



## Child Protection Policy

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### 1 Overview

- This policy is to be used by all member of iHeart Melbourne Church Inc (the 'Association')
- The policy should ensure that all reasonable steps are taken by the Association to protect all children and youth participating in all activities organised and hosted by the Association, and all activities hosted in premises either rented or owned by the Association

### 2 Scope

- This policy is required to be complied with by all members of the Association
- This policy covers :
  - all activities organised and hosted by the Association. This includes annual youth camps held off church's rented premises;
  - all activities hosted in premises either rented or owned by the Association.

- For the purposes of this policy;

'children' refers to all persons of pre-school and primary school age, who are members or otherwise, of the Association

'youth' refers to all persons of secondary school age, who are members or otherwise, of the Association.

### 3 Policy Statements

1. For anyone seeking to be employed or volunteer in positions involving work with children and youth, we require at minimum a valid 'Working with Children' (WWC) check.
2. For anyone seeking to be employed by the Association involving work with children, we require at least two references to be obtained
3. We prohibit the employment or acceptance of any person from being involved in work with children or in any voluntary position of leadership or authority if they have prior convictions relating to violent or sexually related offences particularly involving children or youth.
4. We will take the following immediate actions for dealing with complaints and/or **reasonable suspicion** of abuse:  
**Reasonable suspicion** means "*fair and practical reason to believe an incident involving sexual abuse has occurred based on either verbal communication, hearsay, rumour or observance of behaviour*"
  - Automatic suspension of an employee or volunteer from work or other duties within the Association if they are under investigation (either internally or by the police) for committing sexual abuse;
  - Automatic termination of employment or volunteer from any work or other duties within the Association if found guilty of committing sexual abuse (either by internal investigation or by the court);

- Any member of the Association has the obligation to report known past incidents of sexual abuse or if the member has reasonable suspicion of sexual abuse to the senior leaders or any of the Committee of Management of the Association
- The Committee of Management of the Association has the obligation to notify or report reasonable suspicion of sexual abuse to the Police and the Association's insurer
- In the event that sexual abuse has occurred, the senior leaders and Committee of Management of the Association will take every reasonable steps to provide necessary counselling and support to the victims and family, and to support all necessary police investigation work

#### **Past Incidents of Sexual Abuse and Known Offenders**

5. Any member of the Association has the obligation to report known past incidents of sexual abuse or known molestation offenders to the senior leaders or any of the Committee of Management of the Association
6. As soon as such matters are made known to the senior leaders or the Committee of Management of the Association, the Committee of Management has the obligation to take every necessary steps as outlined in 3.4 above
7. The Committee of Management also has the obligation with respect to 3.4 above if they receive a complaint from a child or youth, their parents or any other party about issues relevant to molestation/inappropriate behaviour in regard to any teachers, adult carers, leaders, counsellors or any member of the Association holding a leadership position or position of authority.

#### **All Activities involving Children and Youth**

8. All activities involving children and youth require supervising adult(s) with valid WWC in attendance. Any adult without a valid WWC cannot be involve or supervise any children or youth activities.

## **4 Contact Details**

- For any queries or information regarding this policy, please contact the Senior Leaders or any Committee of Management of the Association.

### **Version Control**

<b>Version</b>	<b>Date</b>	<b>Review/Approve</b>	<b>Comments</b>
Draft 1.0	22 Jul 2016	Wan Leng Chang	No previous document  Distributed and socialised with iHeart Church members
1.0	31 Jul 2016	Wan Leng Chang	Issued as Final