



**Mildura**  
Church of Christ

# Volunteer Induction Policies & Procedures

# Mildura Church of Christ – Volunteer Induction

Thank you for choosing to be a Volunteer at the Mildura Church of Christ (MCofC).

We love when members decide to serve God by volunteering to help our Church with their time and energy. We do not take your role in our church for granted.

As a volunteer of this Church we require a few things so that we can ensure we fulfil our legal requirements that come with running a Safe Organization for all who attend and serve. This booklet contains a number of policies and procedures that we need to know you agree to adhere to in order to be a part in continuing to ensure the Mildura Church of Christ is a Safe Organization.

These policies and procedures are to keep us in line with all Victorian Legal requirements and we will ensure as the regulations update that we will keep you updated.

This induction pack contains –

- Churches of Christ Vic/Tas (CCVT) Safe Places Policy (*Included Separate to booklet*)
- MCofC Safe Church Policy
- MCofC Code of Conduct
- Electronic Communications Guidelines
- Photo & Video Policy
- Incident & Report Procedure
- Risk Assessment Form
- Child Safe Team Members Guide (*Included Separate to booklet*)
- Evacuation Procedure
- Recruitment and Screening Procedure

We ask that you have read these and that you sign off agreeing to uphold what is contained within this induction guide. If you have any questions, queries or concerns about what is contained in this booklet please speak to the Ministry Team Leader, Associate Minister(s) or a Church Elder. If you want more information about how this applies to your ministry please see your ministry leader.

Again, we Thank you for being willing to be a Volunteer of the Mildura Church of Christ and for the time you commit to our Church as we work together to Love God and Love People.

# Safe Church Policy

The Mildura Church of Christ is committed that all people (including children) have the right to be emotionally and physically safe, respected, and have their views and opinions valued at all times. We also live in a country that legislates for people's safety.

Our policy has been developed to help us fulfil our responsibilities under Australian legislation.

## OUR POLICY AIMS TO:

- Minimise the risk of abuse, misconduct and the misuse of positional power.
- Ensure that all cases of suspected abuse and misconduct are handled thoroughly.
- Ensure that leaders and programs are safe.
- Ensure that all people are respected and valued.

## WE COMMIT TO

a) Safe recruitment of leaders.

We will screen all prospective leaders in our ministries, before they are appointed. (ie. relevant working with children's check/vulnerable people/police check).

b) Adequate training of leaders.

We require that all leaders attend a workshop before commencing in their role and attend a refresher workshop every 3 years, which the Church will run or provide information on.

We require all leaders to attend additional specific training as required, such as a Child Safe SP3 or Safe Church Training Agreement (SCTA) workshop or a course equivalent to.

c) Have a clear Code of Conduct

We will adopt and implement a Code of Conduct for all leaders and volunteers, including boundaries of behaviour and expectations of interactions with children.

d) Continued supervision of leaders.

We commit to ongoing training, supervision and support for leaders.

All leaders will agree to follow our Code of Conduct.

e) Responding to allegations of risk of harm (abuse) and serious ministry misconduct.

All leaders will report disclosures or suspicions of child abuse, according to our procedure. We will listen to and believe children who raise concerns.

We will ensure that procedures are clear and appropriate in responding to allegations of abuse.

Where a leader has an allegation of misconduct made against them we will provide support to alleged victims and perpetrators and seek appropriate denominational help for a just and fair resolution.

f) Provide an open safe environment

We will afford participants a say in the programs and the activities in which they participate by fostering and valuing their ideas and encouraging participation. We will be accountable and transparent. We will create a child-friendly environment, allowing people to raise their concerns in an appropriate manner. We will obtain appropriate information relating to the program participants, including children's health and family situation, to ensure that we are able to care for their physical and emotional needs.

**DEFINITIONS**

Abuse: Abuse and neglect includes but is not limited to:

- Physical Abuse
- Emotional Abuse
- Family Violence
- Sexual Abuse
- Grooming
- Neglect

Child: a person who is under the age of 18 years. (eg: Children, Young Persons and their Families Act 1997, Tasmania; The Commission for Children and Young People Act 2012, Victoria)

Safe Environment: discharges duty of care by taking steps to keep all those in our care safe, including e.g. spiritual, physical, sexual, emotional abuse (including bullying) or neglect.

Safe Leader: has been through a recruitment process, understands responsibilities, is supervised and is an accountable team player.

Safe Program: all risks have been assessed and events thought through and planned.

SCTA: Safe Church Training Agreement under the National Council of Churches in Australia.

The Safe Church Policy applies to all staff members and volunteer workers associated with the work of the Mildura Church of Christ



# Code of Conduct

Staff and volunteers are responsible for maintaining a professional role with children, which means establishing and maintaining clear boundaries that serve to protect everyone from misunderstandings or a violation of the relationship.

This Code of Conduct sets out the behaviour which the Mildura Church of Christ expects from all people associated with or representing it.

## **Purpose**

Primarily, this code will help to protect children, young people and vulnerable adults from abuse and inappropriate behaviour from adults / people in leadership. It will also help staff and volunteers understand and maintain the standard of behaviour expected of them.

Secondly, this will also work to reduce the possibility of allegations of abuse being made against leaders and people in authority and provide possible victims a pathway for voicing their concerns.

And thirdly, this will also work to reduce the possibility of allegations of abuse being made against our organization.

## **Upholding this code of conduct**

All members of staff and volunteers are expected to report any breaches of this code to The Ministry Team Leader, Associate Pastor(s), or a Church Elder under the child protection policies and safeguarding procedures put in place by Mildura Church of Christ.

Staff and volunteers who breach this code of conduct will be subject to the Mildura Church of Christ's disciplinary procedures, which may result in no longer being a part of serving in a ministry or in extreme cases being asked to leave the Church.

Any breach of the code involving external workers/volunteers may result in them being asked to leave Mildura Church of Christ and any associated programs/events/ministries.

Serious breaches may also result in a report being made to authorities as the police, the local statutory child protection authorities and/or the Churches of Christ Vic/Tas Conference.

The Mildura Church of Christ condemns all forms of child abuse, discrimination and sexual exploitation, and is committed to creating and maintaining an environment which promotes safety and inclusiveness for children. Child abuse occurs when adults or other children hurt children or young people under the age of 18, either physically, emotionally, sexually, through neglect, or in some other way.

The Mildura Church of Christ is committed to and will provide a safe environment for people living with a disability, people with a cultural and/or linguistic diverse background and will consult with Aboriginal and Torres Strait Islander people about supporting their specific needs.

In acknowledging that I have read and understand the Mildura Church of Christ Safe Church Policy, and agree that in the course of my association with the Mildura Church of Christ,

**I WILL:**

- Conduct myself in a manner that is consistent with the values of the Mildura Church of Christ
- Treat all children and young people with respect, regardless of race, ethnicity gender, language, religion, political/other opinion, national/ethnic/social origin, property, disability, birth/other status
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers
- Follow and report any concerns of child abuse in accordance with the Mildura Church of Christ's child protection policy and procedures
- Keep confidential all information that I am party to regarding child protection cases, disclosing and discussion information only with the Safe Church Concerns Person or other parties as designated by them and according to reporting procedures.
- Respect cultural differences.
- Encourage open communication between all children, young people, parents, staff and volunteers, and allow children and young people to participate in the decisions that affect them.
- Be transparent in my actions and whereabouts.
- Take responsibility for ensuring I am accountable and do not place myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working in the proximity of children. I will discuss other measures as necessary with the Mildura Church of Christ's Safe Church Concerns Person
- Be mindful of my behaviour, actions, language and relationships with children.
- Report any concerns or suspicions regarding abuse by a fellow worker, volunteer, contractor or visitor, via the Mildura Church of Christ's child protection reporting mechanisms unless they are thought to be the perpetrator to Church Ministers or Elders.
- Comply with all relevant Australian and Victorian legislation
- Immediately disclose all charges, convictions and other exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- Avoid favouritism to particular children
- Ensure any contact with children, young people and vulnerable adults is appropriate and in the parameters of the program/event/ministry as stated
- Always ensure language is appropriate and not offensive or discriminatory
- Ensure programs are made accessible for people with a disability, and to make changes where needed to assist any specific needs that may arise
- Provide examples of good conduct in daily activities
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse
  - Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
  - Recognise that special caution is required when you are discussing sensitive issues with children or young people

## ***I WILL NOT:***

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children, young people or vulnerable adults
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child or young person
- Allow allegations/suspected abuse/risk of harm or disclosures go unreported
- Do things of a personal nature that a child can do for him/herself, e.g. assistance with toileting or changing clothes. If necessary, for example for a child with a disability, I will inform my supervisor and be as open as possible in my behaviour
- Hit or physically assault children. This includes refraining from physical punishment or discipline of children.
- Develop inappropriate relationships with children, young people or vulnerable adults.
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person.
- Seek to make contact and or spend time with any child that I come into contact with in my role as a representative of the Mildura Church of Christ outside of the designated times and activities set for performing my role as a representative of the Mildura Church of Christ, unless I make the parents and a staff member at the Mildura Church of Christ aware. If I need to meet the child it will be in a public place or somewhere with multiple people.
- Condone or participate in behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of children, young people and vulnerable adults.
- Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the Safe Church Concerns Person and other parties as designated by them and according to reporting procedures.
- Use any computer, mobile phone, or video and digital camera to exploit or harass children.
- Let children and young people have your personal contact details (mobile number or address) without the parents being aware and give permission for this. (Preferable contact is to be done through the Mildura Church of Christ Office.)
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Act in a way that can be perceived as threatening or intrusive. (Intrusive Behaviour includes taking possession of a child's phone/iPad etc.) If this needs to be done it should be stored in an area accessible to all leaders.
- Make inappropriate promises to children and young people, particularly in relation to confidentiality
- Jump to conclusions about others
  - Exaggerate or trivialise child abuse issues
  - Rely on your reputation or that of the Mildura Church of Christ to protect you

I am responsible for my own actions and utilise safe church standards and best practices to avoid actions and behaviours that could be in breach of this code of conduct and the safe church/child protection policies of the Mildura Church of Christ.

I have read the Mildura Church of Christ's Safe Church Policy and Code of Conduct and discussed its contents with my team leader/pastor. I am aware that the Mildura Church of Christ expects me to uphold at all times the standards of behaviour described in the Code of Conduct above. I also understand that disciplinary measures and legal steps will be taken if I am found to be in breach of the Code of Conduct. I understand that in making this report, Mildura Church of Christ may have to inform other authorities, in a confidential manner and only if necessary for the safety of the child, the staff member, or the agency, or to meet obligations under Australian law.

*In addition to this Code of Conduct we also follow the ChildSafe SP3 guidelines and their Code of Practice. You should receive a copy of this with this and complete the training in order to serve in any ministries that involve children.*

# Electronic Communications Guidelines

## Rationale

The use of the telephone, email, social networking sites (e.g Facebook) and SMS are a part of everyday life for many young people and children. The rate of technological advancement increases each year and in twelve months' time there will no doubt be new ways of connecting with others. With this comes challenges in the way we communicate and it is important to be aware of appropriate and positive ways of using these means to ensure we communicate in a safe manner.

In some ministry situations electronic communication is a useful tool, such as general communication and general pastoral care and support.

However, electronic communication may be used by those seeking to harm children, young people and vulnerable people. Electronic communication may be used to test or step over relational boundaries. We need to be mindful of the positional power dynamic that exists between those in leadership and the children, young people and vulnerable people under their care. The following guidelines for the safe use of electronic communication may be used as part of existing Safe Church practices.

## 1. GENERAL ELECTRONIC COMMUNICATION GUIDELINES

1. Interaction with children/young people in these forms should be kept to a minimum
2. Safe ministry is about ministering in teams, therefore interaction with children/young people in electronic forms should be carried out in a team context. The use of group emails, SMS from the team is good practice, indeed for all forms of electronic communication. (Any personal emails sent from a church worker/volunteer to a child/young person should also be sent to a supervisor (cc'd)(to [office@milduracofc.org.au](mailto:office@milduracofc.org.au))
3. Where possible and practical, parental permission should be given before communicating with children/young people with an electronic communication tool. (This could be through Permission Forms, Registration Form etc)
4. Church workers/volunteers must not knowingly transmit, retrieve or store any communication that is:
  - a. Discriminatory or harassing
  - b. Derogatory to any individual or group
  - c. Obscene, sexually explicit or pornographic
  - d. Defamatory or threatening
  - e. In violation of any licence governing use of software
  - f. For any purpose that is illegal or in contradiction to the conduct code
5. Church workers/volunteers must not send any electronic communication that attempts to hide the identity of the sender or represent the sender as someone else
6. Pastoral Care or deeper conversations with children/young person should be face to face

## 2. TELEPHONE COMMUNICATION

1. When telephoning a child/young person, call on the home phone if possible.
2. Whenever possible ensure that the parents/guardians are aware of the phone call, e.g. phone the parents and ask if it is okay to speak with their child.
3. Mobile phone use should be kept to a minimum and never be used for long calls, especially for pastoral care:
4. If a child/young person initiates a mobile phone call requiring a long conversation, at an appropriate time transfer the call to the home phone line, ensure parents are aware and encourage the conversation take place in person.

## 3. EMAIL COMMUNICATION

1. All emails to children/young people should have a church email address carbon copied into them.
2. Emails should generally be restricted to purpose only emails e.g. “meet at this place” or general conversations e.g. “how was the excursion today?” Pastoral care/ deeper conversations regarding more personal issues should be face to face.
3. As far as possible save all emails to and from children/young people in a separate folder.
4. It is not preferable for pictures and other “junk mail” be sent or forwarded.

## 4. SMS COMMUNICATION

1. SMS communication should generally be restricted to purpose only communication e.g. “meet at this place, at this time”.
2. If a longer SMS conversation begins, phone the child/young person, preferably on the home phone and seek parental permission.

Record or save text messages that you send or receive from a young person. This would include the content, time, date and the recipient/sender

## 5. SOCIAL MEDIA COMMUNICATION

Facebook, Twitter, Snapchat, Instagram etc.

There are numerous social media tools that are now used. No doubt this will grow in years to come.

Below are numerous social media tools that young people use. The recommendations given in the “Facebook” section would also cover the majority of the other social media sites particularly if new ones emerge.

### Facebook

- a. All church workers/volunteers should be very careful as to whom they interact with and what is on their profile.
- b. It is advised that church workers/volunteers do not actively seek out young people to be “friends”. Do not “friend” members of the opposite sex who are under 18. “Friending” members of your own sex under 18 is to be done at own risk if the parents are aware.

- c. Current Facebook policy is for those aged 13+, we would recommend not accepting ‘friend requests’ from those aged under 13 or if a child is lying about their age as per Facebook policy.
- d. All communication to young people should be done via the ministry’s Facebook page (e.g. Fuel Youth, Mildura Church of Christ).
- e. Tagging or Posting written comments, photos, or videos of a personal nature should be done with the utmost care. Thinking through how comments, photos, or videos may be seen by other people is important to understand.
- f. Posting on other people’s profiles should be general and kept to a minimum, particularly with young people and only of a broad nature e.g. “hey, hope you’re having a good week, see you Sunday” or other light conversations. It is best to keep conversations public so other people can see what’s going on.
- g. When using Facebook Messenger, it is recommended that no private messages be sent and if messages are to be sent, they be purpose only and have at least one other church worker/volunteer in the conversation if talking to a member of opposite sex, include a church worker/volunteer of that sex. If you receive a Facebook message, a quick reply message to move the conversation to either face to face or via telephone is recommended.
- h. Comments to young people, whether on their profile or in comments, are to be kept to a minimum. They are not to be crude or rude and are to be done in a way that will not be misconstrued by a third-party viewing them.
- i. Do not post any private details of a young person on any other “wall”, “profile” or “event”. Please check with other church workers/volunteers if they are happy for their details to be published in an open forum also. e.g. name of school, email address, home address, phone numbers, etc.
- j. It is recommended that “offline” be the default position of youth influencers regarding FB chat.
- k. Regarding “Photos” please see the “Photo” section.
- l. Be conscious of what you write and how others may interpret it. Sarcasm, irony, and jokes can seem funny in your head but can be misinterpreted by others.
- m. Do not write negatively about other people or organisations.
- n. Set an example of good behaviour, in verbal and visual form.
- o. Do not publicly express anger, disappointment and other such emotions when posting. As gratifying as it may be FB is not the place to do this.
- p. Keep a close eye on the ever-changing privacy settings.

## Twitter

On one hand Twitter is more private than FB. It does not enable an overabundance of photos. It requires short posts, and the content is mainly driven by the user rather than others. In this case the following advice is recommended.

- a. Be careful what one posts and the way in which it can be interpreted.
- b. Ensure that care is taken with who you ‘follow’ due to people being able to see who it is and their posts on your profile.
- c. Be an example of good Twitter use in all your tweets.

- d. Do not post negative comments about people or organisations.

### **Instagram**

Instagram is a photo sharing tool that uploads photos to the internet and can instantly connect with other users via the use of a HASHTAG (#). Hashtags are used to collate photos from events or experiences in common.

- a. Photos from your ministry should be uploaded on the ministry's Instagram account.
- b. Privacy settings are in place to screen comments and who is added as a follower.
- c. Be mindful that when creating a hashtag, it cannot be connected to something else that is not aligned with Christian values.
- d. Written consent must be given by parents if any photos of children will be used on your ministry's Instagram account to promote your ministry events or programs.
- e. In the instance of a personal Instagram account being used, it is vital that you adhere to the guidelines around Photography.

### **Snapchat**

It is recommended that no church workers/volunteers within your church use Snapchat with any members from the ministry you are involved with. Snapchat is a photo- and video-sharing app with a twist. The media you send disappear seconds after they're viewed—you get to decide how long a photo will "live," from 1 to 10 seconds, after it's viewed. As the messages and photos aren't available after the set time, it is prone to bullying and the sending of inappropriate images.

### **Instant Messaging (Facebook Messenger, iMessage, Google Chat etc)**

- a. All church workers/volunteers are to avoid personal chat with a young person where possible. It is preferable to move the conversation to another form.
- b. If a church worker/volunteer and a young person use instant messaging make sure that it is possible to record or save the conversation somewhere.
- c. If a conversation is occurring in an instant messaging application then inviting a third person into it is highly advisable.

### **6. VIDEO PHONING (mobile phone/internet, FaceTime, Skype etc.)**

Church workers should not enter into conversations of this nature with children/young people.

### **7. BLOGS (Tumblr, Wordpress, Blogger etc)**

Blogs are now a common form of expressing personal ideas and thoughts to the world. All church workers/volunteers are to be aware of what they express on their blog, whether it is personal or not. Like much of the previous advice continue to be diligent and conscious of the impression that your blog will give to those who read it.

## 8. PHOTOGRAPHY

- a. Any photos of youth/children's ministry activities should be taken by someone appointed by the Minister or Ministry Leader and with parental consent:
- b. Do not photograph any child/young person who has asked not to be photographed:
- c. Photography should focus on the activity and not on a particular child/young person:
- d. Photos should focus on small groups rather than individuals:
- e. Do not identify in writing the person/s in the photograph:
- f. All children/young people must be appropriately dressed when photographed:
- g. If you do find a photo of a youth/children's activity posted on the internet by a young person, gently ask them if they have permission from everyone in the photo to post it. If they don't then advise them to either seek permission or remove it from the internet.
- h. Do not allow children/young people to take a photo of church workers/volunteers with their mobile phones.
- i. Do not take photos of children/young people with your mobile phone.

# Photo/Video Policy

The Mildura Church of Christ will follow the following guidelines

- a. Obtain permission from the parent or guardian and clearly outline the purpose of using the image. Children's photographs can only be taken if they "opted in" on their registration form.
- b. Volunteers must not store photos of under 18's from Mildura Church of Christ programs on their personal devices (phone, laptop, etc.) If photos have been taken for events they need to be sent to the Church, or to the Ministry Team Leader or Associate Minister(s) to be stored on Church storage devices.
- c. Do not allow photographers to be unsupervised or with individual access to children.
- d. If uploading photos to Social Media, it must be done through the Church, or Church ministries (e.g. Fuel Youth) accounts.
- e. Be mindful of identifying personal information accompanying photographs, such as the child's name, address or telephone number. Group photographs reduce the risk of identifying individual children.
- f. Only use images of children that are relevant to Mildura Church of Christ activities and particular care needs to be taken when using images of children for Mildura Church of Christ activities that involve minimal clothing (e.g. swimming and camp activities).
- g. Be mindful of listing children's hobbies, likes or dislikes, school, etc. when using the images because these can be used as grooming tools.
- h. Be mindful of privacy settings on websites when producing images online. Most websites are public places that any person can access; however, some websites can be made accessible only to registered personnel.
- i. Provide details for parents or other persons on who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images.

# Incident Reporting

Below is a sample of an incident report form. If you witness an incident that you believe needs to be written down you need to fill out this report. If you are unsure whether it should be reported or not you can ask your ministry co-ordinator. You are always better if unsure to fill out a form and the Church Staff can deem whether to take further action or not.

## Incident/Accident Report

Mildura Church of Christ

### SECTION A – The Details



DATE (of report)	WRITTEN BY
<b>Date of incident:</b>	
PERSON(S) INVOLVED	
<b>Personnel informed:</b> <input type="checkbox"/> Senior Ministry Leader <input type="checkbox"/> Ministry Coordinator <input type="checkbox"/> Pastoral Care Leader <input type="checkbox"/> Safe Church Concerns Person / Safeguarding Officer <input type="checkbox"/> Other	

<b>Type of Incident</b>	
<input type="checkbox"/> injury	<input type="checkbox"/> behaviour
<input type="checkbox"/> disclosure	<input type="checkbox"/> property damage
<input type="checkbox"/> environment/safety	<input type="checkbox"/> other (Specify)

### SECTION B – The Incident

<b>DETAILS OF INCIDENT</b>
Date of incident:

ACTION TAKEN
OUTCOMES (if known)

**SECTION C – Follow up / Analysis**

Follow up comments:	The type of incident is:
	<input type="checkbox"/> on-going <input type="checkbox"/> one-off
	Have appropriate steps been taken?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No (to either of the above), what needs to be done?	

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

**Reported to (Personnel informed)**

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

# Risk Assessment Form

The form below is another form that is separate to this booklet. Generally the Risk Assessment it to be completed by the Ministry Co-Ordinator. Weekly programs will run under the one Risk Assessment forms, however when Off-site, or running a program at Church that is out of the usual and contains a risk of some sort.

	<b>SAFETY INFORMATION</b> Resource Code CSE3-SS
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**Name of Program:** \_\_\_\_\_ **Dates:** From \_\_\_\_\_ To \_\_\_\_\_

**Team Leader/s:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**1. Group size** (dependent on context, this may be an estimate)

<i>Team Members:</i>	Male: _____	Female: _____	<b>All programs:</b> Ensure that the list of Team Members is submitted. <b>Residential programs:</b> Attach the list of participants.
<i>Participants:</i>	Male: _____	Female: _____	

**2. Contacts for you during your program**

Main Contact Person	Alternative Contact Person
<i>Contact person:</i> _____	<i>Contact person:</i> _____
<i>Phone number:</i> _____	<i>Phone number:</i> _____
<i>Times available:</i> _____	<i>Times available:</i> _____

**3. Your first aid arrangements**

*First Aid Coordinator:* \_\_\_\_\_ *Level of Training* \_\_\_\_\_

Additional Team Members with First Aid training (state what level): \_\_\_\_\_

**4. Base Location (Site)** Note that separate activity plans are to be added if multiple locations are used

*Location Name & Address:* \_\_\_\_\_  
*Location Contact Numbers (if applicable):* \_\_\_\_\_

**For additional activities:**  
*List venues/locations and for what purpose they will be used:* \_\_\_\_\_

*Description of locations in relation to known roads (or enclose site map):* \_\_\_\_\_

**5. Local Emergency Services Location and Contacts**

<i>Police Station location:</i> _____	<i>Contact numbers:</i> _____
<i>Doctor's location:</i> _____	<i>Contact numbers:</i> _____
<i>Hospital location:</i> _____	<i>Contact numbers:</i> _____
<i>Other useful location(s):</i> _____	<i>Contact numbers:</i> _____

**SIGN OFF**  
 Having considered the risks within this activity, and determined an action plan to minimise those risks, I consider this to be an appropriately safe program to conduct.

\_\_\_\_\_  
 Team Leader Name Signature



**RISK ASSESSMENT AND ACTION PLAN – PROGRAM OVERALL**

Based on the methodology explained in the SP3 Team Leaders Guide (Team Leader Training Module).  
If additional Activity Information is submitted, list safety risks for each activity on its own plan.

Organisation: \_\_\_\_\_ Program: \_\_\_\_\_ Date: \_\_\_\_\_

Identified safety risk	Likelihood descriptor	Consequence descriptor	Risk Level from matrix / Priority	Action plan (What we will do to reduce this risk to an acceptable level)	Emergency Strategy (What we'll do if this risk becomes reality)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

**Likelihood:** Common, Possible, Unlikely, Rare, Very Rare      **Consequence:** Severe, Major, Moderate, Minor, Negligible      **Risk Level:** Low, Medium, High, Extreme

Resource: Safety Information Resource Code CSE3-SS      Level: Team Leader      ChildSafe SP3 Safety Management System – CHILDSAFE LTD  
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# Evacuation Procedure

In the event of an emergency follow these procedures:

- Don't Panic - Remain Calm
- Leave the room immediately; do not take personal items with you.
- The person in charge or leading any group is to act as Warden for that group; alternatively if available a Church Leader will undertake this position.
- Follow the Warden/Leader instructions, leaving the building immediately and move to the Evacuation Assembly Point in an orderly and calm manner.
- The Warden/Leader will check all rooms including toilets (male, female, disabled) for immediate hazards and alert people to evacuate to the emergency assembly point. Do not open doors with hot handles or smoke emitting
- Once the building is clear, leave immediately and call 000 giving clear location details and type of emergency.
- The Warden/Leader is to request the assistance of others to prevent people entering or re-entering the building through main entrances apart from emergency services.
- At the Emergency Assembly point, the Warden/Leader needs to undertake a Roll Call/make a check that all people in their group are accounted for and if anyone has injuries.
- Liaise with emergency services and notify them of any person not accounted for &/or has injuries
- Save lives not property
- Do not attempt to fight a fire unless trained to do so.

ALL Wardens/Leaders : Problems you may face:

- Locked Doors - Knock loudly, announce who you are. If no response, consider the room empty and proceed to the next room.
- Difficult People - If people refuse to evacuate this is not your problem. Warn of the danger and consequences. Report those who have not evacuated to Emergency Services when you are outside. Move on and continue checking rooms.
- Injured People - Assist any injured person and seek First Aid assistance &/or Ambulance

EMERGENCY EVACUATION POINT = Nature Strip in Front of Senior Citizens Building Entrance, Tenth Street

### IN CASE OF FIRE

- R** REMOVE PEOPLE FROM IMMEDIATE DANGER  
(Do not obstruct Exits or Exit Routes)
- A** ALERT PEOPLE NEARBY AND RAISE AN ALARM  
(Dial 000 and ask for the Fire Brigade)
- C** CONFINE FIRE & SMOKE  
Close doors behind you and where possible windows (if safe to do so)
- E** EVACUATE  
To the ASSEMBLY AREAS

**NO SMOKING ON CHURCH PROPERTY INCLUDING OUTSIDE**



In any emergency  
**DIAL 000**  
And ask for Fire Brigade, Police OR Ambulance

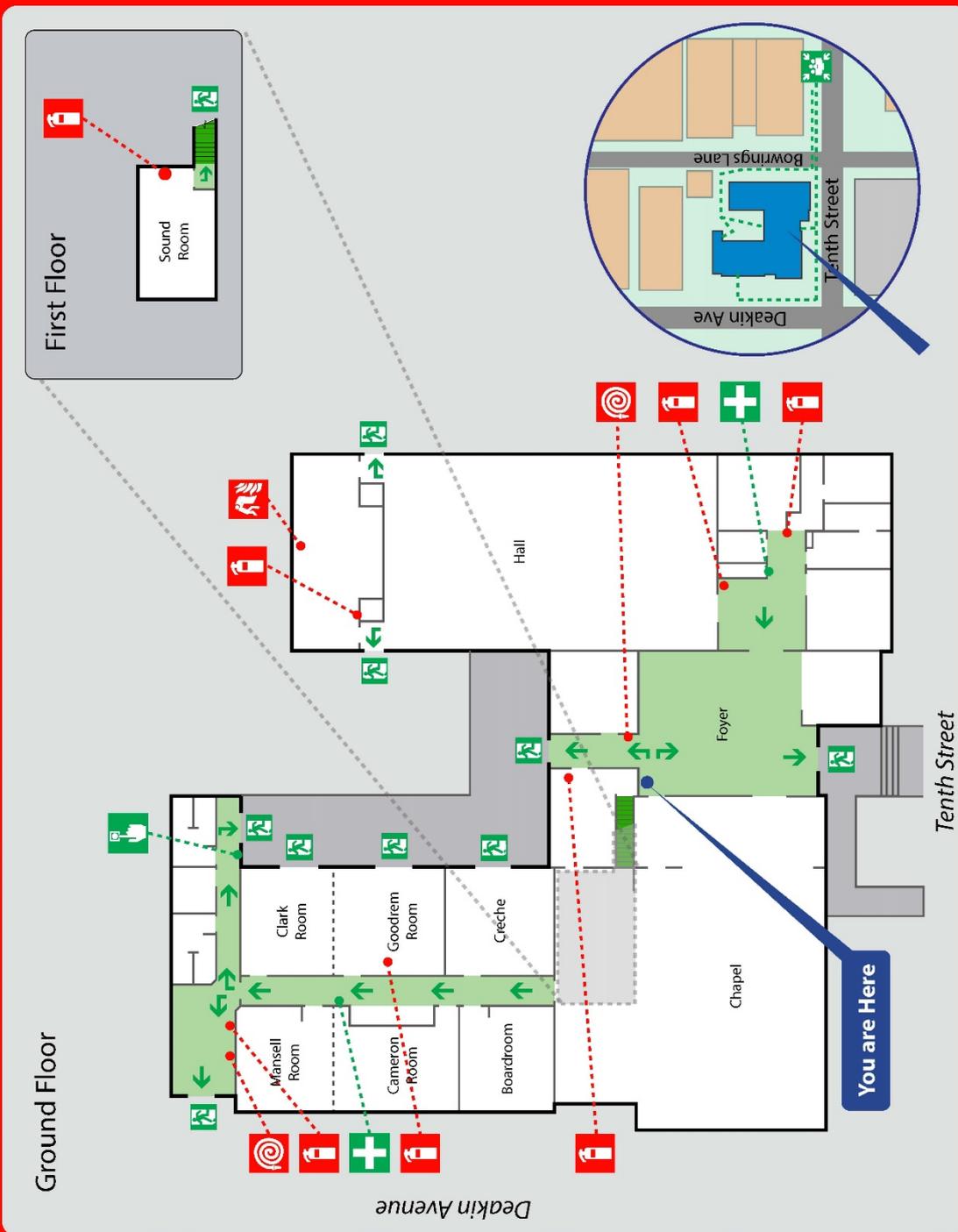
### LEGEND

-  Fire Hose Reel
-  Fire Extinguisher
-  Fire Blanket
-  Push to Exit Button
-  Emergency Exit
-  First Aid Kit
-  Assembly Area

Revision 1.2.1

# EVACUATION DIAGRAM

Updated 09/11/2017



## Recruitment & Screening

All Volunteers of the Mildura Church of Christ need to be Screened to ensure they are Safe to work in our Environments. New leaders as of November 2017 will have to fill out an application (*Form is Separate to this booklet*) depending on which ministry they wish to join. All volunteers that require contact with children or vulnerable people will need to do this as well as having appropriate checks and training. This means if you know of people you would love to join in a particular ministry please ensure that you contact your Ministry Co-Ordinator so that proper procedures can be followed so we can continue to make the Mildura Church of Christ a Safe Place.

## Final Comments

Please ensure that you uphold the Policies, Procedures and Guidelines that are contained in this booklet. Separate to this booklet is a page you must sign to agree to work under everything that has been outlined in this booklet.

We understand that after reading these policies and procedures that it may seem discouraging as to how you are meant to be an effective discipler and pastoral carer. We implement these strategies to ensure that the Mildura Church of Christ is a Safe Place, filled with Volunteers who are Safe People, that runs Safe Programs. We still strive to Love God, and Love People. We have to ensure however, that we do it under the requirements of the Law. As the laws are ever being updated we will try to keep you up to date with any updates that change.

There may be different and more specific things you need to know within your specific ministry context. Your Ministry Co-Ordinator will make you aware of these.

We thank you for your time reading this booklet and your time serving in our Church.