

Guidelines for Leaders and Teams

working with under 18's within the C3 Child Safe Policy

C3

Statement of Commitment

C3 Church is committed to the protection, safety and well-being of all children and young people (under 18's) in its care. C3 Church endeavours to do everything possible to prevent child abuse and to be an agent of love, encouragement, care, healing and justice.

Codes: Everyone participating in C3 Church's programs (including staff, team, students, young people, children, parents and visitors) must keep to the following codes of behaviour.

DO	Work together with another adult when with a child or young person.	DON'T	Ever be alone with a child or young person.
DO	Provide a nurturing environment for children and young people, and protect them from spiritual, emotional and physical harm, and sexual abuse.	DON'T	Develop any special relationships with children and young people; don't show favouritism and don't buy them gifts or treats.
DO	Follow safety guidelines for children and young people as outlined in the C3 Church Children and Young People Protection Policy and as instructed in Child Safe & Vulnerable People training.	DON'T	Invite children and young people to your home except in the context of an authorized C3 event, with preapproval from the management and written permission from parents. A minimum of 2 approved and authorized team members must be present.
DO	Make sure that children and young people are supervised at all times by two approved adult team members.	DON'T	Allow or participate in anything done in a closed, secretive environment.
DO	Provide parents with correct information about the start and finish times and location of our programs.	DON'T	Use bathrooms allocated and signposted specifically for use by children and youth if you're an adult.
DO	Wear the appropriate ID lanyard or T-shirt to identify yourself within the program; ask guests to wear a guest pass and instruct them to stay with you at all times.	DON'T	Drive or transport a child or young person. In extenuating circumstances, obtain preapproval from management and written permission from parents – and have at least one other adult in the car.
DO	Obtain parental/carer permission before any pastoral support meeting takes place with a child or young person. Any meeting must be in a church approved open environment within view of another team member, and only after prior notification is given to a C3 Kids or C3 Youth Pastor.	DON'T	Talk to a child under the age of 16 over the phone without obtaining permission from the parent or carer first. Contact the parent/carer and if the child answers the phone, ask to speak with the parent/carer first.
DO	Follow correct procedures for children to use bathrooms. High Schoolers are to use designated bathrooms without adults present. Primary kids use designated bathrooms while adult leaders wait outside the bathroom facilities. Preschoolers use designated bathrooms unassisted where possible. At all times prevent adults from entering the bathroom facilities until all children have exited.	DON'T	Do things of a personal nature that the child or young person can do for themselves, such as personal hygiene or changing clothes. Don't change a baby's nappy; instead call the parent or carer.
	Have separate sleeping quarters and bathroom facilities for under 18's when accommodating young people at C3 Events such as camps and conferences.	DON'T	Be involved in personal hygiene for children except with preschoolers and <u>only</u> when another leader is present. Any door is to be left open and you are to be in an open environment.
DO	Act immediately on complaints, concerns and disclosure of abuse.	DON'T	Begin a romantic relationship with anyone under 18 years old.
DO	Report up line if unauthorized people are in any area where children and young people programs are being held.	DON'T	Take photos of under 18's unless you've been asked to do so by management. Don't post these photos to personal social media accounts. Don't keep these photos on your personal electronic device.

*By signing this document, you give permission for us to keep record of any breach by you of this code of conduct and where necessary notify the NSW Children's Guardian.

SIGNED _____

PRINT NAME: _____

DATE: _____

MOST IMPORTANTLY:

- **Never be alone with a child or young person; always work together with another approved leader.**
- **Make sure all children and young people are supervised at all times by approved people.**

PLEASE SIGN THAT YOU HAVE READ, UNDERSTOOD AND COMMIT TO BEHAVING WITHIN THESE CODES OF CONDUCT*: