

***PORT MACQUARIE CHRISTIAN FELLOWSHIP  
CHILD SAFE CHILD FRIENDLY POLICY***

***REVISION 1***

***Dated 2<sup>nd</sup> November 2020***

## Introduction

As a church we honour God's name by providing a Child Safe Child Friendly environment. We want children and young people (Under 18-year olds) who participate in our programs to have a safe and happy experience. We honour God by supporting and respecting our children, young people, staff, volunteers and students.

Title	This policy is called PORT MACQUARIE CHRISTIAN FELLOWSHIP Child Safe Child Friendly Policy.
Introduction	This policy guides staff, volunteers and students on how to behave with children in their supervision. This policy focuses on how we can promote kid's participation in our church and make it safe for them.
Support kids' participation	PORT MACQUARIE CHRISTIAN FELLOWSHIP supports the active participation of kids in our church. We respect and value children and will provide a safe environment where they can learn and develop.
Support Staff, Volunteers and students	<ol style="list-style-type: none"> <li>1. We promote respect, fairness and consideration for all staff, volunteers and students.</li> <li>2. We have appointed a Child Safety Officer who will provide support and advice to our workers.</li> <li>3. All new staff, volunteers and students will receive a copy of the Child Safe Child Friendly Policy including our Code of Conduct and our How to Deal with Complaints process.</li> <li>4. All staff, volunteers and students will be trained yearly in our child protection procedures.</li> <li>5. Our Child Safety Officer is</li> <li>6. See Codes of Conduct</li> </ol>
Recruitment	<ol style="list-style-type: none"> <li>1. PORT MACQUARIE CHRISTIAN FELLOWSHIP will appoint staff and volunteers to children related positions if staff and volunteers meet our recruitment and screening requirements.</li> <li>2. These requirements are             <ol style="list-style-type: none"> <li>a. The person must have appropriate skills to meet the Job description.</li> <li>b. The person must be cleared by the WWCC.</li> <li>c. The person must have 3 written character / integrity references confirming their suitability to work with children. These references are to be followed up by a verbal inquiry by the recruiting officer.</li> <li>d. The person will be interviewed by the recruiting team / officer for suitability for position.</li> </ol> </li> </ol> <p>See Recruitment forms.</p>
Child Safe Programs – Risk Management	<p>The Leaders of our children's programs are to provide a safe environment for their planned activities. This will include</p> <ol style="list-style-type: none"> <li>1. A Risk Management assessment of planned activities and implement strategies to reduce any significant risk.</li> <li>2. Recording of any incidents during the program</li> <li>3. Reviewing incidents to ensure procedures are implemented to reduce risk of incident reoccurring.</li> <li>4. All incidents with Children should be reviewed with Child Safety Officer. (To ensure no patterns are occurring)</li> </ol> <p>See Risk Management and Incident Reporting forms.</p>

Dealing with Complaints	<ol style="list-style-type: none"> <li>1. What we Believe <ol style="list-style-type: none"> <li>a. Everyone in our Church should be confident that complaints will be dealt with honestly and fairly.</li> <li>b. Everyone in our Church should be confident in reporting inappropriate behaviour around kids.</li> <li>c. Everyone in our Church should report any concerns about the safety or welfare of a child or young person immediately.</li> </ol> </li> <li>2. All complaints should be reported. This includes <ol style="list-style-type: none"> <li>a. Disclosure of abuse</li> <li>b. Inappropriate behaviour around children</li> <li>c. Suspicion of abuse or harm to a child.</li> </ol> </li> <li>3. All complaints must be reported to the Child Safety person  Name: _____ Contact Number: _____  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.</li> <li>4. The Child Safety Officer will take the following actions: <ol style="list-style-type: none"> <li>a. Listen to the person making the complaint and make a record of the complaint using the "Complaint Record Form".</li> <li>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.</li> <li>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.</li> </ol> </li> <li>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; <ol style="list-style-type: none"> <li>a. Reportable conduct; or</li> <li>b. Acts of violence committed by them in the presence of a child.</li> </ol> Reportable conduct is: <ol style="list-style-type: none"> <li>i. Any sexual offence or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence); or</li> <li>ii. Any assault, ill treatment or neglect of a child; or</li> <li>iii. Any behaviour that causes psychological harm to a child; whether or not, in any case, with the consent of the child.</li> </ol> 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.   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     <a href="mailto:JDK@owenhodge.com.au">JDK@owenhodge.com.au</a> or 0417 730 299 </li> </ol>
Communication	<ol style="list-style-type: none"> <li>1. The Church will remind the children's workers of its Child Safe Child Friendly policies and procedures on a yearly basis.</li> <li>2. All new children workers, volunteers and students will be taken through the churches Child Safe Child Friendly policies before they commence work.</li> <li>3. Kids and parents joining our programs will receive a copy of the "Parent's and kids Guide to Child Protection at PORT MACQUARIE CHRISTIAN FELLOWSHIP Church."</li> </ol>
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>

## **Codes of conduct**

### ***Expectations for Staff, Volunteers and Students***

As a church we honour God's name by holding values that honour and respect other people. Jesus is the ultimate example of someone who has given of himself for the good of others.

We value the following acceptable practices

- We will treat everyone with respect and honesty
- We value active listening to children
- We will be mindful of our responsibility for care. Below are ways in which we are recognising methods that will help us provide appropriate care;
  - We will plan appropriate activities to the age or developmental needs of the children;
  - We will protect ourselves and children by not being alone with them
  - We will be mindful of the need for appropriate boundaries when comforting or sharing with children and young people;
    - If a child approaches to hug we will turn the child into a sideways hug not a frontal hug;
    - We will sit beside a child when reading a book and not have the child on our knee;
    - We will hold hands for reassurance only, only if required;
    - We will use an open hand on the child's back or shoulder to comfort if the child is hurt or in distress;
  - We will ensure adult supervision at all times, not leaving children unattended, and will call for assistance we must leave the group;
  - We will use a buddy system if a child needs to leave the group for an appropriate reason;
  - We will only use appropriate forms of discipline and never use physical discipline on a child
  - We will use language that honours children (no crude language or jokes)
  - We will only transport children when there is adequate supervision
  - We will protect children by not having them in our homes without suitable supervision
  - We will not dispense medication to a child without parent/ guardian guidelines and consent;
  - We will be sensitive to activities that could be construed as grooming, (showing favouritism, giving gifts to individual children, spending time alone with a child, communicating with individual children via social media)
  - We will be sensitive to bullying or unhealthy dominance within a group
- We will keep parents / guardians informed and gain permission for activities that are not part of the normal routine of the programmed activity;
- We will be alert and watch for strangers who may enter our programmed areas and act to ensure the safety of the children.
- Alcohol and illegal drugs and those affected by these are not allowed to participate in any of our children's activities.
- We will ensure adequate supervision during programmed activities. We are committed to the

following ratios

1:3 for 0-1-year olds

1:5 for 2-6-year olds

1:8 for 7-12-year olds

1:15 for 13-17-year olds

There will always be at least **two adults present** when running child related church activity.

- We will act and report incidents and suspicions of abuse to the Child Safety Officer.
- We will maintain our equipment to ensure they are in good working order.
- We will maintain confidentiality to protect those involved, to stop gossip but will follow policy and legal procedures to ensure the correct outcomes are achieved for the protection of children.

### ***Effective behaviour management***

In any children's program, we will need to deal with children who misbehave and disrupt the program for other children. It is not acceptable to use physical force to discipline a child unless the child is causing physical harm to self or another child. It is then acceptable to use reasonable force to protect those involved.

Fostering safe and appropriate behaviour begins with positive and appropriate relationships with children and young people. It is important to take the time to outline and reinforce the expectations of safe and respectful participation in activities. This should be done efficiently and without ambiguity.

Positive relationships are those within which children and young people know they are valued and that they will be listened too and if it is required given wise and careful counsel.

Often a child's behaviour is a reflection of their life circumstances. It is important to ensure they have their need to be heard satisfied before a situation is acted upon. Conversations can assist a child to recognise and accept their responsibility within a given situation. If a child acknowledges they have been in error, then an apology is usually enough. If a child does not recognise they are in error, a brief timeout session might be in order. Similarly, if children behave inappropriately due to excitement a brief time out is also usually effective.

Time out should be in view of others to ensure the child's safety and to monitor their reactions.

If there is a need to address negative behaviour or correct a child try to remain calm and do not personalise the situation. Ensure the safety of others and the appropriateness of the time and place for dealing with the issue.

All corrective behaviour should be conducted sensitively and with the intent for the child to accept responsibility and to then resume an activity or continue positive relationships. Remain calm and in control or call for assistance if you are angry.

Try to outline the desired behaviour and reinforce the benefits of such rather than outline the negative behaviours and threatening consequences.

Should more than one person be involved in a situation, then work only with the facts not past experiences or perceptions.

If a disruption continues or if a child places them or another individual at risk of harm, then the child needs to be separated and the parent may need to be contacted and informed without imposing guilt or blame. It is important to maintain positive relationships with parents as much as possible.

### ***Expectations for Children***

For Children participating in our programmes we would expect the following behaviours and attitudes

- That they be respectful and friendly to everyone and welcome new children joining the group
- That they play by the rules
- That they are free to raise any concerns or worries with the leaders
- They will not bully others
- They will not leave the group without approval or supervision from the leaders.

***What happens if I break the Code of Conduct?***

If the incident brings Children or Young people into a position of “risk of significant harm”, then the incident will be recorded on our Complaint form by our Child Safety Officer and the information passed onto Community Services for Investigation and The Children’s Guardian (WWCC managers). The incident may also be report to the Police if the Child is still in immediate danger. The Church will then act in accordance with actions that ensure the safety of other children and may remove you from that and other ministries as they see fit. If appropriate the church will provide support to help you rectify the offending behaviour which may involve counselling or the like.

If the incident is not reportable, then the church will provide help and assistance to you to modify the offending behaviour. This may mean standing you down from the ministry or other ministries until the Child Safety Officer and church leadership are convinced the inappropriate behaviour has been modified in your life.

# ***Staff recruitment and management template forms***

# Recruitment & Selection Template for PORT MACQUARIE CHRISTIAN FELLOWSHIP Church Form 01

## Recruitment & Selection Checklist

### Recruitment

1. A Job description for the proposed position has been written. (See Job Description Template)
2. Advertise the position   
The position has been advertised with an appropriate application form (See Application Template)

### Selection

3. The applications have been assessed and candidate chosen to interview.
4. We have nominated a selection panel to review the applicants and interview them. This selection panel should include the team leader or representative and the Children Safety Officer.
5. We have interviewed the applicant and are happy with the outcomes.   
Some appropriate questions may include
  - a) What involvement / experience in the past have you had with children / young people?
  - b) Why do you want to be part of this ministry?
  - c) Why do you think it is important to keep children safe?
  - d) Have you seen our Child Safe Policy, and do you have any questions?
  - e) Have you ever been known by any other name?
  - f) Have you ever been in a situation where a complaint of harm against a child / young person has been made against you?

### Background checking

6. We have checked 3 referees for the applicant and are happy with the results
7. We have a WWCC number for the application (if they are over 18 years old) and this has been verified on our WWCC portal.

### Appointment

8. The applicant has been informed of the outcome and any probation period.
9. For an employee, they have signed an employment contract.
10. The applicant has been induced through the Child Protection Course.



## Job Description Template for PORT MACQUARIE CHRISTIAN FELLOWSHIP Church Form 02

*(The template cannot cover every circumstance, but it is designed so you can add or remove portions as required)*

*(Place church logo / header here)*

### Job Description

Job Title:	
1.	Duties of this job
2.	Context: <i>(a brief description of your church and its activities)</i>
3.	Objectives of this Job <i>(List three or four key objectives)</i>
4.	Accountability <i>(Who does the person report to?)</i>
5.	Conditions of appointment <i>(Is the position full time / part time / voluntary)</i> <i>(Number of hours)</i> <i>(Probation period)</i>
6.	Performance Criteria <i>(These are measuring tools to help you determine the suitability of the candidate)</i>
	Qualifications <i>(Do you have any specific requirements you expect the candidates to have? Membership, certificates, accreditation)</i>
	Knowledge / Skills <i>(first aid etc.)</i>
	Experience <i>(Do we require the applicant to have past experience in this work and how much?)</i>
	Personal Qualities <i>(Do we require communication skills, good teamwork, flexibility, creativity, sense of humor, organisational skills ...?)</i>
	Availability <i>(Will the applicant be required to attend meetings or work outside the normal hours? )</i>
	Other Requirements <i>(Driver's License)</i>
	<p>Policy Expectations</p> <p>PORT MACQUARIE CHRISTIAN FELLOWSHIP supports the active participation of kids in our church. We respect and value children and will provide a safe environment where they can learn and develop.</p> <ol style="list-style-type: none"> <li>1. We promote respect, fairness and consideration for all staff, volunteers and students.</li> <li>2. We have appointed a Child Safety Officer who will provide support and advice to our workers.</li> <li>3. All new staff, volunteers and students will receive a copy of the Child Safe Child Friendly Policy including our Code of Conduct and our How to Deal with Complaints process.</li> <li>4. All staff, volunteers and students will be trained yearly in our child protection procedures.</li> </ol>
	<p>Pre-Employment Checks</p> <p>As part of the employment / volunteer application process, we will require all applications to undergo a NSW WWCC screen and we will be checking with your nominated referees as specified on the application form.</p>



**Job Application Template for PORT MACQUARIE CHRISTIAN FELLOWSHIP  
Church Form 03**

*(Place Church Logo / Header here)*

**Application for Employment / Volunteer Form**

*To be completed by the applicant.*

*The information supplied in this document and in your application will be treated in the strictest of confidence.*

**APPLICANT NAME:**

Title:	Surname:	Given Name/s:
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**DETAILS OF ADVERTISED VACANCY**

<b>JOB TITLE:</b>	
<b>LOCATION:</b>	
<b>EMPLOYMENT TYPE (PLEASE CIRCLE):</b>	Employee / Volunteer
<b>APPLICATIONS SHOULD BE MARKED 'PRIVATE AND CONFIDENTIAL' AND FORWARDED TO:</b>	PORT MACQUARIE CHRISTIAN FELLOWSHIP Attention: Or emailed to

## APPLICANT DETAILS

Title:	Surname:	Given Name/s:
Home Address:		
Suburb:	State:	P/Code:
Contact Details:		
Work:	Home:	
Mobile:	Email:	
Qualifications: Please attach certified copies of all qualifications and certificates of attainment	Year Obtained:	
<p>Are you an Australian Citizen / Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, do you have a working visa <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(Note: to be eligible for employment, applicants must have the appropriate work visa or have permanent residency status)</i></p>		

Do you require any special arrangements at an interview?

Yes

No

If yes, please provide details below:

Do you have any pre-existing injury or disease of which you are aware that you could reasonably be expected to foresee, could be affected by the nature of the duties and responsibilities of the position for which you are applying?

Yes

No

If yes, please provide a brief description (or on a separate advice):

*(Note: Failure to make such a disclosure or the making of a false or misleading disclosure forfeits you the right to compensation under the Accident Compensation Act 1985)*

Do you have any convictions, finding of guilt and/or pending police charges against you that are less than 10 years old?

Yes

No

If yes, please provide brief details:

*(Note: A satisfactory police record check is a prerequisite of the position)*

Do you have a Working With Child Clearance?

Yes

No

What is your WWCC number (or application No):

\_\_\_\_\_

What is your birth date?

\_\_\_\_\_

## REFEREE DETAILS

*(Note: three referees are required. At least two of these referees should be able to vouch for your ability in the proposed role as past employees or trainers.)*

1.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	
2.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	
3.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	

## CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I understand that, if I am employed, or accepted as a volunteer I will be liable to dismissal if any of the statements in my application are found to be deliberately misleading.

Applicants Name (*print*):

Signature:

Date:

### **Applying for a position at PORT MACQUARIE CHRISTIAN FELLOWSHIP Church**

Failure to complete the application form, provide an updated resume, and a **certified copy** of your qualification attainment certificates will result in the rejection of your application.

### **Interview and selection process**

A selection panel interviews and selects. The panel will include one member of the team who works in the relevant area. The selection of candidates for positions in PORT MACQUARIE CHRISTIAN FELLOWSHIP Church is determined by skills, knowledge, experience and the personal qualities that best match the job requirements, the PORT MACQUARIE CHRISTIAN FELLOWSHIP Church Vision, Mission, Values and our Strategic Direction. The selection panel will assess your ability to do the job through interview questions and referee checks.

### **Referee Check**

The selection panel will contact your referees if you are shortlisted by PORT MACQUARIE CHRISTIAN FELLOWSHIP Church following an interview. The selection panel will ask your referees to comment on your work behaviour and can be asked to verify or comment on claims made by you.

### **Criminal records check**

A criminal records check is required for all PORT MACQUARIE CHRISTIAN FELLOWSHIP Church staff and Volunteers. Any recorded details on your criminal records check do not necessarily disqualify you from selection. You will be given the opportunity to discuss the matter before any final decision is made.

### **Working with children check**

When applying for a position in child-related employment a working with children check will need to be undertaken by you. This is a formal process of checks to determine your suitability to work with children or have unsupervised access to children in your work. This check takes into account relevant criminal records.

### **Important Information**

To maximise your opportunity for employment in this role, the following is suggested:

A cover letter with a statement addressing your relevant skills and experience. Details concerning the required selection criteria (skills, experience and capacities) are contained in the Position Description.

## **Risk management**

### **Why have a risk management strategy or plan?**

Everyone working in child-related employment can pose some risk for children. All these risks are best identified and managed through the development of an effective risk management strategy or plan.

Developing a risk management plan doesn't have to be hard or complicated, but risk management only becomes truly successful when a risk management perspective permeates the culture of an organisation so that it is an everyday part of organisational life.

### **Developing a risk management strategy or plan**

When developing a risk management strategy or plan, churches should consider the formal processes outlined in the national standard for risk management, the Risk Management Strategy - AS/NZS ISO 3100 (2009).

But while the formal processes of risk management are very important, successful risk management can be dependent on informal processes as well. What happens at the informal level by every worker in their everyday activities can be just as valuable as the formal processes.

#### Identifying your risks

Risk management can be said to be about knowing what can go wrong and how to avoid it. Here are a few important things to consider:

1. *What could possibly happen?* Think about anything that could possibly go wrong. This could include things like people hurting themselves, a fire, lack of supervision, negative media coverage of an event.
2. *How likely is it to happen?* For each risk that you've identified think about how likely it is for it to happen. Consider everything, from the farfetched to the common, the everyday to the rare.
3. *How serious would the harm be?* If it did happen, how serious could the harm be? Consider the consequence for your church, children, staff, volunteers etc. if harm did occur?
4. *Have a plan of action for each risk identified.* What would you do in response if the identified risk happened? When the harm is serious, and the problem could arise often, you have a risk that needs immediate attention.

### **Risk management process**

AS/NZS ISO 3100 is based on a continuous improvement process. It includes a number of steps that any community organisation or business enterprise can adopt. Here is an adaptation of these steps:

1. **Establish the context.** Why are you doing this? What external and/or internal factors/requirements are making you develop a risk management strategy/plan? What are the parameters in which you are doing it?
2. **How will you do it?** What processes are you going to use to develop the strategy/plan? Who is going to be involved, and how? Is there a timeframe for completing it in? What will you do with the strategy/plan when it is finished?
3. **Communicate and consult.** Let people know what you are doing and work together in identifying the risks and how they can be managed. Do this with your internal and external stakeholders in developing your strategy/plan, and then, as appropriate, at each stage of the risk management process.
4. **Identify risks.** What are the *where, when, why and how* events that precipitate risks? Identify not just Occupational Health and Safety issues but also risks to do with child abuse and unintentional harm.
5. **Analyse risks.** Determine what the likelihood and consequences are of each identified risk and assign a level to the risk, e.g. high if highly likely and the consequence is severe. Use a matrix to do this to plot the rating for each risk.
6. **Develop interventions.** Work out what you can do to stop the identified risk from happening, and what to do if the risk does eventuate. What will these interventions mean in terms of resources and what will be the consequences of doing them and not doing them.
7. **Monitor and review.** Develop a process to monitor and evaluate your risk management strategy/plan. Keep a record of any risks that happened and what the outcome was, both of the risk itself and what you did. Record whether these accorded with your strategy/plan or deviated from it and why. This is important for continuous improvement.



8. **Designate and manage.** Risk management is not a function you do once and forget about it. It should be part of the ongoing quality improvement process of the church. Nominate a person to be responsible for the ongoing management of the strategy/plan and include the strategy/plan in the church's culture and management.

We would recommend that you prepare a Risk Assessment for each Children's program which will cover all of its normal activities in a year. This can be reviewed and amended as and if incidents arise during the year. If an unusual activity is added to the program, then the activity should be assessed individually.

Below is a simple template with some base ideas for assessing and ranking church activities. These will need to be written by the team leader and is a helpful process to invoke positive thinking.

### Risk Assessment Template

Activity	Risks	Ranking	How to reduce Risk	Priority
Sunday School	Child needs to go to Toilet	High	Provide adequate supervision	1
	Movement of Children from Church to Sunday School Rooms	High	Provide adequate supervision	1
	Return of children to parents	Low	Ensure kids are handed off to parents	2
Youth Group	Transport	High	Screen Drivers See Policy	1
	Arrival of Kids	Low	Have a sign in procedure	2
	Kids leaving site	Low	Have a sign out procedure	2
Church Building	Ensure building Safe	Medium	Complete checks See Policy	1
SRE	Teacher alone in class with children	High	Have School office number programmed into phone	1

As a result of a Risk Assessment, usually the church will end up with some procedures. Below are a few templates that might be useful when considering risk management.

# ***RISK ASSESSMENT TEMPLATES***

## Risk Assessment Form – Form 04

(Place Logo / Header here)

### PORT MACQUARIE CHRISTIAN FELLOWSHIP Church Activity Risk Assessment Form

Activity Name:	Date of Activity:
Outline briefly purpose of activity:	
Name of Venue: _____ Has venue been checked for safety hazards by a team member and is it deemed suitable for activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Time of Activity: _____ How long will the activity be running for? ___
Group Size:    Male                  Female	Contact person and number during activity / event:
<b>Activity Leaders / Instructions</b>	Ratio Required:
	<b>Recommended Ratios</b>  1:3 for 0-1-year olds  1:5 for 2-6-year olds  1:8 for 7-12-year olds  1:15 for 13-17-year olds
	Ratios will need to be modified with consideration to various factors including special needs, behavioural issues, high risk activities such as swimming, high risk venues.
	Are modifications required? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Please give details:

<p><b>Participant Requirements:</b>          Has a permission form, outlining event and requirements, been handed out to participants at least 2 weeks prior to event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>List required equipment:</p>
<p>First Aid Coordinator for activity / event:          Name: _____          First Aid Qualification: _____          Has first aid kit been checked and included?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Does the Activity involve transport? <input type="checkbox"/> Yes <input type="checkbox"/> No          Have all required applications been completed by designated drivers and attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

### Risk Management Plan

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Describe the Activity	Identify the Risks	Balancing the Risk / Likelihood	Manage the Risk / Consequences	Analyse the Risk	Review the Event
Identify all elements of the event from beginning to end	Something that could happen that results in harm to a child or young person	Potential Risk  Likely Possible Unlikely	Management Strategies  What we do to reduce the risk  Minor Moderate Major	The level of Risk  Potential Risk x Management Strategies  Chart Results (See below)	Nominate who will review after the activity / event  Decide if activity is acceptable or not.

#### Simple Risk Matrix

	Consequences		
Likelihood	Minor	Moderate	Major
Likely			
Possible			
Unlikely			

#### Comments

#### Risk Treatment Key

Intolerable Risk Level. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.

Having considered the risks within this activity and determined a risk management plan to minimise those risks, I consider this to be an appropriately safe program to conduct.

\_\_\_\_\_  
Team Leader

\_\_\_\_\_  
Date

*(Form to be filed in an appropriate location for future reference or refinement.)*

# Annual Attendance Form – Form 05

(Place Logo / Header here)

## PORT MACQUARIE CHRISTIAN FELLOWSHIP Annual Child Attendance Permission Form

Family Name: \_\_\_\_\_

Children's / Young Person's First Name	Date of Birth	School Grade
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Parent's Names: \_\_\_\_\_

Family Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Medical Details:

Does your Child have any of the following (please provide details)?

- Allergies \_\_\_\_\_
- Asthma \_\_\_\_\_
- Dietary Requirements: \_\_\_\_\_
- Regular Medications (to be administered by leaders): \_\_\_\_\_

*(please attach instructions, regarding frequency and amount, to the medication and give to the ministry leader only)*

Is your child allowed Paracetamol?      Yes         **No**  

Medicare Number: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

Is there any other relevant information that may impact your child's / young person's involvement please inform us below so that we can cater for their needs to the best of our ability.

\_\_\_\_\_

\_\_\_\_\_

I give permission for my children / young person to attend the PORT MACQUARIE CHRISTIAN FELLOWSHIP Church and its associated Young People's Ministries throughout \_\_\_\_\_, and to take part in all planned activities and incidental activities that may arise. I agree to delegate my authority to the designed leaders involved and to entrust them with the safety and wellbeing of my child / children / young people as a group and individually.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **A PARENTS GUIDE TO CHILD SAFE AND CHILD FRIENDLY POLICY AT PORT MACQUARIE CHRISTIAN FELLOWSHIP**

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1. We promote respect, fairness and consideration for all staff, volunteers and students.
2. We have appointed a Child Safety Officer who will provide support and advice to our workers.
3. All new staff, volunteers and students will receive a copy of the Child Safe Child Friendly Policy including our Code of Conduct and our How to Deal with Complaints process.
4. All staff, volunteers and students will be trained yearly in our child protection procedures.
5. Our Child Safety Officer is \_\_\_\_\_ and can be contacted on Ph \_\_\_\_\_ or by Email \_\_\_\_\_ should parents be interested in looking at our Child Safe practices.

PORT MACQUARIE CHRISTIAN FELLOWSHIP Church takes Child protection seriously and has a set of policies and codes of conduct in place to ensure our staff and volunteers provide safe care for your children.

All our staff and volunteers who work in our children's ministries (18 years and over) have been cleared through the Working With Children Checks.

1. What we Believe
  - 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 kids.
  - 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
  - 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: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
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:
  - a. Listen to the person making the complaint and make a record of the complaint using the "Complaint Record Form".
  - b. Assess the complaint and if appropriate 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.
  - 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.
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;
  - a. Reportable conduct; or
  - b. Acts of violence committed by them in the presence of a child.Reportable conduct is:

- iv. Any sexual offence or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence); or
- v. Any assault, ill treatment or neglect of a child; or
- vi. Any behaviour that causes psychological harm to a child; whether or not, in any case, with the consent of the child.



## Transport Policy – Form 06

*(Place Logo / Header here)*

### PORT MACQUARIE CHRISTIAN FELLOWSHIP Church Transport Policy

*Drivers with responsibility for providing transportation during an activity are required to complete this form.*

**Applicant:**

Drivers Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

I have a current Driver's License:      Yes          No          Expiry Date: \_\_\_\_\_

Type of License: Car          Bus          Other (please specify)          \_\_\_\_\_

I have sufficient driving experience (3 years min and are not on my L's or Red P's)      Yes          No   

I have restrictions on my License (e.g. Green P's, suspended license):      Yes          No   

If so, please specify: \_\_\_\_\_

**Witness:**

Licence sighted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**Declaration:**

- I have completed all screening requirements for PORT MACQUARIE CHRISTIAN FELLOWSHIP Church, in relation to my suitability to work with children
- I will not drive a child will alone.
- I will drive carefully and follow all road rules. (This approval will be revoked if inappropriate behaviour is witnessed at any time in your vehicle)
- I will provide a registered, roadworthy vehicle
- I will ensure that all passengers wear a seat belt
- I will not drive under the influence of alcohol or drugs, or permit smoking within the vehicle
- I have a good driving record. Specifically, I have not committed traffic offences in the recent past which might reasonably preclude me from transporting participants. I will discuss this with my team leader prior to offering myself to drive if unsure.

The information provided on this form is correct and indicates my commitments to the safety and welfare of those for whom I am responsible.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## Property and Equipment Audit / Safety Check – Form 07

*(Place Logo / Header here)*

### PORT MACQUARIE CHRISTIAN FELLOWSHIP Church Property and Equipment Policy

PORT MACQUARIE CHRISTIAN FELLOWSHIP Church is committed to providing safe spaces for children to participate in organised activities. The following audit will be completed on a six-monthly basis. If an incident report involves the need to modify a portion of the property, then that item will be added to the six-monthly check list.

*(Churches will need to add or subtract from this suggested checklist to mirror their churches requirements)*

Date:	✓ / ✗	Comments / Actions
A. Car Park / Entry		

i. Clean / Clear of Rubbish		
ii. Disable Access available		
iii. Pathways clear of obstacles and non-slip.		
B. Aisles / Corridors		
i. Surfaces clean / clear of defects		
ii. Clear of rubbish		
iii. Clear of electrical leads		
iv. Clear vision at intersection		
C. Floors		
i. Even surfaces – no holes		
ii. Clear of rubbish		
D. Steps / Stairs		
i. Highlighted		
ii. Handrails		
iii. Ramps for disable access		
iv. No steps are too high		
E. Windows		
i. Clean and Clear		
ii. No broken Windows		
iii. Windows free of rubbish and obstruction		
iv. Windows open freely (if openable)		
F. Ventilation		
i. Does AC work efficiently		
ii. Have filters been cleaned?		
iii. Is adequate ventilation occurring		
G. General Lighting		
i. Adequate illumination / bulbs all working		
ii. Good natural light		
iii. No direct or reflected glare		
H. Fire / Emergency		
i. Extinguishers in place, services clearly marked		
ii. Fire hoses / blankets in place with correct signage		
iii. Exit signs operational and clearly visible		

iv. Exit doors freely open from inside		
v. Exists free from obstructions		
vi. Fire alarm systems in place / regular tests and documentation of such		
vii. Emergency evacuation procedures displayed appropriately		
viii. Deadlocks on emergency doors able to be overridden in case of emergency		
ix. Telephone available in case of emergency		
x. Emergency services numbers displayed clearly.		
I. Electrical		
i. Equipment not in use stored correctly		
ii. No broken plugs, sockets or switches		
iii. No frayed or defective leads		
iv. No temporary leads left on floors		
v. Unserviceable equipment tagged with fault listed		
vi. Electrical installations are installed, constructed, maintained, protected and tested to minimise risk of electrical shock or fire.		
vii. Handheld portable equipment is protected by RCD (Residual Current Device)		
viii. Flexible extension cords are used in a safe manner, Connections are moulded or transparent plugs.		
ix. All leads are tag and tested.		
J. First Aid		
i. Cabinets and contents clean and orderly		
ii. No unauthorised items available e.g. Panadol / matches		
iii. Emergency Numbers displayed		
K. Rubbish		
i. Adequate number of bins		
ii. Bins located in suitable points		
iii. Bins emptied regularly		

L. Hazardous Substances		
i. All hazardous substances (not poisons) are properly labelled and stored correctly.		
ii. People who are exposed to hazardous substances have been provided with adequate information on safe use		
M. Toilets		
i. Adequate number of toilets available		
ii. Disable access to toilets		
iii. Toilets clean and clear of rubbish		
iv. Cubicle door locks can be overridden in case of emergency		
v. Poisons locked away		
vi. Floors clean / non slip		
vii. Drains inaccessible to children		
N. Kitchen / Food Preparation		
i. Poisons locked away		
ii. Plastic bags locked away		
iii. Appliances inaccessible to children		
iv. Cutlery inaccessible to children		
v. Glass items inaccessible to children		
vi. Hot water inaccessible to children		
vii. No dangling cords		
viii. Floors dry / non slip		
ix. Safety plugs used in power points		
x. All matters of hygiene considered		
O. Outside / Building External		
i. Fences in good condition		
ii. Gates and locks working		
iii. Equipment locked away		
iv. Dangerous plants removed or made safe		
v. Play equipment appropriate and safe to use		
vi. Perimeter fire breaks clear and serviceable		

vii. Exterior of building clean and free of damage.		
P. Other Areas of Concern Identified but not listed.		

Name of Checker: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Dealing with Complaints or Incidents***

PORT MACQUARIE CHRISTIAN FELLOWSHIP values the privacy obligations and respect the privacy rights of children as well as those people who provide information. Because of the sensitive nature of personal information, PORT MACQUARIE CHRISTIAN FELLOWSHIP Church has established policies and procedures that provide safeguards regarding the collection, use and disclosure of sensitive information. Any sensitive and/or confidential information will be kept in a secure manner.

The *Privacy and Personal Information Protection Act 1998* suggests you can protect an individual's information by ensuring:

1. Personal information is collected in the correct manner and for a specific purpose (e.g. the Working With Children Check and Referee check)
2. Asking permission prior to obtaining personal information
3. Storing personal information securely
4. Personal information can only be accessed by authorised person
5. Policy in place outlining when personal information needs to be accessed
6. Ensuring personal records aren't altered or forged
7. Checking the accuracy of information provided
8. Policy in place for disclosing information to others

To avoid confusion and maintain confidentiality, everyone, including children, should be made aware of the need to report serious matters involving child protection to external authorities. You cannot promise confidentiality in these matters; however, you must assure privacy in handling the matter and that only those who need to know will be advised.

## ***Complaint & Incident Templates***

# Complaint & Incident Form - Form 08

(Place Logo / Header here)

## PORT MACQUARIE CHRISTIAN FELLOWSHIP Church Complaints and Incidents Record Form

Use this form to record complaints or incidents in the church

If the complaint / Incident involves child abuse (risk of significant harm to a child) the form is to be filled in by the Child Safety Officer.

Where an accident or incident has occurred and child abuse is not suspected, the form can be filled in by the Team Leader and a copy provided to the Child Safety Officer for review and filing.

This form should be used to

1. Record a suspicion, allegation or disclosure of child abuse or a complaint of inappropriate behaviour.
2. Record any incidents that occur at PORT MACQUARIE CHRISTIAN FELLOWSHIP Church. These will be assessed and under a Risk Assessment and any resulting actions implemented.

Child Abuse Complaint or Inappropriate behaviour

Incident Report

1. Recorders Name & Position: \_\_\_\_\_  
\_\_\_\_\_
2. Name of Child or Young Person involved: \_\_\_\_\_  
\_\_\_\_\_
3. Name of person making Complaint \_\_\_\_\_  
\_\_\_\_\_
4. Name of the person who the complaint is made against \_\_\_\_\_  
\_\_\_\_\_
5. Nature of the complaint – include times, date, location and what happened. (This can include observations of the child's behaviour)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Details of any injuries and if the child received medical attention:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Accurately record what the child said when describing what happened.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Details of anyone who saw what happened

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9. Does this complaint indicate the possibility of child abuse, i.e. Physical abuse, sexual abuse or neglect? The Abuse trees can be used to determine appropriate actions. See following. Yes  No

10. If Yes, provide details of your report to Community Services Ph: 132 111  
Person Spoken to: \_\_\_\_\_ Date: \_\_\_\_\_

11. Does this complaint indicate that an employee or volunteer engaged child abuse resulting from  
i) Sexual misconduct Yes  No   
ii) Serious physical assault

12. If Yes, provide details to  
i) The Children's Guardian Enter details through WWCC website. Date: \_\_\_\_\_  
ii) Inform the accused person Date: \_\_\_\_\_

13. If complaint relates to inappropriate behaviour, details of internal discipline process followed. (Make note of any support, counselling that was offered to the person against whom the complaint was made.

14. Any follow up required? Yes  No

15. If Yes, provide details

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Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

Notes: See Tree Charts and guides to recognise abuse to assess appropriate reporting process.



***What is 'risk of significant harm'?***

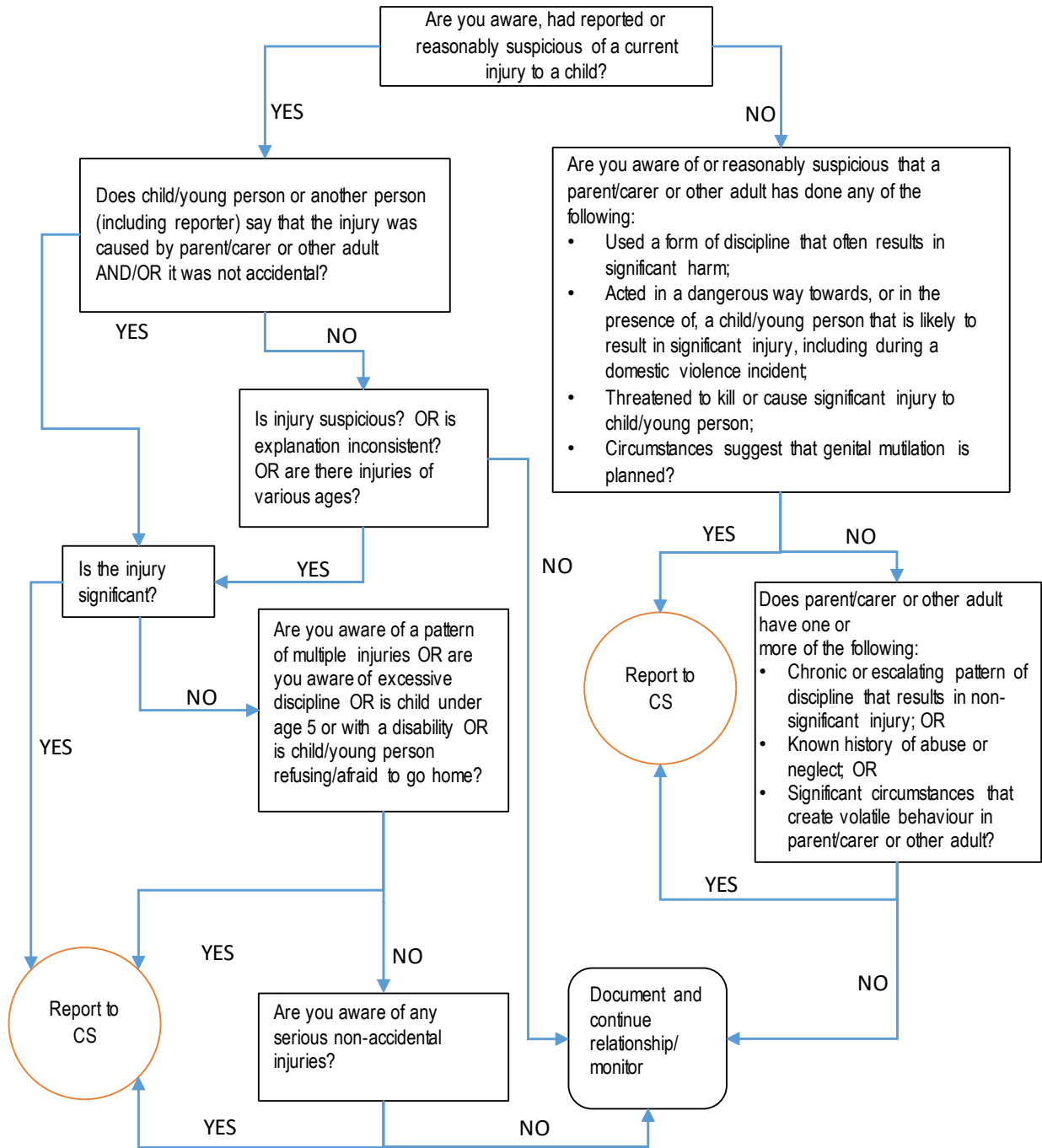
A child or young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or wellbeing of the child or young person are present to a significant extent.

Significant means that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent.

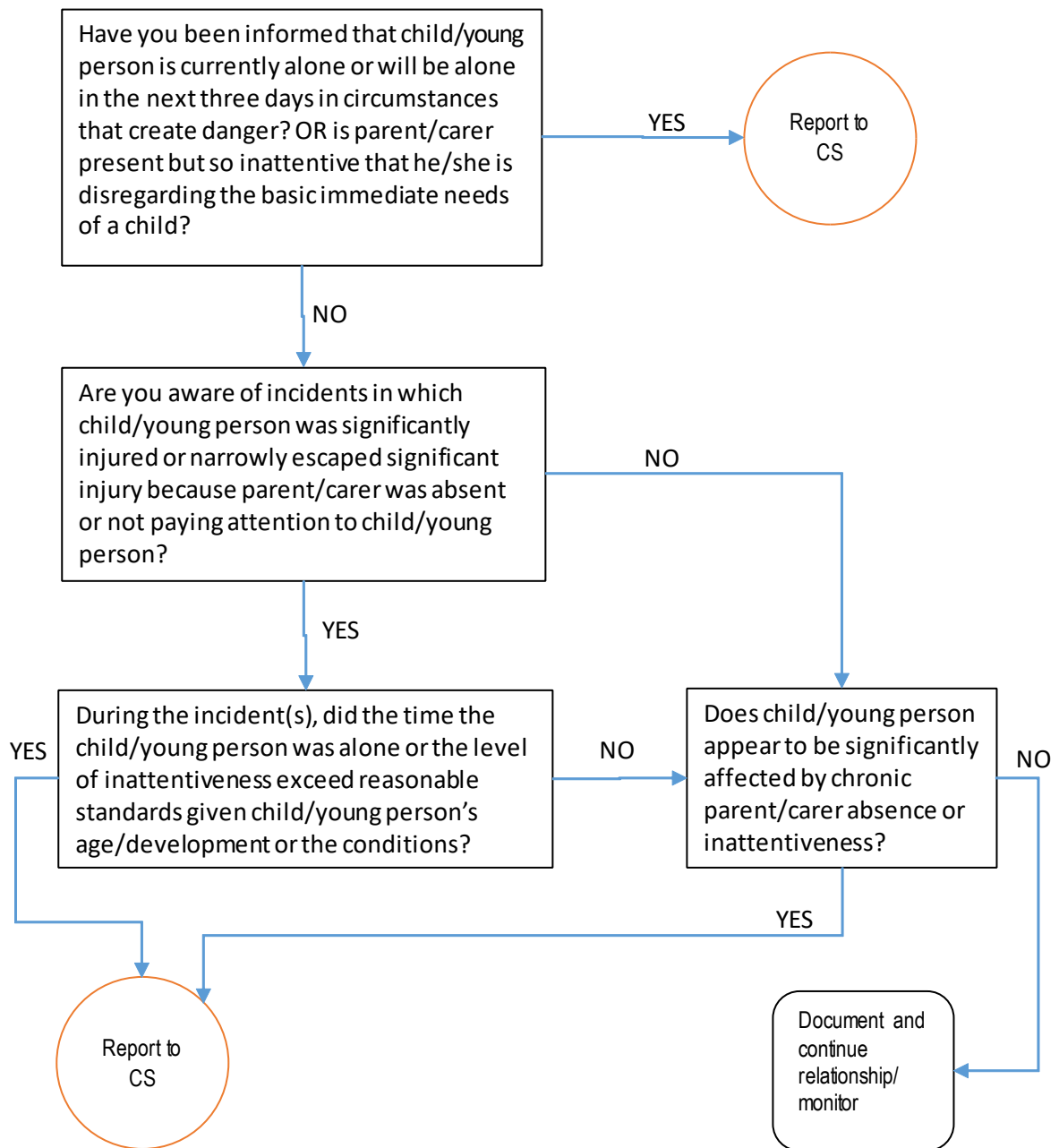
What is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing.

Significance can result from a single act or omission or an accumulation of these.

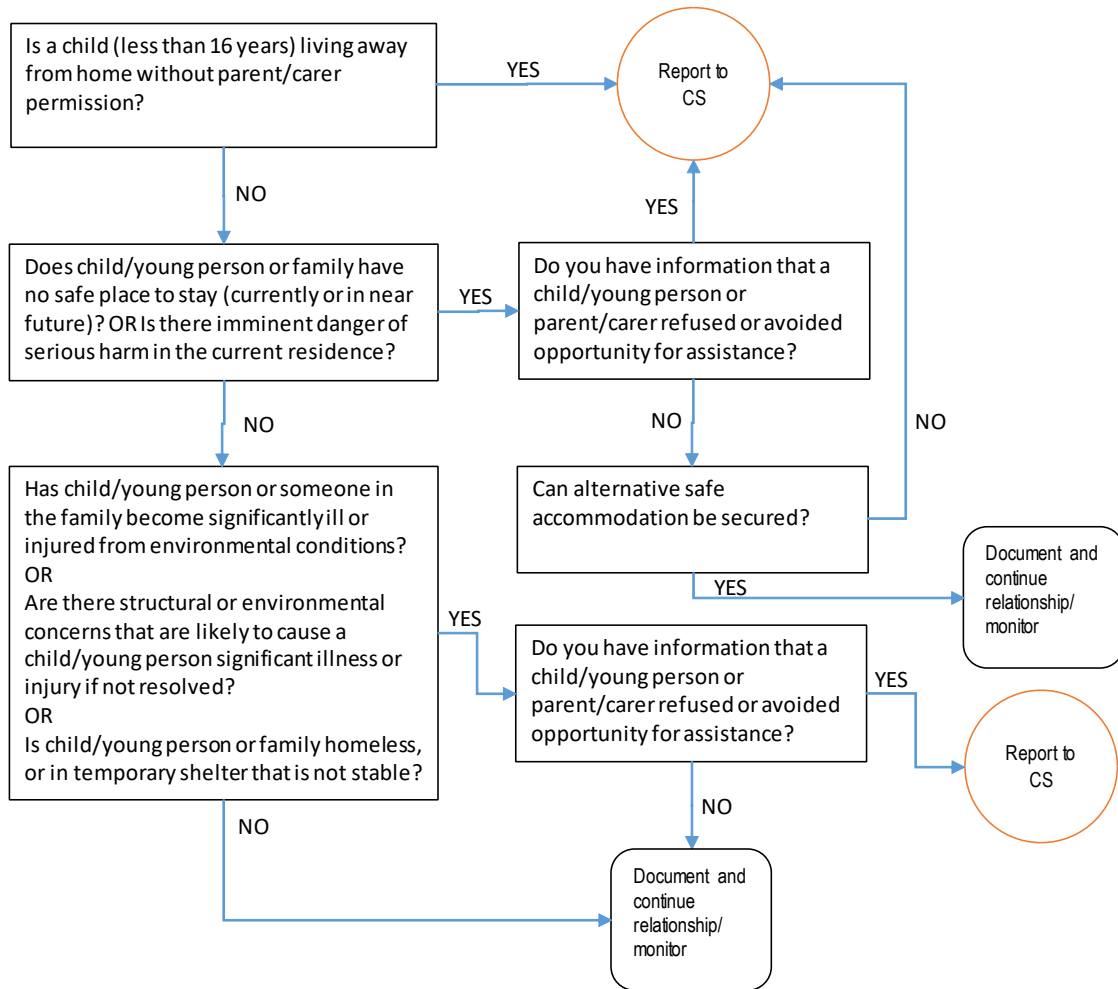
## PHYSICAL ABUSE



## NEGLECT - SUPERVISION



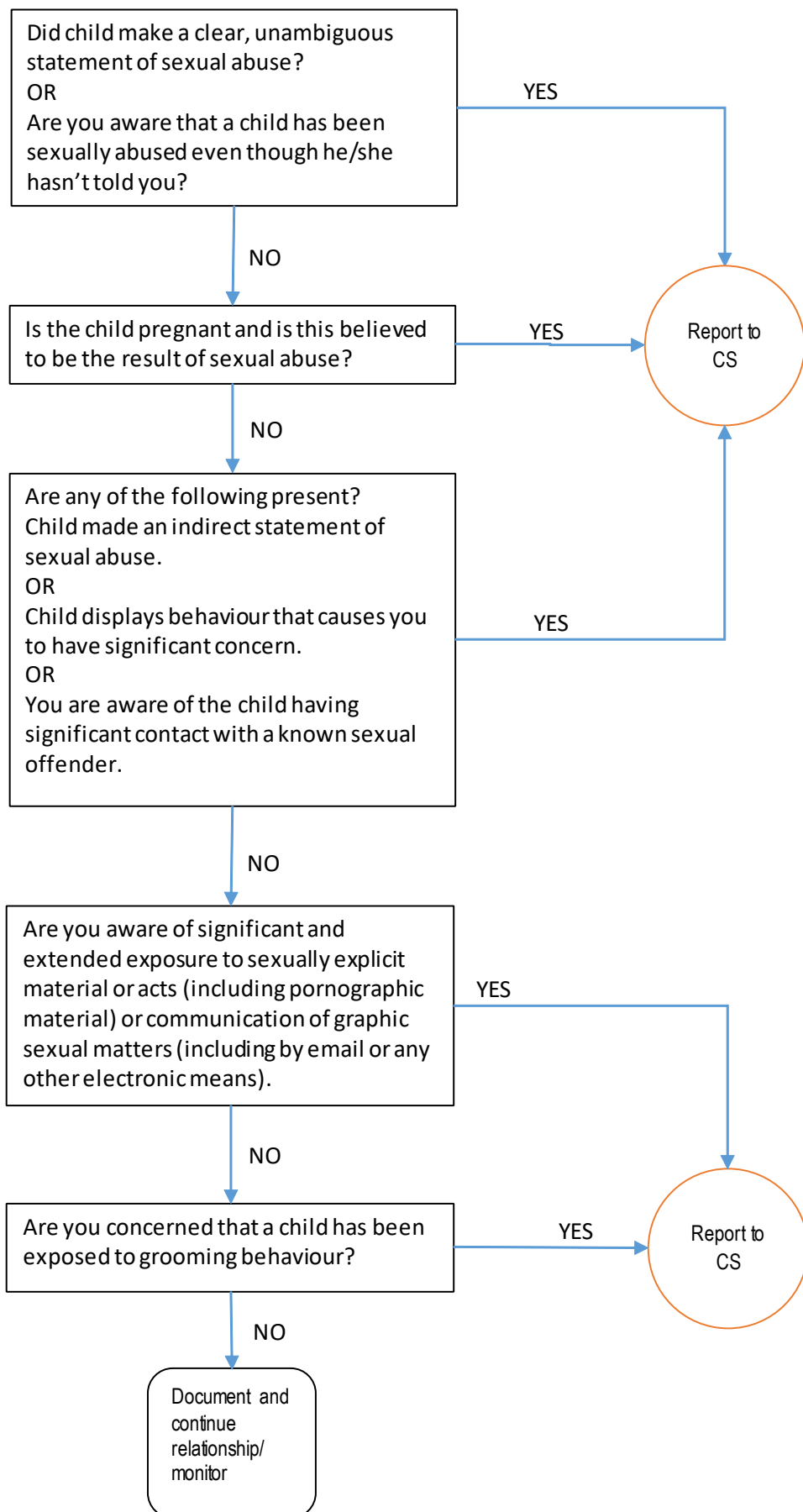
## NEGLECT - SHELTER



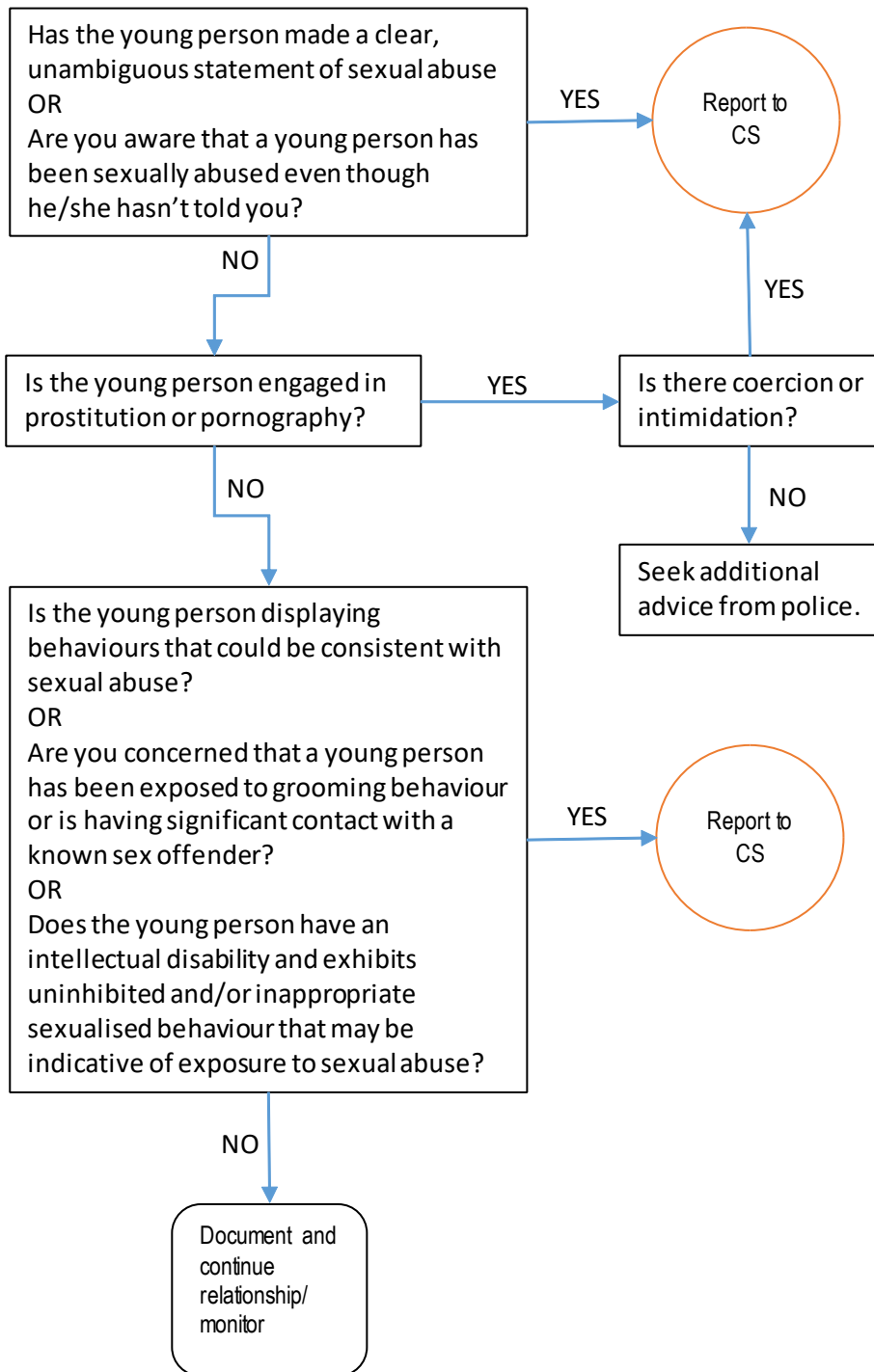
## SEXUAL ABUSE (0-15 Year Olds)

**Grooming** behaviour is a pattern of behaviour aimed at engaging a young person as a precursor to sexual abuse. Any individual with access to a young person has done at least one of the following examples of grooming behaviour with the young person: manoeuvring to get time alone with young person, buying the young person gifts, taking young person to fun places, building trust with young person, providing drugs or alcohol, or getting a vulnerable young person to feel special and loved. When considering adults who are not previously known to be sexual offenders, only consider these actions as potentially grooming behaviour if there is no acceptable or appropriate alternative explanation. For example, it should not be considered grooming for a relative to buy gifts, take young person to fun places and try to build a trusting relationship with a young person or make him/her feel special.

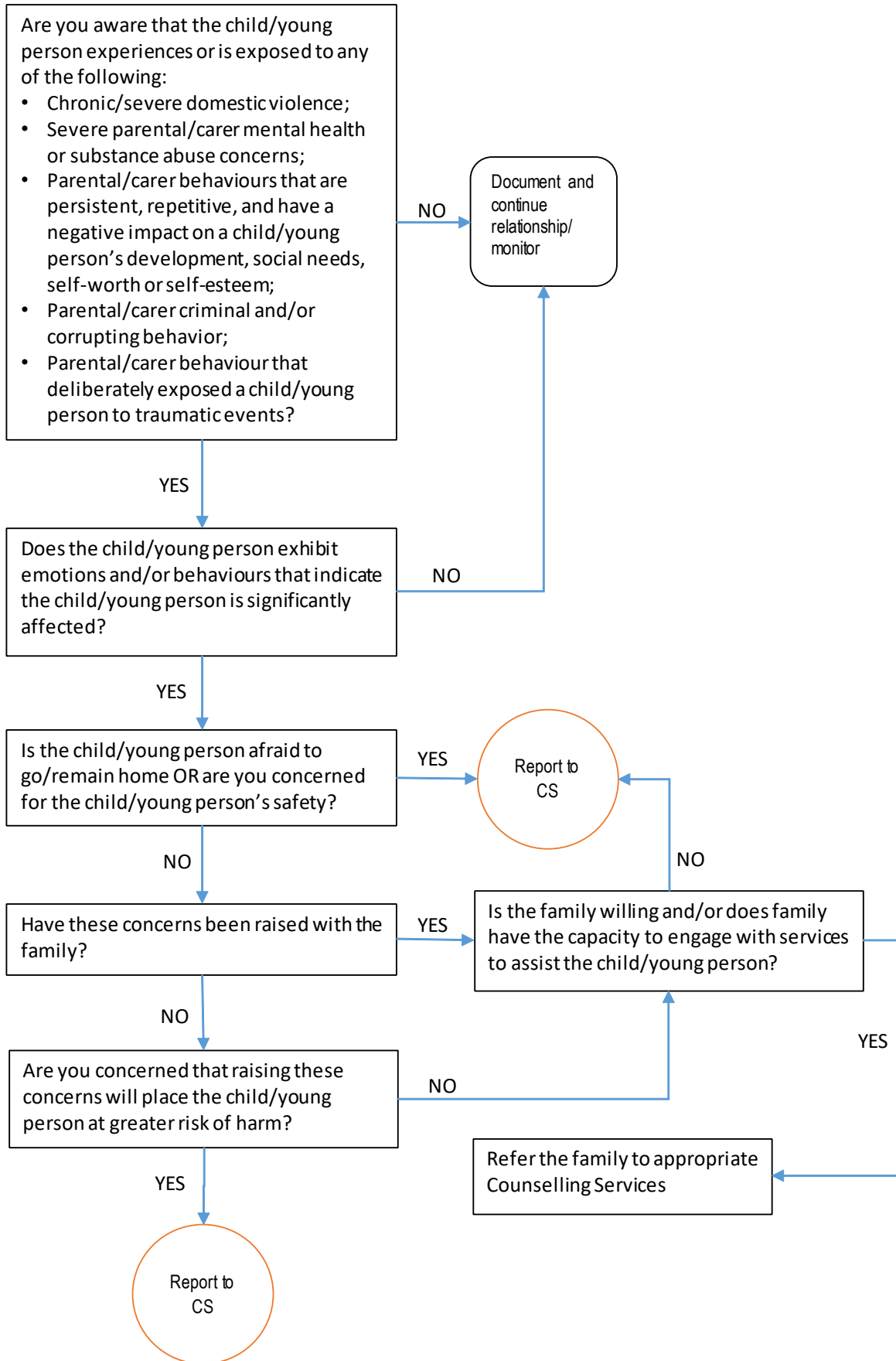
### SEXUAL ABUSE (0-15-Year-Old)



### SEXUAL ABUSE (16-17 Year Olds)

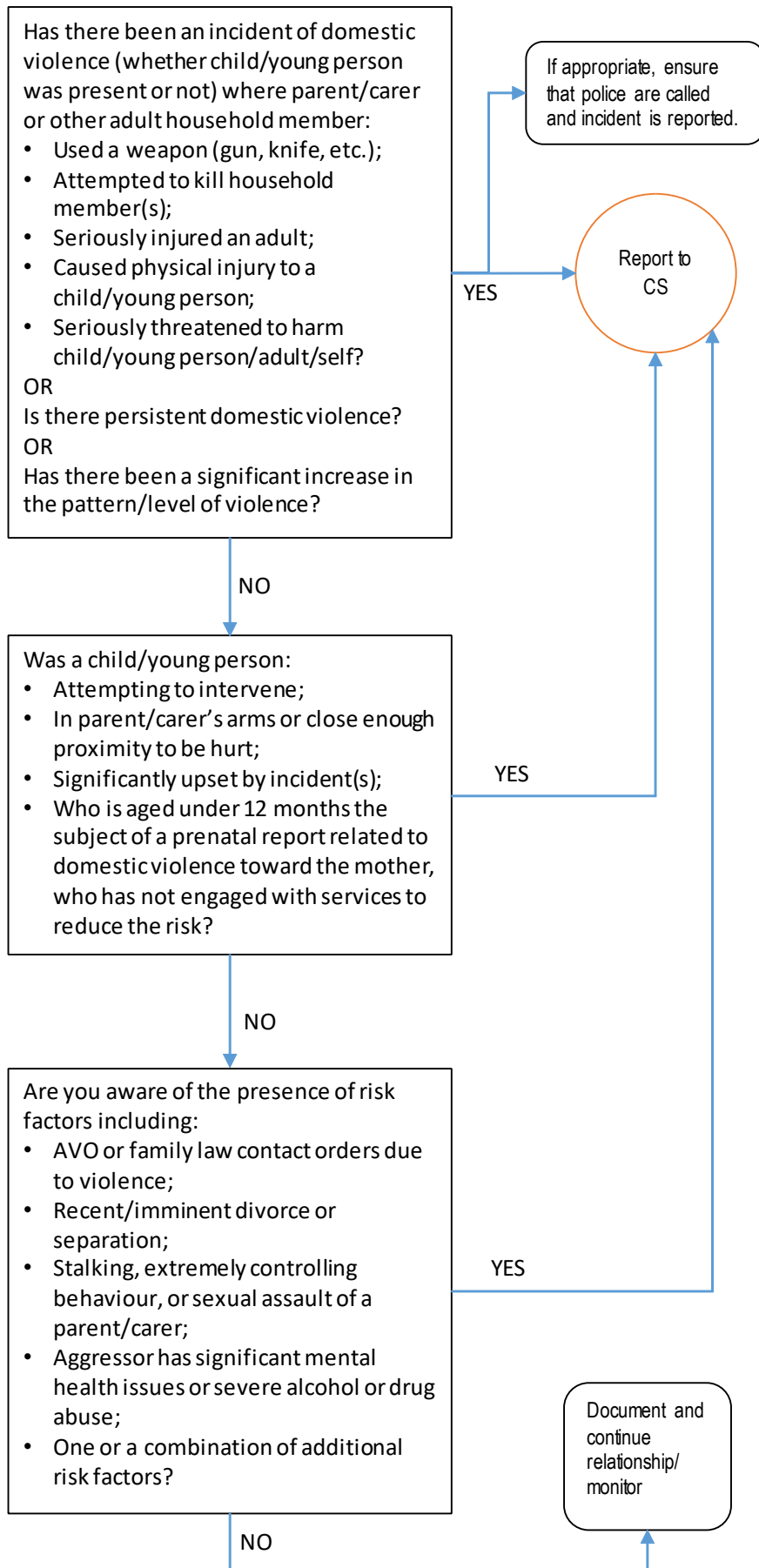


## PSYCHOLOGICAL HARM

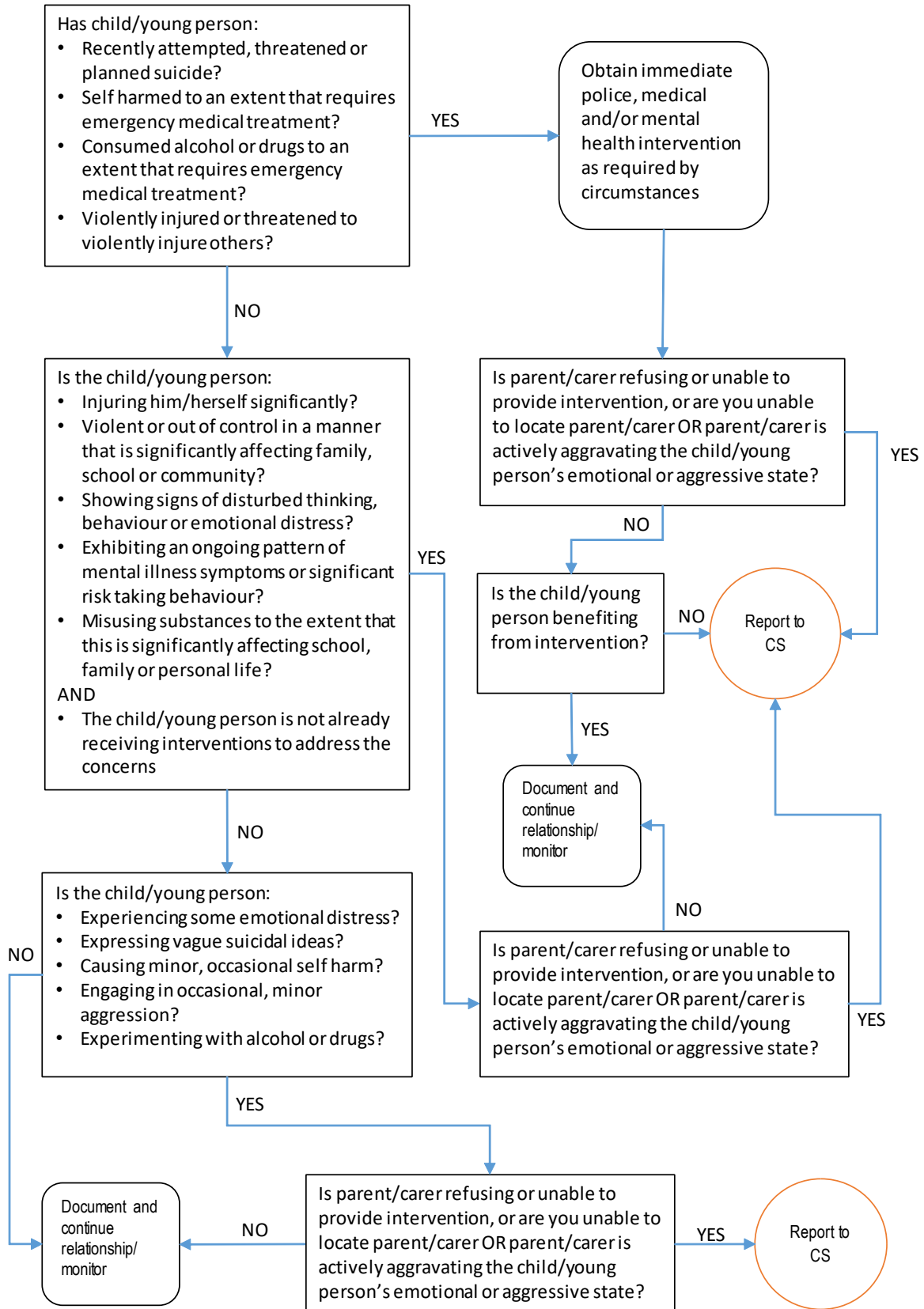


## DOMESTIC VIOLENCE





## DANGER TO SELF



## Physical abuse

Physical abuse occurs if a child or young person sustains a non-accidental injury or is being treated in a way that may have or is likely to cause injury. The injury may be inflicted by a parent, carer, other adult or child or young person.

### *Potential Indicators of physical abuse*

In children & young people	In parents or caregivers
<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• bruising on the face, head or neck</li> <li>• other bruising or marks showing the shape of the object that caused it</li> <li>• lacerations and welts</li> <li>• adult bite marks and scratches</li> <li>• bone fractures or dislocations, especially in children under two years of age</li> <li>• burn marks or scalds</li> <li>• multiple injuries or bruises, maxillo-facial or dental injury, for example from force feeding</li> <li>• unspecified internal pains</li> <li>• explanation inconsistent with injury</li> <li>• head injuries in infants where the infant may be drowsy or vomiting, or have glassy eyes, fixed pupils or pooling of blood in the eyes suggesting the possibility of having been shaken</li> <li>• ingestion of poisonous substances, alcohol or drugs</li> <li>• behaves aggressively and violently towards others, particularly younger children</li> <li>• physical indicators consistent with female genital mutilation</li> </ul>	<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• visits with child to health or other services with unexplained or suspicious injuries, swallowing of non-food substances or internal complaints</li> <li>• non-family member presents child to health services</li> <li>• presentation at a number of different medical centres/services over time</li> <li>• explanation of injury is not consistent with the visible injury</li> <li>• family history of violence</li> <li>• disclosed/apparent use of excessive discipline</li> <li>• aggressive behaviour displayed in the presence of the child or young person</li> </ul>
<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• wears clothing, inappropriate to the weather conditions, to conceal injuries</li> <li>• direct or indirect disclosure of physical abuse</li> <li>• explosive temper out of proportion to precipitating event</li> <li>• fears going home or expresses a desire to live</li> </ul>	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• history of their own maltreatment as a child</li> <li>• fears injuring their own child</li> </ul>

somewhere else <ul style="list-style-type: none"> <li>• lacks empathy</li> <li>• general indicators consistent with female genital mutilation (e.g. having a 'special operation or ceremony')</li> <li>• constantly on guard around adults, cowers at sudden movements, unusually deferent to adults</li> <li>• Aggression with peers and in play</li> </ul>	
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## Sexual abuse

Sexual abuse is sexual activity or behaviour that is imposed, or is likely to be imposed, on a child or young person by another person. Sexual activity includes the following: sexual acts; exposure to sexually explicit material; inducing or coercing the child or young person to engage in, or assist any other person to engage in, sexually explicit conduct for any reason and exposing the child or young person to circumstances where there is risk that they may be sexually abused.

### *Potential Indicators of sexual abuse*

In victims	In non-offending parents or caregivers	In perpetrators
<i>Physical</i> <ul style="list-style-type: none"> <li>• pregnant and reluctant to identify father</li> <li>• diagnosed sexually transmitted infection</li> <li>• trauma to the genital region, including bruising, bleeding and tearing</li> <li>• trauma to the breasts, buttocks, lower abdomen or thighs including bite/burn marks</li> </ul>	<i>Physical</i> nil	<i>Physical</i> nil
<i>Social/psychological</i> <ul style="list-style-type: none"> <li>• direct or indirect disclosure of sexual abuse</li> <li>• contact with an alleged or known sex offender</li> <li>• describes or re-enacts sexual acts with age inappropriate knowledge</li> <li>• unexplained money or gifts</li> </ul>	<i>Social/psychological</i> <ul style="list-style-type: none"> <li>• defers to partner</li> <li>• may minimise disclosure</li> </ul>	<i>Social/psychological</i> <ul style="list-style-type: none"> <li>• appears to encourage, tolerate sexualised behaviour</li> <li>• controlling attitude and behaviour to child, young person and/or partner</li> <li>• exposes child or young person to prostitution or pornography, or uses a child or young person for pornographic purposes</li> </ul>

<ul style="list-style-type: none"> <li>• sexually provocative</li> <li>• risk taking behaviours, self harm, suicidal ideation and alcohol or drug use</li> <li>• poor self esteem</li> <li>• disturbed sleep and nightmares</li> <li>• marked changes in behaviour, for example a confident talkative child becoming suddenly introverted, or an introverted child becoming aggressive or not wanting to be alone</li> <li>• eating disorder</li> <li>• regresses in developmental achievements, child is excessively clingy or begins soiling and wetting when these were not formerly a problem</li> <li>• sexual themes in the child's artwork, stories or play</li> <li>• fears going home or expresses a desire to live elsewhere</li> <li>• persistently runs away from home</li> <li>• goes to bed fully clothed</li> <li>• wears baggy clothes in order to disguise gender, body shape, bruising or injuries</li> <li>• engages in, talks about sexual acts including violent sexual acts</li> <li>• knows about practices and locations usually associated with prostitution</li> </ul>		<ul style="list-style-type: none"> <li>• intentionally exposes child or young person to the sexual behaviour of others</li> <li>• committed or has been suspected of child sexual abuse or child pornography</li> <li>• coerces child or young person to engage in sexual behaviour with other children and young people</li> <li>• minimises disclosure or defends against accusations of sexual abuse by claiming the child or young person is lying</li> <li>• inappropriately curtails development of child's age appropriate independence from the family</li> <li>• overly critical of adult partner</li> <li>• family denies pregnancy of child or young person</li> <li>• minimisation of the impact or seriousness of abuse</li> <li>• justification of abuse by blaming victim</li> <li>• grooming behaviour</li> </ul>
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## Psychological harm

The child or young person's psychological state has been, or is at risk of, being harmed, because of the parent or carer's behaviour or attitude. This could be due to domestic violence, mental health, drug and alcohol use, criminal or corrupting behaviour or deliberate exposure to traumatic events.

### Potential Indicators of psychological harm

In children & young people	In parents or caregivers
<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• self-harms, attempts suicide</li> </ul>	<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• uses inappropriate physical or social isolation as punishment</li> <li>• presence of domestic violence</li> </ul>
<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• feels worthless, low self esteem, not confident</li> <li>• takes extreme risks, is markedly disruptive, is a bully, is aggressively violent</li> <li>• regresses in developmental achievements, child is excessively clingy or begins soiling and wetting when these were not formerly a problem</li> <li>• doesn't value others or show empathy</li> <li>• lacks trust in people</li> <li>• lacks age appropriate interpersonal skills</li> <li>• extreme attention seeking</li> <li>• impaired parental or caregiver attachment</li> <li>• depressed, anxious or other mental health indicators</li> <li>• avoids adults</li> <li>• obsessively flattering, submissive to adults</li> <li>• has difficulty maintaining long term significant relationships</li> <li>• highly self-critical</li> <li>• displays rocking, sucking, head-banging behaviour</li> </ul>	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• constantly criticises, belittles, teases child/young person</li> <li>• ignores or withholds praise and affection</li> <li>• persistently hostile and verbally abusive, rejects and blames child unnecessarily</li> <li>• makes excessive or unreasonable demands</li> <li>• presence of domestic violence</li> <li>• unmanaged mental health condition</li> <li>• believes that a particular child or young person is bad or evil</li> <li>• isolates and/or prevents the child or young person from engaging in normal peer relationships</li> <li>• unable to respond to the psychological needs of the child or young person due to their own drug and/or alcohol use</li> </ul>

## Domestic and family violence

Domestic and family violence is any abusive behaviour used by a person in a relationship to gain and maintain control over their partner or ex-partner. It can include a broad range of behaviour that causes fear and physical and/or psychological harm. If a child or young person is living in a household where there have been incidents of domestic violence, then they may be at risk of serious physical and/or psychological harm.

### *Potential Indicators of parent/carer domestic violence*

In children & young people	In adult victims	In perpetrators
<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• preterm and low birth weight baby</li> <li>• low weight for age and/or fails to thrive and develop</li> <li>• unexplained physical injuries</li> <li>• uses or abuses alcohol or other drugs</li> <li>• eating disorders</li> <li>• psychosomatic complaints</li> <li>• aggressive or violent behaviour</li> <li>• regresses in developmental achievements, pre-school child is excessively clingy or begins soiling and wetting when these were not formerly a problem</li> <li>• wears concealing clothing, in order to hide bruising or injuries</li> </ul>	<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• explanation inconsistent with injury</li> <li>• bruising and other injuries, especially if pregnant</li> <li>• minimises injuries and/or pain</li> <li>• wears concealing clothing, in order to hide bruising or injuries</li> <li>• unwanted pregnancy or sexually transmitted infection through coerced sex/refusal by sexual partner to use contraception</li> <li>• unexplained miscarriage or stillbirth</li> <li>• alcohol and/or drug abuse</li> </ul>	<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• physical signs of the victim fighting back, such as facial scratches and injuries to hands</li> </ul>
<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• directly or indirectly discloses domestic violence</li> <li>• difficulties with sleeping, eating</li> <li>• over-protects mother or fears leaving mother at home</li> <li>• no or little emotion or fear when hurt or threatened</li> <li>• unusual fear of physical</li> </ul>	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• nutritional and sleep deprivation or disorders</li> <li>• feels anxious and depressed</li> <li>• low self-esteem</li> <li>• socially isolated</li> <li>• disclosure of suicidal thoughts and attempts</li> <li>• submissive and withdrawn</li> </ul>	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• directly or indirectly discloses domestic violence</li> <li>• presents as the victim</li> <li>• visible rough handling of victim, children, pets</li> <li>• threatens to commit acts of violence against family members or pets</li> <li>• is unable to control angry</li> </ul>

<p>contact with adults</p> <ul style="list-style-type: none"> <li>• overly compliant, shy, withdrawn, passive and uncommunicative</li> <li>• poor sleeping patterns, fear of dark, nightmares</li> <li>• frequent school absenteeism, poor concentration</li> <li>• poor academic achiever</li> <li>• insecure attachment with parents</li> <li>• physically, verbally abusive towards siblings, parents and peers</li> <li>• abusive or dismissive attitude to a parent who is a victim</li> <li>• homeless or stays away from home for prolonged time</li> <li>• takes extreme risks</li> <li>• socially isolated</li> <li>• sadness and frequent crying</li> <li>• suicide attempts</li> </ul>	<ul style="list-style-type: none"> <li>• seldom or never makes decisions without referring to partner</li> <li>• frequent absences from work or studies</li> <li>• substantial delay before seeking medical treatment</li> <li>• repeat/after hours presentations at emergency departments</li> <li>• terror or reluctance to speak to those in authority</li> <li>• reference frequently made to a partner's anger or temper</li> <li>• financial problems</li> </ul>	<p>outbursts</p> <ul style="list-style-type: none"> <li>• always speaks for partner or children</li> <li>• describes partner as incompetent or stupid</li> <li>• holds rigidly to stereotypical gender roles</li> <li>• jealous of partner, lacks trust in them or anyone else</li> <li>• does not allow partner or child to access service providers alone</li> <li>• admits to some violence but minimises its frequency and severity</li> <li>• previous criminal convictions or apprehended violence orders imposed against them</li> </ul>
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## Neglect

The child or young person's basic needs (e.g. supervision, medical care, nutrition, shelter and education) have not been met, or are at risk of not being met, to such an extent that it can reasonably be expected to have a significant adverse impact on the child or young person's safety, welfare or well-being. This lack of care could be constituted by a single act or omission or a pattern of acts or omissions.

### *Potential indicators of neglect*

In children & young people	In parents or caregivers
<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• low weight for age and/or fails to thrive and develop</li> <li>• inappropriate provision of nutrition leading to, for example, excessive weight for age</li> <li>• attains general developmental milestones late</li> <li>• poor primary health care, untreated sores, serious nappy rash, significant dental decay</li> <li>• standard of hygiene and self-care is poor</li> <li>• not adequately supervised for their age</li> </ul>	<p><i>Physical</i></p> <ul style="list-style-type: none"> <li>• may have poor standards of hygiene and self care</li> <li>• physical signs of injuries from domestic violence</li> <li>• prioritisation of work and adult interests to essential needs of child or young person</li> <li>• parental drug or alcohol use or dependence having a negative impact on the child's physical, social and psychological health</li> </ul>
<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• scavenges or steals food, focus is on basic survival</li> <li>• longs for or indiscriminately seeks adult affection</li> <li>• poor school attendance</li> <li>• stays at the homes of friends and acquaintances for prolonged periods, rather than at own home</li> <li>• displays rocking, sucking, head-banging behaviour</li> <li>• overly passive, emotionless</li> </ul>	<p><i>Social/psychological</i></p> <ul style="list-style-type: none"> <li>• unable or unwilling to provide or arrange adequate food, shelter, clothing, education, medical attention or a safe home</li> <li>• leaves child without appropriate supervision</li> <li>• abandons child</li> <li>• withholds physical contact or stimulation for prolonged periods</li> <li>• minimal psychological nurturing, 'low-warmth' parenting</li> <li>• limited understanding of child's needs</li> <li>• unrealistic expectations of child</li> <li>• presence of an unmanaged mental health condition</li> <li>• treats one child differently to other siblings</li> </ul>

## Prenatal harm

Refers to parental circumstances or behaviours during pregnancy that may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's safety, welfare or wellbeing.

### *Potential indicators of prenatal harm*

In parents or caregivers
<i>Physical</i> <ul style="list-style-type: none"><li>• pregnant woman misuses alcohol or drugs</li><li>• pregnant woman is/has been victim of domestic violence</li><li>• homelessness</li></ul>
<i>Social/psychological</i> <ul style="list-style-type: none"><li>• pregnant woman has an unmanaged mental health condition</li><li>• pregnant woman is at risk of suicide</li><li>• pregnant woman or caregivers have history of abuse or neglect of siblings of the unborn child</li><li>• a previous child of the pregnant woman was removed or died</li><li>• pregnant woman's partner had a previous child removed or die in suspicious circumstances</li><li>• pregnant woman's significant others are misusing drugs, alcohol or have a mental illness</li><li>• pregnant child or young person with limited social support, such as pregnant child/young person under parental responsibility to the Minister</li></ul>