



Ballina Westside Community Church

Christians sharing hope and peace through Jesus Christ

CHILD SAFE CHILD FRIENDLY POLICY

REVISION 3

Dated 10 February 2020

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Dealing with Complaints	<ol style="list-style-type: none"> 1. What we Believe <ol style="list-style-type: none"> a. Everyone in our Church should be confident that complaints will be dealt with honestly and fairly. b. Everyone in our Church should be confident in reporting inappropriate behaviour around children. c. Everyone in our Church should report any concerns about the safety or welfare of a child or young person immediately. 2. All complaints should be reported. This includes <ol style="list-style-type: none"> a. Disclosure of abuse b. Inappropriate behaviour around children c. Suspicion of abuse or harm to a child. 3. All complaints must be reported to the Child Safety person Name: Amanda Roberts Contact Number: 0412 544 319 Leonie Tart Contact Number: 0416 214 584 Email: cso@bwcc.org.au A child or young person or any staff member, volunteer or student can make a complaint, or raise a concern, directly to the Child Safety Officer. 4. The Child Safety Officer will take the following actions: <ol style="list-style-type: none"> a. Listen to the person making the complaint and make a record of the complaint using the "Complaint Record Form".

	<p>b. Assess the complaint and if required report the complaint to Community Services and other appropriate authorities if warranted. (i.e. Police) Inform everyone involved in the complaint of the requirement to make this report.</p> <p>c. If the complaint involves inappropriate behaviour and a breach of the Code of Conduct, the Church Leaders will need to take action in accordance with internal discipline procedures.</p> <p>5. The Church must provide details to the Office of the Children’s Guardian (WWCC people) of any staff, volunteer or student who has been the subject of completed employment proceedings involving;</p> <p>a. Reportable conduct; or</p> <p>b. Acts of violence committed by them in the presence of a child.</p> <p>Reportable conduct is:</p> <p>i. Any sexual offence or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence); or</p> <p>ii. Any assault, ill treatment or neglect of a child; or</p> <p>iii. Any behaviour that causes psychological harm to a child; whether or not, in any case, with the consent of the child.</p> <p>You do not need to report conduct that is reasonable for the discipline, management and care of children or if it was found the conduct did not occur.</p> <p>If you require help in determining what action is required or would like additional help, please contact the CCCAust(NSW) Child Protection Liaison Officer Jim Kelly JDK@owenhodge.com.au or 0417 730 299</p>
Communication	<p>1. The Church will remind the children’s workers of it Child Safe Child Friendly policies and procedures on a yearly basis.</p> <p>2. All new children workers, volunteers and students will be taken through the churches Child Safe Child Friendly policies before they commence work.</p> <p>3. Children and parents joining our programs will receive a copy of the “Parent’s and Children’s Guide to Child Protection at BWCC.”</p>
Review	<p>The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from staff, volunteers, parents and the leadership team.</p>

Leader Acknowledgement

I acknowledge:

- receiving the Child Safe Child Friendly Policy
- that I have had an opportunity to ask questions
- that I should comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the suspension of my participation.

Your name: _____

Your signature: _____

Date: _____