely compliant, shy, withdrawn, passive or uncommunicative. Unusually nervous or hyperactive, aggressive, disruptive and destructive (to self and others). Unable to explain injuries.

11.2 Sexual Abuse Indicators

Inappropriate sexual activity e.g. rubbing against an adult, playing games that echo the abuse, sexual themes in artwork and stories. Fear of going home or being alone with a particular adult. Showing an understanding of sexual behavior beyond their years, sleep disorder and bedwetting, inhibition to play, serious difficulty relating to peers/adults. Constant complaints of headaches or abdominal pains, difficulty walking, frequent infections, obsessive talk of someone.

All bruising and bleeding in the genital areas, breasts, or in the lower abdomen or thighs are prime indicators of abuse, as are complaints of soreness in these areas.

11.3 Emotional Abuse Indicators

Withdrawn, low self-esteem, anxiety, depression, delayed or distorted speech, passive and undemanding. Could also be extremely demanding, aggressive and angry, antisocial and destructive, attention seeking. Inability to mix with other children and changes in behaviour.

11.4 Neglect Indicators

Dirty, bad teeth/gum disease, poor skin, underweight, constantly sick/sleepy or hungry, alienated from peers, withdrawn, pale and listless, sadness/grief, lack of supervision, easily drawn to adults, truancy, poor achiever at school, reluctance to go home.

12 Reporting Procedures

Multiply Movement Church actively encourages the reporting of all abuse including sexual abuse, and

is committed to building an environment where either a victim or Children's Worker feels able to report such abuse.

Children's Workers must report reasonable suspicions of abuse to the ministry leader of Multiply Movement Church. Reasonable suspicion means fair and practical reason to believe an incident involving abuse has occurred based on either verbal communication, hearsay, rumour or observation of behaviour.

A small team, including an independent person and the Senior Pastor (company director), will be appointed to deal with any allegations that arise within the church.

If there are reasonable grounds to suspect a child has been or is suffering abuse, the Police and the Child Protection Service will be contacted immediately.

The phone number for the Police is: 000

The phone number for the Child Protection Service:

Business Hours: (03) 5434 5555

After Hours: 131 278

Child Protection Service - Meeting the needs of children and making sure they are safe in the family is a shared responsibility between individuals, the family, the community and the government. When adults caring for children do not follow through with their responsibilities, are abusive or exploit their position of power, then it is the child protection system that becomes responsible for taking action. The Victorian Child Protection Service is specifically targeted to those children and young people at risk of harm or where families are unable or unwilling to protect them.

Child FIRST - Significant changes have been made in recent years to create an integrated Child Protection and Family Service system that provides improved supports to vulnerable children, young people and their families. Child FIRST sites have been established across the state. These 'hubs' provide a central, community-based referral point to a range of community based Family Services and other supports. Child FIRST ensures that vulnerable children, young people and their families are linked effectively into relevant services and may be the best way of connecting children, young people and their families to the services they need. (see Appendix 9)

Reasonable grounds for abuse can be assumed when:

1. A child discloses that he or she has been abused.
2. A child states that they know someone who has been abused (sometimes the child may be talking about themselves).
3. The child's behavior and/or development indicates abuse.
4. The child has physical or sexual signs of abuse.
5. Someone close to a child (eg. parent, sibling, relative, close friend) discloses on behalf of that child.

The Police will also be notified if a child discloses an incident of abuse that has occurred somewhere other than the church (eg. home or school).

If a disclosure of abuse is made, the person who receives the disclosure will maintain appropriate pastoral care to the one making the disclosure.

When responding to a disclosure:

DO:

- Remain calm and treat each allegation seriously.
- Listen carefully to the child as you will need to write down exact notes. (see Appendix 10 & 11)
- Tell the child they are not to blame. It is not their fault.
- Tell the child you believe them, and they have done the right thing in informing you.
- Inform the child you need to tell people who can help stop the abuse.
- Ensure the child is safe and not in immediate danger.
- Report to the Police, Child Protection Services and church leadership as per flow charts on the following pages.

DO NOT:

- Do not show emotions such as disgust, shock or panic.
- Do not have a long conversation or press for details.
- Do not inform anyone who does not need to know, including the alleged offender.
- Do not promise the child that the abuse will stop.
- Do not investigate the allegations yourself.

- Do not deny the allegations or minimise its impact.
- If the alleged abuse is of a sexual nature and has taken place recently, clothing worn by the child should be retained and handed to the police for forensic examination.

Remember that you do not have to prove that abuse has happened. You only need reasonable grounds for your belief.

You do not need permission from parents or caregivers to make a notification, nor do they need to be informed that a notification is being made.

If you make a notification in good faith, you cannot be held legally liable, regardless of the outcome. Where an allegation is made the accused Children's Worker will be suspended from all ministry pending the outcome of all investigations. Both the child and the alleged offender have rights and need protection and due process. Therefore the privacy of an alleged offender will be maintained during the investigation process. If the worker is found guilty, the appropriate authority will terminate all roles and ministry positions held by that person within the church.

13. Mandatory Reporting

In March 2014, the Victorian Government introduced legislation in response to the report of the Family and Community Development Committee inquiry into the Handling of Child Abuse by Religious and other Non-Government Organisations called "Betrayal of Trust".

The new Victorian legislation includes:

An offence for people who hold a position of responsibility who fail to protect a child from sexual abuse when they know if someone associated with their organisation poses a risk of sexually abusing children.

An offence for individuals who fail to inform the police if they know or believe that a child has been sexually abused.

Some professionals such as doctors, nurses, police, school teachers and principals, are legally obliged to report suspected child abuse, in addition, any person who believes on reasonable grounds that a child needs protection can make a report to the Victorian Child Protection Service.

It is the Child Protection Worker's job to assess and, where necessary, further investigate if a child or young person is at risk of harm.

A new offence for failure to disclose child sexual abuse came into effect on 27 October 2014. The offence requires that any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child (aged under 16) disclose that information to police.

The offence applies to all adults in Victoria, not just professionals who work with children, unless they have a reasonable excuse. For example, if the person believes that the information has already been disclosed to the police by another person, and they have no further information to add.

In April 2014, the Government introduced the offence of 'Grooming' for sexual conduct with a child under the age of 16 years. This offence targets predatory conduct designed to facilitate later sexual activity with a child. The Betrayal of Trust report recommended the grooming offence, given the way in which many sex offenders target their victims. Grooming can be conducted in person or online, for example via social media, web forums and emails.

Many perpetrators of sexual offences against children purposely create relationships with victims, their families or carers in order to create a situation where abuse could occur. For this reason, parents, carers or other family members who have been targeted by perpetrators in order to gain access to a child are also victims.

14. Investigations

If the appropriate child protection service or the police decide to conduct an investigation of this report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Director will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Director may decide to conduct such an investigation.

- All employees, contractors and volunteers must co-operate fully with the investigation.
- Any such investigation will be conducted according to the rules of natural justice.
- The Director will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Director shall coordinate the investigation with the appropriate investigators and / or law enforcement officials.

Internal or external legal representatives will be involved in the process, as deemed appropriate.

Responding If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organisation's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

15. Maintaining Confidentiality

Any disclosures by a child, reports of suspected abuse and all details of the subsequent investigation will be documented promptly and the documents will be held in a secure location and kept private and confidential.

The church reserves the right to carry out church disciplinary procedures in accordance with the constitution of the church and the reporting procedures as documented in this policy.

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety.

Multiply Movement Church Ltd will have safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

16. Photography and Storing Images

On occasions, the church takes photographs or video recordings during children's ministry, activities, programs or outings. In accordance with child safety, full names of children and identifying information other than a first name would not be printed alongside images.

All images will be used for church use only. Taking photos for church or personal use is not permitted without prior parental permission. The only exception to this is for public performances where personal photography will be permitted.

17. Known Offenders

17.1 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 Church.

17.2 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 Church
- 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 offenders right to privacy
- There are risk management and potential liability issues concerning the known or suspected offender re-offending
- The importance of support, training, monitoring and oversight throughout this process

17.3 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 years.

'Formal events' are the scheduled Multiply Movement Church events.

'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 Victoria or outside Victoria involving violence; or against children or adults..

'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 poses.

17.4 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 throughout the church, which will assist in making people aware of the people of concern that are being monitored.

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.

17.5 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).

17.6 Accountability meeting for Known Offenders

So that Multiply Movement Church is aware of what is happening in the offender's life, Multiply Movement Church leaders will have ongoing meetings with the Known Offender, not only for the churches benefit but also for their own spiritual growth and relationship with God.

17.7 Zones

The suspected 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, 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.

17.8 Responding to Suspected Child Offenders

All service teams (volunteers of the church) will know who to report suspicious behaviour to the Multiply Movement Church leadership.

If there has been a tip off that a known sex offender is attending church, they will be confronted by members of Multiply Movement Church leadership and asked about their alleged offence. If they are open and honest about what has happened in their past Multiply Movement Church will ask them to sign a code of conduct and also ask for a formal police report. If they deny the offence Multiply Movement Church will assign them a person of supervision while they attend church events. Multiply Movement Church will also have a police background check performed. If the Police check reveals they have not told 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/restrictions they may have. This will be determined case by case by the senior pastoral staff or their delegated authority. All actions must be documented by Multiply Movement Church.

17.9 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

17.10 Possible General Indicators of an Offender

The service team (Multiply Movement volunteers and staff) 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 properly

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 (Company Director) 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.

18. External Policies

We acknowledge that some ministries in the church might have external affiliation with other organisations. These organisations will possibly have policies governing the issues of members and/or child safety and abuse. The church's policy & procedures are not intended to replace or conflict with other policies, but instead to operate in conjunction with them.

19. Related Documents

- Confidentiality Policy
- Risk Management Policy
- Staff Recruitment Policy
- Staff Induction Policy
- Whistleblower Policy
- This policy must be read in conjunction with:
 - The law of the Commonwealth or of the relevant state or territory;
 - The organisation's Code of Conduct;
 - Termination of Employment Policy and Misconduct Procedures

20. Policy Review

The child safety policy & procedures will be reviewed annually and following every reportable incident. The senior pastor (company director) and eldership will inform the ministries involved when the date of review will occur, and any changes recommended by the ministries should be submitted in writing to the decision makers for consideration one month before the review date. Any proposed changes will be submitted to the relevant meeting for approval before being implemented.

21. Signing

This Policy was adopted on the 13th Nov 2016 by the Multiply Movement Church board.

This Policy was updated on the 23rd Feb 2018 by the Multiply Movement Church Board.

Signed Jason Harrison

Company Director Multiply Movement Church Ltd.

Date _____

APPENDIX 1: Sample Interview Questions

Working with children suggested interview questions.

The questions asked in this interview may make you feel uncomfortable but they are a necessary part of our child safety policy and must be answered. The answers you provide will be kept confidential where possible but may be divulged to other leaders within the church.

1. Why have you applied for this position and why do you feel you are suitable for the role?
2. Please describe any positive experiences you have had with children or young people.
3. Please describe any negative experiences you have had with children or young people.
4. Have you ever been in a situation where you have disciplined a child or young person? If so, how did you handle this situation?
5. Have you ever been investigated or accused of violent or sexually related offences? If so, what were the circumstances?
6. Is there any other information relating to your suitability for this position that we should be aware of?
7. Have you experienced tragedy or abuse which may impact your ability to serve as a Children's Worker?

APPENDIX 2: Working with Children Check - Victoria

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical and sexual harm. Amendments were made in October 2014.

The Working with Children (WWC) check creates a mandatory minimum checking standard across Victoria. The WWC check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

If you work or volunteer with children you will need to apply for a WWC check. Employers, volunteer organisations and agencies must ensure that any of their staff or volunteers who need a WWC check have applied for and obtained it. Anyone appointed (paid or unpaid) to any ministry leadership position in the church will now require a WWC check. You will not be permitted to work in children's ministry with Multiply Movement Church without a current WWC check.

The WWC check provides information regarding a person's criminal history for serious sexual, violence or drug offences and findings from professional disciplinary bodies. Persons wishing to work in child-related employment are required to apply for a WCC check.

How long is the check valid?

The WWC check is valid for five years and is transferable between different employers or volunteer organisations. The check is free for all volunteers.

How do I obtain a WWC check?

You can apply for a WWC check online and lodge it at a participating Australia Post outlet. 100 points of ID and a passport size photo is required. Go to www.workingwithchildren.vic.gov.au

Alternatively you can call them on 1300 652 879

Church details are as follows:
Multiply Movement Church Ltd

16 Julie Court
Kangaroo Flat, 3555

APPENDIX 3: Permission and Enrolment Form for Children attending Multiply Movement Church Children's ministry.

Child Details	
Full Name	
Date of Birth	
Current Address	
Grade/Age	

Parent Guardian Details	
Name	
Address	
Email	
Relationship	
Mobile	
Landline	

Emergency Contact	
Name	
Address	
Relationship	
Mobile/Land line	



Details of person/s permitted to collect your child

Allergies/medical information

Dietary needs/special needs/other information

Declaration: please state Yes or No	
	I give permission for my child to participate in the children’s ministry at Multiply Movement Church, including snacks and games. I understand there are rules for the activities and agree that these rules apply to my child.
	I give permission for my child to participate in supervised outside play on the school playground facilities next door.
	I understand that on occasions, the church takes photographs or video recordings as part of church life. I give permission for my child’s image to appear in print and in on-line church publications which promote church activities such as the newsletter, church websites, promotional material etc.

Name of Parent/Guardian:

Signature: _____ Date: _____





APPENDIX 4: Incident Report

Name of Leader completing this form: _____ Date: _____

What happened: _____

Where did it happen: _____

What time did it happen: _____

Other people involved/present: _____

Were there any injuries: _____

Details of any action taken and by whom: _____



Parents notified – further action after incident reported: _____



APPENDIX 5: Child Abuse Report Form

In accordance with this church's policy, all incidences of child abuse or suspected child abuse (including those involving helpers/leaders/members/eldership associated with the church) are to be reported to Child Protection Services (CPS) and reported to the Ministry Leader who will pass the information on to the Pastor/Eldership as soon as possible. This form is to be filled out by the one making the report, preferably in the presence of the Ministry Leader, who will facilitate that process.

Date: _____ Time and date of alleged abuse: _____

Has CPS been notified? _____ Date of notification: _____

Child's name(s): _____ Age: _____

Name of person making report: _____

Name of suspect: _____ Church position held: _____

Please record what has been observed/or what information has been received by whom, when, where and who else may have been affected: _____

How did the person making the report become aware of this situation? _____



To the best of my knowledge these details are correct and true

Signature: _____ Date: _____

Ministry Leader/Pastor: _____ Signature: _____

Date referred to Pastor/Eldership: _____

Action taken: _____

APPENDIX 6: Details to supply Child Protection Services

Details to supply when making a notification

The Child Protection intake worker at the regional office will ask the notifier for certain information including:

Details

The child or young person's name, age and address

Indicators of harm

The reason for believing that the injury or behaviour is the result of abuse or neglect.

Reason for reporting

The reason the call is being made at this point in time.

Safety Assessment

Assessment of immediate danger to the child or children (information may be sought on the whereabouts of the alleged abuser/s).

Description

of the injury or behaviour observed.

Child's whereabouts

The current whereabouts of the child or young person.

Other services

Knowledge of other services involved with the family.

Family information

Any other information about the family.

Cultural characteristics

Any specific cultural or other details, which will help the child. For example, Aboriginality, interpreter or disability needs.

APPENDIX 7: Parental Permission Form for Youth Aged Helper

To be completed by applicant's Parent/Guardian.

I _____ (name of parent/guardian) am fully supportive of my child _____ (name of child) volunteering to help in Children's Ministries.

I understand the requirements of being a youth-aged children's helper at Multiply Movement Church (as listed in the Standard of Conduct Form) and I will undertake to help my child understand and fulfil these requirements.

I understand that if my child fails to uphold these requirements, he/she will be withdrawn from the program at the discretion of the Leadership.

Details of Parent/Guardian:

Full name:

Address:

Contact number:

Email:

Signed: _____ Date: _____



APPENDIX 8: Children's Ministry Adult Application Form

Multiply Movement Children's volunteers are a vital part of Multiply Movement Church and are entrusted with the safekeeping of many children. Parents have an expectation that we offer the best possible service and care for their children.

To help us achieve this, please **complete this form and return it to:**

INSERT RELEVANT PERSONS CONTACT DETAILS

Should you have any questions please call us on XXXXXXXX

Personal Details

First Name:

Surname:

Address:

Postcode:

Telephone: (H)

(M)

Email:

Preferred method of contact (*check all that apply*) Phone Text Email Facebook

Male / Female:

Date of Birth:

Marital Status:

Children's Names and Ages:

State Based Childrens Check

(*Card number or Application number*):

Expiry Date:

Please attach a photocopy of State Based Childrens Check card.

Areas interested in working

Please tick all ages you are interested in

Preschool

5 – 10 years old

10 – 12 years old

Youth

Please tick all areas you are interested in

Worship

P.A.

Welcome Desk

Small Groups

Upfront

Background Information

Child Safety Procedural Manual



Occupation	
Hobbies and Interests	
List any experience you've had working with youth and children.	
What are your reasons for wanting to be involved in this ministry?	

For us to fulfill parental and community expectations in providing safety for both the children and yourself please answer the following: <i>Note: If the answer to any of the following is a "yes" please give further details on a separate page. A "yes" answer will not automatically rule an applicant out of selection.</i>	YES	NO
Do you have any health problem(s) or disabilities that may affect you volunteering for the church?		
Have you ever been convicted of a criminal offence?		
Have you ever been charged with a criminal offence?		
Have you been or are being treated for any mental health disorder?		
Have you ever been reported to a community authority for child abuse?		
Have you been orientated to have desires of pedophilia?		
Have you ever had a police check done?		
Will you submit a police check?		
Would you be willing to attend regular training courses and planning meetings that are relevant to the team you are serving with?		
Is there any other relevant information you think we should know about?		



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Spiritual Background

This role will involve being an example of following Jesus and as you will be leading and teaching children in their relationship with the Lord, please indicate:

How long have you been a Christian?	
Have you been baptised in water?	
Are you a regular attender of Multiply Movement Church?	
For how long have you been regularly attending Multiply Movement Church?	
Have you attended other churches? If so which ones?	
Do you volunteer in other areas of Multiply Movement Church? If so which ones?	

Character Referees

Please provide details of two adults who can give a first-hand character reference concerning you, preferably within a recent area of ministry. **Include at least one person from your current church.**

Name		
Phone	Home:	Mobile:
Email		
How do you know this reference?		
Name		
Phone	Home:	Mobile:
Email		

How do you know this reference?	
--	--

Declaration

I _____ declare that all the information I have given on this form is true and correct. Should my application be accepted I agree to minister to the children and youth in my care to the best of my ability to the glory of Jesus Christ.

I authorise any references or churches listed in this application to give you any information (including opinions) they have regarding my character and fitness for work with youth and children. I authorise the release of information contained in this application to any ministry of Multiply Movement Church in which I seek a position.

I give permission for my email address and telephone number to be circulated among the team I are serving and ministering with.

Signature:

Date:



FOR OFFICE USE ONLY

APPLICANT NAME: _____

	Person Responsible	Date complete
Application Form Received		
WWC Check verified		
Social Media check completed		
Reference Checks completed		
Interview completed		
APPROVED FOR MINISTRY <input type="checkbox"/> Yes <input type="checkbox"/> No Area allocated: _____ Start Date: _____		
Applicant informed		
Name tag created		
Induction material given		
Induction training completed		

Notes

APPENDIX 9 Confidentiality Agreement

Multiply Movement Church Ltd confidentiality refers to the disclosure of important information about Multiply Movement Church or individuals in association with Multiply Movement Church.

During the course of everyday activities, employees and volunteers will unavoidably receive and handle personal and private information about people associated with Multiply Movement Church Ltd. This agreement is designed to legally acknowledge adherence to Multiply Movement Church's Confidentiality Policy.

This is to certify that I, _____, an Employee, Student, Volunteer or Board Member of Multiply Movement Church Ltd understands that any information (written, verbal or any other form) obtained during the performance of my duties must remain strictly confidential. This includes all information about attendees, families, employees and other associate organisations. For example I understand sharing a family's address, the amount of money given or any other information that Multiply Movement Church Ltd may consider private must remain completely confidential. Keeping in mind, even the act of insinuating that I know private information of an individual/family is not acceptable.

I understand that any unauthorised release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. I further understand that any breach of this duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action that might arise from any such violation.

I have read Multiply Movement Church's Confidentiality Policy and hereby agree to abide by it.

INDIVIDUAL (Employee, Student, Volunteer or Board Member) Signature:

_____ Date _____

STAFF WITNESS Title: _____ Print Name: _____ Signature:

_____ Date _____

APPENDIX 10: Code of Conduct Form (Children's Workers)

Please complete, sign and return the form below as evidence that you have read and agreed with the Multiply Movement Church Code of Conduct.

Childrens Worker Specific

I shall:

- Comply with specific organisational guidelines on physical contact with children;
- Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
- Operate within the child safety policies and procedures of Multiply Movement Church; and
- Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

- Shame, humiliate, oppress, belittle or degrade children or young people;
- Unlawfully discriminate against any child;
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
- Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- Be alone with a child or young person unnecessarily and for more than a very short time;
- Develop a 'special' relationship with a specific child or young person for their own needs;
- Show favouritism through the provision of gifts or inappropriate attention;
- Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
- Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
- Work with children or young people while under the influence of alcohol or illegal drugs;
- Engage in open discussions of a mature or adult nature in the presence of children;

- Use inappropriate language in the presence of children; or
 - Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.
- I am aware of my reporting obligations as referred to in the child Safety Policy and Procedural Manual.
- My first priority is to ensure the well-being and safety of all young people in my care and to protect and guard them from any danger of abuse.

General Code of Conduct

Multiply Movement Church commit ourselves to a standard of responsible and ethical behaviour which is expected in our church and will bring honour and glory to God. Our code is underpinned by trust and a belief that everyone should be treated with respect and dignity. This Code of Conduct gives guidance about what practices (actions) are supported and what practices are NOT condoned. The Code of Conduct is not exhaustive and does not foresee every set of circumstances that may arise across the variety of Church events and activities. The Code of Conduct should be viewed as an educational guide to the principles that help inform what is appropriate conduct. The Code of Conduct values the social, relational and interpersonal safety and wellbeing of people of all ages. The Code of Conduct also values the role of leaders and mentors by prompting transparent, accountable relationships that promote trust and confidence in the Church and its programs. We, Multiply Movement Church value: Respect, Trust, Integrity, Honesty, Humility, Compassion, Community, Forgiveness and Reconciliation, Generosity and Thankfulness, Justice, Peace and Confidentiality. We commit ourselves to living out these values in all areas of our lives.

We commit ourselves to:

1. Conduct ourselves at all times in a manner that honours God and His Church.
2. In all financial matters act with scrupulous honesty and publicly account for all monies handled by us on behalf of others.
3. Endeavour to conduct all personal relations in a godly manner, acting with respect, love, integrity and truthfulness toward all those we seek to associate, irrespective of their race, gender, position or religious position.

4. Where grievances occur and a resolution is not forthcoming, that we will seek additional assistance. We will seek every effort to pursue reconciliation following biblical principles when conflict or division occurs. Issues pertaining to criminal actions, bullying or sexual misconduct will be handled in accordance with the law of Victoria and we will report to the Police as required by law.

5. Be diligent in providing each other with information and resources to fulfil our roles and be mindful of the expectations others have of us.

6. Be truthful and honest in our communication with each other. We will be willing to share our reflections, concerns and ideas with each other.

7. Be loyal in our support of each other and other church members. We may express our opinions robustly but understand that once collective decisions have been reached we support the outcomes.

8. Actively promote:

a. A safe environment where abuse of any nature is neither tolerated nor able to take place.

b. A safe environment where bullying of any kind is neither tolerated nor able to take place.

Bullying can include:

i. Exclusion from a group or activity

ii. Intimidation

iii. Extortion

c. A safe environment where harassment is neither tolerated nor allowed to take place.

Harassment is unwelcome conduct whether intended or not which makes another person feel offended, belittled, threatened which may occur through a single incident or a series of incidents over a period of time. Harassment can include:

I. Unwelcome physical contact

II. Gestures or language that could give offence including unwarranted shouting

III. Unjustified or unnecessary comments about a person's attributes or abilities.

9. Confidentiality and trust are fundamental to sound church relationships and must be upheld within the constraints of the law and statutory requirements. Voluntary reporting is strongly encouraged where a belief has been formed that there is a requirement to do so.

What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

I hereby agree to abide by this Code of Conduct

Name: _____ Signature: _____

If Under 18 Years please have a guardian co-sign this form.

Name Guardian _____ Signature Guardian: _____

Name: _____ Signature: _____

Date: ____/____/____

Office Use

Name of Leader: _____

Signature: _____ Date: _____