

Child Safety Policy

Christian Women Communicating Intl
in Australia Inc (CWCI Australia)

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CWCI Australia

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POLICY

Introduction

1. CWCI Australia is committed to providing a child safe and child-friendly environment.
2. CWCI Australia adopts this Child Safety Policy and is committed to sound implementation of it. This policy is intended to help CWCI Australia achieve this.
3. This policy must be followed by every person involved in the ministry of CWCI Australia. Such ministry includes any activities authorised by CWCI Australia.
4. For the purpose of this policy a child is a person under the age of 18 years.

The People Responsible

5. CWCI Australia's National Management Board (NMB) accepts ultimate responsibility for ensuring CWCI Australia is safe for children.
6. CWCI Australia's National Management Board appoints the Head Office Administrator as the Child Safety Risk Management Officer (RMO) and Child Safety National Coordinator.

The RMO is responsible for ensuring that CWCI Australia's Child Safety Policy and Procedures are implemented properly and effectively and is to report quarterly to NMB.

As National Coordinator, the Office Administrator is responsible to provide oversight and ensure that all programs and events operate according to CWCI Australia's guidelines.

7. At the beginning of each term all Regional Boards must nominate a member of their board as their Child Safety Regional Coordinator. They are to oversee Child Safety throughout the region, to ensure that correct procedures are followed and that the appropriate level of training is made available.
8. Childcare Leaders are responsible for the safe planning of any childcare at CWCI Australia ministry events, including Know Your Bible (KYB), Events and Safaris and to engage suitable people to assist them.
9. Childcare Helpers are those who assist with any childcare at CWCI Australia ministry events, including Know Your Bible (KYB), Events and Safaris.

Screening

10. A person must have a valid 'Working with Children Check' (these checks have titles and may vary by state or territory), and/or Police Check, and be screened (including reference-checked) in accordance with the Child Safety Appointment Procedure before serving in any position listed in items 6, 7, 8 & 9 of this policy.
11. A person who has been charged with a violent or sexually related offence (whether convicted or not) cannot be involved in child-related programs or work in immediate proximity to them.

Training

12. The RMO/National Coordinator, all Regional Coordinators, Leaders and Helpers must be trained (face to face and/or online) in accordance with CWCI Australia's Training Procedures.
13. The National Coordinator must maintain a training register of those trained. Refresher training must be held every 3 years.

Accountability

14. No-one is accountable to themselves. Everyone is accountable to someone else.
15. An activity cannot go ahead unless 'Permission-to-Proceed' has been granted in writing by the National Coordinator. This is a critical, foundational principle for Child Safety in CWCI Australia.

General Rules for Conduct

16. Every person involved in operations at CWCI Australia must treat the safety and care of children as paramount.
17. CWCI Australia has adopted a Code of Conduct. Each person involved in childcare for CWCI Australia, including the RMO/National Coordinator, all Regional Coordinators, Leaders and Helpers must comply with the Code of Conduct or face disciplinary action as per the Constitution of CWCI Australia.
18. The only person authorised to speak to the media in relation to Child Safety within CWCI Australia is the President of the National Management Board.

Incident Reporting & Complaint Procedure

19. Allegations of abuse are very serious and require handling with compassion. Children should be believed.
20. Incidents must be reported in accordance with the Child Safety Complaint Procedure on an *Accident/Incident Report (G04-CS)*. Completed forms are to be forwarded to the Regional Coordinator and the RMO. Where applicable they are to be investigated in accordance with the Child Safety Investigations Procedure. Steps must be taken to ensure the safety of children while an investigation is underway.

Record-keeping

21. Information and documents that contain personal information must be stored confidentially and securely in accordance with CWCI Australia's Privacy Policy.

Review

22. This policy must be reviewed and updated by NMB before 31 December of the third year of each NMB term.

This policy was adopted by resolution of the CWCI Australia National Management Board 24/25 July, 2020.

Supporting Documents

Accident/Incident Report (G04)

Child Safety Code of Conduct (G30)

Child Safety Coordinator, Leader and Helper Application Form (G31)

Letter of approval of application (G31A)

Application for Permission to Proceed (G32)

Activity Checklist (G33)

Letter granting permission to proceed (G32A)

Incident Register for Head Office Records (CSE-01)

Child Safety Procedure Manual for CWCI Ministries Handbook that includes Appointment Procedure, Training Procedure Outline, Safety Management Procedures, Incident Reporting, Complaint and Investigation Procedures.

Training Resources for Child Safety Helpers (Module 1); Child Safety Leaders (Module 2 and Regional Coordinators (Module 3).