

Children and Vulnerable People Protection Policy

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As part of our commitment to transparency and accountability, this policy will be publicly available on our website. You can view it at https://www.kcc.org.au/board--governance.html – KCC Child Protection Policy.

Introduction

Katoomba Christian Convention (KCC) affirms that everyone has the right to be emotionally and physically safe, respected, and have their views and opinions valued. Not only do we live in a country that legislates for people's safety, God also calls His people to show appropriate care for children and vulnerable people who need to be protected because of their powerlessness (Ex 22:21-22, Deut 10:17-19, Jer 22:2-4, James 1:27).

We want all children and vulnerable people who participate in any KCC Programs to have a safe and fulfilling experience. Our policy has been developed to help us live out our Biblical mandate and our responsibilities under Australian legislation.

In this document, 'Leaders', refers to KCC's staff members and any volunteers over the age of 18 who, as part of their role, have face-to-face contact with children (including youth under the age of 18), vulnerable adults, and any other people participating in KCC ministries. 'Programs' includes KCC's conventions, events, camps and other activities.

Screening & Training of Leaders

KCC requires all Leaders (including Program Leaders and Staff) to undergo a full screening and training process as outlined below.

Screening

1. KCC requires all Leaders to affirm they have read and understood the **KCC Children and Vulnerable People Protection Policy**.
2. KCC requires all Leaders to commit to the **KCC Code of Conduct** (which includes affirming the **KCC Statement of Faith**) and behave as followers of Jesus and be willing to be held accountable for their behaviour.
3. KCC requires all Leaders to provide a copy of their current photo identification.
4. KCC will contact (at least) two referees for each Leader to ensure the Leader is of Godly character, and that the Leader has not previously been accused of abuse, and that the Leader is considered appropriate to work around children and vulnerable people.
    a. One referee must be someone who identifies as a Pastor/Minister/Elder/Warden of the Leader for a minimum of 12 months.
    b. One referee must be another Christian person not related and who has known the Leader for a minimum of 12 months.
5. KCC will verify the NSW Working with Children Check status of any Leaders working with children & youth. Only those so verified as suitable will be allowed to be a Leader of children and youth at KCC Programs. Under no circumstances will a Leader with a criminal record of child abuse, molestation or similar offences be allowed to be involved in children's or youth ministry.
6. KCC will re-screen all Leaders each year they volunteer and records of recruitment will be kept on file.

Training

1. KCC will brief all Leaders with a **Site Induction Plan** and the **KCC Convention Emergency Procedures and Emergency Manual** appropriate for their Program each time it is run.
2. KCC requires Leaders to have completed an appropriate Safe Ministry Training course within the previous 2 years which outlines appropriate behaviour as well as training in how to identify and report cases of abuse (e.g. www.SafeMinistryTraining.com.au).
3. KCC may require some Program Leaders to complete additional training such as an external Safety Management Training if their Program is deemed to require it.

Responding to Allegations of Risk of Harm (Abuse) and Misconduct

KCC actively encourages the reporting of abuse by Staff, Leaders, Volunteers and anyone who is connected with our programs. KCC will endeavour to respond appropriately to all reports in the interests of all of those involved. Details of those reporting abuse will be kept private and confidential.

KCC requires all Leaders to report disclosures or suspicions of abuse and/or significant risk to a KCC Safe Ministry Contact, in accordance with KCC Workers and Volunteers Code of Conduct.

All incident reports or complaints about persons of concern will be handled by the KCC Safe Ministry Contact.

Safe Ministry Contacts
Shelley Taylor
0451 553 573
shelley.taylor@kcc.org.au

Mary Jung
0433 308 288
mary.jung@kcc.org.au

The Safe Ministry Contacts will respond to all reports by following the Safe Ministry Incident Response Process. Any incidents of criminal activity (including child-to-child, adult-to-child and adult-to-adult) will be reported to police. Any incidents of child abuse will be reported to the NSW Government according to the Online Mandatory Reporter Guide. The insurer of KCC and the State Ombudsman may also be advised of any allegations of abuse. In certain incidents (as outlined in the Response Process) the Safe Ministry Contacts will appoint an Independent Ministry Investigator to explore allegations of inappropriate behaviour.

Providing Safe Environments for our Programs

To provide for and maintain a safe community for our children and vulnerable adults where they may grow as followers of Jesus, KCC will ensure that our programs and events are safe and appropriate for those attending. Careful consideration will be given to things such as the activities chosen, the venue, safe ratios of supervision, appropriate child toileting practices, transportation, work health and safety, parental or guardian permission and confidentiality of records kept.

Program Leaders should employ scheduling procedures and Leader/child ratios that optimize safety. The Leader/child ratio for school aged children is two Leaders for every ten children. Once the ratio is met, additional children should not be accepted into the program until additional Leaders are added.

In circumstances where one-on-one care is provided, to minimise the chances of abuse, Program Leaders will implement:

- Never being alone with someone where other people could not easily be able to observe
- Regular rotation of Leaders
- Client feedback framework
- Independent case workers

Program Leaders will ensure that inexperienced Leaders work with a more experienced Leader when caring for a child or vulnerable person(s).

Program Leaders will ensure that:

- First Aid Kit Contents are always stocked, easily located and accessible.
- Fire distinguishers are easily located and accessible.
- Emergency exits are clearly illuminated and within sight.
- Clear and easily accessible Evacuation Plan is available.
- KCC equips Leaders on how to evacuate children and vulnerable people safely in case of an emergency.
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Regular reviews of processes and procedures

The KCC Executive is responsible to ensure this policy and the Incident Response Process is implemented, maintained, and reviewed every two years or as required.

KCC will perform regular debriefs and reviews of KCC programs to see where we can improve. We welcome any questions or comments about this policy and the ways in which we carry it out. This policy is in accordance with the Children and Young Persons (Care and Protection) Act 1998 No 157.

Contact Details

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