

# Gungahlin Bible Church

## Child Safety and Wellbeing Policy

### A child-safe and child-friendly environment

Gungahlin Bible Church (GBC) is committed to providing a child-safe and child-friendly environment. We have adopted the ChildSafe Safety Management System, developed by ChildSafe Australia to enable us to maintain this environment.

We are committed to implementing the Safety Management System, which is an ongoing process. GBC's Child Safety and Wellbeing Policy and other associated policies spelled out below, have been prepared on behalf of GBC's leadership team to maintain the safety and wellbeing of children who are involved in GBC programs such as attending or participating in weekly services and child and youth programs.

This policy is to be followed by every person involved in GBC's activities, that is any activities authorised by GBC. The policy is to read in conjunction with: GBC Statement of Commitment, GBC Safe Ministry Policy, GBC Code of Conduct and GBC Incident Response Process.

For the purposes of this policy a **child** is a person under the age of 18 years.

### Our commitment

GBC has zero tolerance for child abuse. We actively listen to and empower children, and we have systems to protect children from abuse. We will take all allegations and concerns very seriously and respond to them consistently in line with the Church's policies and procedures.

GBC is committed to implementing the national Child Safe Standards for organisations working with children including, promoting cultural safety for Aboriginal and Torres St Islander children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

### People responsible

GBC accepts ultimate responsibility for ensuring that our church is child safe.

The **GBC Leadership Team** has appointed **Milton Saenz and Jeff Lie** as **Risk Management Officers (RMOs)**. The RMOs are responsible for overseeing the implementation of this policy at GBC, and reporting twice yearly to the Leadership Team on this.

**Team Leaders** are the people who are responsible for Ministry Leaders, Ministry Assistants and participants in Church ministries. They are responsible for ensuring that this policy is followed in their area, and reporting quarterly to the RMO on this.

**Ministry Leaders and Ministry Assistants** assist in programs involving children. They are screened and appointed by Team Leaders or the Pastors to assist them in their operations and programs.

### Accountability

At GBC, all people involved in children's ministry are accountable to others. Members of the Leadership Team work together to review and oversee this policy; the RMO is responsible to the Leadership Team; Team Leaders regularly report to the RMO, who oversees their work in the light of this policy; and Team Leaders also ensure that Ministry Leaders and Ministry Assistants understand and are following this policy.

A Team Leader cannot go ahead with an activity, i.e. a significant element of their ministry, unless *Permission-to-Proceed* has been granted by the Coordinator using the *Permission to Proceed* and risk assessment procedure – see below.

## Child empowerment and family engagement

GBC has processes in place to enable children to participate, keep safe, and be aware of their right to safety and wellbeing to a level appropriate to their stage of development. We have processes for children to complain, alert an incident, or disclose harm or abuse, that are clear to children. We have processes for communicating with parents and carers of participating children in an open and respectful manner.

We are responsive to the diversity of our children and we seek to be mindful of their various vulnerabilities. We are committed to promoting cultural safety for Aboriginal and Torres Strait Islander children, cultural safety for children from culturally and/or linguistically diverse backgrounds and providing a safe and supportive environment for children with a disability.

## Screening and recruitment

Any person to be working with children in any GBC programs must have a valid Working with Children Check and be screened (including reference-checked) in accordance with the Safe Ministry Policy before serving in any operations position listed in Item 2, Schedule 1.

A person who has been charged with a violent or sexually related offence (whether convicted or not) cannot be involved in any child-related GBC programs or serve in immediate proximity to child-related programs.

All Team Leaders, Ministry Leaders and Ministry Assistants must be current, approved partners of GBC.

## Incident reporting procedure

Allegations of abuse are taken very seriously by the GBC leadership team and require a high degree of care when handling. Children should be believed. Allegations will be considered using the practical threshold of a belief, on reasonable grounds, that a child or young person has experienced or is experiencing sexual abuse or non-accidental physical injury.

Incidents must be reported in accordance with GBC's Incident Response Process and Reporting Procedure, recorded on an Incident Report. The focus of any intervention will be on the safety of the child and pastoral support to all persons involved.

## Training

The RMOs, Ministry Leaders, Team Members and Ministry Assistants must be trained (face-to-face and/or online) in accordance with the Safe Ministry Policy.

The RMOs must maintain a training register of those trained. Refresher training will be held according to the frequency stated in the Safe Ministry Policy.

## Our child safety and wellbeing code of practice

Every person involved in ministry at GBC must treat the safety and care of children and vulnerable people as paramount.

GBC requires that all persons engaged in a ministry with children, young people or vulnerable people agree to and sign the Code of Conduct. Any breaches of the Code will result in disciplinary action as set out in the Code.

The only person authorised to speak to the media in relation to any GBC operations is Pastor Dom Fiocco. No other person should speak to the media.

It is noted that in the ACT all Ministers of Religion are mandated to report allegations of sexual abuse and non-accidental physical injury.

## Risk management

GBC uses a risk assessment process to identify and address child safety risks within the Church, including strategies to mitigate these, reflective of a duty of care.

## Review of this policy

This policy must be reviewed and periodically updated by GBC Leadership Team every 3 years in conjunction with the RMO. The person responsible for this is named in Schedule 1.

This policy was adopted by resolution of the GBC Leadership Team on [04/04/2026](#)

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Signed on behalf of GBC Leadership Team

## Schedule 1: Roles and prime policies

Item #	Description	Positions
1	Overall responsibility for providing a safe environment for families, children, youth and vulnerable people	<ul style="list-style-type: none"> <li>GBC Leadership Team</li> </ul>
2	The people who must have valid Working with Vulnerable People registration	<ul style="list-style-type: none"> <li>RMO</li> <li>Safe Ministry Supervisor</li> <li>Ministry Leaders, Ministry Assistants and Team Members</li> </ul>
3	Primary policies and procedures	<u>Child Safety and Wellbeing Policy</u> <u>Statement of Commitment</u> <u>Safe Ministry Policy</u> <u>Incident Response process and Reporting Procedure</u> <u>Code of Conduct</u> <u>Child Safe Standards Implementation Policy</u> Permission to Proceed
4.	Other relevant documents	<ul style="list-style-type: none"> <li>Child Safe Team Member Guide</li> <li>Incident Report Form</li> <li>Risk Assessment Procedure</li> <li>eResources Summary Index (to check)</li> <li>Driver and Vehicle Registration Summary</li> <li>Driver's Declaration</li> </ul>
5	Person responsible for ensuring policy is reviewed and updated:	RMOs

State	State 'Working with Children' information web page
ACT	<a href="https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-how-to-apply">https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-how-to-apply</a>
NSW	<a href="https://ocg.nsw.gov.au/working-children-check">https://ocg.nsw.gov.au/working-children-check</a>
NT	<a href="https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance">https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance</a>
QLD	<a href="http://www.bluecard.qld.gov.au/">http://www.bluecard.qld.gov.au/</a>
SA	<a href="https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc">https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc</a>
TAS	<a href="https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people">https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people</a>
VIC	<a href="http://www.workingwithchildren.vic.gov.au/">http://www.workingwithchildren.vic.gov.au/</a>
WA	<a href="https://www.wa.gov.au/organisation/department-of-communities/working-children-check">https://www.wa.gov.au/organisation/department-of-communities/working-children-check</a>

Check your insurance coverage for all of your activities. **Tip:** see 'F3 Insurance Issues' on page 73 in the ChildSafe 'A Childsafe Organisation' Guide.

Consider how the Church's policy fits with programs run by external bodies in conjunction with the Church.

- Put child safety as a standing item on the v meeting agenda, to give opportunity for any implementation-issues to be raised, and to keep the issue at the forefront of Church Council members' minds.

# Schedule 2: Illustrated ChildSafe Framework Concept- Structure and Responsibilities



- Your organisation may have differing role names from those above.
- Small/flat organisations e.g. clubs, may combine the RMO & Coordinator role.
- A comprehensive ChildSafe framework guide is available for each level.

## Schedule 3: Government Standards and Agencies (Child Safety)

A National Directory for Reporting Child Abuse and Neglect  
(AIFS, as at July 2023)

<https://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect>

Police Contact / Local State Police:

Refer Police per State

- National Emergency Contact: Phone **000**
- Non-urgent Police assistance: Phone 131 444
- **Australian Federal Police**: Phone 02 5126 0000
- People Trafficking and Child Sex Tourism: Phone 131 AFP (131 237)
- Offensive or illegal content on the internet: see [www.esafety.gov.au](http://www.esafety.gov.au)

Reportable Conduct Schemes

Notifying and reporting allegations of workplace child abuse (*as at July 2023*)

- ACT:

<https://www.communityservices.act.gov.au/children-and-families/child-and-youth-protection/reportable-conduct-scheme>

- NSW:

<https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme>

- TAS: (2024)

<https://www.justice.tas.gov.au/carcru/child-and-youth-safe-organisations-framework/reportable-conduct-scheme>

- Victoria:

<https://ccyp.vic.gov.au/reportable-conduct-scheme/>

- WA:

[https://www.ombudsman.wa.gov.au/Reportable\\_Conduct/Reportable\\_Conduct.htm](https://www.ombudsman.wa.gov.au/Reportable_Conduct/Reportable_Conduct.htm)