



**SYDNEY**  
Christian Fellowship Inc.  
ABN 62 743 576 129

## **Sydney Christian Fellowship Inc.**

**(encompassing the churches known as Sydney Christian Fellowship  
and Highlands Christian Fellowship)**

# **Child Safe Policy**

Policy Title	Child Safe Policy (formerly called Child Protection Policy)
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## Table of Contents

1.	Commitment to child safety	3
2.	Definitions	3
3.	Purpose	3
4.	Scope	4
5.	People and culture	4
5.1	Governance arrangements	4
5.2	Child Safe Code of Conduct	5
5.3	Selection and suitability of persons who perform child-related work	6
5.4	Working with children checks	7
5.5	Induction and training of workers	8
6.	Assessing and managing risks of harm	8
7.	Family and community involvement	9
8.	Participation and involvement of children	9
8.1	Children are vital to the church community	9
8.2	Key contexts for participation and involvement	10
8.3	Family difficulties that may impact participation and involvement	10
9.	Diversity and children	10
10.	Raising and responding to child safety concerns	10
10.1	SCF Inc Child Safety Officers	10
10.2	SCF Inc and individual obligations	11
10.3	Children engaging in harmful and abusive behaviour	12
10.4	Key contact details of relevant authorities	13
11.	Raising and responding to general concerns, complaints and feedback	13
12.	Breach of this Policy	13
13.	Review of this Policy	13
13.1	Scheduled reviews	13
13.2	Risk-based reviews	14
13.3	Responsive reviews	14
13.4	Approval and implementation	14
14.	Communication	14
15.	Record keeping	14
	Appendix A – Contact Details	15

### IMPORTANT NOTICE

If you believe a child is in immediate danger, contact New South Wales Police on 000.

If you are otherwise seeking to raise a child safety concern, please refer to:

Section 10 of this Policy – Raising and responding to child safety concerns, and SCF Inc's Child Safe Reporting Procedures, which have more detailed information.

## 1. Commitment to child safety

Sydney Christian Fellowship Inc. (SCF Inc) is committed to providing a safe and supportive environment where children may come to know the love of Christ, grow in spiritual maturity and God-given identity.

SCF Inc is committed to a zero-tolerance approach to harm or risk of harm to children, and it will not tolerate racism, bullying or harassment. SCF Inc views its child safety responsibilities as being of utmost importance and is committed to acting in the best interests of children.

In accordance with its obligations under the *Children's Guardian Act 2019 (NSW)*, SCF Inc is committed to:

- embedding a child safe culture within SCF Inc leadership, governance, operations and culture
- actively encouraging the participation of children and their families
- supporting workers to keep children safe, including through training
- implementing a Code of Conduct that sets out the expected standards of behaviour when interacting with children
- implementing risk management practices that promote child safety
- communicating information, in an age-appropriate and accessible manner, on how to raise and report concerns about the safety of a child
- ensuring Ministers and other persons who undertake child-related work hold a WWCC.

Overall responsibility for the approval and oversight of the Policy, and the promotion of SCF Inc as a child-safe environment, rests with SCF Inc's Management Committee.

## 2. Definitions

In this Policy:

- **'child'** and **'children'** refers to persons under 18 years of age
- **'child-related work'** has the meaning given to it in the *Child Protection (Working with Children) Act 2012 (NSW)*
- **'harm'**, of a child, includes sexual, physical, psychological and emotional abuse, and neglect
- **'ministers of religion'** and **'ministers'** include ministers who are SCF Inc employees and lay ministers (volunteers)
- **'parents'** includes guardians and other caregivers
- **'workers'** refers to paid employees, volunteers, contractors, ministers of religion and all members of SCF Inc's Management Committee
- **'WWCC'** means a working with children check under the *Child Protection (Working with Children) Act 2012*.

## 3. Purpose

The purpose of this Policy is to establish a framework to promote the safety, protection and wellbeing of children at SCF Inc.

## 4. Scope

This Policy applies to all workers, noting that SCF Inc has two churches in New South Wales, known as Sydney Christian Fellowship and Highlands Christian Fellowship<sup>1</sup>.

In addition, the SCF Inc Management Committee commends this Policy, its Code of Conduct and its underlying culture to everyone in the church congregations, to exemplify that the safety and wellbeing of children is everyone's concern.

## 5. People and culture

### 5.1 Governance arrangements

Child safety is a standing agenda item for the SCF Inc Management Committee, which includes addressing updates on any child safety concerns, policy implementation and regulatory changes. Minutes of each Management Committee meeting are kept, to record key discussion and any actions that follow from this discussion.

In addition to Management Committee meeting minutes, SCF Inc keeps the following registers relating to child safety:

- Working with Children Register
- Child Safety Training Register
- Child Safety Concerns, Complaints and Breach Register.

SCF Inc has appointed Child Safety Officers, as set out in Section 10 – Raising and responding to child safety concerns.

Records relating to child safety which are maintained by SCF Inc are set out in Section 15 – Record keeping.

The Governance Sub-committee of SCF Inc is authorised to develop, approve and amend as necessary, procedures and other documents which support this Policy, including:

- Child Safe Reporting Procedures (for Concerns, Complaints and Breaches)
- Child Safety Training Plan
- Child Safety Risk Management Plan
- Sonseekers Program Procedures<sup>2</sup>
- Teens Program Procedures<sup>3</sup>.

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<sup>1</sup> Sydney Christian Fellowship and Highlands Christian Fellowship are registered business names of Sydney Christian Fellowship Inc.

<sup>2</sup> The Sonseekers Program is for primary school aged children, Kindergarten to Year 6 inclusive, designed to give children a sound background in biblical events, people and places and to encourage them to know God and seek His will for their lives.

<sup>3</sup> The Teens Program is for secondary school aged children and teens, Year 7 to 18 years old inclusive, designed to give teenagers a sound understanding of biblical teachings and understandings which they can apply to their stage of life, combined with activities and other opportunities to build Christian teenage friendships.

## 5.2 Child Safe Code of Conduct

The following Child Safe Code of Conduct sets out the expected standards of behaviour when interacting with children. Breaches or suspected breaches of the Code of Conduct should be reported in accordance with Section 12 – Breach of this Policy.

Behaviour	Appropriate (I will)	Inappropriate (I will not)
Response to concerns about safety and wellbeing of children	<ul style="list-style-type: none"> <li>Listen to, and act upon, the concerns of children, and particularly if they communicate (verbally or non-verbally) that they do not feel safe or well</li> <li>Promptly report any concerns about the safety and wellbeing of a child, in accordance with this Policy</li> </ul>	<ul style="list-style-type: none"> <li>Ignore or disregard a child who communicates that they feel unsafe or unwell</li> <li>Ignore or disregard any suspected or disclosed harm or risk of harm to a child</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>Create an environment that is welcoming, inclusive and safe for all children and their parents, and encourages their participation</li> <li>Encourage children to interact and participate according to their age, maturity and abilities</li> <li>Consider and respect the diverse backgrounds and cultures of children and their families</li> </ul>	<ul style="list-style-type: none"> <li>Arrange personal contact with a child (including by social media, email, texting etc) without parental consent, except where that communication is directly related to a church program or activity and direct communication is appropriate to the age of the child</li> <li>Establish a relationship with a child or their family consistent with 'grooming' (see Note below)</li> </ul>
Language	<ul style="list-style-type: none"> <li>Speak respectfully to all children and adults, taking into account diverse cultures and languages</li> <li>Engage in conversation which is appropriate to age, gender and maturity</li> </ul>	<ul style="list-style-type: none"> <li>Use inappropriate or offensive language</li> <li>Speak harshly or yell, insult or use put downs</li> <li>Participate in or allow bullying</li> <li>Make or allow sexually suggestive, racial or other discriminatory comments or jokes</li> </ul>
Physical Contact	<ul style="list-style-type: none"> <li>Act in a non-threatening manner</li> <li>Allow for appropriate personal space</li> <li>Ensure any physical contact is necessary and appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Display or allow aggressive behaviour (hitting, kicking, pushing, biting)</li> <li>Engage in unnecessary or unwelcome physical contact</li> <li>Kiss or touch a child in a sexual manner</li> </ul>
One-to-One Interaction	<ul style="list-style-type: none"> <li>Conduct conversations with a child in a place where you are visible to another adult</li> </ul>	<ul style="list-style-type: none"> <li>Interact one to one with a child out of sight or behind closed doors (except if you are their parent)</li> <li>Transport a child without permission of their parent</li> </ul>

<b>Behaviour</b>	<b>Appropriate (I will)</b>	<b>Inappropriate (I will not)</b>
Personal Behaviour	<ul style="list-style-type: none"> <li>Behave respectfully, courteously and ethically towards children and their families, and all others</li> <li>Adhere to an appropriate standard of dress (i.e. not sexually suggestive or indiscreet)</li> <li>Maintain a professional approach when working with children</li> </ul>	<ul style="list-style-type: none"> <li>Engage in any activity that is likely to physically, sexually or emotionally harm a child</li> <li>Unlawfully discriminate against any child or their family</li> <li>Work with children while under the influence of alcohol or prohibited drugs</li> </ul>
Culture	<ul style="list-style-type: none"> <li>Welcome children from every background, to find and participate in the expression of God's life and culture</li> <li>Have 'zero tolerance' for racism, and will report any incidents of racism in accordance with this Policy</li> </ul>	<ul style="list-style-type: none"> <li>Treat or allow others to treat children in ways that make them feel uncomfortable, because of their cultural background or expression</li> </ul>
Use of Social Media, Internet etc	<ul style="list-style-type: none"> <li>Include parents in all communication made to children (for example emails and SMS text messages), except where communication is directly related to a church program or activity and direct communication is appropriate to their age</li> </ul>	<ul style="list-style-type: none"> <li>Take and/or publish photos or videos of children without parental consent</li> <li>Show or provide children with access to inappropriate images or material</li> <li>Ask children to show or provide inappropriate images</li> </ul>

**Note:** 'Grooming' occurs when an adult engages in conduct with the intention of making it easier to procure a child for sexual activity. It means gaining or increasing access to a child, parents or co-workers in order to facilitate abuse. The process involves building trust, obtaining compliance and maintaining secrecy to protect the abuser from being caught. Grooming behaviour can co-exist with behaviour that occurs in normal relationships between adults and children. Children do not need to be alone to be groomed. Online communication and pornography can be used as tools for grooming (from NSW Office of the Children's Guardian 'Guide to the Child Safe Standards')

### **5.3 Selection and suitability of persons who perform child-related work**

SCF Inc is committed to ensuring that all workers performing child-related work are suitable, including the President of SCF Inc and Ministers.

The President of SCF Inc is elected by the members of SCF Inc and engaged by SCF Inc under a contract of employment which includes the requirement to hold a current and valid WWCC, consistent with the requirements of the *Child Protection (Working with Children) Regulation 2013, s.16CA*.

Ministers, including Lay Ministers, are engaged by SCF Inc under a contract of employment which includes the requirement to hold a current and valid WWCC, consistent with the requirements of the *Child Protection (Working with Children) Regulation 2013, s.13*.

All other workers of SCF Inc performing child-related work are subject to the following selection process to ensure their suitability (noting that only persons who are regular church participants are selected for child-related work):

1. a person is nominated by a church program leader, on the basis of their Christian testimony, good character and aptitude for the work
2. the person's nomination is submitted to the SCF Inc Management Committee for consideration and approval
3. the Management Committee will only approve the person to perform child-related work at SCF Inc if two referees (who will be members of the Management Committee) attest to the good character and suitability of the person
4. the Management Committee will record its decision in its minutes, along with the names of the referees
5. if the Management Committee approves a person to perform child-related work at SCF Inc, the person must obtain a WWCC, unless an exemption applies under the *Child Protection (Working with Children) Act 2012*. Section 5.4 of this Policy sets out more detail about the WWCC requirements.

#### **5.4 Working with children checks**

The following workers of SCF Inc must hold a current and valid WWCC under the *Child Protection (Working with Children) Act 2012*, unless an exemption applies under that Act:

- the President of SCF Inc
- all Ministers and Lay Ministers
- SCF Inc's Child Safety Officers
- all workers in the Sonseekers and Teens Programs
- all other workers who meet the following criteria (as set out in s.6 of the Act):
  - their work usually involves direct contact<sup>4</sup> with children, and
  - direct contact with children is a usual part of, and more than incidental to, the work.

Any exemptions to the requirement to hold a current and valid WWCC will be considered by SCF Inc on a case by case basis, in accordance with the requirements of the *Child Protection (Working with Children) Act 2012*.

However, a person who is subject to a Bar or Interim Bar ('barring' the person from engaging in child-related work) cannot, in any circumstances, engage in child-related work while that Bar or Interim Bar is in force.

SCF Inc maintains a WWC Register with details of all workers who are engaged in child-related work, including Ministers and Lay Ministers. The WWC Register includes details of each worker's WWCC or, if a worker is relying on an exemption, details of that exemption.

Unless a worker is relying on an exemption, SCF Inc requires workers to provide proof of a current and valid WWCC before they start in child-related work. SCF Inc verifies each WWCC with the Office of the Children's Guardian. SCF Inc reviews the currency of all WWCCs at least once a year.

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<sup>4</sup> **Direct contact** with children, as set out in s.6 of the *Child Protection (Working with Children) Act 2012*, means

- (a) physical contact, or
- (b) face to face contact.

Workers are required to immediately inform SCF Inc if their WWCC is not current, or they become subject to an Interim Bar (WWCC suspended) or a Bar (WWCC cancelled).

- If the WWCC of a worker is not current, the worker will be required to immediately apply for its renewal, submitting the application receipt to SCF Inc.
- If a worker is subject to an Interim Bar (WWCC suspended) or a Bar (WWCC cancelled), SCF Inc will immediately remove the person from any child-related work. A current and valid WWCC is required before the person can resume child-related work, and only then at the absolute discretion of SCF Inc.

## **5.5 Induction and training of workers**

Mandatory child safety training is provided to all workers on induction and at regular intervals, commensurate with their roles.

For all workers, an induction includes training to implement this Policy, including the Child Safe Code of Conduct for interactions with children, and how to respond to concerns of harm to a child. All workers are informed who their supervisor/team leader/co-ordinator is, and how they may raise issues and suggestions, and seek support.

The training content for induction of workers who are performing child-related work is more comprehensive, given their greater contact with children at SCF Inc. This includes training in:

- this Policy
- reporting obligations and SCF Inc's reporting procedures
- recognising and responding to indicators of harm to child
- support of colleagues who report suspicions or disclosures of harm
- SCF Inc's Child Safety Risk Management Plan
- responding to breaches of SCF Inc's Child Safe Code of Conduct
- WWCC obligations
- handling personal information in accordance with SCF Inc's Privacy Policy.

Refresher training, as set out in SCF Inc's Child Safety Annual Training Plan, will be undertaken when there are changes to this Policy, relevant legislation or SCF Inc practice. More regular refresher training will be scheduled for workers who are performing child-related work.

Members of SCF Inc's Management Committee are also regularly trained in their accountabilities in relation to the safety of children at SCF Inc, and in modelling and promoting a child-safe culture.

SCF Inc keeps a Register of child safety training completed by its workers.

## **6. Assessing and managing risks of harm**

SCF Inc recognises and respects the accountability of parents to nurture and care for their children, as a fundamental foundation for Christian life and fellowship, alongside SCF Inc's commitment to provide a child-safe environment.

Where parents of children are attending an event or activity at SCF Inc and participating alongside their child, they will be primarily responsible for the supervision and safety of their children. Sunday services are typical of this.

To support parents in the nurture of their children, SCF Inc conducts specific programs and events for children where they may be participating without their parents alongside them. These typically include:

- a Sonseekers Program for primary school-aged children, Kindergarten to Year 6 inclusive (as described in the footnote to Section 5.1)
- a Teens Program for children and teens in Year 7 to 18 years old inclusive (as described in the footnote to Section 5.1)
- working bees where children aged 15-17 years old (only) may be placed in a work team separate to their parents.

SCF Inc has a Child Safety Risk Management Plan that considers the child safety risks particular to its activities and programs, including physical and online environments. SCF Inc implements risk management strategies to identify, assess and prevent or reduce the risk of child abuse and other risks of harm to children at SCF Inc.

## **7. Family and community involvement**

SCF Inc is committed to the God-given responsibilities and accountabilities that belong to parents to raise and nurture their children, including promoting and ensuring their safety and wellbeing.

SCF Inc is committed to open and transparent communication with families to build, promote and maintain child safety and wellbeing within the organisation.

All workers of SCF Inc (mostly volunteers) are members of families that comprise the church community. Consequently, the SCF Inc child safety induction and training for all workers, as described in Section 5.5 of this Policy, includes the vast majority of the parents of children at SCF Inc. In addition, as part of their training, workers performing child-related work are specifically encouraged to communicate regularly and openly with parents about the safety and wellbeing of children.

Parents and others in the church community are encouraged to communicate any concerns, complaints or feedback to a SCF Inc Child Safety Officer (refer to Sections 10, 11 and 12 of this Policy).

## **8. Participation and involvement of children**

### **8.1 Children are vital to the church community**

SCF Inc is committed to providing opportunities for children to participate in the life and culture of the church community in a safe and age-appropriate manner. SCF Inc believes, and communicates to all children, that they are loved by God, precious in His sight, worthy of protection and care, and that they have a purpose and place in God's family, irrespective of their background or individual circumstances.

SCF Inc also believes in supporting positive peer relationships and recognises the importance of Christian friendship at all ages. Therefore, SCF Inc promotes opportunities for children to develop and grow friendships through various age-appropriate programs and activities. Parents are also encouraged to foster friendships between peers, to reduce isolation and enable a full and confident participation by children.

Peer to peer bullying, or abusive behaviour between children will not be tolerated and instances of such behaviour will be actioned in accordance with this Policy (refer to Section 10.3 – Children engaging in harmful and abusive behaviour).

## **8.2 Key contexts for participation and involvement**

SCF Inc values and actively encourages the contributions of children within the church community. SCF Inc is committed to providing safe and supportive contexts in which children can express their thoughts, feelings, questions, concerns and reflections, including:

- age-appropriate programs such as Sonseekers and Teens
- Sunday Services, including family fellowship morning tea.

## **8.3 Family difficulties that may impact participation and involvement**

SCF Inc recognises that not all family environments are supportive or safe for children. Workers are trained to identify indicators of harm and respond to any concerns in accordance with this Policy.

## **9. Diversity and children**

God's culture and its expression in the life of the church community is the foundational priority of SCF Inc. It is fundamental to Christian living to demonstrate respect to all people, including children, regardless of their background.

SCF Inc welcomes people from every background to find and participate in the expression of God's life and culture as a member of the church community, including Aboriginal children and their families. SCF Inc also recognises that Australia is a multicultural society, and that many children come from families or households with culturally and racially diverse backgrounds.

Workers are supported through training, to consider the additional vulnerabilities of children from diverse backgrounds when seeking to protect them from harm or abuse, and to exercise discretion and sensitivity in relation to matters of diversity and equity.

Where necessary, children, including those with diverse backgrounds, may need to be referred to support services designed to address their specific issues. Workers should refer any concerns or queries to a SCF Inc Child Safety Officer.

## **10. Raising and responding to child safety concerns**

<p><b>If you have any concerns about the safety of a child at SCF Inc or the conduct of any person at SCF Inc towards a child, it is imperative you act on that concern.</b></p>
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### **10.1 SCF Inc Child Safety Officers**

SCF Inc has appointed Child Safety Officers to whom concerns can be reported. If an individual has a personal obligation to report to an external authority, they may request support from the Child Safety Officers, should they need it. SCF Inc Child Safety Officers, and their contact details, are set out in **Appendix A**.

## 10.2 SCF Inc and individual obligations

In New South Wales, there are four different, but overlapping, legal requirements related to reporting or taking other action in response to concerns about harm, or the risk of harm, to children. These are summarised briefly below, including where SCF Inc and individuals have legal obligations.

Even if an individual at SCF Inc does not have a specific legal obligation to report their concerns, if the individual is concerned that a child at SCF Inc has been harmed or is at risk of harm, they should raise that concern with a SCF Inc Child Safety Officer as soon as possible.

If an individual reports a matter directly to an external authority, SCF Inc requests that the individual also notify a SCF Inc Child Safety Officer. This will assist SCF Inc to take any necessary action to support the safety and wellbeing of the child, as well as to fulfil any legal obligations.

Further information about raising and responding to child safety concerns, including legal obligations, is set out in SCF Inc's Child Safe Reporting Procedures.

### **Mandatory Reporting**

Under the *Children and Young Persons (Care and Protection) Act 1998*, s.27, the following SCF Inc workers are designated as 'mandatory reporters':

- Ministers and Lay Ministers,
- workers in the Sonseekers and Teens Programs (being 'persons who provide religion-based activities to children').

A worker of SCF Inc who is a mandatory reporter must make a report to the Child Protection Helpline as soon as practicable if:

- they have reasonable grounds to suspect that a child under 16 years of age is at risk of significant harm, and
- those grounds arise in the course of their work at SCF Inc as a Minister, Lay Minister or worker in the Teens or Sonseekers Program.

Concerns that may constitute 'risk of significant harm' include sexual, physical and emotional abuse, psychological harm, ill-treatment, neglect and exposure to domestic or family violence.

### **Reportable Conduct Scheme (Children's Guardian Act 2019)**

In accordance with its obligations under the Reportable Conduct Scheme, SCF Inc will report any 'reportable conduct' allegation made against any of its workers covered by the Scheme, to the Office of the Children's Guardian (OCG). The Scheme covers persons who are engaged in child-related work at SCF Inc. The President of SCF Inc has specific accountabilities under the Scheme.

'Reportable conduct' is defined as:

- sexual offences against, with or in the presence of a child (under 18 years of age)
- sexual misconduct against, with or in the presence of a child
- physical assault against, with or in the presence of a child
- significant neglect of a child

- behaviour that causes significant emotional or psychological harm to a child
- ill-treatment of a child
- an offence under section 43B (failure to protect) or 316A (failure to report) of the *Crimes Act 1900* (see below).

Anyone who has a reasonable belief that a person who works with children at SCF Inc has engaged in 'reportable conduct', should report the matter to one of SCF Inc's Child Safety Officers, who will immediately notify the President of SCF Inc.

### **Failure to Report Offence (*Crimes Act 1900, s.316A*)**

The offence of concealing child abuse (also known as 'failure to report') applies to all adults in New South Wales (in any context, including church). Adults are required to report information to the Police if they:

- know, believe or reasonably ought to know that a child has been abused, or
- know, believe, or reasonably ought to know that they have information that might assist in securing the apprehension, prosecution or conviction of the offender.

This offence covers sexual abuse, serious physical abuse and extreme neglect of a child (under 18 years of age).

### **Failure to Protect Offence (*Crimes Act 1900, s. 43B*)**

The offence of failing to reduce or remove the risk of a child becoming a victim of child abuse (also known as 'failure to protect') applies to persons in positions of authority within organisations that engage adult workers in child-related work (this includes SCF Inc).

Such a person will commit an offence if they:

- know that an adult worker engaged in child-related work at the organisation poses a serious risk of abusing a child (under the age of 18), who is in the care or under the supervision of the organisation, and
- have the power to reduce or remove that risk by virtue of their position in the organisation, but negligently fail to do so.

This offence covers failure to protect against sexual abuse and serious physical abuse of a child (under 18 years of age).

If a person knows there is a serious risk that a child at SCF Inc may become the victim of child abuse committed by an adult working with children at SCF Inc, they should immediately notify a SCF Inc Child Safety Officer, who will in turn urgently engage with the SCF Inc Management Committee to ensure appropriate action is taken to remove or reduce that risk.

*Note, this Policy does not limit a person's right or obligation to make a report to an external authority. To assist SCF Inc to facilitate a safe and supportive environment for children, workers and other individuals are requested to inform a SCF Inc Child Safety Officer of any reports of harm or risk of harm made directly to an external authority.*

## **10.3 Children engaging in harmful and abusive behaviour**

While the reporting obligations in this Section 10 focus on adults engaging in harmful or abusive behaviour towards children, SCF Inc also recognises that children under the age of 18 years can also engage in abusive and harmful behaviour against other children under 18.

Where SCF Inc's Management Committee forms a reasonable belief that a child is being abused or harmed by another child, SCF Inc will report those concerns to the Child Protection Helpline or New South Wales Police.

#### **10.4 Key contact details of relevant authorities**

The key contact details of relevant external authorities, including OCG, Child Protection Helpline and New South Wales Police, are set out in **Appendix A**.

### **11. Raising and responding to general concerns, complaints and feedback**

SCF Inc takes all concerns or complaints seriously, whether raised by children, parents, workers or others in the congregation.

For any general concerns, complaints, questions or other feedback about any elements of SCF Inc's program and activities involving children, including the Sonseekers and Teens programs, please contact the designated Program Coordinator or SCF Inc's Public Officer. Contact details for these people (who are also Child Safety Officers for SCF Inc) are in Appendix A.

*If the concern or complaint relates to harm or risk of harm to children, it must be dealt with under Section 10 – Raising and responding to child safety concerns.*

For other concerns or complaints that cannot be resolved by discussion between the parties, the Program Coordinator or Public Officer will initiate action under SCF Inc's Child Safe Reporting Procedures.

### **12. Breach of this Policy**

Compliance with this Policy, including the Child Safe Code of Conduct, is mandatory. Any breach of the Policy may result in disciplinary action or termination of employment or volunteer work at SCF Inc.

Any suspected or actual breach of this Policy should be reported to a SCF Inc Child Safety Officer.

*If the suspected or actual breach of the Policy involves harm or risk of harm to children, it must be dealt with under Section 10 – Raising and responding to child safety concerns.*

For other breaches of this Policy, the Child Safety Officer will initiate action under SCF Inc's Child Safe Reporting Procedures.

### **13. Review of this Policy**

SCF Inc is committed to regularly review and improve this Policy, as set out below.

#### **13.1 Scheduled reviews**

SCF Inc will review this Policy at least every 2 years. A key focus of the review is to refresh and update the Policy as needed, and to make any key improvements.

### **13.2 Risk-based reviews**

SCF Inc will review its child safety practices immediately following a child safety incident, complaint or breach of this Policy. Necessary changes to the Policy will be identified and made, along with changes to other policies and procedures relevant to the issues identified.

### **13.3 Responsive reviews**

SCF Inc will review this Policy in response to legislative or regulatory changes, or in response to the identification of emerging risks to the safety and wellbeing of children at SCF Inc.

### **13.4 Approval and implementation**

A written report will be provided to the SCF Inc Management Committee about the findings of any review leading to a change of Policy. Changes to this Policy (other than updates to Appendix A) must be approved by the Management Committee.

Any changes to this Policy, or procedures and practices related to child safety, will be communicated to all workers as soon as practicable, and SCF Inc's Child Safety Training Plan will be updated as necessary.

## **14. Communication**

The public commitment of SCF Inc to child safety is available on its websites at <https://sydneychristianfellowship.org.au/> and <https://hcf.org.au/>. This includes contact details for further information.

This Policy and associated procedures are made available to the church community on SCF Inc's Lampstand intranet. This Policy and key procedures are also available at the SCF Inc office.

SCF Inc communicates with children information about this Policy, including how to raise and report concerns, in an age-appropriate and accessible manner.

SCF Inc's church congregation is primarily English-speaking. However, SCF Inc monitors the demographics of the congregation and may provide this Policy and associated procedures in a different language and provide other assistance where needed.

## **15. Record keeping**

SCF Inc keeps the following records relating to child safety:

- Management Committee meeting minutes
- Working with Children Register
- Child Safety Training Register
- Child Safety Concerns, Complaints and Breach Register.

SCF Inc manages records related to this Policy in accordance with its Privacy Policy.

## **Appendix A – Contact Details**

### **(1) SCF Inc Child Safety Officers**

To reach one of the six Child Safety Officers of SCF Inc, please contact us via email on [admin@hcf.org.au](mailto:admin@hcf.org.au) or via phone on (02) 4861 5820

### **(2) External Authorities**

#### **Office of the Children’s Guardian (OCG)**

- Working with Children Check, Ph. 8219 3777
- Reportable Conduct, Ph. 8219 3800

#### **Department of Communities and Justice**

- Child Protection Helpline, Ph. 132 111 (24 hours/7days)

#### **New South Wales Police**

- For urgent matters or in an emergency, call 000
- Campbelltown Police, Ph. 4620 1199
- Moss Vale Police, Ph. 4869 7899
- Crime Stoppers, Ph. 1800 333 000

### **(3) Updates to this Appendix**

The names and contact details contained in this Appendix A may be updated from time to time, as necessary, by the Governance Sub-committee of SCF Inc, and without the need for any such updates to be approved by the Management Committee.