



**Grainery Kids
and
Grainery Youth
Safe Church Policy**

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Definitions

In the Grainery Kids Safe Church Policy and associated documents, unless the context otherwise requires:

The Grainery Church means the local church, including all campuses, that has adopted this policy.

Grainery Kids means the ministry for children run by the Grainery Church, run at all campuses.

Child/Children means any person aged from 0 years up to 16 years of age.

Complaint includes any allegation, suspicion, concern or report of a breach of the Grainery Church's Code of Conduct. It also includes disclosures made to an institution about any child protection concern.

Disclosure means a process by which a person conveys or attempts to convey that they are being or have been abused or neglected.

Governance body means the body designated by the constitution of the church to be responsible for the management of church affairs. In the Grainery Church this means the Elders and the Executive Committee.

Mandatory Reporting Legislation means the Children and Young Persons (Care and Protection) Act 1998 (NSW)

Pastoral Staff means any pastor or any accredited or recognised minister or any paid or unpaid staff member of the Grainery Church who is engaged in pastoral ministry through the Grainery Church.

Safe Ministry Check means the online safe church training program developed to raise awareness around Safe Church and screen applicants' suitability for working with children. It is endorsed by ANSVAR insurance.

Safe Church Register means the register required to record information relating to staff and volunteers who engage in child related work and their relevant details in accordance with section 9A of the WWCC Legislation

Vulnerable means the state of being unable to take care of themselves, or unable to protect themselves, against harm or exploitation by reason of age, illness, trauma, disability or any other reason. This includes those who suffer from disadvantages such as social and financial hardship.

WWCC Legislation means the Child Protection (Working with Children) Act 2012 (NSW)

Young Person means any person who is aged 16 or 17 years of age.

Purpose

The Grainery Church has implemented this Safe Church Policy to:

- Help us live out our Biblical mandate to 'Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself' (Mark 12:30-31).
- Implement the 10 Child Safe Standards of the NSW Office of the Children's Guardian
- Promote and provide for the provision of services, within the Grainery Kids and Grainery Youth ministries, that foster the health and safety of all who access these programs.
- Ensures compliance with legislation, and with the intention of the legislation, as it relates to protecting people, particularly the vulnerable (including children and young people)

Scope

This policy applies to:

- all Grainery Kids and Grainery Youth staff and volunteers.
- all people who are involved in Grainery Kids and Grainery Youth ministries and their programs.

Policy Statements

- As a church we are committed to the spiritual, emotional and physical safety and wellbeing of children and young people.
- We acknowledge that all people at church have a right to feel and be safe, and to experience life-giving, harm-free interactions at our church and in our programs.
- We acknowledge the need for sensitivity and consideration of all people of Aboriginal, culturally and/or linguistically diverse backgrounds, as well as any person with a disability.
- We commit to the welfare of all people through the implementation and ongoing improvement of our Grainery Kids and Grainery Youth Safe Church Policy which includes:
 - Safe and friendly environments where children and young people are listened to, feel safe, develop faith and grow in connection with God and others;
 - Safe and adequate recruitment, training, supervision, support and resourcing of our Grainery Kids and Grainery Youth staff and volunteers; and
 - Appropriate and expedient responses to all incidents, accidents, child protection and/or Safe Church (misconduct and abuse) concerns.
- We acknowledge the primary role of parents and caregivers in relation to children and young people (0-17 years) as well as the role of children and young people in child protection and will actively engage with children, young people and caregivers, inviting open communication and feedback as part of our procedures and interactions.
- We acknowledge the shared responsibility of the whole community for the safety and welfare of children and young people, including caregivers and our Grainery Kids and Grainery Youth staff and volunteers and as such we will actively promote the role

of parents and caregivers and the wider community in the shared responsibility of the safety of children and young people.

Background and Governance

This policy outlines the underlying principles that direct our approach to safeguarding children, young people, and those with disabilities/disadvantage in Grainery Kids and Grainery Youth at the Grainery Church. It applies to all staff, leaders, pastors, coordinators, volunteers, trainees, and anyone working on behalf of Grainery Kids and Grainery Youth.

This policy is relevant to all Grainery ministries that involve children, 16 years and under. These ministries include Grainery Kids Sunday programs, Grainery Kids events and holiday programs, Mums and Kids, Grainery Youth Friday nights, Grainery Youth Sunday programs and any other Grainery ministries that involve children and young people.

The Grainery Church has zero tolerance for child abuse.

No-one with a sustained finding, or a criminal record, pertaining to children and young people will be allowed to be involved in any capacity working with children within the Grainery Church. A risk assessment will be undertaken by the Child Safe Officer if a person is subject of an Apprehended Violence Order relating to children and/or young people, and they wish to work with, or are engaged with our Kids or Youth ministry. A risk assessment will also be conducted for those with a criminal record as to their suitability to work with children or young people. The decision to allow or exclude such people will be made by the Senior Pastor.

The Elders of the Grainery Church take responsibility for ensuring these principles are reviewed regularly and embedded in the organisational culture at all levels.

Commitment to Safeguard Vulnerable People

The Grainery Church is committed to the Biblical call to care for the vulnerable by actively preventing harm and abuse and to care for those who have been harmed or abused. The Grainery Church is committed to be a safe place for all people. This includes our physical, emotional and spiritual environments. This commitment is part of our vision and mission to operate according to biblical principles, recognising the unique value and potential of every person. We are also responsible and accountable to fulfilling our pastoral, legal and organisational obligations under State and Federal law to protect children and young people and vulnerable people.

We are committed to ensuring that vulnerable people (including all children, young people and their families) are informed and involved in decisions that affect them. We recognise that the diverse needs of vulnerable people should be taken into account, and that their concerns should be taken seriously. We are committed to embedding this care into all levels of our leadership and culture.

This Grainery Kids and Grainery Youth Safe Church Policy is available to anyone to view. This includes Grainery Church volunteers, parents and staff, and can be accessed on our church website.

We acknowledge the need for sensitivity and consideration of all people, especially those with culturally and/or linguistically diverse backgrounds, as well as any person with a disability or who are not neurotypical.

We acknowledge the primary role of parents and caregivers in relation to children and young people (0-17) as well as the role of children in child protection and will actively engage with children and caregivers, inviting open communication and feedback as part of our procedures and interactions.

We acknowledge the shared responsibility of the whole community for the safety and welfare of all children and young people, including caregivers and our workers, and as such we will actively promote the role of parents and caregivers and the wider community in the shared responsibility of safety for all children and young people.

Responsibilities

An overview of who is responsible for particular aspects of child safety and wellbeing at The Grainery Church.

Church Leadership:

- Recognise that children and young people are an integral part of the church and talk about this in services, sermons, training events and meetings
- Involve children and young people in the routine of church life where appropriate
- Consider the needs of children and young people when making decisions about budgets, buildings, renovations, use of property, décor, or catering.
- Encourage children and young people to have input on decisions that affect them, by including them in church forums and meetings when appropriate.

Safe Church Officer:

- Communicates with children and young people about their right to feel safe, to be listened to, and to have their views respected.
- Educates and informs children and young people who their safe people are and how to make a report if they feel unsafe or have been hurt.
- Ensures child-safe posters are regularly reviewed and clearly communicate to children and young people who their safe people are. This should also include relevant phone numbers and information on how to make a report.
- Reports allegations and concerns to the relevant authorities and the senior pastor.

Staff and Volunteers (participation and inclusion of children)

- All church workers will actively listen to children and young people when they speak about matters that directly affect their sense of safety and/or wellbeing and will act on any concerns children, young people or their caregivers raise with them.
- Ministry Team leaders will ensure that children and young people will have the opportunity to reflect on their experience at church and to make comments regarding the activities, program elements and other aspects of wellbeing, including church workers' conduct.
- Ministry Team leaders will schedule time in the program to talk to children and young people about their safety, usually at the beginning of the program or event and, as is practicable, will encourage the children and young people to participate and contribute to safety discussions.

Contractors and Consultants:

- Report to the Safe Church Officer any suspicions, allegations, incidents, or potential breaches of relevant codes of conduct.
- Identify and report all risks and potential hazards.

Screening selection and induction

We are committed to ensuring all Grainery Kids and Grainery Youth staff and volunteer leaders are screened, appropriately supported and trained through the process outlined below.

All Grainery Kids and Grainery Youth ministry leaders and volunteers are required to:

- be regular participants at the Grainery Church and have been attending for a minimum of 3 months.
- obtain a NSW Working With Children check.
- provide referees who can confirm that the proposed leader is suitable to work with children and young people and that there is no reason they should not be appointed in such a role.
- complete the online Grainery Safe Ministry Check training.
- complete the Grainery Kids and/or Grainery Youth screening application questionnaire.
- have a face-to-face meeting with the Grainery Kids pastor, Executive Kids pastor or Grainery Youth pastor during the recruitment process for onboarding.
- read the Grainery Kids and/or Grainery Youth Child Safe Policy and sign that they have read, had the opportunity to discuss the policy with the Child Safe Officer and agree to abide by this policy.
- agree and adhere to the Grainery Kids and/or Grainery Youth leaders Code of Conduct.

Training and Resourcing

The Grainery Church will:

- ensure that staff and volunteers develop the knowledge and skills to create safe spaces for everyone, particularly children and young people.
- ensure that staff and volunteers have access to information about creating safe spaces and that they all undergo appropriate training regarding the available procedures, guidelines and forms.
- support staff and volunteers with adequate resources to enable them to maintain and promote safe spaces for everyone, particularly children and young people.
- implement the procedures for staff and volunteers.

Ongoing Training

- To continue to provide for, build and maintain a safe community for our children, young people and adults where they may grow as followers of Jesus, all leaders and helpers must work towards the continuous improvement of programs and events. To this end, all Grainery Kids and Grainery Youth staff and volunteers will be given access to ongoing training and receive adequate supervision to ensure they are qualified to fulfill their assigned roles and responsibilities.
- Grainery Kids and Grainery Youth leaders are required to attend an annual training conference which will include face to face Safe Church training and updates of programming and other relevant information.
- New Grainery Kids and Grainery Youth leaders will go through an onboarding and supervised training process with a focus on Child Safe training.

Standards of Behaviour

- The Grainery Church will promote spaces, programs and relationships that are physically, emotionally and spiritually safe.
- The Grainery Church will expect all staff and volunteers to uphold the Code of Conduct which includes expected behaviours for those who engage in ministry with children and/or vulnerable people.
- The Grainery Church will expect staff and volunteers to follow the guidelines detailed in this policy.

Conflict, Complaints and Concerns:

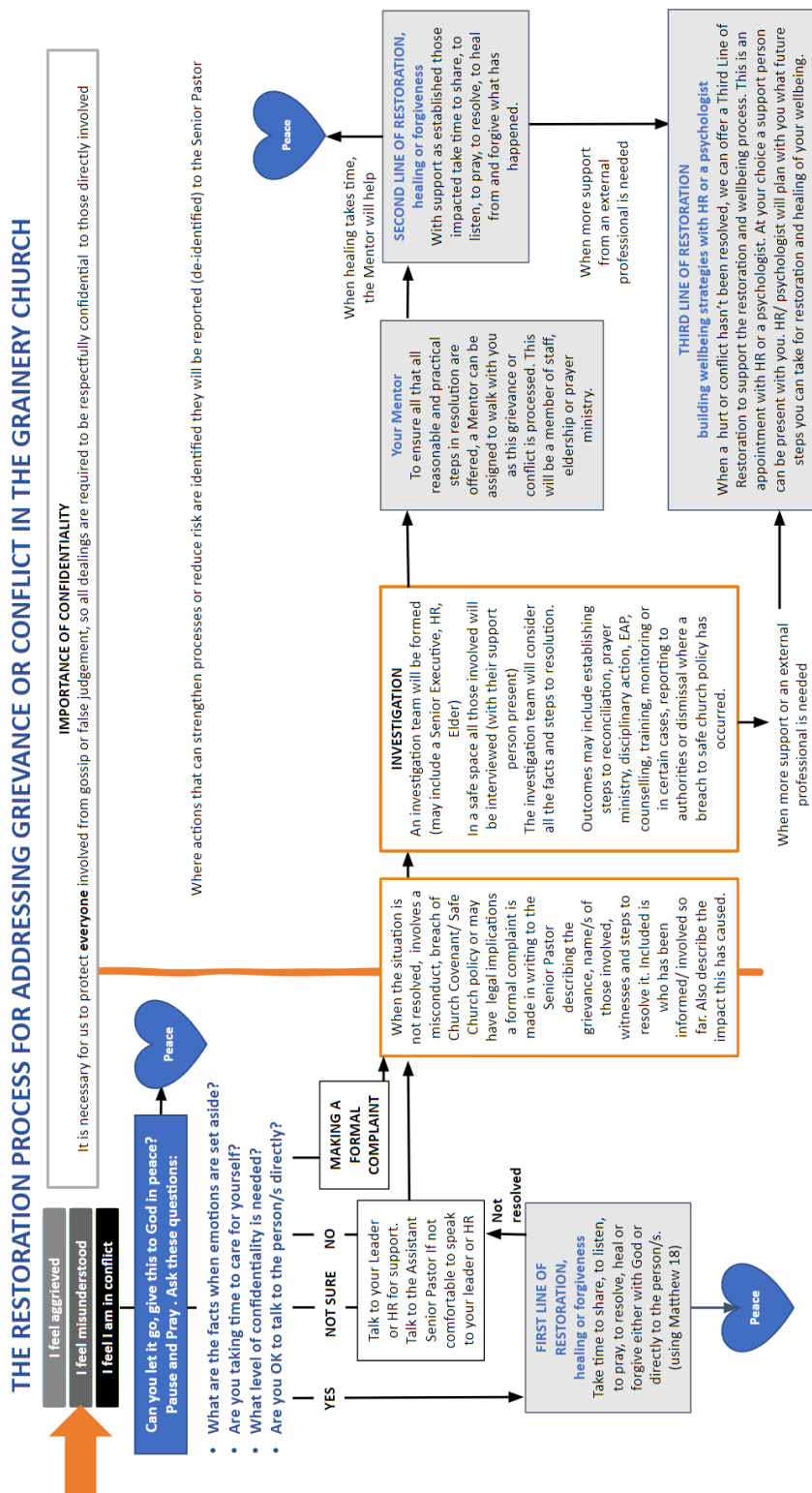
The Grainery Church Safe Church Officer will ensure that all child protection concerns and complaints will be reported to the relevant statutory agencies, including the Police for criminal offences, as soon as possible and in accordance with legislative duties.

Complaint Handling

- The Grainery Church will respond to complaints promptly, and in accordance with the Procedure for Handling Complaints against Staff and Volunteers.
- Where there is a complaint that a staff member or volunteer has engaged in inappropriate conduct, including a child sexual offence or sexual misconduct

involving a child or young person, the Grainery Church will treat the allegation as a serious breach of the Code of Conduct and respond in accordance with the Procedure for Handling Complaints Against Staff and Volunteers (see diagram).

- In the event of receiving a complaint that relates to a minor breach of the Code of Conduct or a grievance, the Grainery Church may determine to respond to the matter in accordance with the Procedure for Resolving Conflict.
- All complaints will be treated confidentially and with procedural fairness.



Safe Environments

Physical Environments

- The Grainery Church will ensure that physical environments promote safety and wellbeing and minimise the opportunity for children and young people to be harmed.
- The Grainery Church will comply with Work, Health and Safety requirements.
- The Grainery Church will consider the impact of the physical environment on the potential for risk for harm to children, young people and vulnerable people.
- The Grainery Church will identify and address risks arising from the physical environments in which programs and activities take place. This will be recorded in a risk assessment.

Online Environments

- The Grainery Church will promote safe online behaviour in electronic communication with parents.
- The Grainery Kids leaders will not directly contact children using any online platform. Contact will be via parents. Youth Leaders are to include parents in all correspondence with young people.

Risk Management

Persons of Concern

The Grainery Church screens all staff and volunteers in accordance with Safe Ministry Check procedures.

If a person of concern is identified, these steps will be followed:

- The Safe Church Officer will follow up with the person of concern and relevant statutory agencies to obtain the facts and produce a confidential report for the Senior Pastor. This will be kept in a secure Confidential file by the Child Safe Officer.
- The Safe Church Officer will notify the Senior Pastor. A risk assessment will be completed. Where a concern warrants, the person may be excluded from serving in any capacity where children and young people are present.
- All relevant ministry heads will be notified of this decision and the person may be informed of this decision.

Risk Assessments

- The Grainery Church will ensure that ministry leaders complete and make a record of a risk assessment in relation to any program or activity undertaken at, for, or with the Grainery Church prior to the activity/program being undertaken.
 - For regular activities, the risk assessment will be conducted at least annually and whenever there are significant changes in the program activities, attendance or location.
 - For special activities pertaining to children or young people, the Grainery Kids pastor or Grainery Youth pastor will complete the risk assessment. For all

other activities, such as working bees, the relevant Ministry Head will complete the Risk Assessment.

- The Safe Church Officer and the Finance WHS Officer will ensure that appropriate and reasonable precautions are adopted to address risks identified as part of a risk assessment. When considering what measures are appropriate, the Grainery Church will consider the likelihood of an incident occurring, the seriousness of the consequences and ability to avoid the risk.
- The Grainery Church will store hard copies of risk assessment forms in a locked cabinet for a period of at least 45 years. Digital copies will be stored in an online drive.

Incident Reports

- In the event of an incident, resulting in injury, an incident report must be completed immediately by the leader responsible for the activity and submitted to the Grainery Kids pastor or Grainery Youth pastor.
- The Grainery Kids pastor will bring the incident to the attention of the parent, along with showing them a copy of the report.
- Incident reports of serious incidents hard copies will be stored by the Safe Church Officer in a locked file for a period of 45 years. Electronic copies will be stored on an online drive.

Third Parties and Affiliated Entities

The Grainery Church will ensure that any affiliated entities (any entity or program that is, or is represented as, a ministry of the Grainery Church) comply with Child Safe standards.

Record Keeping

The Grainery Church will retain all written records for a minimum of 45 years, in hard copy and/or electronically in a secure manner.

- Where records contain, or may contain, sensitive information, they will be kept in a manner that protects confidentiality and will only be accessed by a authorised persons.
- Where records are kept in hard copy, they will be held in a secure location with proper consideration of access, and physical conditions.
- Where records are kept electronically, they will be monitored to ensure security and ongoing accessibility.

Records to which the item applies includes, but are not limited to are:

- Staff and Volunteer applications.
- Attendance (sign in/Sign out) records.
- Risk assessment forms.
- Safe Church training.

- Safe Church concerns forms and any contemporaneous notes regarding reporting decisions.
- Annual Safe Church commitment by third parties and affiliated entities.
- Dated copies of any Safe Church Policy, Procedures, Forms or associated document in force at any time.
- WWCC records.
- People of concern lists and associated risk assessments.

Review and Accountability

Internal Review

- The Grainery Church Safe Church Officer will review this policy every 3 years or earlier if requirements/legislation changes.
- The Grainery Kids and Grainery Youth pastors will review guidelines annually.
- The Grainery Church Elders will endorse a reviewed policy every 3 years.

The Child Safe Standards:

The Child Safe Standards provide a framework for enhancing the safety of children in services. They consist of 10 Standards designed to drive cultural change in improving and maintaining child safe practices.

The 10 Child Safe Standards are:

1. Child safety is embedded in organisational leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child abuse are child-focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the organisation is child safe.

These standards and how they are implemented in the Grainery Kids and Grainery Youth programs are shown in the Grainery Kids and Grainery Youth Procedures documents.