



COOMERA

Baptist Church

CHILD SAFETY POLICY

Updated August 2026

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PART 1: CHILD SAFETY POLICY

Policy Commitment & Guiding Principles

Coomera Baptist Church is committed to providing a safe environment for all, especially children and vulnerable persons. The following Child Safety Policy outlines our strategy and commitment to be a child safe organisation by adhering to the following 10 Queensland Child Safe Standards expressed in the Queensland Child Safe Organisations Act 2024, which are based on the 10 National Principles for Child Safe Organisations.

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children are suitable and supported to reflect child safety and wellbeing in practice.
6. Processes to respond to complaints of child abuse are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed.
9. Implementation of the Child Safe Standards is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children.

Vision

To create a fun space where the children and youth of Coomera Baptist Church are taught the tenets of the Christian faith in a loving, respectful, safe and nurturing environment. In addition to this, that we would be a place where young people who are not familiar with God's word are welcomed, loved, nurtured and taught the Gospel of Jesus Christ in a safe, secure environment.

"Hear, O Israel: The Lord our God, the Lord is one. You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.
(Deuteronomy 6:4-9, ESV)

"But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus." (2 Timothy 3:14-15, ESV)

"Train up a child in the way he should go; even when he is old he will not depart from it" (Proverbs 22:6, ESV)

"Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you" Matthew 28: 19-20, ESV)

Mission

The children and youth ministry of Coomera Baptist Church exists to glorify God by:

- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4)
- Making the whole counsel of Scripture known to children with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17; 1 Corinthians 15: 1-4)
- Praying for the children and youth and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10)
- Living faithfully before the children and youth and modeling for them how Christians are called to respond to God, interact with each other, and with the world around us (Matthew 5:16; 1 Corinthians 11:1)
- Maintaining a safe and secure environment for our children and youth at all times.
- Maintaining the highest ethical standards such that volunteers and teachers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.
- Preparing children and youth to one day walk with God as adults, which means getting them ready to be a part of the public services and Lord willing, one day, a fully participating adult member of the church.
- Warmly welcoming children, youth and their families from different cultural backgrounds including those with Aboriginal and Torres Strait Islander heritage. (Psalm 86:8-10, Rev 7:9-12). We acknowledge that there may be cultural differences among us, and we will endeavour, to the best of our ability, to be sensitive to those differences, neither jeopardizing gospel truth nor seeking our own advantage but that of others that they may be saved (1 Corinthians 10: 32-33)
- Endeavouring to reflect God's concern and care for the most vulnerable in our society by creating an environment where the vulnerable are safe and loved and consideration is given to their special needs so they may be safe in our care and environment. (Exodus 22:21-23, James 1:27)

Volunteer Expectations

All children and youth ministry staff and volunteers share a particular responsibility for:

- Loving the children in ways that reflect Christ's love for them
- Setting an example of proper Christian conduct in the way we live our lives
- Ministering to the children
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children

With this in mind we require that all our staff and volunteers adhere to the following code of conduct.

Code of Conduct

In accordance with the Queensland Child Safe Standards, a child is defined as a person under 18 years of age. The following constitutes Coomera Baptist Church's Code of Conduct for behaviour for a person in a position of trust:

1. As a person in a position of trust within the church you must always be concerned about the integrity of your position, likely perceptions of the church and the wider community, and the need to acknowledge the real or perceived power given to you as a result of holding this position. You should avoid situations where you are vulnerable to temptation or where your conduct may be construed to be a breach of this Code of Conduct. You will make yourself familiar with the provisions of Coomera Baptist Church Children and Youth Policy.

2. You must not fail to take action to prevent to the best of your ability, and report as required, any of the following:
 - child abuse,
 - a child or young person at risk of significant harm,
 - reportable conduct,
 - sexual misconduct, and/or
 - conduct that breaches the Coomera Baptist Church Code of Conduct.
3. Sexualised behaviour is any behaviour that may reasonably be perceived to be of a sexual nature according to the standards of the time by the person to whom it is directed. Sexualised behaviour is only permitted as set out in the Word of God.
4. You must not engage in or condone any behaviour that could be considered to be:
 - child abuse,
 - putting a child or young person at risk of significant harm,
 - reportable conduct, and/or
 - conduct that breaches this Code of Conduct.
5. You must not engage in or condone any behaviour that could be considered to be sexual misconduct, understanding that sexual misconduct is contact or invitation, via any means, of a sexual nature which is inconsistent with the integrity of a person in a position of trust within the church. Sexual misconduct includes any behaviour that could be reasonably considered to be sexual assault, sexual exploitation, sexual harassment, coercion or grooming of a child or young person.
6. Sexual exploitation refers to any form of sexualised behaviour with a child or young person, whether or not there is consent and regardless of who initiated the behaviour, where that behaviour is contrary to the Word of God. Therefore, you will not among other things engage in or condone any of the following:
 - behaviour or a pattern of behaviour aimed at the involvement of others in sexual acts, including, but not limited to, coercion or grooming behaviour,
 - sexualised behaviour with a person below the age of consent,
 - sexualised behaviour with a person with whom there is a supervisory pastoral care, or counselling relationship,
 - the production, distribution, possession of or accessing of pornographic material of any kind,
 - taking advantage of the conscious or unconscious use of sexually provocative behaviour that some victims of abuse display,
 - participating in sexually explicit conversation via social media, chat rooms, gaming or any other means.
7. Sexual harassment means unwelcome sexualised behaviour, whether intended or not, in relation to a child or young person where that person reasonably feels offended, belittled or threatened. Such behaviour may consist of a single incident or several incidents over a period of time.

Therefore, you will not among other things engage in or condone any of the following:

- implicit or explicit demands or suggestions for sexual activities,
- making any gesture, action or comment of a sexual nature to a person or about a person in their presence,
- making jokes containing sexual references or innuendo using any form of communication,
- exposure to any form of sexually explicit or suggestive material, including but not limited to pornography of any kind.



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- physical contact that is inappropriate to the situation or uncomfortable or confusing for the receiver, including kissing, hugging, touching, pinching, patting or aggressive physical conduct,
 - touching any sexual part of the body, including the 'only kidding' or accidental occasions of sexual touch,
 - generating or participating in inappropriate personal correspondence (including electronic communication) in respect of sexual or romantic feelings or in breach of the Code of Conduct,
 - inappropriate or unnecessary discussion of, or inquiry about, personal matters of a sexual nature,
 - inappropriate intrusion of a personal space or physical privacy, including being alone in a bedroom or bathroom or allowing inappropriate exposure during activities that require dressing or changing clothes,
 - voyeurism, and
 - persistent following or stalking.
8. Coercion or grooming behaviour refers to physical or psychological actions intrinsic to initiating or hiding abusive behaviour, which involves the manipulative cultivation of relationships with children and/or young people, their carers and others in authority. You will not exhibit any behaviour that could be considered to be coercion or grooming behaviour.
9. With regard to church sponsored events and in relation to children and young people:
- You will not conduct a camp or other activity involving overnight accommodation without appropriate 'camp parents' (ideally a married couple over the age of 25 years, of known maturity and Christian commitment) approved by the elders.
 - You will not provide any form of accommodation for any reason where there is not strict segregation by sex, with the exception of married couples and families. Supervision of children and/or young people must be provided by a person of the same sex.
 - You will ensure that any activity involving young children and/or young people is open to observation by parents and other adults with a legitimate interest.
 - You will not condone or participate in bullying behavior, where bullying is the repeated seeking out or targeting of a child or young person to cause them distress and humiliation or to exploit them, including but not limited to exclusion from a peer group, intimidation and extortion.
 - You will not participate in or allow nude swimming or other such activities
 - You will not participate in or allow initiations and secret ceremonies.
 - You will not drive a child or young person unaccompanied.

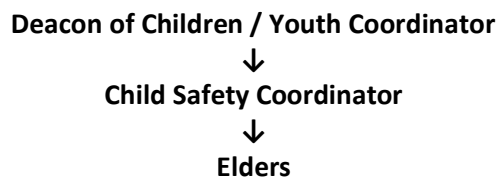
The elders may make temporary variations in response to this Code of Conduct. These temporary variations will be formally recorded by the elders and will be made on a restricted basis for individuals in specific circumstances for a specific period of time. Where no temporary variation is formally recorded, the following will apply without change:

- You will take care to ensure an appropriate balance of transparency and confidentiality so that the private concerns of others are not disclosed or revealed improperly. In ordinary circumstances, when you are providing pastoral care to, or working with members of the opposite sex, you will strive to do so in an environment that allows visual surveillance and, where reasonable, have other people within hearing distance.
- You will not allow a child to sleep in close proximity to an adult, other than a parent or guardian, unless there is a significant separation, and privacy of all parties is respected.
- You will not allow an adult to share accommodation with one child or young person only unless they are a parent or guardian of that child or young person.

With respect to private arrangements within the church you must always be concerned about the integrity of your conduct, likely perceptions of the church and the wider community. You should avoid situations where you are vulnerable to temptation or where your conduct may be construed to be a breach of this Code of Conduct. You must ensure you are operating with parental permission. You must not intentionally undermine the parent/child relationship. You must conduct yourself with transparency and preparation.

Please note, where specified provisions cannot be followed in an emergency, the circumstances of the emergency and the actions taken should be reported to and approved by the elders. Where the actions taken are not approved they will be considered to be a breach of the Code of Conduct. If no contact is made, that will also be considered a breach.

Any breaches of this Code of Conduct for any reason will be reported to the appropriate person as soon as possible. The chain of reporting for anyone who has a comment or concern is as follows:



Whilst this would be the normal reporting process, it may be varied at any time if the person making the report deems it appropriate to do so.

Anyone can make a comment or raise a concern at any time. Child safety is everyone's responsibility. Under child safety legislation there is no such thing as an innocent bystander.¹

If a breach to the Code of Conduct involves an allegation or conduct that is deemed by the Queensland Child Safe Organisations Act 2024 to be a reportable allegation or reportable conduct, the Elders will follow the Reportable Conduct Scheme process outlined by the Queensland Family Child Commission.²

¹ <https://www.dcssds.qld.gov.au/our-work/child-safety/about-child-protection/mandatory-reporting>

² <https://www.qfcc.qld.gov.au/report-concern>

Child Protection

Our first concern is that children be safe while they are in our care.

All volunteers who are either in a role which carries an implied trust, and/or have direct contact with minors will be required to undertake the following steps prior to commencing their service as a volunteer within Coomera Baptist Church. All staff – regardless of whether they have direct contact with children – are to complete step 2 prior to employment with step 3 being completed as outlined below:

1. Complete a **Coomera Baptist Church Volunteer Application Form (see Appendix 1)**, which will be screened by either the Deacon of Children or the Youth Coordinator and the Elders, with sensitive information being viewed only by the Elders.
2. Provide a current **Blue Card** to the Administrator.
3. Attend the next regularly scheduled **Child Safety Training** as organised by Coomera Baptist Church.

Once these three steps have been completed satisfactorily, the applicant is deemed to be a 'Suitable Adult' for employment and/or voluntary work at Coomera Baptist Church. They are then required to:

1. Provide proof of their Blue Card to be linked to the Coomera Baptist Church Register.
2. Attend 'Refresher' training courses on child safety as required.

All suitable adults are required to adhere to the following standards at all times:

- Adhere to the **Code of Conduct** as outlined above
- Follow the strategies below for responding to and reporting suspected child abuse as outlined below.
- Ensure that there are at least two suitable adult volunteers per room/area, and they are within view of the rest of the group, at all times, and no volunteer is ever alone with a child (unless it is their own, or they are the registered carer of that child)
- Employ scheduling procedures and volunteer/child ratios that optimise safety
- Use the parent identification system

Please note: Coomera Baptist Church reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to, refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin or suffering issues that compromise the applicant or volunteer's ability to care for children; any criminal report or charge; obtaining information from references or Department of Justice record checks that suggest the applicant is not suitable to help children, and/or breaches to the Code of Conduct.

In addition, any volunteer, deacon, staff or elder (or any Coomera Baptist Church member) who learns of or has knowledge of misconduct by an applicant must report that knowledge following the reporting guidelines as outlined at the end of the Code of Conduct.

Coomera Baptist Church will:

- Equip each room with a first aid kit
- Educate our staff and volunteers to recognise suspected child abuse and to require them to understand and follow the reporting process

Parameters for the Child Safety Policy

For the purposes of this Child Safety Policy, children and youth who have been voluntarily placed by their parents or registered carers under the responsibility of Coomera Baptist Church for the church's public worship services or specific children's ministry-related, church-sponsored events will be under the protection of this policy.

Definitions, Roles & Responsibilities

Staff: Staff are paid employees of Coomera Baptist Church.

Volunteer: A volunteer is an adult who serves within the church and is not in paid employment.

Deacon of Children: The Deacon of Children is responsible for the organisation and oversight of the Coomera Kids program and roster including purchasing the curriculum and formatting it for Sunday services. The deacon will oversee the budget for Coomera Kids, ensuring all materials and supplies are available for each session. They will liaise with the Administrator to ensure all volunteers meet Child Safety standards as outlined below. They will operate under the support and oversight of the elders.

Kids Team Leader: The Team Leader is responsible for the implementation of the Sunday morning session they are rostered for in liaison with the Deacon of Children, including ensuring each class has been allocated a team member and all materials and resources are set up and packed up at the start and finish of the session. They are responsible for working with their co-leader to teach the lesson to the age group they are allocated and reporting back to the Deacon of Children with any concerns or comments on the session.

Sunday Coordinator: The Sunday Coordinator is a suitable adult who oversees the set-up of sign-in and sign-out, including tally of children. They will provide general oversight to each room and liaise with the Deacon of Children regarding materials and supplies and any other concerns or comments relevant to their role. They will also welcome new families and guide them through the completion of the Family Registration Form and the sign-in/out process.

Suitable Adult: a suitable adult is an adult who holds a current Blue Card, and has completed the Child Safety training, and been approved by the Deacon of Children or Youth Coordinator and Elders to participate in children's ministry. A suitable adult is in a position of trust and must complete the aforementioned requirements before commencing volunteer work in the Children's Ministry.

Service Register: Church folder to record info and issues each week (see Deacon of Children).

Youth Coordinator(s): The Youth Coordinator(s) is responsible for the organisation and oversight of the Coomera Youth program and roster including planning activities and the schedule for each session. The Youth Coordinator(s) will oversee the budget for Coomera Youth, ensuring all materials and supplies are available for each session. They will liaise with the Administrator to ensure all volunteers meet Child Safety standards as outlined below. They will operate under the support and oversight of the Elders.

Youth Leader: The Youth Leader is responsible for the implementation of the Coomera Youth session they are rostered for in liaison with the Youth Coordinator(s), including ensuring each Team Member has been allocated a role for the session and all necessary materials and supplies have been organised.

Youth Team Member: A Team Member is a suitable adult who assists the Leader in running the Coomera Youth session. The Team Member is responsible for reporting back to the Youth Coordinator(s) and/or the Elders with any concerns or comments on the session.

Unauthorised Persons

An unauthorised person is someone who is not a parent or carer and/or who has not been through the Child Safety approval process to become a Suitable Adult as defined above. Should an unauthorised person enter any Coomera Kids classroom, the Team Leader or Member should ask them to leave. Otherwise, or if the unauthorised person refuses, the following steps should be taken:

- Notify the Sunday Coordinator who will arrange for a suitable person to attend the area, preferably the Deacon of Children and/or an Elder
- The Deacon of Children and/or the Elder must then decide if the police should be called if the unauthorised person remains uncooperative.

Child Abuse - Definition

Child abuse is an act by a person or persons that endangers a child or young person's physical or emotional health or development. In Queensland legislation a child or young person is a person under 18 years of age.

There are different kinds of child abuse:

Neglect: Neglect is the failure to provide the basic necessities of life, such as love and affection, safety, food, clothing, hygiene, medical care and education.

Emotional Abuse: Depriving a child or young person of love and attention which can include but is not limited to constant criticism, isolation, excessive teasing or terrorising. These actions and others are used by a person in a position of power to make the child feel worthless. It may also include actions that cause serious mental anguish without any legitimate disciplinary purpose as judged by the standards of the time when the incidents occurred.

Physical Abuse: All non-accidental physical injuries. This can include but is not limited to hitting, beating, burning, scalding or shaking, and actions that cause serious pain without any legitimate disciplinary purpose as judged by the standards of the time when the incidents occurred.

Sexual Abuse: Sexual abuse includes involvement in sexual activities with anyone who is older, bigger, in authority or perceived authority or more powerful where a child or young person is unable to give informed consent. It also includes sexual activities with a person under 18 years of age (such as another child or sibling) where a child or young person is unable to give informed consent. These activities may be initiated by either party. This includes but is not limited to: touching in a sexual way, masturbating, flashing, oral sex, sexual intercourse, eroding the sexual boundary between two people through sexual innuendo, kissing, unwanted or unnecessary touching and overly long hugs. It can involve apparently consensual intercourse or sexual activity but the validity of consent is negated by the power differential or the fact that one person has a moral and spiritual responsibility towards the other. It also includes permitting another person to undertake these activities with your knowledge or in your presence. It is not possible for a person under the age set by legislation to legally consent to sexual activity.

Domestic Violence: Any of the above four forms of abuse within the context of a family is considered to be a form of domestic violence. It also includes social isolation and/or financial control or deprivation. Domestic violence can be carried out upon a child or young person or they can be a witness to violence. That is, to fall within this provision, the violence does not have to be directed at the child or young person.

Signs of Abuse

The following chart gives examples of possible indicators of child abuse. Note it is not an exhaustive list. Also note that the presence or absence of any indicators listed does not necessarily mean the child is or is not experiencing abuse.

Form of Abuse	Possible Indicators
Sexual abuse	Verbally reports or discloses sexual abuse , aggressive, overt sexual behaviour, age-inappropriate knowledge of sexual acts, wary of physical contact (especially with an adult), physical signs of injuries (generally to the genital area), poor self-esteem, poor peer relations, inappropriate expressions of friendship between a child and an adult, self-harm
Physical Abuse	Verbally reports or discloses physical abuse , unexplained welts, bruises, burns, fractures, lacerations, abrasions, head injuries, appears frightened of carer, seeks affection from any adult with no discrimination, extreme aggression or withdrawal or other behavioural extremes, complaints of soreness or injuries.
Emotional Abuse	Verbally reports or discloses emotional maltreatment , speech disorders, lags in physical development or failure to thrive, attempted suicide, low self-esteem, toileting problems, apathetic, withdrawn, habit disorders (such as rocking, biting, sucking)
Neglect	Verbally reports there is no carer/parent at home or a consistent lack of supervision , consistent hunger, poor hygiene, inappropriate dress, chronically unclean, unattended physical problems, medical or dental needs, underweight, developmental delays, begs or steals food.

Appropriate & Inappropriate Touching

Inappropriate Touching

- Shoving, hair pulling, shaking, slapping, pinching, biting, kicking, hitting, or spanking a child for any reason.
- Squeezing of arm, neck, face, or any parts of the body.
- Tickling children as it is over stimulating and is considered by some professionals to be a deceptive device that could lead to inappropriate touching.
- Holding or restraining children on the lap. However, holding a child 5 years and younger is appropriate for short time spans when comfort is needed by the child or the child's behavior is out-of-control or endangering other children.
- Touching a child in the genital areas.
- Kissing a child on the lips, neck, or anywhere else. A child should never be allowed to kiss a staff member, volunteer, deacon or another child on the lips, neck, or anywhere else. Children are also not allowed to kiss one another. (Note: A kiss is appropriate on the cheek when it is included in a greeting).
- Slapping a child on the behind, even when playing.
- Fondling children, even in non-private areas.
- Carrying a child on the back unless the child is unable to walk.

Appropriate Touching

- A comforting pat on the shoulder and back, or allowing an emotionally distressed child to lean their head on your shoulder is appropriate.
- Back rub to help comfort.
- High-Fives, handshakes, or the touching of two fists are appropriate and recommended touch, especially when interacting with older children.

- Holding hands is permitted with children 10 years and under when initiated by the child, or when helping a child to walk, etc.
- Holding a child firmly with your hands to restrain him/her is appropriate when it is used to prevent a child from an accident, injury, hurting self, others, or you.
- *Assisting a child to get up if they have fallen, or helping them if they have injured themselves is considered appropriate - for example applying an adhesive dressing to a grazed knee.*

What to do if a Child or Youth Discloses Abuse

1. Listen, listen, listen... and do not add anything.
2. When listening to a child or young person remember:
 - that young people often talk about difficult or painful things in a roundabout way
 - they need assurance from adults that it is OK to talk about upsetting things
 - they often feel ashamed and frightened and find it hard to find the right words to explain
 - being observant will help you pick up non-verbal clues about what is wrong, they may drop hints when something is wrong, for example, "I don't like so and so. Do you like him/her?"
3. Tell the child or young person, "You are not to blame".
4. Do not press for information or push the child or young person to reveal the details of the abuse. Do not ask leading questions, rather listen carefully and if possible take notes.
5. Reassure them, "You are right to tell, and I take what you say very seriously."
6. Tell the child or young person that you and the church are there to help and you will be telling the Child Safety Coordinator and/or Elders what has been said so that they may receive help.
7. Sometimes a child or young person discloses abuse to a person who the child feels safe with or trusts. In this situation carefully listen and reassure the child that you will help them. Do not promise not to tell anyone else. Rather, say "There are people who can help you and I will tell them."
8. Finish on a positive note and tell the child "I am pleased you told me this. You are not alone."

If you consider that the child is in immediate danger call the Queensland Police on Triple Zero (000). Stay with the child and call the Child Safety Coordinator who will assist you with the process after that. After the danger has passed, make notes including the date, time, what was disclosed to you and any other circumstances surrounding the event.

If there is no immediate danger then as soon as possible after the disclosure make notes of exactly what the child or young person disclosed and the date and time of the meeting, and make a report to the Child Safety Coordinator who will assist you with the process after that.

At any time a person may make a direct external report to the police or appropriate government agency and then notify the Child Safety Coordinator that a report has been made.

Emergency Procedures (Fire, Bomb Threat, etc.)

Leaders are required to familiarise themselves with the instruction, escape routes and safe zone (assembly point) of the premises. Please see attached for the Emergency Exit Map (see Appendix 5).

It is the Team Leader's responsibility to be aware of the number of children under supervision at all times.

In the case of an emergency, such as fire, or bomb threat, or if an emergency alarm is sounded, the following should occur:

- Remain calm
- Alert the Sunday Coordinator who can notify the Deacon of Children and Elders if they are not aware
- All children are to be evacuated to the designated assembly point
- Ensure all children are accounted for
- Remain with the children until they are signed over into the care of their parent or carer

Note: Children's safety is the highest priority at all times and therefore should be prioritised higher than fighting the fire, etc.

Reporting an Incident

If any incident occurs in breach of the Code of Conduct, this policy or if the welfare of a child/children is suspected to be at risk (for example, if a child discloses abuse or there are signs of abuse), the Incident Report Form / Register should be completed (see Appendix 4) .

The report can be completed by anyone who witnesses an incident or has concerns, not only those who are directly involved in the child/youth ministry programs.

The form should be completed as soon as practicable after the incident, including the immediate response recorded. The completed report needs to be given to the Deacon of Children / Youth Coordinator, who are then responsible for liaising with the Child Safety Coordinator to plan and take any preventative or follow-up actions. After reviewing and signing off, the Deacon/Coordinator(s) then forward the Incident Report Form to the Elders for review and agreement. If required, the report will then be submitted to Child Safety or follow the Reportable Conduct Scheme process outlined by the Queensland Family Child Commission within three days.

PART 2: PROCEDURES & GENERAL INFORMATION

Coomera Kids - Procedural Information

***** Please take note of your rostered dates as soon as they become available in Elvanto and contact the Deacon of Children to organise swaps early to avoid last minute plan changes as much as possible *****

Children aged 3 years to Grade 6 may be signed in to attend the Coomera Kids program when the service breaks for them to do so.

Sign In, Sign Out and Parent & Registered Carer Identification

At Coomera Baptist Church, we use the Elvanto digital sign-in system for our Coomera Kids programs.

This process is connected to our church database, logs the appropriate information and tracks each child that is checked in.

Signing a child into Coomera Kids is a two-step process. Only after both steps have occurred is the child checked in and under our duty of care.

To sign a child in:

1. The parent or registered carer must go to the sign-in desk where the Sunday Coordinator will use Elvanto to select the child to be signed in and print the appropriate labels for both the child and parent or registered carer. At this point, duty of care has not yet commenced; this is simply pre sign in.
2. The commencement of the Coomera Kids program will be communicated from the front of the church during the Sunday Service. At this time the parent or registered carer will take the pre-signed child to the sign-in desk.
3. To enter the Coomera Kids program, the child will be given their printed label to wear and the parent or registered carer will be given their unique label corresponding to their child's label and the child will enter the designated room. At this point duty of care commences.

To sign a child out:

1. At the conclusion of the Sunday Service (or earlier in the case of illness or an emergency) the parent or registered carer will return to the designated room.
2. A Team Leader or Member allocated to the room that day will request from the parent the unique label corresponding to the child. Once this is provided, the child will be given back into the care of the parent or registered carer, at which point the child is signed out and duty of care ceases.

In cases where a pre-signed in child is not brought to their designated room by a parent or registered carer for sign in, a record will be made of the child's absence in the Coomera Kids Log report for that Sunday, which shall be signed off by both the Sunday Coordinator and Team Leader, indicating that the child was not signed in that day.

In cases where the digital sign in system is not working, pre-sign in does not occur and a sheet is used for sign in and sign out and kids' names are written on labels.

All children must be signed in and out by their parent or registered carer.

The Sunday Coordinator will assist new families to complete the Coomera Kids Registration Form (see Appendix 2) prior to the commencement of the Sunday Service. New parents or registered carers are also welcome to stay

with their child/children as a guest to familiarise themselves with the program. They will be provided with a red lanyard to wear identifying them as a parent/registered carer.

All Leaders must also go through the same two-step process. Just prior to the commencement of the Coomera Kids program the Sunday Coordinator will provide you with your label upon entering your designated rooms. Please ensure you wear your label at all times while signed in. *Leader sign in is very important for legal reasons.*

Leaders must continue supervision until all children have been signed out of the session. Children who have not been signed out within 5 minutes of the end of the service may be escorted by two suitable adults to find their parents for sign-out.

Leader : Child Ratios

At present Coomera Baptist Church has adopted the following Leader : Child ratios for Coomera Kids:

- Preschool – Pre K: 1:8
- Grade Prep – Year 2 class: 1:12
- Grade 3 – 6 class: 1:16

Early Sign-Out

It can be normal for a young child to be upset when their parents first leave after sign-in. However, if they remain unsettled please contact the Sunday Coordinator via the walkie-talkie system or text message who will notify their parent or registered carer to collect them. Their early sign-out will be noted on the Coomera Kids Log report for that Sunday, and signed by both the parent/guardian and Sunday Coordinator.

Contact

There may be times where contact needs to be made with a parent or another Coomera Kids Leader or Member who is not in the room with you. In this event, please use the walkie-talkie system or send a text message to the Sunday Coordinator. The Sunday Coordinator will arrange for the person you need to be sent to you. In an emergency situation where this may need to be altered, contact must be made immediately with either the Deacon of Children or an Elder as per the Code of Conduct.

Snacks

No outside food is allowed to be in any of the Coomera Kids rooms. Individual store-packaged snacks will be available to the children during service time, and parents will be encouraged to provide water bottles for their child/children.

Children who have declared allergies are noted on their nametag and the roster. Please take note. Reach out to the Sunday Service Coordinator if you have any questions or concerns. An emergency plan will be in place for any severe allergies.

Toileting

If a child needs to use the toilet, the leader of the child's group will inform the Sunday Coordinator via the walkie-talkie system or text message. In order to protect both children and leaders, if any child needs to use the toilet, the Kids Team Leader will inform the Sunday Coordinator via the walkie-talkie system or text message. The Sunday Coordinator will then notify their parent or registered carer who will come accompany their child to the toilet and back to their room. If the child is in dire need of the toilet, or is an older child, the Sunday Coordinator may decide to allow them to go to the toilet following these procedures:

- The Sunday Coordinator checks that there are no adults in the toilet to be used.
- The Sunday Coordinator stays at the corner of the hallway in full view of the Kids Team Leaders in Room 4
- The child walks to the toilet by himself or herself

- The Sunday Coordinator remains at the corner of the hallway in full view of the leaders in Room 4 until they walk the child back to their classroom
- If the child needs any assistance, the parent/carer will be notified. Neither the Sunday Coordinator or Kids Team Leaders are ever to enter the toilet with a child (unless they are the parent or registered carer of that child).

Sickness

No sick children should be accepted to any children's program. However, a child may become ill after check-in. This may include:

- Pain
- Lethargy
- Flushed face or sudden rash
- Discharge from eyes and/or nose
- Vomiting or diarrhea
- High temperature

If symptoms such as the above occur after the child has been signed in, isolate the child whilst still ensuring they are within full view of the group. Then the Team Member is to contact the Sunday Coordinator who will arrange for the parent to come and sign the child out early.

Accidents

If an incident occurs that does not involve any injury, the Leader should:

1. Ensure the area is safe. If it is considered unsafe the Team Member should:
 - Ask for assistance from the Sunday Coordinator or Deacon of Children who can then make a decision to close the program and bring the children back to their parents or registered carer who will provide their unique label, at which point the child will be signed out and duty of care ceases.
2. The Child Safety Coordinator will file the incident on the Incident Register. Make special mention of issues that may need to be addressed to avoid another incident.

If an incident occurs where a Team Member is injured or unwell:

1. Ensure the area is safe (see above)
2. Apply First Aid if necessary
3. Decide if the program can continue
4. The Sunday Coordinator should note the incident in the Incident Report Form (see Appendix 4), and submit it to Child Safety Coordinator.

If a child is injured:

- If serious, **call** the Deacon of Children immediately (see Contact List details), who will notify the parents immediately.
- In an emergency situation call an ambulance immediately on Triple Zero (000) and then notify the Deacon of Children of the action you have taken.
- If not serious, re-settle the child and make a note of the incident.
- The Sunday Coordinator should note the incident in the Incident Report Form (see Appendix 4), and submit it to the Child Safety Coordinator.

Leader Identification

All Team Members are to be identifiable by wearing Coomera Kids T-Shirt and printed label.

Coomera Kids - Behaviour Management

Consistency of expected behaviour is important, as are consistent behaviour management strategies.

Ideally, we would love every child to participate fully in each of the activities and studies provided, however, we acknowledge that for some children that will be difficult for them and we respect the child's ability to say 'no'. For example, if John has been asked to colour a worksheet but says 'no', and wishes to sit out instead, we are to accommodate their wishes where it is safe to do so, and of minimal disruption to the rest of the group.

If this occurs frequently, the Team Member is to bring it to the attention of the Sunday Service Coordinator who will then notify the Deacon of Children who will communicate with the parents.

Appropriate behaviour management:

- Asking child/children to be quiet
- Redirect attention from inappropriate behaviour to the task at hand
- Waiting for quiet, lowering own voice to encourage listening
- Attention Grabbers and Callbacks like those posted in each classroom:
 - L: Hands on top K: That means stop (put hands on head)
 - L: God is good K: All the Time
 - L: 1-2-3 eyes on me K: 1-2 eyes on you
 - L: Class class K: Yes, Yes
 - "If you can hear me..." or "If you're listening and you know it..." (insert an action until everyone is participating. Examples: stand up, sit down, turn around, clap once, clap twice, raise your hand, not your head, etc.
 - Simon Says (start with any action and end with what you'd like them to complete, eg. "Simon says it's time to pack up our toys."
- Ask the child to sit beside the Team Member
- Lining up before moving
- Restorative conversation with the whole group
- Offering child a safe space to calm down or self-regulate for a small amount of time, and telling them to rejoin when they feel ready to do so.
- After the session de-briefing with the Deacon of Children who will be able to involve the parents or registered carer where necessary.

Inappropriate behaviour management:

- Smacking or physical force of any kind unless the child is in danger and needs restraining (see section on appropriate and inappropriate touch)
- Time outs
- Ridicule, yelling, speaking rudely in general

Children's Behaviour

If any of the following occurs:

- A child is unruly, uncontrollable, or injuring others
- A child runs away or will not stay in a safe area
- If a child refuses to cooperate at an age appropriate level after being clearly asked and then reminded

Then, do the following:

- Contact the Sunday Coordinator via the walkie-talkie system or text message, who will:
 - Explain the situation to the parent or registered carer,
 - Arrange for the child to be signed out early if appropriate
- The Sunday Coordinator will note details in the Incident Report Form (copies of which are located in the Coomera Kids cupboard in Room 2), then submit to the Child Safety Coordinator.

Unsettled children

If an unsettled child (for example, screaming, crying) is signed-in, parents may wish to stay until the child is calm. Otherwise if the child does not settle within a reasonable amount of time, the Sunday Coordinator will contact the parent by notifying them in the service or calling them via the number on the child's name tag. If the parent cannot be reached, contact the Deacon of Children (see above details).

If any of the following occurs:

- A child continues to cry uncontrollably for more than a reasonable amount of time
- A child repeatedly asks for their parents and will not participate in the program.

Then, do the following:

- Contact the Sunday Coordinator via the walkie-talkie system or text message, who will:
 - Explain the situation to the parent or registered carer,
 - Arrange for the child to be signed out early if appropriate
- The Sunday Coordinator will note details in the Incident Report Form (copies of which are located in the Coomera Kids cupboard in Room 2), then submit to the Child Safety Coordinator.

Coomera Kids - Run-Sheet

**** Please arrive no later than 9:15 am - unless you are attending an Equip class.**

If you plan to attend Equip, please contact your teaching partner before Sunday AND on Sunday, once Equip finishes at 9:15, please check in with the Sunday Coordinator and your teaching partner to ensure you are both ready to go for the lesson and that the room is set up. **

PRE-SESSION TEAM MEETING

Arrival	Please arrive at 9:15 am for a pre-session team meeting with the Sunday Coordinator (if possible) and other team members rostered that day.
Equipment	All equipment, including a first aid kit is stored in your rooms. Equipment for the day will be set up by the Sunday Coordinator. Please check that everything is in place during the pre-program team meeting.
Pre Sign In	Ensure that you have gone through pre-sign in process with the Sunday Coordinator.
Curriculum	The Deacon of Children or Sunday Coordinator will supply each team with the lesson for that week via email prior to Sunday. It is your job to familiarise yourself with the lesson prior to commencing the session. This means arriving at 9:15 am. Preparation includes: • Reading over the lesson prior to Sunday morning to ensure you understand it • Go through the lesson with the other team members in your room on Sunday morning to clarify with each other and the Sunday Coordinator any questions you might have • Check that the computer and screen in your room are ready to go, that the video and any songs used are operational and at the correct volume.
Toilets	It is very important you familiarise yourself with the toileting guidelines articulated earlier in this policy.
Behaviours	It is very important you familiarise yourself with the behaviour management guidelines articulated earlier in this policy.

***** To ensure the Coomera Kids session runs as smooth and orderly as possible, please go to your designated room in the middle of the pastoral prayer in order to sign in and be prepared to assist parents or registered carers as they arrive and sign in their children. You must be in the room BEFORE the children enter the room. Remember: always ensure you have two leaders in the room before you begin signing in children*****

THE SESSION

Sign in (Overseen by Sunday Coordinator)	All children must be signed in and out by their parent or registered carer. Once a child has been signed in, duty of care commences and will not cease until the child is signed out by their parent or registered carer. Please ask children to leave any personal belongings, apart from water bottles and Bibles, with parents to avoid arguments, accidents, and broken or misplaced toys. Children must be signed in at the sign-in area at the door. They must receive and wear their label and the parent or registered carer must also receive their label which corresponds to their child. This must occur before they enter fully into their designated room.
Leader Sign In (Overseen as above)	All Leaders must sign-in just prior to the arrival of the children. The Sunday Coordinator will provide you with your label when you arrive at your designated room. Please wear your Coomera Kids T-Shirt and label at all times while signed in so you can be easily identified as a Leader. ** Leader sign in is very important for legal reasons **



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New children	Parents or registered carers of new children must be referred to the Sunday Coordinator to fill in the Coomera Kids Registration Form (see Appendix 2) if this has not been done prior to the service ** The Sunday Coordinator must check for allergies and alert the Team Members who are rostered on for that session so they are also aware **
Sign-Out	The Sunday Coordinator will advise the classes when the Sermon finishes each week so the classes are prepared to pack-up. The Sunday Coordinator will also advise the classes to be combined into Room 2/4 during the final songs of the service. This allows for the check-out process to commence from the Foyer doors of Room 2, and family groups are checked out together. At the conclusion of the Sunday Service (or earlier in the case of illness or an emergency) the parent or registered carer will return to the designated pick-up area. Leaders must request from the parent the unique label corresponding to the child. Once this is provided, you will return the child into the care of the parent or registered carer, at which point the child is signed out and duty of care ceases. Children who have not been signed out within 5 minutes of the end of the service may be escorted by two suitable adults to find their parents for sign-out.
Late Service	In the event of a service running overtime, please wait in the classroom until all children have been signed out.
Pack Up	After the children have been picked up please help your team pack up your room: ● Pack away all toys and supplies used ● Shut down the computer and close the screen. ● Turn off the TV (and speakers at the wall if you are in Room 4). ● Wipe down tables and chairs. Stack chairs and push tables and chairs against the walls ● Vacuum (best vacuum is in Room 2/4) ● Empty Rubbish bins - replace liners (extras in snack cupboard if needed) ● Refill water jugs and put them in the fridge. ● Put clipboard and any extra supplies back in trolley and wheel to Room 2 against the wall

Coomera Youth - Procedural Information

Youth who are in Years 7 – 12 are invited to participate in Coomera Youth. Youth who are in the final term of Grade 6 may also participate at the discretion of the Youth Coordinator(s).

Attendance Register

An attendance register consisting of a complete list of the Youth Members and the Team Members present for each session will be maintained by the Youth Coordinator(s).

New families are required to complete a Coomera Youth Registration Form (see Appendix 3) and are welcome to stay with their children as a guest to familiarise themselves with the program.

Snacks

Simple snacks may be provided each week, but it is understood that the Youth are aware of any allergies and notify the leaders before partaking.

Leader : Youth Ratios

Coomera Baptist Church has adopted a ratio of 1:15 for Coomera Youth.

Two adults should remain with the group, in view of the group, at all times. In an emergency situation where this may need to be altered, contact must be made immediately with either the Child Safety Coordinator or Elders. If this is not done, it will be deemed a breach of the Code of Conduct above.

Transportation

On occasions it may be necessary for Youth Leaders to transport youth members in cars – for example, to excursions and activities. On these occasions there must be two suitable adults in the car at all times and the car must be driven by a suitable adult who is not on a restricted license of any kind.

Accidents

If an incident occurs that does not involve any injury, the Youth Leader should:

1. Ensure the area is safe. If it is considered unsafe the Youth Leader should:
 - Ask for assistance from the Youth Coordinator who can then make a decision to close the program and call the parents or registered carers to collect their children
2. The Youth Coordinator should notify the Child Safety Coordinator who will record the incident on the Incident Register. Make special mention of issues that may need to be addressed to avoid another incident.

If an incident occurs where a Youth Leader is injured or unwell:

1. Ensure the area is safe (see above)
2. Apply First Aid if necessary
3. Decide if the program can continue
4. The Youth Coordinator should note the incident in the Incident Report Form (see Appendix 4), and submit to Child Safety Coordinator.

If a child is injured:

- If serious, **call** the Youth Coordinator immediately (see Contact List details), who will notify the parents immediately.
- In an emergency situation call an ambulance immediately on Triple Zero (000) and then notify the Youth Coordinator of the action you have taken.
- Anytime an injury occurs, an Incident Report Form is to be completed (see Appendix 4) and submitted to the Child Safety Coordinator.

Coomera Youth - Behaviour Expectations

Consistency of expected behaviour is important, as are consistent behaviour management strategies. Ideally, we would love every youth member to participate fully in each of the activities and studies provided, however, we acknowledge that for some that will be difficult for them and we respect their ability to say 'no'. For example, if someone wishes not to participate in a game or activity we are to accommodate their wishes (provided it does not result in a situation that is unsafe), and to do so with minimal disruption to the rest of the group.

Appropriate behaviour management:

- Asking youth members to be quiet
- Redirect attention to task at hand
- Waiting for quiet
- Lining up before moving
- Restorative conversation with the whole group
- After the session de-briefing with the Youth Coordinator

Inappropriate behaviour management:

- Smacking or physical force (see section on appropriate & inappropriate touch)
- Restraining
- Time outs, isolation from others
- Ridicule, yelling, speaking rudely in general

Unacceptable Behaviour from Youth Members

If any of the following occurs:

- Consumption of drugs, alcohol, vapes or cigarettes whilst at a Coomera Youth activity (zero tolerance)
- Leaving secretly from or behaving unsafely in the designated activity area
- Verbal or physical aggression, or bullying and intimidation, or inappropriate sexual behaviour of any kind (zero tolerance)
- If a youth member refuses to cooperate at an age appropriate level after being clearly asked and then reminded

Then, do the following:

- Call the Youth Coordinator if not already present
- The Youth Coordinator will then contact the parents, possibly arranging for the youth member to go home early.
- The Youth Coordinator will notify the Child Safety Coordinator who will note the incident in the Incident Register.
- Depending on the seriousness of the behaviour, there may be additional follow up from the elders with the parents

Coomera Youth - Run-Sheet

- 6:15 PM** Youth Leaders who are rostered to plan the nights activities arrive to set-up any necessary equipment and activities.
- 6:30 PM** Youth Members arrive, and attendance is recorded. All new youth members are introduced to the group.
- 6: 40 PM** Youth Leaders facilitate the evenings activities, games, bible study, and prayer.
- 8:00 PM** Parents arrive for pick up. Any Youth Members who require transportation home must only be driven home by two suitable adults.

PART 3: ADDITIONAL INFORMATION

Appendix 1a – Coomera Baptist Church Volunteer Application Form (Part 1)

Coomera Baptist Church Volunteer Application Form Part 1



This application contains two parts. The information contained in the second part will be kept confidential and only viewed by the Elders.

1. YOUR INFORMATION

First Name Surname

Date of Birth (dd/mm/yyyy) ☐ Male ☐ Female

Address Suburb State Postcode

Phone (Home) Mobile

Email

In which area of ministry are you applying to volunteer?

Have you previously been involved in Children's Ministry? ☐ Yes ☐ No

In what capacity?

2. REFERENCES

Please list two Pastors or Key Leaders (not related to you) in your church who have a definite knowledge of your character and ability to work with children. First, please list the pastor with whom you had your Membership Catch-Up. The second reference may be a fellow member of your Gospel Community, or if you are a recent member, this may also include a pastor or leader from your previous church.

Reference 1

First Name Surname

Position: Contact Number

Reference 2

First Name Surname

Position: Contact Number

3. BLUE CARD DETAILS

Do you hold a valid Blue Card? ☐ Yes (please provide details below) ☐ No (please apply at online)

Name (as it appears on your card):

Card Number:

Type of Card: ☐ Volunteer ☐ Paid ☐ Exemption

Expiry Date:

Interviewed & Trained By	Signed	On Date
Blue Card Linked to Online Portal: ☐ Yes ☐ No	On Date	
References Checked By	☐ Approved ☐ Not Yet Approved	

Appendix 1b – Coomera Baptist Church Volunteer Application Form (Part 2)



Coomera Baptist Church Volunteer Application Form Part 2

This application contains two parts. The information contained in the second part will be kept confidential and only viewed by the Elders.

First Name Surname

3. CONFIDENTIAL

Have you ever been convicted of a criminal offence? ☐ Yes ☐ No

Have you ever engaged in, or been accused of any act of child molestation, exploitation or abuse (including the viewing of child pornography)? ☐ Yes ☐ No

Have you ever been involved in the production or distribution of pornography? ☐ Yes ☐ No

Have you viewed any form of pornography in the past 6 months? ☐ Yes ☐ No

Are you aware of any traits or tendencies that would pose any threat to children? ☐ Yes ☐ No

Are you aware of any reason you should not work with children? ☐ Yes ☐ No

If the answer to any of these questions is yes, please explain in detail

.....

.....

.....

.....

4. MY COMMITMENT

I declare that I have not been convicted of any criminal offences towards children and young people and I agree that Coomera Baptist Church may contact my references as well as make enquiries to confirm police records if necessary. I declare that the above form has been completed truthfully to the best of my knowledge.

Signature Date

Pastor Approving this form:	On Date
Signed ☐ Approved ☐ Not Approved	

Appendix 2 – Coomera Kids Registration Form



Family Name:

Child's Name (1):	DOB:	M / F	Age:	Grade:
Child's Name (2):	DOB:	M / F	Age:	Grade:
Child's Name (3):	DOB:	M / F	Age:	Grade:
Child's Name (4):	DOB:	M / F	Age:	Grade:
Child's Name (5):	DOB:	M / F	Age:	Grade:
Child's Name (6):	DOB:	M / F	Age:	Grade:

Parent/Guardian's Details

Name: _____

Address: _____

Contact Number: _____

Email: _____

Child/Children live with: _____

Are there any custody arrangements or court orders in place: Yes / No

Does your child/children have any allergies, special needs, medical conditions: Yes / No

If yes, please give details:

.....

.....

Coomera Baptist Church may record images of children/youth attending the program. These images may be used in publications, posters, events, promotional, reporting material and websites in any form of media. Unless you tick the box below to indicate that you do not grant permission, images may be taken of your child and used for the above purposes.

☐ I DO NOT grant permission

At Coomera Baptist Church we want to make sure you feel welcome and get connected and would love to know if you are

☐ Considering Coomera Baptist Church to be your new church home

☐ Visiting from out of town or just visiting the service today

Declaration:

I understand that every care will be exercised whilst my child is participating in the Coomera Kids programs and accept that Coomera Baptist Church, its leaders and volunteers are free and clear of any responsibility or liability of accident/injury or damage to, or loss of personal property incurred as a result of my child's attendance.

In case of emergency where I cannot be reached, I hereby authorize the Coomera Baptist Church staff/volunteers to administer needed first aid or to seek medical attention for my child. I agree to bear any costs incurred.

Signed by parent/guardian: **Date:**

Privacy Policy:

To enrol your child in the Coomera Kids program, you are required to complete a registration form. The information obtained in this document will be used at the church for information data collection purposes and will only be viewed by members of staff/volunteers. The information will not be disclosed to any other party unless required by law.

Appendix 3 – Coomera Youth Registration Form



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COOMERA YOUTH REGISTRATION FORM

Family Name:

Child's Name (1):	DOB:	M / F	Age:	Grade:
Child's Name (2):	DOB:	M / F	Age:	Grade:
Child's Name (3):	DOB:	M / F	Age:	Grade:
Child's Name (4):	DOB:	M / F	Age:	Grade:
Child's Name (5):	DOB:	M / F	Age:	Grade:
Child's Name (6):	DOB:	M / F	Age:	Grade:

Parent/Guardian's Details

Name:

Address:

Contact Number:

Email:

Child/Children live with:

Are there any custody arrangements or court orders in place: Yes / No

Does your child/children have any allergies, special needs, medical conditions: Yes / No

If yes, please give details:

.....
.....

Coomera Baptist Church may record images of children/youth attending the program. These images may be used in publications, posters, events, promotional, reporting material and websites in any form of media. Unless you tick the box below to indicate that you do not grant permission, images may be taken of your child and used for the above purposes.

☐ I DO NOT grant permission

I give permission for my child to participate in activities outside of the church property. Yes / No

I give permission for my child to be transported in leader's vehicles (when transported by 2 suitable adults as per the policy). Yes / No

Declaration:

By completing this form, I authorise the leader in charge of Coomera Baptist Church Youth Events to arrange for my child to receive such first aid or medical treatment as the leader may deem necessary where I or the nominated emergency contact is unavailable. I further authorise the use of ambulance and or anesthetic by a qualified medical practitioner if in his/her judgement it is necessary. I accept responsibility for payment of all expenses associated with such treatment.

I agree to reimburse Coomera Baptist Church or other parties for all damages to property caused by my child.

Signed by parent/guardian: Date:

Privacy Policy:

To enrol your child in the Coomera Youth program, you are required to complete a registration form. The information obtained in this document will be used at the church for information data collection purposes and will only be viewed by members of staff/volunteers. The information will not be disclosed to any other party unless required by law.

Appendix 4 – Coomera Baptist Church Incident Report Form



Coomera Baptist Church Incident Report Form

1. Incident Details (NOTE: If the incident involves a disclosure of abuse or harm go to sections 2-4)	
Tick Incident Type: ☐ Hazard ☐ Injury / Illness ☐ Near Hit ☐ Property Damage ☐ Other	
Description of incident:	
Name (injured/ill person):	Location of incident:
Date of incident:	Time of incident:
Witnesses (if any):	
First Aid required (Please circle): Y/N Details:	
2. Disclosure of Abuse or Harm	
Description of incident: (NOTE: If the incident involves a disclosure of abuse or harm go to 2. Disclosure of Abuse or Harm)	
1. Refer to the Coomera Baptist Church Child Safe Policy for guidance on what to do when a child or youth discloses abuse. 2. Use additional paper for full statement 3. It is advisable to attach a written statement from the complainant to this report (only if possible, do not pressure the complainant)	
Location of alleged incident:	Time of alleged incident:
3. Details of person disclosing	
Full name:	DOB:
Address:	
Contact Number:	
4. Details of other persons involved in incident including witnesses (attach additional pages if necessary)	
Full name:	DOB :
Address	
Contact Number:	
Full name:	DOB:
Address:	
Contact Number:	



5. Reporting (to be completed by Deacon of Children, Youth Coordinator, Child Safety Officer or Elder)	
Has the Deacon of Children or Youth Coordinator been informed?	Y ☐ N ☐ Date and time contacted: Response:
Has the Safe Church Officer been informed?	Y ☐ N ☐ Date and time contacted: Response:
Have the Elders been informed?	Y ☐ N ☐ Date and time contacted: Response:
Has the Department of Child Safety been contacted and consulted?	Y ☐ N ☐ Date and time contacted: Response:
Has a report been submitted to the Queensland Family Child Commission (within 3 business days)?	Y ☐ N ☐ Date and time contacted: Response:
Have the Police been contacted?	Y ☐ N ☐ Date and time contacted: Response:
6. Records	
A record of all conversations (with dates, times and names) has been kept.	Y ☐ N ☐

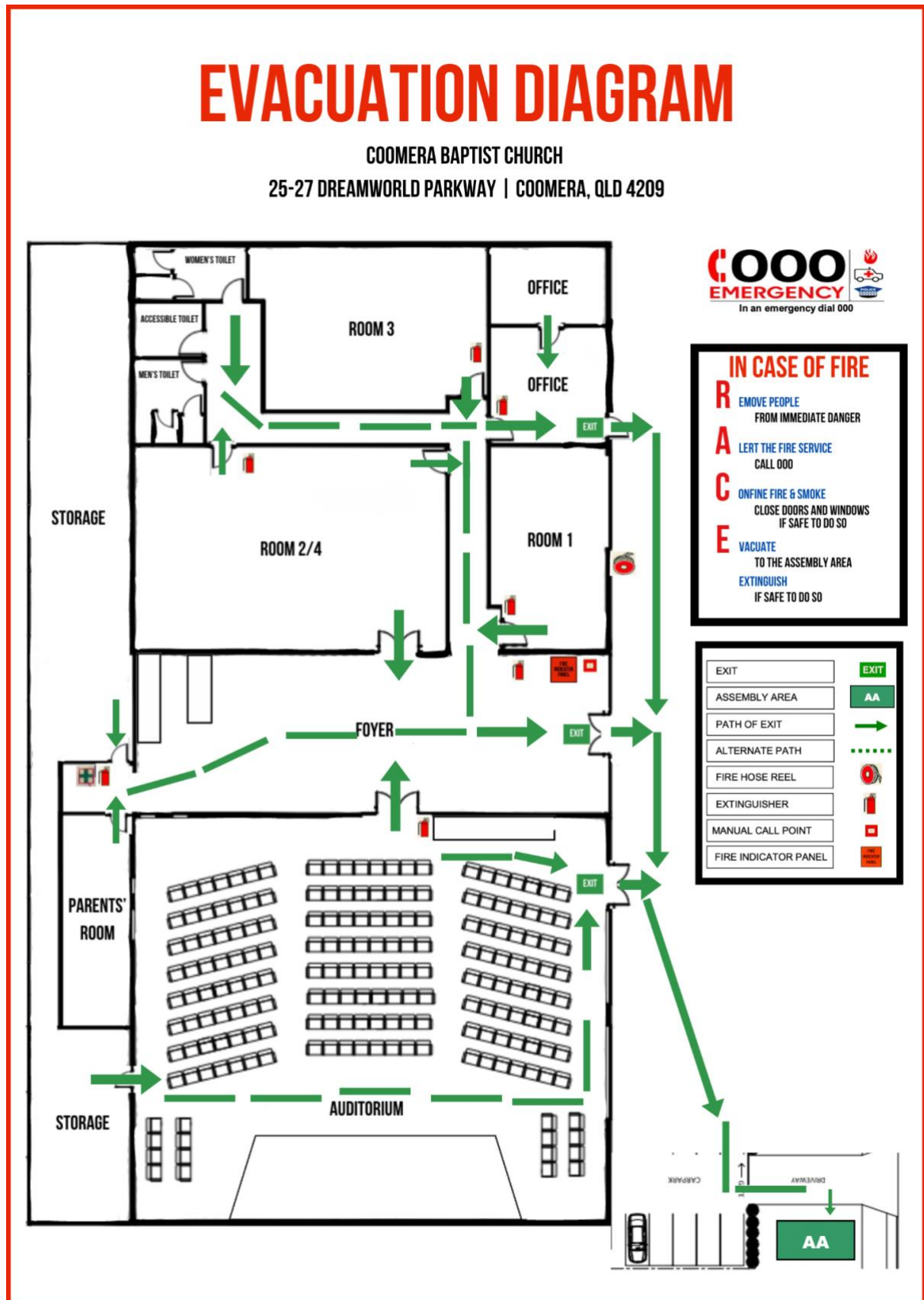
Name of person completing report: _____

Signature of person completing report: _____

Signature of designated person

(i.e. Deacon of Children, Youth Coordinator, Child Safety Coordinator or Elder): _____

Appendix 5 - Coomera Baptist Church – Evacuation Diagram





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Appendix 6 - Coomera Baptist Church – Volunteer & Staff Training Checklist

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Volunteer & Staff Training Checklist

Name _____

Date: _____ Location: _____

Person Conducting Induction: _____

	Policy & Procedure	Completed	Comments
1	Building Evacuation Review		
2	Child Safety Policy We ask all staff and kids volunteers to hold a current Blue Card.		
3	Code of Conduct By signing this document you agree to abide by the Code of Conduct set out in the Child Safety Policy.		
4	Coomera Kids Procedures and General Information (Only required for those on the Coomera Kids Team)		
5	Coomera Youth Procedures and General Information (Only required for those on the Coomera Youth Team)		

Signature of volunteer/ staff member

Date

Signature of witness

Date