



DANDENONG CHRISTIAN REFORMED CHURCH

(THE REFORMED CHURCH OF DANDENONG INC. ABN 53 585 502 366)

Safeguarding Children and Vulnerable People

A PROTECTION POLICY

CODE OF CONDUCT

AND PROCEDURES

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Section 1

CHILDREN AND VULNERABLE PEOPLE PROTECTION POLICY

1. Policy Statement: A Commitment to Protection

The purpose of this Policy is to guide the Dandenong Reformed Church Inc. known as the Dandenong Christian Reformed Church (hereafter called DCRC) in developing a **protective culture** for all those who participate and visit our Christian community. The members and leadership of the DCRC seek to reflect biblical teachings of truth, justice and mercy with integrity and humility within the **quality of relationships** we develop as a church community and with all those people, both children and adults, with whom we interact in our daily lives. We especially acknowledge the importance of recognising the strengths of Aboriginal culture and the safety of Aboriginal and Torres Island children. Vulnerable people include children, young people, people with disabilities, anyone with mental health conditions and elderly people. We take into consideration the needs of children and vulnerable people with disabilities and do not tolerate abuse or discrimination in our words or practices or in those of others. To this end, the DCRC will appoint a **Safe Church Team** and a senior leader to the title of **'Head of Entity'** who has the authority and responsibility for the overall function of safe governance.

DCRC sees the commitment to Child and Vulnerable People Protection as flowing naturally from our vision and mission to operate according to biblical, Christian principles for living and our commitment is to nurture an environment and culture where a diversity of people, age, gender orientation, ability or disability can thrive and grow holistically recognising the unique value and potential of every person.

The DCRC is particularly committed to welcoming children and their parents or carers and providing a 'child-safe'¹ environment and programs for children who attend authorised services, activities, and other programs. A **duty of care** will always apply although when children attend church activities and remain with their parents, then the parents have the primary duty of care. All leadership of authorised activities accept the responsibility of providing a safe and friendly environment where all participants are listened to, feel safe, have fun, accept challenges, learn, and grow. Leaders will participate in a vigilant process of **recruitment, training, and review** to enable them to work towards the achievement of aims and purposes of the DCRC to protect children and vulnerable people.

The welfare of children will have priority whilst in our care. DCRC is committed to protecting children from all types of abuse and all allegations will be investigated with procedural fairness and integrity in accordance with its obligations to comply with the expectations listed by the Office of the Child Safety Commissioner to ensure best practice. This Policy recognises both Federal and State legislation and commits workers to responsibly, and reasonably, cooperate with Government departments, law enforcement and child protection agencies. The operational principles of our Code of Conduct and

¹It is recognized that no organisation can guarantee the safety of children and other vulnerable people who are on site at a venue. The term 'child-safe' means that child safety is paramount to this organisation, that it has compliant policies and procedural documents and that risk identification and mitigation practices are embedded in the culture.

the Procedural Documents reflect a deep desire for **transparent, accountable processes** that seek justice, acceptance, and compassion to all parties rather than protect the organisation when investigating breaches of the Code of Conduct as well as the support and facilitation of the wellbeing of children and vulnerable people.

1.2 Scope The provisions and duties of care expressed in this Child Protection Policy apply to:

- **Ministers.** A minister of religion: *A person defined or appointed as a recognised leader in an organised religious institution.*
- The leadership team which includes the members of Church Council, Diaconate Leader, Pastoral Care Supervisor, Risk Assessment manager and the Safe Church Coordinator
- All employees (including volunteers) members and adherents/regular attendees.
- All children activities and programs organised by or with the approval of the DCRC, on the premises or off-site, including camps, events, and day trips.
- All hirers of the church venue and its facilities. The Hiring Agreement will include a signed commitment to comply with the expectations of this policy of maintaining a ChildSafe environment.
- Contractors, subcontractors, delivery persons or others engaged to provide services on the premises, particularly if they have any contact with children whilst on site as is appropriate to the circumstances of their presence on the Church premises.

1.3 Authority

This Child Protection Policy and Code of Conduct was revised and updated to reflect the most recent changes to State and Federal law and guidelines towards being a child-safe organisation.

It was approved by the Church Council and adopted for use by the DCRC on **7/02/2022**.

1.4 Policy Review

The Child Protection Policy, Procedures and Code of Conduct will be **reviewed at least every two years**, or to remain compliant with new legislation. Any proposed changes or updates will be submitted to the Church Council of the DCRC for approval at a properly convened meeting for approval before being adopted and implemented.

1.5 Operating Principles

(These principles result from judgements made in court and help members understand that individual actions can cause reputational damage to the DCRC.)

Duty of Care: Means, any legal responsibility that the DCRC has to ensure the safety and wellbeing of those who participate in programs or activities of the church.

Vicarious Liability: Means any legal liability that the DCRC may be determined to have for the conduct of those who act on its behalf (e.g. its staff and approved voluntary leaders).

Reasonable Standard of Care: Refers to the level of care that a user may reasonably expect that the DCRC will take in providing any program, activity, service, or facility.

Reasonable Foresight: Refers to a responsibility that the DCRC has, when planning activities for children and young people, to identify any reasonably foreseen danger/risk and take reasonable steps to prevent or avert such risk.

Child Protection Reporting Obligations: This principle covers mandatory reporting, for those professions and roles that are defined by law, and the moral and legal responsibility that all adults must report all types of known or possible child abuse, especially where there is a reasonable belief that a physical or sexual offence has occurred or may be committed against a child.

Reasonable belief: A person may form a belief on reasonable grounds, through disclosure by the child or a third party or personal observation of indicators that a child needs protection after becoming aware that a child or young person's health, safety or wellbeing is at risk.

1.6 Legal and Reference Framework

- National Framework for Protecting Australia's Children "Protecting Children is Everyone's Business" 2009 – 2020 (Commonwealth of Australia)
- Children, Youth and Families Act 2005 (Vic)
- Working with Children Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- National Council of Church in Australia
- Flow chart by the Department of Child Safety, in its publication 'Complaints Handling Guide'<https://pmc.gov.au/resource-centre/domestic-policy/complaint-handling-guide-upholding-rights-children-and-young-people>
- GJIC Insurers
- Hope In The Hills CRC
- CRCA Safe Church Unit
- ChildSafe Limited

Section 2 SAFETY AND RISK MANAGEMENT

The DCRC will appoint a **Safe Church Team** to ensure that safety for all participants involved in the various ministries is a part of its **overall approach** but also specifically to the minimising the risks of abuse of any kind to children and vulnerable people in our care. The DCRC has zero tolerance of child abuse of any kind. We recognize that vulnerable people need protection from harm which includes the same forms of harm as those identified for children, and may also include Family and Domestic violence, financial abuse, Indecent assault, Sexual harassment, Image Based abuse etc. Risk management applies to Work Health and Safety generally, but this policy applies specifically to the minimising the risks of abuse of any kind to children and vulnerable people who are in our care and to ensuring their physical safety in the buildings or activities of the church.

Risk assessment and management practices are embedded in our procedures for all services, programs and activities authorised by the church. We use these practices to inform our planning and implementing all aspects of operation at the DCRC.

The **Safe Church Team** is comprised of a **Safe Church Co-ordinator** dedicated to children's ministry, an **Elder** who represents Church Council, and the **Risk Management Officer** who oversees that the risk assessment is set at low to medium range and that management practices are embedded in procedure for all services, program or activities authorised by the church.

The Safe Church Team will:

- Coordinate safety audits
- Provide **Complaints Form and/or Incident Forms** to note concerns
- Upload DCRC Child Safe Protection policy on Website for public access
- Approve programs and events
- Secure the storage of investigative records
- Inform members and regular attendees of the DCRC Child Safe Protection Policy on a regular basis
- Train staff and volunteers in the Child Safe Protection Policy, Procedures and Code of Conduct
- Display Emergency numbers and posters to direct safety procedures
- Provide a Registration Form to ascertain emergency and tracing contact, allergies and other health considerations, family status and digital media obligations

The Safe Church Team is held accountable by the Church Council whose governance is led by the **Head of Entity** who must have a clear understanding of the complaints and allegation process, what types of conduct is reportable and what information is required by the Commission and

- have systems in place to:
 - **prevent** reportable conduct from being committed
 - **enable** reportable allegations to be made
 - **investigate** and respond to reportable allegations
 - **report** allegations of criminal conduct or suspected criminal conduct to police
- ensure allegations are appropriately investigated and managed
- notify the Commission of reportable allegations and provide update and outcome of the findings

The Head of Entity also supports the Public Officer in emergency responses, makes a public commitment to safety via the DCRC communications network and notifies the CRCA National Register prior to the employment/appointment of Elders and Deacons to roles within the church.

Safe Church Team Responsibilities

Risk Management Officer

- ensures there be a standard agenda item regarding Risk Assessment
- oversees that the risk assessment is set at LOW to MEDIUM for program activities
- oversees that management practices are embedded in the procedure for all services, program or activities authorised by the church
- Ensure availability of Complaints Forms and Incident Forms for guest, staff and volunteers to note concerns
- records environmental risks and specify the action(s) the DCRC will take to reduce or remove the risks
- monitor and evaluate the effectiveness of the implementation of its risk controls through annual reports submitted by leadership teams
- plans an Emergency Response Procedure for Incident reports and Critical Incidents
- receives and evaluates Incident Reports and informs the Church Council about action to be taken
- will provide resources, specific jurisdiction requirements and advice for emergency responses and management options to support the Safe Church Co-ordinator

Safe Church Co-ordinator dedicated to children's ministry

- Identified and role explained at appropriate times in the church year
- Training and support of leaders and members of child-related ministries
- Process and approve 'Permission to Proceed' documentation for programs and events
- Maintain SMO registration that records training and WWCC
- Conduct annual reviews of policy and procedures for workers in child-related ministries
- Be specifically trained for responding to complaints of child abuse made by staff, contractors, volunteers, children or other attendees and members of the congregation and is familiar with the legal requirements applying to the reporting of abuse against children
- Collect and securely store personal history profiles and abuse reporting forms and investigation outcomes
- Compile formal reports for Head of Entity and/or Police and Child Protection Services to assist abuse investigations

Elder

- promotes DCRC vision and mission to operate according to biblical and Christian principles and to nurture an environment and culture that recognises the unique value and potential for all people
- ensures that pastoral care for all members is administered fairly and judiciously

Ministry Leaders

All people in leadership will promote the DCRC's vision and mission to operate according to Biblical, Christian principles and are committed to providing a safe environment and programs for children and vulnerable people. Furthermore, leadership will have the desire to fulfill the requirements of their role and to co-operate with all risk assessment and safety management practices.

Head of Entity

Chairman of Church Council

Pastoral Care and Fellowship – Pastor

Worship Team Leader

Small Group Bible Study Co-ordinator

Diaconate Leader

Shawlands Working Team Leader

Op- Shop Co-ordinator

Mainly Music Co-ordinator

2. Safety and Participation for Children and Vulnerable People

The staff and leadership of DCRC will encourage children to feel a part of the church by seeking their feedback regarding children's programs. Leadership will compose and submit Action reports to the Safe Church Team on an annual basis. We value diversity and we undertake to treat everyone with respect both in our words and our practices which will include listening to them when they speak about matters that directly affect their sense of safety or wellbeing.

Children and young adults will have the opportunity to reflect on their experience of church programs and to make comments regarding the standard of planning for and delivery of programs for their age-group. We will invite comments on other aspects of wellbeing, including staff conduct. Such **feedback** will inform DCRC and guide adjustments to practices, programs, and training.

Part of our work with children is to *teach and inform* them of what they can do if they feel unsafe, threatened, or upset by the behaviour of adults or other children. *We will listen to and act on* any concerns children or their parents/carers raise with us. Programs will vary according to age, set appropriate challenges, and promote **inclusive participation**. Activities will aim to cultivate friendships and connections.

Emergency Number contact poster
Registration form
Feedback form
Report format

We are committed to protecting children from harm. 'Harm', as used in this policy, and includes any and all of the following types of abuse or neglect of children and young people: physical; sexual; emotional/psychological or any other form of abuse.

Section 3 CODE OF CONDUCT

Purpose and Commitment

DCRC is committed to plan, develop, and maintain a multi-faceted culture of safety for all people and have a special focus on the safety and wellbeing of children and vulnerable people. All those who minister or work in programs under the auspices of the church should be well versed in the DCRC Protection Policy and its Procedural guidelines that promote a corporate spirit within its community and an understanding that an individual's actions can result in reputational damage. Abusive behaviour towards any person will not be tolerated. Any, and all, allegations of abuse will be investigated and reported if found to be substantially true.

This **Code of Conduct** seeks to apply those ethical standards that God expects of all people to the ministerial, or pastoral relationship and aims to **detail the standards of conduct** expected by staff (paid and voluntary) in the performance of their duties and to provide **guidance** in areas where there is a need to make personal and ethical decisions. All recipients will sign the Ministry Covenant verified by a witness stating they have read and understood the Statement of Commitment and Operating Principles of the Policy and that they will faithfully comply with guidelines and follow procedures outlined in the Code of Conduct.

Behavioural Expectations

- Uphold the DCRC's commitment and operating principles to safety at all times by signing the Ministry Covenant/pledge
- work towards the achievement of the aims and purposes of the DCRC in a corporate spirit showing respect and consideration for all participants involved in activity programs
- establish and maintain a safe environment in the planning and execution of programs
- be aware of emergency procedures
- be professional, consistent, and responsible for relevant administration pertaining to role
- be courteous and polite in verbal exchanges
- show respect, patience and consideration when partaking in activities and events
- maintain strict impartiality
 - ❖ do not discriminate on the basis of age, gender, race, culture, sexuality, or disability
 - ❖ do not show favouritism through the provision of gifts or inappropriate attention
- preserve self-identification and promote cultural safety, participation, and empowerment of:
 - Aboriginal and Torres Strait Island people and children**
 - People and children with culturally and/or linguistically diverse backgrounds**
 - People and children with a disability**

Specific Expectations to Protect Children from Abuse

Take all reasonable steps to protect children from abuse, recognising duty of care and legal obligations like mandatory reporting and contact the police if a child is at immediate risk of abuse (telephone '000')

- ensure that children and young people are always **supervised** and (as far as practicable) that adults are not alone with a child, or, at least, **observable by another adult**.
- comply with **agreed forms of communication**
 - ❖ Promote awareness of the esafety.gov.au site to manage online communication
 - ❖ Seek DCRC leadership and parent/guardian consent for:
 - private contact with a child outside of church activities
 - personal online contact with children
 - photographing or filming of an individual child
- be a **positive role model** to children

- ❖ do not use, possess or be under the influence of alcohol and/or illegal drugs while supervising a child
- ❖ do not provide or allow a child to consume alcohol or illegal drugs
- **plan and practise avoidance of abusive conduct:**
 - ❖ **Emotional, Psychological and Spiritual Abuse**
 - speak to a child in such a way that is not construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
 - respect any belief creed that a child may express
 - be aware of an inappropriate or culturally insensitive manner of communication
 - be aware of any culturally sensitive issues and custodial settings
 - do not engage in any activity with a child that is likely to emotionally harm them (e.g. watch a movie that is age or content inappropriate for a child)
 - ❖ **Physical Abuse**
 - do not initiate unnecessary physical contact like rough play, holding, massaging, kissing, or cuddling with a child
 - be aware of an inappropriate or culturally insensitive way of touch or stance
 - ❖ **Sexual Abuse**
 - do not develop a 'special' relationship with a specific child for your own needs which can be construed as grooming
 - do not sleep in the same bed, sleeping bag, room, or tent with a single child
 - do not possess sexually explicit printed materials (magazines, cards, videos, films, clothing, etc.) in the presence of children
 - do not discuss sexual activities with a child, unless it is a specific job requirement, and the person is trained or qualified to discuss these matters
 - do not be naked in the presence of a child
 - do not engage in any sexual contact with a child for any purpose
- **practice Complaints, Allegations and Reporting procedures**
 - respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
 - record and act upon all allegations or suspicions of abuse, discrimination, or harassment
 - respect confidentiality when sharing information about children in accordance with your reporting obligations
 - if an allegation of child abuse is made, ensure that, as quickly as possible, the immediate and ongoing safety of the child or children
 - co-operate fully with any investigation process

DCRC MINISTRY COVENANT

(Print name Full Name)

- ❖ I acknowledge I have read the DCRC Child and Vulnerable People protection Policy, Code of Conduct and Procedures and agree to corporately work towards the achievement of aims and purposes of the DCRC to protect and nurture children and vulnerable people.
- ❖ I support the DCRC's vision and mission to operate according to biblical, Christian principles that recognise the unique potential of every person, regardless of race, age, gender orientation, ability or disability and will value diversity and not tolerate discrimination in words or actions.
- ❖ I support that the DCRC is committed to providing a safe environment and programs for children and vulnerable people and will co-operate with all risk assessment and safety management practices and commit to faithfully fulfilling all the requirements pertaining to my role.
- ❖ I understand the line of authority and the procedures for behaviour, boundaries, responsibilities, and the reporting system and that I am obliged to report any allegation or complaint if I form a reasonable belief through disclosure or observation that a child is in need of protection and will co-operate in any investigation undertaken by the DCRC Safe Church Team, Government departments, law enforcement and child protection agencies.
- ❖ I declare that I have not been guilty of any sexual misconduct against any person or committed any criminal offence involving fraud, violence, or drugs and that I am of good character and suitable for ministry within the DCRC.
- ❖ I acknowledge that this Covenant acts as consent for the operation of the Child and Vulnerable People Protection Policy and that legal consequences may follow if I breach the Code of Conduct or commit an act of serious misconduct or break the law.
- ❖ I understand that every person who works with children, under the auspices of the DCRC, is to participate in a system of induction, training, support, and supervision and that I have complied with all requirements of the recruitment procedure.
- ❖ I commit to participating in an annual refresher course and any training sessions to ensure familiarity with the current child protective practices and reporting expectations.

Signature:
_____/_____/20_____

Date:

Address:

Witness: Signature

Date: ____/____/20

Please Print Full Name of Witness

PROCEDURES

1. Employment of Staff and Appointment of Volunteer Leaders

The DCRC Safe Church Team will be vigilant in the **recruitment, selection and screening** of all staff, contractors, leaders, and volunteers to ensure they are safe and suitable to work with children and young people. It is important that every person who works with children under the auspices of this church upholds and exemplifies our Christian beliefs and values, especially in their interaction with children and other vulnerable people and will lead by example and participate in **a system of induction, support, supervision, and review** so all participants feel valued, respected, and fairly treated. Leadership will promote a clear line of authority as well as clear procedures for behaviour, responsibilities, boundaries, and the reporting system to address child abuse.

1.1 Recruitment, screening, and selection practices

Scrutiny to determine whether a prospective staff member, volunteer or leader is suitable to engage in child-connected work as stipulated in the CRCA Staff Recruitment Policy 2020 will apply.

1. To ensure proper oversight and understanding of the recruitment process, all members of the church council (ministers, elders, and deacons- as specified by various state law) will have a valid and current Child related **Employment Screening Clearance** (WWCC, WWVP, Blue Card, Ochre Card) and have had **ChildSafe training**. In general, people that do not have a valid and current Child related Employment Screening Clearance are **not allowed** to be engaged in any children's programs.

Any applicant with an inappropriate history or receiving a 'Negative Notice' from the Department of Justice regarding to the WWCC will not be considered for any child related ministries. In situations where a person seeks to attend or join DCRC with a record of offending in child abuse of any kind, the leadership will put in practice appropriate restrictions regarding access and attendance of any child-related program. This is not to say that such a person, with a proven reformed attitude, cannot be received into fellowship and benefit from the pastoral care of the church. Please refer to the Person of Concern process document using this [link](https://safechurchcra.org.au/safe-church-documents/2-policy-documents). (<https://safechurchcra.org.au/safe-church-documents/2-policy-documents>)

In the case of contractors (tradespeople, IT personal etc) working on the church facilities, the church council, in ensuring the safety of children and vulnerable people, has the right to request a WWCC, though such is not legally required. The church council will in all circumstances ensure such contractors are appropriately supervised, especially if children are on the premises.

2. The statements of commitment to child safety and the behavioural expectations of employees and volunteers are included in all advertisements and Job Descriptions.
3. A thorough screening will be conducted to determine whether a prospective staff member, volunteer or leader may pose a risk to children. This will include the church leadership making reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child-connected work:
 - a. The applicant will have been known to the leadership for a period of at least 12 months
 - b. Child-related Employment Screening Clearance

- c. Proof of personal identity and any professional or other qualifications
 - d. The person's history of work involving children
 - e. At least 2 references that address the person's suitability for the job and working with children and
 - f. Any National Register established by the CRCA
4. The type of evidence that an applicant is required to provide to the DCRC will vary depending on the type of position that they are applying for. However, DCRC will not offer any applicant a position of responsibility until they provide the required evidence to the **Safe Church Co-ordinator**.
 5. Short-listed applicants will be interviewed by Safe Church Co-ordinator, prior to appointment being made official. Conversations will include an agreed set of questions and be documented and kept as part of the employment file/personal history file.
 6. The church council will make appointments to a specific paid role in the form of an Employment Contract. All workers who do not have a current written employment contract will enter into a **ministry covenant** dealing with their suitability to be workers and agreeing to these child protection policies, procedures, and the Code of Conduct.
 7. Both Paid Staff and volunteers will receive a letter that welcomes them to DCRC ministry team and gives notification that attendance at a workshop/training session organised by the denomination or other Registered Training Organisations must take place within the first 12 months of their appointment being approved.

- Prove of WWCC/National Police Check
- Role Descriptions
- Volunteer Registration Application
- Personal Character Referee Questionnaire
- Interview
- Team Member Appointment form
- 'Welcome to Ministry' letter
- Personal History record
- Employment contract for paid staff

1.2 Support and Training Process

We provide a system of induction, support, and supervision, and review so people feel valued, respected, and fairly treated. To this end we have developed a Code of Conduct to guide our staff and volunteers.

Under State Government Standards, the Christian Reformed Churches of Australia (CRCA) are required to **provide a range of training** determined by the role and responsibility of the position held for both Staff and volunteers. Leadership training will include an appreciation of cultural issues, ways to identify and address incidences of racism and how to identify the indicators of harm to children and develop a sensitivity to sexual orientation and custodial setting pertaining to children. Furthermore, training will encourage an awareness of age, maturity and capability needs as the basis of program planning and will encompass practice and review processes to guide programs design. Activities will endeavour to foster friendships and encourage peer support so that children and vulnerable people feel safe and connected and promote **inclusive participation and regular feedback**.

The CRCA has decided that **training and support** will follow the guidelines of ChildSafe Limited, a Registered Training Organisation, which is supervised by an appointed CRCA national co-ordinator

and conducted by the appointed DCRC Safe Church Co-ordinator or by any other authorised instructor directed by the appointed CRCA national co-ordinator.

Leaders will be supported by the Safe Church Team so that they can complete and submit 'Permission to Proceed' documents annually that show how compliance to the Protection Policy is being conducted prior to commencement of programs.

Forms of Safe Church Training:

1. Basic Training/Team Member Training
 - for Ministers, Elders, Deacons, Bible Study Leaders, Music Ministry Leaders, Team members of child-related activities, Pastoral Care Leaders
2. Advanced Training/Team Leader Training
 - for team leaders only.
3. Coordinator Training
 - for Safe Church Coordinators and Risk Management Officers
4. Emergency Response Team Training – for ERT Coordinators and Directors.

Format of Training Sessions

Staff and volunteers are provided with a copy of this **Child Protection Policy, Code of Conduct and Procedures** that defines unacceptable conduct, boundaries, and expectations for behaviour. Staff will sign a pledge stating they have read, understand, and will comply with guidelines and follow procedures faithfully.

Review of Hierarchy of Authority – Church Council, Leadership Team, Safe Church Team, Ministry Leaders

Review of Procedures

- Recruitment, screening, and selection
- Registration of programs including Risk Assessment; permission to proceed
- Registration of participation and record keeping
- Participation and feed back
- Emergency Response
- Reporting and Investigation of Suspected Child Abuse
- Case management of Suspected Child Abuse

Ministry/Covenant 'Permission to Proceed' documents Annual Compliance document
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Format of Annual Review Process

Annual '**Refresh, Renew, Update**' sessions will be conducted by the Safe Church Team for all program staff and volunteers, to ensure the awareness of the importance of safety and familiarity with child and vulnerable people protective practices and reporting expectations, and where there have been changes to legislation or practice and will sign a declaration of intent entitled 'Ministry Covenant'.

Paid staff and the leadership team will attend workshop/training sessions organised by the denomination or other Registered Training Organisations at least every three years. People that have not successfully completed their training program are not allowed to be engaged in any children's or other ministry programs.

Leadership Teams are to write annual reviews that are to be submitted to the Safe Church Team. The reviews will encompass analysis of relevant safety concerns, incident causes, system failures, program contents and accessibility to policies and procedures to ensure steady improvement to maintain a protective environment.

2. COMPLAINT MANAGEMENT AND INVESTIGATION PROCESS

Reporting and Investigation of Suspected Child Abuse

It is important that every person who works in ministries under the auspices of DCRC does not use the influence or authority of their position for personal gain but upholds and exemplifies our Christian beliefs and values in interaction with children and their parents or carers. DCRC is committed to **protecting children from all types of abuse** and all allegations will be investigated by the Head of Entity with procedural fairness and integrity in accordance with its obligations to **comply with the Reportable Conduct Scheme** enacted by Victorian legislation. The Complaints process will be underpinned with dignity and discretion and reflect accountability as to the principles and procedures outlined in this policy.

Any investigations of alleged abuse or harm or risk thereof will be recorded in the form of a Complaint or Incident Report and will be used and disclosed in accordance with abuse investigation requirements ensuring privacy and confidentiality. All **personal history of people** who fulfil a ministry role within the church and any investigation report will be **collected and securely stored** by the Safe Church Team and be kept for the duration as prescribed in government policy.

Complaints and Allegations

Child abuse, especially sexual abuse of a child must be reported, where a **reasonable belief** is held by a responsible adult that the child concerned has been abused, is being or is likely to be abused. Any person who believes a child is in immediate risk of abuse should telephone 000 or contact DHHS. 'Child' means a person under the age of 18 years unless otherwise stated under the law applicable to the child.

The identity of the abuser and the circumstances of the event determine the procedure that should be followed by the leadership, employees, or volunteers of the DCRC. **Procedure 1** relates to Child Abuse by a person external to the Church Community and **Procedure 2** relates to Child Abuse by a person within the Church Community.

Mandatory reporting is required by:

- medical practitioners
- nurses
- members of the police force counsellors
- primary and secondary teachers
- principals and ministers of religion.

Penalties may be incurred if mandatory reporters fail to notify the Child Protection agency. Making a report is to lay a serious allegation of a criminal offence against another person, so it is imperative that perceptions are carefully clarified.

A reasonable belief can be formed through:

- i. Disclosure by a child about abuse to his or herself.
- ii. Disclosure by another child or an adult about abuse to a child, or
- iii. Direct observation of the abuse or evidence of it by the reporting adult.

Any responsible adult, including senior leadership or any concerned member of DCRC, who has a reasonable belief of abuse of a child should follow the steps outlined in **Procedure 1** and **2**.

A child needs protection if any act committed against a child involve:

- a sexual offence,
- an offence under the Crimes Act 1958 (in Victoria, 'Failure to Report', Failure to Protect', 'Failure to Disclose' and 'Grooming' is a crime) OR
- if any of the following grounds exist and the child's parents or caregivers have not, or are unlikely to provide, arrange or allow the basic care required to protect the child from harm:
 - a) the child has been abandoned by parents
 - b) the child's parents are dead or incapacitated and there is no other suitable person willing and able to care for the child
 - c) the child has suffered, or is likely to suffer, significant harm, as a result of physical injury
 - d) the child has suffered, or is likely to suffer, significant harm, as a result of sexual abuse whether physically or through sexual grooming by any form of telecommunication
 - e) the child has suffered, or is likely to suffer, emotional or psychological or spiritual harm of such a kind that the child's emotional or intellectual development is, or is likely to be, significantly damaged
 - f) the child's physical development or health has been, or is likely to be, significantly harmed or compromised

(Further definitions and possible indicators of abuse are detailed in the Christian Reformed Church of Australia pastoral guidelines 'For Justice and Healing' (pp 7-9 and 18-28). <https://crcchurches.org/resources/duty-of-care>)

Making and Managing an Allegation of Abuse

A Report, using the official DCRC COMPLAINT FORM, is required if it is believed, based on reasonable grounds, that a child has suffered, or is at risk of suffering significant harm.

A person making a complaint, on reasonable grounds, does not have to be given permission by church authorities as duty of care requires **safeguarding of the child as paramount**.

The DCRC encourages all persons with concerns about the safety of a child involved in the activities of the DCRC to raise these concerns directly with the Safe Church Team or Head of Entity who can assist the person to make the report to the Church Council, DHHS or the police as required. Leadership

will encourage any child who is concerned about their own safety or the safety of another person to speak freely with the Safe Church Co-ordinator and ensure the complainant that he or she is listened to, understood, and protected. This conversation will be recorded word for word making sure that there are no leading questions nor material not disclosed by the child.

In some circumstances, as described by the **Reportable Conduct Scheme**, it may be necessary for the DCRC to conduct an independent inquiries into any allegations ² being investigated by the Department or the police and understands that it will not interfere with such investigations and makes the commitment that all people covered by this Child and Vulnerable People Protection Policy, Code of Conduct and Procedure will co-operate fully with any investigation by the Department, the police or the DCRC Safe Church Team. The DCRC will make every effort to keep any such investigation confidential; however, from time to time, other employees, leaders, volunteers, and contractors may need to be consulted in conjunction with the investigation by completing the DCRC INCIDENT FORM to record their own perspectives on incidents that have led to a complaint.

Reporter	Procedure	Investigation Responsibility
Any person working in child-related programs under the auspices of the DCRC Any reporter does not need the permission of leadership but is bound by duty of care as paramount and ensures that all reasonable steps are taken to protect the child from harm. Complaints Reporting Form	Procedure 1 – Abuse of a Child by a person outside of DCRC community Report the matter either to the Police or Child Protection Services	Team Leader and Safe Church Team who may also decide to make a report and awaits further instruction from appropriate authority.
	Procedure 2 – Abuse of a Child by a DCRC employee, volunteer, or member Notify the Church Safe Team and either the Police or Child Protection unit of Victoria	Safe Church Team and Head of Entity who may engage an Investigator (sourced by Church Association or GJIC Insurance) and DHHS
	Reportable Conduct Scheme for severe or criminal allegations	Head of Entity, Police and DHHS + Investigator (sourced by Church Association or GJIC Insurance.)

Record Keeping of Suspected Abuse or Harm

All reports of alleged abuse or harm, or risk thereof, must be recorded in the form of a Complaint or Incident Report. This will record places, times, dates, names of people, observable behaviours, or evidence of harm. Reports must be to be securely stored by the Safe Church Team. These reports and forms provide valuable legal documents for any investigations and demonstrates due diligence by the church.

The denomination has established a National Register, with reference to implementing Recommendation 16.58* of the Royal Commission into Institutional Responses to Child Sexual Abuse. DCRC which employs and/or appoints individuals to roles within the church will be required to contact the Safe Church Unit prior to employment/appointment to gain clearance via the Register. The National Register records information that assists the CRCA to identify and respond to any risks posed to children by people in ministry.

² It is important to have an arrangement in place. The investigator must be a person of experience and qualification, may be with a role in the wider church association or sourced through GJIC Insurance.

Case management

In the event of a child or vulnerable person disclosing an incident of abuse to someone they trust it is essential that it is dealt with swiftly, sensitively, and professionally.

An investigation conducted by DCRC will be conducted in accordance with procedural fairness to protect the integrity of the investigation and the interests of all the participants involved in the investigation. The DCRC will also handle the allegations in a confidential manner to the greatest extent possible. The outcome will depend on the findings of the investigation, but may be (but not limited to):

- withdrawal from current role
- re-assignment to duties with no contact with children
- increased supervision
- disciplinary action, dismissal, or criminal prosecution
- deposition from office

Privacy and Confidentiality

The DCRC will collect, use, disclose and hold personal information of all people who fulfil a role within the church, in accordance with relevant privacy legislation. Such data will be securely stored and protected. In the case of Child Abuse investigations and reports, an individual's confidentiality is to be protected as much as is reasonably possible. Both those who are making reports and those about whom accusations are being made are entitled to confidentiality. Where there is suspected abuse or misconduct, staff members, leaders, volunteers, and contractors must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act in a way consistent with the Child Protection Policy, Code of Conduct and Procedure, and relevant statutory requirements. Such reports will be securely stored and protected for a period of 45 years.

COMPLAINT MANAGEMENT and INVESTIGATION PROCESS

PROCEDURE 1 CHILD ABUSE BY A PERSON EXTERNAL TO THE CHURCH

The chart below outlines the process that any person working with children in a specific setting should follow to protect a vulnerable child from actual or possible abuse. A disclosure of **sexual abuse must be reported**. A person making a complaint, on reasonable grounds, does not have to be given permission by church authorities as duty of care requires safeguarding of the child as paramount. You may make an independent report to Police and Child Protection Services. Making a report is to lay a serious allegation of a criminal offence against another person so ensure careful clarification of perceptions and understand that senior leadership of the church is obliged to act in accordance with the law.

Disclosure

By a child who is being abused.

By another child or adult

By personal observation

'Reasonable Belief'

Through observation, listening, checking with other adults you come to a **reasonable belief** that a child has been abused, is being or in danger of being abused and that the child's parents/carers have not, or are unlikely to protect the child from such harm

Assess Severity

Low level complaint:

non-sexual, non-criminal conduct; dispute between children or a child and an adult.

Medium level Complaint:

reportable misconduct; sexual, physical, emotional or neglect; negligence; abuse of power; Risk to reputation of Church

High level Complaint:

criminal, sexual or physical abuse; between children; adult-child; another adult. Risk to person or Church.

Report Low Level to:

Team Leader and Safe Church Team
Submit Complaints Form and any Incident forms and notes.

Report Medium and High Level to:

Victoria Police
Risk of immediate harm or risk to life:
Call 000

Child Protection Services

Victoria

(1300 655 795 (BH))

13 12 78 (AH)

Safe Church Team
Submit Complaints form, any Incident forms, and notes.

Write a Report And submit to Safe Church Team

Make notes of observations and information gathered based on the definition and indicators contained in DCRC Child Safe Protection Policy. Accompany any verbal report by recording data on a **Complaints Form**: the name, age (DOB), gender, current location, or address of the child; description of any visible injuries or relevant behaviours. State reasons for disclosure and assessment of the immediate danger to the child.

Enlist the support of Senior Leadership or Safe Church Co-ordinator. Ask relevant volunteers or witnesses to complete an **Incident Form**. Note the identity of the abuser. **Do not** confront this person, unless to protect a child from immediate danger. **Do not** ask the child leading question to avoid contaminating evidence if legal proceedings are determined. **Keep a copy of all documentation.**

Safe Church Team will assess severity, compile a formal report, allocate management and instigation of the investigation processes warranted. **Safe Church Team** will contact **Head of Entity** (Chairman of Church Council) who will notify the Leadership Team and follow the Reportable Conduct Scheme if a sexual abuse is disclosed and contact CRCA Safe Church Unit who are to be notified of all cases of disclosure of abuse regarding a child. There is nothing else you need to do as a responsible adult. Your identity, as notifier, will remain confidential unless you choose to inform the child or family.

PROCEDURE 2 CHILD ABUSE BY A PERSON WITHIN THE CHURCH COMMUNITY

- Disclosure as in Procedure 1

By a child who is being abused.

By a child who is being abused.

By a child who is being abused.

- 'Reasonable Belief' as in Procedure 1

Through observation, listening, checking with other adults you come to a **reasonable belief** that a child has been abused, is being or in danger of being abused and that the child's parents/carers have not, or are unlikely to protect the child from such harm

- Assess Severity as in Procedure 1

- Contact

Victoria Police if there is risk of immediate harm or risk to life. **Call 000.**

Child Protection Services Victoria to ascertain severity level 1300 655 795 (BH) 13 12 78 (AH)

Senior Leader who removes accused person from the program and premises and who notifies **Safe Church Team and Leadership Team.**

- **Write A Report** as in Procedure 1 and submit to **Safe Church Team**

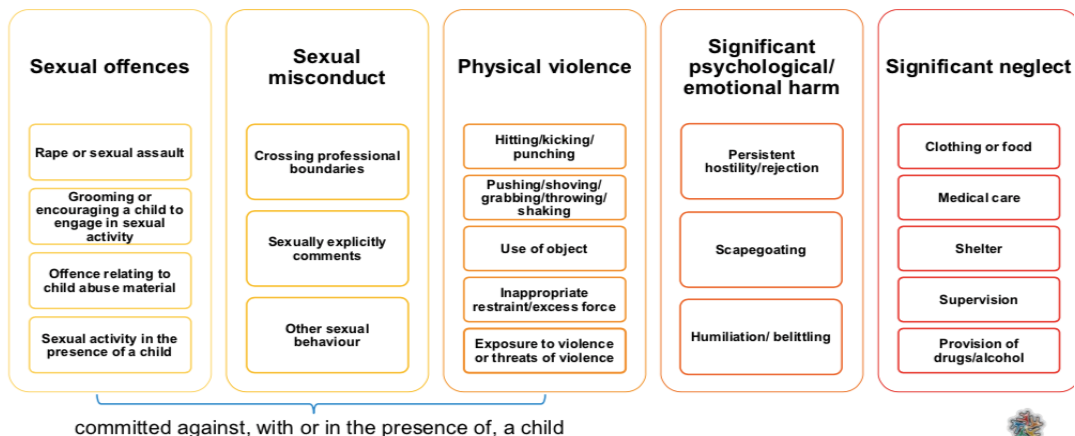
- **SAFE CHURCH TEAM will initiate investigation:**

- **Receive Complaint or Allegation** via Complaint and Abuse Form supplemented by any Incident Forms and/or written notes of a verbal complaint
- **Register Claimant and Complaint in system**
- **Assess the initial severity according to documentation and recorded interviews**
- **Seek clarification regarding any evidence provided**
- **Compile a Formal Report for Head of Entity**
- **Informs Safe Child Co-ordinator of action to be taken**

HEAD OF ENTITY

The Head of Entity undertakes a series of responsibilities as outlined in the **REPORTABLE CONDUCT SCHEME (Victoria)** where an allegation has been made about child abuse against a person who is acting for the church or participation in activities run by the church.

1. Assesses Claim and level of Severity



Low level complaint:

Medium level complaint:

High level complaint:

Senior Leader or Delegate*

Senior Leader or Delegate

Police or Child protection Agency

* If there is any conflict of interest, an investigator should be appointed by the Church Council or Insurance Agency, especially if the matter was cleared by the Police after their initial investigation

2. **Follows reporting obligations under the Reportable Conduct Scheme and CRCA guidelines if a sexual abuse complaint or allegation is made. Notify the Commission within 3 working days.**

A more complete outline of the elements of the Reportable Conduct Scheme can be found at:

<https://ccyp.vic.gov.au/child-safety/resources/reportable-conduct-scheme-information-sheets/>

Organisations covered by the Reportable Conduct Scheme should contact the Commission for clarification and guidance and to talk through any issues of concern. Telephone: 860 5281 Email: childsafestandards@ccyp.vic.gov.au

3. **Acknowledges Complaint**

Formal letter acknowledging complaint/allegation and advising what steps DCRC will take in the investigation or that the matter has been referred to the Police or other agencies.

4. **Allocates Investigator to conduct an independent investigation if warranted.**
5. **Defers any independent investigation by DCRC until given approval by authorities.**
6. **Completes the investigation process within 30 days of notification and submits the report, including findings and actions taken to the Commission.**
7. **Informs the Claimant of the Investigation Reports**
8. **Informs the CRCA Safe Church Unit and the GJ Insurance Consulting Pty Ltd. (Ph 1300 384 799 or insure@gjc.com.au) of any disclosures of child abuse by any person participating in DCRC activities.**

Investigation and Reporting

The investigation must be timely (immediate, if possible), thorough, fair, and impartial. Interviews may be audio recorded or, if notes only are taken, signed off by the interviewee as fair and accurate. For criminal matters, clearance must be given by Government agencies before investigation. Investigator submits a written report to Church Council indicating whether the Complaint was substantiated, partially substantiated, or not substantiated.

DECISION

A flow chart is also suggested by the Department of Child Safety, in its publication 'Complaints Handling Guide'
<https://pmc.gov.au/resource-centre/domestic-policy/complaint-handling-guide-upholding-rights-children-and-young-people>

Complaint substantiated or partially substantiated.

- a. Criminal Justice decision
- b. **Consequences (internal)** fair and appropriate, all things considered.
- c. **Communication** – to the church community, respecting privacy regulations

Complaint not substantiated

No case to answer.

- a. Clear and immediate **exoneration** of the accused person;
- b. Letter to the complainant re findings, and further options open, should they dispute the findings;
- c. **Restorative actions** – promoting forgiveness, healing and growth.

3 EMERGENCY RESPONSE PROCEDURE

An Emergency response plan:

- Navigates clear actions in high tension
- Executes planned responses to unpredictable events
- Provides resources to support Emergency Response Team response
- Contacts Key organisation personnel
- Manages media if required
- Ensures a thorough report and review

DCRC EMERGENCY RESPONSE TEAM

The Public Officer is the Co-Ordinator and is supported by Head of Entity, Chairman of Management and Risk Assessment Officer.



- Capable, range of skills, trained, resourced to act
- Available 24/7 by definition
- First responders to critical incidents
- Contain incident escalation
- Provides assurance and support
- Manages post incident

INCIDENTS denote an undesirable event of some significance. All types of accidents are included in this definition, as well as near misses, significant property damage, child protection issues, and major disruptions to the program.

CRITICAL INCIDENTS differentiate from general Incidents in that they are events that are severe, traumatic and require urgent help from outside the program.

EXAMPLES OF CRITICAL INCIDENTS

- Serious vehicle accident
- Death of a participant
- Lost or significantly injured participant
- Natural tragedy
- Significant violence between participants
- Sexual assault
- Participant engaging in serious self- harm
- Suicidal participant, attempted or actual suicide

Most incidents have three main causes:

- [a] unsafe conditions
- [b] unsafe acts by participants
- [c] errors of judgements on the part of a Team Member or Team Leader

It is in the planning of activities that risks are considered and the chances of an incident occurring are reduced.

ACTIVATING AN EMERGENCY RESPONSE

Minor mishaps occur frequently and do not all require reporting as incidents. **Team Leader** will need to make an assessment about whether an event should be considered as an incident. If an occurrence is deemed an Incident, it needs to be reported so that an accurate record is created for a variety of purposes.

- Onsite 'Team Leader' decides when Emergency Response Team (ERT) is to be contacted
- Clearly identify the level of incident and response required
- First contact with the appropriate emergency service if required
- Dual notification to organisation/program Coordinator and ERT Coordinator
- Discussion and agreement on initial responses
- Response tasks assigned according to responsibilities
- Team Leaders must have the current Emergency Response information
- The program's completed safety plans should be available
- Ongoing ERT contact at stages (how and when) to ensure appropriate control at incident site

In all cases, the first contact should be with the appropriate emergency service (e.g. police, ambulance) after which the Team Leader should contact the Public Officer who has been designated the Emergency Response Co-ordinator by the DCRC.

1. Ensure that the child feels safe
2. Provide for the child's immediate needs
3. Reunite child with parents
4. Communicate with the child
5. Involve the child in looking after and caring for others
6. Accept regressive behaviour
7. Protect the child from exposure to the media.
8. Filling out an Incident form later to assist an accurate record for reporting
9. Attending Incident debriefing session

REPORTING AND FOLLOW UP

- Full factual report of the incident should be written
- Obtain written accounts from witnesses and those involved
- Take photographs at incident scene
- Record contacts with media
- Submit an incident report to leadership
- If a fatality, contact the Coroner's court and ask to be listed as an interested party
- Maintain an organisation incident register for management review and action

APPROPRIATE RESPONSE

- An Emergency Response Coordinator attending the program (as required) and a counselling resource available to attend (as required)
- A reduced activation may be entirely appropriate
- In deciding what level of ERP activation is appropriate, consider:

The nature of the event; the location – how far away from you or others; the impact on the victim other participants, family, team members, organisation and what likely media attention will result.

EMERGENCY RESPONSE CO-ORDINATOR

Typical guidelines for an ER Coordinator activating the Emergency Response Plan (ERP):

- Reassure the onsite Team Leader and ensure emergency services have been called (as required)
- Review immediate needs of victims, participants, and team members
- Review process for navigating the situation in accordance with the ERP
- Confirm ongoing communication to leaders

Review any media actions (as required)

Ensure organisation Coordinator and Risk Management Officer (RMO) are briefed

Review arrangements for Emergency Response Team to be onsite (as required)

- Interact with the Media during a Critical Incident
Sight media identification and note all conversations
Steer media away from participants
Generate a press statement

Set up a system for handling telephone inquiries

Have information about the organisation ready

Do not allege, speculate or admit liability

Team Members are not to interact with any media sources but refer any requests to the Team Leaders. In case of sexual abuse incidents, any media interactions are referred to CRCA Safe Church Unit.
<https://savechurchcrca.org.au/>.

- Notifying next of kin who have the right to know, is the most crucial follow up after serious injury or fatality.

May be undertaken by police, or jointly (according to incident)

Prepare what to say beforehand

Be prompt but seek advice from organisation designated Emergency Response Co-ordinator.

Team Members assist children through a traumatic situation by:

Informing Team Leader or asking another Team Member to contact the Team Leader

INCIDENT DEBRIEFING

- After a major incident debrief within 24-72 hours
- Debrief both Emergency Response Team (ERT) and team leaders
- Review the incident, share feelings and plan for recovery
- A process for personal review:
fact > feeling > symptom > teaching > re-engage
- Organisation contact to affected families / participants
- Review Emergency Response Plan (ERP) with Emergency Response Team (ERT) and effectiveness
- Organisational report (for management review)

COMPLAINT AND ABUSE FORM**(Private and Confidential)**

Please use this Form to make a Formal Complaint regarding discrimination or abuse of any kind towards yourself or another person, including a child. **Please read the Code of Conduct Document before using this form.**

Date: / /20_____

Time: _____:_____ am/pm

YOUR NAME:	ROLE AT THE DCRC (If applicable)
Is the complaint about offending behaviour:	Who was the victim of the behaviour?
a. Directed towards you? Yes / No	Name: _____
b, Concerning a child? Yes / No	Date of Birth: ___ / ___ / _____ Age _____
c. About a vulnerable person? Yes / No	Address: _____

Please briefly, but accurately, describe the alleged behaviour about which you are lodging this Complaint Report Form. (Keep to the facts, without interpretation or opinion.)

Who was the offending person? _____

What abusive behaviour did you observe or come to hear about? _____

Is the abuse still happening or was it a past event? _____

Is there any physical evidence of abuse – is the child injured? _____

Where did the event/behaviour take place? _____

Were there other witnesses? If so, provide name(s) _____

What is the level of risk to the victim now? (Low – High; Immediate – possible)

Any other comments: _____

Statement of Intent: I make this complaint in all sincerity, recognising that such a complaint may have a long-term impact on all those involved. I will act in good faith in the process and accept the ruling of the investigator where I believe it is fair and transparent.

Signed: _____ **Date:** _____/_____/20 _____

Witness: (Print Name) _____

Signature of Witness: _____ **Date:** _____/_____/20 _____

INCIDENT REPORT FORM

This form is to record the details of any incident involving the writer of the report, especially where there was an accident, near miss or emotional reaction involving another person, or if the writer of this report has been accused of child sexual abuse or other misconduct.

Name: _____ Phone contact _____

Date of Incident: ____/____/20____ Time of Incident: _____ am /pm

Location of Incident on Site: _____

Name (s) of anyone else involved in the incident: _____

Provide the name and contact details of any witnesses of the incident who can provide additional evidence or view.

1.Name: _____ Mobile: _____

2. Name: _____ Mobile: _____

Please describe what happened, your actions and/or words and the actions and/or words of others involved. Do not give your opinion about other's motives or intentions. (PTO if necessary)

WHAT HAPPENED: _____

YOUR ACTION AND/OR WORDS: _____

ACTIONS AND/OR WORDS OF OTHERS INVOLVED: _____

I, (Print name): _____ hereby declare that what I have written is true and accurate in the details I have provided.

Signed: _____ Date: ____/____/20____

FEEDBACK SURVEY OF CHILDREN'S PROGRAMS

An opportunity to have a say about the children's programs at the Dandenong Christian Reformed Church. Think about each statement and mark on the line, somewhere between "Not at all!" and 'Absolutely!'.

NAME OF PROGRAM: _____

NAME: _____ **DATE:** ___/___/20___

1. **I feel welcomed and looked after when I come to this church.**

| _____ | _____ |
Not at all. Mostly Absolutely!

2. **I like and follow the log-in process and arrangements for my child/ren's care.**

| _____ | _____ |
Not at all. Mostly Absolutely!

3. **I know which toilets to use and feel safe when using them.**

| _____ | _____ |
Not at all. Mostly Absolutely!

4. **There are good spaces for activities and learning times.**

| _____ | _____ |
Not at all. Mostly Absolutely!

5. **The activities are fun, challenging, and well-organised.**

| _____ | _____ |
Not at all. Mostly Absolutely!

6. **I feel that the leaders know what they are doing and are looking after participants.**

| _____ | _____ |
Not at all. Mostly Absolutely!

7. **The leaders are friendly and respectful of participants.**

| _____ | _____ |
Not at all. Mostly Absolutely!

8. **If I am worried or upset, I know who I can go to for help.**

| _____ | _____ |
Not at all. Mostly Absolutely!

9. **I am satisfied that program and environment is safe**

| _____ | _____ |
Not at all. Mostly Absolutely!

10. **I am aware of the DCRC ChildSafe Policy and Procedures**

| _____ | _____ |
Not at all. Mostly Absolutely!

MEDICAL AND HEALTH INFORMATION FORM

Child's Name: _____ Date of Birth: ____/____/20____
(Christian Name) (Surname)

Name of Program:

Is your child taking any regular or currently prescribed medication? YES / NO

If yes, please name the medication and provide details of dosage and administration.
.....
.....

Is there anything about your child's health which means that s/he should engage in only limited physical activity?
YES / NO

If yes, please give details

Does your child require a special diet because of health problems? YES / NO

If yes, please give details

Is there any other information which may help us care for your child? YES / NO

If yes, please give details:

Emergency contact 1

Name: _____ Mobile: _____

Relationship: _____

Emergency contact 2

Name: _____ Mobile: _____

Relationship: _____

Preferred Medical Centre/ Doctor: _____ Phone: _____

Private Medical Insurance Provider: _____

AUTHORISATION

'In the event of an accident or sudden illness, I authorise the person in charge can arrange for my child/ren to receive emergency treatment, as may deem necessary at any time during the approved program of events, at my expense, should I not be contactable.'

Signed: _____ Date: ____/____/20____

Parent/guardian/caregiver [Print name if not one of the above] _____

Witness Name: _____ Signature: _____