



CHILD SAFE POLICY

UPDATED: SEP 2014



CHILD SAFE POLICY & PROCEDURES

SOUL SURVIVOR NSW Inc

1. INTRODUCTION

1.1 Statement

Soul Survivor NSW Inc whose offices are located at Northside Baptist Church, Crows Nest, NSW and Vision Christian Fellowship, Gladstone Street Fyshwick, ACT, and ministering throughout NSW and ACT is committed to providing a safe and secure environment for all its delegates, leaders, youth groups and particularly to children and vulnerable people.

This Child Safe Policy & Procedures aims to reduce the risk of abuse occurring, and to ensure that a caring and appropriate response is taken should abuse occur.

1.2 Scope

These Child Safe Policy & Procedures apply to:

- > All ministries authorised by or under the control of Soul Survivor NSW Inc, including any ministries undertaken at the Soul Survivor Offices, soul.conference venue, or any other location.
- > All staff, volunteers, interns, and team members within Soul Survivor NSW Inc (applies to both NSW & ACT bases) or those engaged by Soul Survivor NSW Inc.

1.3 Authority

These are the Child Safe Policy & Procedures of Soul Survivor NSW Inc and were adopted for use by the Soul Survivor NSW/ACT Board on 17th September 2014.

The Soul Survivor NSW/ACT Board are committed to implementing the Child Safe Policy & Procedures and training our leaders and teams in its content and application.

1.3 Definitions

Child / any person under the age of 18

Abuse can consist of one or more of, but not restricted to, the following:

Physical Abuse / Any non-accidental physical injury resulting from practices such as: hitting, punching, kicking (marks from belt buckles, fingers), shaking (particularly babies), burning (irons, cigarettes), biting, pulling out hair. Alcohol or drug administration.

Sexual Abuse / Any sexual act or threat to perform such upon another person. It occurs when a person uses their power and authority to take advantage of another's trust to involve them in sexual activity. It does not necessarily involve genital contact but is any act which erodes the sexual boundary between two persons. It may appear consensual but the validity of consent is negated by the power differential.

Emotional abuse / The chronic attitude or behaviour of one person which is directed at another person or, the creation of an emotional environment which erodes a child's development, self esteem and social confidence over time. Behaviours may include: devaluing, ignoring, rejecting, corrupting, isolating, terrorising or chronic and extreme domestic violence in the child's presence.

Neglect / Characterised by the failure to provide for the child's basic needs. Any serious omission or commission which jeopardises or impairs a person's development.

Volunteers / Any unpaid person over the age of 16 who is invited by the team to assist them in their ministry.

Team / Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members placed in their care whilst holding a formal position in a recognised ministry of Soul Survivor NSW/ACT. Any person paying the 'team rate' to attend soul.conference. All team are considered mandatory reporters.

Delegates / Any person, including children who attends or participates in Soul Survivor ministries.

Youth Leaders / Any leader or pastor in charge of a youth group that attends as the supervisor of their youth group. These are required to comply with their own denominations child protection policy and are not the responsibility of Soul Survivor NSW/ACT.

Key Ministry Area (KMA) / Any organised activity that is authorised by Soul Survivor NSW/ACT. Including but not limited to soul.conference, soul.teams, soul.world, calledtolead, and soul.net.

Ministry Leader / The person recognised and authorised by Soul Survivor NSW/ACT as the head of a key ministry area.

Staff / Anyone employed by Soul Survivor NSW/ACT

2. EXTERNAL POLICIES

We seek to comply with the child protection policies governing the mainstream denominations of the Australian church. Soul Survivor NSW/ACT's child safe policy & procedures are not intended to replace or conflict with these policies, but instead to operate in conjunction with them.

- > NCCA The Safe Church Network (Anglican, Orthodox, Catholic, Lutheran, Salvation Army, Uniting Church, Church of Christ)
- > Creating Safe Spaces (Baptist)
- > Towards Safe Places (ACC)

Youth leaders attending our events and ministries will be given notice that they are required to operate in accordance with their denominational standards, and be given an information sheet about this policy.

3. POLICY REVIEW

This Child Safe Policy & Procedures will be reviewed annually at a Soul Survivor NSW/ACT Board meeting.

The Director will inform the key ministry areas involved when the date of review will occur, and any changes recommended by the ministries should be submitted in writing to the Director for consideration one month before the review date.

Any proposed changes will be submitted to a subsequent Soul Survivor NSW/ACT Board meeting for approval before being implemented.

4. OBLIGATIONS

4.1 Spiritual

The core beliefs of Soul Survivor NSW/ACT require us to treat all people with love and dignity and to care for those who are less powerful and in need of nurture and protection.

4.2 Legal

Soul Survivor NSW/ACT and its team are subject to Federal and State legislation and principles established through common law.

4.3 Ethical

Some actions may not be regarded as Abuse, but are unacceptable behavior for Soul Survivor NSW/ACT team. These include:

- > Inappropriate conversation of a sexual nature
- > Coarse language, especially of a sexual nature
- > Suggestive gestures or remarks
- > Jokes of a sexual nature
- > Inappropriate touching
- > Inappropriate literature (e.g. M, MA, R or X rated material used with young children). Speakers will be briefed on appropriate clips to use and will be required to consult the staff team if the clip is higher than PG rating.
- > Acts of violence committed by team in the course of an activity

The age of the individuals is recognised as one of the determinants in deciding what acceptable and unacceptable behaviour is. Ministry Leaders will ensure that high standards of conduct are maintained at all times.

5. SELECTION AND SCREENING

Any team involved in any activity within Soul Survivor NSW/ACT must be carefully selected and screened. Prior to team commencing child-related ministries, the following precautions will be taken:

- > Candidate team members and volunteers will in most cases be delegates of Soul Survivor NSW/ACT and have regularly attended its events for at least 1 year, and a member of at least 6 months of a local church in order to provide a reference.
- > Candidate team members will complete an application form which requests details of relevant past experience, positions held, details of two referees and permission to contact them (see Appendix 1).
- > Referees will be checked and spoken to, using an agreed set of questions which have been drafted by Soul Survivor NSW/ACT. The questions will seek to establish the applicant's suitability for the role or position and the conversation will be documented and retained on file.
- > Short listed candidate team will be interviewed by an experienced and responsible member of the Soul Survivor NSW/ACT staff prior to being accepted as team.
- > A (ACT: Working With Vulnerable People Check) or (NSW: Working with Children Check) which complies with the legislative requirements of NSW, or in the case of ACT team (both NSW & ACT are required) will be requested and received prior to the team member commencing their proposed role. Check numbers for each team member will be stored in a secure database by Soul Survivor NSW/ACT. All staff will have both NSW & ACT checks.
- > Where Soul Survivor NSW/ACT has identified that an applicant has previously been convicted of a violent or sexually related offence they cannot, under any circumstances, be considered for child related ministries. Due to the nature of Soul Survivor NSW/ACT ministry to youth and young adults, these offences preclude the applicant from serving in all ministries of Soul Survivor NSW/ACT.

6. TRAINING

All team will be issued with a copy of this policy and training in the content and application of Soul Survivor NSW/ACT's policy and procedures, reporting procedures and the associated legal requirements.

All team will undertake further education on child/delegate protection to comply with the child safety requirements of The Safe Church Network. This training will be offered internally through a Safe Church Network trainer.

This training will be offered at various points throughout the year, one session specifically a couple of months before each April soul.conference to accommodate the influx of volunteers at that time.

Training from other church denominations will be accepted if listed in Section 2 of this document.

7. A SAFE ENVIRONMENT

> Incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations. For these reasons, two team members will always be present when working with or supervising children.

> Team will not visit children in their homes unless a parent is present or another team member accompanies them.

> When transporting children, team should never be alone with a child in a car. Where this is not practical, leaders will take children directly to and from arranged venues and will not spontaneously detour or make additional arrangements.

> All pastoral care is to be carried out within sight of another team member or within a public space. Pastoral care is defined as discussions of a sensitive nature, e.g. resolving conflict, prayer, counselling regarding a loss etc.

> Team will be authorised to pray for or 'lay hands' appropriately, only after being trained at a 'praying for people' seminar at soul.conference and given a sticker for their name badge. When team has not attended soul.conference, supplement training before being released to pray for others will be conducted.

> Adults and children are expected to respect each other's privacy during activities that require undressing, dressing or changing clothes. Team will set an example by protecting their own privacy in similar situations. No team member will be alone in a room with a child while either is changing.

> Initiations and secret ceremonies are prohibited. All aspects of every child-related program will be open to observation by parents/guardians.

> A sign-in sheet will be at all of our events with the full name and contact details of all present documented.

> Team have the right to ask people who do not have a valid reason to be present at child-related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

8. DISCIPLINING CHILDREN

It is not the responsibility of Soul Survivor NSW/ACT or its team to discipline a child. If a child does not abide by the rules set down by team, or is an obstruction to the care of other children or may cause harm to other children, the child will be removed and referred back to their youth leader or youth pastor.

The youth pastor or youth leader of that group will then be responsible to referring the child to their parent or guardian.

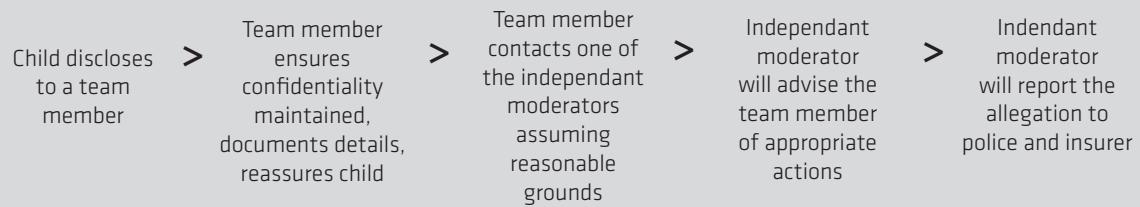
At no time will a team member administer any form of physical, emotional or mental discipline. Any incident will be recorded in a logbook with the names of those involved, and a brief witness statement.

9. REPORTING PROCEDURES

An independent person will be appointed by Soul Survivor NSW/ACT with the specific duty of dealing with any allegations that arise. This allocated person is listed below, and their details will be readily available to all team members.

Name: Matt Gelding
Address: matt@soulsurvivornsw.org.au or PO BOX 474 Frenchs Forest NSW 1640
Contact Number: 0403 358 455 / (02) 8086 2166

Reporting and escalation procedures for handling allegations of abuse are as follows:



If there are reasonable grounds to suspect a child has been or is suffering abuse, the police and Soul Survivor NSW/ACT's insurer will be contacted immediately.

Phone number for NSW Police (North Shore): (02) 9414 8499

ACT Care and Protection Services - 24hrs: 1300 556 728

Phone number for ACT Police (Civic HQ): (02) 6256 7777

Phone number for Ansvar/EA Insurance: (03) 9890 6851

Reasonable grounds can be assumed when:

1. A child discloses that he or she has been abused, and/or
2. Someone close to a child (e.g sibling, relative, close friend) discloses on behalf of that child. The police will also be notified if a child discloses an incident of abuse that has occurred somewhere other than Soul Survivor (e.g home or school).

If a disclosure of abuse is made, the person who receives the disclosure will maintain appropriate pastoral care to the one making the disclosure. This will include:

> Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim. The matter should not be swept under the carpet. The alleged victim should be assured that the matter will not be kept secret, and it may need to be reported.

> Not pushing the child to disclose details of the alleged assault or attempting to investigate the allegation.

> Assuring the child that they are understood: that their disclosure is being taken seriously; that what has happened is not fault, and that they are correct in disclosing the incident.

> Reporting the abuse to the police and Soul Survivor's insurer.

> Not making contact with the alleged perpetrator. If that team member is already providing counsel to the alleged perpetrator, it may be advisable for another person to assume this responsibility for the duration of any investigation.

> If the alleged assault has taken place recently, clothing worn by the child should be retained and handed to the police for forensic examination.

> Maintaining confidentiality

> Any disclosures by a child, reports of suspected abuse and all details of the subsequent investigation will be documented promptly and the documents will be held in a secure location where a breach of privacy cannot occur.

> Soul Survivor NSW/ACT reserves the right to carry out disciplinary procedures in accordance to the constitution of the organisation. Where an allegation is made the accused team member will be removed from ministry pending the outcome of all investigations.

10. ALCOHOL & DRUGS

The consumption of alcohol by team members will not happen where a child is present. Illegal drugs at Soul Survivor NSW/ACT venues or during its activities is not allowed or condoned by any team member.

Any child/delegate found to be under the influence of alcohol or illegal drugs is to be engaged in a pastoral conversation and the parents/guardians contacted so they can be returned home immediately.

On soul.teams and during soul.conference it is the responsibility of the supervising youth leader to contact the child's parents/guardians.

Any child required to take prescription medication will provide a letter from their parents/guardians to youth leader of the church and during soul.conference, the parent/guardian will indicate this on the submitted registration form.



TEAM APPLICATION FORM

FULL NAME:

DOB:

CONTACT NUMBER:

EMAIL:

CHURCH:

DURATION OF TIME AT CHURCH:

POSTAL ADDRESS:

RESIDENTIAL ADDRESS (if different from above):

POSITION APPLYING FOR (Please circle):

SOUL.CONFERERENCE TEAM / SOUL.TEAMS / SOUL.WORLD / STAFF / CALLEDTOLEAD / ROAD.TEAM (ACT)
OTHER: _____

LIST YOUR PAST EXPERIENCE IN YOUTH WORK/MINISTRY?

LIST ANY RELATED POSITIONS HELD IN YOUTH WORK/MINISTRY?

PLEASE LIST TWO PERSONAL REFEREES

(not to be family relatives, and must have known the applicant for at least 3 years)

Referee 1 - LOCAL CHURCH MINISTER/PASTOR

Name:

Mobile/Phone:

Email:

Relationship to applicant:

Referee 2 - OTHER

Name:

Mobile/Phone:

Email:

Relationship to applicant:

By signing this application form, you are giving Soul Survivor NSW/ACT permission to contact these referees in regards to your application.

Signed:

Date:

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PRIVACY POLICY

UPDATED: SEP 2014



PRIVACY POLICY & PROCEDURES

SOUL SURVIVOR NSW Inc

1. INTRODUCTION & OBLIGATIONS

Through our activities and events Soul Survivor NSW Inc recognises the importance of privacy for all individuals involved whether it be our volunteers, registered participants, staff or visitors. We recognise the right of people to keep their personal information private.

This Privacy Policy shows how we treat the information we collect and hold. We follow the guidance of the **Australian Privacy Act 1988** (<http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act>) as well as leading event organisations in the industry as we deal with personal information. According to the Privacy Act due to the size of Soul Survivor NSW/ACT as an organisation, we are exempt from cloud storage conditions. However, due to our commitment to keeping your information secure, the following policy outlines the precautions we will take with information you provide us.

These are the Privacy Policy & Procedures of Soul Survivor NSW Inc and were adopted for use by the Soul Survivor NSW/ACT Board on 17th September 2014.

2. COLLECTING INFORMATION

In the course of events and activities, Soul Survivor NSW/ACT may collect participant's general information to help with the effective and safe running of activities. The information we collect may include some sensitive information such as health information, which will be relevant to providing that particular activity. Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information we may not be able to appropriately respond to your needs.

3. USING THE INFORMATION

We will use your information for the purpose of that activity or event you are disclosing information for. We may also use your personal information to email or mail you our newsletters or promotional material for current and future events. In all major events we will provide you with the option to tell us not to send you further information. You are also able to unsubscribe at any point to stop receiving communication from us.

In some cases we may need to disclose sensitive information about you to a third party to be able to provide services you have requested. However we will not provide your information to 3rd parties for the purpose of advertising or marketing. Example 1: A caterer contractor to provide your special dietary requirements Example 2: A first aid provider to be able to supply their first aid kit with suitable equipment in case of an emergency.

4. STORING THE INFORMATION & SECURITY

Our major information databases for storing your personal information for soul.conference are offline. The only information that is stored in online databases is your Name, Email Address, Church and Date of Birth. This is stored on a secure MailChimp server for the purpose of emailing you with newsletters and future event information. Soul Survivor NSW/ACT accepts no responsibility for the security of information you send to or receive from us over the internet or for any unauthorised access or use of that information. Your information on our databases is only accessed by staff or team members for which it is necessary in order to provide services to you eg. contacting you, ordering meals, first aid, contacting parent or guardian.

5. ACCESSING YOUR PERSONAL INFORMATION

If you have any questions or would like to contact us to determine what personal information we have on file for you or would like to amend that information our details are:

EMAIL: info@soulsurvivornsw.org.au

PHONE: (02) 8086 2166 POST: PO BOX 474 Frenchs Forest, NSW 1640

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EMPLOYMENT POLICY

UPDATED: NOV 2014



EMPLOYMENT POLICY

SOUL SURVIVOR NSW Inc // NOV 2014

1. INTRODUCTION

Soul Survivor NSW Inc values the contributions of its employees across both Sydney and Canberra offices. This policy outlines the ways that Soul Survivor NSW Inc ensures that its employees are supported and looked after.

This policy has been created according to the National Employment Standards (www.fairwork.gov.au) and Fair Work Act and the following policy is in effect from 1 January 2015.

2. MAXIMUM WEEKLY HOURS

Ministry is not an ordinary job, and it is expected that employees will manage their work time so that they are caring for themselves and their family. It is noted that the national work standards are 38 hours per week.

Following times of increased hours and workload it is expected that staff will take adequate rest to enter their next stage of work. Such rest times shall be planned in consultation with the Director and the team prior to the event.

3. FLEXIBLE WORKING ARRANGEMENTS

Soul Survivor NSW Inc is happy to accommodate flexible working arrangements including: working from home and/or time off for caring for family. It is requested that employees consult with the Director before working in this manner.

4. PAID PARENTAL LEAVE

All employees are entitled for paid parental leave if they have worked for Soul Survivor NSW Inc for over 12 months and if they will have the prime responsibility for the child. Soul Survivor NSW Inc will provide parental leave in accordance with the Paid Parental Government Scheme.

5. ANNUAL LEAVE

All employees receive 4 weeks of paid annual leave in accordance with their ordinary hours of work.

In the case that leave accumulated to more than 8 weeks, the Director may require leave to be taken or lost. Due to the nature of this work, it is important leave is taken regularly.

The Soul Survivor NSW Inc office will be closed from COB on 24 December until 2nd January inclusive, during which employees are required to take non-public holidays as annual leave.

6. ADDITIONAL MINISTRY LEAVE

In addition to annual leave, the board is willing to consider requests for paid leave to pursue ministry opportunities other than Soul Survivor or further study for up to 2 weeks per year. This leave does not accumulate and is not paid out on termination.

7. SICK AND CARERS LEAVE

Sick and carer's leave allows for an employee to take time off to help them deal with personal illness, caring responsibilities and family emergencies. Sick leave can be used when an employee is ill or injured. An employee may have to take time off to care for an immediate family or household member who is sick or injured or help during a family emergency. This is known as carer's leave but it comes out of the employee's personal leave balance.

Each Soul Survivor NSW Inc employee is entitled to 10 days per year of sick and carer's leave, which can accumulate from year to year.

Employees need to let the Director know as soon as possible when they are going to take sick leave. The Employee may be asked to give evidence with a medical certificate, if the sick leave exceeds 3 days. This is in order to ensure employees receive appropriate medical attention.

8. COMPASSION LEAVE

All employees are entitled to compassionate leave when a member of an employee's immediate family or household dies or suffers a life-threatening illness or injury. Immediate family is an employee's spouse, de facto partner, child, parent, grandparent, grandchild, or sibling. Employees will be able to take compassionate leave for other relatives (e.g. cousins, aunts and uncles) if they are a member of the employee's household or if the Director agrees to this.

Compassionate leave can be taken as a continuous period of 2 days or two separate periods of 1 day or any separate periods the Director and the employee agree. Full-time and part-time employees receive paid compassionate leave at their base pay rate.

Employees do not accumulate compassionate leave. If an employee is already on another type of leave (e.g. annual leave) and needs to take compassionate leave, the employee can use compassionate leave instead of the other leave.

Employees taking compassionate leave must give the Director notice as soon as possible and indicate the expected period of the leave. The Director can request reasonable evidence about the reason for compassionate leave.

9. COMMUNITY SERVICE LEAVE

This type of leave is available to the employee by negotiation and may be paid or unpaid at the discretion of the Director.

10. LONG SERVICE LEAVE

Soul Survivor NSW Inc employees are entitled to 10 weeks for 10 years continuous service and 5 weeks for every additional 5 years, with no more than an additional 10 weeks accumulated.

This leave must be taken as soon as practicable. In the case of an employee whose employment is terminated or who resigns and who has been employed for more than 5 years, long service leave will be paid pro rata.

11. PUBLIC HOLIDAYS

Employees are entitled to public holidays. Applicable public holidays depend on where they normally work from, not where they are located on the public holiday.

If a part time worker's work day falls on the public holiday, a discussion regarding substituting that day will take place with the Director and if appropriate may occur.

12. TERMINATION NOTICE

To end their employment with Soul Survivor NSW Inc, the employer must give notice in writing, however the employee can give notice verbally.

Termination on the basis of misconduct will be as defined in the Fair Work Act 1955 - in that instance no notice is required.

The minimum notice period when an employee dismisses an employee is:

Period of continuous service	Minimum notice period
Less than 1 year	1 week
1-3 years	2 weeks
3-5 years	3 weeks
over 5 years	4 weeks

A resigning employee must give two weeks notice either verbally or in writing.

13. REDUNDANCY

A redundancy can occur with the introduction of a new technology, as result of a mergers or takeover, business restructure or in the case of business slowing down. Redundancy payouts will occur in accordance with the Fair Work Act 1955.

14. REIMBURSEMENT

Reimbursement is available to employees for the following:

- >> Travel beyond your city at the Sydney Diocese Travel Rate on the provision of a travel record.
- >> Meals and coffees to a cap of XXX/year
- >> Phone after further research of phone companies, paid pro rata

15. RECORD KEEPING

Records will be kept to determine when employees commence employment and when leave is taken.

The Director is required to reconstruct the employment history of each staff member and create factual history and then create a subsequent agreement for reimbursement/accumulated days balance.

All requests for leave shall be made in writing to the Director.

16. SALARY PACKAGES

Paul treasurer to re-do packaging scheme FBT arrangements for people not in an order?

**Investigate the COC, Baptist, Anglican, SA stipend and find average.
Otherwise we'll go for a youth work or social work award from Fair Work website.**

17. FAIR WORK INFORMATION STATEMENT

Soul Survivor NSW Inc will give every new employee a copy of the Fair Work Information Statement before, or as soon as possible after, they start their new job.

The Statement provides new employees with information about their conditions of employment.
Download here: <http://bit.ly/13BDi7x>

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FOOD POLICY & PROCEDURES

UPDATED: JULY 2014



FOOD POLICY & PROCEDURES

SOUL SURVIVOR NSW Inc // JULY 2014

1. INTRODUCTION

1.1 Statement

Soul Survivor NSW Inc whose offices located at Northside Baptist Church, Crows Nest, NSW and Vision Christian Fellowship, Gladstone Street Fyshwick, ACT, and ministering throughout NSW and ACT is

OBLIGATIONS

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ETHICAL POLICY & PROCEDURES

UPDATED: JULY 2014



ETHICAL POLICY & PROCEDURES

SOUL SURVIVOR NSW Inc // JULY 2014

1. INTRODUCTION

1.1 Statement

Soul Survivor NSW Inc whose offices located at Northside Baptist Church, Crows Nest, NSW and Vision Christian Fellowship, Gladstone Street Fyshwick, ACT, and ministering throughout NSW and ACT is

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