



## Hillsong Church Child Safety & Protection Procedure for Children's & Youth Camps

*Hillsong Church is committed to providing a safe and secure environment for those participating in our camp activities. Therefore to fulfill these commitments our Children's and Youth ministry has adopted the following policy and procedures.*

*Children and young people participating in church run camps and conferences will be properly supervised in teams on a ratio of no less than one leader for every twenty children or young people, 1:20.*

*A Camp Director/Oversight must be nominated and they are responsible for all the volunteers and campers onsite. If there is a medical emergency, disclosure of abuse or violation of camp policies or rules, the Director must be informed immediately and if necessary will contact /inform Hillsong Church Senior Leadership.*

### **1. Screening Volunteers/Leaders**

All volunteers / leaders must of completed:

1. The relevant state requirements for when working with children and young people ie. NSW Volunteer Student Declaration/ Queensland Blue Card Application/ Victoria Working with Children Check
2. Complete the Camp Leadership form (as provided by the Children's and Youth Ministry)
3. Give two current references
4. Complete a Pastoral interview if not a current Hillsong kids or youth leader

It is the responsibility of the church staff to ensure that this process is completed before a volunteer is allowed to have access to children or young people.

### **2. Rules for staff, volunteers and campers:**

1. There must be at least two staff / volunteers supervising children and young people in each dwelling at all times [dormitory, room - females with females and males with males.] At camps with tents, the tent areas must be well supervised by staff or volunteers of the same sex. An adult is never permitted to be alone with a child.
2. No adults to share sleeping quarters with children or young people.
3. Children and young people are not allowed to share a bed with another camper or with a staff person or volunteer under any circumstance.
4. Children and young people of the opposite sex will not share a bedroom, room or tent from 5 years old and up.
5. Access to bathrooms, toilets or dwellings of the opposite sex is not allowed by leaders or campers.
6. During sleeping hours a male and female leader will be on duty to deal with any problems. Males will deal with male related issues and females with female related issues.
7. Health and safety rules of the campsite being used will be adhered to.
8. Children and young people will be supervised at all times especially during outdoor activities or activities off site.
9. No alcohol, non-prescription drugs, firearms, weapons of any kind or explosives.
10. No pets are allowed
11. All prescription drugs must be handed in to the First Aid officer in charge.

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### 3. Risk Assessments

All activities organised by the church must have a risk assessment done prior to the activity being carried out. The Hillsong Camp co-ordinator or representative must confirm with the campsite that all activities they endorse or oversee have risk assessments already in place. The Camp organisers must ensure that they have in their possession activity permission/liability release slips, medical history/medical intervention release forms, parent contact sheets, and accident reports, as well as guidelines for using these documents before departing for camp.

### 3. Activities

#### Waterfront Activities

Supervision needs to be provided when water activities are allowed and access to pool or natural waterfront should be restricted. One or two staff members / volunteers should be in charge of granting pool / waterfront access to participants during an allocated time slot for that activity. One staff member or volunteer with a current CPR certificate must be present at the pool at all times while open. They should also have access to first-aid essentials: life-saving aids, first-aid kits and related equipment, and emergency communication access (phone, walkie-talkie, two-way radio). Make sure these items are readily accessible in case of an emergency. Display emergency numbers at the site of water activities.

#### Other Activities

Always provide thorough instruction on safety rules corresponding to the specific activity. Almost any activity has the potential to cause an injury. A responsible adult must be allocated to oversee each planned activity.

### 4. Emergency Camp Procedures

Camp sites have emergency plans in place, but it is your Camp Director and Leaders responsibility to know what to do in case of an emergency.

Upon arrival, the Camp Director and team should familiarise themselves with the property and Fire Evacuation plan as well as Emergency Evacuation if an emergency occurs, eg. Severe storms, flooding.

#### Unlocatable child/youth procedure

If a camper goes missing, whether a child, a youth, or even an adult, an organized search needs to be conducted. Whoever discovers that the person is missing should start the search by informing an adult leader or the Camp Director.

If the camper has not been located within 30 minutes of being reported, please contact the Campsite management for help and resources. If the camper has not been located after 60 minutes Camp Director to call church leadership (George Aghajanian, General Manager) and contact local police. The parents of the missing camper must be contacted and informed of the situation and progress.

#### Medical Emergencies

If a camper injures themselves and needs professional medical attention, the First Aid officer will assess the situation and if necessary call an ambulance. They will need to inform the Camp Director immediately and the Camp Director will need to contact the injured camper's parents and inform them of the situation. The Director will also need to inform church leadership (George Aghajanian, General Manager).

Your emergency kit should include the names and contact information of all the camp participants and other numbers to call in the event of an emergency.

Camps generally have a designated staff person to address health concerns. These individuals should have specific qualifications for this role, ranging from general first aid to a licensed physician. Whatever the qualification, the individual must know his or her limits and what to do if the medical treatment required exceeds those limits.

All medical injuries must be reported within 24 hours electronically via the my hillsong on-line Incident reporting system.

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### **5. Disclosure of Abuse while at Camp**

Below is the procedure to follow if a child or young person makes a disclosure to a leader while at camp

It is the responsibility of all staff and volunteers to report suspected abuse to the proper authority; notwithstanding a person's right to make a direct report. In most cases it will be proper to report suspicions to the children's pastor or youth pastor unless they are the subject of allegation.

If a disclosure is made:

- a. The staff person or volunteer must report the incident to a senior member of staff immediately.
- b. No staff or volunteer will ask a child or young person to repeat a story or insist a child tells more than he or she is willing to do.
- c. The staff person or volunteer will treat the matter in a confidential manner.
- d. No staff person or volunteer will attempt to counsel in areas where he or she is not qualified.
- e. The staff person or volunteer will offer reassurance and support in a sensitive and appropriate manner.
- f. Depending on which state you are in, the staff person or volunteer will report the matter to either
  - NSW Community Services 132 111
  - Victoria Child Protection Crisis Line 13 12 78
  - Queensland Department of Child Safety Services- 1300 682 254 (Brisbane Regional Intake number)

#### Procedure: Reporting Abuse by a staff member or volunteer leader

If it is believed that there is good reason to suspect a staff member or volunteer of Hillsong Church has committed any form of abuse towards a child or young person, the church will report the matter to the correct legal authority [starting with the General manager and Pastoral Care Department Head and then relevant state department services].