

St Mary's Contact with Children Policy

St Mary's is a church where young people and children can come to know and experience the love of God through those who care for and work with them.

This Policy is to be read in conjunction with the St Mary's "Safe Ministry Policy", "Statement of Commitment to Child Safety" and the Anglican Diocese of Melbourne "Duty of Care" Handbook.

Definitions

- Leader-Anyone who is either paid or voluntary and who exercises some form of leadership or assistance in children's and youth ministry
 - Leadership role- Any approved leader who is responsible for the coordination and/or the operation of a church program that has contact with children.
 - Team- Consists of Leaders who are rostered for a program
 - Child- Any person who is aged up to 18 years of age. Year 12 students attending Youth United and turning 18 within that same year are exempt from the policy requirements, unless in a leadership role. .
 - Impromptu Volunteer- is a parent, grandparent or caregiver who can occasionally assist in a supervised role, who is not rostered as part of the Team.
 - National Police Check is required in accordance with the Duty of Care handbook. In addition if a change of role increases the contact a leader has with children then a new National Police Check will be obtained.
1. Every leader must have a Working With Children check and National Police Check, no exemptions are to be made.
 2. Records of Working with Children Checks and National Police Checks will be maintained by Parish Administration.
 3. All Leaders are required to have attended St Mary's or a St Mary's program for at least 12 months, or can be presented to Parish council for approval on the recommendation of a member of clergy, with references, a working with children check and police check.
 4. All appointments volunteer or paid, are to be made in consultation with a member of the Clergy.
 5. Names of all people applying for positions will be reviewed by Parish Council.
 6. All forms required will be completed, including a Driver Application form for leaders who may transport children or young people by car or bus
 7. All leaders are to participate in an induction process.



St Mary's is a community: Loving God, Following Jesus, Sharing God's love with all

8. All Leaders must be provided with and have a full understanding of, the Evacuation and Response Plan for each building that programs for children and young people are conducted in.
9. All Leaders must read and have a thorough understanding of the Duty of Care handbook and will be provided a copy on appointment.
10. If a conflict exists between the requirements of the Duty of Care and this Policy then the more restrictive requirement will apply.
11. The Guidelines for Safe Practice are to be considered as the minimum standard of conduct for all Leaders, with particular reference to the electronic communication and social networking site requirements.
12. A qualified First Aider must be on-site for any church activity
13. This policy is to be reviewed periodically to assess its effectiveness.

Adopted by St Mary's parish Council

dated: 6/11/2017

Signed by:

Rev Gavin Ward
Vicar

Noel Sprague
Warden

Max Langshaw
Parish Secretary

To be reviewed: November 2018