



COOMERA

Baptist Church

CHILD SAFETY POLICY

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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.

- 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.

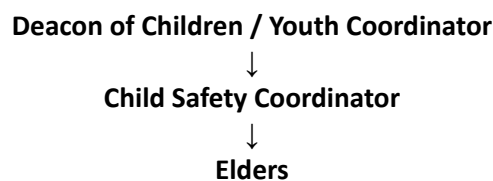
The elders may make temporary variations in response to this Code of Conduct. These temporary variations will be formally recorded by the elders and will be made on a restricted basis for individuals in specific circumstances for a specific period of time. Where no temporary variation is formally recorded, 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.