

Rivergate Christian Community Ltd

Trading as



Child Protection Policy

and

Procedures

Version 2.6

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1 INTRODUCTION

1.1 Policy Statement: A Commitment to Child Protection

The purpose of this **Child Protection Policy and Procedures** document is to guide Living Word Bible Church in developing a child protective culture and in establishing and maintaining child-safe environments for all children who are part of our church community.

We, Living Word Bible Church, are committed to providing a child-safe* environment for those who attend our activities and programs. We see such a commitment as flowing naturally from our desire to operate according to Christian principles for living. We recognise the unique value and potential of every person regardless of race, age, gender, ability or disability.

All children who come to Living Word Bible Church have a right to feel safe and *be* safe. The welfare of children in our care is our first priority.

We recognise the particular need for sensitivity toward those from culturally or linguistically diverse backgrounds. We take into consideration the needs of children with disabilities and seek to include them and make them feel safe and welcome.

This **Child Protection Policy and Procedures** document recognises both Federal and State legislation (see Appendix 1) and the spirit that seeks to protect and nurture the holistic development of children. It reflects the operational principles of our **Code of Conduct** (see separate document).

1.2 Policy Scope

The provisions and duties of care defined in this **Child Protection Policy and Procedures** document apply to:

- a. The Pastor and any Associate Pastors (these offices are generally referred to in legislation as the 'Minister of Religion'). The Minister of Religion is:
 - the person defined or appointed as a recognised leader in an organised religious institution; or
 - The appointed leader of a local religious congregation in an organised religious institution who has general authority

* It is recognised that no organisation can guarantee the safety of children who are on site at a venue. The term 'child-safe' means that child safety is paramount to this organisation, that it has compliant policies and procedural documents, and that risk identification and mitigation practices are embedded in the culture.

- b. The Leadership Team, staff and volunteers
- c. All activities and programs organised by or with the approval of Living Word Bible Church, both on the premises and off site.

For the purposes of this document, 'children' is defined as all people under the age of 18 who participate in the activities and programs of Living Word Bible Church.

1.3 Authority

This **Child Protection Policy and Procedures** document reflects the most recent changes to relevant State and Federal legislation. It was approved by the Living Word Bible Church Leadership Team and adopted for use on 10th October 2020.

1.4 Policy Review

This **Child Protection Policy and Procedures** document will be reviewed at the AGM held in every odd-numbered year (i.e. every two years) or whenever new legislation is passed. Any proposed changes will be submitted to the Pastor and Leadership Team of Living Word Bible Church for approval before being adopted and implemented.

1.5 Operating Principles

- **Duty of Care:** This is any legal responsibility that Living Word Bible Church has to ensure the safety and wellbeing of children who participate in the activities and programs of the church.
- **Vicarious Liability:** This is any legal liability that Living Word Bible Church may be determined to have for the conduct of those who act on its behalf (e.g. its staff and approved voluntary leaders).
- **Reasonable Standard of Care:** This is the level of care that a user may reasonably expect that Living Word Bible Church will take in providing any program, activity, service, or facility.
- **Reasonable Foresight:** This is the responsibility that Living Word Bible Church has, when planning activities for children, to identify any reasonably foreseen danger or risk, and take reasonable steps to prevent or avert such danger or risk.
- **Child Protection Reporting Obligations:** This principle covers mandatory reporting for those professions and roles that are defined by law, and the moral and legal responsibility that all adults have to report all types of known or possible child abuse,

where there is a reasonable belief that a physical or sexual offence has occurred or may be committed against a child.

- **Reasonable belief:** A person may form a belief on reasonable grounds, through disclosure by the child or a third party, or through personal observation of indicators, that a child is in need of protection after becoming aware that a child or young person's health, safety or wellbeing is at risk.

2 SAFETY AND PARTICIPATION OF CHILDREN

The staff and leadership of Living Word Bible Church encourage children to feel a part of the church by seeking their feedback regarding children's programs, and through listening to them when they speak about matters that directly affect their sense of safety or wellbeing.

Part of our work with children is to teach and inform them of what they can do if they feel unsafe, threatened or upset by the behaviour of adults or other children. We will listen to and act on any concerns children or their parents/carers raise with us.

We value diversity and do not tolerate discrimination in our words or practices or in those of others.

We are committed to protecting children from harm. 'Harm', as used in this policy, includes any and all of the following types of abuse or neglect of children and young people: physical, sexual, emotional/psychological, racial/cultural, spiritual/religious.

Children and young adults will have the opportunity to reflect on their experience of church programs and to make comments regarding the standard of planning for and delivery of programs for their age-group. We will invite comments on other aspects of wellbeing, including staff conduct. Such feedback will inform Living Word Bible Church and guide adjustments to practices, programs and training.

3 DUTY OF CARE

The following understandings and practices pertain to the transference and acceptance of duty of care:

- 3.1 When children attend church and remain with their parents/guardians, the parents/guardians have the primary duty of care.
- 3.2 When children enter an activity or program that entails being separated from their parents/guardians, they must always be signed in by their parents/guardians (at a recognised sign-in point) as an essential part of admission. The **Attendance Sheet** (see Appendix 3) is to be used for this purpose. No child who has not been signed in can participate in such an activity or program. At the point of signing in, duty of care transfers to the church.
- 3.3 Authorised leaders accept responsibility for providing a safe and friendly environment in which children are listened to, feel safe, have fun, accept challenges, learn and grow.
- 3.4 When children leave an activity or program, they must always be signed out by their parents/guardians (at a recognised sign-out point) as an essential part of departure. The **Attendance Sheet** (see Appendix 3) is to be used for this purpose. At the point of signing out, duty of care transfers to the parents/guardians.
- 3.5 Where a child requires physical assistance with toileting, it is the responsibility of parents/guardians to ensure that their child has been toileted before entering him/her into an activity/program. If such a child needs to go to the toilet while participating in an activity/program, their parent/guardian will be contacted and asked to sign their child out. After they have attended to the needs of their child, they may sign him/her back in. Where a child does not require physical assistance with toileting, he/she will be allowed to visit the toilet alone during an activity/program if the toilet is within sight of the room where the activity/program is being held and an adult stands at the door of the said room to check that they return.

4 ENSURING THE COMPLIANCE OF OUR WORK FORCE

4.1 Employment of New Staff and Volunteers Who Will Be Working with Children

Living Word Bible Church will be vigilant in the recruitment, selection and screening of all staff, leaders and volunteers to ensure they are safe and suitable to work with children. It is important that every person who works with children under the auspices of our church upholds and exemplifies our Christian beliefs and values, especially in their interaction with children.

Our commitments:

- 4.1.1 We will include a statement of our commitment to child safety in all job advertisements.
- 4.1.2 Prior to appointment, shortlisted applicants will be interviewed by a panel consisting of the Pastor and at least one Director. Other members of the Leadership Team or congregation may be included on the panel as the Pastor and Leadership Team deem appropriate.
- 4.1.3 Prior to appointment, we will conduct referee checks in order to determine each candidate's suitability for the role for which they are being considered. If they were a member of their previous church for a long time, we will speak to two referees from the leadership of that church; otherwise, we will speak to one referee from the leadership of each of their previous two churches.
- 4.1.4 The Pastor will send successful applicants a letter confirming their appointment.
- 4.1.5 Section 3.2 (below) also applies to new staff and volunteers.

4.2 All Staff and Volunteers Who Work with Children

- 4.2.1 We require all staff and volunteers who work on site and have access to children to undergo a Working With Children Check (if they have not already done so in the previous three years). This check is conducted by the Central Screening Unit, an agency of DHS (the South Australian Department of Human Services). If a staff member or volunteer has undergone a child-related employment screening conducted by DHS within the last three years, this will suffice until it expires. Any staff member or volunteer whose most recent screening is more than three years old cannot continue in their role. We will keep accurate and up-to-date records of all screenings, and initiate a new screening for any staff member or volunteer whose most recent screening is soon due to expire.

- 4.2.2 We require all staff and volunteers who work on site and have access to children to undergo appropriate child safety-related training before they can commence in their role, and thereafter every three years. The training is to be provided by a recognised and trusted child safety training organisation. This requirement applies to all staff and volunteers, even those who have undergone comparable training during the previous three years as part of another role, within or outside Living Word Bible Church.
- 4.2.3 Whenever a new staff member or volunteer who will be working with children starts working for Living Word Bible Church, we will ask them to read the **Child Protection Policy and Procedures** (this document) and our **Code of Conduct**, and agree to comply with, the aforesaid documents. We will ask all staff and volunteers to do this every three years.

4.3 Non-Suitable Applicants

Where Living Word Bible Church identifies that an applicant for a staff member or volunteer position has previously committed a violent or sexually related offence, they cannot, under any circumstances, be considered for child-related activities or programs.

5 INCIDENTS AND COMPLAINTS

5.1 Reporting an Occurrence of Child Abuse, Observed or Disclosed

Everyone is legally obliged to report all types of known or possible child abuse, where there is a **reasonable belief** that a physical or sexual offence has occurred or may be committed against a child. Such a view can be formed on the basis of:

- Direct observation
- A disclosure made by a child
- A disclosure made by someone close to a child (sibling, close friend, relative).

If you have formed the view that abuse is actually occurring or likely to occur, act appropriately:

- Do not investigate or push the child for details beyond what is required to validate your concern. Do not put words in the child's mouth.
- Reassure the child that they are being listened to, they are not at fault and it was right to report.
- Do not make contact with the alleged perpetrator. If the alleged perpetrator is a member of staff, the Pastor may ask them to fill out an **Incident Report Form** (see Appendix 5), and stand them down from duties pending the outcome of the investigation.
- If an alleged sexual assault has taken place, clothing worn by the child should be retained for forensic examination.
- Maintain confidentiality – the 'need to know' test should apply.

An abuser can be a family member or relative, a member of the congregation or staff, a volunteer or even another child. Be clear about what constitutes abuse (see Appendix 2).

Making a report to the civil authorities is a serious decision that should not be made lightly. Having written information that establishes the cause of your concern or belief is important for accuracy and consistency. You should make a report to the Pastor/Leader, but this does not release you from your legal obligation to make a report to the Child Abuse Report Line or to the Police if you believe such a report is warranted and hasn't or won't be made on your behalf.

This information can be recorded on the **Complaint Form** (see Appendix 4).

5.2 Handling Complaints or Allegations of Child Abuse Against Church Staff, Leaders or Volunteers

Living Word Bible Church is committed to conducting a thorough, unbiased and pastorally-sensitive investigation into any complaint or allegation of misconduct against a church staff member, leader or volunteer – provided that such an investigation does not influence or interfere with an investigation being conducted by the Department of Child Protection or Police. Every person involved with Living Word Bible Church should be confident that complaints will be dealt with honestly and fairly.

The Department of Child Protection and/or Police must be notified of all reportable allegations or convictions. Living Word Bible Church will fully cooperate with the Department of Child Protection and/or Police and be directed by the investigation process. All steps required by the investigators will be followed, and we will respond to any recommendations made by the Department of Child Protection and/or Police. All church staff and leaders should be aware that allegations regarding their conduct outside of their involvement with the church are also reportable to the Department of Child Protection and/or Police.

Steps in our Response to an Allegation of Abuse

- Step 1** Any person (including a child) who is making an allegation involving a strong suspicion of child abuse should phone the Child Abuse Report Line (CARL) on 13 14 78. Alternatively, they can make a report online at: www.childprotection.sa.gov.au/reporting-child-abuse. With that said, please bear in mind that not all concerns necessarily warrant a call to the civil authorities straight away. Where there is merely an observation of strange behaviour or an intuitive feeling that something is not right, concerned individuals are encouraged to seek advice from the Pastor in the first instance. A report to the civil authorities must be made if such action is deemed necessary or advisable.
- Step 2** Where possible, the above person should be encouraged to fill out a **Complaint Form** (see Appendix 4) and give it to the Pastor or a member of the Leadership Team, who will promptly share the allegation in confidence with the Leadership Team as a whole. A copy of this form **MUST** be kept on record. The complainant may keep the original. This is an essential record of the alleged event.
- Step 3** If no investigation is being conducted by the Department of Child Protection or the Police, the Pastor or a member of the Leadership Team will meet with the

child or the complainant and hear their story, taking notes and seeking clarification, ensuring (if applicable) that the child feels listened to, understood and protected. Some complaints may be able to be dealt with at this time, where there has been a misunderstanding, where there is a lack of evidence of any abuse, or where no reportable act has been committed.

- Step 4** If, in the view of the Pastor and Leadership team of Living Word Bible Church and/or the complainant, the allegation is serious and the danger is immediate, they must **report the incident to the Police**. This takes the matter immediately out of the jurisdiction of the church. The Police will determine if there is a case and how to proceed. The **Complaint Form** (see Appendix 4) will provide data for the Police to assess.
- Step 5** The accused person (staff member, volunteer or carer) will be stood down from duties and denied any access to children until the matter has been investigated and resolved. If the allegation concerns a member of the congregation or a visitor, the church leadership should be notified to deal with the alleged perpetrator, ensuring the safety of children.
- Step 6** The accused person should be encouraged to fill out an **Incident Report Form** (see Appendix 5). This ensures that their side of the story is heard and recorded. Another adult may witness the Incident Report if they personally observed the incident or are alleging inappropriate behaviour.

Debriefing

It may be appropriate for the accused person to be debriefed and appropriate decisions made regarding his/her immediate status; that is, whether or not they remain on the property or can continue to work with children in the future.

Debriefing may also occur for the whole ministry team, respecting confidentiality. Allegations of inappropriate behaviour toward a child are upsetting to all staff members and volunteers and they will need support, encouragement, clarification and the opportunity to express their feelings.

Liaison with the congregation

Re-establishing trust in the leadership and program staff is essential and should be dealt with as soon as is practicable. The church community needs to be assured that a good process has been followed, and that all steps have been taken to ensure justice is done and that children are indeed safe.

5.3 Reporting Other Child Safety Concerns Within Living Word Bible Church

- 5.3.1 The Pastor and Leadership team of Living Word Bible Church are to handle all child safety concerns that are not reportable to the Department of Child Protection or to the Police.
- 5.3.2 During notices at the beginning of each school semester, the congregation is to be told that if anyone ever has a concern around the safety of a child, they should approach the Pastor or any member of the Leadership Team with whom they feel comfortable. The Pastor and Leadership Team will then corporately deal with the issue.
- 5.3.3 Guests, staff and volunteers are expected to use either the **Complaint Form** or the **Incident Report Form** to note concerns arising from observations or experience (see Appendices 4 and 5). Copies of forms that have been submitted will be kept in a retrieval system.

5.4 Notifying the Insurer

When a report is made, the Leadership Team will contact the church's insurer.

6 RISK MANAGEMENT

We will ensure that child safety is a part of our overall approach to risk management. Risk assessment and management practices are embedded in the procedures for all of our services, programs or activities. We use these practices to inform planning and implementation of all aspects of our operation.

Risk management applies to Work Health and Safety generally, but this **Child Protection Policy and Procedures** document applies specifically to the minimising of risks of abuse of any kind to children who are in our care, and to ensuring their physical safety in the buildings or activities of the church. Living Word Bible Church has zero tolerance of child abuse of any kind.

In situations where a person seeks to attend or join Living Word Bible Church with a record of offending in child abuse of any kind, the leadership will put in place appropriate boundaries restricting access, in order to ensure the safety of children. This is not to say that such a person, with a proven reformed attitude, cannot be received into fellowship and benefit from the pastoral care of the church.

A Child Protection Officer (CPO) is to be appointed by the leadership for responding to complaints made by staff, contractors, volunteers, children or other attendees and members of the congregation. The CPO will be identified to the congregation and their role explained at appropriate times in the church year. Guests, staff and volunteers are expected to use either the **Complaint Form** (see Appendix 4) or the **Incident Report Form** (see Appendix 5) to note concerns arising from observations or experience.

7 RECORD KEEPING

All reports of alleged abuse or harm, or risk thereof, must be recorded on a **Complaint Form** (see Appendix 4) or an **Incident Report Form** (see Appendix 5). This will record places, times, dates, names of people, observable behaviours or evidence of harm. Reports must be stored securely by the CPO. They serve as valuable legal documents for any investigations and demonstrate the church's due diligence.

8 **PRIVACY AND CONFIDENTIALITY**

Living Word Bible Church will collect, use, disclose and hold personal information of all people who fulfil a role within the church, in accordance with relevant privacy legislation. Such data will be stored securely and protected.

As much as is reasonably possible, an individual's confidentiality is to be protected. Both those who are making reports and those about whom accusations are being made are entitled to confidentiality. Where there is suspected abuse or misconduct, staff members, leaders, volunteers and contractors must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act in a way consistent with this **Child Protection Policy and Procedures** document, our **Code of Conduct**, and relevant statutory requirements.

APPENDIX 1: Legislation Relevant to Child Protection

Both Federal and State legislation is relevant to the concepts discussed in this **Child Protection Policy and Procedures** document. This legislation includes:

Federal legislation

- Disability Discrimination Act 1992
- Workplace Gender Equality Act 2012
- Fair Work Act 2009
- Racial Discrimination Act 1975
- Family Law Act 1975
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986

South Australian legislation

- Children's Protection Act 1993
- Child Safety (Prohibited Persons) Act 2016
- Commission of Inquiry (Children in State Care and Children on APY Lands) Act 2004
- Racial Vilification Act 1996
- Work Health and Safety Regulations 2012
- Equal Opportunity Act 1984

International legislation

- The United Nations Convention on the Rights of the Child (1989).

APPENDIX 2: Definitions of Abuse Against Children

Types of Abuse

Child abuse can take a variety of forms. These include:

- physical abuse
- sexual abuse (including grooming)
- emotional/psychological abuse
- neglect
- bullying (including cyber-bullying)
- exposure to domestic violence
- racial/cultural/religious abuse
- spiritual abuse.

Physical Abuse

Physical abuse is any non-accidental physical activity intended or likely to cause injury or a fear of injury. The following activities are examples of physical abuse:

- hitting, punching, kicking, beating (marks from belt buckles, fingers)
- shaking (particularly babies)
- burning (irons, cigarettes), biting, pulling out hair
- administering alcohol or other drugs.

Sexual Abuse (Including Grooming)

Sexual abuse is any sexual act (or threat to perform such) upon another person where the perpetrator uses their power or authority to take advantage of the other's trust. 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.

Sexual grooming is a pattern of behaviour aimed at engaging a child, as a precursor to sexual abuse. Examples include inappropriate special time with the child, giving gifts inappropriately, 'accidental' touching, allowing the child to sit on one's lap, and having secrets. In isolation, such behaviours may not indicate the risk of abuse occurring, but if there is a pattern of behaviour occurring, it may indicate grooming. Grooming behaviours often mimic the kind of relationship-developing strategies that Christian ministries use for the benefit and wellbeing of children – that is, gaining the trust of the child, demonstrating care and concern, spending time, visiting in the home, finding out about family, friends and hobbies. However, grooming to involve a child in sexual activities for the personal gratification of an adult is a crime.

Emotional/Psychological Abuse

Emotional abuse is 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

Neglect is characterised by the failure to provide for the child's basic needs. It includes any serious omission or commission which jeopardises or impairs a person's development. Examples include the failure to provide food, shelter, adequate hygiene or schooling for a child.

Bullying (Including Cyber-Bullying)

Bullying can be defined as repeated, unreasonable, unwanted behaviour conducted by an individual or group against another person, which has a negative impact on health and wellbeing. This includes aggression, verbal, emotional/psychological or physical acts that intimidate or threaten. It often involves an abuse of a power differential between the bully and the victim.

Cyber-bullying occurs when a person uses any form of telecommunication to sexually groom, bully, suggest that an inappropriate relationship be formed, or engage a child in sexual language or behaviours. The explosion of electronic communications (Facebook and other social media sites, text-messaging, internet chat rooms, etc.) has seen a sharp increase in cyber-bullying.

Exposure to Domestic Violence

Children who are exposed to violent behaviour perpetrated by parents/guardians against each other experience trauma. Exposure to domestic violence can include hearing it, witnessing it, and/or being forced to participate in it. Participation can include taking sides, spying on a

parent/guardian, being blamed for the violence, being used as a physical weapon, being kept as a hostage, or defending a parent/guardian when he/she is under attack. Longer term impacts can include depression, anxiety, aggression, low self-esteem, learning difficulties, or loneliness.

Racial/Cultural/Religious Abuse

Racial abuse is any harmful conduct that discriminates against – or demonstrates contempt, ridicule, hatred or negativity toward – a child because of their race, ethnicity, skin colour or other evidence of 'difference'. It may be overt, such as racial vilification or discrimination, or covert, such as demonstrating a lack of cultural sensitivity or positive ideas about a different ethnicity.

Religious or cultural abuse is similar to racial abuse, but it is directed toward expressions of religious faith or practice, religious/cultural dress, or identifying styles of cultural expression or practices. Harm that is caused by racial, religious or cultural abuse targets the child's identity.

Spiritual Abuse

This involves the perpetrator using their position of authority in the church or higher understanding of biblical teaching or God's will to manipulate a child for their own use or benefit, or to pressure a child using guilt, shame, or a strong works-based ethic. This is not reportable to the Department of Child Protection or to the Police, although in extreme circumstances it can be classified as emotional abuse.

APPENDIX 3: Attendance Sheet

The Attendance Sheet serves the following purposes:

- to sign children in (and thus into the duty of care of Living Word Bible Church) as they are being admitted to an activity or program that entails being separated from their parents/guardians
- to record contact information about each child's parents/guardians in case they need to be contacted during or after the activity or program
- to record information that will support each child's safety and wellbeing
- to sign the aforesaid children out (and thus back into the duty of care of their parents/guardians) at the conclusion of the activity or program.

The sheet is on a separate page overleaf to facilitate double-sided printing and photocopying.

LIVING WORD BIBLE CHURCH: ATTENDANCE SHEET

Name of Activity/Program: _____ Date of Activity/Program: ____ / ____ / ____

Names of Leaders: _____

Child's Name	Special Needs	Allergies	Consent for Food/Snacks	Video Consent	Parent/Guardian <u>Entering</u> Child into Activity/Program			Parent/Guardian <u>Picking Up</u> Child from Activity/Program		
					Name	Phone	Sign In	Name	Phone	Sign Out

Leader in Charge: _____ Signed: _____ Date: ____ / ____ / ____

LIVING WORD BIBLE CHURCH: ATTENDANCE SHEET

Name of Activity/Program: _____

Date of Activity/Program: ____ / ____ / ____

Names of Leaders: _____

Child's Name	Special Needs	Allergies	Consent for Food/Snacks	Video Consent	Parent/Guardian <u>Entering</u> Child into Activity/Program			Parent/Guardian <u>Picking Up</u> Child from Activity/Program		
					Name	Phone	Sign In	Name	Phone	Sign Out

Leader in Charge: _____

Signed: _____

Date: ____ / ____ / ____

APPENDIX 4: Complaint Form

The **Complaint Form** is to be used to lodge a formal complaint regarding alleged discrimination, harassment (including sexual harassment), vilification, victimisation or bullying against yourself or another person at Living Word Bible Church as observed or suspected by the person who fills out the form.

It should only be used after reading Living Word Bible Church's **Code of Conduct**.

The form is on a separate page overleaf to facilitate double-sided printing and photocopying.

LIVING WORD BIBLE CHURCH: COMPLAINT FORM

This form is to be used to lodge a formal complaint regarding alleged discrimination, harassment (including sexual harassment), vilification, victimisation or bullying against yourself or another person at Living Word Bible Church as observed or suspected by you.

Please read Living Word Bible Church's **Code of Conduct** before using this form.

When you have completed and signed this form, and after it has been witnessed, please give it to a member of the Living Word Bible Church Leadership Team. All information that you have provided will be treated as **private and confidential**.

Person making this complaint

Full name: _____

Role at Living Word Bible Church (if applicable): _____

Residential address: _____

Contact phone: _____

Alleged victim of the behaviour that is the subject of this complaint

Full name: _____

Date of birth: _____

Residential address: _____

Briefly but accurately describe the alleged behaviour about which you are lodging this Complaint Form. Keep to the facts without interpretation or opinion.

Name of alleged offender: _____

What abusive behaviour did you observe or do you suspect, and/or what evidence of abusive behaviour have you seen?

(continued from previous page) _____

Is the alleged abuse still happening or was it a past event? _____

If in the past, what was/were the date(s) and time(s) of the alleged behaviour?

Where did the alleged event/behaviour take place? _____

Were there other witnesses? If so, provide name(s): _____

What is the level of risk to the victim now? (Low - High; Immediate - possible) _____

What would you like to see as an outcome of this complaint? _____

Declaration: *I make this complaint in all sincerity, recognising that it may have a serious or long term impact on those involved. I will act in good faith in the ensuing process and accept the ruling of the investigator where I believe it is fair and transparent.*

Signed: _____

Date: ____ / ____ / ____

Witness Name (Print): _____

Date: ____ / ____ / ____

Witness Signature: _____

APPENDIX 5: Incident Report Form

The **Incident Report Form** is to be used to record the details of any incident involving the writer of the report, especially where there was an accident, near miss or emotional reaction involving another person.

The form is on a separate page overleaf to facilitate double-sided printing and photocopying.

LIVING WORD BIBLE CHURCH: INCIDENT REPORT FORM

This form is to be used to record an incident involving the writer of the report, especially where there was an accident, near miss or emotional reaction involving another person.

Person involved in the incident

Full name: _____

Residential address: _____

Contact phone: _____

Details of the incident

Date of incident: ____ / ____ / ____

Time of Incident: ____:____ am/pm

Location of incident: _____

Name(s) of anyone else involved in the incident: _____

Details of any witnesses of the incident who can provide additional evidence:

Name: 1. _____ 2. _____ 3. _____

Phone: 1. _____ 2. _____ 3. _____

Describe what happened, your actions and/or words and the actions and/or words of others involved. Do not give your opinion about others' motives or intentions.

_____ (PTO if required)

I (Name: _____) hereby declare that what I have written is true to the best of my knowledge.

Signed: _____

Date: ____ / ____ / ____

(continued from previous page) _____
