

CHILD SAFETY PROCEDURES INDEX

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Statement

As part of our commitment to provide a Junior School that is the best possible for all participants in the situation and circumstances I will conduct myself in a way that honours God and brings Him greater glory and

I will:

- take all reasonable steps to ensure the safety and welfare of children, leaders and helpers at SBW 2023
- facilitate an environment where children are valued, respected and included in SBW 2023 activities
- encourage and promote behaviour consistent with the Child Safety Policy
- ensure all applicable requirements of the civil authorities and SBW 2023 are complied with and that proper systems, policies and organisation procedures provide children with a safe environment that minimises risk
- facilitate learning programs seeking to introduce children to God, His Word the Bible, his Son Jesus, and the community of faith because the best thing a child can do is to know God and live as His child
- remember that children have different temperaments, strengths and rates of development and I will value their individual differences
- provide an avenue for feedback from parents and children
- share highlights and challenges – facilitating thanks and celebrations
- budget and steward the resources of SBW 2023
- provide leadership and direction to those working within SBW 2023 activities
- ensure supervision and support for leaders and helpers
- care for children in ways that honour the rights of parents
- ensure that leaders' duties are performed with care, responsibility, accountability, and attention to detail
- provide access to first aid officers, manage any medical situation and maintain all first aid kits
- minimise situations where abuse of children may occur and encourage an environment of disclosure
- ensure appropriate confidentiality of information
- I will be prepared and willing to serve.

1. Child Safety Policy

Policies have been adopted for the safety and wellbeing of children, youth, and children's leaders and helpers at SBW 2023.

We are committed to a safe, secure, loving and respectful environment for everyone, and seek to reflect God's care for all children at all times.

It is the responsibility of everyone attending SBW 2023 to ensure that there is a total and consistent community approach towards the protection and welfare of children.

Strategies and procedures will be implemented that focus on the best interests of children and meet the requirements of NSW child protection legislation. Procedures have been established so that everyone is aware of the standards of behaviour expected of parents, children and leaders.

Helping keep children safe involves:

- minimising the possibility of abuse
- responding appropriately when abuse occurs
- maintaining environments that reduce accidents
- preventing accidents through supervision and planning
- having procedures to respond to any emergency
- helping children develop habits that reduce accidents

2. Parent responsibilities

Parents and Children's Activity Leaders and Helpers are partners in the goals of introducing children to God, His word the Bible, His son Jesus and the community of faith, because we believe the best thing a child can do is to know God and live as His child.

As partners we anticipate families will support the framework that has been developed and encourage their children to:

- be prepared for each activity (be on time, bring Bible, pens, etc as requested)
- understand their responsibility to follow the 5 SBW 2023 rules
- keep themselves and others safe
- support the leaders of SBW 2023 Children's Activities

3. Registration

3.1 Bible Week Registration

All children are to be registered for the SBW 2023 by parents completing the online application to attend SBW.

As part of this application process parents are requested to notify coordinators of any medical conditions or allergies or behaviour patterns that may affect the level of care of their children, particularly any student's medical details and emergency treatment plans.

3.2 Daily Check-in and Collection of Children

- Parents of children under 11 years are required to sign their child in when they arrive and when they leave the **morning** activity.
- Parents of primary school aged children are required to sign their child in when they arrive and when they leave an **evening** activity.
- Parents of high schoolers under 15 need to be signed IN and signed OUT of Daniel's Den evening activity.
- Young people 15 - 18 may sign themselves IN and OUT of Daniel's Den with parental consent (see Appendix 2).
- Parents should message the Group Organiser if their child will not be attending an activity.
- With Parental consent (see Appendix 2) children 11 years and over may sign themselves in at the beginning of morning's activity and sign themselves out at the conclusion of the morning's activity.
- Children cannot leave an activity without explicit parental consent by attendance in person or by sending a message to the Group Organiser.
- Parents must accept responsibility for their child up until they sign in and after they have signed out.

3.3 Supervision of children outside activity times

- Parents are reminded there are potential road and environmental hazards around the school, and that they are responsible for monitoring their children outside the times they are attending activities at the specific times listed on the page "Responsibilities for Children" in SBW 2023 Program booklet.
- The school campus is open to the public so due care should also be taken with the possibility of stranger danger.
- Parents should also consider the risks to child safety inherent in communal living – shared toilets, showers, living quarters.
- Children are allocated rooms with due regard to their age and maturity and the proximity of parental supervision or supervision by other adults with WWCC.
- Parents are consulted in regard to any likely difficulties or anomalies in the room allocations of their children.
- When supervising children within the school grounds, parents are encouraged to treat all facilities, equipment, school staff and other users of the facilities with respect. Particular mention is made with regard to care of gardens.
- The school's Equestrian Centre and Staff residences are out-of-bounds.

4. Daily Routine

Refer to SBW 2023 Program Booklet for activity timetables and rosters.

5. Meal time Supervision

It is the responsibility of parent/guardian/carer to ensure that all children are appropriately supervised during meal times. Meal time supervision of children is not provided by SBW 2023 organisers.

6. Sun Protection

We aim to ensure that all children attending SBW 2023 Junior School activities will be protected from the harmful rays of the sun.

- children and leaders should wear sun protection clothing when outside
- children and leaders will be required to supply their own sun protection clothing
- leaders will direct children to wear hats for extended outside play
- children will not share hats
- an SPF 30+ broad spectrum water resistant sunscreen will be made available
- where children have allergies or sensitivity to the sunscreen, parents will be asked to provide an alternative sun screen and/or protective clothing.

At other times parents must assume responsibility in these matters.

7. Photographing Children

During SBW children may be photographed and photographs used in visual presentations during the course of the Bible Week, published in a Photobook available to attendees after the week. While there is no prohibition relating to such photography in NSW, as a courtesy, parents will be asked to sign a form (see Appendix 1) if they are willing to have their child photographed and photographs used as indicated.

7. Student Responsibilities

All children attending SBW 2023 Junior School will be asked to be aware of and agree to observe the following rules. These behaviours are part of each individual's agreement to be a member of this group. Behaviour in direct opposition to these rules could result in children being removed from the group.

Spring Bible Week @ Armidale 2023 Rules
1. I co-operate and follow instructions
2. I use kind actions and words No put downs, teasing, swearing or threatening words
3. I keep my hands and feet to myself
4. I stay with my group
5. I look after things that belong to others
Is it BEST, is it SAFE, is it KIND?

8. Junior School Leaders' Responsibilities

We give children our best.

We need to be wise and cautious about how we interact with them - protecting the wellbeing of children is our “duty of care”.

Leaders have an obligation to take steps to protect their own safety and the safety of others at SBW 2023. Bible Week organisers will roster Leaders and Helpers to supervise Children's Activities ensuring that supervision is maintained with clearly defined levels of responsibility.

The degree of supervision required will vary according to

- the activity – duration and nature
- the venue
- the time
- the age and maturity of the children
- the gender mix
- the size of the group

(Note: The designation of “Leaders” of Junior School activities may vary.)

8.2 Principles of supervision

Leaders will

- Know where each child is at all times
- Be aware of noise, silence or a change in noise
- Position themselves with the best possible view of the area
- Scan and be aware of all children’s location and activity levels

Leaders will be given a copy of the Junior School Leader Responsibilities and Procedures for the group they will be leading (Junior High, Primary, Preschool, or Tiny Tots).

All leaders are asked to:

- be aware of evacuation procedures
- ensure children are not left unattended during SBW 2023 activities
- avoid situations where they (the adult) are alone in an enclosed space with a child.
- clarify any areas of uncertainty with the Organiser/s of the activity

Where leaders are left with the responsibility of a single child

- ensure that it is in an open space in view of others
- the leader exit the room and wait in the corridor while maintaining visual contact with the child

Leaders have been selected and rostered on to activities with due consideration to:

- their character
- the age of the students,
- the skills and experience of the leader,
- the correct ratio of children to adults,
- at least two leaders per class,
- where possible the two leaders are not closely related and ideally rooms are staffed with leaders of both genders.

The Group Organiser will make regular visits to the activity venue to insure that activities are properly supervised and be 'on call' during all activities of their group.

The SBW 2023 Children's Coordinator will be 'on call' for all children's activities.

8.3 Dress

Leaders and helpers will dress appropriately for the context. You may be sitting, walking, bending over, crawling and participating in games.

All leaders are to model appropriate sun protection behaviour and enforce the sun protection policy.

8.4 Physical Contact

Touch is an essential component in nurturing children so physical contact will be age and developmentally appropriate.

The following guidelines are promoted for genuine and positive displays of love:

Hugs & Kisses

- Do NOT initiate full contact, body-to-body hugs, or kisses.
- A sideways hug is a safe hug.

Sitting on Lap

- Appropriate sitting on laps may occur with children up 2 years old if initiated by the child and the child cannot be encouraged to sit beside you.
- School-aged children are to sit next to the leader or helper.

Touch

- Touch is usually short and quick.
- Gentle contact during activities is appropriate.
- Touching children's heads, shoulders, arms, and hands and centering touch around the 'bony bits' on the body is acceptable.

9. Managing Children

Gentleness, respect, and understanding guides our actions and words.

So leaders will:

- know how many children are in the group
- get to know (and use) their names
- give clear, firm, single instructions
- consistently ensure rules are followed - if disruptive behaviour occurs, deal with it calmly & quickly.
- love them as Jesus would

9.1 Reward, Recognition and Encouragement

It is good to recognise, encourage and reward appropriate behaviour. Leaders are encouraged to give verbal recognition and affirmations to children and use high fives, fist pumps, and thumbs up.

9.2 Toilet Procedures

We strongly encourage parents and their children to visit the toilets prior to each session.

During session:

- ALWAYS send 2 children together of same gender – older child with a younger child.
- When taking a group of children to the toilets the leader will remain at the main entrance to the toilet block.
- If a child appears to be taking a longer than expected, call the child's name.
- If a child requires assistance, the leader will prop open the toilet stall door and leave the stall door open as he/she assists the child.
- Leaders will not be alone with a child in a toilet with the door closed, and will not go into a toilet stall with a child and shut the door.
- Leaders will encourage children to wash their hands after using the toilet.

9.3 Management of Challenging Behaviour

If disrespectful, disruptive or dangerous behaviour occurs, deal with it calmly/quickly with the aim of keeping everyone safe and restoring the relationship quickly and minimising disruption.

Using a low, slow voice:

APPEAL TO THE CHILD

REMIND: “(Child’s name)”... WAIT for attention...“you just (name action) and it was (unsafe/unkind)”.

ENSURE THE SAFETY OF ALL PRESENT - THE CHILD, THE GROUP, YOURSELF

- REMOVE the child away from the group to a position near you (do NOT restrain the child with force)
- REMOVE the group from any danger, helper may need to do this
- RESTRICT harm to yourself

REPORT: Call Lis and ask for help. DO NOT leave the room/children.

9.3.1 Serious Incident

If a serious or repeated incident occurs or a leader feels unsure of a situation call the Group Organiser immediately. Contact number in Group Folder.

9.4 Mobile Phone policy

Children with mobile phones are requested not to use them during SBW 2023 session times without a leader’s permission.

10. First Aid

SBW has:

- a First Aid Officer. The First Aid Officer and mobile contact number are shown in the Program booklet and in the Group Folder.
- First aid kits – Basic (for minor incidents) and First Aid Kit (for more serious incidents)
- Procedures for recording all treatment administered (Ouch Form - Appendix 7.1, More serious incident forms – Appendix 7.2)

10.1 Pre-existing Medical Conditions

During SBW parents/carers/guardians are generally responsible for managing their children's pre-existing medical conditions. Parents will provide the Committee with relevant management plans to assist those caring for children in Junior School. Should issues relating to a pre-existing medical condition arise in Junior School, Junior School leaders will contact the parents/carers/guardians immediately and in the meantime manage the child in accordance with the management plan provided by the parents/carers/guardians.

10.2 Minor Accidents

A basic first aid kit will be available for leaders to use for incidents that can be managed with water, a cloth, a little cream, and a bandaid.

Only leaders are permitted to use the basic first aid kit and are reminded to wear disposable gloves in all incidents involving blood or body fluids.

An **Ouch** form will be filled out and given to the Group Organiser. They will give it to the parents.

Appropriate accident and medical forms will be completed for any incidents that occur (Appendix 7)

A fully equipped first aid kit will be placed in the Committee room. Generally contact the First Aid Officer if it is considered necessary to use the fully equipped first aid kit.

10.3 Serious Accident

For example, where there are broken bones, convulsions, fainting, unconsciousness, burns, any head injury or other serious bodily injury:

- Keep calm and keep the injured child as calm as possible.
- Do not move the injured child and **do not leave them**.
- Send for First Aid Officer, the Group Organiser or other adult help.

If any of the following occur, the child should be taken to a doctor (hospital or surgery):

- any possibility of spinal injury
- any head injury
- eye damage
- or the child becomes unconscious

Contact numbers for the Group Organiser, First Aid Officers, Ambulance, Fire Station and other emergency services all appear in the Group Folder.

11. Evacuation Procedure

All children and leaders will be aware of evacuation procedures established by the venue. Emergency procedures will be outlined during the Welcome evening and the first sessions for each children's group.

All Children's Activity Leaders will have a whistle attached to their Group Folder.

Signal: The Activity Leader will alert nearby rooms by blowing whistle and calling out "Emergency Evacuate!"

Steps of Action:

Instruct children: "This is an emergency." Instruct for calm and quiet.

- Children are to STOP, LOOK and LISTEN to the leader and FOLLOW instructions
- Collect the roll and have children line up in double file at the door, leaving all equipment in the room (ie: with nothing in their hands.)
- Call the roll and count children. Note on the roll the number of children present, and the names of any children who are not currently with the group

Evacuate all children to the grassed area between the classrooms and the NEGS Sport Centre - walk quickly, but safely in double file – listening but NO talking.

At assigned area

- follow the Group Organisers directions and NO talking.
- sit facing away from the buildings
- count the number of children in the group, and note this number on the roll with the time at which this count was made.
- check the name of each child against the names on the roll.

One designated leader checks hallways, classrooms and toilets for any unaccounted for children.

12. Disclosure by Children

At times children may reveal highly personal information (suicidal thoughts; current or past abuse or current risk of harm to self or others; dangerous activities).

It is the responsibility of the person to whom the disclosure is made to:

- stay calm and listen,
- do not ask leading questions,
- offer reassurance that it is OK to talk about what's bothering the child,
- report your concern to the Child Safety Officer as soon as possible.

Other things to be mindful of:

- If a child has an injury that can't be adequately explained or which the child attempts to hide or deny;
- the student has an inappropriate interest in or knowledge of sexual matters or acting out of sexual behavior;
- is frequently dirty or smelly or inadequately dressed,
- is undernourished,
- does not receive appropriate medical care for injuries.

All allegations or suspicions will be kept confidential and be discussed only with the Group Organiser and/or the Child Safety Officer.

Child Protection:

- All attendees living on-site at NEGS and/or leading or helping with activities that involve persons under 18, who are 18 or over and reside in NSW, will provide the Organising Committee with their current WWCC details for verification.
- Junior School Leaders will be instructed on the necessary procedures related to the care and wellbeing of the students.

13. Lost Child Procedure

If a child goes missing while signed into a SBW 2023 activity, their parents/carers will be contacted using the contact information given on attendance applications. The Group Organiser will also be contacted. If the child is not located through an immediate check of the activity location the Committee will be advised following which:

- Committee members and Junior School leaders who are able to be released from supervisory duties will be given a description of the child with details of name, age, height, hair colour, clothing and last known location.
- Together with the child's parents they will begin a sweep of the school grounds in designated areas.
- Priority will be given to searching the child's boarding house and boarding houses of friends plus areas with road access and car parking areas.
- If necessary a general announcement may be made to all SBW 2023 attendees.
- When the child has been located all others involved in the search will be notified as quickly as possible.
- If a missing child cannot be found within a reasonable time, the matter may be reported to Police at the discretion of his or her parents/carers/guardian.

If a child goes missing other than while signed into a SBW 2023 activity, their parents/carers should notify a Committee member as quickly as possible. All Committee members will then be notified and the process outlined above followed.

15. Privacy and Data Security

A range of data is collected regarding children. This data is relevant to ensuring a child's safety and security including allocation to Junior School activities, room allocations, meal sittings, allowance for

special dietary requirements and management of medical conditions. Data will include demographic details and information relating to medical conditions and related treatment plans. Where appropriate, this information is shared only with those supervising children in Junior School or, in case of medical emergency, with those called to attend to the child if the parents are not immediately available. All such data is treated as confidential and securely stored.

APPENDIX 1 – Photography Consent Form

Spring Bible Week @ Armidale

conducted under the auspices of the NSW Christadelphian Committee

September 23 – 30, 2023

During Bible Week photographs will be taken of children participating in activities.

Read carefully the following statement and complete. I give permission for my child/ren,

	Committee use only Groups

to be photographed while participating in Bible Week activities.

I understand the photographs may be used in

- visual presentations during the course of the Bible Week
- a published Photobook available to attendees after the week
- in reports or future advertising about the event.

Name _____

Signed _____

Date _____

APPENDIX 2 – Parental Consent Form for 11-17 years olds to Sign in and out of Activities

Spring Bible Week @ Armidale

conducted under the auspices of the NSW Christadelphian Committee

September 23 – 30, 2023

To meet our child safety obligations we ask that

- children aged 10 and under be **signed IN** and **signed OUT** of **Junior School activities** each morning by a parent/guardian,
- all primary schoolers attending the **Evening activity group (Noah's Ark)** be signed IN and signed OUT by a parent, and
- high schoolers under 15 be signed IN and signed OUT of **Daniel's Den**.

With parental permission

- children aged 11 and over may sign themselves in and out of Junior School activities each morning, and
- Young people 15 - 18 may sign themselves IN and OUT of Daniel's Den (after the evening session each night until 10.15pm).

I give permission for my child/ren to sign in and out of the following activities (tick activity):

Name of child	Junior School morning activities <i>11 – 14 yrs only</i>	Daniel's Den <i>High schoolers 15 – 17 yrs only</i>

Name _____

Signed _____

Date _____