



# CHILDREN AND YOUTH POLICY

*for  
Redemption  
Church.*

More information can be found at

**RC.ORG.AU**

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# PART 1: CHILD SAFETY POLICY

## Vision

To create a fun space where the children and youth of Redemption Church are taught the tenets of the Christian faith in a loving, safe and nurturing environment. In addition to this, that we would be a place where young people who are not familiar with God's word are welcomed, loved, nurtured and taught the Gospel of Jesus Christ in a safe, secure environment. *"Hear, O Israel: The Lord our God, the Lord is one. You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."* (Deuteronomy 6:4-9, ESV)

*"But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus."* (2 Timothy 3:14-15, ESV)

*"Train up a child in the way he should go; even when he is old he will not depart from it"* (Proverbs 22:6, ESV)

*"Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you"* Matthew 28: 19-20, ESV)

## Mission

The children and youth ministry of Redemption Church exists to glorify God by:

- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4)
- Making the whole counsel of Scripture known to children with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17)
- Praying for the children and youth and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10)
- Living faithfully before the children and youth and modelling for them how Christians are called to respond to God, interact with each other, and with the world around us (Matthew 5:16; 1 Corinthians 11:1)
- Encouraging children and youth to learn to serve and to not just be served (Mark 10:43-45).
- Maintaining a safe and secure environment for our children and youth at all times.
- Maintaining the highest ethical standards such that volunteers and teachers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.
- Preparing children and youth to one day walk with God as adults, which means getting them ready to be a part of the public services and Lord willing, one day, a fully participating adult member.
- Warmly welcoming children, youth and their families from different cultural backgrounds including those with Aboriginal heritage. (Psalm 86:8-10, Rev 7:9-12). We acknowledge that there may be cultural differences among us, and we will endeavour, to the best of our ability, to be sensitive to those differences, not seeking our own advantage, but that of others that they may be saved (1 Corinthians 10: 32-33)
- Endeavouring to reflect God's concern and care for the most vulnerable in our society by creating an environment where the vulnerable are safe and loved and consideration

is given to their special needs so they may be safe in our care and environment.  
(Exodus 22:21-23, James 1:27)

## **Volunteer Expectations**

All children and youth ministry staff and volunteers share a particular responsibility for:

- Loving the children as Christ loves them
- Setting an example of proper Christian conduct in the way we live our lives
- Ministering to the children
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children

With this in mind we require that all our staff and volunteers adhere to the following code of conduct.

## **Code of Conduct**

In accordance with the Victorian Child Safe Standards, a child is defined as a person under 18 years of age. The following constitutes Redemption Church's Code of Conduct for behaviour for a person in a position of trust:

1. As a person in a position of trust within the church you must always be concerned about the integrity of your position, likely perceptions of the church and the wider community, and the need to acknowledge the real or perceived power given to you as a result of holding this position. You should avoid situations where you are vulnerable to temptation or where your conduct may be construed to be a breach of this Code of Conduct. You will make yourself familiar with the provisions of Redemption Church Children and Youth Policy.
2. You must not fail to take action to prevent to the best of your ability, and report as required, any of the following:
  - child abuse,
  - a child or young person at risk of significant harm,
  - reportable conduct,
  - sexual misconduct, and/or
  - conduct that breaches the Redemption Church Code of Conduct.
3. Sexualised behaviour is any behaviour that may reasonably be perceived to be of a sexual nature according to the standards of the time by the person to whom it is directed. Sexualised behaviour is only permitted as set out in the Word of God.
4. You must not engage in or condone any behaviour that could be considered to be:
  - child abuse,
  - putting a child or young person at risk of significant harm,
  - reportable conduct, and/or
  - conduct that breaches this Code of Conduct.
5. You must not engage in or condone any behaviour that could be considered to be sexual misconduct, understanding that sexual misconduct is contact or invitation, via any means, of a sexual nature which is inconsistent with the integrity of a person in a position of trust within the church. Sexual misconduct includes any behaviour that could be reasonably considered to be sexual assault, sexual exploitation, sexual harassment, coercion or grooming of a child or young person.

6. Sexual exploitation refers to any form of sexualised behaviour with a child or young person, whether or not there is consent and regardless of who initiated the behaviour, where that behaviour is contrary to the Word of God. Therefore, you will not among other things engage in or condone any of the following:
  - behaviour or a pattern of behaviour aimed at the involvement of others in sexual acts, including, but not limited to, coercion or grooming behaviour,
  - sexualised behaviour with a person below the age of consent,
  - sexualised behaviour with a person with whom there is a supervisory pastoral care, or counselling relationship,
  - the production, distribution, possession of or accessing of pornographic material of any kind,
  - taking advantage of the conscious or unconscious use of sexually provocative behaviour that some victims of abuse display,
  - participating in sexually explicit conversation via social media, chat rooms, gaming or any other means.
7. Sexual harassment means unwelcome sexualised behaviour, whether intended or not, in relation to a child or young person where that person reasonably feels in all circumstances offended, belittled or threatened. Such behaviour may consist of a single incident or several incidents over a period of time. Therefore, you will not, among other things engage in or condone:
  - implicit or explicit demands or suggestions for sexual activities,
  - making any gesture, action or comment of a sexual nature to a person or about a person in their presence,
  - making jokes containing sexual references or innuendo using any form of communication,
  - exposure to any form of sexually explicit or suggestive material, including but not limited to pornography of any kind,
  - physical contact that is inappropriate to the situation or uncomfortable or confusing for the receiver, including kissing, hugging, touching, pinching, patting or aggressive physical conduct,
  - touching any sexual part of the body, including the 'only kidding' or accidental occasions of sexual touch,
  - generating or participating in inappropriate personal correspondence (including electronic communication) in respect of sexual or romantic feelings or in breach of the Code of Conduct,
  - inappropriate or unnecessary discussion of, or inquiry about, personal matters of a sexual nature,
  - inappropriate intrusion of a personal space or physical privacy, including being alone in a bedroom or bathroom or allowing inappropriate exposure during activities that require dressing or changing clothes,
  - voyeurism, and
  - persistent following or stalking.
8. Coercion or grooming behaviour refers to physical or psychological actions intrinsic to initiating or hiding abusive behaviour, which involves the manipulative cultivation of relationships with children and/or young people, their carers and others in authority. You will not exhibit any behaviour that could be considered to be coercion or grooming behaviour.
9. With regard to church sponsored events and in relation to children and young people:
  - You will not conduct a camp or other activity involving overnight accommodation without appropriate 'camp parents' (ideally a married couple over the age of 25 years, of known maturity and Christian commitment) approved by the elders.

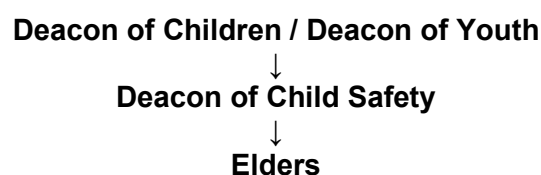
- You will not provide any form of accommodation for any reason where there is not strict segregation by sex, with the exception of married couples and families. Supervision of children and/or young people must be provided by a person of the same sex.
- You will ensure that any activity involving young children and/or young people is open to observation by parents and other adults with a legitimate interest.
- You will not condone or participate in bullying behaviour, where bullying is the repeated seeking out or targeting of a child or young person to cause them distress and humiliation or to exploit them, including but not limited to exclusion from a peer group, intimidation and extortion.
- You will not participate in or allow nude swimming or other such activities
- You will not participate in or allow initiations and secret ceremonies.
- You will not drive a child or young person unaccompanied.

The elders may make temporary variations in response to this Code of Conduct. These temporary variations will be formally recorded by the elders and will be made on a restricted basis for individuals in specific circumstances for a specific period of time. Where no temporary variation is formally recorded, the following will apply without change:

- You will take care to ensure an appropriate balance of transparency and confidentiality so that the private concerns of others are not disclosed or revealed improperly. In ordinary circumstances, when you are providing pastoral care to, or working with members of the opposite sex, you will strive to do so in an environment that allows visual surveillance and, where reasonable, have other people within hearing distance.
- You will not allow a child to sleep in close proximity to an adult, other than a parent or guardian, unless there is a significant separation, and privacy of all parties is respected.
- You will not allow an adult to share accommodation with one child or young person only unless they are a parent or guardian of that child or young person.

With respect to private arrangements within the church you must always be concerned about the integrity of your conduct, likely perceptions of the church and the wider community. You should avoid situations where you are vulnerable to temptation or where your conduct may be construed to be a breach of this Code of Conduct. You must ensure you are operating with parental permission. You must not intentionally undermine the parent/child relationship. You must conduct yourself with transparency and preparation.

*Please note, where specified provisions cannot be followed in an emergency, the circumstances of the emergency and the actions taken should be reported to and approved by the elders. Where the actions taken are not approved they will be considered to be a breach of the Code of Conduct. If no contact is made, that will also be considered a breach. Any breaches of this Code of Conduct for any reason will be reported to the appropriate person as soon as possible. The chain of reporting for anyone who has a comment or concern is as follows:*



*Whilst this would be the normal reporting process, it may be varied at any time if the person making the report deems it appropriate to do so.*

*Anyone can make a comment or raise a concern at any time. Child safety is everyone's responsibility. Under child safety legislation there is no such thing as an innocent bystander.*

At Redemption Church, we believe that we are all one in Christ Jesus. We know that we are to accept one another, just as Christ has accepted us. As such, we take a zero-tolerance position in regard to racism. Racism is sinful and is not in accordance with how the Lord wishes that we conduct ourselves. Redemption Church is committed to earnestly addressing any incidents of racism that arise towards children who are in our care. Such matters will be handled with the urgency and gravitas that they demand. Complaints of racism against children under 18 can be made using the aforementioned chain of command.

## Child Protection

Our first concern is that children be safe while they are in our care.

All volunteers who are either in a role which carries an implied trust, and/or have direct contact with minors will be required to undertake the following steps prior to commencing their service as a volunteer within Redemption Church. All staff – regardless of whether they have direct contact with children – are to complete step 2 prior to employment with step 3 being completed as outlined below:

1. Complete a **Volunteer Application Form**, which will be screened the Elders, with sensitive information being viewed only by the Elders.
2. Deacon of Child Safety completes reference checks.
3. Provide a current **Working With Children Check** to the Administrator.
4. Attend the next regularly scheduled **Child Safety Training** as organised by Redemption Church.

Once these three steps have been completed satisfactorily, the applicant is deemed to be a 'Suitable Adult' for employment and/or voluntary work at Redemption Church. They are then required to:

1. List Redemption Church on their Working With Children Check as a place the holder is employed and/or volunteers
2. Complete 'Refresher' training requirements on child safety

All suitable adults are required to adhere to the following standards at all times:

- Adhere to the **Code of Conduct** as outlined above
- Follow the strategies below for responding to and reporting suspected child abuse as outlined below.
- Ensure that there are at least two suitable adult volunteers per room/area, and they are within view of the rest of the group, at all times, and no volunteer is ever alone with a child (unless it is their own, or they are the registered carer of that child)
- Employ scheduling procedures and volunteer/child ratios that optimise safety
- Use the parent identification system

**Please note:** Redemption Church reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to, refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin or suffering issues that compromise the applicant or volunteer's ability to care for children; any criminal report or charge; obtaining information from references or Department of Justice record checks that suggest the applicant is not suitable to help children, and/or breaches to the Code of Conduct. In addition, any volunteer, deacon, staff or elder (or any Redemption Church member) who learns of or has knowledge of misconduct by an applicant must report that knowledge following the reporting guidelines as outlined at the end of the Code of Conduct.

Redemption Church will:

- Equip each room with a first aid kit
- Educate our staff and volunteers to recognise suspected child abuse and to require them to understand and follow the reporting process

## Parameters for the Child Safety Policy

Last Updated: JAN 2025

For the purposes of this Child Safety Policy, children and youth who have been voluntarily placed by their parents or registered carers under the responsibility of Redemption Church for the church's public worship services or specific children's ministry-related, church-sponsored events will be under the protection of this policy.

## Definitions, Roles & Responsibilities

**Staff:** Staff are paid employees of Redemption Church.

**Volunteer:** A volunteer is an adult who serves within the church and is not in paid employment.

**Deacon of Children:** The Deacon of Children is responsible for the organisation and oversight of the Crèche and RC Kids program and roster including purchasing the curriculum and formatting it for Sunday services. The deacon will oversee the budget for Crèche and RC Kids, ensuring all materials and supplies are available for each session. They will liaise with the Child Safety Deacon to ensure all volunteers meet Child Safety standards as outlined below. They will operate under the support and oversight of the elders.

**Kids Team Leader:** The Team Leader is responsible for the implementation of the Sunday morning session they are rostered for in liaison with the Deacon of Children, including ensuring each class has been allocated a team member and all materials and resources are set up and packed up at the start and finish of the session.

**Team Members:** A Team Member is a suitable adult who assists the Leader in running the Sunday morning session. They are responsible for teaching the lesson to the age group they are allocated and reporting back to the Team Leader and/or Deacon of Children with any concerns or comments on the session.

**Sign-In Coordinator:** The Sign-In Coordinator is a suitable adult who oversees the set-up of sign-in and sign-out including tally of children. They will liaise with the Deacon of Children regarding materials and supplies and any other concerns or comments relevant to their role. They will also welcome new families and guide them through the completion of the Family Registration Form and the sign-in/out process.

**Suitable Adult:** a suitable adult is an adult who holds a current Working With Children Check (WWCC), and has completed the Child Safety training, and been approved by the Elders to participate in children's ministry. A suitable adult is in a position of trust and must complete the aforementioned requirements before commencing volunteer work in the Children's Ministry.

**Service Register:** Church folder to record info and issues each week (see Administrator).

**Deacon of Youth / Youth Coordinator:** The Deacon of Youth is responsible for the organisation and oversight of the RC Youth program and roster including planning activities and the schedule for each session. The Deacon of Youth will oversee the budget for RC Youth, ensuring all materials and supplies are available for each session. They will liaise with the Child Safety Deacon to ensure all volunteers meet Child Safety standards as outlined below. They will operate under the support and oversight of the elders. In the absence of the Deacon of Youth, this role may be filled by a Youth Coordinator. The Youth Coordinator will assume the same responsibilities as the Deacon of Youth including in the chain of reporting outlined in the Code of Conduct.

**Youth Leader:** The Youth Leader is responsible for the implementation of the RC Youth session they are rostered for in liaison with the Deacon of Youth, including ensuring each Team Member has been allocated a role for the session and all necessary materials and supplies have been organised.

**Youth Team Member:** A Team Member is a suitable adult who assists the Leader in running the RC Youth session. The Team Member is responsible for reporting back to the Deacon of Youth and/or the Elders with any concerns or comments on the session.

**Deacon of Child Safety:** The Deacon of Child Safety is responsible for ensuring RC meets obligations according to the Child Safe Standards and the Reportable Conduct Scheme. They will conduct necessary training for RC volunteers and be a point of contact and support for concerns regarding child safety at RC. They will operate under the support and oversight of the elders.

## Unauthorised Persons

An unauthorised person is someone who is not a parent or carer and/or who has not been through the Child Safety approval process to become a Suitable Adult as defined above. Should an unauthorised person enter the room or children's area, the Team Member should ask them to leave. Otherwise, or if the unauthorised person refuses, the following steps should be taken:

- Send a message to someone on the Contact List (see below) who will arrange for a suitable person to attend the area, preferably the Deacon of Children and/or an Elder
- The Deacon of Children and/or the Elder must then decide from the following:
  - Suspend the children's program and escort the group to another room
- The police should be called if the unauthorised person remains uncooperative.

## Child Abuse – Definition

Child abuse is an act by a person or persons that endangers a child or young person's physical or emotional health or development. In Victorian legislation a child or young person is a person under 18 years of age. There are different kinds of child abuse:

**Neglect:** Neglect is the failure to provide the basic necessities of life, such as love and affection, safety, food, clothing, hygiene, medical care and education.

**Emotional Abuse:** Depriving a child or young person of love and attention which can include but is not limited to constant criticism, isolation, excessive teasing or terrorising. These actions and others are used by a person in a position of power to make the child feel worthless. It may also include actions that cause serious mental anguish without any legitimate disciplinary purpose as judged by the standards of the time when the incidents occurred.

**Physical Abuse:** All non-accidental physical injuries. This can include but is not limited to hitting, beating, burning, scalding or shaking, and actions that cause serious pain without any legitimate disciplinary purpose as judged by the standards of the time when the incidents occurred.

**Sexual Abuse:** Sexual abuse includes involvement in sexual activities with anyone who is older, bigger, in authority or perceived authority or more powerful where a child or young person is unable to give informed consent. It also includes sexual activities with a person under 18 years of age (such as another child or sibling) where a child or young person is

unable to give informed consent. These activities may be initiated by either party. This includes but is not limited to: touching in a sexual way, masturbating, flashing, oral sex, sexual intercourse, eroding the sexual boundary between two people through sexual innuendo, kissing, unwanted or unnecessary touching and overly long hugs. It can involve apparently consensual intercourse or sexual activity but the validity of consent is negated by the power differential or the fact that one person has a moral and spiritual responsibility towards the other. It also includes permitting another person to undertake these activities with your knowledge or in your presence. It is not possible for a person under the age set by legislation to legally consent to sexual activity.

**Domestic Violence:** Any of the above four forms of abuse within the context of a family is considered to be a form of domestic violence. It also includes social isolation and/or financial control or deprivation. Domestic violence can be carried out upon a child or young person or they can be a witness to violence. That is, to fall within this provision, the violence does not have to be directed at the child or young person.

## Signs of Abuse

The following chart gives examples of possible indicators of child abuse. Note it is not an exhaustive list. Also note that the presence or absence of any indicators listed does not necessarily mean the child is or is not experiencing abuse.

| Form of Abuse          | Possible Indicators   |
|------------------------|---|
| <b>Sexual abuse</b>    | <b>Verbally reports or discloses sexual abuse</b> , aggressive, overt sexual behaviour, age-inappropriate knowledge of sexual acts, wary of physical contact (especially with an adult), physical signs of injuries (generally to the genital area), poor self-esteem, poor peer relations, inappropriate expressions of friendship between a child and an adult, self-harm |
| <b>Physical Abuse</b>  | <b>Verbally reports or discloses physical abuse</b> , unexplained welts, bruises, burns, fractures, lacerations, abrasions, head injuries, appears frightened of carer, seeks affection from any adult with no discrimination, extreme aggression or withdrawal or other behavioural extremes, complaints of soreness or injuries.  |
| <b>Emotional Abuse</b> | <b>Verbally reports or discloses emotional maltreatment</b> , speech disorders, lags in physical development or failure to thrive, attempted suicide, low self-esteem, toileting problems, apathetic, withdrawn, habit disorders (such as rocking, biting, sucking)   |
| <b>Neglect</b>         | <b>Verbally reports there is no carer/parent at home or a consistent lack of supervision</b> , consistent hunger, poor hygiene, inappropriate dress, chronically unclean, unattended physical problems, medical or dental needs, underweight, developmental delays, begs or steals food.  |

## Appropriate & Inappropriate Touching

### Inappropriate Touching

- Shoving, hair pulling, shaking, slapping, pinching, biting, kicking, hitting, or spanking a child for any reason.
- Squeezing of arm, neck, face, or any parts of the body.
- Tickling children over 5 years old. It is over stimulating and is considered by some professionals to be a deceptive device that could lead to inappropriate touching.

- Holding or restraining children on the lap. However, holding a child 5 years and younger is appropriate for short time spans when comfort is needed by the child or the child's behavior is out-of-control or endangering other children.
- Touching a child in the genital areas.
- Kissing a child on the lips, neck, or anywhere else. A child should never be allowed to kiss a staff member, volunteer, deacon or another child on the lips, neck, or anywhere else. Children are also not allowed to kiss one another. (Note: A kiss is appropriate on the cheek when it is included in a greeting).
- Slapping a child on the behind, even when playing.
- Fondling children, even in non-private areas.
- Carrying a child on the back unless the child is unable to walk.

### **Appropriate Touching**

- A comforting pat on the shoulder and back or allowing an emotionally distressed child to lean their head on your shoulder is appropriate.
- Back rub to help comfort or put an irritable child to sleep is appropriate.
- High-Fives, handshakes, or the touching of two fists are appropriate and recommended touch, especially when interacting with older children.
- Holding hands is permitted with children 10 years and under when initiated by the child, or when helping a child to walk, climb stairs, etc.
- Holding a child firmly with your hands to restrain him/her is appropriate when it is used to prevent a child from an accident, injury, hurting self, others, or you.
- *Assisting a child to get up if they have fallen or helping them if they have injured themselves is considered appropriate - for example applying an adhesive dressing to a grazed knee.*

### **What to do if a Child or Youth Member Discloses Abuse**

1. Listen, listen, listen... and do not add anything.
2. When listening to a child or young person remember:
  - that young people often talk about difficult or painful things in a roundabout way
  - they need assurance from adults that it is OK to talk about upsetting things
  - they often feel ashamed and frightened and find it hard to find the right words to explain
  - being observant will help you pick up non-verbal clues about what is wrong, they may drop hints when something is wrong, for example, "I don't like so and so. Do you like him/her?"
3. Tell the child or young person, "You are not to blame".
4. Do not press for information or push the child or young person to reveal the details of the abuse. Do not ask leading questions, rather listen carefully and if possible take notes.
5. Reassure them, "You are right to tell, and I take what you say very seriously."
6. Tell the child or young person that you and the church are there to help and you will be telling the Child Safety Deacon and/or Elders what has been said so that they may receive help.
7. Sometimes a child or young person discloses abuse to a person who the child feels safe with or trusts. In this situation carefully listen and reassure the child that you will help them. Do not promise not to tell anyone else. Rather, say "There are people who can help you and I will tell them."
8. Finish on a positive note and tell the child "I am pleased you told me this. You are not alone."

If you consider that the child is in immediate danger, call the Victorian Police 000 (112 from a mobile phone). Stay with the child and call the Deacon of Child Safety who will assist you with the process after that. After the danger has passed, make notes including the date, time, what was disclosed to you and any other circumstances surrounding the event. If there is no immediate danger then as soon as possible after the disclosure make notes of exactly what the child or young person disclosed and the date and time of the meeting and make a report to the Deacon of Child Safety who will assist you with the process after that.

If allegations of abuse are made against an employee or volunteer of Redemption Church, Victoria Police, the Elders and relevant insurance agent will be notified. An independent person will be appointed to investigate allegations along with appropriate government agencies (i.e. Victoria Police). The person under investigation will be immediately suspended from duties. If an employee is found to be guilty of the allegations in a court of law, their employment at Redemption Church will be terminated.

At any time a person may make a direct external report to the police or appropriate government agency and then notify the Deacon of Child Safety that a report has been made.

## **Emergency Procedures (Fire, Bomb Threat, etc.)**

Leaders are required to familiarise themselves with the instruction, escape routes and safe zone (assembly point) of the premises. Please see attached for the Emergency Exit Map for Ringwood Secondary College (see Appendix 2).

It is the Team Leader's responsibility to be aware of the number of children under supervision at all times.

In the case of an emergency, such as fire, or bomb threat, or if an emergency alarm is sounded, the following should occur:

- Remain calm
- All children are to be evacuated to the designated assembly point
- Ensure all children are accounted for
- Remain with the children until they are signed over into the care of their parent or carer

*Note: Children's safety is the highest priority at all times and therefore should be prioritised higher than fighting the fire, etc.*

## **Reporting an Incident**

If any incident occurs in breach of the Code of Conduct, this policy of if the welfare of a child/ren is suspected to be at risk (for example, if a child discloses abuse or there are signs of abuse), the Incident Form / Register should be completed (see Appendix 3) .

The report can be completed by anyone who witnesses an incident or has concerns, not only those who are directly involved in the child/youth ministry programs.

The form should be completed as soon as practicable after the incident, including the immediate response recorded. The completed report needs to be given to the Deacon of Children / Deacon of Youth, who are then responsible for liaising with the Deacon of Child Safety to plan and take any preventative or follow-up actions. After reviewing and signing off, the Deacon(s) then forward the Incident Form for review and agreement from the church Elders.



## PART 2: PROCEDURES & GENERAL INFORMATION

***\*\* Please take note of your rostered dates as soon as they become available on the RC Community master roster and organise swaps early to avoid last minute plan changes as much as possible \*\****

### RC Crèche - Procedural Information

Children aged birth to approximately 3 years may be signed in to attend the crèche program when the service breaks for them to do so. The following is information on the procedures and processes to ensure the safety of our children and smooth operation of the session.

#### Set Up

Please arrive by 9:30 am to prepare the room for the children after the setup crew have moved all the equipment to the designated area. See run-sheet for further information.

#### Sign In / Sign Out

At Redemption Church, we use a digital sign in system for our RC Crèche and RC Kids programs. This process logs the information as each child is checked in. It ensures ease of use for families when signing in their children and also means the system is always up to date and accurate.

RC crèche sign in is located in front of room 106. Parents/registered carers must escort their children to the sign in point where they remain the responsibility of the parent/registered carer until signed in. **All children must be signed in and out by their parent or registered carer.** Once a child has been signed in, duty of care commences and will not cease until the child is signed out by their parent or registered carer. After children have been signed in their parent or registered carer can drop them off in the crèche room.

RC Crèche and RC Kids volunteers will assist new families to register using the iPad application. New families are required to register as part of our digital check-in system and are welcome to stay with their child/children as a guest to familiarise themselves with the program. Visiting parents will not be counted in the adult : child ratios.

#### **To sign a child in:**

1. The Leader needs to turn on the iPad – it should automatically connect to the school wifi. If not, the leader may need to hotspot from their own device as a temporary measure.
2. Open the 'PowerApps' application on the iPad and select 'RC Kids Sign-In'.
3. Ensuring that the correct date has been selected, the Leader then needs to search for the child's name. Once they have selected the child, they must toggle the 'sign-in' switch within the app, so that it turns green.

In case the digital sign-in system is not working, a sheet is used for sign in and sign out.

Once all children are signed in, the leaders will keep the iPad in the room with them in case they need to contact parents and to ensure that it is ready for the sign out process. **Team members are to sign each child out at the door as the parents arrive to collect their children after the service.** The leaders rostered on will need to follow-up any children that are not signed out. Children who have not been collected within 5 minutes of the end of the service may be escorted by two suitable adults to find their parents for sign-out.

The lanyard must be worn at all times while signed in so leaders can be easily identified.

#### Contact List

There may be times where contact needs to be made with a parent or another children's ministry worker who is not in the room with you. In this event, please send a text message to the required person using your phone. Parent contact details are available within the sign-in app. If the required person cannot be contacted by this method, please send a text message to one of the emergency contacts on the Crèche & RC Kids Contact List located on the lid of the set-up tub, who will be able arrange for the person needed to be sent to RC creche.

In an emergency situation where this may need to be altered, contact must be made immediately with either the Deacon of Children or an Elder as per the Code of Conduct.

**Leader : Child Ratios** Redemption Church has adopted the ACECQA (Australian Children's Education & Care Authority) standards in relation to leader : child ratios. At present in crèche these ratios are 1:4.

### **Snacks**

There are no snacks to be brought in. Redemption Church supplies plain 'Sakata' brand rice crackers for the children to snack on which are low-allergen.

### **Toileting**

Parents have been asked to ensure their child has been toileted and had a recent nappy change prior to being signed-in.

No toileting or nappy changes will be undertaken by Team Members. In the event of a dirty nappy or a child requesting to use the toilet, please contact the parent or registered carer by the Contact List procedure above.

### **Sickness**

No sick children should be accepted to any children's program. If a child is visibly ill at check-in, please encourage the parent to keep their child with them until they have recovered. However, a child may become ill after check-in. This may include:

- Pain
- Lethargy
- Flushed face or sudden rash
- Discharge from eyes and/or nose
- Vomiting or diarrhoea
- High temperature

If symptoms such as the above occurs after the child has been signed in, isolate the child whilst still ensuring they are within full view of the group, then the Team Member is to contact the parent or registered carer to sign out early by the Contact List procedure as above.

## **Accidents**

If an incident occurs that does not involve any injury, the Leader should:

1. Ensure the area is safe. If it is considered unsafe the Team Member can decide whether to:
  - Close the program and bring the children back to their parents
  - Ask for assistance from the Deacon of Children if needed
2. Note the incident on the Incident Register. Make special mention of issues that may need to be addressed to avoid another incident.
3. Contact the staff of Ringwood Secondary College to alert them of anything involving the premises (involve someone on the Contact List if necessary).

If an incident occurs where a Team Member is injured or unwell:

1. Ensure the area is safe (see above)
2. Apply First Aid if necessary (the First Aid kit is located on the sign in desk)
3. Decide if the program can continue
4. Note the incident in the Incident Form (located on the sign in desk)

If a child is injured:

- If serious, **call** the Deacon of Children immediately (see Contact List details), who will notify the parents immediately.
- In an emergency situation, call an ambulance immediately on 000 (112 from a mobile phone) and then notify the Deacon of Children of the action you have taken.
- If not serious, re-settle the child and make a note of the incident in the Incident Register.

## **Safety In The Environs**

- Leaders must continue supervision until all children have been signed out of the session
- Contain the hazard or follow the emergency procedures to remove the children from the hazard.

## **Leader Identification**

All Team Members are to be identifiable by wearing the RC Kids ministry lanyards.

## **RC Crèche - Behaviour Management**

Babies and children of this age still have a lot to learn about how to interact with adults and each other. The main behaviour management techniques for this age group are:

- Redirecting in the case of pushing, snatching, etc. while giving a simple explanation of why this is not appropriate
- Engaging with the children in their play to provide a role model of appropriate play and behaviour.

### **Inappropriate behaviour management:**

- Smacking or force of any kind unless restraining a child from danger (see section on appropriate and inappropriate touch)
- Time outs, isolation from others
- Ridicule, yelling, speaking rudely in general

If any of the following occurs:

- A child is unruly, uncontrollable, or injuring themselves or others
- A child runs away or will not stay in a safe area
- If a child refuses to cooperate at an age-appropriate level after being clearly asked and then reminded

Then, do the following:

- Contact the Deacon of Children via the Contact List (see above), who will:
- Explain the reason to the parent or registered carer,
- Arrange for the child to be signed out early if appropriate
- And note the incident in the Incident Form, (present at the sign in desk)

### **Unsettled children**

If an unsettled child is signed-in, the parents or registered carer may wish to stay until the child is calm. Or, if the child does not settle within a reasonable amount of time, the parent or registered carer may also be contacted using the contact list procedure above. If the parent or registered carer cannot be contacted or doesn't reply, contact the Deacon of Children.

## RC Crèche - Run-Sheet

**\*\* Remember: always have two leaders with children at all times \*\***

### BEFORE THE SESSION

|                       |  |
|-----------------------|--|
| <b>Leader sign-in</b> | Please wear your lanyard at all times while signed in so you can be easily identified as a Leader.   |
| <b>Equipment</b>      | <p><b>Please arrive by 9:30am</b> to prepare the room for the children. The setup crew will bring the crèche equipment to Ringwood Secondary College Room 106. Equipment includes the following:</p> <ul style="list-style-type: none"> <li>• Plastic Crèche Boxes: toys / picnic rug / dustpan + brush / wipes</li> <li>• Contact list and incident register</li> <li>• Anti-bacterial hand rub</li> <li>• First Aid Kit</li> <li>• Sakata rice crackers</li> <li>• iPad (following sign-in)</li> </ul> |
| <b>Setup</b>          | <ul style="list-style-type: none"> <li>• The setup crew will have stacked tables and chairs out of the way/in the adjoining classroom if required</li> <li>• Set out the picnic rug for the toddlers to eat their snack on</li> <li>• Set out some of the toys in different stations so that the children find the space welcoming on arrival</li> <li>• Ensure the blind is closed to the external door to discourage use (note this door is not internally lockable)</li> </ul>                        |
| <b>Be Ready</b>       | Be ready to go when the service leader announces it is time for crèche to commence.  |

### SIGN-IN / THE SESSION

|                      |  |
|----------------------|--|
| <b>Child Sign-In</b> | All children must be signed in and out by their parent or registered carer. Explain to parents that if they are needed at any point during the service, a text message will be sent to them by one of the leaders. Once a child has been signed in, duty of care commences and will not cease until the child is signed out by their parent or registered carer. |
| <b>New children</b>  | Must be registered using the iPad. Parents or registered carers are welcome to stay with their child/children as a guest to familiarise themselves with the program.   |
| <b>Session</b>       | During the session, if it seems appropriate, bring the children to the picnic rug for some music, a Bible story and their snack. Ensure all children wash their hands with anti-bacterial hand rub prior to snack time.  |

### SIGN-OUT / PACK UP

|                  |  |
|------------------|--|
| <b>Equipment</b> | Usually the service will finish around 11:30, so feel free to start packing up with the children around 11:20. Please wipe up any mess with the wipes in the tub.  |
| <b>Lanyards</b>  | Please ensure that the leaders lanyards are returned to the container on the sign-in desk.   |
| <b>Sign-Out</b>  | Parents or registered carers will arrive at the crèche classroom following the service to collect their children. <b>Leaders must sign children out before parents can take their children home with them. Leaders will need to follow-up any children that are not signed out.</b> If parents are late, two Team Leaders may escort the child together to be signed out. If a child hasn't been collected after 5 minutes of the service finishing, two leaders may escort them to their parent or registered carer to be signed out. |

## RC Kids - Procedural Information

**\*\* Please take note of your rostered dates as soon as they become available on the RC Community master roster and organise swaps early to avoid last minute plan changes as much as possible \*\***

Children aged approximately 4 years to Grade 6 may be signed in to attend the RC Kids program when the service breaks for them to do so.

### Set Up

Please arrive by 9:30am to prepare the room for the children after the setup crew have moved all the equipment to the designated area. See run-sheet for further information.

### Sign In / Sign Out

At Redemption Church, we use a digital sign in system for our RC Crèche and RC Kids programs.

This process logs the information as each child is checked in. It ensures the system is always up to date and accurate.

RC kids sign in is located in front of room 105. Parents/registered carers must escort their children to Room 105 where they remain the responsibility of the parent/registered carer until a leader has signed them in. **All children must be signed in and out by the Leader who is rostered on for that service.** Once a child has been signed in, duty of care commences and will not cease until the child is signed-out by the leader and returned to their parents care.

The Leader will assist new families to register using the sign-in app. New families are required to register as part of our digital check-in system and are welcome to stay with their child/children as a guest to familiarise themselves with the program. Visiting parents will not be counted in the adult : child ratios.

### To sign a child in:

4. The Leader needs to turn on the iPad – it should automatically connect to the school wifi. If not, the leader may need to hotspot from their own device as a temporary measure.
5. Open the 'PowerApps' application on the iPad and select 'RC Kids Sign-In'.
6. Ensuring that the correct date has been selected, the Leader then needs to search for the child's name. Once they have selected the child, they must toggle the 'sign-in' switch within the app, so that it turns green.

In case the digital sign-in system is not working, a sheet is used for sign in and sign out.

Once all children are signed in, the Leaders will keep the iPads in the room with them in case they need to contact a parent and to ensure that they are ready for sign-out. **Children are not to be released to parents at the end of the session until they have been signed out by one of the Leaders rostered on that day.** Leaders will need to follow-up any children that are not signed out. Children who have not been collected within 5 minutes of the end of the service may be escorted by two suitable adults to find their parents for sign-out.

The lanyard must be worn at all times while signed in so leaders can be easily identified.

### Contact List

There may be times where contact needs to be made with a parent or another children's ministry worker who is not in the room with you. In this event, please send a text message to the required person using your phone (Parent details are available via the app). If the

required person cannot be contacted by this method, please send a text message to one of the emergency contacts on the Crèche & RC Kids Contact List located in the Leaders Folders, who will be able arrange for the person needed to be sent to RC Kids.

In an emergency situation where this may need to be altered, contact must be made immediately with either the Deacon of Children or an Elder as per the Code of Conduct.

**Leader : Child Ratios** At present Redemption Church has adopted the following Leader :  
Child ratios for RC Kids:

- Preschool – Prep class: 1:11
- Grade 1 – 3 class: 1:15
- Grade 4 – 6 class: 1:15

Before the commencement of each kids group session, the respective group leaders need to do a head count of their group to ensure that they are not exceeding the ratios. If ratios are exceeded, they can move kids between groups / call the Deacon of Kids.

### **Snacks**

There are no snacks to be brought in.

### **Toileting**

The Leaders rostered on for the day are responsible for ensuring the toilets are accessible and safe for use during sign-in time. They do this by physically checking that the toilets are safe and unoccupied. If a child needs to use the toilet, the leader of the child's group will send the child to the toilet area alone while the leader remains with the group. There is a clear visual between the classroom and bathroom area, allowing the leader to remain with the group while distantly supervising the child to and from the bathroom.

If a child expresses they need assistance make contact with the parent or registered carer by the Contact List procedure outlined above. The child should be encouraged to manage themselves to the fullest possible extent, according to ability.

### **Sickness**

No sick children should be accepted to any children's program. However, a child may become ill after check-in. This may include:

- Pain
- Lethargy
- Flushed face or sudden rash
- Discharge from eyes and/or nose
- Vomiting or diarrhoea
- High temperature

If symptoms such as the above occurs after the child has been signed in, isolate the child whilst still ensuring they are within full view of the group, then the Team Member is to contact the parent or registered carer to sign out early by the Contact List procedure as above.

### **Accidents**

If an incident occurs that does not involve any injury, the Leader should:

1. Ensure the area is safe. If it is considered unsafe the Team Member can decide whether to:
  - Close the program and bring the children back to their parents
  - Ask for assistance from the Deacon of Children if needed
2. Note the incident on the Incident Register. Make special mention of issues that may need to be addressed to avoid another incident.

3. Contact the staff of the Ringwood Secondary College to alert them of anything involving the premises (involve someone on the Contact List if necessary).

If an incident occurs where a Team Member is injured or unwell:

1. Ensure the area is safe (see above)
2. Apply First Aid if necessary
3. Decide if the program can continue
4. Note the incident in the Incident Register.

If a child is injured:

- If serious, **call** the Deacon of Children immediately (see Contact List details), who will notify the parents immediately.
- In an emergency situation, call an ambulance immediately on 000 (112 from a mobile phone) and then notify the Deacon of Children of the action you have taken.
- If not serious, re-settle the child and make a note of the incident in the Incident Register.

### **Safety In The Environs**

- Leaders must continue supervision until all children have been signed out of the session
- Contain the hazard or follow the emergency procedures (page 12) to remove the children from the hazard.

### **Leader Identification**

All Team Members are to be identifiable by wearing the RC Kids ministry lanyards.

## **RC Kids - Behaviour Management**

Consistency of expected behaviour is important, as are consistent behaviour management strategies.

Ideally, we would love every child to participate fully in each of the activities and studies provided, however, we acknowledge that for some children that will be difficult for them and we respect the child's ability to say 'no'. For eg. If John has been asked to colour a worksheet but says 'no', and wishes to sit out instead, we are to accommodate their wishes where it is safe to do so, and of minimal disruption to the rest of the group.

If this occurs frequently, the Team Member is to bring it to the attention of the parents in conjunction with the Deacon of Children.

### **Appropriate behaviour management:**

- Asking child/children to be quiet
- Redirect attention from inappropriate behaviour to the task at hand
- Waiting for quiet, 'hands on heads', lowering own voice to encourage listening
- Ask the child to sit beside the Team Member
- Lining up before moving
- Restorative conversation with the whole group
- After the session de-briefing with the Deacon of Children who will be able to involve the parents or registered carer where necessary.

### **Inappropriate behaviour management:**

- Smacking or physical force of any kind unless the child is in danger and needs restraining (see section on appropriate and inappropriate touch)
- Time outs, isolation from others
- Ridicule, yelling, speaking rudely in general

### **Children's Behaviour**

Last Updated: JAN 2025

If any of the following occurs:

- A child is unruly, uncontrollable, or injuring others
- A child runs away or will not stay in a safe area
- If a child refuses to cooperate at an age-appropriate level after being clearly asked and then reminded

Then, do the following:

- Note details in the Incident Register (copies of which are available at the sign-in desk)
- Contact the Deacon of Children via the Contact List (see above), who will:
  - Explain the reason to the parent or registered carer,
  - Arrange for the child to be signed out early if appropriate

### **Unsettled children**

It can be normal for a young child to be upset when their parents first leave after sign-in. However, if they remain unsettled, please contact the parent or registered carer for early sign out via the contact list procedure listed above. The contact list is present in each kids' leaders' folders.

If any of the following occurs:

- A child continues to cry uncontrollably for more than a reasonable amount of time
- A child repeatedly asks for their parents and will not participate in the program.

Then, do the following:

- Note details in the Incident Register (copies of which are available at the sign-in desk)
- Contact the Deacon of Children via the Contact List (see above), who will:
  - Explain the reason to the parent or registered carer,
  - Arrange for the child to be signed out early if appropriate

## RC Kids - Run-Sheet

**\*\* Please arrive no later than 9:30am \*\***

### BEFORE THE SESSION

|                       |  |
|-----------------------|--|
| <b>Leader Sign-In</b> | Please wear your lanyard at all times while signed in so you can be easily identified as a Leader.   |
| <b>Equipment</b>      | All equipment and materials are provided each week by Annie. Annie will also email Leaders with the materials that will be used prior to the Sunday Service. Please check that everything is in place at 9:30am.   |
| <b>Tables</b>         | Arrange the tables as will best suit the planned program and groups.   |
| <b>Curriculum</b>     | <p>You will be emailed the materials for your lesson in the week prior to the Sunday Service. It is your responsibility to familiarise yourself with the materials you will be covering.</p> <p>Preparation includes:</p> <ul style="list-style-type: none"><li>• Go through the lesson sheet to ensure you understand it – clarify with Annie if you have any uncertainties</li><li>• Check the activities to see if there is an activity that needs preparation</li><li>• Check that the Bible Story video and any songs used are operational and at the correct volume.</li></ul> |
| <b>Toilets</b>        | See Toileting Policy. It is very important that you familiarise yourself with our policy.  |

### THE SESSION

|                     |  |
|---------------------|--|
| <b>Sign in</b>      | <b>All children must be signed in and out by one of the rostered Leaders.</b> Once a child has been signed in, duty of care commences and will not cease until the child is signed out. Explain to parents that if they are needed at any point during the service, you will contact them via text message. Ask children to leave any personal belongings with parents to avoid arguments/broken/missing toys. Once all children are signed in, the leader is to take the iPad to each classroom for sign-out later. |
| <b>New children</b> | Parents or registered carers of new children must be registered using the sign-in app.   |
| <b>Seating</b>      | After sign-in, children must approach their allocated workspace (i.e. table) with their leader(s).   |
| <b>Equipment</b>    | The service typically finishes at 11:30, so pack up can commence at 11.20am. Please place all posters, unused worksheets and crafts back into the laptop backpacks. Immediately following the service, parents or registered carers will arrive to collect their children.   |
| <b>Late Service</b> | In the event of a service that runs overtime, please wait in the classroom(s) until parents arrive for sign-out.   |
| <b>Sign-Out</b>     | <b><u>Leaders are to sign-out children and follow-up any children that are not signed out.</u></b> Children who have not been collected within five minutes of the end of the service may be escorted by the leaders to find their parent or registered carer for sign-out. Older siblings who are not over the age of 18 are <b><u>not</u></b> permitted to sign children in or out and are not permitted to collect siblings at the end of the service.  |

## **RC Youth - Procedural Information**

Youth who are in Years 7 – 12 are invited to participate in RC Youth. Youth who are in the final term of Grade 6 may also participate at the discretion of the Deacon of Youth.

**Attendance** New families are required to complete the Youth Registration Form (see Appendix 1) and are welcome to stay with their children as a guest to familiarise themselves with the program.

An attendance register comprising of a complete list of the Youth Members and the Team Members present for each session will be maintained by the Deacon of Youth.

**Leader : Youth Ratios** Redemption Church has adopted a ratio of 1:15 for RC Youth. Two adults should remain with the group, in view of the group, at all times. In an emergency situation where this may need to be altered, contact must be made immediately with either the Deacon of Youth or an Elder. If this is not done, it will be deemed that safe practices were not followed as per the Code of Conduct above.

### **Transportation**

On occasions it may be necessary to transport youth members in Youth Leaders cars such as on excursions and activities. On these occasions there must be two suitable adults in the car at all times and the car must be driven by a suitable adult who is not on a restricted license of any kind.

### **Accidents**

If an incident occurs that does not involve any injury, the Youth Leader should:

1. Ensure the area is safe. If it is considered unsafe the Leader can decide whether to:
  - Close the program/activity and call the parents or registered carers to collect their children;
  - Ask for assistance from the Deacon of Youth and the Child Safety Deacon if needed
2. Note the incident on the Incident Register. Make special mention of issues that may need to be addressed to avoid another incident.

If an incident occurs where a Leader is injured or unwell:

1. Ensure the area is safe (see above)
2. Apply First Aid if necessary
3. Decide if the program can continue

If a child is injured:

If serious, call the Deacon of Youth immediately, who will notify the parents immediately. In an emergency situation call an ambulance immediately on 000 (112 from a mobile phone) and then notify the Deacon of Youth of the action you have taken. In all accident situations, note the details in the Incident Form.

### **Safety In The Environs**

- Leaders must continue supervision until all children have been signed out of the session
- Contain the hazard or follow the emergency procedures (page 12) to remove the youth from the hazard.

## **RC Youth - Behaviour Expectations**

Consistency of expected behaviour is important, as are consistent behaviour management strategies. Ideally, we would love every youth member to participate fully in each of the activities and studies provided, however, we acknowledge that for some that will be difficult for them, and we respect their ability to say 'no'. For example, if someone wishes not to participate in a game, we are to accommodate their wishes where it is safe to do so, and of minimal disruption to the rest of the group.

### **Appropriate behaviour management:**

- Asking youth members to be quiet
- Redirect attention to task at hand
- Waiting for quiet
- Lining up before moving
- Restorative conversation with the whole group
- After the session de-briefing with the Head of Youth

### **Inappropriate behaviour management:**

- Smacking or physical force (see section on appropriate & inappropriate touch)
- Restraining
- Time outs, isolation from others
- Ridicule, yelling, speaking rudely in general

### **Unacceptable Behaviour from Youth Members**

If any of the following occurs:

- Consumption of drugs, alcohol, or cigarettes whilst at a RC Youth activity (zero tolerance)
- Absconding from and/or behaving unsafely in the designated activity area
- Verbal or physical aggression, or bullying and intimidation, or inappropriate sexual behaviour of any kind (zero tolerance)
- If a youth member refuses to cooperate at an age-appropriate level after being clearly asked and then reminded

Then, do the following:

- Call the Deacon of Youth if not already present
- The Deacon of Youth will then contact the parents, possibly arranging for the youth member to go home early.
- Note the incident in the Incident Form.

## **RC Youth - Run-Sheet**

- 6:30 PM** Youth Leaders and Team Members who are rostered to plan the nights activities arrive to set-up any necessary equipment and activities.
- 7:00 PM** Remaining Team Members arrive. The Youth Leader supervising the session will outline the night, run through times and order of activities, pray etc. All Youth Leaders and Team Members are to wear their name lanyards so they may be easily identified as suitable adults by parents and youth members and visitors.
- 7:30 PM** Youth Members arrive and attendance of all Youth Leaders, Team Members and Youth Members is taken. All new youth to be introduced to the youth leaders.
- 7:45 PM** Activities and games begin.
- 9:00 PM** Youth Leaders facilitate a Bible Study.
- 10:00 PM** Parents arrive for pick up and Youth Members who require taking home are driven home by two Team Members.
- 10:00 PM** Debrief (Youth Leaders and Team Members) and prayer.

# PART 3: ADDITIONAL INFORMATION

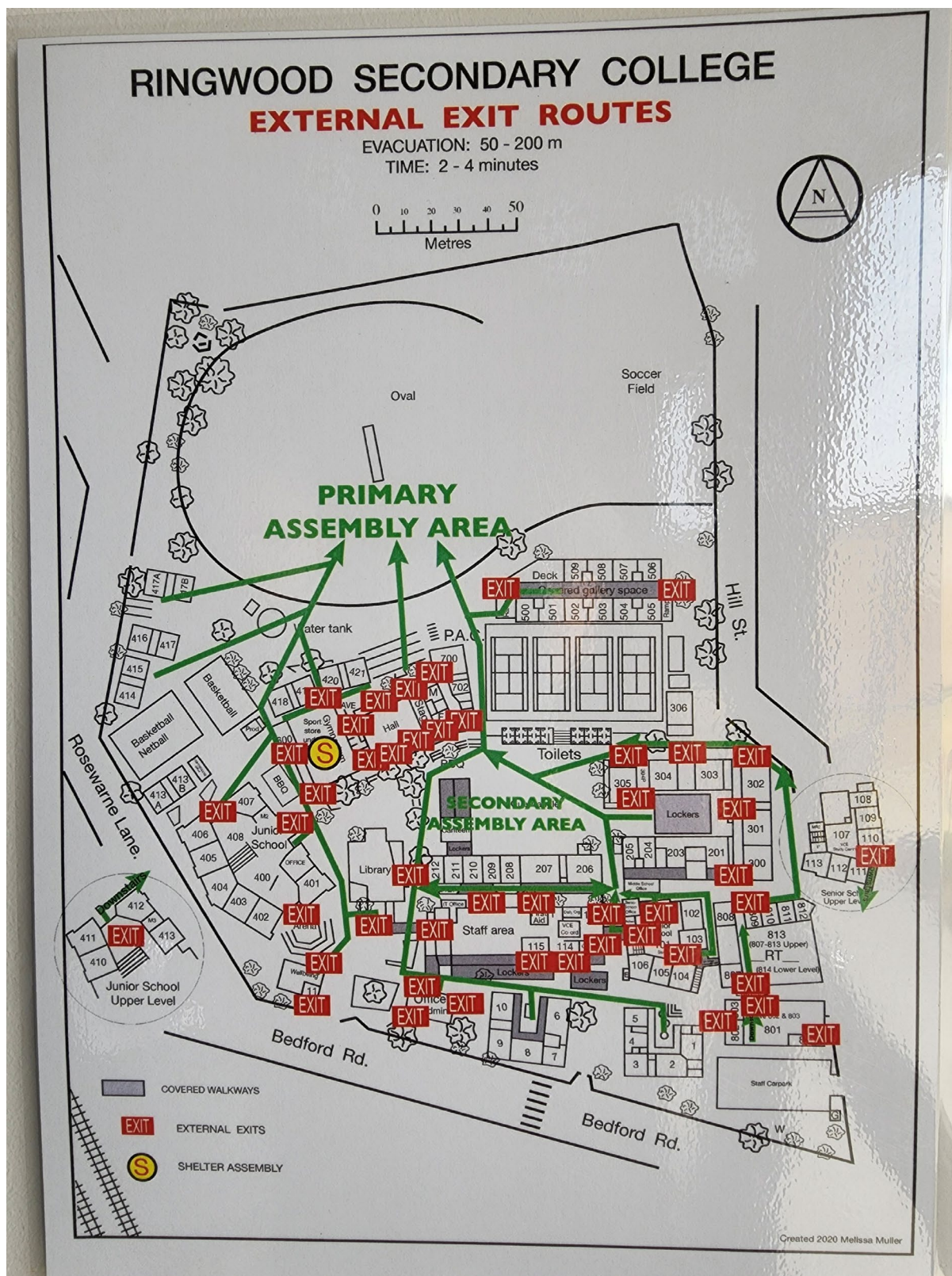
## Appendix 1 - Youth Registration Form

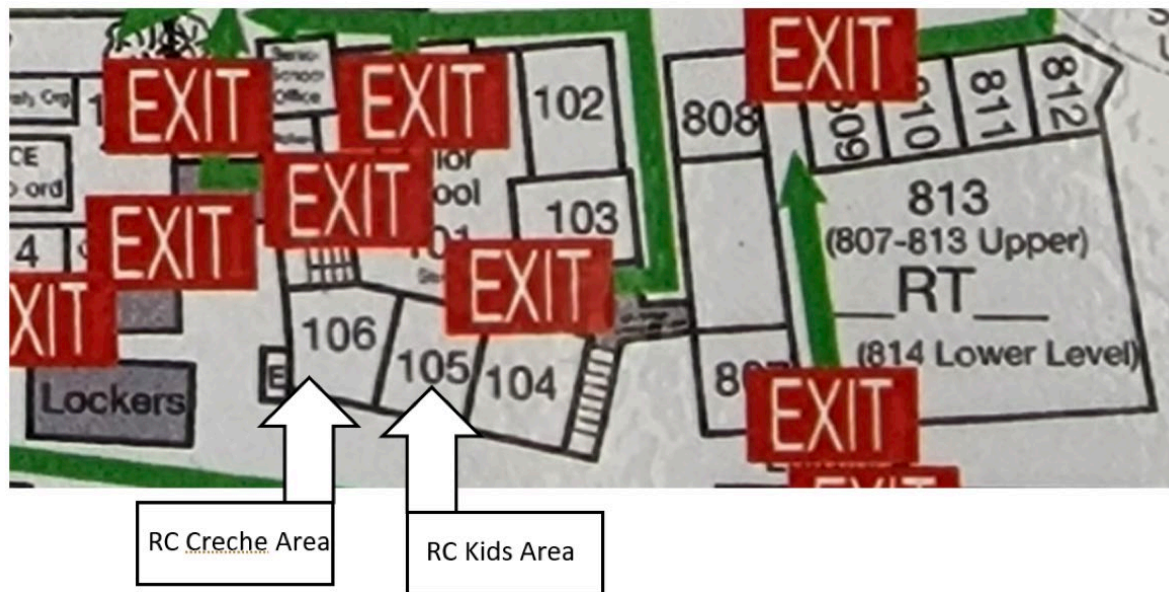
**RC YOUTH**  
Youth Signup Form



|                                   |  |  |                                 |                 |
|-----------------------------------|--|--|---------------------------------|-----------------|
| <b>PERSONAL &amp; FAMILY INFO</b> | NAME   |  |                                 |                 |
|                                   | MOBILE   |  | EMAIL                           |                 |
|                                   | STREET ADDRESS   |  |                                 |                 |
|                                   | SUBURB   |  | POSTCODE                        |                 |
|                                   | DATE OF BIRTH  |  | CURRENT SCHOOL YEAR LEVEL       |                 |
|                                   | PARENT / GUARDIAN NAME   |  |                                 |                 |
|                                   | CONTACT NUMBER   |  |                                 |                 |
|                                   | OTHER EMERGENCY CONTACT - NAME:  |  |                                 |                 |
|                                   | RELATIONSHIP TO APPLICANT  |  | PHONE                           |                 |
|                                   | Are there any family situations we should be aware of - ie. custodial issues or other matters?<br>If YES, then please attach any necessary info to the back of this document.  |  |                                 |                 |
| <b>MEDICAL INFO</b>               | MEDICAL CONDITIONS / ALLERGIES   |  |                                 |                 |
|                                   | PRESENTLY TAKING ANY MEDICATION?   |  |                                 |                 |
|                                   | MEDICARE NO.   |  | FAMILY DOCTOR                   |                 |
|                                   | ADDRESS  |  | PHONE                           |                 |
|                                   | LAST TETANUS IMMUNISATION  |  | / /                             |                 |
|                                   | AMBULANCE COVER  |  | DON'T HAVE ANY AMBULANCE COVER  |                 |
|                                   | COVERED BY PRIVATE HEALTH CARE INSURANCE OR HEALTH CARE CARD   |  | AM AN AMBULANCE VICTORIA MEMBER |                 |
| <b>PERMISSION INFO</b>            | I give permission for my child to participate in activities outside of the church property   |  |                                 | CIRCLE<br>Y / N |
|                                   | I give permission for my child to be transported in leaders' vehicles  |  |                                 | CIRCLE<br>Y / N |
|                                   | I give permission for Redemption Church to publicise and print my child's name or photographic likeness and use any video footage that is documented from RC events in any form  |  |                                 | CIRCLE<br>Y / N |
|                                   | <p><b>PERMISSION AGREEMENT:</b></p> <p>By completing this form, I authorise the leader in charge of a RC Youth event to arrange for my child to receive such first aid, medical or surgical treatment as the leader may deem necessary at any time during activities, where I or the nominated emergency contact is unavailable. I further authorise the use of ambulance and/or anaesthetic by a qualified medical practitioner if in his/her judgment it is necessary. I accept responsibility for payment of all expenses associated with such treatment. I agree to reimburse Redemption Church or other parties for all damage to property or equipment caused by my child.</p> <p>_____</p> <p>PARENT / GUARDIAN SIGNATURE</p> |  |                                 |                 |

## Appendix 2 - Ringwood Secondary College - Location Evacuation Maps





## Appendix 3 - Incident Report Form



REDEMPTION CHURCH  
**INCIDENT FORM / REGISTER**

Date of Report:

### INCIDENT BASIC DETAILS

Date of Incident:

Time of Incident:

Full Name of child / youth involved:

### INCIDENT DETAILS

What Happened?

Why do you think this happened? – *Can be more than one reason.*

### INCIDENT IMMEDIATE RESPONSE

What Immediate Actions were taken to rectify the situation? – *Describe any first aid or any other remedial actions taken, including who was informed.*

### INCIDENT REPORTED BY

Full Name of Person Reporting the Incident:

Signature:

[ FOR CHURCH USE ONLY]



## FOLLOW-UP ACTIONS

Are any Follow-up / Preventive Actions Required? Yes / No

Details of Follow-up / Preventive Actions, if Any:

## REVIEWED & AGREED BY

*Deacon of Children (Name & Signature):*

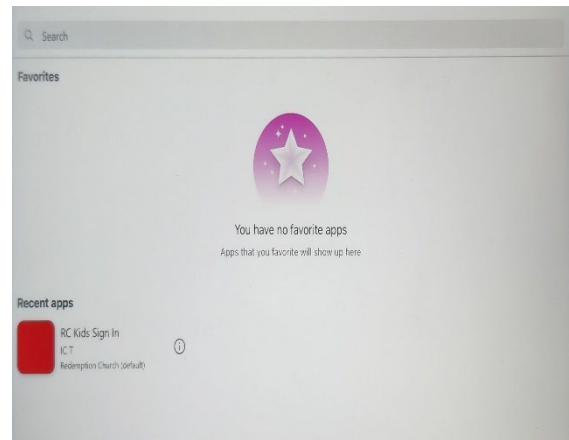
*Deacon of Child Safety (Name & Signature):*

*Elder (Name & Signature):*

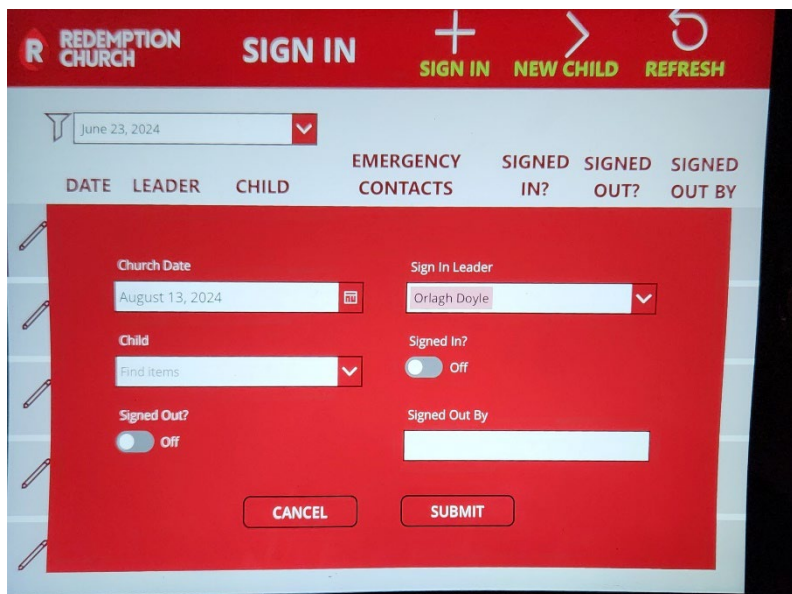
## Appendix 4 - Instructions for signing in and out



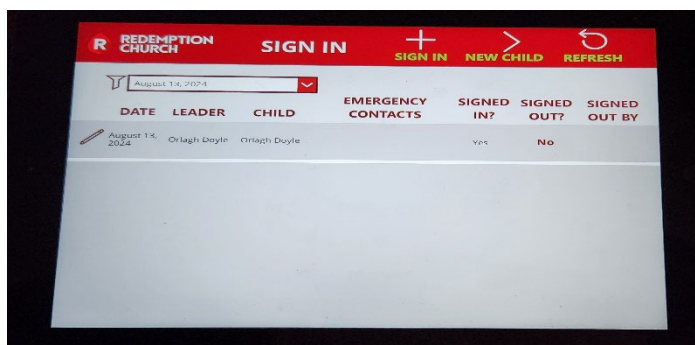
1. Select the 'Power Apps' application (bottom of screen)



2. In the app, select 'RC Kids Sign In'



3. Ensure that the correct date has been selected.
4. Select your name from the 'sign in leader' menu.
5. Select the child's name from the menu.
6. Ensure that the 'signed in' toggle has been selected (it should turn green).
7. Press submit to save.



By selecting the current date, you will be able to see all children who are signed in, as well as their emergency contact details. Please use this to access parent numbers if you need to contact them during the service.

The screenshot shows a date filter dropdown menu on the left side of the screen. The menu is open, showing a list of dates from June 23, 2024, to August 13, 2024. The date June 23, 2024, is selected. The main table displays columns for EMERGENCY CONTACTS, SIGNED IN?, SIGNED OUT?, and SIGNED OUT BY. The data rows show children signed in on June 23, 2024, by Orlagh Doyle, with 'Yes' in the SIGNED IN? column and 'Mum' in the SIGNED OUT BY column.

| DATE          | LEADER       | CHILD      | EMERGENCY CONTACTS | SIGNED IN? | SIGNED OUT? | SIGNED OUT BY |
|---------------|--------------|------------|--------------------|------------|-------------|---------------|
| June 23, 2024 | Orlagh Doyle | [Redacted] | [Redacted]         | Yes        | Yes         | Dad           |
| June 23, 2024 | Orlagh Doyle | [Redacted] | [Redacted]         | Yes        | Yes         | Dad           |
| June 23, 2024 | Orlagh Doyle | [Redacted] | [Redacted]         | Yes        | Yes         | Mum           |
| June 23, 2024 | Orlagh Doyle | [Redacted] | [Redacted]         | Yes        | Yes         | Mum           |

To begin the sign-out process, use the filter button and ensure that you have the correct date selected. When you select this date, you will be able to see which children are presently signed in.

The screenshot shows the Redemption Church sign-in system with a date filter dropdown menu set to August 13, 2024. The main table displays columns for DATE, LEADER, CHILD, EMERGENCY CONTACTS, SIGNED IN?, SIGNED OUT?, and SIGNED OUT BY. The data row shows a child signed in on August 13, 2024, by Orlagh Doyle, with 'Yes' in the SIGNED IN? column and 'No' in the SIGNED OUT? column.

| DATE            | LEADER       | CHILD        | EMERGENCY CONTACTS | SIGNED IN? | SIGNED OUT? | SIGNED OUT BY |
|-----------------|--------------|--------------|--------------------|------------|-------------|---------------|
| August 13, 2024 | Orlagh Doyle | Orlagh Doyle |                    | Yes        | No          |               |

Click the pencil icon next to the child's name.

The screenshot shows the Redemption Church sign-in system with a date filter dropdown menu set to August 13, 2024. A red sign-out form is displayed over the table. The form contains fields for Church Date, Child, Sign In Leader, Signed In?, Signed Out?, and Signed Out By. The form is filled out with the following information:

- Church Date: August 13, 2024
- Child: Orlagh Doyle
- Sign In Leader: Orlagh Doyle
- Signed In?: On
- Signed Out?: On
- Signed Out By: Mum

Buttons for CANCEL and SUBMIT are visible at the bottom of the form.

-After you have clicked the pencil icon, this screen will appear.

-Select the 'Signed Out' option so that the green bar is visible.

-Indicate who it was that signed the child out.

-Click submit

-Repeat this process to sign out the remaining children.

## Appendix 4 - Instructions for registering a new family

REDEMPTION CHURCH SIGN IN + > ↺  
SIGN IN NEW CHILD REFRESH

June 23, 2024

| DATE | LEADER | CHILD | EMERGENCY CONTACTS | SIGNED IN? | SIGNED OUT? | SIGNED OUT BY |
|------|--------|-------|--------------------|------------|-------------|---------------|
|------|--------|-------|--------------------|------------|-------------|---------------|

Church Date: August 18, 2024

Sign In Leader: Orlyah Doyle

Child: Jace Paterno

Signed In?: Off

Signed Out By:

CANCEL SUBMIT

Select 'new child' from the top of the screen.

REDEMPTION CHURCH NEW + < ↺  
ADD NEW SIGN IN REFRESH

Jace Paterno

| FIRST NAME | LAST NAME | EMERGENCY CONTACTS |
|------------|-----------|--------------------|
|------------|-----------|--------------------|

First Name:

Last Name:

Emergency Contact 1:

Emergency Contact 2:

CANCEL SUBMIT

This screen will appear, allowing you to input the new details of the child.

Please take care to ensure that you have included at least one emergency contact for the child, including phone numbers.

## DOCUMENT REVIEW HISTORY

*It is necessary that this document is reviewed for accuracy on an **annual basis** in order to comply with Victorian Government Child Safety Standards. Significant changes to the procedures listed in this document must not be made without the approval of the Church Elders. The person responsible for reviewing this document should fill out the table below and ensure that this file is saved in the relevant Dropbox folder.*

| Date     | Person Responsible | Notes   | Date of next review |
|----------|--------------------|---|---------------------|
| 10/01/23 | Orlagh Doyle       | -Locations, maps, room numbers updated to reflect new premises (p29, p30)<br>-Anti-Racism statement included (p7) | JAN 2024            |
| 15/01/24 | Orlagh Doyle       | Amended RC Kids and RC Creche Run Sheets  | JAN 2025            |
| 31/01/25 | Orlagh Doyle       | -New sign-in and sign-out procedures added to appendices  | JAN 2026            |
|          |                    |   |                     |
|          |                    |   |                     |