



Life Church & Lifeshapers Family Services (Soul Café) Child-safe Training

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LINKS TO CHILD SAFE RESOURCES

NSW Family & Community Services

<http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect>

Office of the Children's Guardian

<http://www.kidsguardian.nsw.gov.au/>

Childwise (Not-for-Profit child abuse prevention organisation)

www.childwise.org.au

NSW Government Mandatory Reporter Guide

<http://sdm.community.nsw.gov.au/mrg/screen/DoCS/en-GB/summary?user=guest>

COMMITMENT TO BEING A CHILD SAFE ORGANISATION

Life Church & Lifeshapers Family Services (Soul Café) is committed to the physical, mental and spiritual health of its members, staff, volunteers and all persons who belong to or participate in its programs.

We want children and young people who participate in our program to have a safe and happy experience. We support and respect our children, young people, staff, volunteers and students.

Life Church & Lifeshapers Family Services (Soul Café) policies and procedures are designed to ensure that we are a child safe organisation. As a volunteer or staff member of Life Church & Lifeshapers Family Services (Soul Café) you are expected to:

- Attend annual child safe training
- Have read and abide by the Child Safe Policies and Procedures.

If you have any question or are unsure about any aspect of these policies and procedures, there is a designated 'Child Safe Officer' who will be able to assist you.

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CHILD PROTECTION IS LAW

Numerous Acts (laws) help to govern and guide the process of child protection in the NSW.

As members of the community, volunteers, staff and as an organisation we operate within these laws, just as you would for road or taxation laws. Community Services (formerly Department of Community Services) is responsible for overseeing and upholding child protection in NSW. The acts include:

Principal Acts:

- Children and Young Persons (Care and Protection) Act 1998

Other relevant Acts:

- Children and Young Persons (Care and Protection) Amendment (Parental Responsibility Contracts) Act 2006
- Child Protection (Offenders Registration) Act 2000
- Crimes Act 1900
- Commission for Children and Young People Act 1998
- The Ombudsman Act 1974
- Family Law Act 1975 (Cth)

For more information on the legislative context of child protection in NSW, go to the protecting children section of the Community Services website.

<http://www.community.nsw.gov.au/kts/legislation>

SAFE ENVIRONMENT AND PROTECTIVE BEHAVIOURS

Incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations.

Two Adults (18 years +) Present Rule 'Keeps children, yourself and the organisation safe'.

Staff and volunteer teams are actively encouraged to report all concerns, behaviours or suspicious behaviour to their nominated supervisor.

High Risk Populations

Life Church & Life shapers Family Services (Soul Café) provides programmes and services open to the general public including services that can attract high risk populations such as those who have committed child related offences or those who have behaviours that potentially put children at risk. For this reason, heightened awareness is important.

'Keep an eye on kids / Be Aware'

All minors volunteering in Lifeshapers Family Services (Soul Café) to be accompanied by parent/ guardian or in the case of juvenile justice offender programs their nominated supervisor.

REPORTING CHILD ABUSE

Life Church & Life shapers Family Services (Soul Café) actively encourages the reporting of all abuse including Sexual Abuse.

Employees and/or volunteers must report reasonable suspicions of abuse. Reasonable Suspicion means fair and practical reason to believe an incident involving abuse has occurred based on verbal communication, hearsay, rumour or observation of behaviour.

REPORTING PROCEDURE

Life Church & Life shapers Family Services (Soul Café) actively encourages the reporting of all abuse including Sexual Abuse. Employees and/or volunteers must report reasonable suspicions of abuse. Reasonable Suspicion means fair and practical reason to believe an incident involving abuse has occurred based on verbal communication, hearsay, rumour or observation of behaviour.

Child Safe Officer: ensures that **Life church & Life Shapers Family Services Complaints / Incident Record Form** is completed.

Making a Report: If there is reasonable suspicion that a Member has been or is suffering abuse, the Police and Department of Family and community services will be contacted.

- If you need to report an offence that requires immediate police attention, please call **Police: 000 or 4929 0999**

If you suspect on reasonable grounds that a child is suffering abuse or neglect or you wish to discuss your concerns about a child or young person, you should telephone:

Child Protection: 132 111 or 1800 212 936. This hotline operates 24 hours a day, 7 days a week.

National Child Abuse Helpline: 1800 99 10 99. This helpline operates 9am-5pm, Monday to Friday.

The details of those reporting abuse will be kept private and confidential.

SUPPORT THE CHILD

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

This will include:

- Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim. The matter should not be swept under the carpet.
- Not pushing the child / person to disclose details of the alleged assault or attempting to investigate the allegation.
- Assuring the child / person that they are understood: that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.
- Reporting the abuse
- If the alleged assault has taken place recently, clothing worn by the Member should be, if reasonably practical, retained and handed to the police for forensic examination.
- Maintaining confidentiality.

WORKING WITH CHILDRENS CHECKS

Life Church / Life Shapers Family Services (Soul Café) require all volunteers in child related programs and all volunteer staff, paid staff, pastors and board members to have working with children's checks.

You apply for your WWCC at www.kidsguardian.nsw.gov.au

It is a 3 step process:

1. Apply for your WWCC application number online
2. Take your application number and your identification (license) to the NSW Motor Registry. If you are applying for a 'Paid Clearance' you will need to pay a fee of \$80. If you are in a volunteer position, there is no fee.
3. Your WWCC Clearance number will be emailed or posted to you. Submit this number to your 'Child Safe Officer'.



Resources available to assist you with your application:

[Working With Children Clearance Application Brochure](#)

http://www.kidsguardian.nsw.gov.au/ArticleDocuments/316/WWCC_brochure.pdf.aspx?Embed=Y

[Application for Working With Children Clearance Video Tutorial](#)

<https://www.youtube.com/watch?v=HmfvQWrqMZk>

Life Church & Life shapers Family Services (Soul Café) Code of Conduct

Statement of Commitment

Life Church & Lifeshapers Family Services (Soul Café) is committed to the physical, mental and spiritual health of its members, staff, volunteers and all persons who belong to or participate in its programs.

Life Church & Lifeshapers Family Services (Soul Café) want children and young people who participate in our program to have a safe and happy experience. We support and respect our children, young people, staff, volunteers and students.

Codes

Everyone participating in Life Church & Lifeshapers Family Services (Soul Café) Programs including staff, volunteers, children, parents and visitors must keep to the following codes of behaviour:

DO - Treat everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents).

DO - Remember to be a positive role model to kids in all your conduct with them.

DO- Set clear boundaries about appropriate behaviour between yourself and the kids in your organisation.

Boundaries help everyone to carry out their roles well.

DO - Follow organisational policy and guidelines for the safety of children as outlined in our Child-safe Policy.

DO - Always have another adult present or in sight when minors are present.

DO - Record and act on serious complaints of abuse.

DON'T - Develop any 'special' relationships with children that could be seen as favouritism such as the offering of gifts or special treatment.

DON'T - Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.

Life church & Life Shapers Family Services Complaints / Incident Record Form

This form should be used to record a suspicion, allegation or disclosure of child abuse or a complaint of inappropriate behaviour.

Your name and position:

Name of child or young person involved:

Name of person making the complaint:

Name of the person who the complaint is made against:

Nature of the complaint - include time, date, location and what happened (this can include observations of the child's behaviour).

Details of any injuries and if the child received medical attention.

Details of anyone who saw what happened.

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Accurately record what the child said when describing what happened.

Does this complaint indicate the possibility of child abuse, ie physical abuse, sexual abuse, or neglect? Yes / No

If yes, provide details of your report to Department of Family and Community Services including person spoken to and Date:

If complaint relates to inappropriate behaviour, details of internal discipline process followed
(Make note of support/counselling that was offered to the person against whom the complaint was made.)

Any follow up required? Yes / No

If yes, provide details

Signed: _____

Print name: _____

Date: _____