



## SAFE Procedure Manual Protecting & Supporting Children and Young People

---

### Allegation of Abuse by a Staff Member / Volunteer

P-203

#### 1. Policy Statement

Vol ID: 4

Doc ID: 4-15

Page: 1 of 2

Hillsong Church will ensure that pastors, staff and volunteers are aware that they are:

- not permitted to engage in sexual behaviour with a child or young person;
- not permitted to strike a child or young person, or use physical force. Where there is high risk of injury, the use of restraining holds may be necessary;
- not permitted to use abusive or demeaning language to or about the young person or child; and
- expected to respect the privacy and protect the dignity of any child or young person.

In the event of an allegation of abuse by a staff member / volunteer, all communication to the Department Head and General Manager regarding the allegation will be in strict confidence. Informant names will not be documented on the report.

#### 2. Relevant to

All staff, pastors and volunteers

#### 3. Procedure

- 3.1 Contact the Department Head immediately. The issue will be discussed between the Department Head and informant under strict confidence.
- 3.2 The staff member and/ or Department Head will complete a *Notification of Incident* form (F-001) regarding the conversation of the allegation.
- 3.2 The Manager will discuss the allegations with the General Manager (GM) of Hillsong Church. If the GM is not available, then contact the Executive Pastor (City or Hills).
- 3.3 The General Manager is to:
  - Notify Australian Christian Services and report the allegation. They will instruct the General Manager on forwarding any relevant information.
  - Notify the Department of Community Services if the child / young person is under the age of 18 of the alleged abuse. Follow P-202 – Assessing and Reporting Abuse. It will be the responsibility of the Department to investigate the allegation.
  - Notify the Police of alleged criminal activity if the young person is over the age of 18 and the incident occurred on Hillsong Church property or programs.
- 3.4 If there is not evidence to substantiate the allegation, a *Notification of Incident* form (F-001) will be written by the Department Head and forwarded to the General Manager and placed in the person's file.
- 3.5 Due to possible Police investigation, details of the allegations must not be discussed with the alleged perpetrator.



## SAFE Procedure Manual Protecting & Supporting Children and Young People

Vol ID: 4Doc ID: 4.15Page: 2 of 2

- 3.6 Following such reporting, the Department Head after consultation with the General Manager (and Senior Pastor), will advise the staff member against whom the allegation has been made that:
- an allegation of abuse has been made and notified to the Department of Community Services / Police and that staff member will not be able to continue in their role until the matter has been resolved;
  - the staff member will be advised that other staff members will be informed that they are on leave.
  - The volunteer will be on leave from volunteer duties until a resolution is reached.
- 3.8 The Department Head will offer support to the staff member in the form of counselling.

#### ***4. Documentation Relevant to the Procedure***

---

Notification of Incident form                      F-001

#### ***5. Revision Record***

---

<b>Date Issued</b>	<b>Description of change</b>
November 2005	Issue 1 - Draft
March 2006	Issue 1 - approved