

Over 18s Application



ST JUDE'S CHURCH

Steps for applying to be a leader* in Children's & Youth Ministry at St Jude's:

1. Submit your Working with Children Check card details or apply for a WWCC here: <http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria>
2. Apply for a Police Check here: <https://www.crimcheck.org.au/check/StJudes>
3. Read the Child Safe Policy & Code of Conduct, appendices & online policies (start with this document)
4. Sign the acknowledgement & compliance for Child Safety (*Appendix D*)
5. Complete & return *Clearance for Service* form to Kooyoora (attached separately):
 - a. scan a copy and email to admin@kooyoora.org.au, send a copy of your Crim Check Police Check with it too
 - b. once a clearance for service has been issued, send a copy to the Children & Youth Minister.
6. Arrange interview with Children & Youth Minister or Staff Member responsible for your ministry area (*using questions from Appendix E*)
7. Complete Child Safe training

Note:

**After initial conversation with the person recruiting you to a ministry role*

Our e-communications & privacy policies can be found online at <https://stjudes.org.au/documents-policies/>

Return all documents to the Children & Youth Minister and any questions to ABrown@stjudes.org.au

Aim

Victorian organisations that provide services to children are required under the 'Child Safety and Wellbeing Act' to implement compulsory Child Safe standards to protect children from harm.

The aim of this policy is to demonstrate the strong commitment St Jude's has to child safety and to provide an outline of the policies, procedures and practices we have developed to ensure that children are kept safe from any harm, including abuse. It applies to all staff, volunteers, parishioners and children at St Jude's.

Statement of Commitment to Child Safety

As a Christian community, St Jude's affirms our commitment to ensuring the safety of each child who interacts with our community.

At St Jude's we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. St Jude's regards its child protection responsibilities as being of the utmost importance and so is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. St Jude's is committed to supporting and upholding the Victorian Government's Child Safety Standards (*Appendix A*).

Child Safety Guiding Principles

St Jude's commitment to child safety is based on the following overarching principles that guide the development and regular review of our practices, policies and procedures to protect children from abuse:

- All children have the right to be safe
- The welfare and best interests of the child are paramount
- The views of the child and a child's privacy must be respected.
- Clear expectations for appropriate behaviour with children are established in St Jude's Child Safe Code of Conduct (*Appendix C*)
- The safety of children is dependent upon the existence of a child safe culture
- Child safety awareness is promoted and openly discussed

- Procedures are in place to screen all staff and volunteers
- Child safety and protection is everyone's responsibility
- Child protection training is mandatory for all staff, members of parish council and volunteers who work with children
- Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible
- Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander
- Children who have any kind of disability have the right to special care and support.

Children's rights to safety and participation

St Jude's staff and volunteers encourage children to express their views. Children are taught what to do if they feel unsafe and their concerns are listened to and acted on.

Mandatory Reporting

Adults (persons 18 years and older) are required by law to report any sexual offence committed against a child including grooming. They should report the offence to the police, and if the offence involves St Jude's, also inform the Vicar (unless the Vicar is involved) and the Department of Professional Standards of the Anglican Diocese of Melbourne.

Risk Management

We recognise the importance of an on-going risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policies, procedures and activity planning. Staff and volunteers are trained to identify risks of child abuse and mitigate those risks.

Recruiting staff and volunteers

As a minimum requirement, the Diocese requires that all clergy and lay ministers hold a valid Working With Children Card and have a successful police check every 3 years or on commencement at the parish (refer to Parish handbook). In addition, those persons who are 18 years or older "who hold or are perceived to be holding a position of leadership" must also have a valid WWCC and police check.

Until the Diocese provides clarity on this list of people, sections of this policy referring to recruitment and training are applicable to all St Jude's staff, lay ministers and those volunteers who work directly with children (Sunday School teachers, youth leaders and home-work tutors).

St Jude's conducts a rigorous screening and recruitment process that includes WWC, police and referee checks. All applicants for positions at St Jude's are informed of St Jude's child safety policies and procedures. All staff and volunteers must complete and sign an agreement indicating that they have read and will abide by the St Jude's Child Safe Policy and Code of Conduct.

St Jude's commitment to Child Safety is included in any advertising for staff and volunteer positions.

Staff and Volunteer Induction and Training

St Jude's Child Safe Code of Conduct provides guidance to staff and volunteers, all of whom receive training on the requirements of the Code.

Child Safety Officers

St Jude's has appointed a child safety officer for each congregation whose main role is to ensure the safety and wellbeing of any child who makes or is affected by an allegation of child abuse. This person will be the main point of contact and support should an allegation of child abuse occur.

The Chief Child Safety Officer is the Children and Youth Minister who is responsible to the Vicar for the effective operation of St Jude's Child Safe Policy.

Reporting Child Abuse or Child Safety Concerns

St Jude's has developed and implemented a set of procedures for reporting and responding to allegations of child abuse.

St Jude's staff, volunteers and parishioners are encouraged to raise any concerns they have about the implementation of child safety with the Vicar, the Children and Youth Minister, a Child Safety Officer or a member of Parish Council. Concerns will be documented, risks identified and any actions taken will be reported back.

Publication of Policy

This policy is published on St Jude's web site.

Reviewing this Policy

This policy will be reviewed at least every two years with an undertaking to seek views, comments and suggestions from children, parents, staff and volunteers.

Responsibility:

Children and Youth Minister, Vicar

Vicar's Warden

St Jude's Child Safe Procedures

Recruitment of Staff and Volunteers

The Vicar oversees all appointments. The Children and Youth Minister is responsible to the Vicar for the appointment of all volunteers and paid staff who are Children's workers, that is Sunday School teachers, youth leaders and home-work tutors.

Interviews for prospective children's workers will be overseen and recommendations made for appointment by the Children and Youth Minister, in collaboration with the Senior Associate Minister, and the children/youth leader for the relevant area of ministry.

When staff and volunteers are engaged by St Jude's the following steps will occur:

- The statement "St Jude's has zero tolerance for child abuse" will appear on internal and external advertising for vacant positions
- A clear role description that includes child safe responsibilities (Appendix E) is provided
- St Jude's Child Safe Policy, Electronic Communication Policy and Child Safe Code of Conduct (Appendix C) are provided
- Diocese of Melbourne Application Form completed (Appendix F)
- A documented interview (discussion) by the Children and Youth Minister and/or delegates to ascertain applicant's suitability for the role (Appendix E)
- Two reference checks. The referees must be in a position to comment on the applicant's suitability for child based work (Appendix G)
- Working With Children and Police Checks undertaken & recorded
- Letter of appointment provided
- Acknowledgement form (Appendix G) agreeing to abide by St Jude's Child Safe Policy, Youth E-Communication Policy and Child Safe Code of Conduct must be signed
- Signed acknowledgement given to the Children and Youth Minister for safe keeping

WWC and Police Checks

The Children and Youth Minister must ensure that all current children's workers have up to date WWC and police checks and that this information is forwarded to the Vicar's PA for updating the register.

WWC checks held by St Jude's volunteers must list the Anglican Diocese of Melbourne as an interested party.

NB Teachers must obtain a volunteer's WWCC, as VIT registration cannot at this stage include the Anglican Diocese of Melbourne as an interested party.

The Vicar's PA will maintain an up to date register that records name, date of WWCC issue, WWCC number, and date of police check. The WWCC is valid for 5 years, and the Diocese requires a police check on commencement of employment at St Jude's and every 3 years thereafter. With 3 months' notice, the Children and Youth Minister will alert all staff and volunteers when their WWC or police check will expire.

Staff and Volunteer Child Safe Induction and Training

All training of staff and volunteers in Child Safety will be coordinated by St Jude's Children and Youth Minister with assistance from children's leaders in the relevant areas of ministry. This training will also use Safety Online Management website provided by ChildSafe Limited.

It is noted that all clergy and Authorised Lay Ministers are required to regularly attend training organised by the Diocese.

All new staff and volunteers will receive training organised by the Children and Youth Minister as part of their induction to St Jude's.

All staff and volunteers are required to sign a statement acknowledging that the St Jude's Child Safe Policy and Code of Conduct has been read and that they will agree to abide by them. These signed forms are to be given to the Vicar's PA for storage.

Child Safe training will include:

- What is a child safe culture?
- What are your mandatory reporting obligations?
- Why it is important that children have a say
- How to inform children in an age appropriate way about their safety
- How to recognise concerning behaviours
- Processes for responding to child abuse
- Provided with a copy of Parish Handbook

Child Safety Officers

Child Safety Officers are appointed by the Children and Youth Minister (who is the Chief Child Safety Officer) and they would normally be those who oversee children and youth ministry for St Jude's at its different locations:

- Carlton (temporarily at Errol St)
- Parkville
- St Jude's Youth
- Estates Kid's club
- Estates Home-work club
- Indispensability
- InnerWest
- UniChurch

The role of a Child Safety Officer is to assist the Children and Youth Minister with appointment of children's workers, training, coordination of activities, risk assessment and be the first point of call for ensuring the safety and wellbeing of any child who makes or is affected by an allegation of child abuse.

The Children and Youth Minister will ensure that Child Safety Officers are trained for these responsibilities.

REPORTING

Reporting Child Abuse or Child Safety Concerns

The Anglican Diocese of Melbourne takes all complaints of misconduct very seriously. The Office of Professional Standards was established to ensure that complainants can make a complaint to an independent and professional body separate to the Diocese. The Director of Professional Standards responds to all complaints of misconduct and abuse including sexual, physical, spiritual or emotional abuse by clergy or church workers and volunteers. The Director is as independent as possible from the Diocese but is paid by the Diocese. Recent changes have enhanced the independence of this Office in the light of the recommendations made by the Royal Commission.

Allegation of Child Abuse

If an allegation of child abuse is made, then the following steps need to be followed:

Protect the child and keep them safe by following these steps:

- Listen sensitively to the child
 - Reassure the child they have done the right thing in speaking about it. Do not pressure them for details – it is not your job to interview them, but to listen, record and pass on information to authorities.
 - Reassure them they have a right to be safe & give them time to say what they need in their own time.
 - Tell them that you will help them by making sure the right people/authorities are informed to help keep them safe. Do not make promises you cannot keep: You CANNOT promise to keep this a secret nor can you promise the abuse will stop.
 - Reassure them that you will support them as best you can, doing everything you can to keep them safe. Record the conversation as soon as possible.
- As soon as possible, make a report to the appropriate people & authorities:
 - Inform the Child Safety Officer for your congregation or group, the Children and Youth Minister & the Vicar
 - The Children & Youth Minister will inform the Vicar of any reports.
 - If parents are NOT involved in the alleged abuse, inform them immediately.
 - In the case that the report concerns the Children & Youth Minister or the Vicar, call the Director of Professional Standards on 1800 135 246.
 - If the child is in immediate danger contact the police (000).
 - The Vicar will contact the Police (000) if the abuse is a criminal offence (current or historical) or the child is in immediate danger and contact has not already been made.
 - If the child is not in immediate danger but you believe the concerns have a low to moderate impact on the child, make a report to Child FIRST with the Department of Human Services (1300 775 160). You can assess whether to make a report using the Child FIRST website (contact details, p. 18).
 - The Vicar and the Children & Youth Minister will ensure the applicable Senior Associate Minister(s) are informed.
 - The Vicar will contact the Director of Professional Standards by calling 1800 135 246.
 - From January 2018, all allegations of child abuse and misconduct have to be reported to The Commission for Children and Young People (*note: the Diocese may do this on our behalf*).
- Record the facts, observations & conversation; sign & date the documents; and store securely. These may be used in court proceedings.

Raising a concern about someone's behavior towards Children

If a member of St Jude's expresses a concern about someone's inappropriate behavior when relating to children, then the matter must be raised with the Vicar. The Vicar will ensure that the concern is documented and Professional Standards contacted. However, if the matter is urgent then the Vicar will immediately contact the Police (000). It should be noted, that these guidelines do not preclude anyone from contacting the police themselves.



Appendix A - Child Safe Standards

The following Child Safe Standards are listed on the Victorian Department of Human Resources website.

In complying with the child safe standards, an entity to which the standards apply must include the following principles as part of each standard:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

To create and maintain a child safe organisation, an entity to which the standards apply must have:

- Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements
- Standard 2: A child safe policy or statement of commitment to child safety
- Standard 3: A code of conduct that establishes clear expectations for appropriate behavior with children
- Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Standard 5: Processes for responding to and reporting suspected child abuse
- Standard 6: Strategies to identify and reduce or remove risks of child abuse
- Standard 7: Strategies to promote the participation and empowerment of children.

Appendix B – Key Definitions

For the purposes of this policy a **'Child'** means anyone under the age of 18 years

Child abuse is an act that endangers a child or a young person's physical health or development. Child abuse can be a single incident, but usually takes place over time (Diocese Parish Handbook)

'Child abuse' includes

1. Any act committed against a child involving
 - sexual offence
 - grooming of a child (grooming a child for sexual purposes under the age of 16 years)
2. Infliction on a child of
 - physical violence
 - serious emotional or psychological harm
3. Serious neglect of a child

Cultural Safety

"A child safe organisation respects cultural differences and variations in child rearing practices due to a family's personal, cultural or religious beliefs. However, a child safe organisation recognises that these differences do not reduce a child's right to be safe or the organisation's responsibility to protect the child from harm."(cited in 'A Guide for Creating a Child Safe Organisation' produced by Commission for Children and Young People, Victorian Government)

Appendix C



ST JUDE'S CHURCH

St Jude's Child Safety Code of Conduct for Staff and Volunteers

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all St Jude's staff and volunteers towards children. The code serves to protect children, reduce any opportunities for abuse or harm to occur, and promote child safety in the St Jude's environment.

St Jude's has the following expectations of behaviours and boundaries for all staff and volunteers interacting with children within the church community.

DO

- Be a positive role model to children
- Promote the safety, welfare and wellbeing of children in all church environments
- Maintain professional and appropriate standards of behaviour and communication in all environments, regardless of the setting or location or purpose of activity
- Strictly follow the guidelines for electronic communication with children and youth as detailed in St Jude's policy: Electronic Communication with Young People
- Provide age appropriate supervision for children
- Comply with Child Safe guidelines published by St Jude's and the Diocese of Melbourne
- Treat all children with respect
- Respect children's privacy in sensitive areas such as toilet areas, and camping situations
- Promote the safety, participation and empowerment of children with a disability
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse children
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Use positive and affirming language towards children
- Encourage children to 'have a say' and then listen to them with respect
- Help provide an open, safe and supportive environment for all children to interact, and socialise
- Provide adequate care and supervision of all children, not only while at church but whenever children are involved in St Jude's approved activities
- Intervene and contact parents when children are engaging in bullying behaviour towards others or acting in a humiliating or vilifying way
- Report any breaches of this Child Safety Staff Code of Conduct or concerns about child safety to the Vicar, Children and Youth Minister or Senior Associate Minister
- Where an allegation of child abuse is made, ensure as quickly as possible that the child involved is safe
- Respect the privacy of children and their families and only disclose information to people who have a need to know
- Call the Police on 000 if you have concerns for a child's immediate safety

DO NOT

- Engage in any form of inappropriate behaviour towards children or expose children to such behaviour
- Use prejudice, oppressive behaviour or inappropriate language with children
- In the presence of children, engage in discussions that are not appropriate for children to hear
- Engage in any form of sexual conduct with a child including making sexually suggestive comments and sharing sexually suggestive material
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Engage in any form of physical violence towards a child including inappropriately rough physical play
- Use physical means or corporal punishment to discipline or control a child
- Engage in any form of behaviour that has the potential to cause a child serious emotional or psychological harm
- Develop 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Engage in private meetings with a child outside the church environment
- Engage in inappropriate personal communications with a child through any medium, including any online contact or interactions with a child

In addition to meeting core functions, duties and responsibilities as outlined all staff and volunteers are required to

- Report any suspicions, concerns, allegations or disclosures of alleged child abuse to the Vicar or Children and Youth Minister
- Maintain valid WWCC documentation



Appendix D

ST JUDE'S CHURCH

St Jude's Child Safe Policy and Child Safe Code of Conduct Acknowledgement

I have attended St Jude's Child Safe training.

I have read St Jude's Child Safe and E-Communication policies and Code of Conduct and agree to abide by them at all times.

Name:

Area(s) of ministry (E.g. St Jude's youth):

Date, location & course name of previous Child Safe Training:

Signature:

Date:



Appendix E

To be included in all role descriptions for positions at St Jude's.

St Jude's Child Safety Commitment

All young people have the right to feel and to be safe. At St Jude's we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff and volunteers who work with children at St Jude's are required to sign a statement that they have read, understood and agree to abide by St Jude's Child Safe and E-Communications policies and child safety code of conduct.

Child Safe Responsibilities

- Provide a safe and welcoming environment for all children who engage in St Jude's activities
- Promote the safety and wellbeing of children
- Ensure that all interactions with children are positive and safe
- Provide adequate care and supervision of children, not only at church but whenever children are involved in St Jude's approved activities
- Act as a positive role model at all times for children
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to the Vicar
- Maintain valid WWCC documentation
- Report to the Vicar any criminal charges or convictions received during the course of employment that may indicate a possible risk to children

Questions to be asked of applicants for positions at St Jude's (staff and volunteers)

Child Safety Interview Questions

1. What training have you done in the area of child safety and reporting of suspected child abuse? What are the key elements of child safety?
2. What would you do if you suspected that a colleague was behaving in an inappropriate manner in their interactions with children?
3. Do you have any criminal charges or convictions?



Appendix F – Child Safe Resources

Anglican Diocese of Melbourne Parish Handbook

Anglican Diocese of Sydney: www.safeministry.org.au

For guidelines for specific ministry areas go to: <https://safeministry.org.au/for-parishes/safe-ministry-journey/>

'A Guide for Creating a Child Safe Organisation' available from Commission for Children and Young People:

<http://www.cyp.vic.gov.au/downloads/creating-a-childsafes-organisation-guide.pdf>

Victorian Council of Churches - <https://www.chidsafestandards.org.au>

Scripture Union – <http://www.chidsafe.org.au>

Victorian Department of Human Services - <http://www.dhs.vic.gov.au>



Appendix G Contact List

St Jude's Anglican Church

Office 03 9347 5152
 Email office@stjudes.org.au
 Vicar vicarpa@stjudes.org.au
 Children & Youth Minister ABrown@stjudes.org.au

Police 000

Kooyoora (Melbourne Anglican Diocese Professional Standards) 1800 135 246

Department of Health & Human Services VIC

After Hours 13 12 78
 Metropolitan area (Northern) 1300 664 977

REPORTING low to moderate concerns

Child FIRST <https://providers.dhhs.vic.gov.au/making-referral-child-first>
 Child FIRST Melbourne Council Area 1300 775 160

Kids Helpline 1800 55 1800

Domestic Violence Hotline 1800RESPECT

Aboriginal Family Domestic Violence Hotline 1800 019 123

Lifeline 13 11 14

National Disability Abuse & Neglect Hotline 1800 88 00 52

Web www.jobaccess.gov.au/complaints

Youth Justice Centres (YJC)

Melbourne (03) 9389 4200
 Parkville Youth Residential Centre (03) 9389 4400

Australian Childhood Foundation 1800 176 453

Provide counselling for children & young people affected by abuse.

Mental Health Services:

beyondblue 1300 22 4636
 web.....<https://www.beyondblue.org.au/>
 Increase awareness of depression & anxiety and provides support for people & families suffering from depression & anxiety

eheadspace 1800 650 890
 web <https://www.eheadspace.org.au/>
 Provides support services for young people aged 12-25 & their families

Helpful Websites:

Bullying Website www.bullyingnoway.gov.au
 Internet & mobile safety advice www.esafety.gov.au
 Safety precautions for using the internet www.childnet.com
 Use of internet & associated technologies www.thinkuknow.org.au
 Children, youth & pornography www.thefrankchat.com