

CHILD SAFETY PROCEDURES

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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 2019.
- facilitate an environment where children are valued, respected and included in SBW 2019 activities
- encourage and promote behaviour consistent with the Child Safety Policy
- ensure all applicable requirements of the civil authorities and SBW 2019 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 2019
- provide leadership and direction to those working within SBW 2019 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 & 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 2019.

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 2019 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 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 session (be on time, bring Bible, pens, etc)
- understand their responsibility to follow the 5 SBW 2019 rules
- keep themselves and others safe
- support the leaders of SBW 2019 Program

3. Registration

3.1 Bible Week Registration

All children are to be registered for the SBW 2019 by completing (or having parents complete for them) the appropriate application to attend SBW form.

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

Parents of children attending Junior School are required to sign all children in and out of activity sessions with SBW 2019 leaders for each session. With parental consent (See Appendix 3), older children may sign themselves in and out. Parents must accept responsibility for their child up until they sign in and after they have signed out.

3.3 Collection of children

Parents will be given specific places and times from which to collect and sign out children from Junior School sessions. All parents are asked to be punctual.

3.4 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 SBW 2019 hours.
- 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 and the age and maturity. 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. All sporting fields are currently undergoing renovation and are out-of-bounds for SBW 2019.

4. Daily Routine

Refer to SBW 2019 Main Program 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 2019 organisers.

6. Sun Protection

We aim to ensure that all children attending SBW 2019 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 or used in reports or future advertising about the event. While there is no prohibition relating to such photography in NSW, as a courtesy, parents will be asked to sign a form (see Appendix 2) if they are willing to have their child photographed and photographs used as indicated.

8. Children’s Responsibilities

All children attending SBW 2019 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 2019 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?

9. 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 2019. Bible Week organisers will roster Leaders and Helpers to supervise children's activities. Multiple leaders ensure 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.)

9.2 Principles of supervision

Leaders will

- Know where each child is at all times
- Be aware of noise, silence or a change in noise
- Position yourself 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 child protection guidelines. All leaders are asked to:

- be aware of evacuation procedures
- ensure students are not left unattended during SBW 2019 activities
- avoid situations where they (the adult) are alone in an enclosed space with a student.
- clarify any areas of uncertainty with Josene Huisman

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 immediately and wait in the corridor

Leaders have been selected and rostered on to classes 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 SBW 2019 Children’s Coordinator will make regular visits to the classrooms to insure that classrooms are properly supervised.

9.3 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.

9.4 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

- One-arm side hugs are a positive contact
- We will avoid initiating 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 five years old and younger.
- School-aged children are encouraged to sit next to the leader.

Touch

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

10. 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

10.1 Reward, Recognition and Encouragement

It is good to recognise, encourage and reward appropriate behaviour. Leaders will be encouraged to give verbal recognition and affirmations to children.

10.2 Toilet Procedures

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.
- We strongly encourage parents and their children to visit the toilets prior to each session.
- Leaders will encourage children to wash their hands after using the toilet.
- If a child needs to go to the toilet, or wash their hands during a session, they will be given a toilet pass and go in pairs to the toilets.

10.3 Dealing with Disruptive Behaviour

When disruptive behaviour occurs it will be dealt with using the principles set out above. If behaviour continues use the 1, 2, 3 approach.

(1, 2, 3 procedure for disruptive, dangerous or disrespectful behaviour – Appendix 1)

10.3.1 Serious Incident

If a serious or repeated incident occurs or a leader feels unsure of a situation call Josene immediately. Contact number on Leaders lanyard.

10.4 Mobile Phone policy

Children with mobile phones are requested not to use them during SBW 2019 session times without a leader's permission.

11. First Aid

SBW has:

- First Aid Officer. For 2019 this is Joel Latta.
- 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)
- Medical Emergency Contact number for the duration of the Bible Week is 0401558455

11.1 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.

11.2 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 Josene. She 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.

11.3 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, Junior School Coordinator 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 Children's Coordinator, First Aid Officers, Ambulance, Fire Station and other emergency services all appear on the Leader's Lanyard.

12. 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.

Signal: A Whoop, whoop, whoop sound then a recorded voice will make an announcement.

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 tennis courts and the access road to the school administration carpark - walk quickly, but safely in double file – listening but NO talking.

At assigned area

- follow Children’s Coordinator’s 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.

13. 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 either to the Children’s Coordinator or the Child Safety Officer as soon as possible. Where a disclosure is made during a Junior School activity the report will be to the Children’s Coordinator who will then contact the Child Safety Officer. The Child Safety Officer will determine what further action may be required. Other than in Junior School, disclosures will be reported directly to the Child Safety Officer.

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 Children’s Coordinator and/or the Child Safety Officer.

Child Protection:

- Those 18 years and older assisting with children 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.

14. Lost Child Procedure

If a child goes missing while signed into a SBW 2019 activity, their parents/carers will be contacted using

the contact information given on attendance applications. The Junior School Coordinator 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 2019 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 2019 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

Procedure for dealing with disruptive, dangerous or disrespectful behaviour in Junior School

Stay calm: use a voice in a low register and slow your speech down

Step 1: REMIND

* Use child's name: wait for them to look at you

* Name the behaviour:

You just _____ and it was _____ (unsafe/unkind)

Remember: You are making a statement about their behaviour. Don't enter a discussion.

IF the behaviour happens again:

Step 2: REMOVE the child to a location near you

If the behaviour happens again:

Step 3: REPORT

(Call Josene on her mobile phone and ask her to come to your location – do not leave the room)

APPENDIX 2 – Photography Consent Form

Spring Bible Week @ Armidale
conducted under the auspices of the NSW Christadelphian Committee

September 28 – October 5, 2019

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

Read carefully the following statement and complete. I do / do not give permission for my child/ren,

	Committee use only Groups

to be photographed while participating in children’s 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 3

Parental Consent Form for 12-17 years olds to Sign in and out of Activities

Spring Bible Week @ Armidale
conducted under the auspices of the NSW Christadelphian Committee

September 28 – October 5, 2019

To meet our child safety obligations we ask that parents of children under 12 be signed in and out of Junior School activities and Noah’s Ark in the evening.

With parental permission children from 12 – 17 can sign in and out of Junior School Morning activities and Daniel’s Den themselves. Otherwise parents will have to sign 12-17 year olds in and out.

I do / do not give permission for my child/ren aged 12 -17 to sign in and out of activities themselves:

Name of child/ren	Committee use only Groups

Name _____

Signed _____

Date _____