**Australian Evangelical Alliance Inc. (Missions Interlink)**

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| CHILD SAFETY POLICY |
| Policy number | Pol. 004 | Version | 2 |
| Drafted byReviewed by | Nataliya OsipovaPolicy Committee | Approved by Board onLast reviewed | 23 March 2015August 2019 |
| Responsible person | Nataliya Osipova | Scheduled review date | September 2021 |

**INTRODUCTION**

Australian Evangelical Alliance Inc.’s (AEA) recognises that Christians are called to be holy, as God is holy, and that a Christian’s manner of life should reflect to the world both God’s holiness and love. We read that Jesus has a special place in his heart for children; we are told to emulate their faith, and we are warned against hindering them in any way.

AEA ministries are committed to protecting the safety of all people within its programs, ministries and events.

We will not tolerate harm to any person, especially to a child or young person.

All people, regardless of age, gender, race, culture, disability and family or social background have equal rights to this protection. All people (including children) have the right to be respected and valued as well as feel emotionally, physically, and spiritually safe at all times.

Our policy has been developed to uphold this commitment to building a culture that promotes and encourages a wellbeing and safety of children and to adhere to National and State legislation and regulations.

Child Safety Policy is aligned with the Ten National Principles for Child Safe Organisations, drawn from the work of the Royal Commission into Institutional Responses to Child Sexual Abuse, and endorsed by the Council of Australian Governments (COAG) in 2018. These Ten National Principles are considered better practice for all organisations working with children. These principles are in **Appendix 1.**

This Policy outlines AEA’s commitment to:

* Protecting children and young people who participate in the life of Mission Interlink from abuse and exploitation
* Providing all with the overarching principles that guide our approach to child protection
* Promoting the welfare of all children and young people and to keep them safe, believing that a child or young person should never experience abuse of any kind.
* Managing our activities in a way that protects children and young people.
* Creating a safe place for all people with a focus particularly for children and young people.
	+ Eliminating the risk of abuse, misconduct, and misuse of positional power.
	+ Ensuring that all cases of suspected abuse and misconduct are handled thoroughly.
	+ Ensuring that leaders and programs are safe.
	+ Ensuring that all people are respected and valued.
* Protecting AEA’s name and reputation as a Christian organisation.

## **APPLICATION**

The policy applies to all activities authorised by or under the control of AEA where children are involved directly or indirectly, including those activities undertaken at the AEA offices or away from the premises and includes all Board members, staff and volunteers engaged by AEA.

## **Policy**

1. The Australian Evangelical Alliance (AEA) believes that childhood should be spent in a protective environment that enables children to flourish and achieve their full potential. As part of this, AEA believes that any form of child abuse and exploitation is unacceptable, and such abuse and exploitation will not be tolerated. AEA is committed to the safety and well-being of all children and/or young people and vulnerable adults who may come in contact with AEA and its personnel.
2. We expect our staff and volunteers to build and maintain a protective environment for children, by adhering to and promoting procedures on child protection.
3. While children’s ministries are not a major focus of AEA’s operations, there are occasions when children are the focus of, or are present at events or activities. This Policy and related Procedures aim to reduce the risk of abuse occurring, as well as ensuring that a caring and appropriate response is taken should abuse occur.
4. Some AEA ministries, events or activities will involve participation by other organisations. These organisations will possibly have policies governing the issues of member and/or child safety and abuse. AEA’s Policy and Procedures are not intended to replace or conflict with other policies, but instead to operate in conjunction with them. Where those organisations do not have equivalent policies, we expect that their practices in relation to Child Protection will be equivalent to those adopted by AEA.

**Australian Evangelical Alliance Inc. (Missions Interlink)**

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| child safety procedures |
| Policy number | AEA Proc. 004 | Version | 1 |
| Drafted by | Nataliya Osipova | Approved on | 11 July 2014 |
| Responsible person | Nataliya Osipova | Scheduled review date | September 2021 |

**RESPONSIBILITIES**

All AEA staff and volunteers are responsible for the care of children, when children are present. Personnel need to follow the Child Safety Policy to reduce the risk of abuse occurring, as well as ensuring that a caring and appropriate response is taken should abuse occur.

**Spiritual**

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

**Legal**

AEA and its leaders are subject to Federal and State legislation and principles established through common law. The UN Convention on the Rights of the Child provides further explanation of rights and obligations in relation to this topic.

This Policy reflects legislation and guidance that seeks to protect children, namely the National Framework for Protecting Australia’s Children “Protecting Children is Everyone’s Business” 2009 – 2020 (Commonwealth of Australia)

**Ethical**

Some actions may not be regarded as abuse but are unacceptable behaviour for AEA leaders. These include:

* Inappropriate conversation of a sexual nature
* Coarse language, especially that of a sexual nature
* Suggestive gestures or remarks
* Jokes of a sexual nature
* Inappropriate touching
* Inappropriate literature or media (e.g. PG, M, MA, R or X rated material used with young children)
* Recording or filming without prior consent
* Acts of violence committed by a leader in the course of an activity

The age of individuals is recognised as one of the determinants in deciding whether behaviour is acceptable or unacceptable. Organisational and ministry directors and leaders will ensure that high standards of conduct are maintained at all times.

All staff members of AEA have a responsibility for establishing and maintaining safe environments for children. The National Director will ensure that all people responsible for planning and running an AEA event comply with the following procedures.

**PROCESSESS**

## **Ensuring Child Safe Environment**

## Child safety will be prioritised by

- screening of all staff (paid and seconded) at appointment

- maintenance of Working With Children Check for all staff as appropriate

- training for all staff – bi-annual

## **Appointment of the Child Safety Officer**

The Child Safety Officer will be appointed to **provide child safety services to children and families** by applying relevant legislation, policies, procedures, and quality standards in their contact with children and their families.

The role of the Child Safety Officer (CSO) is to:

· Ensure the child protection policy is implemented throughout AEA

· Be the primary receiver of all child protection reports

· Be engaged in a timely manner

· Engage a Child Safety Consultant (CSC) on all received reports in a timely manner

· Be the key contact point for parties as the situation requires

1. **Planning for Ministries, Events and Activities**

The planning for any event conducted by or on behalf of AEA should consider whether children will be present and under the control or care of AEA staff or volunteers. If so, the remaining sections of this procedure document are applicable.

1. **Selection & Screening of Leaders**

Selection & screening of leaders is a responsibility of the Event or ministry leader.

Any person involved in an event which provides a children’s ministry, or the coordinators and leaders of events where children may be present must be carefully selected and screened, regardless of whether they are a member of staff or a volunteer. Prior to any person commencing child-related ministries, the following precautions will be taken:

* Leaders must be committed members of their local church and have regularly attended the church for at least 6 months, or have had a formal connection with a Missions Interlink approved organisation for longer than 6 months.
* Candidate leaders must complete an application form which requests details of relevant experience, positions held, details of two referees and permission to contact them (see Appendix 2). One referee must hold a leadership position at the local church or mission organisation of the candidate.
* Referees will be interviewed by phone with a Referee Form (see Appendix 3) being completed by the interviewer in support of the candidate leader, answering an agreed set of questions provided by AEA. The answers provided will help establish the applicant’s suitability for the role or position. Any subsequent conversations with referees will be documented and retained on file.
* Short listed candidate leaders must be interviewed by their ministry leader or an experienced and responsible staff member or volunteer of AEA, prior to being accepted as a leader (refer Appendix 4 for suggested interview questions).
* A Working with Children check (or its equivalent if there is no legislative WWC process, e.g. SA) must be completed and evidence of the check provided to AEA. The check must comply with local state or territory requirements. Note that in some jurisdictions, responsibility for the check lies with the individual while in others it lies with the employer (AEA).
* All leaders working directly with children will do online child protection training every year and provide AEA with the documentation.
* Candidate leaders must provide written acknowledgement that they understand and agree to comply with AEA’s Child Protection Policy and associated Procedures.

Screening and training of helpers involved in any aspect of AEA activities that include children must also be undertaken in a way that is appropriate to the helpers’ age and the role they will undertake.

Where AEA has identified that an applicant has previously committed a violent or sexually related offence they cannot, under any circumstances, be considered for child related ministries.

These offences do not necessarily preclude the applicant from serving in other ministries within AEA. After careful consideration, AEA might welcome the applicant’s contribution in more appropriate areas.

1. **Training**

All leaders will be issued with a copy of the AEA Child Safety Policy and Procedures and will receive training in:

* The content and application of AEA’s Child Protection Policy & Procedures and other relevant child safety resources.
* Reporting procedures and the associated legal requirements.

In addition, ministry leaders responsible for recruiting leaders for child related ministries will undertake further education on child/staff member protection.

1. **A Safe environment**

Incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations. For these reasons, leaders and helpers will avoid ever being alone with an individual child.

Leaders and helpers will not visit children in their homes unless a parent is present in the house, or another leader accompanies them.

All personal counselling is to be carried out within sight of another leader.

Leaders and helpers will respect a person’s feelings and privacy when engaging in physical contact of any kind.

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

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

1. **Child-to-child behaviour**

Where a child is in a position of power or has responsibility over another child (for example in a childcare arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. Such situations should be treated as seriously as if an adult were involved because the effects on the child victim can be just as great. Approximately one third of sexual offences are committed by children and young people.

Children will be made aware of their rights explained in a manner appropriate to their age.

1. **Alcohol & drugs**

The consumption of alcohol or illegal drugs at the location or during an activity is not to be permitted or condoned by any leader. Any child found to be under the influence of alcohol or illegal drugs is to be counselled and the parents/guardians contacted so the child can be returned home immediately.

Any child required to take prescription medication will provide a letter from their parents/guardians to the ministry leader.

1. **Disciplining children**

It is not the responsibility of AEA or its leaders to discipline a child. If a child does not abide by the rules set down by the leader; or is an obstruction to the care of other children, or may cause harm to other children, the child will be removed and referred to their parent or guardian.

At no time will a leader administer any form of physical, emotional or mental discipline.

1. **Reporting procedures**

Any allegations arising in relation to Child Safety should be referred to the Child Safety Officer or the National Director or Chair of the Board of AEA immediately.

Documented reporting and escalation procedures are outlined in the Complaints Policy & Procedures.

Where an allegation is made involving a leader or helper, the leader or helper concerned will be removed from all children’s ministry pending the outcome of all investigations.

When an allegation is made, a Child Safety Consultant (CSC) will be contracted to advise on child protection, incident reporting and investigation with the level of professionalism and diligence expected of a person with child protection investigation expertise. Involvement will range from advice to management as deemed advisable by the Consultant in the given situation.

CSC must always maintain independence and make timely disclosure of any conflict of interest.

If there are reasonable grounds to suspect a child has been or is currently at risk of suffering abuse either within or outside the AEA activity (e.g. home or school), it must be reported to the appropriate authority as mandated by law (see <http://www.aifs.gov.au/cfca/pubs/factsheets/a141787/index.html>)

**Reasonable grounds can be assumed when:**

1. A child discloses that he or she has been abused, and/or

2. Someone close to a child (e.g. sibling, relative, close friend) discloses on behalf of that child.

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

* Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim. The matter should not be swept under the carpet.
* Not pushing the child to disclose details of the alleged assault or attempting to investigate the allegation.
* Assuring the child that they are understood and that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.
* Not making contact with the alleged perpetrator. If the leader is already providing counsel to the alleged perpetrator, it may be advisable for another person to assume this responsibility for the duration of any investigation.
* Maintaining confidentiality.

Any disclosures of abuse must be documented promptly and as accurately as possible, using words expressed by the child, and this record is to be kept securely so that the child’s privacy is not compromised.

These procedures will be developed, implemented, and reviewed on a regular basis to ensure that best practice is achieved.

**DEFINITIONS**

**Child:** Any person under the age of 18.

**Abuse:** Can consist of one or more of, but is not restricted to the following:

* **Physical abuse** – Any non-accidental physical injury resulting from practices such as:
	+ Hitting
	+ Punching
	+ Kicking
	+ Marks (e.g. from belt buckles, fingers)
	+ Shaking (particularly babies)
	+ Burning (e.g. from irons, cigarettes)
	+ Biting
	+ Pulling out hair
	+ Alcohol or other drug administration.
* **Sexual abuse** – Any sexual act or threat to perform such upon another person.
It occurs when a person uses their power and authority to take advantage of another’s trust to involve them in sexual activity. It does not necessarily involve genital contact but is any act which erodes the sexual boundary between two persons. It may appear consensual, but the validity of consent is negated by the power differential.
* **Emotional abuse** – The chronic attitude or behaviour of one person which is directed at

another person or, the creation of an emotional environment which erodes a child’s development, self-esteem and social confidence over time.

Behaviours may include devaluing, ignoring, rejecting, corrupting, isolating, terrorising or chronic and extreme domestic violence in the child’s presence.

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

**Helpers:** Any person over the age of 16 who is invited by a leader to assist them in their ministry.

 **Leader:** Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of people placed in their care. A leader could include but is not limited to:

* A member of staff
* Staff of MI Member and Associate organisations
* Volunteer Youth/Children’s leaders
* A contractor employed by AEA

**Person**: For the purpose of this document, a Person is any person, including children, who attends or participates in AEA Ministries.

**Ministry:** Any organised activity that is authorised by AEA or its associated organisations.

**Ministry Leader:** The person recognised and authorised by AEA as head of a ministry.

**Child Safety Officer (CSO):** The Board will appoint appropriately skilled person as the CSO, The CSO will be directly responsible to the National Director (ND) of Missions Interlink . The CSO responsibilities and obligations are detailed in section 2.

**Child Safety Consultant (CSC**): An independent person engaged in the event of a receipt of a child protection report. The CSC will be involved in any investigation and must be trained, qualified and experienced in child protection. CSC responsibilities and obligations are detailed in section 9.

**RELATED DOCUMENTS AND RESOURCES**

General information about Working With Children legal framework

<http://www.aifs.gov.au/cfca/pubs/factsheets/a141887/>

Internet sites for Working With Children registration

<http://www.justice.vic.gov.au/workingwithchildren/>

<http://www.kids.nsw.gov.au/kids/working.cfm>

<http://www.workingwithchildren.nt.gov.au/>

<http://www.ccypcg.qld.gov.au/bluecard/applications/applications.html>

<http://www.checkwwc.wa.gov.au/checkwwc>

Organisations providing training and consulting in child protection practices

<http://www.childsafe.org.au/>

UN Convention on the Rights of the Child

<http://www.unicef.org.au/Discover/What-we-do/Convention-on-the-Rights-of-the-Child/childfriendlycrc.aspx>

**APPENDIX 1 – Ten National Principles for Child Safe Organisations**

**Principle 1**:

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

**Principle 2**:

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

**Principle 3**:

Families and communities are informed and involved in promoting child safety and wellbeing.

**Principle 4**:

Equity is upheld and diverse needs respected in policy and practice.

**Principle 5**:

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

**Principle 6**:

Processes for complaints and concerns are child focused.

**Principle 7**:

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

**Principle 8**:

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

**Principle 9**:

Implementation of the national child safe principles is regularly reviewed and improved.

**Principle 10**:

Policies and procedures document how the organisation is safe for children and young people.

#### **APPENDIX 2 – Application form**

##### **Australian Evangelical Alliance Inc.**

##### **Child Leadership Application Form**

Position Applied For:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Ph:\_\_\_\_\_\_\_\_\_\_\_\_ Mob Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Ph.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list all ***Places of Worship*** that you have attended regularly in the last 3 years:

|  |  |
| --- | --- |
| **Date****(Approx.)** | **Place of Worship** |
|  |  |
|  |  |
|  |  |

Please list any ***qualifications*** you have that relate to working with children:

|  |  |  |
| --- | --- | --- |
| **Date** | **Qualification** | **Institution** |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide any ***experience*** you have had that relates to working with children:

|  |  |  |
| --- | --- | --- |
| **Date** | **Organisation** | **Position** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### **References**

Please provide details of two people we can contact, who can comment on your suitability for

this position:

### **First Referee (local church leader referee)**

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mob Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position & Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Second Referee**

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mob Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position & Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Declarations**

I have:

* Read and understood AEA’s Child Protection Policy & Procedures?

 Yes / No

* Never had someone express concerns about my behaviour towards a child?

 Yes / No

* Never been convicted of a criminal offence or been the subject of an investigation relating to the abuse of a child or inappropriate sexual behaviour.

 Yes / No

I confirm that the information provided on this application form is true and correct.

I consent to a National Police Record check and the release to Australian Evangelical Alliance any matters deemed to be relevant which are recorded against my name.

Applicants Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **APPENDIX 3 - Questions for Child Protection referees**

##### **Australian Evangelical Alliance Inc.**

##### **Child Leadership Referee Form**

Referee Statement in support of (insert name):

1. How long have you known the applicant?

 Years Months

2. Do you consider this person to be suitable for working with children? Explain.

3. Please advise any concerns you might have about the applicant working in the proposed role?

**Full Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position & Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Residential Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mob Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

Date:

#### **APPENDIX 4 – Suggested interview questions**

###### **Children Safety Interview Questions**

***The questions asked in this interview may make you feel uncomfortable, but they are a necessary part of our child safety policy and must be answered. The answers you provide will be kept confidential where possible but may be divulged to other Leaders within AEA.***

1. Why have you applied for this position and why do you feel you are suitable for the role?

2. Please describe any positive experiences you have had with children or young people.

3. Please describe any negative experiences you have had with children or young people

4. Have you ever been in a situation where you have disciplined a child or young person?

If so, how did you handle this situation?

5. Have you ever been investigated for violent or sexually related offences? If so, what were the circumstances?

6. Is there any other information relating to your suitability for this position that we should be aware of?

***APPENDIX 5 - Reporting Authorities***

|  |  |  |
| --- | --- | --- |
| **State** | **Reporting Authority** | **Contact details** |
| ACT | [Child and Youth Protection Services](http://www.communityservices.act.gov.au/ocyfs/children/child-and-youth-protection-services) | **Phone:**General publicPh: 1300 556 729 (24 hours)Mandated reportersPh: 1300 556 728 (24 hours)**Online:**For less serious concerns, [complete an online child concern report](https://form.act.gov.au/smartforms/csd/child-concern-report/).**Email:**For less serious concerns, contact Child Protection Reports (link sends e-mail) |
| NSW | [Department of Family and Community Services](http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect/reporting-suspected-abuse-or-neglect) | **Phone:**Child Protection HelplinePh: 13 21 11 (24 hours) (TTY/voice calls: 133 677; Speak & Listen: 1300 555 727; SMS: 0423 677 767)**Online:**Mandatory reporters with less serious concerns can use [eReporting](https://reporter.childstory.nsw.gov.au/s/). |
| Northern Territory | [Territory Families](https://territoryfamilies.nt.gov.au/) | **Phone:**Child Abuse HotlinePh: 1800 700 250 (24 hours) |
| Queensland | [Department of Child Safety, Youth and Women](https://www.communities.qld.gov.au/childsafety/protecting-children) | **Phone**:For a list of contact numbers during business hours, go to: [Regional Intake Services](https://www.csyw.qld.gov.au/contact-us/department-contacts/child-family-contacts/child-safety-service-centres/regional-intake-services).Child Safety After Hours Service CentrePh: 1800 177 135 or (07) 3235 9999. |
| South Australia | [Department for Child Protection](https://www.childprotection.sa.gov.au/reporting-child-abuse) | **Phone:**Child Abuse Report LinePh: 13 14 78 (24 hours)**Online:**Less serious concerns can also be [reported online](https://my.families.sa.gov.au/IDMProv/landing.html). |
| Tasmania | [Department of Communities Tasmania](https://www.communities.tas.gov.au/) | **Phone:**Child Safety Service1800 000 123 (24 hours)**Online:**Mandatory reporters with less serious concerns can [report online](https://www.strongfamiliessafekids.tas.gov.au/). |
| Victoria | [Department of Health and Human Services](https://services.dhhs.vic.gov.au/families-and-children) | **Phone:**For a list of regional and metropolitan phone numbers: [Child Protection Contacts](https://services.dhhs.vic.gov.au/child-protection-contacts)After hours child protection emergency servicePh: 13 12 78 |
| Western Australia | [Department of Communities, Child Protection and Family Support](http://www.dcp.wa.gov.au/ChildProtection/Pages/ChildProtection.aspx)  | **Phone:**Central Intake TeamPh: 1800 273 889After hoursPh: (08) 9223 1111 or Country Freecall: 1800 199 008**Online:**Mandatory reporters with less serious concerns can use the department's secure [Mandatory Reporting Web System](http://mandatoryreporting.dcp.wa.gov.au/Pages/Home.aspx) |