THREESIXTEEN
WESLEYAN METHODIST CHURCH

Safe Ministry Framework ThreeSixteen Wesleyan Methodist Church

Publish Date: August 2026
Next Review Date: January 2027

Contents

Introduction *4*

Policy Purpose 4

Who Must Comply (Scope) 4

Authority 4

Definitions 5

External Policies 6

Policy Statement 6

Procedures 7

General Ministry & Voluntary Team *7*

Overview 7

Training and Induction 7

Pastoral Care Activities 8

Life Group Leadership 8

Sexual Harassment Policy and Prevention Policy 9

Platform Behaviour 12

Risk Management Framework 12

Child and Youth Safe Ministry Strategy *16*

- Purpose 16
- Scope 16
- Policy Statement 16
- Commitment 16
- Code of Conduct and Expectations of Youth and Kids Leaders 17
- Capability 18
- Handling and Reporting Concerns 19
- Reportable Conduct Scheme 21
- Reporting Pathway 21
- Consistency 22
- Medical Conditions 22
- Transport of those in our care 23
- Functions and Events 23
- Discipline 24

A Safe Environment **24**

Youth One on One Mentoring **25**

Management Processes **26**

Record Management ***26***

Emergency / Venue Safety / Medical Response ***28***

Scenario 1: Suspicious / Threatening person or group **29**

Scenario 2: Suspicious / Non-threatening person or group **30**

Scenario 3: Fire Emergency **30**

Fire Extinguisher Guide **32**

Scenario 4: Medical Emergency **33**

Church Response to Pandemics ***34***

Safe Ministry Form A **35**

Safe Ministry Form B **36**

Safe Ministry Form C **37**

Safe Ministry Form D **38**

Safe Ministry Form E **39**

Safe Ministry Form F **40**

Safe Ministry Form G **41**

Safe Ministry Form H **42**

Safe Ministry Form I **43**

Introduction

Policy Purpose

ThreeSixteen Church is committed to and recognises its responsibility to establish and maintain safe environments for all people, including children and young people. Particular attention is given to children and youth, including to ensure that all staff and volunteers who work within the Church are assessed for the suitability to work with children under the Queensland Child Safety requirements.

The aim of our Safe Ministry Framework is to define the objective of risk management; to manage and minimise potential harm to people, assets, resources, and reputation, along with reducing our liability if harm does eventuate.

Who Must Comply (Scope)

The Policy and Procedures apply to:

All ministries authorised by or under the control of ThreeSixteen Church, including those ministries undertaken at the church's premises or away from the church's premises. All leaders, staff, volunteers, members, parents, guardians and visitors within the church or engaged by the church.

Authority

The Local Board of Administration are committed to implementing the Policy & Procedures and training our leaders in its content and application. The Pastor and LBA will regularly review compliance with this policy. It is the responsibility of all involved to support a safe environment. However, some extra responsibilities exist within certain roles.

The Lead Pastor and Local Board of Administration have an overall responsibility for everything that occurs in the name of ThreeSixteen Church.

The Ministry Director / Leader of a group has an overall responsibility for everything that occurs within that ministry / group. They are responsible for developing a safe program that has the approval of the Pastor and LBA.

The assistant leaders and helpers of a group or ministry have operational responsibility for the activity of the group. It is their responsibility to maintain oversight of participants during an activity.

The participant has a responsibility to maintain the safety and well-being of self and others. He or she is required to subject themselves to the safety instructions of the appointed leaders.

Definitions

1. ThreeSixteen **Church:** Wesleyan Methodist Church Southgate, 519 Mt Petrie Road, Mackenzie 4156
2. **LBA:** Local Board of Administration
3. **Elders:** Local Board of Administration
4. **Ministry Director:** Appointed by Pastor and LBA to be the director / leader of the ministry.
5. **Assistant Leader:** Appointed by the ministry director to assist in the leadership of a ministry.
6. **Children / Youth / Young People:** those under the age of 18.
7. **Blue Card:** A Queensland Government issued card required for all volunteers and paid workers and for anyone to have a supervisory or support role of children and young people in our church.
8. **Safety:** the protection from harm
9. **Risk:** the effects of uncertainty that exists in respect to activities and services.
10. **Harm**: any detrimental effect of a significant nature on a person, child or young person's physical, psychological or emotional well-being. Harm is caused by abuse or neglect.
11. **Suspicion of Harm:** A concern about significant changes in behaviour or the presence of new unexplained and suspicious injuries.
12. **Abuse:** can be physical, sexual or emotional
13. **Neglect:** the failure to provide for basic needs
14. **Risk Management:** identifying and assessing all potential sources of harm, and taking steps to decrease the likelihood that harm will occur, including the training of all leaders and assistants.
15. **Breach of Safe Ministry Framework:** any action or inaction by any person that fails to comply with ThreeSixteen Church Safe Ministry Framework.
16. **Reportable Conduct:** The following are deemed to be a reportable conduct:

- A child sexual offence
- Sexual misconduct committed in relation to, or in the presence of, a child.
- Ill-treatment of a child.
- Significant neglect of a child.
- Physical violence committed in relation to, or in the presence of, a child.
- Behaviour causing significant emotional or psychological harm to a child.

17. **Reportable Allegation:** An allegation, information, complaint, disclosure or concern that may involve reportable conduct by a worker.
18. Reportable Conviction: A conviction for an offence committed by a worker against a law of a State or the

Commonwealth that may involve reportable conduct. This includes a finding of guilt

(and the acceptance of a plea of guilty), as well as a spent conviction.

19. **Worker:** Includes employees, pastors, volunteers, ministry leaders, contractors, interns, consultants and any person performing work on behalf of ThreeSixteen Church. Religious leaders are specifically included.
20. **QFCC:** Queensland Family and Child Commission.

External Policies

We acknowledge that some ministries in the church might have external affiliation with other organisations. These organisations will possibly have policies governing the issues of member and / or child safety and abuse. The church's policy & procedures are not intended to replace or conflict with other policies, but instead to operate in conjunction with them.

Policy Statement

ThreeSixteen Church Safe Ministry approach is aligned with *Australian Standard AS/NZS ISO 31000:2009, Risk management - Principles and guidelines*, an outline of the elements are:

1. **Identify Risks** – identify where, when, why and how events could prevent, degrade, delay, or enhance the achievement of organisational goals.
2. **Analyse Risks** – identify and evaluate existing controls. Determine consequences and likelihood and hence the level of risk. This analysis should consider the range of potential consequences and how these could occur.
3. **Evaluate Risks** – compare estimated level of risk against the pre-established criteria and consider the balance between potential benefits and adverse outcomes. This enables decisions to be made about the extent and nature of treatments required and about priorities.
4. **Control Risks** – develop and implement cost-effective strategies and action plans for increasing potential benefits and reducing potential costs
5. **Monitor and Review** – monitor the effectiveness of all steps of the risk management process and provision of feedback for improvement of the process.

ThreeSixteen **Church will:**

1. Maintain a consistent effective Safe Ministry Framework in line with the Australian Standard.
2. Ensure compliance with regulatory legislation and governance standards in all areas in which the Church operates.
3. Provide adequate training and information to all staff, leaders and volunteers, to develop risk mitigation plans and implementation of risk reduction strategies.
4. Facilitate effective communication and reporting systems across the organisation to empower proactive participation, and efficient, consistent functioning of the framework.

Procedures

The procedures describe how ThreeSixteen Church achieves the aims and goals outlined in the purpose, scope and policy statement.

General Ministry Team

Overview

Our primary concern is to ensure a safe and high quality of care and ministry to all of those within our care. We are also mindful that due to our visibility in the community - and the roles we are asked to take - there are times when our ministry teams and church are, unfortunately, at risk of being sued. There are some commonsense precautions all members of the team can take to protect those receiving our care and ministry and those giving care and ministry.

Training and Induction

All ministry directors, leaders and assistant leaders will be given this manual upon its adoption and are expected to familiarise themselves with its content. Training will be provided by the church leadership when appointment begins. All leaders within the church will undergo refresher training as required.

1. ***Only church members can be appointed to ministry director positions.*** This applies to all ministries. Assistants can be non-members.

2. ***Responsibility for the appointment of assistant leaders and helpers rests with the relevant ministry team leader with final approval from the Pastor.*** No one else can appoint a leader.

3. ***Leaders and helpers should understand the required role.*** Those appointing leaders should consider personal qualities, spiritual qualities, and other capabilities required for leaders in your ministry to ensure that suitable people are appointed to each leadership position.

Pastoral Care Activities

The rules governing what is acceptable in society are changing all the time. This creates a huge impact on anyone administering pastoral care to the congregation. Some simple, common-sense rules include:

- ***Stay in the open.*** Remain in full view of others. Being alone with a person places a leader at risk of accusations of misconduct.
- ***Share information with the ministry leader or pastor.*** Inform the ministry team leader or pastor of what is being done, how long it will take, where the worker is going, with whom and the purpose. This gives added protection should anything unforeseen happen.
- ***Have a third person present where possible***. Ministering to a person of the opposite gender in a closed environment without a third person present is not permitted or requires permission from the pastor for exceptional circumstances.
- ***Respect confidentiality.*** However, be aware and explain the limitations to confidentiality. There may be a time when you need to report a situation of potential harm to the pastor, the Police, or the Queensland Family and Child Commission.
- (Now the Qld Family & Child Commission – note their required protocols for reporting incl. 3-day timeframe for initial report, 30 day timeframe for full report and template for reporting.)
- **Lay Counselling.** Lay counselling puts the counsellor in a position of trust. With this comes a range of responsibilities all counsellors must be aware of:
  - ***Do not counsel beyond your level of expertise.*** If in any doubt, or it appears as if the person will need, or desires further pastoral care then refer the matter to one of the pastors. The pastor will be able to advise on how best to handle it and, if necessary, refer the person to appropriate professional counselling.
  - ***Keep your business to yourself.*** Take care with self-disclosure. While it is important to demonstrate empathy, a high level of professionalism must be shown.
  - ***Be seen to be professional***. Avoid going to the home of a member of the opposite gender if they are going to be home alone. Obtain permission to bring another person with you to remain above reproach.

DNA Group Leadership

Leaders of DNA Groups need to be aware of some of the dangers, problems, moral dilemmas and temptations they may be exposed to in their role and how to deal with those issues.

- ***Know your place.*** DNA Group leaders are part of a team. You should know your place in the team, and what your responsibilities are. You should talk to the Pastor or ministry leader when difficulties arise or if you are unsure of how to handle a situation.

Risk Assessment for Group (DNA Group) meetings

Each new DNA Group location is required to have a Risk Assessment completed to identify any potential issue that may cause harm to people attending the location.

Some examples of potential issues include inside and outside trip hazards, steep driveways (unsuitable for the elderly), vicious dogs, slippery paths and floor surfaces, unsafe furniture and clutter in walkways, pools, accessibility and child safety.

Sexual Harassment Policy and Prevention Policy

As a church, we believe every person is made in the image of God and is worthy of dignity, respect, and safety. We are committed to providing a Christ-honouring environment that is free from sexual harassment, discrimination on the basis of sex, and all forms of intimidation or misconduct. In line with both Scripture and our legal responsibilities under the Sex Discrimination Act 1984 (Cth), we seek to ensure that all who serve, work, or worship within our ministry contexts are treated with fairness, integrity, and respect. This policy outlines our preventative measures and expectations to foster a safe and respectful church community, in accordance with legal requirements to take proactive steps to prevent sexual harassment and related misconduct.

WHO THIS POLICY APPLIES TO

This policy applies to:

- All paid employees (including ministry staff, administration, and support roles)
- Volunteers, interns, and students on placement
- Members of boards and committees
- Contractors and others serving in an official ministry capacity

It applies in all ministry-related contexts: Sunday worship, meetings, retreats, church events, pastoral care, conferences, and digital ministry spaces.

WHY THIS POLICY MATTERS

We uphold a positive duty to take reasonable and proportionate steps to prevent:

1. Sexual harassment (unwelcome conduct of a sexual nature)
2. Harassment or discrimination based on sex (biological status as male or female)
3. Hostile or unsafe environments that disadvantage people on the basis of sex
4. Victimisation of those who raise concerns or support others who do. These steps reflect not only our legal obligations but our Christian commitment to love one another, uphold justice, and steward the trust placed in us.

OUR APPROACH

We commit to

- Periodic risk assessments for harassment-related concerns
- Clear reporting and complaint pathways
- Training appropriate to the church context

- Supporting those who raise concerns
- Addressing misconduct in a manner consistent with Christian values and legal standards

These actions may vary in scale depending on the size and capacity of each ministry context but will reflect our commitment to safety and respect.

STAFF AND VOLUNTEER RESPONSIBILITIES

All who serve within the Church must

- Treat others with dignity and respect
- Refrain from harassment or inappropriate conduct
- Report concerning behaviour to a leader or Safe Ministry Contact
- Maintain confidentiality where required

Leaders and supervisors have additional responsibilities to:

- Model appropriate and respectful behaviour
- Take prompt, fair action when concerns arise
- Provide guidance and training as appropriate

WHAT IS SEXUAL HARASSMENT?

Sexual harassment includes unwelcome sexual behaviour that a reasonable person would consider offensive, humiliating, or intimidating. It may include:

- Sexual jokes or comments
- Unwanted touching or close contact
- Inappropriate messages or images
- Requests for sexual favours
- Display of offensive materials
- Repeated, unwelcome romantic or sexual advances

Sexual harassment can be verbal, physical, written, or digital. A single incident may be enough to breach this policy.

WHAT IS A HOSTILE ENVIRONMENT OR SEX-BASED HARASSMENT?

Even without targeting an individual, a church or workplace may become unsafe if:

- Sexist jokes or remarks are common
- Pornographic or offensive content is present
- A culture exists that demeans or excludes based on sex

VICTIMISATION AND CONFIDENTIALITY

People who raise genuine concerns must not be punished or disadvantaged. Retaliation is a serious matter and will be treated accordingly. Confidentiality will be respected throughout any process.

REPORTING AND RESPONSE

The Church encourages a clear and pastoral approach:

- Informal resolution is encouraged where appropriate
- Formal complaints can be made to a Safe Ministry Contact or Pastor
- Allegations will be addressed with fairness, compassion, and accountability

Where misconduct is found, appropriate disciplinary action will be taken, up to and including removal from role or employment.

FINAL NOTE

This policy reflects our shared calling to steward the gospel with integrity, protect the vulnerable, and foster a culture of trust where all can serve and grow in faith without fear. We are committed to truth and grace, and to living in a way that honours both God and one another.

Platform Behaviour

When leaders are addressing the congregation from the platform they project an image of authority, power and influence. It is important that leaders understand this and realise it is a privilege not to be abused.

If a leader intends to speak about other people in an address, using them or their experience as examples, permission should always be sought even if the people concerned are not named.

They must fully explain what is intended to be said in the address and proceed only if they are certain the request has been understood and permission granted by the person concerned.

Risk Management Framework

ThreeSixteen Church will implement strategies that minimise the risk and the likelihood or severity of an injury. All potentially high-risk activities must be approved by the Pastor and Church Board. Extra insurance coverage may be necessary for some activities.

Our church contributes to a National public liability policy. However, there are a number of exclusions which must be considered. Some activities are covered only when they are run by appropriately skilled, experienced and qualified members and/or appropriately skilled experienced and qualified external contractors, who have the appropriate insurances in places to protect participants. There are also hazardous activities that need to be avoided. If in doubt about whether an activity will be covered, advice must be obtained from District Office or National Treasurer prior to organizing these types of activities.

- Leaders should remind parents/guardian that if they want their child protected by accident insurance, that they need to take out a personal accident policy.

A risk assessment should be undertaken for every activity with a written assessment prepared for all activities with a “Risk Level” greater than 2.

Risk Management Plan

A Risk Management Plan is maintained which lists identified risks and actions taken to control or minimise those risks. The Risk Management Plan includes the following information:

1. **Date identified:** date the potential risk was identified
2. **The specific risk identified:** these are the risks identified by the ministry
3. **What can go wrong:** details of what can go wrong in relation to the risk
4. **Likelihood:** the likelihood of the risk occurring, using the Risk Rating Matrix
   - A: Almost Certain
   - B: Likely
   - C: Possible
   - D: Unlikely
   - E: Rare
5. **Consequence:** the consequence of the risk, using the Risk Rating Matrix
   - 1 = Negligible
   - 2 = Minor
   - 3 = Moderate
   - 4 = Major
   - 5 = Extreme
6. **Risk Rating:** the rating for each identified risk, using the Risk Rating Matrix
   - R = Rare
   - U = Unlikely
   - P = Possible
   - L = Likely
   - AC = Almost Certain
7. **Current controls to reduce risk:** the controls or strategies in place to control or reduce the risk
8. **Date reviewed:** Date the risk and controls were reviewed to identify improvements
9. **New controls:** Additional controls necessary to control or reduce risk or changes to existing controls
10. **Persons Responsible for Identified Actions**:
11. **Date actions are to be completed by**:

TABLE 1 – Likelihood of Risk

Evaluating the likelihood of which the events may be expected to occur; considering existing control measures.

The following table displays examples of likelihood for church-based activities;

	Factor	Description	Probability
5	Almost Certain	Expected in most circumstances	Every event
4	Likely	Expected occasionally	> 50% of the time
3	Possible	Expected sometimes	50% of the time
2	Unlikely	Only in unusual circumstances	< 50% of the time
1	Rare	Possible, but only in exceptional circumstances	Not expected

TABLE 2 - Consequence of Risk

The following table displays examples of consequence factors and values to consider of the impact of the events if they were to occur.

Risk Impact		Risk Consequence
1	Negligible	Incident with no injury No loss time No ill-health No impact on morale
2	Minor	Injury requiring first aid No loss time No ill-health Low impact on morale
3	Moderate	Injury / ill-health requiring outpatient medical treatment Some time loss Residual impact on morale
4	Major	Serious injury / ill-health requiring emergency intervention / hospitalisation Time loss Adverse impact on group
5	Extreme	Life threatening or loss of life Adverse impact of morale on significant number people

TABLE 3 - Risk Rating Matrix

	CONSEQUENCE				
	Negligible	**Minor**	**Moderate**	**Major**	**Extreme**
Almost Certain	**Moderate**	**High**	**High**	**Extreme**	**Extreme**
Likely	**Low**	**Moderate**	**High**	**High**	**Extreme**
Possible	**Low**	**Moderate**	**Moderate**	**High**	**High**
Unlikely	**Negligible**	**Low**	**Moderate**	**Moderate**	**High**
Rare	**Negligible**	**Negligible**	**Low**	**Low**	**Moderate**

TABLE 4 - Risk Action

Risk Rating	Action	Process
Extreme	Immediate escalation	Immediately contact Pastor
High	Avoid the risk	Analyse alternative options to eliminate the risk, change processes or objectives in discussion with leadership
Moderate	Implement adequate controls	Undertake actions to mitigate the impact of the risk, or substitute, replace the activity Monitor / review regularly
Low	Accept	Accept the impact of the risk Report any change in status
Negligible	No action necessary	Continue with plan / process

Child and Youth Safe Ministry Strategy

Purpose

Compliance with the legislative *Working with Children* framework, ThreeSixteen Church's Child and Youth Safe Ministry Strategy will include the following mandatory requirements

1. Statement of Commitment
2. Code of Conduct
3. Recruitment Selection, Training and Management
4. Handling Disclosures, Breaches or Suspicions of Harm, including reporting guidelines
5. Handling of Breaches of this Child and youth safe ministry strategy
6. Managing compliance with the Blue Card system

This strategy is a requirement of Queensland's Blue Card system and includes and refers to various other policies, procedures, and documents to effectively encapsulate the strategy. In response to the Royal Commission into Institutional Responses to Child Sexual Abuse, ThreeSixteen Church is committed to implementing and upholding the 10 National Principles for Child Safe Organisations and has embedded these principles into its policies, practices, and culture.

Leadership, culture, and governance.

- Empowerment and participation of children
- Family and community involvement
- Equity and diversity
- Suitability of people working with children
- Complaint handling and reporting
- Training and support for staff
- Safe physical and online environments
- Continuous improvement
- Clear policies and procedures

Universal Principle

- Cultural Safety: Embedding the rights of Aboriginal and Torres Strait Islander children across all standards.

Scope

All staff, leaders, volunteers and visitors.

Policy Statement

1. All staff, volunteers and management are expected to treat children and youth with respect and understanding.
2. Taking the utmost care to provide a safe and supportive environment to facilitate and address their concerns.

3. Identify and minimise potential risk of harm.
4. Diligently monitor the Blue Card register to ensure appropriate safeguards are being implemented and maintained.
5. All disclosures and/or suspicions of harm to a child or young person will be reported immediately to the Pastor, or a Safe Ministry Contact in the Pastor's absence.

Commitment

Statement of commitment – Mandatory requirement 1
ThreeSixteen Church is committed to foster a safe and supportive environment for children and young people, facilitating the opportunity to have their concerns heard, strengthen relationships, and promote positive personal growth.

We also commit to the conscientious use of the child and youth safe ministry strategy, effectively implementing procedures to address children's rights, safety and wellbeing, as well as identifying and mitigating potential risk of harm whilst in our care. We will:

- Undertake activities that are considered and responsible in manner.
- Provide assistance to participate.
- Provide support in the event of an injury.
- Ensure the Code of Conduct is promoted and enforced.
- Include regular and efficient review of this policy and a commitment to continuous improvement.

The employees and volunteers of ThreeSixteen Church will:

- Treat all people with respect and understanding and address their concerns at all times.
- Participate in training annually and at other times as needed
- Make a concerted commitment to their appointed role within the church
- Hold a current Blue Card (Working With Children Check) **before** they take up their role.

Code of Conduct – Mandatory requirement 2
ThreeSixteen Church will outline clear standards of behaviour for working with children to promote a transparent and accountable service environment.

Code of Conduct and Expectations of Youth and Kids Leaders

ThreeSixteen Church requires its leaders and volunteers to agree with and follow our code of conduct and leadership values. A comprehensive code of conduct (Code of Conduct Children's

Ministries) encompassing these values is signed annually by all youth and children's ministry leaders and volunteers at ThreeSixteen Church. We will:

1. **Always be positive role models to children and young people who access our ministries.** Leaders must set a good example at all times (including comments made on social media), not only when performing their work for the ministry team.
2. **Recognise that all forms of harm are unacceptable;** including but not limited to physical, emotional, spiritual, sexual, exploitation and neglect.
3. **Act with utmost integrity and impartiality**.
4. **Maintain confidentiality**; respect personal information about individuals legally and judiciously.
5. **Focus on the positive development and protection** of our children, young people and vulnerable people before any self-interest.
6. **Undertake actions that reflect Christian principles**; demonstrating compliance with the Church's moral code ensuring there are no conflicting messages to those in the Church's care.
7. **Be accountable** and demonstrate transparency.
8. Utilise a **servant leadership style**.
9. **Follow guidelines for leaders and helpers.** These should be explained to all leaders and volunteers ensuring everyone reads and understands the policy and agrees with the expectations and guidelines.
10. **Dress codes should be modest and appropriate.**
11. **Stay within the boundaries.** Relationships between leaders and those they minister to are important. However, leaders need to understand the difference between a leader-to-follower and friend-to-friend relationship. They must make sure they are not fulfilling their own inter-relationship needs within these relationships. **Particular care should be taken when interacting on social networks.**
12. **Keep it professional, avoid dual relationships and blurring or mixed messages!**
13. **Keep it above reproach.** Leaders should be aware of sexual feelings they may experience towards those they minister. In these circumstances, they must act in accordance with strict moral principles.
14. **Self-care.** Leaders are often so busy tending the needs of those they lead, they forget to care for their own physical, mental and spiritual wellbeing.
15. **Stay accountable.** Leaders must retain their integrity. They should be accountable to someone independent of the group they lead and be free to ask direct and specific questions.
16. **Be aware of inequality of power.** Leaders should take care to never use their position to control or manipulate a person or a group of people.
17. **Direct any questions about acceptable and unacceptable behaviour to ministry leader or Pastor.**

Language

Use positive, affirming words Provide open and honest feedback	Not bullying, intimidating or personally insulting language Not sexually suggestive comments or jokes, or flirting

Relationships

Be a positive role model Build relationships based on trust	Not showing favouritism Not developing inappropriate contact away from church activities

Physical Contact

Respect the right not to be touched Allow for personal space Ask permission to lay hands on someone	Not touching in a sexual manner Not touching violently or aggressively

Capability

Recruitment, Selection, Training and Management – Mandatory requirement 3

ThreeSixteen Church Local Board of Administration will assist the Pastor to;

- Appoint only members to positions of ministry director/leader for children and young people. Assistants can be non-members.
- Ensure that only eligible employees, volunteer leaders and helpers with Blue Cards interact with people under 18 years of age.

Recruitment and Selection – Employees and Volunteers

- A role or position description will be used to clearly demonstrate expectations, responsibilities, accountabilities and desired skills and ensure these are understood.
- Relevant referee/background checks and screening before a volunteer serves in order to match the needs of the Church with the skills and experience of the potential volunteer will be sought.

Training and management – Employee and Volunteer

- Uphold a thorough induction process, clearly educating the Church's expectations, policies and procedures, and the employee's role in child safety and risk mitigation.
- Annual child protection and safe ministry training for all volunteers and leaders is considered mandatory.
- Employ consistent, fair and supportive management processes including extra supervision and mentoring for leaders and volunteers who are experiencing challenges.
- New staff and leaders will be subject to a supervised probation period as part of their induction.
- Where possible, exit interviews will be conducted with staff and ministry leaders to assist with continuous improvement.

- All junior leaders under the age of 18 will be supervised by an adult leader at all times.
- Training and development for both new and existing leaders will provide:
    - A solid knowledge of the services, policies and procedures of the church
    - The ability to identify, assess and minimise risks to children and youth
    - The ability to competently address a disclosure or suspicion of harm to a child or young person

Handling and Reporting Concerns

Handling disclosures, breaches or suspicions of harm, including reporting guidelines – Mandatory requirement 4

Guidelines

ThreeSixteen Church will ensure concerns, disclosures, breaches and suspicions of harm are acted on as quickly as possible. In Queensland, mandatory reporting is now legislated for churches, and so in the interest of child protection and in accordance with law, we require that any allegation, disclosure, breach or suspicion that places any child at risk is reported and acted on immediately. All adults must make a report to police in all cases where they suspect that sexual abuse or grooming of a child has occurred or is occurring. Failure to report is an offence. The pastor can assist the adult making the report to police, if desired.

Further information around legislation from the Department of Child Safety, Youth and Women can be found at https://www.dcssds.qld.gov.au/our-work/child-safety/protecting-children

If the reporter is not satisfied with the level of action taken by church leadership, they may contact the Child Safety Regional Intake Service on 1300 682 254 (business hours) or 1800 177 135 (after hours/weekends). If they have immediate concerns, contact Policelink on 131 444. If there is ever an immediate or life-threatening situation, call 000.

Harm is defined as ***'any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing'*** (section 9 of the Child Protection Act 1999).

It could include, but is not limited to;

- Physical abuse
- Emotional or psychological abuse
- Neglect
- Grooming
- Sexual abuse or exploitation

N.B. Further detailed information including examples of harmful behaviours are described in the annual Safe Ministry Check online video training.

Staff, leaders and volunteers must remain alert to any warning signs, indicators or changes in behaviour of those under their care.

Handling of Disclosures

Any disclosure will be acted upon promptly.

1. **Receiving a disclosure**
    a. Remain calm and find a suitable and private place to talk
    b. Listen quietly, offer reassurance and don't show obvious reaction such as panic or surprise
    c. Explain why you can't keep it a secret
    d. Ask only sufficient questions to confirm the need to report the matter, as you may unnecessarily influence the outcome of a subsequent QFCC or Police investigation.
    e. Do not attempt to conduct your own investigation. **Note: Due to the size of our organisation, relationship dynamics and lack of professional investigation capabilities, it is not possible to conduct an internal investigation without a conflict of interest being present.**

2. **Documenting a Disclosure**
    Complete an incident report form and include;
    a. Time, date and place of disclosure
    b. 'Word for word' what happened and what was said, including anything you said
    c. Document any actions that have been taken
    d. Date of report and signature

3. **Reporting a disclosure**
    a. Verbally inform the Pastor as soon as practical following the disclosure and provide the written incident report within 24 hours.
    b. The pastor immediately reports the disclosure to QFCC, police (if suspected criminal conduct has occurred) and the District Superintendent

Handling of Breaches of this Child and Youth Safe Ministry Strategy – Mandatory requirement 5

Any disclosure of a breach will be acted upon promptly. This includes any action or inaction when someone fails to comply with the safe ministry strategy in a fair, unbiased, and supportive manner.

1. All alleged breaches will be acted upon immediately.
2. The person receiving or giving the report is to provide the pastor with a verbal report immediately and within 24 hours a written report.
3. A copy of the report is to be retained within the church records.

4. The pastor will stand down that person against whom an allegation of misconduct has been made until the circumstances have been investigated by an appropriate **external investigator** and/or the person is exonerated.
5. The pastor will seek guidance from the District Superintendent before utilising a person who has been charged with child-related offences. Such a person will not be utilised in a child-related ministry.
6. Where a matter gives rise to a mandatory reporting obligation (see definition of harm on page 19), ThreeSixteen Church will report to the relevant authorities the names and identifying details of any employee or volunteer who has been the subject of completed disciplinary proceedings, regardless of the outcome. This does not apply where the LBA has formally determined the allegation to be mischievous or demonstrably false.
7. If an internal report results in a police incident being recorded, the relevant police report number will be provided to the original reporter to ensure transparency and accountability. Where a report has been made directly to external authorities outside of internal processes, the Pastor must be informed so that appropriate action can be taken. Under Reportable Conduct Scheme requirements, if a police investigation is undertaken, any internal investigative process must be stood down, to ensure the integrity of the evidence.
8. Any allegation or disclosure of a breach involving the Pastor must be reported directly to the District Superintendent.

Reportable Conduct Scheme

ThreeSixteen Church will comply with the Queensland Reportable Conduct Scheme established under the Child Safe Organisations Act 2024. All reportable allegations and reportable convictions involving workers will be managed promptly, fairly and transparently. The safety and wellbeing of children is our paramount consideration.

Reporting Pathway

Any person who becomes aware of:

- a reportable allegation;
- a reportable conviction;
- conduct that may constitute reportable conduct;

must immediately notify:

1. Pastor; and/or
2. Safe Ministry Contacts

Where the allegation concerns the Lead Pastor, notification must be made directly to:

- District Superintendent (South QLD Wesleyan Methodist Church District)

Notification to QFCC

Where ThreeSixteen Church becomes aware of a reportable allegation or reportable conviction involving a worker:
The Head of Entity (Pastor) or delegate approved by the Board:

1. Must notify QFCC within 3 business days.
2. Must provide an interim report within 30 business days.
3. Must provide a final report as soon as practicable following completion of the investigation.

Consistency

Managing Compliance with the Blue Card System – Mandatory requirement 6

ThreeSixteen Church will implement strategies that ensure compliance with Blue Card legislative requirements

Blue Cards

A coordinator will:

1. Be appointed to maintain a register/database of all staff and volunteers and ensure that all people have a Blue Card before leading or volunteering with persons under 18.
2. Maintain a thorough and current understanding of Blue Card requirements and processes.

Medical Conditions

Leaders must be aware of any medical conditions in the group. They should understand and be able to deal with any potential problems and know what to do in the event of an emergency.

They should:

Find out what. Ask parents about medical conditions.

Find out how. Ask parents how to manage the medical condition identified.

File it. Ask parents to note instructions or information about the medical conditions and medication for future reference and the benefit of other leaders on the Child / Young Person Personal Details and Medical Disclosure Form. That information will be kept within the office filing system and be available to leaders if needed.

Know the risk. If any special precautions need to be taken when organising any events that involve the risk of physical injury or aggravation of a medical condition, take precautions to reduce the risk.

Be prepared. Where possible, have access to a first aid kit and have contact details of the nearest hospital or clinic. Leaders should be adequately trained in First Aid.

Allergies to things such as bee stings and nuts can be life threatening. Asthma is also a common problem. Leaders need to be aware that young people with these conditions will often have medication with them and should know how to administer the medication in an emergency.

Transport of those in our care

Leaders who wish to act as drivers should be registered with the church and are required to complete a volunteer Driver's Application and Registration document for reference.

The following guidelines must be adhered to:

1. All drivers are expected to drive responsibly and carefully and be responsible for the conduct of their passengers.
2. All traffic laws must be obeyed.
3. Only carry the number of passengers for which seat belts are fitted.
4. All passengers must wear seat belts
5. Vehicles must be registered.
6. Drivers carrying passengers must have a valid licence; restricted red provisional licences are not acceptable.
7. A copy of the license of all leaders authorised to drive will be kept on the church's file with the application form and sighted annually.
8. Passengers must be driven directly to and from designated venues unless prior permission has been obtained from guardians to deviate.
9. Single passenger trips are not allowed.

Functions and Events

Special functions and events are a major part of church life. All youth programs and any other programs or events that have any potential risk will require a risk assessment (see p7).

When running events for youth or children, it is important to ensure they:

Stick to the schedule. Events for children should run to an agreed and advertised timetable. Parents should be notified about any changes to the schedule.

Keep them informed. Parents should be able to make informed decisions about any event. Advertising material or brochures are good ways to provide details about timings and the nature of any activities.

Get their consent. Where necessary, ensure consent forms are signed by parents. This is usually when there is an increased risk of injury or when traveling to a location or event for an extended period of time or distance.

Discipline

Discipline is an important tool for a leader. It helps the group function properly and lets members enjoy the experience.

Discipline of children and youth is largely the province of parents. Leaders must not use inappropriate discipline with those in their care.

1. Your first option should be to use verbal correction that is age appropriate
2. A second option is to consider time-out
3. Do not physically discipline those in your care, with or without parental permission
4. Consider reporting bad behaviour to a child's parents
5. If disciplinary action needs to be taken, the relevant department leader needs to be informed of the action
6. If a problem persists, seek help from another leader and contact the child/young person's parents

A Safe Environment

Two at a time. Incidents or abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations. For these reasons, two leaders will always be present when working with or supervising children. (exceptions may apply for mentoring plans)

Keep a record. Children must be signed into and out of ThreeSixteen Children's Ministry (including bubs) by the child's parent/guardian. If this is not possible, the person collecting the child must be over 18 and have authority by the child's parent/guardian. A paper record of attendance will be taken, and parents/guardian will sign to release the child from the care of the Children's Ministry.

Keep it above reproach (youth). Often leaders are only a couple of years older than the youth they lead. Leaders should be aware of sexual feeling they may experience towards those they minister. In these circumstances, they must act in accordance with strict moral principles.

Respect privacy. Avoid activities that require the changing of clothes. If a change of clothes is required (e.g. swimming at a pool, dressing in costumes for a play etc), adults and children are expected to respect each other's privacy during these activities that require changing of clothes. Younger children that require assistance should be helped by parents or have parents' consent.

Stay accountable. Leaders must retain their integrity. They should be accountable to someone independent of the group they lead. This person should be free to ask leaders direct and specific questions.

Be aware of inequality of power. Leaders have the power to influence people and their behaviour. This power must not be seen to be abused.

Everything is open. All aspects of every child related program will be open to observation (but not involvement) by parents / guardians.

Remove unwelcome people. Leaders have the right to ask people who do not have a valid reason to be present at child-related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

Keep the parents informed. Parents and caregivers of children under the care of Three Sixteen church ministries should be fully aware of the type of activities to be provided for their children.

Please go before they get there (kids and bubs). Ask parents and caregivers to take their child to the toilet before entering the service. This is an important culture to develop and awareness for new families is important.

Toilet stops (Kids and Bubs). All toilet breaks and nappy changes are to be done by the parent or caregiver only. All nappy changes are to be done by parents and/or caregivers. Toilet breaks are to be in a group as needed.

Identify and Evaluate the Risks. In planning activities, the safe participation of all must be considered with no individual participant feeling marginalised or placed at high risk.

A Risk Management Plan must be completed for all activities and approved by the LBA in advance.
Consent from parents is also required for high risk activities.
Off-site activities must have an appointed First Aid Officer with appropriate First Aid qualification.

Examples of high risk activities include:

Bungee Jumping	Hang-gliding	Sky Diving	Canoeing
White Water Rafting	Motor Races	Car Rallies	Horse Riding

Youth One on One Mentoring

Part of the ThreeSixteen Youth ministry includes one on one mentoring. This involves times of teaching, prayer and encouragement. A mentoring agreement must be completed by the leader and signed by the parents and include a documented plan prior to the mentoring program beginning.

Management Processes

Policy Review

The Policy & Procedures contained in this document will be reviewed annually by the Pastor and the LBA at the last LBA meeting of the year. The Pastor will inform the ministries involved when the date of review will occur, and any changes recommended by ministry leaders should be submitted in writing to the Pastor and LBA for consideration one month before the review date. This review will consider the sufficiency of policies and safe ministry practices, frequency and sufficiency of training along with any reported incidents in the last 12 months. Each annually updated policy supersedes all previous versions.

Register

ThreeSixteen Church will maintain a register of all people involved in child related activities. This register will include the person's name, their role, and the date range that they undertook the role. This register works in conjunction with the Blue Card database.

Safety

ThreeSixteen Church commits to maintaining the safety of the the grounds, its building, equipment and utilities. All safety concerns are to be reported to the LBA and dealt with appropriately.

Emergency Preparation

ThreeSixteen Church has implemented an Emergency Evacuation Lockdown plan (Refer to page 31)

- Emergency evacuation training is mandatory for ministry leaders, staff and volunteers of all ministries.

Record Management

The Privacy Act and Churches

The Privacy Act was written to protect people's personal information. It regulates how your personal information is handled.

ThreeSixteen Church collects information from attenders voluntarily at various ministry events for the purposes of contacting attenders with information about church life and events, as well as on consent forms for children and youth ministries.

Connect Cards are used to gather information and feedback from church attenders during a worship service. Physical cards are stored securely and destroyed within 180 days.

To protect our members and attenders from a breach of privacy, the following guidelines are followed.

Identify. The church will disclose its name and the purpose of collecting the information.

Use or Disclosure. Information will be used only for the purpose for which it was collected, unless the person from whom it was collected has consented to another use, or the secondary use is directly related to the first.

Data Security. The church will take all necessary steps to protect personal information from misuse, loss and unauthorised access.

Access and Correction. Individuals have the right to access any personal information the church may hold about them.

Identifiers. Tax File Numbers (TFN), Medicare numbers and the like cannot be used or disclosed by the church.

Data-flow. ThreeSixteen Church will not sell, rent, give or reveal any information to any other organisation outside of the Wesleyan Methodist Church of Australia.

Sensitive Information. Must not be collected unless the individual has consented.

Storing Records

There are different requirements regarding managing information. Ideally, records should be kept for as long as possible, but this is to be balanced with the church's resources. It is strongly recommended that records should be kept electronically as much as possible, for ease of reference later on.

Type of Report/Information/Document	Time to be Kept
Annual reports	Minimum 7 years (ACNC requirement)
Building plans	Indefinitely
Complaints and Grievances	7 years
Financial records	7 years
Incident reports	5 years (WHSQ requirement)
Insurance information and claims	Indefinitely
Legal documents: constitutions, property titles, employment contracts	Minimum 7 years, but prefer indefinitely
Membership lists	Minimum 7 years
Minutes and reports of the LBA	Minimum 7 years (ACNC requirement)
Minutes of organisational and congregational meetings	Minimum 7 years (ACNC requirement)

Newsletters	Not required
Other HR info (e.g. time and wages)	7 years (FWO recommendation)
Photographs and audio-visual material	Up to the church
Publications: histories, anniversaries, special occasions, brochures, service orders for special occasions	Up to the church
Registers of baptisms and marriages	Baptisms optional after 1 year, marriages indefinitely
Reports of Abuse or Criminal Matters	Indefinitely
All records relating to reportable allegations, investigations, QFCC notifications and findings	Indefinitely
Selected correspondence of all committees and groups	Up to the church, but if ACNC related, should be kept for a minimum 7 years
Sunday School and Youth Group attendance rolls	7 years (? Indefinitely)
Workplace health and safety reports	5 years (WHSQ requirement)

Emergency / Venue Safety / Medical Response

The church is a place that is open to all in our community. Despite our best efforts, there is a remote possibility that people will arrive at the property with negative intent, and both their presence and actions could present a risk to the safety and well-being of others.

The hosting team (greeters) are primarily responsible for monitoring the safe arrival of persons and vehicles around the property entrance. They should be aware and immediately notify one of the pastors or LBA in the event that they observe any of the following:

1. A person whose presence or actions present any threat to the safety of others
2. A person who appears agitated or angry
3. A person, group of persons, or vehicles acting in a suspicious or dangerous manner
4. Any unattended bags or suspect property
5. A person who is out of place, for example wearing offensive, inappropriate or suspicious clothing, or carrying large bags and the like.

Scenario 1: Suspicious / Threatening person or group

Where a person's actions or presence is an imminent threat to the safety of others:

Door Greeter.

- Immediately notify Pastor or LBA Member

- Immediately lock all doors.
- Assign Ministry Leaders to:
    - Initiate lockdown in Kids ministry areas
    - Check toilets, kitchen and playground
- Dial 000 to notify emergency services
- Monitor the person's location at all times as able

Pastor

- Calmly communicate the threat to the congregation and urge people to either seek safety or stay away from doors and windows
- Encourage congregation to remain calm and pray.
- Reassure parents that children are being cared for by the Kids ministry team and that kids are to stay with EDGE Kids leaders until the threat passes.
- In the event that the premises can be safely evacuated, order evacuation as per fire evacuation procedures

Kids Ministry Team

- Lock all doors to Kids Ministry area
- Keep children away from doors and windows
- Remain in lockdown until advised all clear by LBA Member or Pastor.

EVERYONE:

1. Remain calm and alert, do not panic and notify one of the pastors or LBA of any danger

Scenario 2: Suspicious / Non-threatening person or group

Door Greeter

- Engage the person in conversation as best you can to assess the person's motives
- Remain aware of their location and monitor their behaviour, particularly during service
- Engage with the pastor or the LBA to become aware of the person's location and source of your suspicions

Pastor / (LBA Member)

- Engage person in conversation if safe to do so
- Where safe to do so, remove the person from the auditorium to mitigate the threat to others
- If the circumstances require it, contact emergency services and follow Lockdown Action Plan if the situation escalates

Scenario 3: Fire Emergency

In the event of a fire on a Sunday while church is occupied, the ***evacuation of the entire premises will occur***. During the evacuation, these further roles will be undertaken:

Pastor

- Inform congregation of the need to evacuate calmly.
- Direct congregation to muster point at mailboxes on Weedon St as required.
- Reassure parents that children are being evacuated by Kids Ministry.
- Remain at assembly area until all-clear is given.

Fire Warden (Pastor/LBA Member)

- Ensure
    - **000** has been called (delegate if needed).
    - Kids Ministry areas have been evacuated and confirm they are clear.
    - Check toilets, parents' room, kitchen, and playground.
    - Assist elderly or mobility-impaired people (wheelchair available).
    - Final sweep of auditorium, ground-level and upstairs rooms
- Close doors after evacuation (do not lock).
- Identify self to emergency services on arrival.

Kids Ministry Team

- Bring attendance sheet to evacuation area
- Calmly evacuate children to designated gathering point.
- Account for all children using check-in list.
- Children are released to parents only after all are accounted for, following normal sign-out procedures.

EVERYONE:

1. Remain calm
2. Follow instructions given and be aware of safety hazards
3. Report any safety hazards immediately
4. Assist those around you needing assistance and do not leave until all clear is given

Fire Extinguisher Guide

ONLY FIGHT FIRE IF SAFE AND YOU ARE CONFIDENT IN DOING SO!

RED / WHITE: General purpose use for most fires. One located in kitchen, one to right side of foyer entry, one to left of stage and one at the top of stairs.

FIRE HOSES: Located at morning tea area outside.

INSTRUCTIONS ON USING FIRE EXTINGUISHER:

1. Remove pin
2. Point hose at base of fire
3. Squeeze the handle
4. If not effective, leave it and move away from fire



Scenario 4: Medical Emergency

In the event of a medical emergency or incident occurring during a Church meeting or event, the following is in place to facilitate a rapid and appropriate response:

- A **full first aid kit** is located in the kitchen.

Pastor

In case of medical emergency,

- Administer First Aid, Call 000 if needed
- Communicate clearly and calmly what is happening to the congregation
- Reassure that the patient is being cared for by appropriate and capable personnel
- If needed, request quiet and orderly evacuation of the auditorium if the patient is unable to be moved and requires medical intervention.

THREESIXTEEN
WESLEYAN METHODIST CHURCH

Safe Ministry Form A

Volunteer Driver's Application & Registration

Confidential

Attach to completed form B. Volunteer Child / Youth Leader's Application & Registration

Name of Applicant

Number of current drivers licence Renewal Date / /

List type of vehicles licensed to drive. (car, truck, bus, etc.)

Are there any restrictions or endorsements on your licence, if so please supply details?

Provide details of any vehicle accidents in which you have been involved as a driver in the past five years.

Give details of any driving or traffic offences you have been convicted of in the past five years. (Excluding parking offences)

Is your vehicle comprehensively insured? If so please name your insurance company.

All voluntary drivers must have insurance coverage. Without insurance, drivers are not permitted to act as a volunteer driver. Please attach a photocopy of current driver's licence to this completed form.

I confirm that the information I have supplied on this form is true and correct to the best of my knowledge. If any of the above changes I will inform my relevant ministry leader before driving a child.

Signed Date

/ /

Safe Ministry Form B

Volunteer Child / Youth Leader's Application & Registration

Confidential

All volunteer child & youth workers and leaders are required to fill in this application prior to being considered for positions within the children and youth ministries of Hills Church.

Name of Applicant

Home Phone Mobile Date of Birth / /

Address

Please provide details of any professional qualifications in relation to working with children or youth, and any previous experience with working with children or youth within a church, para church organisation or Christian denomination (include contact details of any leaders you have worked under)

Is there anything in your past that would call into question your suitability to be entrusted with the care of youth or children, including any conviction of child abuse or neglect, and any allegations or complaints involving misconduct with children made against you? Yes No

If Yes, please give details.

Screening: Please provide the name and contact details of a character reference:

Queensland Government Blue Card Number Expires

Or Exemption Card No

I confirm the information I have supplied on this form is true and correct to the best of my knowledge. Should it be found the answers are untrue, I understand that this may be grounds for dismissal from the position held.

Publish Date: August 2026
Next Review Date: January 2027

I hereby declare that I have never been convicted of any criminal offences in relation to the physical or sexual abuse of children.

I agree with the guidelines for child / youth leaders as stated in the Safe Ministry Framework and will follow these guidelines and the direction of the ministry director and pastors with diligence and a good attitude.

I agree that the church may make a check with police regarding any information they may hold about me.

Signed Date

Met with pastor Signed by Pastor:

Safe Ministry Form C

Liability Release Form (Special Hills Kids & Youth Activities)

Schedule

Name of Child / Youth (Under 18 years of age)

Home Phone Mobile Date of Birth / /

Address

Medical Conditions or impairments

Actives being participated in (eg. Camp, Rock-climbing)

Name of Parent / Guardian

Home Phone Mobile

Address (if different from child address)

I give permission for my child to participate in the above activities and I acknowledge that the activity described in the schedule can be hazardous and that my child participates at his/her own risk. I understand that the church will take

reasonable steps to provide a safe environment for my child and to ensure that all equipment supplied by them for the activity is of a reasonable standard.

I acknowledge that the church will not be liable for any injury that may be suffered by my child, which arises either directly or indirectly from, or in connection with, the activity described in the schedule incorporated in this form.

I hereby agree to indemnify the church against any and all claims arising from, or in connection with, any injury that may be suffered by my child, or that my child may cause to another person, as well as any loss or damage to property, equipment or personal effects belonging to my child, or any other person, arising either directly or indirectly out of or in connection with the activity described in the schedule incorporated in this form.

I agree that the church may authorise on my child's behalf whatever medical treatment he/she may require. (This includes, but is not limited to, ambulance attendance and hospital treatment) I agree to pay all medical expenses incurred.

Signed Date Parent or Legal Guardian

/ /

Safe Ministry Form D

Child / Young Person Personal Details and Medical Disclosure Form

Confidential **Ministry:**

This information is treated confidentially and for the sole purpose of supporting the safety of your child or young person.

CHILD/YOUTH INFORMATION

Full Name Year level

Home Phone Mobile Date of Birth / /

School Email

Address

Medical Conditions, Allergies or impairments (please include directions for treating conditions if needed)

Details of court orders or custody issues

PARENT/GUARDIAN INFORMATION

Name

Emergency Phone Mobile

Address (if different from child address)

I give permission for my child / young person to participate in the Hills Youth / Hills Kids / Playgroup activities. I understand that the church will take reasonable steps to provide a safe environment for my child.

I understand that during activities my child / young person may have photos taken of them during various activities. I give my consent for Hills Church to use these photographs for promotional purposes. Yes No

I consent to the church providing my child with any medical treatment they might reasonably require while they are under the church's care (e.g. applying ice to a bruise or sprain, applying a band-aid or stabilising an injury while waiting for emergency medical assistance). I also consent to the church obtaining emergency medical assistance for my child where considered necessary (including by ambulance or hospital attendance). I have informed the church of any special circumstances that might be relevant to my child's care, including relevant allergies and necessary medications. I agree to pay all medical treatment expenses incurred by the church on my child's behalf.

Signed Date Parent or Legal Guardian

/ /

Safe Ministry Form E

First Aid Notification Form

Confidential

This form is for information purposes only and does not make any recommendations of future treatment of your child / young person.

Dear Parent / Guardian,

Today, your child received First Aid attention for

Action Taken:

Rest Ice Pack Elevate

Wound Cleaned Band Aid Applied Bandaged

Other

Leader / Ministry Director Date / /

Note to leader - Please file a copy of this report with the church administrator

Safe Ministry Form F

Risk Management Plan for High Risk Activity

Ministry/Department:

Event Name and Date:

Your Name:

Schedule

In addition to health and safety concerns, a ministry risk management strategy should analyse the risk of 'harm' to people attending your event. Harm is defined as including physical, sexual, psychological, emotional, cultural abuse and neglect. Leaders should submit this form to the Administrator for approval and filing.

Steps	Activity 1	Activity 2	Activity 3	Activity 4
Step 1 Describe the activity – identify all elements of the event from beginning to end				
Step 2 Identify the activity and site Risks – list what could happen that would results in harm				

Steps	Activity 1	Activity 2	Activity 3	Activity 4
Step 3 Analyse the Risk – what would contribute towards an injury occurring				
Step 4 Evaluate the Risk – consider the severity and likelihood of injury				
Step 5 Manage the Risks – how will the risk of injury be reduced, how will the activity be monitored				
Step 6 Review – nominate who will review after the event/activity				

Safe Ministry Form G

Risk Assessment for Small Group Locations

Schedule

Each small group location not on church property (family home etc) is required to have a Risk Assessment completed by the Small Groups Director. Please pass completed forms to the administrator.

Small Group Name:

Small Group Leader:

Meeting Address:

Group Begin Date: Group End Date:

Assessment Date: Director Sign:

Step 1 Identify the activity and site Risks Identify and list any potential hazards or activities that could cause harm.	**Step 2 Evaluate the Risk** consider the severity and likelihood of injury.	**Step 3 Manage the Risks** what steps will you take to reduce the risk of injury or harm?	**Step 4 RM Compliance** Has the small group leader read and understand our leaders code of conduct and small group guidelines from the RM document?
			Yes / No

Step 1 Identify the activity and site Risks Identify and list any potential hazards or activities that could cause harm.	**Step 2 Evaluate the Risk** consider the severity and likelihood of injury.	**Step 3 Manage the Risks** what steps will you take to reduce the risk of injury or harm?	**Step 4 RM Compliance** Has the small group leader read and understand our leaders code of conduct and small group guidelines from the RM document?

Safe Ministry Form H

Youth Mentoring Plan

Schedule

The leaders of Hills Youth value one on one mentoring as an important way of helping and influencing high school students with their spiritual and personal growth.

One on one mentoring carries a high degree of trust and responsibility between the parents, the student and the leader (mentor). In order to ensure a high degree of safety, openness and accountability, this form is to be completed at the beginning of any new mentoring arrangement.

Guidelines for Leaders and Students

All policies and guidelines of the Safe Ministry Framework must be adhered to at all times, including but not limited to:

1. Mentor and mentee must be of the same sex.
2. All mentoring must be done in a location that is either open to the public (eg. a cafe or popular park location) or at the student's home in an open area (eg. living room, deck, not a bedroom) while the parents are home.
3. Appropriate discussion and behaviour must be maintained as discussed in the Safe Ministry Framework.
4. Mentors should never see themselves as taking on the role of parents, and should understand the difference between the role of a mentor and a parent. A mentor should never undermine the student's parents in any way.
5. Mentors should never see themselves as qualified counsellors. A mentor does not counsel someone with disorders or relationship issues.
6. A mentor should see their role as investing, coaching, encouraging, teaching and influencing their mentees.
7. Student mentees must be year 10 or above.

THREESIXTEEN
WESLEYAN METHODIST CHURCH

Practical Details (to be completed by Mentor)

Leader / Mentor Name:

Student / Mentee Name:

Details of meetings: (eg. Time, dates, location, discussion and study topics. Please give as much detail as possible).

Signed

Parent Date

Mentor / Leader Date

Youth Pastor Date

Publish Date: August 2026
Next Review Date: January 2027

Safe Ministry Form I

Incident Report Form

Schedule

Date of incident: Time of incident:

Injured or affected person or persons:

Address:

Phone: Location of incident:

Describe in full how the incident occurred and what actions were taken: (Write everything you can remember no matter how insignificant it may seem.)

How did the incident affect the person or persons?

Was any medical treatment required? Yes ☐ No ☐ (If yes please complete Form E, and attach.)

Next of kin present or notified:

Staff or ministry leaders present:

Witnesses:

Where any emergency personnel called?

FORM I CONTINUED

If Incident Relates to a breach of Child Safe Policy

Does this allegation potentially constitute reportable conduct? Yes ☐ No ☐

Was a Child involved:

Senior/Lead Pastor notified: Date: / /

Safe Ministry Team notified: Date: / /

QFCC notified: Date: / /

Police Notified. Date: / /

Child Safety notified: Date: / /

Investigation reference number:

Name of person taking report: Signature:

Position: Date: / /

(Administration use Only)
Actions to prevent further accidents & Follow Up:

Scanned & Filed: District Notified: Report Closed Date: / /

Safe Ministry Form J

Volunteer Agreement & Code of Conduct **Replaced by National Church-issued Codes of Conduct – All Ministries, Boards & Committees, Children's Ministries

This Code of Conduct outlines Hills Church expectations of staff and leadership to ethically act in accordance with these expressed standards of conduct, integrity and accountability.
Staff and volunteers are responsible for maintaining a professional role, which involves establishing and maintaining clear boundaries that serve to protect everyone from misunderstandings or a violation of the relationship.

Therefore, I commit to the following ministry standards:

I WILL:

- Conduct myself in a manner that is consistent with the values and beliefs of Hills Church, and abiding by the church policies
- Treat all people with respect, regardless of race, ethnicity, gender, sexuality, language, religion, political/other opinion, national/ethnic/social origin, property, disability, birth/other status
- Fulfil all obligations and duties diligently (for paid and unpaid volunteer work)
- Provide a welcoming, inclusive, and safe environment for all people
- Present myself in appropriate attire and in a well-groomed manner
- Follow and report any concerns of child abuse in accordance with legislation and Hills Church policy and procedure
- Keep confidential all information that I am party to regarding any church attender, particularly children
- Take responsibility for ensuring I am accountable and do not place myself in a position where there is risk of allegations being made, by remaining above reproach
- Always ensure language is appropriate, and not offensive or discriminatory
- Provide and model an example of good conduct on a daily basis
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse; particularly in regards to children
- Recognise that special caution is required when you are discussing sensitive issues, particularly with children and young people
- Engage in open collaborative, communication with colleagues
- Inform the pastor immediately of any form of conflict of interest
- Present for ministry duty punctually, and inform Ministry Leader of unavailability or late arrival
- Conduct my life in all areas, including my private life in such a way that reflects the values of Christ and His church.

I WILL NOT

- Engage in behaviour that is intended to shame, humiliate, belittle, or degrade
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking
- Develop inappropriate relationships with a child or church attender
- Use any computer, mobile phone, form of social media, or recording device to exploit or harass anyone; particularly a child
- Exploit or abuse any position of leadership authority
- Use Social Media in any inappropriate way that may bring the church into disrepute.

I am responsible for my own actions and endeavour to engage practices to avoid actions that could be in breach of this Code of Conduct.

I have read Hills Church Code of Conduct and the Policy and Procedures, and discussed its contents with the Pastor. I am aware that Hills Church expects me to uphold at all times the standards of behaviour described above.

If my ministry has responsibility for children under the age of 18, I hold a valid Blue Card from the Working With Children check. I also understand that any allegation of reportable conduct involving children may be reported to police, child protection authorities, Blue Card Services, denominational authorities and the Queensland Family and Child Commission in accordance with legislation.

I agree to undertake annual Safe Ministry training while in ministry at Hills Church.

I also understand that there may be disciplinary measures if I am found in breach of the Code of Conduct.

Name:_____

Signature:_____ Date:_____