



Compassion Vineyard Strathalbyn

www.compassionvineyard.org

Vulnerable Persons Policy



COMPASSION VINEYARD STRATHALBYN

("We", "Our", "CVS")

ABN 91 190 565 337

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Contents

STATEMENT OF COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE	3
PURPOSE	3
WHO MUST COMPLY WITH THESE POLICIES AND PROCEDURES?	3
NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS	4
Communication	5
Code of Conduct	5
Policy	5
Procedure	5
Recruitment and Selection of Staff and Volunteers	9
Policy	9
Procedure	9
Training	9
Policy	9
Procedure	10
Supervision and Support	10
Policy	10
Procedure	10
Reporting and Responding to Harm or Risk of Harm	10
Policy	10
Procedure	10
Reporting and Responding to General Complaints or Feedback	11
Policy	11
Procedure	12
Risk Management	12
Policy	12
Events Procedures	16
Social Media and Communications	20
Related Policies and Procedures	20
Policy Review	21



STATEMENT OF COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE

We are committed to introducing children and youth to Jesus Christ in a safe, secure and loving environment at Compassion Vineyard Strathalbyn. We are committed to providing an environment that promotes the safety, welfare and well-being of children and youth while participating in our activities. We believe children and young people are precious and are to be accepted regardless of their abilities, sex, gender, or social-, economic-, or cultural background. They are highly valued and respected members of our community who should be protected from the risk of harm, including from bullying and harassment. Therefore, we have written, adopted and implemented the following Child Protection Policy that reflects our desire and dedication to protect children and youth (any person under the age of 18 years, per the definition provided in *The Children and Young People (Safety) Act 2017*).

PURPOSE

Compassion Vineyard Strathalbyn aims to assist Staff and Volunteers to recognise harm and the risk of harm to children, and how to follow the appropriate notification procedures when reporting concerns regarding children's safety and well-being.

This policy and associated procedures provide information and promote the care and protection of children and youth participating with Compassion Vineyard Strathalbyn to all our Staff and Volunteers.

WHO MUST COMPLY WITH THESE POLICIES AND PROCEDURES?

All Staff and Volunteers who participate in children's ministry or youth ministry, and at any Compassion Vineyard Strathalbyn event, and any person who will work in any capacity on behalf of CVS when children may be present, **must comply** with these Policies and Procedures.



NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

As of February 2019, the National Principles for Child Safe Organisations have been endorsed by Council of Australian Governments members, including the Prime Minister and State and Territory First Ministers. The principles aim to provide a nationally consistent approach to creating organisational cultures that foster child safety and well-being.

The National Principles reflect ten child-safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse and are the vehicle for giving effect to recommendations relating to the standards. The National Principles have a broader scope that goes beyond child sexual abuse to cover other forms of potential harm to children and young people.

The National Principles are:

1. Child safety and well-being is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and well-being.
4. Equity is upheld and diverse needs respected in Policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and well-being values in practice.
6. Processes to respond to complaints and concerns are child-focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and well-being while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Compassion Vineyard Strathalbyn policies, procedures and practices are based on these National Principles.

Find more information on the National Principle:

<https://childsafe.humanrights.gov.au/national-principles>



Communication

This child safe policy is available on our website, FaceBook page, on request, and provided to staff and volunteers in their Induction pack

During beginning-of-year child and youth programs, and repeated throughout the year, we provide the information described in this policy document to children and young people attending. We do this in a level-appropriate manner, using appropriate language, to clearly explain and describe the importance of the document, offer them opportunity to ask questions, and explain how they can provide feedback to leaders.

Code of Conduct

Policy

Working with children in any capacity attracts additional and significant responsibilities. All employees and volunteers of CVS are responsible for promoting and protecting the safety and well-being of children and young people. Therefore, Compassion Vineyard Strathalbyn has a Volunteer and Employee Code of Conduct Declaration document, provided at Induction, signed and dated, and kept digitally by CVS. This document includes the following safeguarding practices and prevention of sexual exploitation abuse & harassment behaviours.

Procedure

Volunteers and Employees as described on page 3 of this policy document must acknowledge and agree by signing to abide to the following, as named in the Volunteer and Employee Code of Conduct Declaration:

I will:

- Conduct myself in a manner that is consistent with the policies and procedures described in the Child Safe Environments Policy of Compassion Vineyard Strathalbyn Inc.
- Provide a welcoming, inclusive, trusted and safe environment for all children, young people, vulnerable people, parents, staff and volunteers that promotes the implementation of this Policy.
- Maintain a professional role and establish clear professional boundaries that protect everyone from misunderstandings or a violation of my relationship.
- Model appropriate behaviours to ensure a positive culture of respect is maintained.



- Be aware of and respect any cultural differences, sensitivities, and expectations of the different communities we work with, and refrain from any form of behaviour that would be deemed inappropriate in that setting.
- Be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted.
- Take responsibility for ensuring I do not place myself in a position where there is a risk of allegations of inappropriate behaviour.
- Be transparent in my actions and whereabouts.
- Speak up when I observe concerning behaviours of colleagues, volunteers or contractors.
- Immediately report any concerns or incidents of behaviour that contradicts the behaviour outlined in the Code of Conduct to a member of Leadership or the Board of CVS as outlined in the reporting processes to report and/or respond to concerns or incidents in relation to safeguarding.
- Report/notify via the Child Abuse Report Line (CARL - 13 14 78) or [Child Abuse Report Line website](#), as soon as is reasonably practicable, if I suspect a child is, or may be, at risk of harm.
- Comply with Compassion Vineyard guidelines on the use of images.
- Comply with all relevant Australian and local legislation.
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, or sexual exploitation abuse and harassment, including those under traditional law, which occurred before or during engagement with Compassion Vineyard.

I will not:

- Use any computer, mobile phone, video camera, camera or other technology inappropriately, or use them to sexually exploit or harass any adult or child, or access or disseminate exploitative material through any medium such as social media.

Safeguarding Behaviours

I will:

- Treat all children, young people and vulnerable adults in our church/ ministry/ program(s) with care and respect.
- Conduct all one-on-one interactions with children, young people and vulnerable adults in an open space or line of sight of another responsible adult.



- At all times, use appropriate and inclusive language and communication with all children, young people and vulnerable adults.
- Encourage open communication between all children, young people and vulnerable adults, parents, staff and volunteers.
- Encourage children, young people and vulnerable adults to participate in all decision making that affects them (where applicable).
- Self-assess my behaviours, actions, language and relationships with all children, young people and vulnerable adults.

I will not:

- Engage in behaviour that is intended to shame, humiliate, belittle, or degrade children, young people or vulnerable adults.
- Use inappropriate, offensive or discriminatory language when speaking with a child, young person or vulnerable adult.
- Do things of a personal nature with a child, young person or vulnerable adults that they can do for themselves, such as assistance with toileting or changing clothes.
- Take any child, young person or vulnerable adults to their own home/ hotel or sleep in the same room or bed of a child, young person or vulnerable adults.
- Smack, hit or physically assault or use any form of physical punishment to a child, young person or vulnerable adult.
- Supply a child, young person or vulnerable adult with alcohol or drugs.
- Take alcohol or drugs in the course of delivering Compassion Vineyard activities.
- Develop sexual relationships with a child, young person or vulnerable adult.
- Develop a relationship with a child, young person or vulnerable adults that may be deemed exploitative or abusive.
- Behave provocative or inappropriate with a child, young person or vulnerable adult.
- Condone or participate in behaviour of a child, young person or vulnerable adult that is illegal, unsafe or abusive.
- Photograph or video a child, young person or vulnerable adult without the consent of parents or guardians.
- Hold, kiss, cuddle or touch a child, young person or vulnerable adult in an inappropriate, unnecessary or culturally insensitive way.



- Seek to make contact and spend time with any child, young person or vulnerable adults outside the program or care times.
- Use Compassion Vineyard's online environments to access inappropriate sites such as child abuse materials.
- Use my position to coerce a participant, beneficiary or their family or guardian to engage in sexual intercourse or any sexual activity.
- Exchange or withhold, participant or beneficiary of Compassion Vineyard ministry/ programs/ care, funds, services or support of any kind for sex or sexual favours or other forms of exploitative behaviour.

And to ensure the privacy and safeguarding of children when photographing or filming a child, young person or vulnerable adult or using their images or stories for work-related purposes including promotion, fundraising and development education,

I agree to:

- Obtain informed consent from the child, young person or vulnerable adult and/ or parent or guardian of the child before photographing or filming a child or obtaining their story.
- Take care to ensure any traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- Ensure photographs, films and video present the child, young person or vulnerable adult in a dignified and respectful manner and not in a vulnerable or submissive manner or be seen as sexually suggestive.
- Ensure file labels, metadata or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images or stories in any form.

Breaches or suspected breaches of the Code of Conduct should be reported as soon as practicable to management either in person, by telephone on 0493 989 066, or via email at melanie.mvcf3pm@outlook.com. Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.

Any worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the worker may have their employment terminated.



Recruitment and Selection of Staff and Volunteers

Policy

Compassion Vineyard Strathalbyn Leadership will assess and approve all potential Staff and Volunteers before participating in any child or youth ministries. Compassion Vineyard Strathalbyn will not appoint anyone identified as a "prohibited person" in child-related activities.

As a registered organisation with the DHS Screening Unit, CVS will ensure that all potential Volunteers and Employees complete online, and have returned, a current, 'not prohibited' Working with Children Check (WWCC) linked to our organisation, prior to commencement of employment/volunteering. This information will be re-verified in the DHS portal every 5 years at a minimum, as required by law, ensuring the status remains 'not prohibited'.

If CVS becomes aware of certain information regarding any person involved with the organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information, we will advise the Screening Unit immediately.

Prospective Volunteers and Employees will be made aware of Compassion Vineyard Strathalbyn's commitment to child safety throughout the entire application process, and then inducted to the organisation formally whereby the Code of Conduct will be reviewed and signed.

Procedure

All volunteers must have attended Compassion Vineyard Strathalbyn regularly for at least three months before participating in child or young people's ministries unless otherwise permitted by the Compassion Vineyard Strathalbyn Senior Pastor.

Training

Policy

Compassion Vineyard Strathalbyn will

- Facilitate ongoing 'Safe Environments: Through their Eyes' training every 3 years for its Staff and Volunteers as necessary to comply with the National Principles for Child Safe Organisations
- Ensure that all Volunteers and Employees read and understand the Mandatory Notification Information Booklet available at: https://dhs.sa.gov.au/data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF during induction.
- Include child safety as a standing item on meeting agendas.[A1].



Procedure

The Senior Pastor/Board has appointed a Child [A2]Safety Officer. The Child Safety Officer shall organise and facilitate ongoing training sessions, and review policies, procedures, code of conduct and any associated guidelines.

Supervision and Support

Policy

Compassion Vineyard Strathalbyn will provide ongoing accountability and feedback to Staff and Volunteers concerning their compliance with this Policy.

Procedure

Leadership will, on occasion, attend the various programs run by CVS staff and employees to observe for appraisal, supervise, and support staff and volunteers.

1. All Staff and Volunteers will have formal performance appraisals annually with the Pastors and discussions on their understanding of child safeguarding will occur.
2. Pastors/Leaders will observe new Staff and Volunteers within six months of commencement and submit their observations to the Senior Pastor as deemed necessary.
3. The coordinators will encourage Staff and Volunteers to ask questions and provide feedback to the Senior Pastor.

Reporting and Responding to Harm or Risk of Harm

Policy

All Staff and Volunteers of Compassion Vineyard Strathalbyn have a moral and legal responsibility, as defined in *The Children and Young People (Safety) Act 2017*, to report or notify the South Australian Department for Child Protection if they suspect on reasonable grounds that a child or young person is, or may be, at risk of harm.

Procedure

If a Staff member or Volunteer suspects a child is, or may be, at risk of harm, they are required to legally make a report/notification to the Child Abuse Report Line (CARL - 13 14 78) or [Child Abuse Report Line website](#) as soon as is reasonably practicable. All adult workers have a legal obligation to report child sexual abuse to SA Police (SAPOL – 000), and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence. Further



information about reports of harm or risk of harm is available to staff and volunteers at <https://www.childprotection.sa.gov.au/reporting-child-abuse>. Staff will be guided by CARL once a report is made. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.

If a child is at immediate risk, the Staff or Volunteer member must report immediately to SAPOL on 000.

The notifying Staff member or Volunteer must also inform the Senior Pastor so that they may evaluate how to continue to support the family within their professional capacity and explore other support services available for children, young people and families, that may be able to help address the concerns. This report may be made verbally or in writing via email marked "sensitive". The Senior Pastor receiving the report will keep documentation, dated and signed, securely in a separate file.

All Staff and Volunteers will undertake the necessary Child Safe Environments Training.

Any disclosures or allegations are NOT to be investigated by any staff member or Volunteer.

Any staff member or Volunteer identified in an allegation of child harm will be immediately suspended of their responsibilities. Staff members will be suspended with pay until the matter is resolved.

Support services that may be offered by Staff or Volunteers include:

- Kids Helpline - www.kidshelp.com.au or 1800 55 1800
- Youth Healthline - 1300 13 17 19
- Lifeline Crisis support and suicide prevention (chat online lifeline.org.au) 13 11 14
- Beyond Blue (chat online beyondblue.org.au) 1300 22 4636
- National Sexual Assault, Domestic Family Violence Counselling Service 1800 RESPECT (1800 7377328)
- Bravehearts information or support relating to child sexual assault 1800 272 831

Reporting and Responding to General Complaints or Feedback

Policy

Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Children, young people and their families are informed that they can provide feedback or make a complaint at their first visit.



Procedure

Compliments, complaints, and feedback are welcome to be received in-person to any staff member or member of leadership, or via email by writing to Melanie.mvcf3pm@outlook.com.

All complaints and feedback received from children, young people, or adults will be dealt with promptly and without prejudice, sensitively and fairly. We will:

- listen to the complaint/feedback
- the person receiving the complaint will make a record of it if received verbally, and forward to the Senior Pastor/s as soon as reasonably practicable
- advise of the time expected for an outcome
- Leadership or the Senior Pastors will respond to the complainant with an outcome within 2 weeks
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

If the child, young person or their family is not happy with the outcome from the complaints process they can contact:

- National Vineyard of Australia via Email: office@vineyard.org.au
- Australian Human Rights Commission Online: www.humanrights.gov.au Ph: 1300 656 419
- South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: www.eoc.sa.gov.au Ph: 08 8207 1977

Risk Management

Policy

Compassion Vineyard Strathalbyn takes seriously the mitigation of harm and injury at events and during activities for children. Therefore, Staff and Volunteers overseeing our children and youth will conduct risk assessments to reduce or remove risk where possible.

Should injury or harm occur, an Incident Report Form completion will be required. These forms contain valuable information and highlight issues requiring ongoing attention.

The following areas of risk have been identified as pertinent to Compassion Vineyard Strathalbyn, and have associated procedures for mitigation:



Identified Risk	Actions to Minimise Risk
Non-child safe organisational culture	<p>A child safe Code of Conduct is in place to set behavioural standards and expectations, and outlining procedures for when a breach occurs</p> <p>Leadership lead by example to maintain our culture and commitment to the safety of young people and children</p> <p>The National Principles for Child Safe Organisations are embedded in policies and procedures</p> <p>We meet the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks)</p>
Organisation Volunteers/Employees harm children/young people	<p>Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation</p> <p>Interview questions (no prior preparation) should gauge an applicant's understanding of child safe principles and actions that would be taken to prevent harm to children and young people</p> <p>All workers have WWCC with 'not prohibited' result prior to working with children and young people</p> <p>WWCCs updated every 5 years and status remains as not prohibited</p> <p>Children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process</p>
Organisational workers don't understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)	<p>All workers trained in Safe Environments – Through their Eyes on commencement and refresher training every 3 years after</p> <p>All workers must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)</p>
Physical contact	Any physical contact must be appropriate to the delivery of services being provided



	<p>Where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding</p> <p>Unnecessary physical contact is not allowed</p>
Online communications	<p>Cyber safety and social media guidelines are in place in the Social Media Policy and provided to all workers</p> <p>Appropriate supervision is provided for all online activities</p> <p>Workers must not communicate with children under 12 years of age online</p> <p>Workers must not communicate with young people online or in any private manner with the exception of in group communications that include parents</p>
Transport of children and young people	<p>Workers must not transport a child or young person unless specifically approved</p> <p>Parents/guardians must provide consent <i>before</i> transporting a child or young person</p> <p>The worker must have a valid, unrestricted driver's licence</p> <p>The vehicle must be registered, insured and in roadworthy condition</p> <p>A worker must not be alone in a vehicle with a child or young person</p>
Supervision	<p>If a child/young person is not collected by parent/guardian at end of an event/session, two adults are to stay with child/young person until they are collected</p> <p>Ratios of adult:child/young persons will be maintained at all times for events/sessions</p> <p>Visiting adults will not be responsible for supervision of children/young people at any time</p>
Taking images of children and young people	<p>Photography guidelines are in place in the Social Media Policy and provided to all workers</p> <p>Consent of child young person and their parent/guardian required</p>



	<p>Disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian</p> <p>Images must be presented in a way that de-identifies the child or young person</p>
Physical environment	<p>Maintain a risk register that is reviewed annually to ensure effectiveness</p> <p>Conduct risk assessments for all activities</p> <p>Ensure all equipment is in good working order</p>
Privacy and confidentiality	<p>All documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access)</p> <p>Digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties</p> <p>Workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian</p>
Overnight and/or off-site activities	<p>Written consent of parent or guardian must be given</p> <p>Children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending</p> <p>Privacy when children or young people are bathing, toileting and dressing must be provided</p> <p>Children and young people will not be left under the supervision of unauthorised persons</p> <p>Sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person</p> <p>Children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay</p>
Change room requirements	<p>A minimum of two adults of the same gender as the children or young people must be present</p>

	<p>Supervision will be provided ensuring the child or young person's right to privacy</p> <p>Adults must not shower or change whilst supervising children or young people</p> <p>Phones, cameras and recording devices must not be used in change room</p>
Toileting requirements	<p>No leader is to assist a child in toileting</p> <p>Parents must change nappies/pull-ups and assist children in toileting if child not independently doing so</p> <p>An adult will accompany 2 or more children to the toilets, ensure no other adult is in the toilet block, and remain outside but within earshot whilst children toilet, preventing other adults from entering until the children exit</p>

Events Procedure[A3]s

We take the safety of children, young people, and all other participants in our activities very seriously, and therefore have the following explicit procedures outlined to remove assumption of understanding of expectations for Staff and Volunteers.

1. Identifying Risks Prior to an Event

- a. Any familiar or unfamiliar proposed venue for a one-off event will be visited at least once prior to the event to assist with risk management planning by the event leader.
- b. A Risk Assessment Form will be completed for every one-off activity or event or annually for a regularly occurring event. The Pastor or coordinator in charge will keep these forms on hand at the event and on file at the Compassion Vineyard Strathalbyn for seven years after the event. When partnering with an external organisation, risk assessment information from that organisation must be obtained and evaluated prior to the event.
- c. If any activity requires a trained instructor, that instructor shall be registered and insured, and the Compassion Vineyard Strathalbyn shall keep copies of such registration and insurance for a period of not less than seven years.
- d. Events held in people's homes:
 - i. The Senior Pastor or Coordinator is to assess the venue before the event and report if anything is hazardous.
 - ii. Venue hazard assessment will be completed annually for regularly occurring events such as Youth Group.
 - iii. For one-off events, a venue hazard assessment will be completed before the event.



- e. Events held at other venues:
 - i. The Senior Pastor or Coordinator will visit the venue before the event to identify and report potential risks or hazards.
- f. Each event will have an adequate number of leaders in ratio to participants attending. The following ratios shall be deemed appropriate for child and youth activities by Compassion Vineyard Strathalbyn members:
 - Children 0-2yrs, a safe ratio is 1:4,
 - Children 2-3yrs, a safe ratio is 1:8
 - Children over 3yrs, a safe ratio is 1:10.
- g. Before any child or youth participant can attend an event, a Consent and Indemnity Form and a Medical Form will be fully completed by the participant's parent or guardian. Possible activities include youth groups, home groups, conferences, camps, and independent male/female events. The Compassion Vineyard Strathalbyn shall keep copies of such Consent Indemnity and Medical Forms for not less than seven years.
- h. Compassion Vineyard Strathalbyn will provide written information to parents outlining the events and activities that will be occurring, the event's location, times, dates and emergency phone numbers of the event leader.
- i. A Visitors Registration Form will be available for when children bring along a friend (without a parent or guardian) to record the details of the child, the name of the parent/guardian and two contact phone numbers, plus any unique diet/medical requirements.
- j. The coordinator will nominate a First Aid Officer for the event (holding a current First Aid Certificate), who will arrange to provide a first aid kit at the event. The coordinator will also give the First Aid Officer all known medical conditions of the participants involved.

2. Visiting Adult Procedure[A4]

All visiting adults, including parents of children in the program, must follow this procedure for the continued safety of participating children. The procedure is as follows:

a. Parents

- i. Parent to fill out the Adult Visitor sheet (photo identification required when signing in)
- ii. Visitor name badge provided.
- iii. No photos are permitted of children who are not their own.

All visiting adults who are anticipated to be working with children at CVS for 7 days or more in the calendar year will required to have a Working With Children Check, prior to, and in addition to the above procedure.



b. Other Visiting Adults

- i. Adult needs to be approved by program Leader or Compassion Vineyard Strathalbyn Kids staff member
- ii. Parent to fill out the Adult Visitor sheet (photo identification required when signing in)
- iii. Visitor name badge provided.
- iv. No photos are permitted of children who are not their own.

If an adult is in attendance at the program without a visitor badge, the program Leader will:

- v. Approach them and introduce themselves.
- vi. Ask the visitor if they need help, assist them, and refer them to a Pastor or Leader as appropriate unless;
- vii. If the visitor wants to stay present at the program (if the situation is appropriate), then redirect to the sign-in desk where they can be identified and given a visitor's badge.

3. Incidents

An Incident Report must be completed when any injury occurs at an event. It is essential to complete the form on the day of the incident to ensure the information collected is as accurate as possible. Information collected will include the names and contact details of witnesses. Staff and Volunteers will undertake reasonable steps to mitigate future instances of a similar nature.

The coordinators will file a copy of all Incident Reports, consent forms, risk assessments, and any other associated forms, which will be held on file by Compassion Vineyard Strathalbyn for seven years.

a. First Aid

Access to a First Aid Kit is available and located in the upstairs CVS cupboard. Each Leader is made aware of who the trained First Aid team members are. For all First Aid administered, an Incident Report is to be completed by the team member who gave the First Aid treatment.

Gloves must always be worn while treating any injury involving bodily fluids.

CVS Staff or Leaders *are not* authorised to administer any over-the-counter or prescription medication (**including paracetamol**) to children.

The First Aid Officer is responsible for replenishing and updating the kit as required.

b. Sick Child

Children who have had diarrhoea or been vomiting less than 24 hours before the program are asked not to attend. If a child has a green, snotty nose and/or a nasty cough, the leaders will call the parent/guardian to take their child out of the program until they are no longer displaying these symptoms.



If a child feels sick and needs to vomit, a leader will call the parent/guardian out of the service to collect them.

A child with head lice must be treated correctly and excluded until treatment begins. If a child is found to have head lice whilst present at an event, the event coordinator will contact the parent for immediate child collection.

Gloves must always be worn while treating any injury involving bodily fluids.

c. Emergency Evacuation

When needed, the Kids Ministry Leader will contact the nominated Church Safety Officer to assess the nature and magnitude of the situation and, if necessary, activate the Emergency Response Plan.

Church Safety Officers wearing reflective vests and red, yellow or white helmets will take control of the building.

Kids Ministry Leader or team leaders will conduct a roll call, and all Compassion Vineyard Strathalbyn Kids team members will stay with the children and help supervise and keep them calm. The Church Safety Officer will be notified immediately if any children are missing.

4. Special Events and Amusements

Compassion Vineyard Strathalbyn does not host special events or amusements that are not separately insured, managed, and risk-assessed by an independent business/organisation.[A5] Any contractors who are anticipated to be hired/appointed at any time by CVS will be required to present for verification the WWCC of any person expected to be onsite where children may be present.

5. Toileting

Toileting procedure is as follows:

- Children in Crèche (playing at the back of the auditorium) will be taken to their parents to be escorted to the toilets or to have their nappies changed.
- We encourage all parents to take their child/ren to the toilet before entering any program, thus limiting the time leaders perform this task. Please note that if a child needs the toilet, there are specific guidelines for leaders to ensure that the child/ren is always in a safe and comfortable environment.
- Nappy Changing – The Compassion Christian Vineyard Fellowship Kids Team Leaders are not to change a child's nappy. If a child needs their nappy changed, call the parent to arrange it.
- Our Policy is that no leader is to assist a child in toileting. Therefore, any toilet-training child will need their parent/guardian to take them before and/or during the program. Alternatively, the child may wear a nappy/pull-up for their time in the program.



- Children aged 3-7 years must use the Disabled Bathroom only and attend to their bathroom needs independently. Their parent or guardian will be called to collect and assist them if they cannot do this.
- A child shall be allowed to go to the bathroom only when an adult leader is available to escort them to the bathroom. The adult shall always be and remain in earshot of the child.
- Leaders must ensure no adult is inside the bathroom when escorting children to the toilet. If so, wait for them to leave. Once the children are inside the toilet, Leaders stand outside at the door and ask any adults to wait until the children have finished.
- Children aged 8-12 years can only go to the appropriate bathroom in pairs.

6. Games and Food

All games that involve food are to be approved by the Church Safety Officer. Allergies must be checked before engaging any child in an activity that involves food.

Games where chemicals are used will be avoided due to possible skin reactions, such as the use of shaving cream.

With the high rates of child food allergies and Anaphylaxis in the community at large, we desire to provide the highest level of duty of care to the children. Therefore, we have a strict nut-aware policy. No nuts or nut products are to be in our programs.

We are made aware of specific food allergies through the child registration form. Having this information available for the team during the program is essential. See 'Identifying Risks Prior to an Event, f.' for more details.

Social Media and Communications

CVS supports Child-Safe use of approved social media and communications. Refer to document *CVS Social Media Policy November 2026*.

Related Policies and Procedures

Employees and Volunteers are given an induction pack which contains the following policy documents:

- Discrimination policy
- Drug and Alcohol Policy
- Social Media Policy
- Code of Conduct
- Child Safe Environments Policy

The Code of Conduct must be signed as returned and is kept securely for reference.



Policy Review

Policies as listed at “Related Policies and Procedures” will be reviewed at least once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review these policies when:

- new or added risks are identified for children or young people, which may require a change in the policy or procedures
- a critical incident where a child or young person has experienced harm through involvement in the organisation
- concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation
- awareness or compliance to the child safe policy and/or procedures is low
- legislative changes/requirements. We will also lodge a new Child Safe Environments compliance statement with Department of Human Services each time we review and update our policies.

These policies were last reviewed as follows, and are due for renewal at the very latest by April 2031:

- Discrimination policy (April 2026)
- Drug and Alcohol Policy (April 2026)
- Social Media Policy (April 2026)
- Code of Conduct (April 2026)
- Child Safe Environments Policy (April 2026)