

**DRAFT****ANGLICAN DIOCESE OF ADELAIDE****GUIDELINES FOR THE PROTECTION OF CHILDREN WITHIN THE CHURCH**

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## INTRODUCTION

The Bible shows that we have been given all the gifts necessary to carry out the ministr to which God has called us (Romans 12: 4-8, Ephesians 4: 7-13) For many, that ministr is with children and youth in the church and wider community. It is a privilege and responsibility to minister in this way and although often voluntary, must be of th highest standard.

These guidelines have been developed to ensure that the responsibilities and obligation of those involved are well known and documented.

The Anglican Church in Adelaide recognises the valuable work that has been done in th past in children's and youth ministry and is anxious that this work continues and grows The diocese has a responsibility to parents that, while in the care of Church leaders their children will be afforded such protection as the parents would reasonably expect There are laws and government regulations which may also apply.

Leaders within the diocese need to be aware of the following guidelines and ensure tha those involved in children's groups, youth groups, Sunday school or other ministries wit children and young people are also aware of their responsibilities, both to the churc and to those in their care.

## IMPLEMENTING THE GUIDELINES

The effectiveness of these guidelines will require that their application in variou situations are assessed regularly. Organisational practices will need to be monitored to ensure that, as far as is possible and appropriate, they do not depart from th guidelines.

It is recommended that:

- the parish priest or person/s appointed by the governing body (eg Diocesan Council o Parish Council) meet at least once per year with the leaders of all groups involving children / young people to review the use and application of these guidelines.
- the Diocese arrange annual training sessions for all leaders of groups involved in ministry with children to train them in the use and application of the guidelines.
- the Diocese provide a copy of the guidelines to all those involved in ministry with children and young people

## CHILD PROTECTION

### Introduction

Children and young people have the right to be emotionally and physically safe at all times. The protection and safety of children and young people is fundamentally the responsibility of families and the communities in which they live.

For the purposes of this document, a child or young person is defined as any person under the age of 18 years of age.

In South Australia, the state has a mandate to intervene in family life when there is a suspicion, on reasonable grounds, that a child is at risk. This mandate is the responsibility of Family and Youth Services (FAYS), part of the Department of Human Services under the SA Children's Protection Act 1993.

The object of state intervention is to work in partnership with the child/young person, the family, other human service providers and the community to

- provide for the care and protection of children and to do so in a manner that maximises a child's opportunity to grow up in a safe and stable environment and to reach his or her full potential; and
  - to assist the family to carry out its responsibility to care for and protect its children.
- Children and young people may be at risk of abuse and neglect in a variety of cultural and social settings. The effect of child abuse and neglect can be traumatic and long-lasting not only to the child and young person, but to the whole family and the community at large.

In recent years reports of suspected child abuse and neglect in South Australia have increased markedly in line with national and international trends. This reflects a growing awareness of the problem of child abuse and the need to prevent it.

If leaders in the Anglican Church in the Diocese of Adelaide suspect on reasonable grounds that a child/young person has been or is being abused or neglected, the Diocese believes you have a moral responsibility to notify Family and Youth Services.

It may be appropriate to discuss the situation with a suitable person before taking further action. Information you may have concerning families needs to be kept confidential.

### The Law

Under Section 11(1) & (2) of the SA Children's Protection Act 1993, the following people are obliged by law to notify FAYS if they suspect on reasonable grounds that a child/young person has been or is being abused or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties

- a medical practitioner
- a registered or enrolled nurse
- a dentist
- a psychologist
- a member of the police force
- a probation officer
- a social worker

- a teacher in any educational institution (including a kindergarten)
- an approved family day care provider
- any other person who is an employee of, or volunteer in a government department, agency or a local government or non-government agency or instrumentality that provides health, welfare, education, childcare or residential services wholly or partly for children/young people, and is engaged in the actual delivery of those services to children/young people; or
- holds a management position in the relevant organisation, the duties of which include direct responsibility for; or
- direct supervision of the provision of those services to children/young people.

The above people are referred to as mandated notifiers.

Parish based children's and youth leaders (whether voluntary, paid or clergy) do not fall within the legal definition of mandated notifiers. This is because the purpose of a church is not primarily to provide health, welfare, education, childcare or residential services. However, the *Critical Incidents Working Party* report to Synod in 1994 states that:

*As followers of Jesus, we look for the image of God in all people, and also in Jesus we are called to defend, protect and provide for those who are weaker and more vulnerable to harm in our society. . .*

*Children and young people are particularly vulnerable to abusive behaviour, and are of special concern to the church. We believe that all church authorities and agencies should consider themselves bound to notify a Statutory Authority if they become aware of suspected child abuse.*

### What is Child Abuse?

Child abuse may involve:

1. Physical abuse, commonly characterised by physical injury resulting from hitting, punching, beating, shaking, biting, burning or otherwise harming a child.
2. Sexual abuse, when someone in a position of power over the child or young person uses his or her power to involve the child/young person in sexual activity. This can include a range of behaviours such as sexual suggestion, exhibitionism, mutual masturbation, oral sex and penile or other penetration.
3. Emotional abuse, a chronic behavioural pattern directed at the child/young person whereby their self esteem and social competence is undermined or eroded over time. A child/young person can also experience emotional abuse by being exposed to a dysfunctional environment which includes domestic violence.
4. Neglect, characterised by a failure to provide for the child/young person's basic needs (eg: food, shelter, clothing, appropriate medical attention). This can occur by direct and deliberate action or by omission or deliberate inaction with regard to the physical and emotional needs of the child/young person.

## Reporting Child Abuse and Neglect

Early identification of repeated abuse and neglect can ensure that relevant agencies and workers provide appropriate intervention and services to the family to assist it in its responsibility for the child's or young person's safety.

Failure to notify suspected cases of child abuse and neglect may result in the abuse of a child/young person continuing or the death of a child/young person. Abused children/young people may carry the trauma associated with their experiences into adulthood unless treatment, assistance, and support are provided.

Child abuse and neglect rarely stops without intervention and help.

**THE SA CHILD ABUSE REPORT LINE IS 13 14 78 (24 hours)**

A helpful booklet is *Reporting Child Abuse and Neglect: Mandated Notification Guidelines*. Available for \$2.50 from the Anglican Church Office.

It is recommended that at least one person in each parish undertake the Mandatory Notification Training available through the Ministry Development Council.

## RESPONSIBILITIES

### Duty of Care

A leader assuming responsibility for a group accepts a 'duty to take reasonable care'. This duty may generally be described as the standard that a 'careful parent' would exercise in all circumstances.

A leader cannot completely transfer their duty of care to any outside service provider.

A leader has a duty to be reasonably informed as to the safety or danger of any activities undertaken.

Some activities are potentially more dangerous than others and require that the leaders have a higher level of skill and experience. Leaders involved in adventure activities must be competent in that particular activity or use the expertise of someone who is.

### Insurance

The Diocese holds insurance cover as follows:

Public and Products Liability Insurance	\$30m
Voluntary Workers	\$5m
Professional Indemnity	\$5m

This insurance covers personal injury or loss of property.

All voluntary leaders are covered under this insurance.

Employed workers are covered by the parish/diocesan insurance.

### Written authority

As a leader of a group involving children, it is recommended that a form be kept with details of any relevant medical information and how to contact parents. See Appendix 4

When taking groups on camps and outings, an appropriate written consent and medical information form is to be completed and returned to the leaders. This form needs to contain relevant and up to date information and should therefore reflect the child's/young person's most recent medical history. See Appendix 5.

These forms are to be held by the parish/organisation for a period of seven years

### Self protection

Ensure that:

- at least 2 leaders are present at all activities
- leaders avoid out of sight and potentially compromising situations with children. eg. one on one counselling with the door shut

### Numbers and Leader/Participant Ratio

*Each group requires a minimum of two adults per group.*

For general activities away from the church, a maximum ratio of 1:20 with at least two leaders per group is advised. The recommended ratio for leaders to members would be about 1:6 in well organised groups.

The following *minimum* ratios for specific adventure activities are suggested.

Activity	Ratio	
Board sailing	1:4-6	<i>Ratios will vary according to:</i> <ul style="list-style-type: none"> <li>• Equipment available</li> <li>• Size of the group</li> <li>• Nature of the activity</li> <li>• The venue</li> <li>• The age of students</li> <li>• Their ability</li> <li>• Their behaviour</li> <li>• Weather conditions</li> <li>• Experience of leader</li> <li>• Disabilities</li> </ul> <i>Or any number of other variables could lower the participant to leader ratio.</i>
Bike riding	1:8	
Bushwalking - Local area	1:10	
- Rugged areas	2:10	
Camping - Residential	1:15	
- Canvas	1:10	
Canoeing (Kayaking)	1:6-8	
Caving	2:10	
Excursions (using transport)	1:20	
Fishing	1:10	
Horse Riding - Dressage and basic flat work	1:10	
- Trail riding	2:12	
Rock climbing	2:8	
Rowing	1:4-6	
Sailing	1:4-6	
Surfing	1:4-6	
Snorkelling	1:6-8	
Snow skiing - Resort areas	1:7	
- Away from resort	2:10	
Swimming Pools - Junior primary	1:10	
- Primary	1:15	
- Secondary	1:20	
Swimming Sea/River - Junior Primary	1:5	
- Primary	1:10	
- Secondary	1:4-6	
Water Skiing	2:4-6	
NB Epileptics in water	1:1	

Source: "The Responsibilities of a Leader" CEBS - The Anglican Boys' Society SA Inc.

## SAFE ENVIRONMENT

### Introduction

To provide a safe environment for children/young people it is necessary to have a safe standard of care at all times and in all places. Procedures need to be in place to receive and deal with complaints or reports of unsafe practices.

Leaders should be aware of safety issues involving children/young people and should adhere to them. A breach of safety standards could mean a failure to carry out duty of care.

### Off-site Activities

Difficulties can be avoided through careful planning. A **workable emergency support system** should be in place. Parents should be informed of any proposed activity and the name of a contact person. That contact person should receive an itinerary showing the proposed route of the activity, and is the liaison person between parents and the group.

### Emergency Support

In case of an accident:

- Remain Calm
- Deal immediately with any injuries
- Ensure the well-being of the rest of the group
- Obtain necessary assistance
- Contact members of the group if appropriate
- Contact the parents. as appropriate

### First Aid

#### In The Parish

The parish or organisation should provide first aid supplies and equipment. The location of the first aid facilities should be made known to all leaders. At least one leader present should have a first aid certificate and all leaders should have some knowledge of basic first aid.

#### Camps and Adventure Activities

At least one person with any group should have a first aid certificate.

The following guide provides the advised minimum standards for first aid knowledge in South Australia

- For trips within one hour of medical help - basic casualty care course
- For expeditions, camps or where more than one hour from medical help - current Red Cross or St John certificate.

Details of these courses are available from those organisations.

The group leader must be aware of the medical services available in the proximity to any activities.

This could include:

Doctors

Clinics

Hospitals

Ambulance services, etc.

The leader should be aware of the nearest telephone or carry a mobile phone where possible. The ambulance number should be clearly displayed on the mobile telephone. The first-aid kit should be appropriately stocked for the venue and/or activity and checked regularly or immediately after use to replenish stock.

In the case of a child/young person being injured, the leaders will attempt to contact the parents. The doctor or the ambulance will be contacted before the parents if the situation is urgent. The parents should be kept informed.

A First Aid Treatment Form or an Accident/Incident Report will need to be completed for any injury/treatment given or sustained during an activity.. See Appendices 3 & 6.

### Antibody Status

By law, anyone who is HIV or Hepatitis C antibody positive is not required to reveal their status to the organisation. Regardless of a person's antibody status, he/she should receive the same treatment as any other person.

All leaders should be made aware of the risk of contracting blood borne diseases, and take appropriate precautions against this risk. (Further information on appropriate precautions against contracting blood-borne diseases can be obtained from any local community centre.)

### Safety Factors

#### Electrical

Ensure all mains-operated equipment is properly connected and correctly operated. Malfunctions should be reported promptly. Radiant heaters must have a suitable guard to protect from accidental burns. All buildings should have safety switches. Power points that are accessible to small children should have safety plugs in them when not in use.

#### Poisons

All household chemicals, medicines, cleaning and gardening products should be kept out of reach of children and in a safe and secure location. The telephone number of the Poisons Information Centre should be known to leaders and displayed on First-Aid kits

#### Playground Equipment

All playground equipment owned by the parish or organisation should be checked regularly and comply with Australian Safety Standards. Soft fill under equipment is essential to a depth of 300mms (uncompacted depth 350mm).

Check all playground surfacing with the SA Health Commission RE: Australian Standard AS/NZS 4422:1996.

#### Fire Safety

A fire response and evacuation procedure should be formalised and all leaders and children regularly made aware of it.

Leaders should be familiar with the layout of the building and the location of exits and fire extinguishers and know how to evacuate the premises. In the case of a fire, leaders will move people away from the danger and notify the fire brigade. All efforts to control the fire in a safe manner should be attempted, but the first responsibility of leaders is to the children.

#### Films, Computer and Video Entertainment

Leaders should note the ages of the children/young people and abide by censorship standards.

#### Smoking/Drugs/Alcohol

Whilst caring for children/young people, all leaders will:

- refrain from smoking while in the presence of children
- refrain from smoking inside buildings, vehicles, tents and enclosures
- not be adversely affected or impaired by drugs and/or alcohol

#### Equipment and Clothing

Equipment is to be checked to ensure that it is functional and safe for its intended use. Suitable clothing and footwear for the activity is to be worn.

#### Venue safety

The venue should be known to leaders so that they are aware of any potential hazards.

The note under First Aid indicates that the leader in charge must be aware of the location of first aid/medical services in the area. Similarly, other emergency services such as police, CFS(Country Fire Service), etc. should be known.

## BEHAVIOURAL EXPECTATIONS

### Children's Rights and Responsibilities

#### Children have the right to:

- be safe
- be listened to
- be respected
- privacy
- take calculated risks in a protected setting
- an inclusive environment

#### Children are responsible for:

- showing respect to other children and adults
- keeping themselves safe
- accurately reporting inappropriate behaviour or at-risk situations for children

### Leaders' Rights and Responsibilities

#### Leaders have the right to:

- be respected
- be listened to
- on-going information on all aspects of child protection

#### Leaders are responsible for:

- working as a team to ensure the safety of children in their care
- using appropriate child behaviour management
- not abusing children physically, emotionally or sexually
- being prepared to believe and respond to children's statements concerning alleged abuse
- disclosing sensitive information only to appropriate and/or designated personnel on a 'need to know' basis

### Behaviour and Discipline

#### Appropriate Discipline of Children in the care of leaders

If a child's/young person's behaviour requires correction either for his/her own safety and wellbeing, or that of other group members, or for cohesion of the group, the disciplinary action should be appropriate to the occasion and effective while not being abusive in itself.

This section provides basic standards for maintaining appropriate behaviour, allowing for the obvious differences that will apply when the diversity of age ranges of the children/young people in the group is taken into consideration.

In devising a disciplinary strategy, a child's safety will be paramount. It is recommended that each parish/organisation devise a disciplinary strategy.

A strategy might include the following:

- Undue physical force or undue restraint shall not be used unless it is believed to be the only means to prevent a child/young person causing injury to himself/herself or to another person. In the case where physical restraint must be used, it shall be no more than is necessary to restrain the child/young person without causing them injury
- If isolation of the child/young person from the group is included as an option, the child/young person should be isolated within an area which is deemed to be safe and within easy supervision of at least one leader.
- In circumstances where the immediate safety of the child/young person and/or other group members permits, the child/young person who is deemed to require disciplinary action will first receive a warning. This warning will outline the nature of the disciplinary action that will follow if the behaviour continues.
- At no time will a disciplinary action be carried out without an explanation being given to the child/young person regarding the reason for action.

#### Possible danger to a group

If there is any doubt about the ability of a child to act reasonably in a group situation it would be wise for the group to have a statement similar to the following on consent forms.

"Children with a known history of wilful disobedience should not attend this activity."

A child/young person removed from participation in an activity because of unreasonable behaviour, must be supervised while the activity is in progress.

#### Complaint Procedure - Inappropriate Disciplinary Action

In the event of a child/young person disclosing to a group leader that they have been disciplined in a way that is contrary to these Guidelines, refer to 'Inappropriate Leader Behaviour' on page 15.

## LEADERSHIP

Leaders or organisers of a church group should be recognised within a parish/diocese as a person appointed or approved to carry out a particular role. In most cases this is a voluntary post but it is important that it be recognised as an official role.

Implicit in leadership is the responsibility to take reasonable care to provide a suitable environment for the development of children / young people. This covers the physical, emotional and spiritual environment created by the leader/s.

The Diocese needs to ensure, as far as is possible, that any person selected is a responsible and suitable person. These guidelines seek to ensure that children / young people will be safe.

### Process for Selection & Authorisation

The governing body of an Anglican organisation in this Diocese which has a duty of care for children / young people, shall assess the person's suitability to be responsible for the care of those children/ young people.

This governing body (eg Diocesan Council, Parish Council) should create a selection panel, or authorise an appropriate existing body, to assess all persons wishing to be leaders in children's and youth ministry.

#### Selection Panel

Where a selection panel is created, it shall include at least three people, one of whom shall be a member or an appointee of the governing body.

The Selection Panel should be of mixed gender.

#### Authorisation

It is intended that the selection panel use an informal interview process of information sharing to assess the suitability of a person to be a leader of children and/or young people within the organisation.

The prospective leader will

- have signed the Code of Conduct for Leaders (see Appendix 1)
- have signed the Statutory Declaration (see Appendix 2)
- have received and read these Guidelines
- be able to answer questions relevant to the qualifications, duties, and personal qualities required for the position
- be given the opportunity to ask relevant questions.

The selection panel shall report to the governing body of the organisation and make recommendations as to the suitability of the applicant. The governing body will advise the applicant of the outcome as soon as possible.

Leaders under the age of 18 years are to work under the supervision of an adult and are to sign the Code of Conduct for Leaders.

## Documentation

Relevant documentation in relation to any application and selection process shall be strictly confidential. Only those authorised by the governing body shall have access to the documents.

The original Statutory Declaration form shall be sent to the Diocesan Secretary and will be retained within the Diocese. A copy is to be retained by the parish/organisation.

The signed Code of Conduct form is to be held by the parish/organisation for a period of seven years after the leader ceases working in that parish.

## Responsibilities of a leader

Responsible leaders are:

- people of faith who seek to encourage and develop the faith of others
- considerate - sensitive to the needs of individuals and groups
- positive - praise good behaviour and attitudes
- discouraging of bad behaviour and attitudes
- enthusiastic and able to enthuse others
- organised - punctual, well prepared, inform families and children / young people of expectations
- honest and have integrity
- good listeners
- good team members
- reasonable - fair
- consistent - knowing their own mind and being confident. What is good for one is good for another, unless they can explain to the group or the individual the reasons for your inconsistency and they accept that reasoning.
- careful - assessing the risks of any situation to ensure the safety of children
- adults - remembering children are children and they are the adult!
- aware - in issues of child abuse, sensitive conduct by all involved with children and young people needs to be paramount.

## Training

### Recommended

- Mandatory Notification Training: Reporting Child Abuse and Neglect - 7 hour module
- Senior First Aid - 3 days
- Diocesan Training for the Protection of Children - 1 day
- 

### Suggested Training

- Youth Leader Certificate Course offered through the Ministry Development Council.
- Kaleidoscope: Training material for those who work with children in the church available at the Anglican Resource Centre.
- Ecumenical Children's Ministry Training Day offered through the Ministry Development Council.
- GFS - An Anglican Ministry Leader Training
- CEBS- The Anglican Boys Society Leader Training

## PROCEDURES TO RECEIVE AND DEAL WITH COMPLAINTS/REPORTS

An employee or office-holder may be subject to a contract of employment or other similar conditions. Any decision to dismiss, or alter the duties of such a person should be made taking this into consideration.

### Inappropriate Leader Behaviour towards a Child/Young Person

If a child/young person informs a leader that he/she believes that he/she or someone else has been, or is being, subjected to inappropriate discipline, unsafe practices, or a dangerous environment, the leader shall:

- ensure the immediate safety and protection of the child/young person
- investigate the complaint
- take whatever steps are appropriate to have the situation resolved, to prevent a situation or circumstances of a similar nature occurring again, and so ensure a safe environment

If a matter is considered by the governing body to be of a minor nature and the incident is believed not to reflect on the ability of the leader to be a responsible carer of children/young people, immediate rectification of the issue will suffice.

If the matter is considered to be of a more serious nature then the matter will be referred to the governing body which may:

- counsel the leader, or
- reprimand the leader, and/or
- suspend the leader from leadership for a defined or indefinite period, or
- dismiss the leader from the position, and at its discretion, if not already done
- notify Family and Youth Services (FAYS) or other relevant authority
- refer the matter to the Anglican Sexual Misconduct Helpline
- refer the matter to the Police for advice, if it is believed that an actionable criminal offence may have been committed.
- notify the Archbishop
- See Contact Information Page 24.
- 

### Documentation

If the governing body should choose to suspend or dismiss a leader it shall forward a letter to:

- the leader with
- a copy to be held by the governing body a copy to the Archbishop.

All documentation in relation to the above shall be strictly confidential. Only those authorised by the Chairperson of the governing body shall have access to the same. If the Police are notified they must be given access to all documentation.

Such documentation shall be securely retained by the governing body for a period of seven years after this person has ceased to be a leader. At the expiration of that seven

year period such records, if no longer required, shall be destroyed in a manner deemed suitable by the governing body.

## TRANSPORT

### Transporting - The Legal Position.

It is suggested that the following steps should be taken before the transportation of group members on any excursion or outing.

#### Roadworthiness

Ensure that the transporting vehicle is roadworthy and is registered. Driving an unroadworthy vehicle may be just as negligent as driving a roadworthy vehicle carelessly.

#### Liability for damage

Ensure that the driver/owner understands that, in the case of an accident or damage to the vehicle, the group/church has no obligation to cover the cost of repairs. Comprehensively insured vehicles might be your first option but this is not always possible.

#### Competent drivers

Entrust the transportation of members only to competent drivers with an appropriate license and some years of experience. Under no circumstances should children/young people be transported in a vehicle driven by a learner to whom 'L' plates and / or 'P' plates apply.

Ensure that the numbers in the vehicle are such that they will not impair the driver's ability to control the vehicle or obstruct the view through the rear vision mirror. Failure to do so could constitute a breach of the duty of care.

#### Use of Private Vehicles

Parents are to be informed about the transportation arrangements and given an opportunity to object if they so desire.

#### Seat Belts

Ensure that each member is wearing the seat belt provided in the vehicle. No person should be conveyed in a private vehicle unless a seat belt is available. At no time should group members be permitted to travel in a private vehicle where a seat belt is not available.

#### Public Transport

In the case of an accident while on any form of public transport the leader must have accurate records of names of participants with them for the information of the emergency services.

#### Bus Safety

Standing in buses should not be permitted. If fitted, seat belts must be worn. It is the driver's responsibility to ensure that seat belts are worn. It is the responsibility of the leader to determine that the driver has an appropriate and current license for the vehicle being driven.

#### Travel In Hazardous Areas

Travel to excursions and camps may involve roads and/or conditions that would make some vehicles unsafe. The leader should be satisfied that the trip can be undertaken safely, that the driver is reliable and experienced in the conditions, that the vehicle is mechanically sound and properly equipped for the conditions.

## FORMS

### Using the Forms:

Good documentation goes hand in hand with duty of care.

Forms are available from the Anglican Church Office and in the Appendix of the Diocese of Adelaide Guidelines for the Protection of Children within the Church

The original Statutory Declaration must be sent to the Diocesan Secretary and a copy may be kept in parish/organisation records.

All other forms, including the Code of Conduct form, the First Aid Treatment form, the Consent form, the Medical Information form and the Accident/Incident form should be kept securely within the parish/organisation for a period of seven years.

All forms should have the name of the parish/organisation, the name of the event or activity marked on it and should be dated.

### Appendix 1: Code of Conduct

The Code of Conduct is a statement of values which leaders in the Anglican Diocese of Adelaide are asked to adhere to. This code can be adapted for specific situations.

### Appendix 2: Statutory Declaration

The safety of children and young people is our prime concern, and so the church asks its leaders to declare on this Statutory Declaration any prior convictions, or facts found proven without conviction, which they may have. There is provision on this form for consent to have a Police Check conducted by the Diocesan Secretary and used to assess the suitability of the applicant.

A Statutory Declaration form needs to be completed every three years a leader is in office.

### Appendix 3: First Aid Treatment Form

Administration of first aid should only be carried out by a suitably trained person. The purpose of this form is to record each and every treatment administered.

### Appendix 4: Medical Information Form

A medical information form should be filled out for each child/young person at the beginning of each year's program. A specific medical information form should be filled out for each extended activity eg. camp, hike, adventure activity

### Appendix 5: Consent Form

A general consent form should be filled out for each child/young person at the beginning of each year's program. A specific consent form should be constructed for any extended or off-site activities such as camps.

Each consent form should include information about:

- the activity
- the date
- the time the activity commences and concludes
- any transport arrangements
- pick-up and drop-off information
- emergency contact information
- supervision
- permission to seek medical attention

## Appendix 6: Accident/Incident Form

This form needs to be completed if an accident occurs requiring the injured party to see a medical practitioner.

This form also needs to be completed if an incident occurs. An incident is an event that may have long or short term affects on children/young people, leaders, the group or parents. It may have legal, physical, or emotional implications, and it may involve, for example, leader conduct, drugs, sexual misconduct, participant disputes, criminal activity.

## CODE OF CONDUCT FOR LEADERS

### I Affirm the Following

1. The community in which I worship and live is to be a safe place for people of all ages, both male and female, to give and receive Christian ministry, without fear of exploitation or abuse.
2. I have a particular commitment to ensuring that children and young people involved within my community are safe from behaviour that is exploitative, predatory, abusive, manipulative, or violent. Such behaviour, whether physical, sexual, emotional, or spiritual, is always unacceptable.
3. I understand that I have a 'Duty of Care' to children and young people within my care and am aware of the responsibilities this entails.
4. As a designated leader of ..... I undertake to ensure children/young people's safety, to work within a team, to use appropriate child behaviour management, and keep parents and the parish council well informed of our activities.
5. I will ensure that I maintain appropriate confidentiality.
6. I will not develop relationships with children/young people which may compromise my role as a leader and may put the child/young person at risk of physical or emotional distress.
7. If I form a suspicion on reasonable grounds of child abuse or neglect, I will contact the Department of Family and Youth Services. I may inform an appropriate person from the governing body.

I acknowledge that I have received and read 'Guidelines for the Protection of Children and Young People with the Church', and I accept its standards for ethical relationships in Christian ministry.

.....  
(signature)

.....  
(parish priest's signature)

.....  
(full name printed)

.....  
(priest's name in full)

.....  
(ministry role)

.....  
(date)

.....  
(Parish)

\*\* A copy to be retained by the leader and the original to be securely stored in parish/organisation records.

Appendix 2

Diocese of Adelaide

ANGLICAN DIOCESE OF ADELAIDE
MINISTRY WITH CHILDREN AND YOUNG PEOPLE - DECLARATION REQUIRED OF LEADERS

If you wish to lead in Ministry with Children and Young People in the Diocese of Adelaide, the Diocesan Council requires you to complete the following statutory declaration, authorisation and undertaking which must be returned to the Parish Council/ governing body before you commence your ministry.

STATUTORY DECLARATION

I,..... of.....
(Name) (Full Address)

do solemnly and sincerely declare that I (please circle) have / have not been convicted, or had the facts found proven without conviction, in any court of law in any jurisdiction of an offence of

- # physical assault
# sexual assault
# indecent or offensive behaviour
# unlawful sexual intercourse
# rape
# any other offence

and I make this solemn declaration conscientiously believing it to be true pursuant to the provisions of the Oaths Act 1936 (SA)

Declared at.....

In the State of South Australia by.....

This.....day of.....20.....

Before me.....
a Justice of the Peace or Solicitor (Signature) (Name in Block Letters) (JP Number or Solicitor)

IF YOU HAVE EVER BEEN CONVICTED OR HAD THE FACTS FOUND PROVEN WITHOUT CONVICTION, PLEASE GIVE DETAILS ON THE REVERSE SIDE OF THIS FORM

AUTHORISATION

I,.....(Date of birth...../...../.....)hereby consent to a check of the criminal or other records kept by the South Australian Police Department recorded against my name and to the release of such details to the Diocesan Secretary of the Anglican Diocese of Adelaide.

Signature of person consenting

Date

UNDERTAKING

I.....undertake not to perform ministry with young people or children until authorised to do so by the governing body or Parish Council. I also undertake that if directed by the council or governing body at any time to cease activity in ministry with young people or children, I will comply with such a direction as outlined in Procedures to Deal with Complaints/Reports documentation on page 14

Signature of person giving undertaking

Date

Authority GRANTED/REFUSED this.....day of.....20.....

Signature on behalf of the representative of governing body

Authority TERMINATED this.....day of.....20.....

Signature on behalf of governing body

Appendix 3

Diocese of Adelaide

**First Aid Treatment Form**

Parish: \_\_\_\_\_ Activity: \_\_\_\_\_

All treatment/medication given needs to be recorded here.  
This document must be kept confidential and in a safe place.

Name of Injured Person	Date	24hr Time	Injury Description	First Aid Given	Directions	Name of First Aider	Signature of First Aider

Appendix 4

Diocese of Adelaide  
MEDICAL INFORMATION FORM

Parish/Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

Child/Young Person's Name .....

Home Address: ..... Postcode: .....

Telephone No.: .....hm .....wk .....mobile

Date of Birth: ...../...../.....

- Are you covered by a private medical benefits fund as well as Medicare? YES/NO If so which one?  
.....
- Medicare Number .....

To protect your child/young person from possible embarrassment, but not to exclude him/her from the program, the following information is required:

- Does your child suffer from anything leaders should know about to assist in their care, such as, asthma, allergies, convulsive seizures, bedwetting, bee sting reaction etc? If so, please state:  
.....
- Has your child been in contact with anyone with any 'communicable disease' - eg. measles, mumps, chicken pox, within the last 21 days? If so, which one?  
.....

• Date of last tetanus immunisation? .....

• Has your child ever had penicillin? YES/NO  
If yes, is he/she allergic to it? YES/NO

• Is your child allergic to any other drug/medicine? YES/NO  
If so, which one? .....

• Does your child have any regular prescribed medicine? If so, give details  
.....

• (NOTE Any medicine or tablets needed during the time your child is away should be handed to a leader together with the name of the child, the amount to give for each dose, what time to give it and how it is to be given)

• Are there any dietary or physical problems which we should know about in order to care for your child? .....

• Is there any other information which might help us to care for your child? .....

*If you fail or neglect to provide sufficient and current information in writing to enable the proper treatment of your child no liability will be accepted for any injury or illness which your child may suffer as a result.*

FOR EMERGENCY USE ONLY

In case of emergency, contact ..... Tel: .....

Name & address of family doctor/clinic ..... Tel: .....

Name & address of any other medical specialist treating your child: ..... Tel: .....

Signed.....

Appendix 5

Diocese of Adelaide  
SAMPLE CONSENT FORM

Parish/Organisation: \_\_\_\_\_

Notice for Parent/Participant about the Activity

The parish/organisation youth camp/activity will be held at \_\_\_\_\_ *(name & address of campsite)* on \_\_\_\_\_ *(date)* . People will be accommodated in \_\_\_\_\_ *(eg. dormitory style accommodation/ tents)* .

The type of activities we will be undertaking are \_\_\_\_\_ *(eg. swimming, bushwalking, small group outdoor adventure activities etc.)* . All activities will be supervised. Transport to the activity/site will be by \_\_\_\_\_ *(eg. private cars, names of adult drivers, bus etc.)* .

The activity will commence at \_\_\_\_\_ *(time)* and will conclude at \_\_\_\_\_ *(time)* .

The cost of the activity will be \_\_\_\_\_.

The local contact person will be \_\_\_\_\_ contactable on \_\_\_\_\_ *(Ph)* .

Activity organiser/leader: \_\_\_\_\_ Ph: \_\_\_\_\_

.....

As parent of \_\_\_\_\_ I \_\_\_\_\_  
Give my consent for her/him to take part in the \_\_\_\_\_ *(name of activity)* at \_\_\_\_\_ *(name of location)* .

The leaders and instructors have my authority to take whatever action they think necessary to ensure the safety, and well-being of the group or individuals in the above-mentioned activities.

If my child becomes ill or is accidentally injured, the leaders may obtain on my behalf whatever medical treatment is deemed necessary. I will pay all such medical expenses.

I have attached information as requested about my child's health, including details of her/his limitations for the planned activity. My child's own doctor or medical specialist may be contacted in an emergency.

To the best of my knowledge this information is accurate and gives details for the treatment of my child.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(Parent/Guardian)*

Child Declaration

I ..... agree to show respect to other participants and the leaders and to cooperate with any rules.

Signed: ..... Date: ...../...../.....

Appendix 6

Diocese of Adelaide  
Accident and Incident Report

Date of Accident/Incident ..... Time .....

Reported by .....

Location .....

Name/s of those involved .....

Name/s of any witness(es) .....

Name/s of leader .....

Brief description of the accident/incident .....

.....  
.....  
.....

Brief description of action taken .....

.....  
.....  
.....  
.....

Is further action required? If yes, give details .....

.....  
.....  
.....

Who has been notified? (please circle if notified)

Leader: \_\_\_\_\_  
Organisation: \_\_\_\_\_

Parent/guardian: \_\_\_\_\_  
Other: \_\_\_\_\_

Details of person completing this form

Name .....

Address.....

Signature .....

Position .....

Tel:.....

Date .....

## CONTACT INFORMATION

Organisation	Telephone Number
Ambulance, Fire, Police - Emergency	000
Anglican Church Office	08 8305 9350
Anglican Sexual Misconduct Helpline	08 8305 9383
CFS - Country Fire Service Information	1300 362 361
Department of Human Services: Injury Surveillance & Control Unit	08 8226 6361
Poisons Information Centre	13 11 26
Police Attendance	11 444
SA Child Abuse Report Hotline - FAYS	13 14 78 - 24 hours

### Acknowledgments

The members of the committee who compiled this document where:

Janice Doyle	GFS - An Anglican Ministry
Geoff Skein	CEBS - The Anglican Boys Society
Vivien Bleby	Ministry Development Officer
Kate McGarry	Ministry Development Officer

And many thanks to:

Rob Croser	Senior Children's Solicitor, Legal Services Commission
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### Resources

In preparing these Guidelines the following documents were referred to.

"A Code of Practice for the Protection of Children within our Churches" Diocese of Tasmania, Anglican Church of Australia, April 1999.

"Safety and Care: Guidelines for Scripture Union programs" Scripture Union Australia, 1999.

"A Safe Place for Children" Uniting Church Press, Melbourne, 1999.

"The Responsibilities of a Leader" CEBS - Anglican Boys Society

"Reporting Child Abuse & Neglect: Mandated Notification Guidelines" Published by Department of Human Services South Australia