



Coffs Harbour Bible Church and School

CHILD PROTECTION MANUAL

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Policy Contact

David Duffy

Assistant Pastor and Child Protection Coordinator

Coffs Harbour Bible Church

26 High-Tech Drive Toormina 2452

Phone. 6658 4275 | Mobile. 0401 027 694 | Email. davidd@coffsbiblechurch.com

Disclaimer

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Review

This policy document will be reviewed every 4 years by the Policy Contact and the Board of the Coffs Harbour Bible Church and School. An earlier review will be undertaken where there are significant changes in laws, policy, or practice. Any recommended changes should be submitted in writing to the Policy Contact or Board for consideration at least one month before the review date.

Revision History

Version	Approved By	Amendment Summary
2022_5	The Board	New format to reflect CHBC Policy Framework; alignment to Child Safe Standards; new Risk Management procedure.
2021_4	The Board	Revision that includes a Safe Ministry Screening Questionnaire and restructure of Selection and Screening section to reflect changes. Updated Code of Conduct (Telephone and online communications).
2020_3	The Board	Revision that includes the <i>Civil Liability Amendment Act (Organisational Child Abuse Liability) Act 2018</i> , Reportable Conduct Scheme under the <i>Children's Guardian Act 2019</i> , expanded definition of <i>Mandatory Reporter</i> ; updated Screening requirements for external camp staff; updated Code of Conduct; replaced names with titles.
2019_2	The Board	Revision that includes a legal disclaimer, updates to WWC Act and the Crimes Act, and minor adjustments to layout.
2017_1	The Board	New document replaces Child Protection Policy (15/02/17).

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CHILD PROTECTION POLICY

1. Introduction

Legal and Regulatory Requirement

- [Child Safe Standard 9. Implementation of the Child Safe Standards is continuously reviewed and improved](#)
- [Child Safe Standard 10. Policies and procedures document how the organisation is child safe](#)

1.2. Policy Statement

The Church is committed to providing a safe and secure environment for children and adults to hear the Gospel, mature in their faith, and for Workers to exercise their ministries.

In accordance with Romans 13: 1-7, the Church actively encourages adherence to child protection legislation including mandatory reporting of child abuse and allegations of reportable conduct to the relevant authorities.

The Child Protection Policy and Procedure Manual seeks to ensure an effective approach is applied to all Child Protection matters.

1.2 Scope

This Policy and Procedure applies to:

- All ministries authorised by or under the control of the Church and School, including those ministries undertaken at, or away, from the premises
- All Church Workers and School Staff employed or engaged by the Church and School, including paid and unpaid; permanent, temporary, casual, and contractors
- All people who are involved in or attend the Church and School programs

1.3 Definitions

Board - The group of elected deacons and pastoral staff which comprise the Management Board of the Coffs Harbour Bible Church, known as 'The Board', which is also the School Board.

Church - The Coffs Harbour Bible Church located at 26 Hi-Tech Dr Toormina 2452.

Church Workers

- Helper - Any person (paid or unpaid) under the age of 18 who is invited to assist in a child ministry.
- Leader - Any person (paid or unpaid) 18-years or over who is responsible for the control and safety of any child placed in his or her care whilst holding a formal position in a recognised ministry of the church. A leader includes but is not limited to: Pastors, Elders, Deacons; Sunday School Teachers and Directors; Kid's Club and Youth Group Leaders, Counsellors, Scripture teachers, Sports coaches and organisers.

Ministry - An organised activity that relates to a specific age range, theme or audience and is authorised by the Church.

Ministry Director - The person authorised by the church to direct a ministry.

Pastoral Staff - The Church appointed Pastors: Senior Pastor Mitch Crockett, Associate Pastor David Mitchell, and Assistant Pastor David Duffy.

School - The Coffs Harbour Bible Church School is located at 26 Hi-Tech Dr, Toormina, NSW, and functions as a ministry of the church.

School Principal - Mr. Stephen Truesdale who oversees the administration of the School and is directly accountable to the School Board which is ultimately answerable to the Church Business Meeting.

School Staff

- All paid school employees whether employed on a permanent, temporary or casual basis.
- All persons who have been engaged to work within the School or who have face to face contact with students of the School in any place and on any basis, including persons in a church-appointed position, consultants, students on tertiary practicum placements, or adult volunteers working with students in any capacity.

CHILD PROTECTION PROCEDURES

1. Child Protection – Selection and Screening Procedure

Legal and Regulatory Requirement

- [Child Protection \(Working with Children\) Act 2012](#)
- [Child Safe Standard 5. People working with children are suitable and supported](#)
- [Child Safe Standard 10. Policies and procedures document how the organisation is safe](#)
- [Civil Liability Amendment \(Organisational Child Abuse Liability\) Act 2018](#)

Purpose

To ensure effective screening and selection of all Church Workers, School Staff and external personnel.

Procedure

a) Church Workers and School Staff

Prior to commencing child-related work, all Church Workers and School Staff must:

- Be a Church member or have expressed a commitment to becoming a member. All under 18-year-olds wanting to continue in child-related ministry must become a member when 18-years old and may apply for membership when they are 17 years-old.
- Submit a completed *Safe Ministry Screening Questionnaire* (See Appendices) to the Child Protection Coordinator that includes:
 - personal information and screening questions
 - agreement to abide by the Child Protection Policies and Procedures and Code of Conduct
 - evidence of a current [Working with Children Check \(WWCC\)](#) clearance ([unless there is a specified exemption](#)) of the correct class (i.e. paid workers must have an Employee check). Under 18-year-old applicants must obtain a WWCC from 17 years and 9 months and submit this to the Child Protection Coordinator before turning 18 years-old.
 - consent for the Church to contact two personal references
 - consent for the Church to verify the WWCC ([unless there is a specified exemption](#))
 - evidence of completed child protection training within the past 3 years, or agreement to complete training within 6 months (if 16-years-old and over).
- Be appointed by a Pastor and the relevant Ministry Director (or School Principal for school matters)

This Screening and Selection Procedure applies to the following ministries:

- Creche
- FATS
- One Way
- Playmatts
- School
- Sunday School
- TOFs

- Kids Camps (see below)
- Holiday Kids Club
- Church Leaders - Pastors, Deacons, and Elders etc.

b) Child-Related Contractors

Prior to commencing child-related work, all child-related contractors must:

- Submit a *Safe Ministry Screening Questionnaire: For Child-Related Contractors* (See Appendices) to the Child Protection Coordinator that includes:
 - personal information including the worker's family name, birth date, and evidence of a current [Working with Children Check \(WWCC\)](#) clearance ([unless there is a specified exemption](#)) of the correct class (i.e. paid workers must have an Employee check). Under 18-year-old applicants must obtain a WWCC from 17 years and 9 months and submit this to the Child Protection Coordinator before turning 18 years-old.
 - consent for the Church to verify the WWCC ([unless there is a specified exemption](#))

This Screening and Selection Procedure applies to contractors who are ordinarily involved in direct contact with children (e.g. health professionals, music tutors, sports coaches, etc.).

c) External Personnel at Camps

Prior to commencing child-related work, the Church Representatives of all external personnel attending each Camp must:

- Submit a Camp Child Protection Screening Declaration (See Appendices) to the Child Protection Coordinator that includes:
 - an employer declaration that all adult workers (18 years and older) and parent volunteers attending overnight kids camps with their own child have been verified to have a current [Working with Children Check \(WWCC\)](#) clearance ([unless there is a specified exemption](#))

This Screening and Selection Procedure applies to all external personnel at camps.

2. Child Protection – Orientation and Training Procedure

Legal and Regulatory Requirement

- [Child Safe Standard 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training](#)
- [Civil Liability Amendment \(Organisational Child Abuse Liability\) Act 2018](#)

Purpose

To ensure effective Child Protection orientation and training by all Church Workers and School Staff.

Procedure

- All new staff (16 years and older) must as soon as possible receive orientation and training including access to relevant policy and procedures.
- All staff (16 years and older) will attend training at least every year.
- Staff may identify other training needs or issues and should raise this with the relevant Ministry Director.

3. Child Protection – Risk Management Procedure

Legal and Regulatory Requirement

- [Child Safe Standard 1. Child safety is embedded in organisational leadership, governance and culture - Core component c. Risk management strategies focus on preventing, identifying and mitigating risks to children](#)
- [Civil Liability Amendment \(Organisational Child Abuse Liability\) Act 2018](#)

Purpose

To ensure effective Child Protection risk management by all Church Workers and School Staff.

Procedure

- Ministry Directors should assess risks in relation to child activities and implement appropriate strategies to manage identified risks
- All child protection risks which cannot be safely eliminated, must be escalated to a Pastor or School Principal (for school matters)
- Submit completed Child Protection Risk Management forms (See Appendices) to the Child Protection Coordinator for reporting

4. Child Protection – Code of Conduct

Legal and Regulatory Requirement

- [Child Safe Standard 1. Child safety is embedded in organisational leadership, governance and culture](#)

Purpose

To ensure effective conduct by all Church Workers and School Staff.

Procedure

Prior to commencing child-related work, all Church Workers and School Staff will commit to the following:

a) Holy Character

- Reflect God's holiness in all behaviour with children and other leaders (1Pet. 1:16) and never engage in bullying, harassment, or abuse of any kind, including with your own family.

b) A Child Safe Environment

- Disclose all relevant background information. No person who has been convicted of serious offences in accordance with current legislation will be eligible to participate in child ministries.

- Disclose if you are investigated for any criminal offences or have any knowledge of serious unlawful activity within the church or school context.

- Support and abide by the Child Protection Policy and Procedures.

- Report all concerns, breach of the code of conduct, misconduct, and abuse.

c) Interpersonal boundaries

- Don't allow romantic intimate relationships with children or young people. If an adult Leader develops affections for a 17-year-old young person or vice versa, and there is no risk of significant harm, the Leader should still withdraw from leading any children's ministries that the 17 year-old attends.

- Planned ministry contact outside of formal ministry times should be endorsed by the relevant Ministry Director and parents/guardians.

- When counselling, ensure females with girls and males with boys where possible.

- All personal counselling is to be carried out within sight of another leader or parent/guardian of the child.

- When choosing activities, consider the levels of safety and intimacy and be careful of children who actively seek physical attention.

- Respect a child's feelings and privacy when engaging in physical contact of any kind. Males are to be especially careful of their behaviour (e.g. not allowing children to sit on their laps).

- Nude swimming, or other such activities, is forbidden.

- Don't show favouritism or provide gifts to children other than official awards authorised by the Ministry Director.

d) Initiations and secret ceremonies are prohibited

- Child-related programs will be open to observation by parents/guardians unless there are legal requirements (e.g., custody arrangements, duty of care to others).

e) Be alert for strangers

- Church Workers and School Staff 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.

f) Ministry details

- Parent/guardians to be given ministry details, including contact names and phone numbers; time and scope of the ministry; and written notice of all special outings.

g) Ratios

- As far as practically possible, two adult leaders should be present when working with children. Occasionally, ministries involving a small group of children (e.g. Creche) may safely operate with one adult Leader and a Helper (aged under 18 years), however there should always be at least one adult Leader present.

h) Supervision

- Except for privacy reasons (toileting, changing, or bathing), children must always be under direct adult supervision and are not allowed to move outside of the supervising adults range of sight.

i) Toileting

- Where possible the parent should be responsible for attending to their child.
- When onsite, primary age children are to visit bathrooms on their own and younger children to be accompanied by an adult in proximity (e.g. waiting in the general bathroom area or just outside the bathroom).
- During offsite activities, don't leave children alone in public toilets – they are to be accompanied by an adult in proximity (e.g. waiting in the general bathroom area or just outside the bathroom).

j) Transportation

- Only licensed drivers 18 years or older are to transport children.
- When transporting children under 14 years-old, recorded permission and an emergency contact number should be obtained from parents/guardians.
- When transporting children, avoid being alone with one child in a car. Where this is not practical, inform the Ministry Director for transparency and to arrange a solution (e.g. pick up and drop off children in groups).
- Take children directly to and from arranged venues, unless completing other drop offs or an emergency arises.

k) Home visits

- Do not visit children in their homes unless endorsed by the Ministry Director and a parent/guardian is present.

l) Alcohol, drugs, and medication

- Alcohol or illegal drugs on the premises or during child-related activity is prohibited.
- Any child found to be under the influence of alcohol or illegal drugs will have their parents/guardians contacted so the child can be returned home as soon as possible.
- Any alcohol or drugs found on the Church and School grounds are to be removed if safe to do so, and reported to a Pastor, Principal, or Ministry Director.
- Any child required to take prescription medication should provide the Church or School a letter from his or her parents/guardians.

m) Privacy – for further information refer to the Privacy Policy

- Don't photograph children on personal cameras for personal use.
- If photos of individuals are to be used for advertising, parental consent should be obtained for each child in the photograph.
- No ministry photos are to be uploaded to the internet or placed on public display without the Pastor, Principal, or Ministry Director's permission.
- Do not speak on social networking websites about children who attend the ministries of the Church or School.
- Confidential information about children should not be released to any third party, except where it is with parental permission or legally required.

n) Disciplining children – for further information ref to the School Discipline Policy

- If a child does not follow the rules, is an obstruction to the care of other children, or may cause harm to other children, refer the child back to their parent/guardian.
- At no time, administer any form of abuse as a disciplinary measure.
- Nothing in this clause prevents minor correctional actions, rebukes or reasonable physical intervention, if necessary to prevent harm to a child or adult.

o) Telephone and online communications

- Telephone or online communication should be relevant to delivering ministries, approved by the Ministry Director and parents, and assessed and managed for risks.

p) Overnight Accommodation

- Where possible rooms should involve at least two adult Leaders of the same gender as the group. In exceptional circumstances where staffing is limited, an adult Leader of the same gender must remain in earshot and periodically check on a room of children without a Leader present.
- Rooms must be separated between males and females.
- Don't sleep in close personal proximity/share a bed with a child unless you're their parent/guardian.
- Don't leave children in the care of unauthorised persons such as peers or any adults who have not completed Child Protection Screening and Selection.
- If a child is distressed, the Ministry Director should be advised and consider if the child should briefly call their parent/guardian.

Note: School Staff must also follow the School Staff Code of Conduct Policy.

Declaration

I have read and agree to commit to the Code of Conduct and the Child Protection Policy and Procedures.

Name:	
Signature:	
Date:	

All staff and volunteers should receive a copy of this Code of Conduct and the Church/School should retain the signed and dated copy for their records.

5. Child Protection – Complaints Procedure

Legal and Regulatory Requirement

- [Child Safe Standard 6. Processes to respond to complaints of child abuse are child focused](#)
- [Children and Young Persons \(Care and Protection\) Act 1998 \(Care Act\)](#)
- [Children's Guardian Act 2019](#)

Purpose

To ensure effective child protection complaint-handling by all Church Workers and School Staff.

Procedure

a) Types of complaints

All complaints should be reported including:

- Breach of the Code of Conduct
- Disclosures of abuse
- Inappropriate behaviour around children
- Suspicion of abuse or harm to a child
- Suspicion of grooming.
- Sexual misconduct against, with, or in the presence of a child.

b) Making complaints

Any child or young person, parent/carer, staff member/volunteer/student, or external party can make a complaint or raise a concern to the Pastor (or School Principal for school matters) via:

- Face to face meeting
- Phone 6658 4275
- Post to 26 High-Tech Drive Toormina NSW 2452.

c) Complaint process

- Actively listen to the person making the complaint
- Make a record of the complaint using the 'Child Abuse/Reportable Conduct Record Form' (see Appendices)
- Promptly acknowledge receipt of complaints
- Where possible, complaints will be resolved at first contact.
- Complaints will be addressed competently applying principles of natural justice.
- Assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised.
- Conflicts of interests, whether actual or perceived, will be managed responsibly.
- Ensure that outcomes are properly implemented, monitored, and reported.
- If an allegation is made against the Pastor (or School Principal for school matters), advise another church/school leader.
- If the complaint involves inappropriate staff behaviour and a breach of the Code of Conduct, the Church will act in accordance with the internal discipline procedure.

d) Privacy and confidentiality

- All complaints will be treated in an appropriately confidential manner where this is practical and appropriate.
- Personal information that identifies individuals will only be disclosed or used as permitted under the relevant privacy laws, secrecy provisions and any relevant confidentiality obligations.

e) Communication and support for stakeholders

- The Church will ensure that stakeholders (including workers, families and children) know how to make a complaint and or raise a concern by regular training, open communication, and identified child protection contacts.

6. Child Protection – Reporting Procedure

Legal and Regulatory Requirement

- [Children and Young Persons \(Care and Protection\) Act 1998 \(Care Act\)](#)
- [Children’s Guardian Act 2019](#)
- [Crimes Act 1900](#)

Purpose

To ensure effective reporting of Child Protection concerns by all Church Workers and School Staff.

Procedure

If there is an immediate danger, contact the Police ‘000’ immediately.

Unless they are the accused person, the Pastor (or School Principal for school matters) will be the liaison person. If an allegation is against them, liaise with another church/school leader.

As soon as possible after becoming aware of a child protection concern complete the following:

Step 1 Report all child protection concerns to the Church

- Submit the Child Abuse/Reportable Conduct Record Form (see Appendices) to the Child Protection Coordinator
- Confidentially notify the Pastor (or School Principal for school matters) and do not discuss any concerns with the accused person at this time.

Step 2 Report Risk of Significant Harm (RoSH) to the Child Protection Helpline

A child or young person is at [risk of significant harm](#) if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances —

- a) the child’s or young person’s basic physical or psychological needs are not being met or are at risk of not being met,
- (b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care,
(b1) in the case of a child or young person who is required to attend school in accordance with the Education Act 1990 - the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act,
- (c) the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated,

- (d) the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm,
- (e) a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm,
- (f) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

Any such circumstances may relate to a single act or omission or to a series of acts or omissions.

- If you have reasonable grounds to suspect that a child is at risk of significant harm (RoSH) immediately report to the Child Protection Helpline 132 111. If unsure whether you have reasonable grounds to suspect RoSH, complete the [Mandatory Reporter Guide \(MRG\)](#) and follow the recommendations.

Step 3 Report Allegations of Reportable Conduct to the Children’s Guardian

[Reportable conduct](#) means the following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded — (a) a sexual offence, (b) sexual misconduct, (c) ill-treatment of a child, (d) neglect of a child, (e) an assault against a child, (f) an offence under section 43B (failure to protect) or 316A (failure to report) of the Crimes Act 1900, (g) behaviour that causes significant emotional or psychological harm to a child.

- The [Head of Entity](#) being the Senior Pastor (or School Principal for school matters) must give the Office of the Children’s Guardian written notice **within 7 business days** after the head of the entity is made aware of the report, unless the head of the relevant entity has a reasonable excuse ([cl.29\(4\)](#)).

As Coffs Harbour Bible Church School is a Christian Schools Australia (CSA) Ltd member school, the School Principal will consider whether conduct for school related matters would fall under the [class or kind exemptions](#).

- The Head of Entity must **as soon as practicable**, conduct an investigation or appoint a suitable person to conduct an investigation regarding the reportable allegation ([cl.34](#)).
- The Head of Entity must provide a written “entity report” to the Children’s Guardian **within 30 days** of receiving information about the reportable allegation ([cl.36](#)).

[Office of the Children’s Guardian](#)
[Reportable Conduct Forms](#)

Phone: (02) 8219 3600

Email: reportableconduct@kidsguardian.nsw.gov.au

Step 4 Reporting Crimes to the Police

- The [Crimes Act 1900](#) introduced new offences of concealing a child abuse offence ([section 316A](#)) and failing to remove the risk that a worker will commit a child abuse offence ([section 43B](#)).

[316A Concealing child abuse offence, Section 2](#) lists the grounds on which it may be established that a person has a reasonable excuse for failing to bring information to the attention of a member of the NSW Police Force.

Police

Phone: 131 444 (NSW) or 000 in an emergency.

Step 5 Reporting to the Insurer

- Should there be reasonable grounds to suspect that a child has been abused on Church property or during a Church or School activity, the Church's insurer must be notified without any undue delay.

Aon insurance

Phone: +61 2 9253 7000.

Step 6 Submit Documentation

- Confidentially provide all documentation to the Pastor (or School Principal for school matters) including the Child Abuse/Reportable Conduct Record Form, MRG Decision Report (if completed), and other documentation.

Step 7 Seek Advice and Support

- Discuss with the Pastor (or School Principal for school matters) and/or the Child Protection Coordinator who will discuss support options for the child, family, and staff.
- Continue to record clear, dated, observations if concerns arise.

7. Child Protection – Investigations and Discipline Procedure

Legal and Regulatory Requirement

- [Children and Young Persons \(Care and Protection\) Act 1998 \(Care Act\)](#)
- [Children's Guardian Act 2019](#)

Purpose

To ensure effective Child Protection Investigation of all Church Workers and School Staff.

Procedure

- All allegations of child abuse and neglect and reportable conduct will be investigated by a person or committee appointed by the Head of Entity being the Senior Pastor (or School Principal for school matters) and in consultation with the Board. In appointing the Investigator, conflicts of interest will be avoided (for example where there may be a close personal relationship between the subject of the complaint and the proposed investigator). For matters related to any form of harm or abuse of a child, the Investigator should be an external person (unless this is not reasonably practicable and a suitably qualified and independent internal Investigator is available).
- Advice will be sought from the authorities (e.g. [Office of the Children's Guardian](#), Department of Communities and Justice, and others) in relation to how the investigation should be conducted (inclusive of procedural fairness requirements) in accordance with the relevant legislation.
- The internal investigation must not interfere with other investigations by statutory authorities.
- The findings of investigations shall be reported to the statutory authorities in accordance with the relevant legislation.
- The outcomes of disciplinary proceedings shall be made known to the statutory authorities in accordance with the relevant legislation.
- Any disclosures or complaints made by a child or others, and all details of the subsequent investigations will be documented promptly and the documents will be held in a secure location.
- The Church and School reserves the right to carry out church disciplinary procedures in accordance with its constitution and relevant legislation.

8. Child Protection – Information Sharing and Record Keeping Procedure

Legal and Regulatory Requirement

- [Chapter 16A of the NSW Children and Young Persons \(Care and Protection\) Act 1998](#)
- [Child Safe Standard 1. Child safety is embedded in organisational leadership, governance and culture. Core component e. Staff and volunteers understand their obligations on information sharing and recording keeping](#)
- [Division 11 of the Children’s Guardian Act 2019](#)

Purpose

To ensure effective information sharing and record keeping by all Church Workers and School Staff.

Procedure

All child protection related documentation is highly confidential. Unless they are the accused person, the Pastor (or School Principal for school matters) will be the liaison person. If an allegation is against them, liaise with another church/school leader.

- Child Protection information will be submitted to the Child Protection Coordinator for filing
- Child Protection information will be securely stored on Church information systems indefinitely
- Records relating to an allegation against an employee will be kept on a file that is separate to the employee’s personnel file
- Records will be retained in accordance with the relevant legislation
- Child Protection information requests must be directed to a Pastor (or School Principal for school matters) who will consult the Child Protection Coordinator to ensure they are only released in accordance with privacy laws, [Chapter 16 A](#) and [Division 11 of the Children’s Guardian Act 2019](#)

9. Appendices

Child Protection Quick Reference Guide

Letter for Child Protection Selection and Screening

Safe Ministry Screening Questionnaires

- Staff and volunteers aged 14-17
- Staff and volunteers aged 18 and over
- Child-Related Contractors
- Camp Child Protection Screening Declaration

Child Abuse/Reportable Conduct Record Form



Child Protection – Reporting Procedure Quick Reference Guide

Consult the Child Protection Procedures in decisions about child protection matters.

If there is an immediate danger, contact the Police '000' immediately.

Unless they are the accused person, the Pastor (or School Principal for school matters) will be the liaison person. If an allegation is against them, liaise with another church/school leader.

As soon as possible after becoming aware of the matter, complete the following:

Step 1 Report all child protection concerns to the Church

- Complete the *Child Abuse/Reportable Conduct Record Form*
- Confidentially notify the Pastor (or School Principal for school matters)

Step 2 Report Risk of Significant Harm to the Child Protection Helpline

- If you have reasonable grounds to suspect Risk of Significant Harm (RoSH), immediately call the *Child Protection Helpline 132 111*. If unsure, complete the *Mandatory Reporter Guide (MRG)* <https://reporter.childstory.nsw.gov.au/s/mrg> and follow its recommendations.

Step 3 Report Reportable Allegations or Convictions to the Children's Guardian

- The Pastor (or School Principal for school related matters) must notify the Children's Guardian of reportable conduct.
Phone: (02) 8219 3600 Email: reportableconduct@kidsguardian.nsw.gov.au

Step 4 Report Crimes to the Police

- Police Phone: 131 444 (NSW) or 000 in an emergency.

Step 5 Report Incidents to the Insurer

- Aon insurance Phone: +61 2 9253 7000.

Step 6 Submit Documentation

- Provide all documentation to the Pastor (or School Principal for school matters).

Step 7 Seek Advice and Support

- See the Pastoral (or School Principal for school matters) about support options for the child, family and staff.
- Record clear, dated, observations if further concerns arise.

Further Information and Support

- Senior Pastor Mitch Crockett Ph: 0407-105-093
- Associate Pastor David Mitchell Ph: 0412-549-277
- School Principal Stephen Truesdale Ph: 0409-659-283
- Assistant Pastor/Child Protection Coordinator: David Duffy Ph: 0401-027-694

Coffs Harbour Bible Church
26 Hi-Tech Drive
Toormina NSW 2452
Telephone: 02 6658 4275
ABN: 80 225 659 240



Selection and screening for child-related work

To whom it may concern

The Coffs Harbour Bible Church is committed to providing a safe and secure environment for children and adults to hear the Gospel, mature in their faith, and for workers to exercise their ministries.

All staff, volunteers and contractors involved in child-related work must undergo selection and screening in accordance with [Working With Children Check legislation](#), [Child Safe Standards](#), and the Child Protection Policy and Procedures - see www.coffsbiblechurch.com.

At least 1 month before you intend to begin child-related work please complete and return the attached Child Protection Screening Questionnaire to the Child Protection Coordinator davidd@coffsbiblechurch.com

[Working With Children Check application](#) processing times can vary from days to many weeks, so if you require a WWC please apply as soon as possible via <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>.

Referee Checks apply for staff and volunteers and may effect when you can be appointed to child-related work.

As a child-related employer, we must keep records in relation to selection and screening. This is held in a confidential file and will not be disclosed to third parties unless legally required.

Please contact me if you wish to discuss this further or need any assistance.

Kind regards,

David Duffy
Assistance Pastor and Child Protection Officer
Coffs Harbour Bible Church
26 High-Tech Drive Toormina 2452
Ph. (02) 6658 4275 M. 0401 027 694 E. davidd@coffsbiblechurch.com

Coffs Harbour Bible Church

26 Hi-Tech Drive
Toormina NSW 2452
Telephone: 02 6658 4275
ABN: 80 225 659 240



Child Protection Screening Questionnaire

Adapted from Safe Ministry Screening Questionnaire © Baptist Churches of NSW & ACT 2020:
<https://creatingsafespaces.org.au/resources/>

For staff and volunteers **AGED 14 TO 17**

Please Note: This is a **sensitive document** that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:			
Given Names:			
Previous Names:			
Date of Birth:		Gender:	
Address:			
Phone:			
Email:			
WWWC Number (unless there is a specified exemption):	<i>If you are at least 17 and 9 months old, apply for a WWC and record the number here:</i>		
Do you have any health conditions that we should know about?			

Please circle either “YES” or “NO” for each of the following questions. If you answer “yes” to any of the following questions, please give details on a separate page or discuss with the Pastor or the person holding an equivalent leadership role in the church. A ‘yes’ answer will not automatically rule an applicant out of selection.

Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

1. Have you ever been charged with and/or convicted of a criminal offence?	Yes / No
2. Have you had a history of alcohol abuse or substance abuse (including prescription, over-the-counter, recreational or illegal drugs)?	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Church Name	Location	Dates (month/year)	Positions held

REFEREES

Please provide details of two referees who are over 18 years of age and able to give a verbal report on your character and suitability for child-related ministry. Referees may be part of the church.

Please confirm with your Referees that they agree to be contacted by the church.

Name:		Phone	
Name:		Phone	

CHURCH MEMBERSHIP STATUS

Church Member	Yes / No
I have advised a Pastor of my commitment to becoming a member	Yes / No

DECLARATION

- The information I have provided in this application is true and correct to the best of my knowledge and belief. I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church may determine that I am unsuitable to work in any role in the church.
- I understand all staff, volunteers and contractors involved in child-related work must undergo selection and screening in accordance with [legislation](#).
- I have accessed the Child Protection Policies and Procedures and Code of Conduct (see Church website) and am willing to uphold it.
- I will complete child protection training and follow reasonable instructions for child protection.
- I consent to the church verifying my WWCC number (see www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check) and Referees.
- I consent to the information contained in this application, including any subsequent pages, to be kept by the church in a confidential file and used for screening purposes. I understand the information may also be disclosed without consent to the authorities if legally required.

Signature:	
Date:	

Parent/Guardian Consent

Name:	
Signature:	
Date:	

OFFICE USE ONLY			
Obtained Code of Conduct		Date	
Verified WWCC (if > 17 years and months)		Date	
Completed Referee Checks			
Referee Name:		Date	
<i>How long have you known [applicant]?</i>			
<i>Do you recommend [applicant] as suitable for child-related work?</i>			
<i>Are you aware of any concerns that could limit his/her ability to fulfil this role?</i>			
Referee Name:		Date	
<i>How long have you known [applicant]?</i>			
<i>Do you recommend [applicant] as suitable for child-related work?</i>			
<i>Are you aware of any concerns that could limit his/her ability to fulfil this role?</i>			
Interviewed by a Pastor			
Pastor Name:		Date	
Child Protection Training (if 16 years and over)		Date	
Entered on Child-Related Worker Register		Date	

Name:	
Signature:	
Date:	

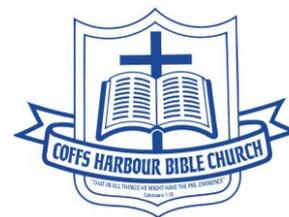
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Child Protection Screening Questionnaire

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For staff and volunteers **AGED 18 AND OVER**

Please Note: This is a **sensitive document** that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:			
Given Names:			
Previous Names:			
Date of Birth:		Gender:	
Address:			
Phone:			
Email:			
WWC Number (unless there is a specified exemption):			
Do you have any health conditions that we should know about?			

Please circle either “YES” or “NO” for each of the following questions. If you answer “yes” to any of the following questions, please give details on a separate page or discuss with the Pastor or the person holding an equivalent leadership role in the church. A ‘yes’ answer will not automatically rule an applicant out of selection. If you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

1. Have you ever been charged with and/or convicted of a criminal offence?	Yes / No
2. As an adult (18+ years) have you ever engaged in any of the following conduct:	
• sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate)	Yes / No
• use, possession, production or distribution of child abuse material	Yes / No
• sexual contact with a person under the relevant age of consent	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No
4. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?	Yes / No
5. Have you had a history of alcohol abuse or substance abuse (including prescription, over-the-counter, recreational or illegal drugs)?	Yes / No

6. If the ministry role may involve driving, has your driver's licence ever been revoked or suspended?	Yes / No
7. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?	Yes / No
8. Has a child or dependent young person in your care ever been removed from your care by relevant authorities?	Yes / No

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Church Name	Location	Dates (month/year)	Positions held

REFEREES

Please provide details of two referees who are over 18 years of age and able to give a verbal report on your character and suitability for child-related ministry. Referees may be part of the church.

Please confirm with your Referees that they agree to be contacted by the church.

Name:		Phone	
Name:		Phone	

CHURCH MEMBERSHIP STATUS

Church Member	Yes / No
I have advised a Pastor of my commitment to becoming a member	Yes / No

DECLARATION

- The information I have provided in this application is true and correct to the best of my knowledge and belief. I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church may determine that I am unsuitable to work in any role in the church.
- I understand all staff, volunteers and contractors involved in child-related work must undergo selection and screening in accordance with [legislation](#)
- I have access to the Child Protection Policies and Procedures and Code of Conduct (see Church website) and am willing to uphold it.
- I will complete child protection training and follow reasonable instructions for child protection.
- I consent to the church verifying my WWCC number (see www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check) and referees.
- I consent to the information contained in this application, including any subsequent pages, to be kept by the church in a confidential file and used for screening purposes. I understand the information may also be disclosed without consent to the authorities if legally required.

Signature:	
Date:	

OFFICE USE ONLY			
Obtained Code of Conduct		Date	
Verified WWCC		Date	
Completed Referee Checks			
Referee Name:		Date	
<i>How long have you known [applicant]?</i>			
<i>Do you recommend [applicant] as suitable for child-related work?</i>			
<i>Are you aware of any concerns that could limit his/her ability to fulfil this role?</i>			
Referee Name:		Date	
<i>How long have you known [applicant]?</i>			
<i>Do you recommend [applicant] as suitable for child-related work?</i>			
<i>Are you aware of any concerns that could limit his/her ability to fulfil this role?</i>			
Interviewed by a Pastor			
Pastor Name:		Date	
Child Protection Training		Date	
Entered on Child-Related Worker Register		Date	

Name:	
Signature:	
Date:	

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Child Protection Screening Questionnaire

For CHILD-RELATED CONTRACTORS

Child related contractors are ordinarily involved in direct contact with children (e.g. health professionals, music tutors, sports coaches, etc.)

Please Note: This is a **sensitive document** that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:	
Given Names:	
Previous Names:	
Date of Birth:	
Phone:	
Email:	
WWC Number (unless there is a specified exemption):	
Occupation:	
Employer:	

DECLARATION

- The information I have provided in this application is true and correct to the best of my knowledge and belief. I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church may determine that I am unsuitable to work in any role in the church.
- I understand all staff, volunteers and contractors involved in child-related work must undergo selection and screening in accordance with [legislation](#).
- I will follow reasonable instructions for child protection.
- I consent to the church verifying my WWCC number (see www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check).
- I consent to the information contained in this application, including any subsequent pages, to be kept by the church in a confidential file and used for screening purposes. I understand the information may also be disclosed without consent to the authorities if legally required.

Signature:	
Date:	

OFFICE USE ONLY		
Verified WWCC	Date	
Entered on Child-Related Worker Register	Date	
Name:		
Signature:		
Date:		

Child Protection Risk Management Form

This form can be used to demonstrate a considered approach has been taken to identify, manage, and monitor risks that relate to child protection matters.

Risk Details Who, what, where, when?	
Risk Level (Please tick risk level)	
<input type="checkbox"/>	Low risk: Risks which may be managed by routine procedures
<input type="checkbox"/>	Medium risk: Risks which need attention and interventions put in place
<input type="checkbox"/>	High risk: Risks which need urgent attention, require further investigation and need significant interventions put in place
Risk Intervention	
<input type="checkbox"/> Nil required <input type="checkbox"/> Monitor and review <input type="checkbox"/> Referred for further assessment <input type="checkbox"/> Escalated to Pastor or School Principal (for school matters) <input type="checkbox"/> Report to external authority <input type="checkbox"/> Other (please specify):	
Comments:	

Name:	
Signature:	
Date:	

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Child Abuse/Reportable Conduct Record Form

This form is to be completed by any person who suspects child protection concerns including a child or young person at *risk of significant harm* and *reportable conduct* by an employee or volunteer. Information may be used for reporting to the authorities and will be kept in a secure location.

Consult the Child Protection Policies and Procedures when making decisions about reporting risk of significant harm and or reportable conduct.

PLEASE TYPE OR PRINT CLEARLY

1. YOUR DETAILS

Name			
Position (e.g. Pastor, Teacher, Leader)		Phone	
Ministry/Employer (e.g. One-Way, School)			

2. DETAILS ABOUT THE ALLEGED VICTIM

Name			
Date of birth		Gender	
Name			
Date of birth		Gender	
Name			
Date of birth		Gender	
Name			
Date of birth		Gender	

3. DETAILS ABOUT THE PARENTS/ CARERS

Parent/Carer name			
Address		Phone	
Parent/Carer name			
Address		Phone	

Attach pages if necessary.

PAGE 1 of 3

4. DETAILS ABOUT THE ALLEGED PERSON RESPONSIBLE

Name			
Date of birth		Phone	
Is the person aware of the allegation?			
Is the person a staff member or volunteer?			

5. DETAILS ABOUT THE ALLEGATION

Detail your concern for the safety and/or welfare of the child/ren and/or young persons. Also note whether the concern resulted in a physical injury or medical attention/treatment to a child/young person. Where a disclosure has occurred record the actual words and note the date and time of the disclosure below. WHO/WHAT/WHERE/WHEN?

Did the concern result in medical attention/treatment to a child/young person?

Does this concern involve an allegation or conviction of reportable conduct by an employee or volunteer?

6. DETAILS ABOUT WITNESSES (IF ANY) OR THIRD PARTY (OTHER THAN THE CHILD)

Name			
Address		Phone	
Position/Relationship to child (e.g. Pastor, Teacher, Leader)			

Attach pages if necessary.

PAGE 2 of 3

7. ACTIONS TAKEN

<p>Has the Mandatory Reporter Guide (MRG) been completed?</p> <p>https://reporter.childstory.nsw.gov.au/s/mrg</p>	<p><input type="checkbox"/> Yes – _____ (Date of report)</p> <p><input type="checkbox"/> No</p>	<p>Reference number</p>	<p>N/A – Please print and attach the <i>Mandatory Reporter Guide Decision Report</i>.</p>
<p>Has the Community Services Child Protection Helpline been informed?</p> <p>Ph: 132 111</p>	<p><input type="checkbox"/> Yes – _____ (Date of report)</p> <p><input type="checkbox"/> No</p>	<p>Reference number</p>	
<p>Has the Police been informed?</p> <p>Ph: 6691 0799</p>	<p><input type="checkbox"/> Yes – _____ (Date of report)</p> <p><input type="checkbox"/> No</p>	<p>Event number</p>	
<p>Other:</p>			
<p><i>Attach pages if necessary.</i></p>			<p>PAGE 3 of 3</p>