



The Uniting Church in Australia
Queensland Synod



Policy and Procedures

To be applied in conjunction with the



Program and Resources

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1. INTRODUCTION

1.1. THE UNITING CHURCH IN AUSTRALIA, QUEENSLAND SYNOD: CHILD SAFE CHURCH POLICY

The Uniting Church in Australia is committed to providing safe places where people are cared for, nurtured and sustained. The Uniting Church commits itself to the care, protection and safety of all people relating to it or its agencies.

We believe that:

- every person is precious to God; and
- in following Jesus' example we are a Child Safe Church for all people, particularly those who are vulnerable.

We commit to being a community which:

- provides and maintains a welcoming and safe environment;
- offers suitable and well equipped leadership;
- provides a level of resourcing that reflects the value of all people; and
- provides clear and appropriate guidelines for managing the safety of people and programs.

The Uniting Church has a deep concern for the wholeness and wellbeing of each individual. Our church seeks to safeguard the welfare of all people, regardless of age, who come into contact with the Church and its organisations. It is the responsibility of each individual within the fellowship of the Church to ensure the physical, sexual and emotional safety of children and young people.

(Adapted from the policy statement from the Church of Scotland and endorsed by Queensland Synod, 1998.)

In 1998 The Queensland Synod in Session resolved the following:

- (a) Receives the report "**The Child Safe Church**"
- (b) Reaffirming that the Uniting Church finds any abuse of children abhorrent and the protection of children is one of the church's highest priorities.
 - (i) requests each Presbytery to –
 1. include as a part of regular consultations with congregations, confirmation that buildings and grounds are safe;
 2. take responsibility for the provision of training in safety and protection of children and young people for all who work with children and young people;
 3. seek annual reports from its congregations on their progress in implementing "The Child Safe Church" guidelines;
 4. maintain a list of the current Convenors for the Safety and Protection of Children and Young People; and
 - (ii) requests congregations to report annually to the Presbytery on progress in implementing the policy contained in "The Child Safe Church" guidelines and naming the Convenor for Safety and Protection of Children and Young People.



1.2. DUTY OF CARE

Children and young people must be cared for and able to access ministry in an environment that is free from danger or harm. The physical, spiritual and emotional environment must be such that at all times children and young people are affirmed and nurtured in a place where they are safe from physical, emotional and spiritual harm.

We do this by following the policy and procedures outlined in this document, as well as implementing the ChildSafe™ System adopted by The Uniting Church in Australia, Queensland Synod in November 2007.

1.3. WHO ARE WE CHILD SAFE CHURCH FOR?

The process and practices outlined in this policy, as well as the ChildSafe™ System apply to all people involved in child and youth related activities of The Uniting Church in Australia, Queensland Synod (UCAQ). These policy and procedures seek to emphasise our collective responsibility as Congregations to care for those who may be vulnerable to the risk of harm, injury or abuse.

The processes and practices outlined in this policy have been modelled to meet current community expectations, legal obligations, and insurance requirements relating to child and youth related activities, and must be adhered to. It is recognised that there may be certain situations where it is difficult for these standards to be met; however in many instances failing to meet these standards could result in potential legal, financial, reputational and other consequences for the Church and individuals. In some instances where it is difficult for these standards to be met, consideration may be given to detailed alternative processes and practices (including risk management plans) which must be submitted for approval by the [Queensland Synod Office Risk & Insurance Team](#) prior to the activity being undertaken.

All attempts have been made to ensure appropriate linkages between the UCAQ Child Safe Church Policy and Procedures and the ChildSafe™ materials. In the event of unclear or ambiguous information being contained in the materials, the UCAQ Child Safe Church Policy and Procedures shall be referred to as the first and/or main point of reference.

In this document, the term *leader* refers to anyone in a recognised leadership position at any level within UCAQ.

Where the ChildSafe™ terminology (*Administrator, Risk Management Officer (RMO), Coordinator, Team Leader, Team Member*) is used, it refers to specific roles and responsibilities to fulfill the levels of accountability as outlined in these policy and procedures.

While this policy primarily focuses on children and young people, the general principles and legal obligations of the Church extend to all those within the care of the Church.

1.4. SCOPE

The Child Safe Church Policy and Procedures are to be applied in conjunction with ChildSafe™ Program and Resources. For the purpose of this document (UCAQ_CSC_CSCP_v4.1), any reference to Synod Services includes Synod Support Services, Finance and Property Services, Trinity Theological College, and all **non-agency / institution** related boards, committees, functions and activities of the Queensland Synod. This Policy is **not** intended to apply to Queensland Synod agencies and institutions as these entities are responsible for having their own standards, policies and resources more directly relevant within the context of any legislative and/or other more specific requirements relating to child protection and safety.



2. IMPLEMENTING THIS CHILD SAFE CHURCH POLICY IN CONJUNCTION WITH CHILDSAFE™

2.1. WHAT IS CHILDSAFE™?

ChildSafe™ is a comprehensive safety management system and is used to complement the Child Safe Church Policy and Procedures of UCAQ. The various elements of the system can be accessed by people with different levels of responsibility and accountability in our organisation. The three key elements of ChildSafe are:

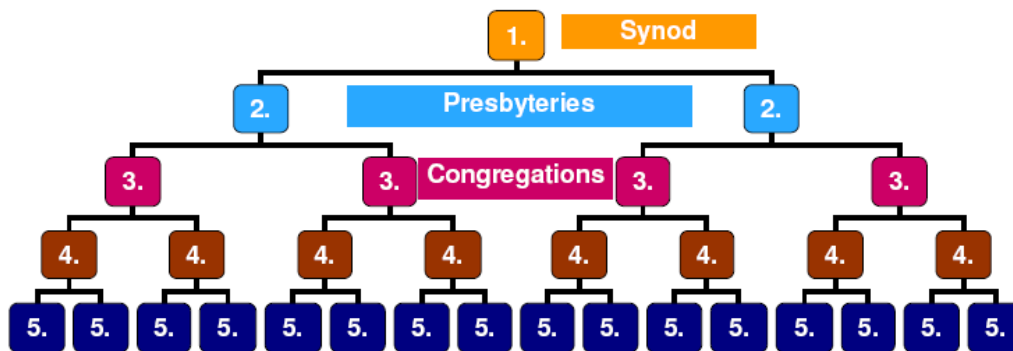
1. ChildSafe™ standards provided in printed publications;
2. Training materials provided in a Training Package; and
3. Access to Safety Management Online for people at each level.

2.2. CHILDSAFE™ TERMINOLOGY: LEVELS AND ACCOUNTABILITY

The ChildSafe™ System views people within an organisation as operating at five distinct levels as defined by the following titles and colour coding:



These five distinct levels are applied within the context of UCAQ below:



These are terms which have been selected in an attempt to clarify roles and responsibilities, and provide the appropriate training and information for different roles. It is important to understand the terminology, which is quite specific in the ChildSafe™ material. The terminology used in these Child Safe Church Policy and Procedures is explained as follows:

2.2.1. ADMINISTRATOR

- Queensland Synod Office position, currently undertaken within the Risk & Insurance Team.
- Administers ChildSafe™ Safety Management Online, in particular, updating online records of Risk Management Officers (RMO's) appointed by each Presbytery.
- Provide RMOs with support, including (*but not necessarily limited to*) training, information and assistance with general enquiries.
- Maintaining a watching brief over developments in the area of Child Safety, and communicating any developments as appropriate.



2.2.2. RISK MANAGEMENT OFFICER (RMO)

- At least one RMO is to be recruited, trained and appointed within each Presbytery.
- The RMO Coordinates and administers ChildSafe™ Safety Management Online for the Presbytery to which they are appointed, in particular implementation of ChildSafe™ Safety Management Online and administration of online records for Coordinators appointed by each Congregation or Congregation cluster.
- The RMO provides Coordinators with support, including (*but not necessarily limited to*) training, information and assistance with general enquiries.
- The RMO is accountable to the Synod Administrator.

2.2.3. COORDINATOR

- At least one Coordinator is to be recruited, trained and appointed by each Congregation or Congregation cluster, through the Church Council(s), where that Congregation or cluster conducts activities with children and young people (persons under 18 years).
- The Coordinator coordinates and administers ChildSafe™ Safety Management Online for the Congregation or Congregation cluster to which they are appointed, in particular administration of online records of Team Leaders and Team Members within each Congregation or Congregation cluster.
- The Coordinator provides Team Leaders and Team Members with support, including (*but not necessarily limited to*) training, information and assistance with general enquiries.
- The Coordinator is accountable to their Presbytery's RMO.

2.2.4. TEAM LEADER

- Team Leaders are recruited, trained and appointed by the Congregation, through the Church Council or under an authority specifically delegated by the Church Council, for the task.
- The Team Leader leads a team undertaking work with children, young people and families.
- The Team Leader has responsibility for their team and for the conduct of a particular program or event.
- The Team Leader will provide Team Members with support, including (*but not necessarily limited to*) training, information and assistance with general enquiries.
- The Team Leader is accountable to their Congregation's/Cluster's Coordinator.

2.2.5. TEAM MEMBER

- Team Members are recruited, trained and appointed by the Congregation, through the Church Council or under an authority specifically delegated by the Church Council, for the task.
- The Team member engages in a responsible role with children and families in the organisation. The Team member is a member of a team which works with children, young people and families, and is over 18 years of age. Those Team Members under 18 years of age are to be fully supervised by adult Team Members or Team Leaders.
- All Team Members are accountable to their Team Leader.



2.3. ROLE OF THE CHURCH COUNCIL

The responsibilities of the Church Council include exercising oversight of the appointment of officers and leaders of Congregational organisations.

([The Uniting Church in Australia Regulations](#) 3.1.2(b)(xi))

Church Councils are responsible for implementing and monitoring Church policies and practices within the congregation.

Where youth or children's events or activities are being organised at any level within UCAQ, those events or activities must be minuted in a meeting held by the relevant board, council or committee of UCAQ prior to the running of those events or activities.

- All Coordinator(s), Team Leaders and Team Members of groups associated with the youth ministry of the church must be screened and appointed following the processes outlined in the ChildSafe™ materials. Final appointments must be approved by the Church Council and noted in Church Council meeting minutes.
- Persons fulfilling the roles of Coordinator, Team Leader and Team Member positions should be reaffirmed and noted in Church Council minutes annually after commencement in these leadership positions. A yearly service of commissioning of youth and children's ministry leaders is also recommended to formally acknowledge these positions.

It is also the Church Council's responsibility to be aware of and agree to what is planned in the youth and children's ministry calendar.

- Church Councils must ensure that the Coordinator / Team Leaders (*see Section 2.2. of this policy for definitions of roles*) in the congregation submit at least annually (*or as otherwise agreed*) a summary of the programmed activities for youth and children's.
- Church Councils must ensure that all programs are minuted as approved activities of the congregation at a Church Council meeting, before the activity commences, giving them *Permission to Proceed* (Childsafe™ *Team Leader's Guide pp. 14-18; Coordinator's Guide pp. 4-6 Resource Code CSE2-CP*). This will endorse them as official activities of the Uniting Church and ensure coverage under the Church's insurance policies (*provided they are not "high risk" activities which are otherwise excluded by our insurance*).
- Church Councils must monitor critical incident procedures, especially where activities with a perceived high risk factor are assessed by the individual groups.
- The Church Council Executive can endorse official activity/ies of the congregation *i.e. give Permission to Proceed* if no Church Council meeting is scheduled before the activity is due to commence.
- Church Councils must ensure that a documented risk management plan has been submitted and approved for all activities in the congregation, *i.e. give Permission to Proceed*.
- Church Councils must not give *Permission to Proceed* when an activity is assessed as being of an unacceptably high risk. Church Councils should approach such situations in an encouraging and pastorally sensitive way, and together with the leaders of youth and children's ministry look for ways the same learning experiences may be undertaken within alternative or safer parameters, rather than cancel the activity altogether. If you are in any doubt or require further assistance, please contact the [Queensland Synod Child Safe Church Administrator](#) (phone 07 3377 9833), or the [Queensland Synod Office Risk & Insurance Team](#) (phone 07 3377 9725).

*** NOTE: The ChildSafe™ resources include in the ChildSafe™ Coordinator's role, the authorisation of youth and children's ministry activities (*Permission to Proceed*). Under The Uniting Church in Australia, Queensland Synod's Child Safe Church Policy (herein), the Church Council is the overseeing council in the life of the congregation, and is, in the first instance, the authoriser of programs and activities as *recognised activities* of the congregation.**



3. SCREENING LEADERS

3.1. WORKING WITH CHILDREN CHECK “BLUE CARDS”

In Queensland, the Commission for Children and Young People Act 2000 requires people who work with children (young people under 18 years of age) in certain categories of paid or voluntary employment to undergo a criminal history check – the “Working with Children Check” or Blue Card.

This includes all people who are working in a paid or voluntary capacity on behalf of or in association with the Uniting Church, and who are providing services or conducting activities mainly directed toward children and/or young people. For example, leaders or helpers of regular children’s and young people’s groups such as youth groups, Sunday school, Kid’s Clubs, playgroups, crèche etc. It will also include leaders of single events, such as camps, children’s musicals, etc.

For more information about who is required to hold a Blue Card, or whether an exemption applies, visit the Commission for Children and Young People and Child Guardian website at <http://www.ccypcg.qld.gov.au> or contact the [Blue Card Contact Centre](#) on 1800 113 611.

Before any person can work with children and young people, an appropriate screening process must be undertaken. For those working in Queensland with children and young people this must include, but not be limited to, the requirement that they must hold a current Blue Card.

*** NOTE:** A paid employee may commence employment whilst waiting for their Blue Card, whereas volunteers must hold a Blue Card **before** commencing their volunteer work. A volunteer parent of a child who receives the same or similar services, or participates in the same or similar activities, to those that the volunteer parent provides at the Church does not require a Blue Card.

All Ministers must hold a Blue Card regardless of how often they work with children and young people. A designated person (*most suitably the Coordinator*) in a congregation must keep a current record of all persons involved in youth and children’s activities, Blue Card registration numbers and expiry dates, and ensure that renewals are applied for and recorded as required. These records must be kept with the Church Council and filed securely in accordance with The Uniting Church in Australia’s privacy policy.

If an applicant already has a Blue Card obtained from a previous position (*i.e. if they were previously a volunteer/employee in a different congregation or a different organisation altogether*) they must fill out an *Authorisation to confirm a valid Blue Card form*. A letter will then be sent to the congregation that the applicant would now like to work with, to confirm the validity of their Blue Card. It also means the congregation can be notified of any changes in the applicant’s Blue Card status. In the meantime, the volunteer may commence work with children, provided they are deemed suitable in all other aspects of the recruitment and selection process.

3.2. POTENTIAL LEADERS

A leader must be 18 years or older to be part of a leadership team with youth and children’s ministry responsibilities. A child or young person under 18 years of age can be a “helper” or “junior leader” if they work under the direct supervision of an adult leader.

Congregations, through their Church Councils, must not accept leadership offers without question, no matter how well-intentioned. Congregations must follow the prescribed process when inviting individuals to fulfil leadership positions within their youth and children’s programs. (*Please refer to the ChildSafe™ screening processes*).



Last minute additions to a leadership team (e.g. for a camping program) are not encouraged as all requirements of the Child Safe Church recruitment, screening, training and appointment process must always be complied with, and require an adequate amount of time to undertake.

A suggested starting point for potential leaders is for them to fill out a Volunteer Application form (*Form CSE2-OA in ChildSafe™*) and a Referee Questionnaire (*Form CSE2-SR in ChildSafe™*).

3.3. RECRUITMENT AND SELECTION

Recruitment and selection of Team Leaders and Team Members is an important task, since leaders are representatives of the Church. They are entrusted with the responsibility of caring for others, often with little direct supervision from the Minister and/or other key leaders.

The Church Council and Coordinator must plan ahead and ensure that this leadership policy is applied to all potential Team Leaders and Team Members. This includes people providing care at church playgroups and crèches, for sporting teams, Girls' and Boys' Brigades etc. Relief and emergency leaders and those who are likely to take on a one-off role, such as coordinating or directing a church musical or Christmas presentation or holiday program, etc., **must** also comply with this policy. It is important for leaders to understand their role. (See *Form CSE2-GM* for a sample Team Member *Role Statement*.)

3.3.1. THE SIX (6) MONTH "RULE"

If a person is not known to the congregation, **and** has had no previous leadership experience that can be substantiated, it is advisable that they are a part of a congregation for at least six (6) months before being considered for a leadership position within that congregation.

3.3.2. INFORMALLY INTERVIEWING THE APPLICANT

Once an applicant has filled in a Volunteer Application Form (*Form CSE2-OA in ChildSafe™*) a conversation, rather than a formal job interview may further assist in identifying the applicant's skills, gifts and talents and how these can best be used to further the Church's mission. This may be done by representatives from the youth or children's ministry task group or equivalent with the Coordinator, the Ministry team and/or the Church Council.

Selection of leaders must take into account the applicant's:

- relevant leadership skills and experience;
- personal standards and character;
- ability to develop appropriate relationships;
- maturity in faith;
- awareness of and willingness to work within the Uniting Church ethos, Child Safe Church policy, and ChildSafe™ Safety Management System;
- 'Working With Children' Blue Card status;
- reference checks.



3.4. UNSUCCESSFUL APPLICANTS

The decision to deem an applicant unsuitable for a leadership role must be communicated in a sensitive way, and the person should be followed up pastorally. It may also be helpful to attempt to identify other roles for them within the congregation.

3.5. FORMALISING THE APPOINTMENT

Once an individual is selected as a leader and a confirmation of a positive Blue Card is obtained, the appointment needs to be formally recognised as approved for a term not exceeding two (2) years by the Church Council in its meeting minutes. Recognising this person's leadership role through commissioning or other act in a service of worship would also be appropriate.

Leaders must also undertake Child Safe Church training and sign an agreement to comply with all UCAQ Policies and Procedures, including these Child Safe Church Policy and Procedures, prior to commencing in their role.

3.6. REVIEWING AND RENEWING APPOINTMENTS

Appointments must be reviewed at intervals not exceeding two (2) years. As part of the review process the Church Council and/or leadership team must consider whether any further training is required.

The Commission for Children and Young People and Child Guardian requires people to renew their Blue Card every two years. Leaders will receive a letter from the Commission 10-12 weeks before their card is due to expire, inviting them to renew their Blue Card. It is up to the individual to apply for a new card and to inform the appropriate member of their congregation when they receive their renewed card.

The designated person in the congregation responsible for maintaining an updated list of valid Blue Card holders, must regularly check the expiry dates on the register and follow up leaders whose cards are due to expire to ensure they are in the process of applying for a new card.

A person may be approved to continue into a second and subsequent term as a leader but this expectation should not be implied at the time of initial appointment.



4. LEADERS

Having opportunities to use God-given gifts through leadership can be one of the most satisfying and growing experiences for a person in the life of the Church.

When considering someone for a leadership role, it is important to value and support them by making sure:

- the task utilises their gifts and talents;
- they are able to work as part of a team, and are well supported;
- the position has clearly defined expectations of time, commitment and duration.

4.1. RECOGNITION OF LEADERS

An important part of caring for and affirming leaders is to provide opportunities for recognition by the congregation. Recognition at the beginning and end of a period of service, and at significant stages along the way demonstrates a clear commitment from the congregation to prayerful and consistent support and affirmation. Recognition can also be supported by providing training and development opportunities.

4.2. LEADERSHIP TRAINING

Regular training must be undertaken by leaders to assist them in their role, particularly at times of appointment and reappointment (*no less than every two years*) to a leadership role. This is also a way in which congregations can fulfil their duty of care responsibilities to leaders. To best equip leaders for their task of caring for children and young people, training needs to be undertaken in areas such as:

- Child Safe Church Policy and ChildSafe™;
- First Aid (*all groups must have a leader trained in First Aid*);
- Age specific leadership training;
- Leading Bible studies and devotions.

A range of training opportunities which focus specifically on ministry with children and young people are also offered by the Synod, Presbyteries, Uniting Church agencies and other organisations.

4.3. LEADERSHIP RATIOS

There must always be a minimum of two leaders at any event organised for children and young people. This allows one leader to deal with any incident that may arise while the other leader can continue supervision of the rest of the group. There must also be an appropriate gender balance in a leadership team especially when the event or activity involves both genders.

An appropriate ratio of leaders to participants will vary from one activity to another. ChildSafe™ suggests a ratio of 1 leader to 8 participants, however UCAQ recommends, where possible, a ratio of 1 leader for every 6 children / young people in the activity for participants aged 5 and over, and 1 leader for every 4 children / young people for children under 5. These ratios not only assists in keeping children and young people physically safe with a higher level of ability to manage risks, but aids in the pastoral care of all individuals.



This ratio will need to increase where risks increase and there is a need for greater management where for example water activities (*beach, public pools etc.*) or adventure activities (*bush walking, hiking, camping etc.*) are taking place. It is also important to ensure that there are an adequate number of leaders to assist any people who may have special needs.

4.4. LEADERSHIP SUPERVISION

The Church Council has responsibilities not only to those involved in church activities but also to those who help with programs or offer leadership. A vital part of this involves providing adequate supervision of leaders to minimise any potential physical risk or damage to their reputations.

Leaders must be provided with adequate supervision to ensure correct procedures are followed. This can be done by ensuring that two leaders are present for all activities so that the possibility of inappropriate behaviour, or allegation of such, is minimised. For instance, to protect both children and leaders, individual leaders must always address issues with another leader present and must not have conversations “behind closed doors”. Plans must be in place to ensure appropriate resources and support is available during all activities.

Supervision will also help to identify areas where future training is required.

4.5. SPIRITUAL FORMATION OF LEADERS

Being an effective leader is not just about what a person does and the programs they run. It is also about the leader being in a healthy relationship with God. Strategies for helping leaders keep a balance between nurturing their own spiritual life and the demands of being in ministry may include meeting regularly with a mentor or spiritual director, retreats and regular devotional reading and reflection.

Leaders should also be encouraged to regularly attend a worship service within the congregation. A mentoring relationship can support spiritual formation and should be encouraged for all leaders.

4.6. LEADERSHIP TEAM MEETINGS

It is important to encourage Team Leaders to meet together regularly with Team Members. These meetings help to build team morale, to provide training, to plan and to pray. Regular meetings also provide Team Leaders and Team Members with an opportunity to raise concerns and identify appropriate strategies to develop leadership competencies to manage issues.

New Team Members can also get a sense of how things work from more experienced Team Members, by observing how issues must be dealt with. These informal learning forums are also valuable for mentoring new Team Members. When there are only a small number of Team Members, it is advisable to gather a support team to avoid feelings of isolation and to share the load of responsibility for ministry.



5. PLANNING ACTIVITIES AND PROGRAMS

5.1. RESPONSIBILITIES OF CHILDSAFE™ COORDINATORS AND TEAM LEADERS

It is a requirement that all youth and children's ministry program activities are approved and minuted at a Church Council meeting prior to the activity being undertaken. This endorses it as an official activity of the congregation and ensures coverage under The Uniting Church in Australia, Queensland Synod's insurance, provided it is not a "high risk" activity otherwise excluded by the Church's insurance.

Coordinators and/or Team Leaders are required to keep the Church Council informed of the activities planned in the youth and children's ministry calendar, including risk management processes that have been documented. This is vital, as the Church Council is responsible for overseeing all church activities.

The Church Council needs to be made particularly aware of any planned activities which have a high risk factor. These activities must be assessed prior to the activity being run, and the risk management plan is to be submitted to the Church Council and the Coordinator for *Permission to Proceed*. A copy of the risk management plan for any high risk activities must be forwarded by the Church Council to the Queensland Synod Office Risk & Insurance Team prior to the event taking place in order that a request can be made to the insurer to consider extending our insurance to cover the high risk activity/ies.

Coordinators and/or Team Leaders must also report regularly to the Church Council in respect of the outcomes and achievements of youth and children's activities.

5.2. PROGRAMS, PERSONAL INFORMATION AND INDEMNITY FORMS

All programs must have an appropriate permission and indemnity form. An example of this form is provided in the ChildSafe™ resources (*Form CSE2-MF* in the *Team Leaders Guide* and on the *ChildSafe™ Resource CD*).

Parents and carers expect to know where their children are at all times and what activities they are going to be involved in. A detailed program outlining activities and locations must be distributed in advance of each program with appropriate permission forms for high-risk activities. It is essential that parents and caregivers are fully informed about activities prior to providing signed written permission for their child to attend. In the event that signed written permission is not obtained from a parent or caregiver, the child or young person must not be allowed to participate in the activity.

It is important that parents are provided with a means of contacting leaders in case of an emergency. Ideally leaders should have a mobile phone and network access, or a working landline phone should be available at the venue the group is using.

All personal information collected (*including electronic records*) must be treated as confidential and must be stored securely.

5.3. ARRIVALS AND DEPARTURES AND ATTENDANCE LISTS

Procedures need to be in place to record which children and young people are present at an activity. When parents leave children in the congregation's care, an attendance record must be kept. (See *Form CSE2-GA* in the *Team Leaders Guide* and on the *ChildSafe™ Resource CD*).

For all activities, Team Members must have access to emergency contact details of parents / caregivers of all participants, as well as information regarding who is permitted to collect the participant from the activity. This is especially relevant where custody arrangements are in place. This is sensitive information and must be managed according to The Uniting Church in Australia's Privacy Policy.



For children attending Sunday school, if parents are present in a worship service occurring at the same venue an attendance list must also be completed and retained. It is also important that the system represents a clear handover procedure especially for young children. If a parent or guardian is dropping off a child at Sunday school a sign in/sign out procedure must be in place.

Activities must begin and conclude at the agreed time so that participants are not left waiting for parents or vice versa.

As well as keeping a record of the names of the participants, it is also imperative to keep an accurate list of Team Members and Team Leaders at each activity to assist determining the leaders responsible for youth and children's programs and activities at a later stage if required.

5.4. TRANSPORT

Church Councils have a duty of care to ensure that individuals, who are asked to transport people as part of an organised Church activity, maintain a high standard of safety and care. Drivers need to use a registered, insured, and roadworthy vehicle, as well as hold a current and appropriate driver's licence for the type of vehicle they are driving. Drivers need a minimum cover of *Compulsory Third Party* insurance, and must be aware that Uniting Church Insurance does not cover damage to their vehicle or damage caused by their vehicle during an activity of the church in which they are using their vehicle. All drivers must have a zero blood alcohol level and comply with the Church's Drug and Alcohol Policy which states activities involving children and young people must be drug, alcohol and cigarette free.

All drivers need to fill out a Drivers Declaration form (*for CSE2-GD in the Team Leaders folder on the ChildSafe™ Resource CD*) and unless they are a parent of a participant in that activity, they need to hold a valid Blue Card.

Inexperienced or immature drivers must not be asked to transport participants during activities. The Church Council has the overall and final decision of who is permitted to be a driver for youth / children's activities.

Please refer to the ChildSafe™ *Team Member Pocket Guide* (pp. 41-43) for more information on Transportation.

5.5. RISK MANAGEMENT

Each Congregation must develop their own Risk Management Plan as required by the Commission for Children and Young People and Child Guardian. An example risk management plan template is available for download from the Commission for Children and Young People and Child Guardian internet site, <http://www.ccyipcq.qld.gov.au/pdf/bluecard/rmst/100406-RMS-toolkit-pages-61-62.pdf>

The ChildSafe™ package also contains additional detailed information regarding Risk Management planning, focussing on child-related activities.

5.6. LIABILITY CLAIMS

Under normal policy conditions the Church is bound to advise the underwriters as soon as possible through the [Queensland Synod Office Risk & Insurance Team](#) of all incidents occurring which are likely to give rise to the Church being legally liable for bodily injury (*including alleged sexual abuse, slander, defamation*) or damage to property. Incidents such as minor cuts, minor burns, skin tears and bruising are seen as minor incidents and are not notifiable to our insurer; however such incidents must still be recorded as an incident report on the Congregation's records.



It is imperative the following points be noted:

1. All reasonable steps must be taken following an accident or loss to protect the person or property from any further injury or damage. No admission of or indication of admission of liability should be made. Simply advise the third party that the incident will be reported to the Team Leader, Coordinator and Congregation Minister.
2. Advice must be forwarded to the Queensland Synod Office Risk & Insurance Team together with the originals of all correspondence received from a third party and any accompanying accounts.
3. No correspondence should be entered into except acknowledgment of receipt of the claim. The acknowledgment letter should simply read as follows:

“Without Prejudice”
We acknowledge receipt of your correspondence concerning the alleged incident at

This is receiving our attention.

4. Do not give any interview or make any statement to a Loss Assessor or other person investigating any accident or damage unless such person is acting on behalf of our Insurer or The Uniting Church in Australia, Queensland Synod. Contact the Queensland Synod Office Risk & Insurance team first to determine if the Loss Assessor or Investigator is working on our behalf.

Please ensure that all Church Councils, Ministers, Administrators, Managers, Supervisors and staff under your responsibility are aware of this process. Reference should be made to the Insurance Handbook for any further information on the Church’s insurance policies and claims procedures. Contact the [Queensland Synod Office Risk & Insurance Team](#) for further information.

If an incident or accident occurs, a form must be filled out to ensure the incident or accidents goes on record.

5.7. EMERGENCY RESPONSE PLAN

Before undertaking any activity, the Team Leaders and Team Members of a group must have an emergency response plan. The plan must have specific information about who will:

- attend to any injured people and administer First Aid;
- supervise the other participants;
- notify the appropriate authorities (ambulance, fire, police), family members, the Congregation and/or Presbytery Minister(s), the Synod Communications Unit;
- revise the planned activity;

See ChildSafe™ for detailed information on Emergency Response procedures.

5.8. FOOD HANDLING

Care must be taken when preparing food for activities and for meals shared within a group. Food requirements, special needs or allergies of participants must be considered when planning and preparing foods. Information on food requirements, special needs or allergies must be provided by the parent or legal guardian on the participant’s enrolment form.



See ChildSafe™ resource CSE2-RF for detailed information regarding Food Handling. Also refer to the information available on the Queensland Health internet site regarding [Food Safety in non-profit organisations](http://www.health.qld.gov.au/ph/documents/ehu/31556.pdf) <http://www.health.qld.gov.au/ph/documents/ehu/31556.pdf>

5.9. EQUIPMENT, BUILDINGS AND PHYSICAL SPACE

The responsibilities of the Church Council include managing and controlling property in accordance with the Regulations.

([The Uniting Church in Australia Regulations](#) 3.1.2(b)(ix))

Where a Church property is used by groups or individuals not under the oversight of the congregation, completion of a Licence Agreement is required. Uniting Church congregations may have other organisations such as companies of the Boys' and Girls' Brigades operating under their oversight. As a minimum the appointment of staff to organisations such as these must be undertaken according to the Child Safe Church Policy and Procedures of The Uniting Church in Australia, Queensland Synod unless the other organisations equivalent policy and procedures are of a higher standard.

Where property use is by an organisation operating under the oversight of the congregation, such as the Girls' and Boys' Brigades, its leaders will follow the Child Protection Code of that organisation with the additional requirement that all leaders should be aware of the Queensland Synod's Policy and Guidelines, and in particular the function of the Coordinator.

5.10. OUTDOOR AND ADVENTURE ACTIVITIES

It is imperative when running outdoor and adventure activities that risk management planning is undertaken with a proper understanding of the potential risks and exposures involved in undertaking such an activity. This helps these activities to be run in a way that increases the safety of the activity for leaders, children and youth involved in the activity. To assist in properly understanding the minimum requirements for running quality, accountable outdoor and adventure activities, the [Queensland Adventure Activity Standards](#) can be accessed on the [Outdoors Queensland internet site](http://www.outdoorsqueensland.com.au/01_cms/details.asp?ID=1048) http://www.outdoorsqueensland.com.au/01_cms/details.asp?ID=1048

5.11. PRACTICAL SAFEGUARDS

5.11.1. BITING AND STINGING PESTS, POISONOUS OR SPIKY PLANTS

Buildings and grounds should be checked regularly for infestations of biting and stinging pests such as spiders, bees, wasps and centipedes. Poisonous or spiky plants should be avoided. The congregation's Property Committee or property representative should ensure buildings are pest-controlled as needed with appropriate records / registers kept.

5.11.2. CUPBOARDS AND DRAWERS

It is recommended that cupboards and drawers must have child-resistant catches where sharp objects are stored; plastic bags are kept; and household cleaners or garden supplies are stored.

5.11.3. ELECTRICAL EQUIPMENT

Electrical equipment including power points and cords should be checked every 12 months by a qualified person. The congregation's Property Committee or property representative should ensure checks occur regularly, and as required under the relevant [electrical safety legislation](#) with appropriate records / registers kept.



5.11.4. FIRE SAFETY

Fire extinguishers, fire hose reels, fire blankets etc. are required by law and are to be tested and tagged every 6 months by a qualified person. The congregation's Property Committee or property representative should ensure checks occur regularly, and as required under the relevant building fire safety legislation with appropriate records / registers kept.

5.11.5. FIRST AID

Groups must have their own approved First Aid Kit, or ready access to one. First Aid kits must be regularly checked to ensure there are adequate supplies and that no items are out of date. All groups require a Team Member or Team Leader with a current First Aid certificate. All First Aid treatment and administered medication must be documented on an Incident Report and a Medication Record Sheet. It is also advisable to keep the Poisons Information hotline number (131 126) and other appropriate emergency contact numbers with the First Aid kit.

5.11.6. PLAYGROUND EQUIPMENT

Playground equipment must adhere to Australian standards. Information about playgrounds and safety can be found on the [Kidsafe Queensland](http://www.kidsafeqld.com.au/) internet site: <http://www.kidsafeqld.com.au/>

- [Playground: http://www.kidsafeqld.com.au/playground-safety](http://www.kidsafeqld.com.au/playground-safety)
- [Playground – planning: http://www.kidsafeqld.com.au/playground-safety/planning](http://www.kidsafeqld.com.au/playground-safety/planning)
- [Playground – hazards: http://www.kidsafeqld.com.au/playground-safety/hazards](http://www.kidsafeqld.com.au/playground-safety/hazards)
- [Playground – maintenance: http://www.kidsafeqld.com.au/playground-safety/maintenance](http://www.kidsafeqld.com.au/playground-safety/maintenance)
- [Playground – legals: http://www.kidsafeqld.com.au/playground-safety/legals](http://www.kidsafeqld.com.au/playground-safety/legals)

5.11.7. STEPS, STAIRS, HALLWAYS

Steps, stairs and hallways must have good lighting and non-slip treads with secure handrails of an appropriate height for older children.

5.11.8. SUN SAFETY

Outdoor programs need to be built around an awareness of sun safety. All groups need to adopt a “slip, slop, slap” and “no hat, no play” policy. Groups may choose to supply sun cream to ensure all children receive adequate sun protection. Additional information can be found on the [Queensland Government Sun Safety](http://www.sunsafety.qld.gov.au/) internet site <http://www.sunsafety.qld.gov.au/>

5.11.9. TELEPHONES

Buildings should be equipped with an accessible telephone and emergency contact list for use in case of an emergency. If the activity is run off-site, ensure there are designated mobile phones that are fully charged and have mobile coverage to be used in the case of an emergency.



6. MANAGING BEHAVIOUR

6.1. GROUP DYNAMICS

Leaders working with children and young people are responsible for developing and implementing warm, inclusive and supportive group dynamics. Groups grow and change according to their aims, membership and context. All leaders must seek to provide a safe environment for children and young people to encounter God, to develop relationships as part of a community and to grow in faith.

It is essential for all groups to have clear expectations about behaviour standards. It is helpful to ask the group to assist in establishing behaviour guidelines and committing to them.

Some areas to be particularly sensitive to and aware of include, but may not necessarily be limited to:

- Cultural diversity, attitudes and expectations.
- The wide variety of family structures (*for example, it can be more helpful to talk about “the people who look after you” rather than “Mum and Dad”*).
- Use of inclusive/non-sexist or racist language or humour.
- Appropriate, equitable inclusion of those with disabilities and special needs.
- Appropriate, equitable inclusion of all participants regardless of gender, culture or appearance.
- Warmth, empathy and appropriate teaching, guidance, care and nurture.
- Positive, empowering, and encouraging uses of power and authority.
- All forms of electronic contact / communication with participants.

6.2. GROUP BEHAVIOUR MANAGEMENT

Children and young people learn as much from what adults *do*, as what they say. Team Leaders and Team members must be aware of this and act accordingly. Behaviour, attitudes and language are as important as what is taught during an activity or program. It is vital, therefore, to use appropriate language and ways of relating that affirm the worth, dignity and significance of Team Leaders, Team Members and participants. Behaviour management strategies must include ways to deal with bullying, offensive language and attitudes, etc. The following strategies may have a positive influence on group behaviour:

- Strong, suitably trained, well prepared leadership.
- Clarity of expectations for behaviour in a particular situation.
- Consistency.
- Appropriate, interactive and well-planned activities.
- Clear explanations and answering of questions.
- Setting appropriate boundaries which are understood and accepted.
- Close supervision and consistent monitoring of behaviour.
- Early intervention strategies and established consequences for inappropriate behaviour.



6.3. PHYSICAL CONTACT, PHYSICAL RESTRAINT AND PUNISHMENT

Physical contact must:

- Be in response to the child's need, not the adult's.
- Be with the child's permission — resistance from the child must be respected.
- Avoid the area normally covered by bathers / swimwear.
- Be open and in no way secretive.
- Be governed by the age and developmental stage of the child.

(Adapted from Paterson & Oliver, 2002, p.48)

See also ChildSafe™ *Team Member's Pocket Guide* pp. 11 and 12, for more detailed information on this subject.

Physical restraint should only be necessary in circumstances where a participant is in danger. Reasonable restraint may be used to stop a fight, bullying or to avoid an accident. All incidents of Physical Restraint must be recorded by the Congregation and notified to the [Queensland Synod Office Risk & Insurance Team](#) as an incident in accordance with these policy and procedures.

There must be no physical punishment of any kind administered, even in fun. Instead, consider these positive strategies:

- Restate behavioural expectations and consequences.
- Use appropriate diversion techniques.
- Use supervised "time out".
- Provide opportunities to discuss issues and problems.

If several children or young people participating have significant behaviour problems, safety may become an issue. The number of Team Members may need to be adjusted accordingly and increased to provide adequate supervision.

6.4. BULLYING AND HARASSMENT

The Uniting Church in Australia has an Anti Vilification and Harassment Policy which can be accessed through the Assembly website (www.assembly.uca.org.au) under "[REGULATIONS](#)".

The Uniting Church Policy states:

- "The Uniting Church in Australia commits itself to providing a safe place for people to explore and express their faith in Jesus Christ. The Church rejects all forms of harassment and vilification. It commits itself to a process of prevention of harassment and vilification, and of appropriate response to instances of harassment and vilification if they occur."
- "It is not acceptable to harass or vilify a person or group of persons in any church or church agency activity or forum."
- "The Uniting Church in Australia commits itself to ensuring that it does not exercise its powers and responsibilities in ways that harass or vilify a person or group of persons."
- "Public activities including discussions, conversations, debates, artistic works, and theological and religious reflections are expected and encouraged within the church and its agencies;
 - as long as they are in good faith and in the interests of the church community and the wider community as a whole; and
 - in forums where all interested parties have an opportunity to participate."

Additional information on Bullying can be found in the ChildSafe™ *Team Members Pocket Guide* pp18-20.



6.5. SEXUAL MISCONDUCT

Our sexuality is a gift from God. The use of one's role and status as a means of gaining sexual gratification is a serious misuse of power and a criminal offence.

When someone in a position of trust or authority perpetrates sexual misconduct there is a profound effect not only on the victim but also on the broader community.

Sexual harm takes many forms, from sexual jokes, innuendo in conversation and showing pornographic images to a child, to sexual touching and invasive acts. It also includes exposure, fondling, voyeurism and exhibitionism, sexual intercourse, involvement with pornography and child prostitution.

This can occur between a child or young person and a person who is older, or has power, authority or control over a child. Misuse of this authority opens opportunities for the older person to use force, trickery, emotional bribery or blackmail, or other emotional pressure. It can also involve secrecy, misuse of power and distortion of adult-child relationships.

It is important to note that in Queensland, children aged under 16 years cannot legally consent to sexual acts. Sexual activity is a criminal offence even if the child has, or appears to have, consented. Young people over 16 can be subject to sexual harm where there is improper use of power or authority. Forced consent is not an excuse in these cases.

(Source: Commission for Children and Young People and Child Guardian: *Safe Environments for Young People; Child Protection – Managing the Risks*, page 5.)

Regardless of the legal position in Queensland relating to the legal age of consent, these Child Safe Church Policy and Procedures are to be adhered to and applied in respect of all activities involving children and young people under 18 years of age.

6.6. RECEIVING AND REPORTING DISCLOSURES OF HARM

When confronted with disclosures of harm to children and young people, organisations must respond professionally and in the best interests of the child or young person subjected to the alleged harm.

Any disclosure or suspicion of harm must be acted on. When a disclosure of harm is made, it must be immediately reported to the Team Leader or person in charge of the program or group.

6.6.1. [REPORTING CHILD ABUSE](#)¹

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm, you need to contact [Child Safety Services](#):

- **During normal business hours** - contact the [Regional Intake Service](#).
- **After hours and on weekends** - contact the Child Safety After Hours Service Centre on **1800 177 135** or (07) 3235 9999. The service operates 24 hours a day, seven days a week.

If you believe a child is in immediate danger or in a life-threatening situation, contact the Queensland Police Service immediately by dialling **000**.

Queensland Police Service has a number of child protection and investigation units across Queensland. To contact the Queensland Police Service, contact the [Police District Communication Centre](#) nearest you.

¹ <http://www.communities.qld.gov.au/childsafety/protecting-children/reporting-child-abuse>



If you aren't sure who to call, or for assistance to locate your nearest child safety service centre, contact Child Safety Services' Enquiries Unit on **1800 811 810**. Child safety service centres have professionally trained child protection staff who are skilled in dealing with information about harm or risk of harm to children.

When you make a report to Child Safety Services or the Queensland Police Service, your details are kept confidential and your identity is strictly protected.

6.6.2. [IF YOU SUSPECT HARM](#)²

If you suspect that a child has been harmed, or is at risk of being harmed, here are some important things to remember:

- be alert to any [warning signs](#) that a child is experiencing
- observe the child and make written notes as soon as you begin to have concerns - pay attention to changes in their behaviour, ideas, feelings and the words they use
- have gentle, non-judgemental discussions with the child - expressing your concern that a child looks sad or unwell can result in disclosures
- do not pressure the child to respond and do not ask questions that put words into a child's mouth
- assure the child that they can come and talk to you when they need to, and listen to them when they do
- when a child is being abused it does not go away and usually becomes more serious over time
- seek expert advice by contacting the [Child Safety Services](#).

6.6.3. COMMUNICATION WITHIN THE CHURCH

The congregation Minister must always be advised / informed of any such instance (*unless they are the person against whom an allegation is being made*) in order that it can be appropriately addressed, particularly within the context of the regulations governing and structure of The Uniting Church in Australia. This would include ensuring that the Presbytery Minister, Queensland Synod General Secretary and Queensland Synod Office Risk & Insurance Team are all informed.

Other than as outlined above, it is imperative that such disclosures are not shared or communicated between any other people unless there is a legal obligation to or as referred to and approved by the Queensland Synod General Secretary in accordance with policies and procedures adopted by the Queensland Synod.

6.7. SELF HARM AND SUICIDE

If a child or young person discloses intentions of self harm and/or suicide, this must always be taken seriously. Parents and caregivers must be informed and should be encouraged to contact a mental health professional. Seek help from the Team Leader in charge of the program immediately. See also ChildSafe™ Team Member's Pocket Guide pp. 55 and 56, for more information on this and other mental health topics.

² <http://www.communities.qld.gov.au/childsafety/protecting-children/reporting-child-abuse/if-you-suspect-harm>



6.8. EMOTIONAL AND SPIRITUAL ABUSE

The area of emotional and spiritual abuse of children and young people is very broad and could constitute an entire volume on its own. There are differing perspectives on behaviour management, particularly when seen in terms such as *discipline and control* of children. There are differing perspectives on the interpretation of Scripture, however to work with children and young people is a privilege and position of great trust. Children and young people need to be loved, nurtured and protected through the consistent use of appropriate boundaries. Appropriate self-regulation must be the ultimate goal of behaviour management, especially in a spiritual setting.

This document is by no means a comprehensive reference on the emotional or spiritual abuse of children, but rather, it represents a starting point on which to build practice that promotes the wellbeing of children in all areas of their development.

Emotional (or Psychological) abuse can refer to a situation in which a person repeatedly rejects the child or uses threats to frighten them. This may involve name-calling, put-downs or continual coldness to the extent that it significantly damages a child's physical, social, intellectual or emotional development. (ChildSafe™ Team Member's Pocket Guide Edition ii, p. 21).

Spiritual abuse refers to a situation in which a person misuses their power, leadership or influence to control, coerce or manipulate a child for seemingly religious purposes. It includes intentional and unwitting abuse in both formal and casual situations. Spiritual abuse includes enticements, threats of rejection, evoking fear, emotional appeals, accusations of demon possession and involving children in spiritual activity against their will. (Scripture Union, New Zealand, 2005).

Spiritual abuse can take many forms:

- Through enforcing one theological position or interpretation of Scripture and denying all others.
- By gagging debate and questions or alternatively, engaging in persistent debate.
- Through excessively labelling images of sin and evil rather than focusing on the freedom and Good News of Jesus Christ.
- By focusing on fear and guilt instead of love and forgiveness.
- Any kind of behaviour management that misuses Scripture, prayer, ritual or any other spiritual activity.

On matters concerning spiritual abuse, seek guidance from your Minister and/or key pastoral leader. See also page 21 in ChildSafe™ *Team Members Pocket Guide*.

6.9. A LISTENING EAR AND CONFIDENTIALITY

As a leader builds a rapport with the group they are responsible for, they may be asked to provide a listening ear and to suggest advice. As members of the Body of Christ, whether we are leaders or not, it is a great gift to listen to someone who wants to share their thoughts and feelings. In many cases simply verbalising a problem can help a person find an appropriate solution. However, a number of points need to be considered.

Private conversations between a leader and a child or young person must never happen in secret or behind a 'closed door'. The interaction, while entirely innocent, may be misinterpreted. There is also a risk that the child or young person may become dependent on the leader's attention.

Listening can be helpful but it is not wise to give direct advice. Without the relevant training, leaders are not qualified to *counsel* people. Even qualified counsellors rarely give direct advice. It is better for a person to make their own decisions based on being made aware of a range of options.



When a problem cannot be easily solved, or falls outside the range of the leaders' training or experience, a leader should refer the person to a qualified counsellor.

Leaders may become privy to sensitive information about participants, as well as their families. It is essential that this remains confidential. Where there is a threat of harm, legality, abuse or potential danger to a person, this information must be disclosed to the Team Leader, Coordinator and congregation Minister. Confidentiality is important to the extent that trust must not be abused nor treated lightly. However, leaders must never promise to keep 'secrets' or not to tell when disclosures of harm are involved, because of the prime responsibility we have for the safety of the child or young person. This prime responsibility is the immediate and ongoing safety of the discloser. In this case, it is imperative to *encourage* the discloser to seek help. It must be made clear to all leaders that they have a responsibility to avoid further harm. Such disclosures must be reported to the relevant authority for appropriate action.

6.10. PHOTOS AND TECHNOLOGY

When taking photographs for promotional purposes you must ask children and young people if they are willing to be photographed. Written permission from a parent or guardian must also be obtained and retained on Church records before taking photographs, displaying or publishing images in the 'public domain'. This includes electronic publishing on the Internet or mobile phones, as well as photographs published in newsletters, or displayed on noticeboards, or used in PowerPoint or other presentations.

Under Privacy Act Provisions, informed consent must be given before publishing photos in any format. For more information about the photographs in the context of the Privacy Act, talk to your congregation's privacy contact person or the Synod Privacy Officer.

Leaders must be vigilant with mobile phones and PDA's with digital imaging features, and ensure that children and young people are not subjected to inappropriate or invasive use of this or any other technology.

When congregations provide Internet access as part of an activity, leaders must ensure that inappropriate material is not accessed. Further information about safe use of the Internet can be obtained from Stay Smart Online on their toll free number: 1800 753 178 or <https://www.staysmartonline.gov.au/>

The use of internet social networking sites such as "Face Book" is to be conducted in a manner consistent with the Code of Ethics and Ministry Practice (see section 2.1, in 'The Pastoral Relationship', *Uniting Church in Australia: Code of Ethics and Ministry Practice* 2009).

6.11. MEDIA POLICY & ENQUIRIES ABOUT CRITICAL INCIDENTS

This policy aims to protect the security, safety and privacy of all participants in Uniting Church activities. All media inquiries as a consequence of situations or critical events that create media interest must be responded to only by a spokesperson designated by [Uniting Communications](#).

When the Coordinator or Team Leader becomes aware of a critical incident or the potential of a critical incident which has generated media interest, they must immediately contact [Uniting Communications](#). Such incidents may include accidents causing injury or death, allegations of abuse, any incident which may cause loss or distress to any member of the public.

After the notification and briefing, [Uniting Communications](#) will consult with the relevant Church stakeholders regarding an appropriate course of action to ensure appropriate standards of safety, privacy and accountability are maintained.



Child Safe Church

The Uniting Church in Australia Queensland Synod

Upon contact from the media, the Coordinator or Team Leader should:

1. Explain that they are not the correct person within the Church to respond to the media enquiry, however advise the media that their enquiry will be directed to the appropriate person within the Church.
2. Obtain the media person's name, position, organisation, contact information, enquiry details and time frame for the response they are seeking from the Church.
3. Contact [Uniting Communications](#) with as much detail as possible regarding the media enquiry.

For more information, contact [Uniting Communications](#) on (07) 3377 9910 or after hours (*emergency only*) on 0412 818 377.

6.12. DRUGS AND ALCOHOL

Activities involving children and young people must be drug, alcohol and cigarette free. This applies to both leaders and participants. Diligent care must be taken with any potentially dangerous substances such as pesticides, aerosols, caffeine super-enhanced drinks, and chemical adhesives or corrosive products.

Prescription medications must be administered under the direction of the prescribing medical practitioner, according to the stated directions, and only with a parent's or caregiver's express authorisation. A confidential Medications Register must be maintained by the nominated person in charge of First Aid, and the administration of any medication must be supervised by this person. Recording includes Aspirin, paracetamol, antiseptics and Band-Aids.

Non-prescription medications such as Aspirin and paracetamol must only be administered with written parental consent. All medications must be stored securely and out of the reach of children.

6.13. PRIVACY ACT

Group contact lists are often prepared and distributed in Churches. This must not be done without first seeking consent from the people listed. Leaders must be familiar with The Uniting Church, Queensland Synod's Privacy Policy which can be accessed on the following internet link <http://ucaqld.com.au/administration/compliance/privacy/>

For further information or assistance contact your congregation's privacy contact person one of the Queensland Synod Privacy contacts listed in Section 7 - Contact List.



7. CONTACT LIST

Resource	Contact Name	Phone Number	Email Address
Child Safe Church	David Munro	07 3377 9833	childsaf@ucaqld.com.au
Communications / Media	Mardi Lumsden	07 3377 9910	mardi.lumsden@ucaqld.com.au
People and Projects Manager	Irene Waters	07 3377 9840	irene.waters@ucaqld.com.au
Privacy	David Munro Irene Waters	07 3377 9777	privacy@ucaqld.com.au
Property	Stephen Peake	07 3377 9810	property@ucaqld.com.au
Risk & Insurance			
General Enquiries	Jason Grimsey	07 3377 9942	insurance@ucaqld.com.au
Claim Enquiries	Rob Hughes	07 3377 9941	insurance@ucaqld.com.au
Workplace Health & Safety	David Munro	07 3377 9729	health.safety@ucaqld.com.au



8. INTERNET LINKS TO ADDITIONAL RESOURCES & REFERENCES

***Note:** All headings below have embedded internet links which are accessible in the online / screen version of this policy document. In the event that you have a printed / hard copy version of this policy and require details regarding how to access these resources, please contact the [Queensland Synod Child Safe Church Administrator](#).

8.1. THE UNITING CHURCH IN AUSTRALIA, QUEENSLAND SYNOD LINKS

[Child Safe Church](#)

[Risk & Insurance](#)

[Privacy](#)

[Uniting Communications](#)

[Work Health & Safety](#)

8.2 EXTERNAL LINKS

***NOTE:** Please contact the [Queensland Synod Child Safe Church Administrator](#) before lodging any forms or if you have any queries.

[The Uniting Church in Australia – National Assembly](#)

- [Code of Ethics and Ministry Practice](#)
- [Policy for dealing with a Complaint of Sexual Misconduct made against a Member or Adherent of the Uniting Church](#)
- [Policy on the Prevention of Vilification and Harassment within the Uniting Church in Australia](#)

[ChildSafe™](#)

- [Login to Safety Management Online](#)

[Commission for Children and Young People and Child Guardian](#)

- [About the Blue Card](#)
- [Forms](#)

[Australian Government – Stay Smart Online](#)

[Bullying No Way](#)

[Food Standards Australia New Zealand](#)

[Kidsafe Queensland](#)

[National Association for the Prevention of Child Abuse and Neglect \(NAPCAN\)](#)

[Queensland Ambulance Service](#)

[Queensland Government – Department of Communities, Child Safety, and Disability Services](#)

[Queensland Government – Department of Community Safety](#)

[Queensland Health – Food Safety in non-profit organisations](#)

[Queensland Police District Communication Centre](#)