



**CHILD AND YOUTH
RISK MANAGEMENT
STRATEGY**

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Statement of Commitment

- Peace Christian Church (PCC) is committed to ensuring the safety and wellbeing of every child and young person who participates in activities within the church community. Our risk management strategy seeks to be an expression of the Christian values we hold and to reflect the importance we place on providing a safe and supportive environment for the most vulnerable among us.

Code of Conduct

Please refer to the full Peace Christian Church 'Code of Conduct' document, to be signed by all new volunteers and staff members.

- Church employees, volunteers and visitors:
 - Will respect the rights, dignity and worth of every person regardless of their age, abilities, gender, religion or cultural background
 - Will not treat any child or young person in an unfair or discriminatory manner
 - Will focus on the needs of each child and young person and encourage their efforts and performance
 - Will support all efforts to remove any form of abuse from the environment to ensure it is safe and supportive
 - Will adhere to standards of appropriate behavior as set out below

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> • Use of encouraging positive words • Open and honest communication 	<ul style="list-style-type: none"> • Insults, criticism or name calling • Bullying, swearing or yelling • Sexually suggestive comments or jokes
Relationships	<ul style="list-style-type: none"> • Building relationships based on trust • Being a positive role model • Respecting wishes of parents and carers 	<ul style="list-style-type: none"> • Spending large amounts of time alone with any child or young person • Bullying, harassment • Sexual advances or 'grooming'
Physical Contact	<ul style="list-style-type: none"> • Respecting personal space • Non threatening 	<ul style="list-style-type: none"> • Violent or aggressive behavior • Close physical contact with the child including kissing, excessive hugging, inappropriate tickling or wrestling.

Recruitment, Selection, Training and Management of Persons

- The Board of Directors of Peace Christian Church will be responsible to ensure all employees and volunteers working with children and young people under 18 years of age, have the necessary skill and experience to fulfill their roles and will ensure such people are safe and suitable to work with children and young people.
- Leaders and volunteers of Children's Ministries must be appointed with care. Leaders will be required to have regularly attended the Church for at least 6 months and be well known by the Pastors. All Leaders over 18 years of age must hold a current 'Blue Card' with a positive notice or exemption card.

Policies and Procedures for Handling Disclosures or Suspicion of Harm, and Reporting Guidelines

- The following policy and procedure will ensure staff and youth leaders respond as quickly as possible in the best interests of any child or young person when disclosures or suspicions of harm are received
- A disclosure of harm occurs when a child or young person tells you about harm that has happened or is likely to happen. Harm includes physical, emotional, psychological, sexual abuse and/or exploitation and neglect
- Suspicions of harm may result from observing new unexplained injuries or significant changes in the behavior of a child or young person

Definitions:

Harm may be categorised as follows:

- Physical abuse: beating, shaking, burning or biting causing bruising or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication
- Emotional or psychological abuse: for example, constant yelling, insults, swearing, criticism, bullying or not giving positive support and encouragement
- Neglect: for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, supervision and ensuring school attendance
- Sexual abuse or exploitation: for example, sexual jokes or touching, exposing children to sexual acts or pornography

Suspicion of harm

- You can suspect harm if you are concerned by significant changes in behavior or the presence of new unexplained and suspicious injuries

Disclosure of harm

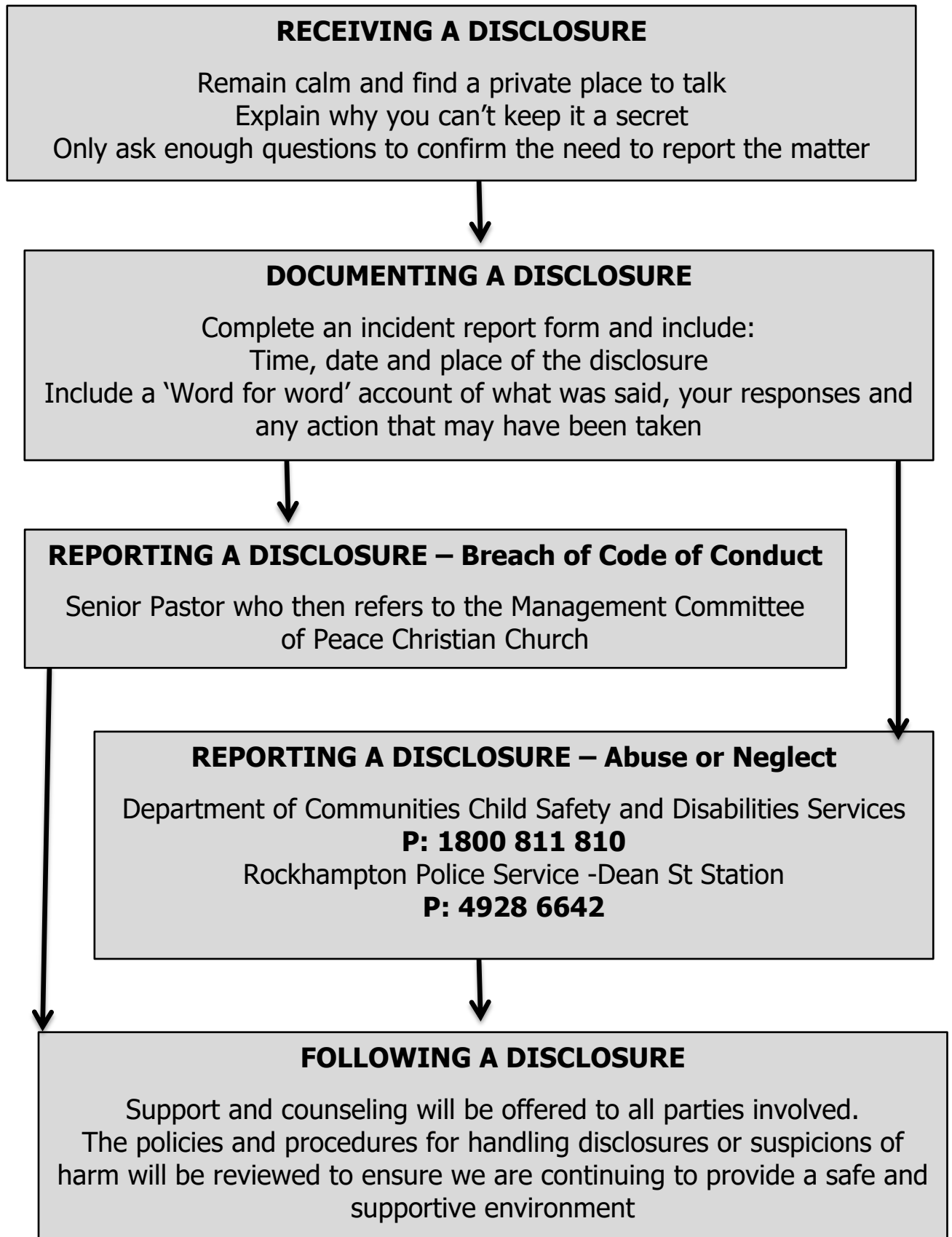
- A disclosure of harm occurs when someone, including a child, tells you about harm that has happened or is likely to happen

Procedures to minimise harm

- Peace Christian Church works to minimise harm to children and young people by acting in a manner that supports their interests and wellbeing, by:

- Making sure they are safe by monitoring their activities and ensuring their environment meets all safety requirements
- Taking anything a child or young person says seriously and following up their concerns
- Letting them know there is no secret too awful, no story too terrible, that they can't share with someone they trust
- Encouraging them to tell Pastors or church staff of any suspicious activities or people
- Listening to children and young people and letting them know that leaders or Pastors are available for them if they have any concerns

Procedures for Receiving a Disclosure of Harm



Processes for those involved in the report

- The child of young person involved will be offered appropriate counseling and support
- Details of the person who made the report are to be kept completely confidential and will not be made available to the family or young person, or the person against whom the allegation has been made
- If the person responding to the allegation of harm is a member of our organisation their duties will be reviewed and appropriate supervision put in place

Plan for Managing Breaches of the Risk Management Strategy

Purpose

- This plan outlines the steps to be taken following a breach of the Child and Youth Risk Management Strategy in order to address the breach in a fair and supportive manner.

Definition

- A breach is any action or inaction by any member of the organisation that fails to comply with any part of this Risk Management Strategy
- All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the Child and Youth Risk Management Strategy

Processes to manage a breach of the Child and Youth Risk Management Strategy

- All people concerned will be advised of the process
- All people concerned will be able to provide their version of events
- The details of the breach, including the versions of all parties and the outcome will be recorded
- Matters discussed in relation to the breach will be kept confidential
- An appropriate outcome will be decided

Suitable Outcomes for breaches

- Depending on the nature of the breach, suitable outcomes may include:
 - Emphasising the relevant component of the Child and Youth Risk Management Strategy, for example, the code of conduct
 - Providing closer supervision
 - Providing further education and training
 - Mediating between those involved in the incident (where appropriate)
 - Disciplinary procedures if necessary
 - Reviewing current policies and procedures a developing new policies and procedures if necessary

Policies and Procedures for compliance with Chapter 8 of the Working with Children (Risk Management and Screening) Act 2000

- Blue cards will be required for all full time and part time staff and volunteers whose roles include working with children and young people
- The office administrator at Peace Christian Church will be the contact person responsible for managing and maintaining the Blue Card Register and ensuring expiry dates of all blue cards are clearly indicated
- Blue card applicants will be informed of all relevant information in relation to their application, and all blue card applications will be kept confidential
- Blue Card Services will be notified by submitting an Authorisation to Confirm a Valid Blue Card Form where employees or volunteers coming to Peace Christian Church advise that they have already applied for, or hold a blue card through another employer
- Peace Christian Church will notify Blue Card Services if an applicant or blue card holder stops working for the church or if the contact person changes
- Blue Card Renewal Forms are to be submitted 4 months prior to the expiry date of the card (Blue Cards are current for 3 years unless cancelled or suspended)
- Peace Christian Church will review it's Child and Youth Risk Management Strategy annually to ensure it remain up to date with any legislative changes and continues to be effective in addressing the risks to children and young people in it's environment. Such annual review will include the following considerations:
 - Whether any incidents relating to children and young people's risk management issues occurred
 - Whether the policies and procedures were followed
 - The actual process used to manage any incidents
 - The effectiveness of the policies and procedures in preventing or minimizing harm to children or young people
 - The content and frequency of training in relation to the Child and Youth Risk Management Strategy
- Any relevant changes to the Child and Risk Management Strategy as a result of the annual review will be documented and appropriately communicated to staff

Risk Management Plans for High Risk Activities and Special Events

- In addition to occupational health and safety concerns, our Child and Youth Risk Management Strategy analyses the risk of 'harm' to children and young people in relation to high risk activities and special events
- No child will be involved in any high risk activity or special event without a signed parental consent form

Determine likelihood of the risk by using the left hand column of the Risk Analysis Matrix (below). Use the impact information to determine the consequences level. Combine the Consequence and Likelihood ratings to arrive at the Risk Level (i.e. low, medium, high or critical)

LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Extreme
Very likely Expected to occur in most circumstances	Medium	Medium	High	Critical	Critical
Likely Will probably occur in most circumstances	Low	Medium	High	High	Critical
Possible Might occur at some time	Low	Medium	Medium	High	High
Unlikely Not expected to occur	Low	Low	Medium	Medium	High
Rare Occurs in exceptional circumstances only	Low	Low	Low	Medium	Medium

Strategies for Communication and Support

- Peace Christian Church strives to communicate effectively with staff, volunteers, the children and young people who take part in activities. All parents are welcome to discuss concerns with us
- All current staff and volunteers are required to read and be familiar with this Child and Youth Management Strategy and sign when this has been completed
- As part of the induction process new staff and volunteers are required to read our Child and Youth Management Strategy and sign when this has been completed

Risk Management Plan for High Risk Activity

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Describe the activity Identify all elements of the event from beginning to end	Identify Risks Something that could happen that results in harm to a child or young person	Analyse the Risk (Likelihood/Consequences)	Evaluate the Risk The level of risk	Manage the Risk Assess the options	Review Nominate who will review after the event/activity
Indoor Sports in Netted Area	<ul style="list-style-type: none"> Injury to hands & feet from nets Injury from collisions between players 	<ul style="list-style-type: none"> Possible, but could be serious if it occurred Possible, but could be serious if it occurred 	<p style="text-align: center;">Medium</p> <p style="text-align: center;">Medium</p>	<ul style="list-style-type: none"> Court users to wear footwear Signage warning court users to moderate speed 	<p style="text-align: center;">Leaders</p> <p style="text-align: center;">Leaders</p>
Annual Youth Car Rally. Young people, 13 years of age and older, are transported by car in groups of three or more to various locations according to directions specified as clues which are solved systematically to determine a finishing point	<ul style="list-style-type: none"> Cars getting lost Dangerous driving Cars being involved in accidents 	<ul style="list-style-type: none"> Very likely but unlikely to result in harm Unlikely but could result in considerable stress to passengers if it did happen Rare, but consequences could be extreme 	<p style="text-align: center;">Medium</p> <p style="text-align: center;">Medium</p> <p style="text-align: center;">Medium</p>	<ul style="list-style-type: none"> Cell phone contact between all vehicles and regular check-in arrangements All drivers to be over 25 years of age and where possible parents to be designated as drivers Clear safety instructions 	Youth Group Leaders
Youth Outreach Trips within Australia	<ul style="list-style-type: none"> Separation from the group Unsafe chaperones 	<ul style="list-style-type: none"> Rare, but consequences could be extreme Rare, but consequences could be extreme 	<p style="text-align: center;">Medium</p> <p style="text-align: center;">Medium</p>	<ul style="list-style-type: none"> Minimum of 2 people together Parents and blue card holders only 	Group Leaders and Chaperones
Overseas Youth Outreach Trips. <i>Participants must be</i>	<ul style="list-style-type: none"> Separation from the group 	<ul style="list-style-type: none"> Rare, but consequences could be extreme 	<p style="text-align: center;">Medium</p> <p style="text-align: center;">Medium</p>	<ul style="list-style-type: none"> Minimum of 2 people together 	Leaders and Board of Directors

<p><i>16 years of age or older, unless accompanied by a parent</i></p>	<ul style="list-style-type: none"> • Unsafe chaperones • Kidnapping 	<ul style="list-style-type: none"> • Rare, but consequences could be extreme • Rare, but consequences could be extreme 	<p>Medium</p>	<ul style="list-style-type: none"> • Parents and blue card holders only • Minimum of 2 people together 	
<p>Kids Hope Aus. Mentoring program conducted at Mt Archer State Primary School, under the auspices of Kids Hope Aus.</p>	<p>Mentors involved in Kids Hope Aus. are screened by application and interview including a referral from a Pastor. Mentors sign the Kids Hope Aus. Child Protection Policy Statement agreeing to abide by the policies and procedures outlined in the Kids Hope Aus. Child Protection Policy.</p> <p>The Kids Hope Aus. Child Protection Policy is incorporated into and a copy is attached as part of the Peace Christian Church Child And Youth Risk Management Strategy.</p>			<p>Program Coordinator and Board of Directors</p>	



Incident Report Form

Date of Incident:

Time of Incident:

AM/PM

Location of Incident:

Name/s of person or people involved in the incident:

Description of Incident:

Immediate Action Taken:

Reason for Taking No Action:

Name of person completing form:

Position:

Phone Number:

Signature:

Date: _____ **Time:** _____ **AM/PM**

Name of Authority disclosure reported to:

Name of person contacted:

Local Authority Contact Numbers:

Rockhampton Police Dept. Dean St P: 4928 6642

Rockhampton Child Safety Service Centre P: 4938 4765

Staff and Volunteer Signatures

- As an employee or volunteer of Peace Christian Church, I have read and made myself familiar with the provisions of the Child and Youth Risk Management Strategy
- In the event that the code of conduct for interaction with children and young people is breached, I understand that actions will be taken in accordance with Peace Christian Church’s plan for managing breaches of this Child and Youth Risk Management Strategy

Date	Name	Signature