西南區華人浸信會
Bankstown Chinese
Baptist Church

Safe Church Induction Process

Adopted by Bankstown Chinese Baptist Church on 05/10/2023

Objective:

To ensure that all individuals involved in our church, especially those working with Children, are aware of and committed to our child safety policies and practices.

Step 1: Application and Screening

- **Application:**

  Any individual interested in volunteering or working in a role that involves children or vulnerable individuals must complete an application form. This form includes personal information, references, and a declaration of any past criminal history or child protection concerns.

- **Screening:**

  The church conducts thorough background checks, including criminal history checks, reference checks, and working with children checks where required by law.

Step 2: Orientation and Training

- **Orientation session:**
  All applicants attend an orientation session led by a designated Safe Church Team member. This session introduces them to our church's child safety policies, code of conduct, and reporting procedures.

- **Training:**
  Volunteers and staff members receive comprehensive training on child safety, including recognizing signs of abuse, appropriate behaviour, and how to respond to suspicions or allegations.

Step 3: Code of Conduct Agreement

- **Code of Conduct:**
  Each individual working with children or vulnerable individuals signs a Code of Conduct agreement. This document outlines the expected behaviour, responsibilities, and boundaries when interacting with these groups. Violation of this code may result in disciplinary action, including termination or legal action.

Step 4: Supervision and Accountability

Supervision:

Children's activities are always conducted under the supervision of at least two trained and authorised adults. At no time should a child be left alone with a single adult volunteer or staff member.

Accountability:

Any concerns or allegations of child abuse or neglect are immediately reported to the designated Safe Church Team, who will follow established reporting and investigative procedures.

Step 5: Annual Review:

All volunteers and staff involved with children or vulnerable individuals are required to undergo an annual review. During the review the safety policy and procedures will be discussed. This is to ensure everyone stays informed and up-to-date on best practices.

Step 6: Reporting and Responding:

Reporting Mechanism

- We maintain an anonymous reporting mechanism for anyone who wishes to report concerns about child safety. This mechanism ensures that individuals can report issues without fear of retaliation.

Responding:

- Any reports of misconduct or abuse are taken seriously and promptly investigated by the Safe Church Team. If necessary, law enforcement and child protection agencies are notified.

Step 7: Review and Improvement:

- Regular Review: Our Safe Church policy and procedures are reviewed annually or as needed to ensure they align with current best practices and legal requirements.

  Feedback:
- We encourage feedback from all stakeholders to continuously improve our child safety practices.

By following this Safe Church Induction Process, our church is committed to creating a safe and nurturing environment for children and vulnerable individuals while maintaining transparency and accountability in all our activities.