

POLICY DOCUMENT FOR CORNERSTONE CHRISTIAN CHURCH

CATEGORY: Children's Department

POLICY NAME AND NUMBER: "Child Protection policy"

OVERVIEW:

This policy is to ensure that children in the Church's care are accorded protection from harm or abuse.

POLICY DETAILS:

1. It is the responsibility of the Children's Church leader to ensure that the learning environment is safe physically and emotionally for all children.
2. Each department is to have an operational cell phone for instant communication with the Spiritual Oversight Team or Board Members should any incident occur.
3. NO person with previous or pending Child abuse convictions shall be permitted to work within the Children's Department IN ANY CAPACITY.
4. All Children's Church staff are to have completed Police vetting. No person who refuses to undergo a Police check will be permitted to occupy a position within the Children's Department.
5. No teacher or helper should be in a situation of being alone with a child for an extended period of time.
6. Any child concerns re behaviour, accident, first aid etc. shall be referred immediately to the parent/s if present. If family members are not present then appropriate action should be undertaken and the parent/s or guardians informed at the earliest opportunity. This is in compliance with the Church Health and Safety Policy.
7. An accident register should be kept and every incident recorded and signed by the teacher involved. No drugs of any kind are to be administered by staff without prior written parental approval.
8. No physical discipline is permitted under any circumstances. All serious disciplinary problems are to be referred to parents / caregivers and Church leadership.
9. Complaints concerning a teacher under this policy should be referred initially to the Children's Church leader, who must subsequently advise the Senior Pastor and the Executive Leadership Team. Should the complaint be of a potentially criminal nature then the Executive Leadership Team must refer the matter to the Police for proper investigation.
10. Should any Police investigation be necessary, the individual involved will be asked to stand down immediately from that position until the investigation is complete.
11. Complaints concerning other children should be referred to the Children's Church Leader who will work with the child and parents to resolve the issue. Should the complaint be of a serious nature then the Senior Pastor and the Executive Leadership Team are to be advised immediately.