

WORKING WITH CHILDREN POLICY

POLICY STATEMENT

Brisbane School of Theology and its staff, students and volunteers are committed to the physical, psychological and social wellbeing of children it comes into contact with. The college will not condone, sponsor or convene any activity that could harm children, which includes any external activities or events run by the college.

BACKGROUND

Our policy guidelines are for all persons associated with Brisbane School of Theology who may come into contact with children in the course of college business or college training.

Circumstances may include but is not limited to study, research, employment, accommodation or volunteering at Brisbane School of Theology.

Typical circumstances of interaction with children may include the following:

- students working with children while on field placement
- students and staff on a mission to a local church or organization
- volunteers of the college providing child care at college functions (e.g. at camps, chapel services).

STAFF, STUDENTS AND VOLUNTEERS ON FIELD PLACEMENT OR MISSION

The Director of Field Education negotiates student field placements with the supervisor in the host institution.

Brisbane School of Theology understands that its staff and students are accepted as volunteers within the host institution and will advise its students that they will be supervised by the host institution.

Brisbane School of Theology will send staff or students to work with children only if the college is satisfied of their suitability to work with young children.

Prior to placing students on field placement Brisbane School of Theology will:

- verify that students hold a valid positive notice Blue Card, and
- advise students that as volunteers they are under the management control of the host institution and are required to follow all lawful directions.

Field placements involving work with children are supervised by the host institution.

Students on placement will be required to follow the policy guidelines and comply with procedures in place at the host institution. All staff and students are required to commit to the college Code of Conduct.

CHILD CARE VOLUNTEER WORKER

A child care volunteer worker may be engaged by Brisbane School of Theology to provide child care during college functions. The responsibilities and tasks of the position are outlined in the **Position Description - Child Care Volunteer Worker**.

Volunteers who provide child care during college events such as college camps or chapel services must hold a valid positive notice Blue Card and be accepted by Brisbane School of Theology as a volunteer.

PROCEDURE FOR PROCESSING DISCLOSURE OF HARM OR ALLEGATIONS

DEFINITION OF HARM

Harm is defined in section 9 of the *Child Protection Act 1999* (Qld) as "any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing". The Queensland Department of Communities, Child Safety and Disability Services states that: "For harm to be significant, the detrimental effect on the child's wellbeing must be substantial or serious, more than transitory and must be demonstrable in the child's presentation, functioning or behaviour."

DISCLOSURE OR ALLEGATION OF HARM

A student on field placement or a child care volunteer worker could receive a disclosure of harm from a child or hear an allegation of harm from another person. The disclosure or allegation needs to be documented. Record the time, date and place of the disclosure. Provide details of what happened and what was said.

The recorded disclosure or allegation should be delivered to either the field-placement supervisor, or if the disclosure or allegation is made to a BST volunteer a completed Incident Report Form – Working with Children should be provided to the Principal or nominee.

SUSPICION OF HARM

A student on field placement or a volunteer may suspect harm. The suspicion must be based on reasonable grounds and acting on that suspicion must be in good faith.

A student or volunteer who has a suspicion of harm should document their concern. A student in placement should give their written concern to their host institution supervisor and a BST volunteer should give their written concern to the Principal or nominee.

RISK MANAGEMENT STRATEGY

All employees, students and volunteers at Brisbane School of Theology working with children are required to hold a valid positive notice Blue Card.

Notice of Blue Card suspension or cancellation will disqualify any BST student or volunteer from working with children.

Action will be taken to remedy any breach of the Code of Conduct.

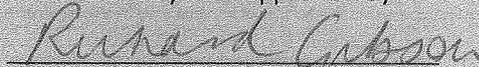
This policy will be reviewed annually to ensure it is up-to-date with legislative change and best practice.

Processes for dealing with any critical incidents will be reviewed for continuous improvement.

Policy Area:
Risk Management

Version: 1.0

This Policy was approved by



Richard Gibson
Principal

Approved:
9 September 2014

Next Review:
September 2016

WORKING WITH CHILDREN CODE OF CONDUCT

The following code of conduct guides our employees, students, or any other persons representing Brisbane School of Theology during student field placements, missions, or deputations to churches or organisations and also volunteers providing child-minding services at BST events.

Staff and students who are accepted as volunteers by another organisation will agree to comply with the child-safe regimes that are in place within the host organisation.

Staff, students and volunteers working with children must maintain a valid positive notice Blue card.

Agree to be inducted into a host organisation's child-safe program or Brisbane School of Theology's child-safe program.

Agree to follow all lawful instructions issued by a child-safe coordinator in the host institution or a Brisbane College of Theology child care coordinator.

Staff, students or volunteers will not use any property or equipment of the host institution or BST that is beyond the limits of their competence.

Staff, students or volunteers will not participate or lead any activity or event they fear could harm children or harm the reputation of Brisbane School of Theology.

Staff, students or volunteers will not use either a field placement or a volunteering opportunity to establish social media connections with children within the field placement or volunteering opportunity.

Staff, students or volunteers on field placement, deputation or working in a volunteering opportunity will not treat any child less favourably by virtue of their gender, religion or cultural background.

Staff, students and volunteers will operate and behave in ways that contribute to events and opportunities being a positive experience for children and their well-being.

I have read, understood and will act in accordance with this code of conduct.

Name

Signature

Date

POSITION DESCRIPTION**Child Care Volunteer Worker****Purpose of the Position**

The Child Care Volunteer position exists for the purposes of providing child care during college functions such as college camps or chapel services. The service is provided at times specified by the college.

Accountability

Child Care Volunteers are accountable to the Principal or nominee.

Responsibilities

- To supervise the social interaction of children in a group setting during college functions.
- To assist the children with personal hygiene while they are in child care.
- To ensure the safe use of space and equipment provided for use during child care.
- To ensure that children remain within the facility provided for their care.

Tasks

- Encourage and facilitate a harmonious experience that safeguards the wellbeing of the children.
- To coordinate and supervise low-impact and low-risk activities while the children are in care.
- To arrange the safe return of children to their guardian either during or at the end of operating hours.

Desirable Skills

- An ability to generate enjoyable experiences for children
- Skills to collaborate with other Child Care volunteer workers
- The emotional intelligence and resilience to manage the behaviours of a diverse group of children
- Knowledge of how to report concerns.

Incident Report Form Working with Children

1 Cross Street | Toowong QLD 4066 | Australia | Tel. 07 3870 8355 | info@bst.qld.edu.au

Details of Person Preparing the Report

Name: _____

Address: _____

Phone: _____ Mobile: _____

Details of Person Making a Disclosure or Allegation

Name: _____

Address: _____

Phone: _____ Mobile: _____

Record of the disclosure or description of the allegation

Date of incident or disclosure: _____

Time of the disclosure or allegation: _____

Location of the disclosure or allegation _____

Description of the disclosure or allegation

Action Taken

Signature: Principal or Nominee.

Date: _____

