



5.4 CHILD SAFE POLICY

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Child Safe Policy

Section 1 Background & Purpose

This policy sets out Global Interaction's approach and commitment to creating a child safe organisation which is in alignment with the 10 Child Safe Standards.

Global Interaction (GI) is committed to upholding the right of all people, including children with whom we are involved, to be treated appropriately and with respect. Maintaining integrity in our relationships with children and absolute excellence in conducting our ministry are considered vital to fulfilling our commitment.

We refer to the Australian Baptist Response to Working with Children and Youth to ensure this Policy and our practices continue to reflect the key safeguarding standards of government and community expectations.

Section 2 Scope

- This policy applies to all staff members, Board members, volunteers and representatives - (Staff).
- Staff members have an obligation to ensure, to the maximum extent reasonably possible, that partner organisations and visiting groups/individuals meet minimum standards of protection for children associated with our programs. To that end, completed questionnaire forms relevant to the type of visit/work undertaken will be required prior to commencement.

Section 3 Policy Statement

GI promotes diversity and tolerance in cultural safety, participation and empowerment of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and ensures that children with a disability are given the opportunity to participate equally.

GI values the different cultural traditions that influence the approach taken to child raising and parenting. In many cases, these child-raising practices may affect ministry approaches with children and young people. GI staff will strive to be culturally sensitive whilst adhering to Australian legislation and legislation of the country of service (Appendix 1).

GI encourages children to express their views and suggestions. We do this by listening to them when they speak about matters that directly affect their sense of safety or well-being. We value diversity and do not tolerate discrimination in our words or practices or in those of others.

We recognise the importance of teaching and informing children of the actions they can take if they feel unsafe, threatened or upset by the behaviour of adults or other children. We will listen to and act on any concerns children or their guardians/carers or other people raise with us.

GI is committed to the safety and wellbeing of children and young people (under the age of 18 years), has a zero tolerance towards child abuse, and is committed to protecting the rights of all children to live safely, without fear of abuse or exploitation, as outlined in the United Nations Convention of the Rights of the Child (1989). Article 19 of the Convention declares:

State Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

This Child Safe Policy is included in, and forms an integral part of the GI Staff Manual and serves to implement Recommendations 16.31, 16.32, 16.33, 16.34, 16.36, 16.37, 16.38, 16.39, 16.40, 16.41, 16.42, 16.43, 16.44, 16.45, 16.46 and 16.47 of the

Royal Commission into Institutional Responses to Child Sexual Abuse

Section 4 Obligations

GI sets high standards for all Staff on how to behave towards children, both those of our staff and those with whom they come in contact through their GI ministries. These behaviours empower staff and volunteers to live and serve with others in ways that honour God whilst maintaining a child-safe environment.

Section 5 Procedure

(a) Duty of Care for Staff, Parents and Children

Duty of care may be breached if a responsible person fails to act in the way a reasonable, diligent person would in the same situation

GI Staff understand that they have a duty of care to children, their parents and to Staff. They understand that all child concerns raised regarding child protection are to be reported according to the Child Safe Policy reporting procedures, whilst showing due regard and confidentiality and awareness of natural justice and fair process for all persons against whom allegations are made.

Staff

GI Staff have the right to know when an allegation has been made against them, and must be provided with information pertaining to the substance of the allegation. Such information need only be provided at an appropriate time in the investigation of an allegation made against them;

- Staff who have an allegation made against them are not automatically entitled to know or have confirmed the identity of the person(s) who made the allegations.
- Staff who have an allegation made against them are not automatically entitled to be shown the content of the Child-Safe Report Form (Appendix 4), and other investigation material that reveals all information provided by other staff or witnesses.
- The decision about when to inform Staff about allegations made against them will be subject to whether:
 - I. Strategies have been put into place to protect the person who made the allegation, the witnesses who have provided information relating to the allegation and the children involved
 - II. An informed judgment has been made that such disclosure is unlikely to prejudice or impede the conduct of the investigation by any investigative body (including child protection agencies or the police)
 - III. An informed judgment has been made that the disclosure of the substance of the allegation is unlikely to affect the quality of the evidence that may be obtained during the course of the investigation

Parents

GI Staff understand that parents have the right to know when their child is the subject of an allegation of misconduct by a member of Staff. Unless likely to compromise an investigation, parents will be advised as soon as possible of any formal allegation made that involves their child/children

Children

Staff have an obligation to take reasonable steps to protect children in their care from the risks of injury or harm that are reasonably foreseeable. Exercising a duty of care means:

- Acting on concerns quickly and in the child's best interest;
- Protecting the safety, health and wellbeing of the children in care

(b) Maintaining a Child-Safe Environment

Policy Principles

- GI values children and seeks to protect them;
- GI is committed to providing child-safe environments both in Australia and overseas
- GI's recruitment processes aim to support child-safe environments;
- GI expects all Staff and contractors to meet the standards of behaviour in its Code of Conduct and in the Child Safe Policy
- GI reporting procedures requires prompt reporting of allegations of child abuse
- GI aims to manage all allegations of child abuse sensitively and expeditiously, and in accordance with principles of natural justice and procedural fairness;
- GI is committed to supporting mandated notifiers under the Act to meet their legal obligation to notify of any reasonable suspicion of child abuse;
- GI aims to meet compliance requirements, including the Child Safe Standards

Child Abuse

Child abuse may be evidenced by a child's disturbed behaviour or impairment of emotional, intellectual or social development. GI will promote the safety of children through the training of all GI Staff in the following areas:

- Raising awareness within the organisation about potential risks to children including the definitions of child abuse, harm and exploitation
- Ensuring the Child Safe Policy is embedded in all activities
- Ensuring all stakeholders are fully cognisant of the Child Safe Policy
- Requiring that staff acknowledge in writing that they have received and understood the Child Safe Policy and Child Safe Code of Conduct (Appendix 3)
- Taking reasonable care to ensure the Child Safe Policy is integrated into our work with partner organisations
- Recognising potential risks to children and taking steps to minimise such risks
- Understanding the Code of Conduct which outlines acceptable and unacceptable standards of behaviour regarding interactions with children
- Understanding the reporting process, following concerns raised for the safety of children
Responding to suspicions or allegations of abuse in a responsible and timely manner and informing relevant parties of the outcomes

(c) Child Safety Officer

GI will appoint a Child Safety Officer.

As part of GI's commitment to reducing the risk of child abuse and exploitation, the organisation has appointed a Child Safety Officer. The Child Safety Officer will be responsible for ensuring the Child Safe Policy is disseminated and implemented throughout GI Staff. The Child Safety Officer should also provide ongoing feedback to the General Director on any aspect of policy intent and application.

The position of Child Safety Officer is held by the Director of Corporate Services.

In instances in this policy and associated procedures where the Child Safety Officer is mentioned as having a role, it may be assumed that, where appropriate/necessary this role can be taken by another person with relevant authority within the organisation e.g. other members of the National Directorate.

(d) Recruitment, Induction and Training

Responsibility: Director of Corporate Services/Administrative Assistants

Recruitment Process:

- Follow the Recruitment Policy and Procedures for prospective Staff that includes undertaking Working with Children Checks and Australian Federal Police Checks
- Ensure all Staff are aware of their obligations under the standards of this policy through an intensive Induction Process
- Provide mandatory Child Safe training for all Staff and maintain current records of clearances and training requirements and attainment for all Staff

A statement of commitment to child safety and the requirements of the organisation shall be included in all advertisements for staff and volunteer positions. GI will not employ (in any capacity, paid or unpaid) any person with a known history of abuse or violence towards children.

GI seeks to attract and retain the best staff and volunteers. To that end we will undertake thorough child safe recruitment, screening and selection procedures for applicants and volunteers seeking work within our organisation. Recruitment guidelines will be reviewed and updated regularly to ensure they accurately reflect current child safe recruiting and screening standards

All Staff, short-term workers and short-term volunteers will be interviewed and verbal reference checks will be conducted prior to assessment of suitability for engagement.

Screening may include

- The use of behavioural questions during an interview
- Questioning around child safety in interviews and reference checks

All potential and current staff, short-term workers, short-term team members and volunteers need to complete:

- GI Child Protection Self Declaration Form (Appendix 5)
- GI Child Safe Code of Conduct – Statement by Staff member/Volunteer (Appendix 7)
- State appropriate Working with Children and Federal Police checks (Appendix 6)
- Online Module Training - Working with Children (via Organisation's website)

Induction – (See also Appendix 11)

All newly engaged Staff will be required to complete the GI Induction Process which specifically includes awareness of Child Safe policies, processes, reporting procedures, checklists and legal documentation

Working With Children Checks – current Staff
Responsibility: Child Safety Officer

Working with children checks will be renewed as required during the period of service of cross cultural and Australian based staff. Staff are not permitted to work with children unless their Working with Children check is current. Cross-cultural staff are to renew their check when in Australia on Home Assignment.

(e) Child Safe Training

Responsibility: Child Safety Officer/Administrative Assistant

All Staff will receive child safe training and compulsory induction training on all relevant organisation policies and procedures, including the Child Safe Policy, Child Safe Code of Conduct and Reporting Procedures. Additional training will be provided to all Staff who have regular contact with children, such as teachers and short-term Global Exposure Teams. This training will;

- Equip candidates with an understanding of the Royal Commission's 10 Child Safe Standards
- Educate candidates on;
 - professional responsibility and boundaries, ethics in ministry and child safety
 - policies regarding appropriate responses to allegations or complaints of child sexual abuse, and how to implement these policies
 - how to work with children, including childhood development
 - identifying and understanding the nature, indicators and impacts of child sexual abuse

(f) Social Media

The use of social media such as Facebook, Twitter, Instagram, Snap Chat etc can pose danger to Staff, and children, and its use is highly discouraged.

Facebook should not be used for 1:1 conversations between a Staff leader and a person under the age of 18. If a conversation is seen as needed or is initiated by a young person, a second adult Staff member must immediately be included in the conversation to provide accountability and to keep the conversation from being on a personal 1:1 basis.

Use of Children's Images

- GI may, at times, use photos and stories of children in media such as newsletters. When photographing or filming a child or using children's images for GI purposes, GI Staff must:
- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- Where contextually possible, obtain informed consent from the child and parent/guardian of the child before photographing or filming a child. An explanation must be provided on how the photograph or film will be used
- Ensure photographs, newsletters, films, videos, DVDs, and any other media present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- Ensure images are honest representations of the context and facts
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form
- Where contextually possible, ensure a child is not subject to a legal order (i.e. Family Court, domestic violence order, child protection or criminal order) where the safety of the child or parent/guardian may be at risk or the privacy of the child is compromised, if the identity and location of the child is revealed

(g) Activities with Children (Field Trips & Camps)

Responsibility: Staff and contractors involved in activities through supervision or supply of services

Children involved in off-site activities, including accommodation, must be safe from harm. Anyone in contact with children in off-site activities must ensure they obtain clearances for working with children as required

Supervision procedures

At an event or activity where children are entrusted to the care of GI Staff, it is necessary that at least two supervising adults be with the children at all times. Alternatively, an adult and an assistant aged between 16 - 18 is sufficient and consent from the assistant's parent/guardian must be obtained where contextually possible.

Supervision guidelines;

Where possible, both male and female leaders should be involved in activities with children. This is particularly important when providing support for a mix of boys and girls.

Where participants of GI activities and events are under the age of 18 and are not accompanied by parents; Staff are to;

- Obtain parent/guardian written consent granting permission for their child to participate in the activity or event (where contextually possible)
- Obtain emergency contact information prior to the activity or event (Where contextually possible)

Where activities require the child to stay overnight at accommodation, GI will ensure that:

- No less than two leaders will be supervising children at all times
- Separate male and female sleeping facilities are provided, with at least two same sex leaders in each facility
- Leaders are not to sleep in the same room as the children unless state based regulation and/or campsite practice states otherwise, and/or contextual local practice requires leaders and children to be housed together e.g. one room hut

Transportation

All vehicles must be registered, in good working order and driven in a responsible manner by persons who have held a full license for a minimum of two years

Where contextually possible, there should be no more passengers in a motor vehicle than the number of seat belts that are in working order and available for use

Accidents & Emergencies

Leaders should ensure that clear procedures are in place to handle accidents and emergencies, including the provision of first aid. High priority is to be given to the health and safety of the child

(h) Reporting

Responsibility: All Staff and Contractors have a responsibility to report:

- Any breaches of the Child Safe Code of Conduct
- Any concerns about child safety to the Child Safety Officer

Reporting procedures (See also *Reporting Process* Appendix 9)

- GI will treat all reports and concerns seriously and ensure that all parties are treated fairly with the principles of natural justice being a prime consideration.
- All GI Staff must report any concerns they have for the safety or wellbeing of a child. Reports will be handled professionally, confidentially and as quickly as possible and will meet country, state or territory specific legislative requirements. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.
- Overseas Staff have an obligation to ensure, to the maximum extent reasonably possible, that partner organisations and visiting groups/individuals, meet minimum standards of protection for children associated with our programs.
- A formal written report is to be submitted to the Child Safety Officer or immediate Director by the GI staff member who receives a disclosure of alleged abuse or neglect of a child or has reasonable grounds to suspect abuse or neglect.

- The Child Safety Officer will report (within 48 hours) any reasonably suspected child abuse to the Police, in accordance with the Victorian Reportable Conduct Scheme (See Appendix 8).
- The Child Safety Officer (or delegated person to represent GI) will report (within 72 hours) any reasonably suspected child abuse to the Commission of Children and Young Persons in accordance with Victorian Reportable Conduct Scheme (Appendix 8)
- Where appropriate, an internal investigation will be conducted. This process will be overseen by the Child Safety Officer and, depending on the circumstances, an external investigation may be required which would be conducted by an appropriate external party
- Children and young people, parents/guardians and volunteers involved in GI programs or activities will be informed, both verbally and in written form, how to raise a concern about their own safety or the wellbeing of another child

GI Staff must inform their Director if they believe they or a member of their family may be at risk of harm for making or being part of making a child safe report

Reporting by a child

The following actions are to be taken in the case of a child disclosing to a staff member that they are at risk or experiencing abuse.

- Give the child or young person your full attention
- Stay calm and do not exhibit anger or shock
- Reassure the child or young person that it is alright to tell and that what they say will be taken very seriously
- Establish clear limits on confidentiality. Do not make promises not to tell and do not make promises you cannot keep
- Be aware, while listening, that the child or youth may have been threatened
- Apply protective interrupting (a strategy to stop someone from disclosing sensitive information in a context that could increase victimisation, e.g. in a public or unsafe, indiscrete setting) as appropriate
- Listen, be supportive, understanding, non-judgmental and empathic with appropriate cultural sensitivity. Do everything possible to comfort the child and do not be impatient
- Acknowledge the difficulty of disclosing and the appropriateness to do so
- Allow the child or young person to take as much time as necessary
- Allow the child or young person to use their own words
- Do not assign blame, justify behaviour or placate any confession
- Do not ask leading questions
- Do not press the child or young person for information, interrogate or be suggestive, including translating slang, correcting language, finishing sentences
- Let the child or young person know what action will be taken and what to expect next
- Check with the child as to whether they felt heard and understood correctly
- Do not confront the perpetrator

As soon as possible, during or afterwards, make handwritten notes of exactly what the child said and the date and time of the meeting using the Child Safe Report form. Use specific terminology and descriptions used by the child. This form will include details of the person making the report, details of the alleged victim, details of the alleged perpetrator and contact made with authorities. Immediately inform the respective team leader and forward the Child Safe Report form to the Child Safety Officer.

(i) Initial Evaluation and Review of a Claim

As required by law, all genuine allegations considered to be Child Abuse as defined in this policy will be reported to the police, whether or not the victim has consented to the matter being reported.

In the first instance, a Team Leader will make an evaluation of a concern or report against a staff member or volunteer.

This evaluation will be conducted according to GI's Reporting Process and handled with care and sensitivity & with due concern for procedural fairness. Confidentiality shall be a high priority and information will be shared on a 'need to know' basis. Evaluations will be conducted in an impartial, independent and objective manner without undue delay.

If the Evaluation & Review process determines that a reportable offence has taken place, the Child Safety Officer will report the matter in line with Mandatory Reporting guidelines, GI's Reporting Process and Section 6 of this Child Safe Policy.

Should the matter be investigated by police, GI shall consult with them about when to inform a staff member of the allegation and when they may be interviewed or be asked to respond. Such advice will prevent GI from taking any action that may jeopardise the investigation or welfare of any witnesses.

Overseas:

GI recognises that in some countries there may be no equivalent to Australian statutory bodies to ensure that an independent and thorough enquiry occurs. Therefore GI is committed to:

- Working with local statutory bodies of the country where work with children is occurring
- Dealing with issues directly regardless of any inaction by local authorities
- Working with the standards operating in Australia, under State and Federal legislation
- The application of internal requirements of GI according to the Child Safe Policy

In some instances, the Child Safety Officer or General Director may call on an external investigator to conduct the investigation. This will be to provide the expertise required to satisfactorily conduct all elements of a particular investigation or to avoid a potential conflict of interest.

Debriefing

In the event that a report or claim was determined to be unfounded, the Child Safety Officer will liaise with the relevant Team Leader to determine what actions and training must be implemented in order to ensure the staff member is fully aware of GI's Child Safe Policy.

Any child protection concerns, issues and relevant suggestions relating to cross-cultural work will also be addressed with Staff during home assignment debriefs.

Privacy

All personal information considered or recorded will be protected and will respect the privacy of the individuals involved, whether they be Staff, parents or children, unless there is a risk to someone's safety and all communications will be treated confidentially in support of the individuals involved

(j) Disciplinary Action

Where an investigation by police and/or the CCYP finds that a member of staff (or volunteer) has behaved in such a manner as to jeopardises a child's safety, GI may take disciplinary action in accordance with Mandatory Reporting processes, GI's Reporting process and organisational policy and procedures. Action will be taken on advice from police/CCYP organisations as to when and to what level.

Pending completion of an independent investigation, action may include, but shall not be limited to:

- Immediate removal of the staff member from the situation
- A change in duties

GI shall not regard resignations by staff members, prior to the completion of an investigation of allegations against them, as a satisfactory resolution of the matter.

Where, on the balance of probabilities, the outcome of investigation is that the allegation against a staff member is sustained; termination of service with GI shall be the normal disciplinary action.

Section 6 Mandatory Reporting in Australia

GI expects its Staff members to comply with the legal requirement to report criminal child sexual abuse to the appropriate authorities for investigation according to country, state or territory specific legislative requirements.

Reporting child sexual abuse is a community-wide responsibility. In Victoria, any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

A reasonable belief is not the same as having proof. A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds.

The Victorian Government has implemented three new offences to further protect children from abuse. For further information go to:

www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/betrayal+of+trust+implementation

In line with the Baptist Union of Victoria, GI makes a declaration that it does not recognise a pastor and penitent privilege that may give pastoral leaders an option to refuse to report or otherwise divulge a confession of child sexual abuse.

Laws apply throughout Australian States in regards to mandatory reporting. See your relevant State legislation for further details. Service Fellowship International recognises that a child is anyone under the age of 18.

Section 7 Record Keeping

All child protection complaints are to be documented. The Director of Corporate Services will ensure all records are stored securely in accordance with the GI Privacy policy (4.4) (Appendix 10)

GI will keep adequate and permanent records of the details of an allegation, subsequent risk assessments, investigation and action taken, including any reports made to statutory authorities or professional bodies. Records will include instances where an allegation is found to be not sustained, misconceived, false or vexatious.

Records relating to information concerning allegations against a *Staff* member will be kept on a file separate to their personnel file.

Section 8 Review & Monitoring

The National Directorate is responsible for ensuring the Child Safe policy, Child Safe Code of Conduct and Reporting Procedures are reviewed every 2 years or as legislation changes. The review will incorporate comments and suggestions from Staff, children and young people. A review may be triggered by an incident, changes in the activity or structure of or changes to Government legislation.

Section 9 Policy Definitions

Throughout this policy and when reporting risk of harm/abuse and/or critical incidents, the words and definitions used are explained in Policy Definitions (Appendix 2)

Section 10 Related Documents

Document Type	Document Number	Document Name
Policy	5.6	Code of Conduct Policy
Checklist	8.4	Induction Checklist
Policy	5.3	Police and Working with Children Checks Policy
Policy	5.4	Child Safe Policy
Policy	4.5	Privacy Policy
Form	7.8	Child Protection Self Declaration (Statement)
Form	7.7	Child Safe Code of Conduct Statements
Form	7.6	Child Safe Report Form (Reporting record)
Document	9.1	Legislation (Federal and State)
Document	9.2	Victorian Mandatory Reporting
Document	9.3	Policy Definitions (Child Safe Policy 5.4)
Document	7.5	Reporting Process
Document	10	Staff Manual

Details	Date
Approved	18/9/2018
Ratified	18/9/2018

Details	Date
Last reviewed	18/9/18
Next review	2021

Appendix 1 – LEGISLATION

Both Federal and State legislation is relevant to the concepts discussed in this manual. This legislation includes:

Federal:

Disability Discrimination Act 1992

Workplace Gender Equality Act 2012

Fair Work Act 2009

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Australian Human Rights Commission Act 1986

Victorian:

Racial and Religious Tolerance Act 2001

Occupational Health and Safety Act 2004

Children, Youth and Families Act 2005 (The principle legislative document setting Child Protection reporting and responding standards)

Working with Children Act 2005

Children Well-being and Safety Act 2005

Children Well-being and Safety Act Amendment 2017 (establishes the Reportable Conduct Scheme, and the requirement of religious organisations to report abuse and neglect of children to the Commission for children and Young Persons)

Charter of Human Rights and Responsibilities Act 2006 (NB Article 17)

Equal Opportunity Act 2010

The Commission for Children and Young People Act 2012

Crimes Amendment (Grooming) Act 2014 (establishes 'grooming' as a criminal offence)

Crimes Amendment (Protection of Children) Act 2014 (establishes an offence of 'Child endangerment' by negligently failing to reduce or remove a ... risk that a person will commit a sexual offence against a child)

Failure to report 2014 (legal duty of all adults to report information about child sexual abuse to police)

Crimes Amendment (Failure to Protect) Act 2015 (established a new criminal offence on July 1st, 2015. It applies to people in positions of authority within organisations that exercise care, supervision or authority over children, such as churches, schools, child-care centers, residential care homes and campsites)

Appendix 2 - POLICY WORDING AND DEFINITIONS

Adult helper	Any person eighteen years and over who is involved in a supervising capacity but has no direct leadership role
Alleged abuser	The individual about whom the allegations have been made
Apprentice/assistant	Any person who is under the age of eighteen who is appointed or engaged to conduct any activities where contact with children and/or young people is expected
Bullying	Persistent aggressive behaviour that is unwelcome or unsolicited and intimidates, humiliates and/or undermines the child. Bullying may include teasing and practical jokes
Child	Every human being below the age of eighteen years as defined by the United Nations Convention on the Rights of the Child
Child Abuse	<p>Any abuse of children's rights. The main types of child abuse are physical abuse, sexual abuse, emotional abuse and neglect:</p> <ul style="list-style-type: none"> • <i>Physical Abuse</i> — involves the use of violent physical force so as to cause actual or likely physical injury or suffering (eg hitting, shaking, burning, torture) • <i>Sexual Abuse</i> — includes all forms of sexual violence including incest, early and forced marriage, rape, involvement in pornography and sexual slavery. Child sexual abuse may also include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material • <i>Emotional Abuse</i> — A constant attitude or behaviour by a person towards a child that causes emotional harm. This includes threat of physical or other form of injury. It may include refusal to accept a child, terrorising, bullying, isolating, continued belittling and exposure to chronic or serious domestic violence • <i>Neglect</i> — The failure to provide a child with the basic necessities of life, such as food, clothing, shelter and supervision, to the extent that the child's health and development are placed at risk • <i>Psychological Abuse</i> - This includes causing or negligently allowing the child to see or hear abuse, or be at risk of seeing or hearing it. • <i>Family Violence</i> — This includes verbal, physical, sexual or emotional violence within the family, which the child witnesses and/or is impacted by, usually on a regular basis
Child-friendly	Contexts where children are valued, respected and included so they feel confident they will be listened to
Child rights	Children have the right to life, survival and development where development encompasses physical, emotional, cognitive, social and cultural development
Child-safe	Contexts in which steps are taken to keep children safe from physical, sexual or emotional abuse and their well-being is always considered and promoted by the organisation, staff and volunteers
Exploitation	The abuse of a position of vulnerability or differential power
Harassment	Any form of unreciprocated, uninvited or unwelcome behaviour that offends, humiliates, disadvantages or intimidates a child. Harassment includes belittling (putting the child down) by words, actions or behaviour of any kind that diminishes the importance of the child. The intent of the harasser is irrelevant. Service Fellowship International shall determine harassment on the basis of a reasonable person, having regard for the circumstances, would see the behaviour as unreasonable and that is victimising, humiliating, intimidating, offensive or threatening.
Harm	Physical, sexual, emotional or psychological abuse and neglect of children
Reasonable grounds	A situation where you believe, due to observations of the child, and/or disclosure from the child, that the child is at risk of harm.
Risk of harm	A child or young person is at risk of harm if concerns exist for the safety, welfare or well-being of the child

GI	Global Interaction
<i>Staff</i>	An Employee, Board member, Volunteer or Representative
Victimisation	Any negative treatment or disadvantage of a person or child that occurs because they made a complaint or were involved in an investigation of a complaint under this policy. A complaint of victimisation will be treated in the same way as a complaint of harassment or abuse

Appendix 3 – CHILD SAFE CODE OF CONDUCT

Child Safe Code of Conduct

Statement of Commitment

Global Interaction (GI) provides an open, welcoming and safe environment for everyone participating in our programs

We provide high quality programs for children that are safe and welcoming for them.

We regularly seek advice and guidance from children, parents and colleagues to ensure these standards of commitment are maintained.

Codes of behaviour

Everyone participating in GI's programs must keep to the following codes of behaviour:

Do:

- Treat everyone with respect and integrity, including Staff, Volunteers, Children, Young People and Parents
- Remember to be a positive role model to children in all circumstances
- Set clear boundaries about appropriate behaviour between self and children within the context of one's role within the organisation
- Always have another adult present, or within sight when conducting one to one coaching, instruction etc
- Use technology appropriately so that children are not made vulnerable to abuse and exploitation. This includes preventing exposure to pornographic material and inappropriate emails
- Follow organisational policy and procedures for the safety of children as outlined in the Child Safe Policy
- Listen to children and take action in order to protect their wellbeing
- Record and act on complaints, disclosures or evidence of abuse as appropriate within the traditions and cultural values of the people group
- Respect the privacy of children and their families and only disclose information to people who have a need to know

Do Not:

- Develop any 'special' relationships with children that could be seen as expressing favouritism, such as the offering of expensive gifts or special gifts/favours
- Do things of a personal nature that children can do for themselves, such as going with them to the toilet or changing their clothes
- Initiate touch with children unless it is of a non-intimate and open nature and is culturally appropriate and acceptable
- Publish photographs or video footage where the dignity of the child is compromised
- Use language, make suggestions or offer advice of an inappropriate, offensive, or abusive nature
- Develop relationships with children that could in any way be deemed exploitative or abusive

Appendix 4 – Child Safety Report Form

Child Safety Report Form

Form to be completed in response to and/or reporting suspected child abuse

If you believe a child is at immediate risk of abuse - phone 000 without delay

Employee/Volunteer completing this report

Name:		Position:	
Department/team:		Director's name:	

Incident details

Date of incident/concern:		Time of incident/concern:		am/pm
Location of incident/concern:				
Name(s) of Child/Children involved:				
Name(s) of Staff/Volunteer involved:				

Please categorise the Incident/concern

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

If the reporter is a person other than a Staff member or Volunteer

Does the reporter wish to remain anonymous?

(Mark with an 'X' as applicable)

Yes

No

If NO, please complete all appropriate sections above and provide the reporter's details:

Reporter's Name		Phone Number:	
Address			

Please describe the incident/concern

<p>Were others involved? If so, Who?</p>	
<p>Were there any witnesses? If so, Who?</p>	
<p>What did you see?</p> <p>(If you need more space, please attach your notes to this document for submission)</p>	

Date of reporting the incident/concern to:

Report to:	Date reported	Type of report (Form/email/meeting)	Date acknowledged
Immediate Director/Child Safety Officer			
CEO / Board			
Commission for Children and Young Persons			
Police			
Another third party (please specify):			

Appendix 5 – Child Protection Self Declaration Form

ALL Staff (Cross Cultural and Australian-based) applying for service or volunteer work with Global Interaction must complete this form prior to attending an interview.

The UN Convention of the Rights of the Child (1989) states that any person under the age of 18 years, is deemed to be a child. The convention, which takes due account of the importance of the traditions and cultural values of each people for the protection and harmonious development of the child, states that a child has a right to be protected from physical and mental violence, injury, abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse. In 1990 all countries except the USA and Somalia, signed in agreement with the convention and agreed to adopt it into international law.

In accordance with this convention we ask that all applicants seeking to work or volunteer with us, abide by good practice and agree to keep children safe from harm when relating and working with children. In addition, we ask that all persons make the following declaration:

Confidential

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order? Please circle your response:- YES NO

If yes, please state below the nature and date(s) of the offence(s)

Please state your full name.....

Any previous names.....

Your current address.....

Your date of birth ___ / ___ / ___ Your place of birth

Declaration

I understand that, if found that I have knowingly withheld information or included any false or misleading information above, I will be removed from my post without notice. I understand that my personal information will be kept securely according to the Organisation's Privacy Policy.

I hereby declare the information I have provided as true and accurate

Signed: _____

Date: ___ / ___ / ___

Print Name: _____

Appendix 6 – Policy: Police and Working With Children Check

Purpose

Global Interaction (GI) is committed to providing a safe environment that protects children from harm. The Working with Children check (WWCC) screens people's criminal history and professional conduct records going back over their lifetime in order to help organisations protect the children in their care from physical and sexual harm.

GI considers that child-related work should not be limited to work related situations, but must include direct and unsupervised contact with children. GI considers its scope of work may include contact with children and as such, requires all staff to have a State equivalent WWCC. This scope includes but is not limited to having children present in a congregation, attendance at conferences, schools, in homes, and all supervised contact with children.

Our Mission

GI exists to empower communities to develop their own distinctive ways of following Jesus.

Our Vision

We see growing, vibrant faith communities engaging least-reached groups with Jesus. Australian Baptists rejuvenated through greater missional engagement in cross-cultural mission through prayer, giving, understanding and going.

Our Values

- Dependence on God - We value discerning God's unique leading and direction, and we commit to a faith-filled response
- Contextualised Gospel - We value expressing faith in Jesus in ways that make it understandable and accessible within different cultures
- Innovation - We value creative thinking and appropriate risk-taking
- Authentic Relationships - We value genuine relationships based on respect, trust, compassion, honesty.
- Teamwork - We value people working together for a common goal.
- Sustainability - We value ministry and practice to deliver long-term Kingdom benefits
- Lifelong learning – We value continual, focused and intentional learning and development that equips and resources each person for life and ministry

Obligations

All staff, applicants and volunteers applying for service or volunteer work with GI must provide a WWCC or State equivalent and when requested, an Australian Federal Police Check. This must be provided prior to commencement of service and at the applicants own cost.

Scope

This policy covers all cross-cultural and Australian based staff, Global Xposure teams and work parties, short-term workers, volunteers, consultants. This policy also covers any board members who travel on behalf of GI.

All Australian based and cross-cultural staff, applicants and volunteers are required to have a WWCC or State equivalent for employment, according to their State's regulation. Contact the Director of Corporate Services for clarification and determination.

Any adverse information reported via a WWCC or Police Check will be reviewed at the Directors Conference.

State checks

For information relating to State equivalent Working with Children checks, please go to:

NSW	https://www.service.nsw.gov.au/transaction/apply-working-children-check
SA	https://screening.dcsi.sa.gov.au/
QLD	http://www.bluecard.qld.gov.au
NT	https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance
ACT	https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwwvp%29-registration
WA	https://workingwithchildren.wa.gov.au/
TAS	http://www.justice.tas.gov.au/working_with_children
VIC	http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/

Policy

Cross-cultural staff / Australian-based staff

On application, all Australian-based staff and prospective candidates are to supply their WWCC or State equivalent as per State requirement and if required, an Australian Federal Police Check. New staff need to cover the cost of the initial application. Subsequent renewal costs will be reimbursed by GI.

All current staff, who travel to or live in cross cultural situations are to complete an Australian Federal Police check and State equivalent WWCC. Where possible, WWCC's must be renewed before expiry. Renewal costs will be reimbursed by GI.

WWCC cards are to be retained by the staff member. Police checks paid for by staff will be returned to staff. Original Police Check Certificates paid for by GI will be kept on file for one year before being destroyed.

Australian based staff who are required to have a National Police Check or Australian Federal Police Check must renew their checks every 3 years.

To apply for a WWCC or state equivalent, go to the appropriate website and follow the application procedure. Once the card and/or certificate has been received by the staff member from the appropriate authority, it must be validated and/or a verified photocopy sighted and signed by the appropriate State Authorised Person. The Authorised Person is to then forward the details and signed/processed paperwork to the Child Safety Officer at the National Office.

In the case where the original cannot be sighted by the State Authorised Person due to distance restraints, a certified copy of the original and/or validation via the appropriate State website will be accepted by the Authorised Person. The acceptance of a certified copy must be pre-approved by the relevant State Authorised Person.

WWCC and State equivalent cards must not be allowed to expire. Staff should ensure that they reapply prior to the expiry date. Staff need to ensure the WWCC or State equivalent indicates GI listed as the employer.

Volunteers

Volunteers who will be working in a situation where they may encounter any children, such as childcare or conferences, will need to obtain a WWCC or state equivalent prior to undertaking any responsibilities with GI. To clarify if required, please contact the National Office on (03) 9819 4944. The verification and/or validation procedure as described above is to be followed for volunteer State equivalent WWCC's.

Home assignment

Cross Cultural Staff need to update their State equivalent WWCC and Australian Federal Police Check on return to Australia for home assignment. State equivalent WWCC's are to be current or have a renewal application lodged as soon as possible. Victorian WWCC's are valid for 5 years.

Staff on Home Assignment, will have 4 weeks from their return date to Australia to provide the required paper work to the National Office. They will be advised of this date in their Welcome Home letter. No return flights to the field will be finalised until satisfactory clearance checks have been received at the National Office.

Global Xposure teams and all other volunteers

Global Xposure volunteers participating in consecutive trips need a current State equivalent WWCC and an Australian Federal Police Check no more than one year old.

Short term workers and visitors who travel to GI cross cultural situations are to complete an Australian Federal Police check and State equivalent WWCC before leaving for the field. The State Office will be responsible for ensuring the necessary checks, as outlined above, are completed and sent to the Corporate Services Administration Assistant prior to departure dates.

The State Director will designate responsibility to State staff for ensuring the necessary checks, as outlined above, are completed and sent to the Corporate Services Administration Assistant at the National Office.

Once the card and/or certificate has been received, it must be validated and/or a verified photocopy sighted and signed by the appropriate State Authorised Person. The Authorised Person is to then forward the details and signed/processed paperwork to the Corporate Services Administration Assistant at the National Office for recording and filing.

The Child Safety Officer is to sight and sign all checks/certificates with disclosable offences listed prior to the team being approved at Director's Conference.

All application costs for the required checks are to be covered by each individual. The original card/letter and/or certificate will be returned to and kept by the individual.

Global Xposure teams, short-term workers and visitors will NOT be approved at Director's Conference unless signed copies of the Police / WWCC & Code of Conduct for Working with Children have been received by the Corporate Services Administration Assistant.

The provision of a certified copy of the card and/or certificate will be accepted by the Authorised Person instead of sighting the original in circumstances such as the inability to attend the State Office due to distance. The acceptance of a certified copy must be pre-approved by the relevant State Authorised Person.

Storage of electronic Police / Working with Children checks

The signed photocopies will be stored electronically in the National Office in a secure location. Relevant information regarding Checks will be recorded in a secure database.

Authorised Personnel

Positions who are Authorised Persons are:

- State Director
- Executive Assistant to State Director
- Young Adult Consultant – National and State
- Child Safety Officer
- Corporate Services Administration Assistant

Related Documents

Document Type	Document Number	Document Name
Policy	4.5	Privacy
Policy	5.6	Child Safe Code of Conduct

Appendix 7a – Statements by Staff member / Volunteer

Statement by Staff member or Volunteer

As a member of Staff or Volunteer of Global Interaction (GI), I will ensure my child safe conduct is, and is seen to be, of the highest standards and in keeping with GI's mission, vision and values. This includes:

1. Treating everyone with respect and integrity, including staff, volunteers, children, young people, guardians and parents
2. Remembering to be a positive role model to children in all my conduct with them
3. Setting clear boundaries about appropriate behaviour between myself and the children in my context with the organisation
4. Always have another adult present or in sight when conducting one to one coaching, instruction etc, (a tutor may be given permission to act in the place of a parent)
5. Use technology appropriately so that children are not made vulnerable to abuse and exploitation, including preventing exposure to pornographic material and inappropriate e-mails
6. Following organisational policy and procedures for the safety of children as outlined in the Child Protection Policy
7. Listening to children and taking action to protect their wellbeing
8. Recording and acting on complaints, disclosures or evidence of abuse as appropriate within the culture and Australian law
9. Respecting the privacy of children and their families and only disclosing information to people who have a need to know
10. Refraining from developing any 'special' relationships with children that could be seen as expressing favouritism, such as the offering of expensive gifts or special treatment
11. Refraining from doing things of a personal nature that children can do for themselves, such as going to the toilet or changing clothes
12. Refraining from initiating touch with children unless it is of a non-intimate and open nature and is culturally appropriate and acceptable
13. Refraining from publishing photographs or video footage where the dignity of the child is compromised
14. Refraining from using language, making suggestions or offering advice, which is inappropriate, offensive or abusive
15. Refraining from developing relationships with children that could in any way be deemed exploitative or abusive

Statement by Staff Member

By signing this statement, I acknowledge having read and understood the Child Safe Policy and agree to abide by it at all times.

Signed:

Date:

Name:

Appendix 7b - Child Safe Code of Conduct – Statement by Volunteer

Statement by Volunteer

As a member of Staff or Volunteer of Global Interaction (GI), I will ensure my child safe conduct is, and is seen to be, of the highest standards and in keeping with GI's mission, vision and values. This includes:

- To accept the role of Volunteer with GI, with or without financial remuneration as negotiated
- To uphold the GI organisational values to the best of my ability, and adhere to all relevant legislative requirements
- To act in line with the Code of Conduct listed above
- I have read, and agree to uphold the GI Child Safe Policy
- I will attend and participate in leaders training provided for me by GI, to keep up to date with current policies and procedures
- If I am injured in the course of my duties as a volunteer, I will immediately complete an Incident Report Form (7.1) and report the matter to the appropriate Director or Director of Corporate Services
- WorkCover Insurance does not cover me but as a registered Volunteer of GI I am covered by GI's Personal Accident Insurance (for Volunteers and Participants)
- Any damage caused to my personal vehicle during the course of my volunteer activities is not covered by GI's insurance. I understand that GI recommends I have full comprehensive insurance, which is my own financial responsibility.
- I understand that if my voluntary services are no longer required that there is no obligation on GI to provide me with further volunteer activities.

Privacy Notice

GI will collect your personal and sensitive information to facilitate your volunteer involvement. This may include recording your contribution, to ensure we have appropriate insurance, can provide evidence that our volunteers have undergone Working With Children Checks and appropriate training.

We may also collect sensitive and personal information about you from law enforcement agencies for criminal checks and Working With Children Checks, educational institutions to verify qualifications and from individuals or businesses we contact for reference check purposes. Without the collection of this information we will not be able to facilitate your volunteer involvement or meet our legislative requirements.

Statement by Volunteer

By signing this Volunteer Agreement Form, I consent to the Volunteer conditions outlined and to the collection, use and disclosure of my information as set out above.

Signed:

Date:

Name:

Appendix 8 – Victorian Mandatory Reporting

Reportable Conduct Scheme - Victoria

As of January 2018, under the Reportable Conduct Scheme, all religious organisations are required to report to the Commission for Children and Young Persons (CCYP):

- a) Sexual offences (against, with or in the presence of a child)
 - Sexual assault
 - Indecent acts
 - Possession of child abuse material
 - 'grooming' a child in order to commit a sexual offence
- b) Sexual misconduct (against, with or in the presence of a child). Captures a broad range of inappropriate behaviours of a sexual nature, including developing an intimate relationship with a child, inappropriately discussing sex and sexuality with a child, or other overtly sexual acts that could lead an organisation to take disciplinary or other action
- c) Physical violence against, with or in the presence of a child
- d) Any behaviour that causes significant emotional or psychological harm to a child
- e) Significant neglect of a child.

Failure to Disclose: Crimes Act 1957 section 327

Failure to disclose a sexual offence committed against a child under the age of 16 years.

Reporting child sexual abuse is a community-wide responsibility. Accordingly, a new criminal offence has been created in Victoria that imposes a clear legal duty upon all adults to report information about child sexual abuse to police. The offence commenced on 27 October 2014.

Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

A 'reasonable belief' is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a 'reasonable belief' might be formed when a child states that they have been sexually abused

- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused
- professional observations of the child's behaviour or development leads a mandated professional to form a belief that the child has been sexually abused
- signs of sexual abuse leads to a belief that the child has been sexually abused.

More information: <http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>

Failure to Protect

In response to the [Betrayal of Trust](#) report, the Victorian Government has strengthened laws to protect our children from sexual abuse and exposure to sexual offenders. This is in recognition of the shared community responsibility to protect children from abuse and to provide a safe environment for children to develop, learn and play.

A new criminal offence for failing to protect a child under the age of 16 from a risk of sexual abuse commenced on 1 July 2015.

The offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation.

A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

This offence encourages organisations to actively manage the risks of sexual offences being committed against children in their care to protect them from harm.

More information: <http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>

Appendix 9 - Child safety reporting process

Who can report
<ul style="list-style-type: none"> • Staff members • Board members • Volunteers • Representatives • Parents • Children
What to report
<p>Any child safety concerns, including:</p> <ul style="list-style-type: none"> • Disclosure of abuse or harm • Allegation, suspicion or observation • Breach of Code of Conduct • Environmental safety issues
When
<ul style="list-style-type: none"> • Immediately or as soon as it practically possible (within 24 hours of disclosure)
How
<ul style="list-style-type: none"> • In writing using the Child Safe Report form (preferred) • Email • Letter • Verbal – telephone, in person, meeting
To whom
<ul style="list-style-type: none"> • Child Safety Officer • Board Chairperson if report concerns General Director
What next
<p>The Child Safety Officer will:</p> <ul style="list-style-type: none"> • Liaise with Director of Member Care who will ensure that appropriate support, including professional counselling, is provided to the child(ren) who are the subject of the allegation. Support will also be provided for the parents, witnesses, the person who reports, and the accused <i>Staff</i> member • Report any reasonably suspected child abuse, taking into account the importance of the traditions and cultural values of each people for the protection and harmonious development of the child as stated in the UN Convention of the Rights of the Child (1989) • Initiate internal processes to ensure safety of the child, clarify the nature of the complaint, undertake investigation, and commence disciplinary process (if required) • In accordance with legal requirements and duty of care, the matter must be referred to the police and/or appropriate child protection authority and make referral as soon as possible

Possible Outcomes

- Investigation
- Meetings to discuss breach and opportunity for person to provide their account/understanding of the situation
- Performance management
- Further education on the Child Safety Policy and [Code of Conduct](#)
- Transfer to other duties
- Suspension pending investigation
- Internal and/or criminal investigation
- Report to Police
- Dismissal
- Report made to child protection statutory authority/government department
- Report made to Police
- Referral made to local support/counselling organisation or service
- Liaise with the appropriate Director to inform the relevant staff, Board members, volunteers, representative parents and child of the outcome of any investigation
- Suggest any necessary changes to policies and procedures

Appendix 10 - Privacy Policy

Purpose

Global Interaction (GI) is committed to protecting your privacy and complies with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. This Privacy Policy (Policy) should be read in conjunction with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

Scope

This policy applies to all management and staff of GI as well as any volunteers, visitors and contractors.

This policy aims to:

- ensure the confidentiality of personal information collected by GI
- ensure that personal information collected is used only for the purpose for which it was collected

This policy also relates to all personal information collected from:

- employees
- volunteers
- donors
- churches
- any other source

Application

This Policy applies to personal information that GI collects from you:

- via our website
- via social media
- via telephone
- via email
- via fax;
- in person and/or
- in writing
- via surveys
- via banking and financial institutions

This Policy also applies to personal information that GI collects from Australian Baptist Churches or any other third party, about you.

Website

GI uses The Global Interaction website to collect two types of information. The first type is anonymous information.

The web server makes a record of your visit and logs the following information for statistical purposes:

- the user's server address
- the user's top level domain name (e.g. com, .gov, .net, .au, etc.)
- the date and time of the visit to the site
- the pages accessed and documents downloaded
- the previous site visited and
- the type of browser used

No attempt will be made to identify users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the internet service provider's logs.

Another way information may be collected is through the use of "cookies". A cookie is a small text file that the website may be placed on your computer. Cookies may be used, among other things, to track the pages you have visited, to remember your preferences and to store personal information about you.

You can adjust your Internet browser to disable cookies or to warn you when cookies are being used. However, if you disable cookies, you may not be able to access certain areas of the Website or take advantage of the improved web site experience that cookies offer.

Our websites may contain links to other websites and social media pages including Facebook, Twitter and LinkedIn. We are not responsible for the privacy policies of the entities responsible for those websites and we recommend that you review the privacy policies applicable to any other websites you visit.

Collection of information

The following list describes the kind of information that GI may collect about you. From time to time you may voluntarily supply your personal information to GI. GI will record your e-mail address if you send us a message, subscribe to an email newsletter, or complete a form if this information is requested.

When you provide your personal information, it allows us, for example, to assist you with enquiries regarding past or ongoing donations made by you. Global Interaction only collects personal information that is necessary in performing its functions and/or activities.

Depending upon the circumstances, you may provide to GI, and GI may collect information such as, but not limited to:

- your name
- your contact details
- your social media details (e.g. blogs, twitter, Facebook, LinkedIn)
- your gender
- your date of birth
- your marital status
- your church membership details
- your enquiry or complaint details and
- your involvement in GI activities
- your Bank account and/or credit card details

Where you provide information to GI in relation to a job application the personal information you provide will only be collected, held, used and disclosed for the purposes of considering your potential employment with GI.

Where you provide the details of referees, you confirm that you have informed the referees that you are providing their contact information to GI and they have consented to GI contacting them and discussing the personal information you have provided in relation to the job application.

We will collect personal information directly from you unless:

- you have consented to GI's collection of your personal information from third parties - for example, a Baptist church or your representatives or
- when we are legally required to do so or
- it is unreasonable or impractical to do so

Where we have collected personal information about you either directly or by other means as set out above, we will notify you at the time, or as soon as practicable, to ensure that you are aware of such collection and its purpose.

You can choose to interact with us anonymously or by using a pseudonym where it is lawful and practicable. For example, you may wish to participate in a blog or enquire about a particular campaign anonymously or under a pseudonym. Your decision to interact anonymously or by using a pseudonym may affect the level of services we can offer you. For example, we may not be able to assist you with a specific enquiry or investigate a privacy complaint on an anonymous or pseudonymous basis. We will inform you if this is the case and let you know the options available to you.

If we receive unsolicited personal information about or relating to you and we determine that such information could have been collected in the same manner if we had solicited the information, then we will treat it in the same way as solicited personal information and in accordance with the Australian Privacy Principles. Otherwise if we determine that such information could not have been collected in the same manner as solicited personal information, and that information is not contained in a Commonwealth record, we will, if it is lawful and reasonable to do so, destroy the information or de-identify the information.

Purposes of collecting information

GI collects, holds, uses and discloses your personal information to:

- assist you with donor relations and employment queries
- inform you about fundraising campaigns
- inform you about changes to legislation
- improve our service delivery
- manage our relationship with you
- conduct surveys and research
- to make payments to you by cheque or electronic funds transfer for the purposes of refunds or other payments

Direct Marketing

You consent to our use and disclosure of your personal information for the purposes of direct marketing which may include providing you with information about events, products or services which may be of interest to you. If you do not want us to use your personal information for direct marketing purposes, you may elect not to receive direct marketing at the time of providing your personal information.

Unsubscribing and opting out

If you no longer wish to receive direct marketing or other communications, you may request at any time to cancel your consent to such communications as follows:

- If subscribing to an email newsletter you may "unsubscribe" at any time from the newsletter mailing list
- You may contact us at any time by mail or email directed to our Privacy Officer

Disclosure of your personal information

GI may disclose your personal information, in connection with or to further the purposes outlined above, to:

- Government bodies or agencies (including the Fair Work Commission, the Fair Work Ombudsman, the Australian Tax Office, an anti-discrimination body, a work/occupational health and safety regulator)
- Organisations to whom we outsource functions (including information technology providers, print service providers, mail houses)
- Insurance companies where GI holds a policy that covers you (eg Travel Insurance or Professional Indemnity insurance etc)
- Web host provider
- Auditors appointed by GI to conduct audits in accordance with legal requirements
- Otherwise as you have consented and/or as required by law

If any of these organisations are located outside Australia, you expressly consent to us disclosing your personal information to those organisations. We take reasonable steps to ensure that each organisation that we disclose your personal information to is committed to protecting your privacy and complies with the Australian Privacy Principles, or is subject to a law or scheme that is at least substantially similar to the way in which the Australian Privacy Principles protect information. By providing your personal information to GI, you consent to us transferring your personal information to such other organisations.

Personal Information

Wherever reasonably practicable, GI holds electronic personal information on data servers that are owned and controlled by GI, in Australia. The data servers are password protected and login secured. However, by providing personal information to GI you consent to your information being stored and processed on a data server or data servers (e.g. cloud services) owned by a third party or third parties that may be located outside of Australia. GI will take reasonable steps to ensure that any third party providers comply with the Australian Privacy Principles. If personal information is only routed through servers located outside of Australia - this is not regarded as a disclosure.

Wherever reasonably practicable GI holds physical personal information in access controlled premises.

When GI no longer requires your personal information for a specific purpose and is no longer required to keep it to comply with any laws, we will take such steps as are reasonable in the circumstances to destroy your personal information or to ensure that the information is de-identified.

Government Identifiers

We will not adopt as our own identifier a government related identifier of an individual, such as a tax file number or Medicare card number and will only use or disclose a government related identifier where the use or disclosure:

- is reasonably necessary for GI to verify your identity for the purposes of our activities or functions
- is reasonably necessary for GI to fulfil its obligations to an agency or a State or Territory authority
- is required or authorised by or under an Australian law or
- is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body

Accessing and/or correcting personal information

You have the right to request access to your personal information held by GI and request that it be updated or corrected. In most cases you can gain access to your personal information that GI holds. To request access to, correction of, or updating of any personal information held about you, please write to the Privacy Officer at the following address:

The Privacy Officer
Global Interaction Inc
PO Box 3085
Auburn VIC 3123

Or email the Privacy Officer at enquiry@globalinteraction.org.au General enquiries can be made via telephone by calling the National Office (03) 9819 4944

GI requires that you provide proof of identity in order to seek access to your personal information. GI may refuse to provide access if permitted to do so by law or under the Australian Privacy Principles. GI will seek to provide you with access to your personal information within 30 days of receipt of a valid request and may charge you a reasonable fee for doing so.

It is important that we keep our details up to date, you should contact GI when your personal information details change. GI may also take steps to update your personal information by contacting you directly by phone, letter, email or by reference to publicly available sources such as telephone directories or electoral rolls.

Reporting a breach of the Australian Privacy Principles

To make a complaint about an alleged breach of the Australian Privacy Principles, please write to or email the Privacy Officer at one of the following addresses:

The Privacy Officer
Global Interaction Inc
PO Box 3085
Auburn VIC 3123

Or email the Privacy Officer at enquiry@globalInteraction.org.au

All complaints must be submitted in written. Please provide all details about your complaint as well as any supporting documentation to the Privacy Officer.

How GI will deal with complaints

GI will seek to deal with privacy complaints as follows:

- Complaints will be treated seriously
- Complaints will be dealt with promptly
- Complaints will be dealt with confidentially
- Complaints will be investigated by the Privacy Officer

The outcome of an investigation will be provided to the complainant where the complainant has provided proof of identity. GI will seek to respond within 30 days of receipt of a valid complaint.

Variations to the Policy

This Policy may be varied from time to time and an updated version will be posted on GI's website. Please check our websites regularly to ensure that you have the most recent version of the Policy.

Details	Date
Last reviewed	01/05/2018
Approved	
Ratified	
Next review	2021

Appendix 11 Induction Checklist

This form is to be used for all new employees and volunteers. Please put NA in the date completed column for items not relevant to volunteers. On completion of the areas appropriate to your department, please notify HR.

Employee Details			
Name:			
Team:		Location:	
Start date:		Type:	

Pre-employment

Responsible	Details	Completed	Date completed
DCS	• Received signed letter of employment	<input type="checkbox"/>	
	• Received signed position description	<input type="checkbox"/>	
	• Received proof of right to work in Australia (if applicable)	<input type="checkbox"/>	
	• Emailed employee entry form to appropriate staff	<input type="checkbox"/>	
	• Emailed staff re: commencement of date of new employee	<input type="checkbox"/>	
	• Check that arrangements have been put in place for office space, phone etc	<input type="checkbox"/>	
	• Check IT arrangements in place - computer, email account, access to network	<input type="checkbox"/>	
PA to Director or Manager	• Set up meetings with directors and/or training sessions with appropriate staff and provide schedule to HR prior to commencement	<input type="checkbox"/>	

Commencement

Team

Responsible	Details	Completed	Date completed
Director/ Manager	• Introduction to team members	<input type="checkbox"/>	
	• Department structure explained	<input type="checkbox"/>	
	• Team member roles explained	<input type="checkbox"/>	
	• Introduction to all directors and other staff	<input type="checkbox"/>	
PA to Director or Manager	• Advise on email, meeting room bookings, travel bookings, expense claims, petty cash, voicemail and email signatures, common forms and procedures etc	<input type="checkbox"/>	
	• Provision of stationary and location of stationary store	<input type="checkbox"/>	
	• Use of photocopier, codes, location of paper etc	<input type="checkbox"/>	
	• Location of envelopes and mailing procedures	<input type="checkbox"/>	

Organisational Vision, Mission & Values

Responsible	Details	Completed	Date completed
L&D	• Global Interaction Big Picture – Online Module	<input type="checkbox"/>	
	• Least-Reached People Groups – Online Module	<input type="checkbox"/>	
	• History – Online Module	<input type="checkbox"/>	
	• Working with Children – Online Module	<input type="checkbox"/>	
	• Enrolled in Global Interaction Courses – Role Dependant	<input type="checkbox"/>	

Terms and Conditions of Employment

Responsible	Details	Completed	Date completed
DCS	• Received personal information form	<input type="checkbox"/>	
	• Select policies, terms and conditions signed and understood	<input type="checkbox"/>	
	• Probation period explained	<input type="checkbox"/>	
	• Received superannuation form	<input type="checkbox"/>	
	• Received bank details form	<input type="checkbox"/>	
	• Supplied Fair Work Statement	<input type="checkbox"/>	

Organisational policies, procedures and general information

Responsible	Details	Completed	Date completed
DCS / PAYROLL	• Policies and Procedures including; Child Safe Policy and associated procedures and Reports, Grievance, EEO & Workplace Bullying, Sexual Harassment, Code of Conduct, privacy and confidentiality. Other policies and forms as appropriate	<input type="checkbox"/>	
	• Copy of Staff Handbook supplied	<input type="checkbox"/>	
	• Pay details explained	<input type="checkbox"/>	
	• Leave procedure	<input type="checkbox"/>	
	• WHS procedures, emergency exits, incident reporting	<input type="checkbox"/>	
	• WHS - First Aid arrangements	<input type="checkbox"/>	
	• Provision of key and alarm code including instructions	<input type="checkbox"/>	
	• Organise staff photo to be taken	<input type="checkbox"/>	

To be filed in employee's personnel file by appropriate Personnel

DCS use only:

Completed by: (Name)		Date Completed:
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Background

Since its inception in 2013, organisations have been following the Royal Commission closely in order to get a head start on proposed legislative change. This is because under its Terms of Reference, The Royal Commission is required;

- To investigate how institutions have responded to allegations of child sexual abuse in the past and
- To make recommendations as to how institutions and governments can better protect children in institutional contexts in the future

To that end, the Royal Commission has recently published a report on the 10 key elements, known as the 10 Safe Standards needed to create child safe institutions. These elements have been developed through extensive analysis of

- Available research and evidence
- Feedback from panel of 40 Australian and International experts
- Round table meetings with affected stakeholders

While the Royal Commission is solely focused on sexual abuse, the elements aim to protect children in institutional contexts from all forms of harm (be it sexual, physical, emotional or psychological abuse, or neglect).

The 10 Safe Standards

According the Royal Commission, the 10 key elements of child safe institutions include;

1. Child safety is embedded in institutional leadership, governance and culture;
2. Children participate in decisions affecting them and are taken seriously;
3. Families and communities are informed and involved;
4. Equity is promoted and diversity respected;
5. People working with children are suitable and supported;
6. Processes to respond to complaints of child sexual abuse are child focussed;
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training;
8. Physical and online environments minimise the opportunity for abuse to occur;
9. Implementation of child safe standards is continuously reviewed and improved;
10. Policies and procedures document how the institution is child safe

Recommendations to all religious institutions in Australia

Recommendation 16.31

All institutions that provide activities or services of any kind, under the auspices of a particular religious denomination or faith, through which adults have contact with children, should implement the 10 Child Safe Standards identified by the royal Commission.

Recommendation 16.32

Religious organisations should adopt the Royal Commission's 10 child Safe Standards as nationally mandated standards for each of their affiliated institutions.

Recommendation 16.33

Religious organisations should drive a consistent approach to the implementation of the Royal Commission's 10 child Safe Standards in each of their affiliated institutions.

Recommendation 16.34

Religious organisations should work closely with relevant state and territory oversight bodies to support the implementation of and compliance with the Royal Commission's 10 Child Safe Standards in each of their affiliated institutions.

Recommendation 16.35 (Not applicable)

Religious institutions in highly regulated sectors, such as schools and out-of-home care service providers, should report their compliance with the Royal Commission's 10 child Safe Standards, as monitored by the relevant sector regulator, to the religious organisation to which they are affiliated.

Recommendation 16.36

Consistent with Child Safe Standard 1, each religious institution in Australia should ensure that its religious leaders are provided with leadership training both pre- and post- appointment, including in relation to the promotion of child safety.

Recommendation 16.37

Consistent with Child Safe Standard 1, leaders of religious institutions should ensure that there are mechanisms through which they receive advice from individuals with relevant professional expertise on all matters relating to child sexual abuse and child safety. This should include in relation to prevention, policies, procedures, and complaint handling. These mechanisms should facilitate advice from people with a variety of professional backgrounds and include lay men and women.

Recommendation 16.38

Consistent with Child Safe Standard 1, each religious institution should ensure that religious leaders are accountable to an appropriate authority or body, such as a board of management or council, for the decisions they make with respect to child safety.

Recommendation 16.39

Consistent with Child Safe Standard 1, each religious institution should have a policy relating to the management of actual or perceived conflicts of interest that may arise in relation to allegations of child sexual abuse. The policy should cover all individuals who have a role in responding to complaints of child sexual abuse.

Recommendation 16.40

Consistent with Child Safe Standard 2, wherever a religious institution has children in its care, those children should be provided with age-appropriate prevention education that aims to increase their knowledge of child sexual abuse and build practical skills to assist in strengthening self-protective skills and strategies. Prevention education in religious institutions should specifically address the power and status of people in religious ministry and educate children that no one has a right to invade their privacy and make them feel unsafe.

Recommendation 16.41

Consistent with Child Safe Standard 3, each religious institution should make provision for family and community involvement by publishing all policies relevant to child safety on its website, providing opportunities for comment on its approach to child safety, and seeking periodic feedback about the effectiveness of its approach to child safety.

Recommendation 16.42

Consistent with Child Safe Standard 5, each religious institution should require that candidates for religious ministry undergo external psychological testing, including psychosexual assessment, for the purposes of determining their suitability to be a person in religious ministry and to undertake work involving children.

Recommendation 16.43

Each religious institution should ensure that candidates for religious ministry undertake minimum training on child safety and related matters, including training that:

- a) Equips candidates with an understanding of the Royal Commission's 10 Child Safe Standards
- b) Educates candidates on:
 - i. Professional responsibility and boundaries, ethics in ministry and child safety
 - ii. Policies regarding appropriate responses to allegations or complaints of child sexual abuse, and how to implement these policies
 - iii. How to work with children, including childhood development
 - iv. Identifying and understanding the nature, indicators and impacts of child sexual abuse

Recommendation 16.44

Consistent with Child Safe Standard 5, each religious institution should ensure that all people in religious or pastoral ministry, including religious leaders, are subject to effective management and oversight and undertake annual performance appraisals.

Recommendation 16.45

Consistent with Child Safe Standard 5, each religious institution should ensure that all people in religious or pastoral ministry, including religious leaders, have professional supervision with a trained professional or pastoral supervisor who has a degree of independence from the institution within which the person is in ministry

Recommendation 16.46

Religious institutions which receive people from overseas to work in religious or pastoral ministry, or otherwise within their institution, should have targeted programs for the screening, initial training and professional supervision and development of those people. These programs should include material covering professional responsibility and boundaries, ethics in ministry and child safety.

Recommendation 16.47

Consistent with Child Safe Standard 7, each religious institution should require that all people in religious or pastoral ministry, including religious leaders, undertake regular training on the institution's child safe policies and procedures. They should also be provided with opportunities for external training on best practice approaches to Child Safety.