



Child Safe Policy & Risk Management Strategy

Keeping children safe is part of who we are, not just what we comply with.

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Applies to	Anthem Church Ltd — all staff, credentialed pastors, ministry leaders, volunteers, contractors and visitors
Approval	Approved by the Board of Anthem Church Ltd

This policy has been approved by the Board of Anthem Church Ltd. It is the senior child-safety document of Anthem Church and prevails over any other Anthem policy in the event of inconsistency on a child-safety matter. References to this policy are included in the information we provide to families, members, volunteers and the people we serve.

Part A — Our commitment and framework

1. Our commitment

Anthem Church is committed to the safety, dignity and wellbeing of every child and young person who takes part in anything we do. This commitment is not a legal box to tick. It flows from who we are: a church shaped by the love of God, who welcomed children and told us the kingdom belongs to them.

Children are not the church of tomorrow; they belong, fully, today. We will always treat them with respect and understanding, listen to their voice, and take proactive steps to keep them free from harm in every environment we run — on our premises, off-site, in homes, and online.

We hold a zero-tolerance position towards the abuse or mistreatment of any child. The welfare of the child is our primary concern and comes before the reputation or convenience of any individual, leader or the organisation itself. Every adult at Anthem shares responsibility for child safety.

2. Purpose and scope

This policy sets the minimum standards that keep children safe at Anthem and describes how we meet our obligations under the 10 Child Safe Standards and the Universal Principle. It is the framework that holds together our supporting manuals, codes of conduct, procedures and forms.

Scope. This policy applies to all Anthem Church staff, credentialed pastors, ministry leaders, volunteer leaders, contractors and people acting on behalf of Anthem, in every context where children are present — including Sunday services and Anthem Kids, youth ministry, connect groups, prayer and ministry settings, camps and outings, online and digital contact, and pastoral care.

In this policy, a **child** is any person under 18 years of age. A **worker** is any pastor, office-holder, employee, volunteer, contractor or person acting on behalf of Anthem Church.

3. Legislative and best-practice framework

Anthem Church operates within, and commits to comply with, the following framework. Where any law changes, this policy is read as referring to the current law.

Queensland Child Safe Standards (primary framework)

The **Child Safe Organisations Act 2024 (Qld)** establishes 10 Child Safe Standards and a Universal Principle, overseen by the Queensland Family and Child Commission (QFCC). These obligations apply to religious bodies from 1 April 2026. The Child Safe Standards replace the previous child-and-youth risk-management-strategy requirements of the Working with Children (Risk Management and Screening) Act, and are now the primary framework around which this policy is built.

The Act also establishes a **Reportable Conduct Scheme** (see Part D). The scheme commences on 1 July 2026, with the date applying to religious bodies to be confirmed;

Anthem is preparing to comply from that date. (*Confirm the applicable commencement date with Vocare Law.*)

Other Queensland and Commonwealth law

- **Working with Children (Risk Management and Screening) Act 2000 (Qld)** — Blue Card screening, including the “No Card, No Start” rule.
- **Child Protection Act 1999 (Qld)** and Child Protection Regulation 2023 — the meaning of harm and the child-protection system.
- **Criminal Code Act 1899 (Qld) — s 229BC (failure to report)** and s 229BB (failure to protect): see Part D. There is no clergy exemption.
- **Privacy Act 1988 (Cth)** — collection, use and storage of personal and child-related information.
- **Work Health and Safety Act 2011 (Qld)** — a safe environment for workers and children.

Sector and charity standards

- **ACNC Governance Standards** — as a registered charity, Anthem complies with the Australian Charities and Not-for-profits Commission Governance Standards, including compliance with Australian law and the duties of Responsible Persons.
- **ACC Safer Churches** — Anthem aligns with the Australian Christian Churches Safer Churches framework, including required training, screening and codes of conduct.
- **National Principles for Child Safe Organisations** — the national framework underpinning the Queensland Child Safe Standards.

4. Definitions

Term	Meaning
Blue Card	Positive Notice Blue Card for child-related work issued under Queensland legislation. Where used, the term also includes an Exemption Notice.
Child / children	Any person under 18 years of age.
Child Safe Standards	The 10 standards (plus the Universal Principle) under the Child Safe Organisations Act 2024 (Qld), overseen by the QFCC.
Church Center / Planning Center	Anthem’s church management and check-in system, used for rosters, records and the secure check-in of children. (This replaces references to Elvanto in earlier versions.)
Harm	Any detrimental effect of a significant nature on a child’s physical, psychological or emotional wellbeing, as defined in s 9 of the Child Protection Act 1999 (Qld).
Ministry Leader / Coordinator	The person appointed to lead a specific ministry (e.g. Anthem Kids, Youth), accountable to the Senior Pastor for its safe delivery.
QFCC	Queensland Family and Child Commission — the independent body that oversees the Child Safe Standards and Reportable Conduct Scheme.

Term	Meaning
Safer Churches Officer (SCO)	Anthem's operational safeguarding lead, responsible for child-safety practice, reporting obligations and reportable-conduct matters.
Supervised children's programme	A programme or service at which Anthem and its workers take primary supervision responsibility for the children attending, requiring check-in (e.g. Anthem Kids).
Universal Principle	The requirement to provide an environment that promotes and upholds the cultural safety of Aboriginal and Torres Strait Islander children, woven through all 10 standards.
Worker	All pastors, office-holders, employees, volunteers, contractors and people acting on behalf of Anthem Church.

Part B — How Anthem meets the 10 Child Safe Standards

The 10 Child Safe Standards are the backbone of this policy. The Universal Principle — upholding the cultural safety of Aboriginal and Torres Strait Islander children — is not a separate item but is woven through every standard. The detailed procedures that put these standards into practice are in Part C.

Standard 1 — Child safety is embedded in leadership, governance and culture

- The Board of Anthem Church holds ultimate accountability for child safety and reviews this policy at least annually.
- The Senior Pastor carries leadership responsibility for the child-safety culture and is the Board's reporting liaison.
- The Safer Churches Officer (SCO) is the operational safeguarding lead: maintaining practice, screening and training records, and managing reporting and reportable-conduct obligations.
- Child safety is treated as a core organisational function, not a side task. Leaders model it, speak to it, and resource it.

Standard 2 — Children participate in decisions and are taken seriously

- Children are encouraged to speak up, ask questions and raise concerns, and are listened to in age-appropriate ways.
- Programmes are designed so children know who they can talk to and that they will be believed and taken seriously.
- We seek children's views on whether they feel safe and welcome, and act on what we hear.

Standard 3 — Families and communities are informed and involved

- Families receive the Anthem Kids Parent Handbook, which explains our practices, sign-in and collection, and how to raise a concern.
- This policy is published and available to families at anthemchurch.com.au/safer-church and on request.
- Parents and guardians are partners in their child's safety and are kept informed of programmes, outings and any matter affecting their child.

Standard 4 — Equity is upheld and diverse needs respected

Universal Principle. Anthem provides an environment that promotes and upholds the right to cultural safety of Aboriginal and Torres Strait Islander children — welcomed, valued, safe, included and respected. We address racism, bias and stereotyping, and we will seek the guidance of Aboriginal and Torres Strait Islander families on what cultural safety looks like in our context, without placing the burden of that work on them.

- Every child is welcomed regardless of culture, ability, background or circumstance.

- Children with disability, additional needs, or medical and allergy needs are supported through information gathered at enrolment and reasonable adjustments to programmes.
- Allergy and medical information is recorded, kept current, and made visible to leaders (e.g. on name labels) so every child is protected.

Standard 5 — People working with children are suitable and supported

- All workers with children hold a current Blue Card before they commence — “No Card, No Start” — and are screened, referenced and inducted (see Part C).
- Recruitment, induction and ongoing supervision are documented on each worker’s file.
- Anthem maintains a register of Blue Card status and a register of people known or suspected to be unsuitable to work with children (see Part D).

Standard 6 — Complaints and concerns are child-focused

There is no wrong way to raise a concern at Anthem. We provide multiple, accessible pathways so children, families, workers and members can speak up safely and be heard.

- **Anthem Kids enquiries or feedback:** kids@anthemchurch.com.au, or the Kids Director (Phia Van Staden, phia@anthemchurch.com.au).
- **Safe-church concerns:** the Safer Churches Officer (Shannon Harrison, shannon@anthemchurch.com.au), or anthemchurch.com.au/safer-church.
- **Anonymous or general feedback:** anthemchurch.com.au/kids-feedback.
- Concerns that involve possible harm to a child are handled under Part D (Responding and reporting), regardless of which pathway they arrive through. Complaints are documented, taken seriously, and responded to promptly and fairly.

Standard 7 — Workers are equipped through ongoing education and training

- All workers with children complete Safer Churches training and Anthem’s child-safety induction, with refresher training at least annually.
- Children’s workers are trained using the Anthem Children’s Worker Manual, covering recognising and responding to harm, behaviour management, supervision, personal care and reporting.
- Training records are maintained by the SCO and Administration team.

Standard 8 — Physical and online environments promote safety and minimise harm

- Supervision ratios, the two-adult rule, secure check-in, transport rules and personal-care limits keep physical environments safe (see Part C).
- Program rooms are monitored by security cameras (never in toilet or change areas); footage is handled under our Privacy section (Part E).
- Online and digital contact with children is governed by clear rules (see Part C — Online safety and digital communication).

- Hazards, equipment and facilities are managed under Work Health and Safety procedures (see Part C).

Standard 9 — Implementation is continuously reviewed and improved

- Anthem completes the QFCC self-assessment against the Child Safe Standards and records actions and progress.
- Incidents, complaints and near-misses are reviewed to identify and fix root causes, not just symptoms.
- This policy and its supporting documents are reviewed at least every 12 months and after any significant incident or legislative change.

Standard 10 — Policies and procedures document how Anthem is child safe

- This policy, together with the supporting documents and forms listed in Appendix B, documents how Anthem keeps children safe.
- Documents are written in plain language, accessible to workers and families, and used in practice — not left on a shelf.

Part C — Operational procedures

C1. Recruitment, screening and induction

Anthem recruits and inducts workers — employees and volunteers — according to government requirements and our own best-practice standards. The Ministry Leader for each children's programme ensures recruitment and induction are completed and documented before any worker commences.

- Any person wanting to work with children begins an induction process before commencing in the programme.
- The worker's file documents: approval by the pastoral team; reference checks; a signed volunteer or employment agreement including agreement to the Code of Conduct; on-site orientation covering communication, reporting and grievance pathways; and any role-specific training.
- All workers requiring a Blue Card hold a current Blue Card before they begin ("No Card, No Start") and are notified of their obligations as a Blue Card holder.
- Children's workers complete child-safety training and receive the Children's Worker Manual (covering risk management, behaviour management, first aid, duty of care, and responding to harm).
- The Administration team maintains, in Church Center / Planning Center, a current list of inducted active volunteers and the areas in which they serve.
- All workers must notify Anthem if their criminal history changes (charge or conviction). Anthem will then inform Blue Card Services and the Board, and the worker is suspended immediately and may not work with children until their Blue Card is reinstated and the Senior Pastor approves their return.

C2. Volunteers

- Volunteers are inducted and trained so they understand their role, their legal and other obligations, and their supervisor's requirements.
- Volunteers are assessed on their skills, references, character and commitment to Anthem's beliefs and the tenets of faith of the Australian Christian Churches.
- Volunteers understand the reporting structure, agree to abide by all Anthem policies and procedures, and serve by personal choice without expectation of payment.
- Volunteers register on Church Center / Planning Center and respond to rosters and messages in a timely way.

For full detail, see the Volunteer, and Employment, policies and procedures.

C3. Supervision and ratios

Appropriate supervision is one of the main ways we create safe environments. This means enough suitably skilled workers for the activity, and the rules below.

- For every supervised children's programme, on-site and off-site, there are a minimum of two adult workers who are not related, including at least one of the same gender as the children attending.

- No child is ever alone with a single adult.
- Workers aged 16–17 may supervise half the number of younger children an adult would, where: all children are over two; the young leader has served at least six months; they are never left to run an activity without adult assistance; the number of 16–17-year-old leaders does not exceed the number of adults; and the activity is on-site.

On-site ratios (one ratio being met is sufficient where ages overlap)

- Birth to 24 months — 1:4
- 24 to 35 months — 1:5
- 35 months to school age — 1:11
- School aged — 1:15

Off-site and overnight ratios

- Under 3 years — only with supervision by their own parent or caregiver
- At least 3 years but not yet school age — 1:4
- Primary aged (Prep–Grade 7) — 1:8 (at least one key worker with a year's experience with the age group)
- High school aged (Grade 8–17 years) — 1:12

Swimming and water activities

- The area must be patrolled by a certified lifeguard, or a worker trained to at least bronze medallion standard must be present. All workers are competent swimmers, ready to enter the water, with a minimum of two adults holding current first aid. Ratios: not-yet-Prep only with their own parent/guardian; Prep–Grade 7 — 1:5; ages 13–17 — 1:10.

Note: ratios are based on Queensland childcare benchmarks adopted as Anthem best practice; Anthem is not a licensed childcare service.

C4. Code of Conduct

This Code applies to all workers and people acting on behalf of Anthem and sets the standards expected whether in church activities or in private. Adherence is a condition of every role; a breach may result in disciplinary action. The Code has four parts.

All workers

- Be helpful, courteous, honest and fair; comply with all relevant laws and Anthem policies.
- Observe health, safety and welfare requirements in every setting, including public areas used for church events.
- Contribute to an environment free of harassment and discrimination.
- Where duties involve children, comply fully with this policy and the Children's Worker Code below.
- Respect privacy and confidentiality, and handle information per Anthem's Privacy section.

- Direct all media enquiries to the Senior Pastor; do not speak to media on Anthem's behalf.
- Anthem is a drug, alcohol and smoke-free environment. No one works with children while affected by alcohol or drugs.
- Report any matter of perceived risk; workers who report reasonably and appropriately are protected from victimisation.

Children's workers

- Always act in the best interests of children and avoid any situation where you could be alone with a child or in a compromising position.
- Check in and out of every programme; wear your identification at all times.
- Treat physical contact with care, respect children's personal space, and stop any unwelcome contact immediately. Avoid areas usually covered by a swimming costume.
- Never grab, hit, shake or berate a child. Never use foul, abusive, demeaning or sexually suggestive language or gestures.
- Do not develop a "special" relationship with a child through excessive time, gifts or favouritism.
- Never expose a child to sexual material or behaviour.
- Do not be alone with a child in a vehicle (see C6 — Transportation).
- Conduct all pastoral conversations with children in plain sight of other workers; where a one-to-one conversation is needed, it remains visible to others, the parent is aware, and the worker and child are the same gender unless a same-gender adult or the parent is present.
- Only provide first aid if currently trained; complete an Incident Report for any first aid given.

Children's visitors

- All visitors check in and out, wear "Visitor" identification, and state who or where they are visiting.
- Visitors who are not the custodial parent/guardian of a child present may be denied access; they must never be alone with, or remove, a child other than their own.
- Anthem may remove any visitor not acting in the best interests of children or workers.

Children

- Follow the guidelines for each activity; stay in the set area and do not leave until checked out.
- Keep hands and feet to yourself; treat people, property and equipment with respect; use kind language.
- Wear suitable clothing and shoes, and appropriate sun protection for outdoor activities.

This children's code may be adapted by Ministry Leaders to suit the age group. Breaches are handled under Behaviour Management (C5).

C5. Behaviour management

- Behaviour expectations are set in advance, with training for workers and clear, age-appropriate expectations for children, to keep everyone physically and emotionally safe.
- Reasonable consequences may include sitting out part of an activity, brief time-out (about one minute per year of age), or moving groups — always lawful, understanding and compassionate.
- Workers never raise their voice in anger, ridicule or shame a child, threaten inappropriate consequences, or use force except to prevent injury.
- Where behaviour is serious or persistent, the Ministry Leader is notified, supports the worker, and meets with the parents/guardians to agree a plan.
- Any breach of child-protection rules results in immediate suspension pending investigation; matters that may involve a legal violation are reported to police and relevant authorities (see Part D).

C6. Personal care

Anthem minimises adult involvement in children's personal care and treats toileting, nappy changing and dressing as high-sensitivity activities. Our default is that parents are called to assist; worker assistance is the exception, by consent and under the rules below.

- Children who are not toilet trained are only signed in when their parent, guardian or another adult listed on the enrolment form is on-site and able to attend to their personal care. Parents are called to change nappies.
- Workers do not assist or observe children aged over four with personal care unless there is a documented reason approved by the Ministry Leader and recorded parental consent. Where supervision is needed, workers wait outside cubicles in a foyer area.
- Nappy changes occur only where all of these are met: the worker holds current child-care qualification to the required level, or an approved Nappy Change Procedure is followed by trained workers; nappy change is in the programme risk assessment; and written parental consent has been given.
- Where any personal-care assistance is required, two unrelated workers are always present, and the assistance is documented with the programme records.
- Toilet foyer doors are kept latched open during children's programmes; workers check public facilities before children enter and use separate amenities where possible.

C7. Child transportation

- Workers do not transport a child away from a programme without written parental permission (child's name, date, destination, time and purpose), and never alone with a child in a vehicle.
- Where a child is not collected within 20 minutes of a programme ending, workers attempt the parent/guardian, then the authorised and emergency contacts, documenting every call.
- If no contact is made, the Ministry Leader is informed and the child is either transported home (only in a church vehicle or public transport such as a taxi/Uber —

never a private vehicle) or, where that is not possible or the child is under 12 with no one home, handed to the local police.

- Transport home requires: a signed parental agreement to the procedure; at least two workers in the vehicle (one of the same gender as the child); at least two workers remaining at the programme; and a properly licensed driver. Children under 12 are never dropped off and left alone.
- For regular bus runs, a driver and a screened bus monitor (both Blue Card holders) travel with the children, who are checked on and off the bus.

C8. Online safety and digital communication

- Workers do not have private, one-to-one digital contact with a child (direct messages, texts, DMs, calls, gaming or social platforms). Communication with under-18s happens through approved channels, in group settings, or via the parent/guardian.
- Approved communication uses Anthem accounts and platforms (e.g. Church Center / Planning Center) — not workers' personal accounts — and parents are able to see and access it.
- Workers do not connect with, follow or befriend children on personal social-media accounts.
- No worker shares, requests or stores images of a child except through approved Anthem channels and within the image-consent rules (Part E).
- Online behaviour standards mirror in-person standards; concerns about online conduct are reported under Part D.

C9. Sun protection, infection control and medication

Sun protection

- For outdoor activity of more than 15 minutes in peak UV (roughly 7:30am–4:45pm): use shade where possible; children wear sun-smart clothing and hats; SPF 30+ broad-spectrum sunscreen is applied beforehand and re-applied every two hours; workers role-model sun safety; drinking water is available.

Infection control

- Regular cleaning of rooms, equipment and toilets; hand-washing facilities; common surfaces wiped down; gloves for first aid and cleaning.
- Exclusion periods follow NHMRC guidelines. As the Parent Handbook puts it: if you'd keep them home from school or daycare, keep them home from Anthem Kids.

Medication

- Responsibility for medication remains with parents; where medication is time-critical, parents attend to administer it.
- A Medication Authorisation Form is completed for any self-administered medication (e.g. asthma puffers) for children under 10, and for any agreed administration; medication is in its original packaging with the child's name; a second worker witnesses any administration, which is recorded.

Allergy and anaphylaxis: allergy information is collected at enrolment, kept current, and made visible to leaders (e.g. on name labels). Where there is a risk of anaphylaxis, an individual plan and any prescribed adrenaline auto-injector arrangements are agreed with the parent.

C10. Enrolment, check-in and records

- An Under-18 Enrolment Form is completed for every child in a supervised programme, reviewed annually, and stored securely.
- Children, workers and visitors are checked in and out of supervised programmes (electronically via Church Center / Planning Center, or on the paper sign-in sheet), recording time and identity.
- Sign-in opens 15 minutes before and closes 15 minutes after a service begins; after that, children remain with their parent in the service so rooms stay secure.
- A child is released only to a parent/guardian or a person listed on the enrolment form. A matching safety tag (and buzzer for the youngest rooms) is used to collect a child; in an emergency, the Ministry Leader documents verbal permission and the identity of the person collecting.
- Young people aged 12+ may check themselves in and out only where a parent has given permission on the enrolment form; the check-out location is recorded where it is away from the programme.
- First-time or one-off attendees are signed in by a parent completing a visitor form; the family receives a Parent Handbook and an enrolment form for next time.

C11. Incidents and injuries

- An Incident Report is completed for any incident on church premises, including whenever first aid is administered, in full, signed, and submitted within 24 hours — to the Ministry Leader for first-aid-only matters, or the Senior Pastor for major injuries (which are also reported verbally and immediately).
- Only trained first-aiders provide treatment, and complete the report and first aid register.
- If a child is seriously injured, the next of kin / emergency contact on the enrolment form is notified immediately.
- Where an incident needs further investigation or treatment, Anthem notifies its insurer; injuries to employees that may involve time off work require a WorkCover form.

C12. Work health and safety

- Workers comply with Anthem's WH&S policies and keep walkways and exits clear.
- A first-aid kit is available for every children's programme, including off-site.
- Evacuation and lock-down drills are conducted for each supervised programme at least annually.
- Damaged or unsafe equipment is removed immediately; toys and equipment are checked against the relevant Australian Standards for the age group.

C13. High-risk activities, special events and camps

- High-risk activities and special events (on or off premises) are risk-assessed in advance using the relevant forms and approved by the Ministry Leader (or Senior Pastor) before they proceed.
- A Special Event Plan Form is completed at least two weeks before any outing, off-site activity, camp, community event, unusually large gathering, or activity needing a formal qualification or parental permission.
- A Risk Assessment Form is completed for higher-risk elements (food preparation, safety/protective equipment, fire or heat, sharp objects, or whenever a leader, the Senior Pastor or the Board requests one).
- For overnight programmes: at least one worker of the same gender as the children attends; accommodation is in same-gender areas (married workers may be accommodated separately from children); workers are never alone with children in sleeping quarters, showers or toilets; children do not share beds; and all workers agree to the strategy in advance.
- Before any high-risk activity or special event, the Ministry Leader confirms it is covered by Anthem's insurance (ACS Insurance, 1800 646 777, if unsure).

Part D — Responding and reporting

D1. Every adult's legal duty to report (Queensland)

These obligations apply to every adult at Anthem, personally. They are not satisfied simply by telling a leader.

- **Failure to report (s 229BC, Criminal Code Qld).** Any adult who reasonably believes, or ought reasonably to believe, that a child sexual offence is being or has been committed against a child by another person must report it to the Queensland Police Service, unless they have a reasonable excuse. This applies however the information was received — including in a prayer, ministry or pastoral setting. There is no clergy exemption.
- **Failure to protect (s 229BB, Criminal Code Qld).** A person in a position of authority in an institution (including a church) commits an offence if they know there is a significant risk of a child sexual offence being committed and fail to take reasonable steps to reduce or remove that risk.
- **Mandatory reporting (Child Protection Act 1999 Qld).** Certain professionals must report a reasonable suspicion of significant harm from physical or sexual abuse. Beyond the law, Anthem adopts a position of reporting all disclosures and suspicions of harm.

Reporting to police or Child Safety does not remove your personal duty under s 229BC, and the SCO will support you to meet it.

D2. Handling disclosures and suspicions of harm

Anthem treats every disclosure or suspicion of harm as serious and responds promptly, professionally, and in a way that protects the child first.

If a child discloses to you

- Stay calm, listen, and believe the child. Do not interrogate or ask leading questions. Reassure them they did the right thing in telling you.
- Do not promise to keep it secret. Tell them, simply, that you need to tell someone whose job it is to help keep them safe.
- Record what was said as soon as possible, in the child's own words, with date and time, and keep it confidential.

Reporting and case management

1. Report immediately to the Safer Churches Officer (or, if unavailable, the Senior Pastor or another Pastoral Team member), who will ensure the matter is reported to the Queensland Police Service and/or the Department of Families, Seniors, Disability Services and Child Safety (Child Safety) as required, and will assign a case manager.
2. Meet your own s 229BC duty — the SCO will help you report to police where that duty applies.
3. Complete a Suspected Child Harm Report Form and Action Plan under the case manager's direction.

4. If a worker is involved, they are suspended from all involvement pending the outcome of the investigation.
5. Reinstatement of any person only occurs after all relevant authorities have approved it and the Senior Pastor agrees.
6. Anthem provides appropriate pastoral care to the child and family, and, where appropriate, to others affected — without compromising any investigation.

No one at Anthem investigates a child-safety matter independently of police or Child Safety.

D3. Reportable Conduct Scheme

New section. Under the Child Safe Organisations Act 2024 (Qld), the QFCC oversees a Reportable Conduct Scheme that requires in-scope organisations to notify and respond to allegations of certain conduct by their workers — even where the conduct is also being dealt with by police. Anthem is preparing to comply from commencement (1 July 2026; the date applying to religious bodies to be confirmed with Vocare Law).

- “Reportable conduct” broadly includes sexual offences, sexual misconduct, physical violence, significant neglect, and behaviour causing significant emotional or psychological harm to a child — whether or not it occurred in connection with the worker’s role.
- The “head of the entity” (for Anthem, the role nominated by the Board) is responsible for notifying the QFCC within the required timeframe, ensuring the matter is appropriately investigated, and reporting the outcome.
- The Safer Churches Officer is the operational lead for reportable-conduct matters and maintains the records the scheme requires.
- Reportable-conduct obligations sit alongside — and do not replace — the duty to report to police and Child Safety under D1.

Action: finalise Anthem’s reportable-conduct procedure (nominated head of entity, notification timeframes, investigation method, record-keeping) with Vocare Law ahead of commencement.

D4. Dealing with people known or suspected to be unsuitable to work with children

Anthem longs to see everyone find healing in Christ, including those with a past. At the same time, given the high rate of reoffending among people with child-related, sexual or violent histories, Anthem will do everything in its power to protect the children in its programmes.

Anthem maintains a confidential register of people who are unsuitable, which includes:

- anyone who admits relevant past offences; anyone issued a Negative Notice; anyone who repeatedly refuses to apply for a Blue Card; and anyone the Pastoral Team deems unsuitable based on a criminal history check, publicly available conviction information, or other factual information in the public interest.

A person assessed as unsuitable who wishes to attend Anthem enters a written safety agreement with the Church, drawn up by a suitably qualified person and approved by the Senior Pastor. The agreement typically requires the person to:

- allow their details to be shared with pastors, Board members and key children's, youth and related leaders;
- never be alone with a child on church property or at any church function, including home groups and private gatherings;
- not take part in any children's or youth activity, camp, trip or overnight event, and not be involved in counselling ministry;
- never initiate or continue contact with a child, babysit or care for a child, or visit — or be visited by — church families with children;
- meet regularly with a designated leader for accountability and pastoral care, and seek help immediately if they are struggling.

Anthem also maintains a register of people suspended from working with children (e.g. a suspended Blue Card, a relevant charge, or an investigation). Suspended persons who wish to keep attending during their suspension enter a written agreement on conditions set by the Senior Pastor.

D5. Breach of this policy or the Code of Conduct

- All breaches are reported immediately to the Ministry Leader.
- A worker who commits a major breach may be asked to leave the session immediately. Minor breaches are remedied by the Ministry Leader (e.g. additional training or a procedural fix) and a finalised report is filed.
- Major or repeated breaches are recorded on a Breach Report Form and submitted to the Safer Churches Officer within 24 hours, with a recommended action plan for the Senior Pastor's endorsement.
- Any breach that may involve a child-safety or legal matter is escalated under D1–D3.

Part E — Privacy, review and governance

E1. Privacy and information handling

Anthem values the privacy and dignity of every person and handles information ethically and securely, in line with the Privacy Act 1988 (Cth).

- Personal information is collected only for legitimate church and pastoral purposes; documents collecting personal details carry a privacy statement.
- Records are stored securely for the legally required period; access is restricted; confidentiality is maintained except where disclosure is authorised or required by law (for example, referral to police or Child Safety).

Images and media of children

- Images and video of a child are only captured and used where the parent/guardian has given permission, recorded at enrolment; that choice is respected and can be changed at any time.
- Images are stored and shared only through approved Anthem channels (see C8), never workers' personal accounts or devices for personal use.

Security cameras (CCTV)

- Program rooms are monitored by security cameras to help keep children safe. Cameras are never placed in toilets or change areas.
- Families are informed that rooms are monitored (via the Parent Handbook). Footage is stored securely for a limited period, access is restricted to authorised people, and footage is used only for safety, incident review or where required by law.

Privacy Officer

Anthem has a designated Privacy Officer responsible for the secure handling of, correction of, and access to personal information. Contact: info@anthemchurch.com.au.

E2. Continuous review and improvement

- Anthem completes the QFCC self-assessment against the 10 Child Safe Standards and the Universal Principle, and maintains an action log tracking gaps and progress.
- Incidents, complaints and near-misses are reviewed for root causes, and lessons are fed back into practice, training and these documents.
- The Safer Churches Officer reports to the Senior Pastor and Board on implementation and compliance at least annually.

E3. Review and version control

This policy is reviewed at least every 12 months, and after any significant incident or change in the law, to keep it current with legislation and best practice and to incorporate feedback from workers and families.

Version	Date	Summary
1.1	Mar 2025	Child Protection Risk Management Strategy (previous version).

Version	Date	Summary
2.0	4 Jun 2026	Reframed to the Child Safe Organisations Act 2024 and the 10 Child Safe Standards + Universal Principle; added Reportable Conduct Scheme, every-adult reporting duty (s 229BC/229BB), online safety, allergy/anaphylaxis, CCTV and image-consent provisions; updated to Church Center / Planning Center and to the Department of Families, Seniors, Disability Services and Child Safety; reconciled with the Anthem Kids Parent Handbook.

Appendix A — Mapping to the 10 Child Safe Standards

Child Safe Standard	Where addressed
1. Leadership, governance and culture	Part A (1–3); Part B Std 1; Part E (E2–E3)
2. Children participate and are taken seriously	Part B Std 2; Code of Conduct (C4); Disclosures (D2)
3. Families and communities informed and involved	Part B Std 3; Parent Handbook; Enrolment (C10); Complaints (B Std 6)
4. Equity upheld and diverse needs respected (Universal Principle)	Part B Std 4; Equity, cultural safety, allergy/medical/disability (C9)
5. Suitable and supported people	Part B Std 5; Recruitment & screening (C1–C2); Unsuitable persons (D4)
6. Child-focused complaints process	Part B Std 6; Disclosures (D2); Breach (D5)
7. Equipped through ongoing training	Part B Std 7; Induction & training (C1); Children’s Worker Manual
8. Safe physical and online environments	Part B Std 8; Supervision (C3); Personal care (C6); Transport (C7); Online safety (C8); WH&S (C12); High-risk & camps (C13); CCTV (E1)
9. Continuously reviewed and improved	Part B Std 9; Continuous improvement (E2); Review (E3)
10. Documented policies and procedures	This policy; Appendix B register; Part B Std 10
Universal Principle (cultural safety)	Part B Std 4, and woven through all standards

Appendix B — Supporting documents and forms register

This register lists the documents that support this policy. “Confirm” items are referenced in this policy and should be located or created and filed alongside it.

Document / form	Status
Child Safe Policy & Risk Management Strategy (this document)	Current — v2.0
Children’s Worker Manual	Present (v2.0, Sept 2024) — update to mirror v2.0 framing
Anthem Kids Parent Handbook	Present — minor reconciliation needed (see personal-care note, C6)
Paper Sign-In sheet	Present
Bus Run Permission Form & Letter	Present
Camp Permission Form & Letter	Present

Document / form	Status
Program Risk Assessment Form	Present (Google Doc) — convert to Word in the refresh
Outing Letter & Permission Form	Confirm — referenced by the bus/camp forms; not in folder
Under-18 Enrolment Form	Confirm — referenced; locate or create
Suspected Child Harm Report Form & Action Plan	Confirm — referenced; locate or create
Breach Report Form	Confirm — referenced; locate or create
Medication Authorisation Form	Confirm — referenced; locate or create
Special Event Plan Form	Confirm — referenced; locate or create
Reportable Conduct Scheme procedure	To create with Vocare Law before commencement
Online Safety & Digital Communication (standalone summary for leaders)	Optional — covered in C8; consider a one-page leader version
QFCC self-assessment & action log	To create (Standard 9 evidence)

End of policy.