



Australian Evangelical Lutheran Church Darling Downs Parish

Aubigny St Johns - 2 Aubigny Crosshill Rd, Aubigny

Greenwood St Pauls - 617 Acland-Silverleigh Rd, Greenwood

Oakey Trinity - 125 Hamlyn Rd, Oakey

Toowoomba Bethlehem - 41 Buckland St, Harristown

Lowood Our Saviour - 63 Prospect St, Lowood

Marburg Trinity - 19 Edmond St, Marburg

Child Protection and Safety Risk Management Policy 2026





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Part A, Section 1: What is a Child and Youth Risk Management Strategy

A child and youth risk management strategy is a framework that helps organisations:

- identify potential risks of harm to children
- implement solutions to minimise risks
- create consistent practises for staff and volunteers.

The **Commission for Children and Young People and Child Guardian** (CCYPCG) promotes and protects the rights, interests and wellbeing of children and young people in Queensland, particularly those most vulnerable.

Child protection is a Queensland government priority. Child abuse statistics are too high and the impact on children, their families and communities can be devastating.

Preventative strategies contained in the Commission's new legislation recognise the vital role employers and businesses play in creating safe environments for children and young people.

The *Commission for Children and Young People and Child Guardian Act 2000* requires those carrying on regulated businesses or employing someone in regulated employment (i.e. those categories of businesses and employment in which people require a Blue Card) to develop and implement an annual risk management strategy. This is also required of sporting, extra-curricular and religious organizations.

The purpose of the risk management strategy is to promote the wellbeing of children and young people in contact with regulated businesses or employment and protect them from harm.

The strategy needs to outline screening requirements and take all paid and volunteer employees into account.

An employer or person carrying on a regulated business who fails to put a child protection risk management strategy in place **is committing an offence and may be fined.**



Part A, Section 2: What is Risk Management

A risk is anything that can cause harm or loss to a child or young person while attending children's programs or events of the AELC.

The *Child Protection Act 1999* defines harm as 'any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing'.

Harm may be caused by:

- Physical, psychological or emotional abuse or neglect or
- Sexual abuse or exploitation.

Risk Management is identifying and assessing all potential sources of harm and taking steps to decrease the likelihood that harm will occur.

The aim is to prevent things from going wrong, limit the amount of harm possible and reduce the AELC's liability if harm does eventuate.

Research points to three key elements of an environment where consideration of the wellbeing and safety of children and young people needs to be a priority:

- Commitment to a child-safe culture, made explicit in a child protection policy
- Capacity of the people – staff, volunteers, parents and children to prevent harm, and
- Consistent procedures for selecting and managing staff and guiding activities.



Part A, Section 3: The 8 Mandatory Requirements

All child and youth risk management strategies must include the following eight mandatory requirements. These mandatory requirements align with the [National Principles for Child Safe Organisations](#) and include:

1. Statement of commitment
2. Code of conduct
3. Recruitment, selection, training and management
4. Reporting disclosures and suspicions of harm
5. Managing breaches
6. Risk management plan for high-risk activities
7. Managing compliance with the Blue Card system
8. Communication and support

For comprehensive guidance and best-practice information, it is encouraged that readers visit QFCC Child Safe Organisations website.

(<https://www.qfcc.qld.gov.au/childsafe>)



Part A, Section 4: National Principles/Standards for Child Safe Organisations

Principle #1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle #2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

Principle #3. Families and communities are informed and involved in promoting child safety and wellbeing.

Principle #4. Equity is upheld and diverse needs respected in policy and practice.

Principle #5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Principle #6. Processes to respond to complaints and concerns are child focused.

Principle #7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Principle #8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Principle #9. Implementation of the national child safe principles is regularly reviewed and improved.

Principle #10. Policies and procedures document how the organisation is safe for children and young people.

The *Queensland Family & Child Commission (QFCC)* (<https://www.qfcc.qld.gov.au/childsafe>) has introduced new child safeguarding laws — *the Child Safe Organisations Act 2024* (<https://www.legislation.qld.gov.au/view/whole/html/asmade/act-2024-049>). These new laws will replace existing child and youth risk management strategy requirements in 2026 and instead replace them with 10 Child Safe Standards/Principles (<https://www.qfcc.qld.gov.au/childsafe/standards>).



Part A, Section 5: The Universal Principle

The Universal Principle requires child safe entities to provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons.

Cultural safety in Queensland's Child Safe Standards states that ensuring cultural safety in child safe practices is essential for Aboriginal and Torres Strait Islander children and families. The following eight cultural safety indicators provide guidance to organisations on how to apply cultural safety across the 10 Child Safe Standards.

- Transformational unlearning – Organisations must challenge unconscious bias, racism, and discrimination within their structures and workforce.
- Negotiating values, motivations, and paradigm – Policies and programs should be co-designed with Aboriginal and Torres Strait Islander communities to reflect their perspectives on child safety.
- Prioritising social and emotional wellbeing and health – A holistic, strengths-based approach must be adopted to support the wellbeing of Aboriginal and Torres Strait Islander children, staff, and families.
- Sharing power and decision-making – Decision-making processes should be led or co-led by Aboriginal and Torres Strait Islander peoples to ensure genuine partnerships.
- Sharing resources – Organisations should dedicate resources to Aboriginal and Torres Strait Islander led initiatives, research, and governance mechanisms, where appropriate.
- Creating a strategic enabling environment – Leadership must set clear priorities and accountability structures ensure cultural safety into daily operations.
- Operating on Aboriginal and Torres Strait Islander terms of reference – Service delivery to Aboriginal and Torres Strait Islander children should be grounded in Aboriginal and Torres Strait Islander knowledge systems and self-determination principles.
- Accountability and continuous quality improvement – Progress should be measured using Aboriginal and Torres Strait Islander-defined success indicators, ensuring sustained improvement.

Recognition of the *Universal Principle* is required by law.

While the AELC recognises the Universal Principle, as is required of us by law, we do not encourage or allow the teachings of “Indigenous/Aboriginal/Torres Strait Islander/First Nations spirituality” – or similar “cultural” beliefs that may fall under the category of “cultural safety” – that oppose the teachings of the Bible as understood through the confessions of the AELC (see *Part B, Section 2.1: Code of Conduct Behaviours* for more information about appropriate teachings).



Part B, Section 1: Statement of Commitment

Part B, Section 1.1: Statement

The Australian Evangelical Lutheran Church (AELC) Darling Downs Parish including Aubigny St Johns, Greenwood St Pauls, Oakey Trinity, Toowoomba Bethlehem, Lowood Our Saviour, and Marburg Trinity is committed to providing services to children and young people to encourage them to make appropriate relationships/friendships, build their personal character, and learn about the Biblical teachings in line with doctrine of the AELC. Our organisation is committed to:

- ensuring the safety and wellbeing of all children and young people and will provide a safe and supportive service environment for children and young people by having open and appropriate conversations;
- maintaining the physical safety of the environment used;
- supporting children and young people to share their ideas, thoughts and concerns;
- appropriately keeping required records and documentation; and
- referring children and young people to the help of their families or other professional services where proper.

Our organisation values safety, honesty, respect, inclusion, justice and kindness which reflects the culture that we are committed to promoting and achieving.

Part B, Section 1.2: Effect of Statement

The AELC Darling Downs Parish Child Protection and Safety Risk Management Policy, is based on the principle that those who care for children must act in the best interests of children and take all reasonable steps to ensure the child's safety. We are morally, ethically and legally obliged to act in a way that protects children from harm whether by intent or negligence. It is essential that we care for the children and young people we encounter. We analyse situations and prepare so that those involved in our activities can experience the best we can offer.

The AELC Darling Downs Parish is committed to the safety and wellbeing of all children involved in all of its programs. We support the rights of the child and will act to ensure a child safe environment is maintained at all times. We also support the rights and well-being of our volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Changes to the *Civil Liability Act* which places a duty of care on institutions to take all reasonable steps to prevent the abuse of a child by a person associated with the institution whilst the child is under the care, supervision, control or authority of the institution. *Section 33D Civil Liability Act 2003 (Qld)*.

The purpose of our statement of commitment is to provide an overarching statement which will set the tone for our entire child and youth risk management strategy and encompass our organisation's culture toward child safety, how children's wellbeing will be promoted and what protection will be provided.

The culture of our organisation is a critical factor in successfully mitigating the risks of harm to children in our service environment. Our statement of commitment reflects the culture of our organisation and provides a useful foundation to guide the decisions and actions of people who work, or come into contact, with children and young people within our service environment (including any events or services held by a congregation of the AELC Darling Downs Parish).



Part B, Section 2: Code of Conduct

Part B, Section 2.1: Code of Conduct Behaviours

| Behaviour | Appropriate | Inappropriate |
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| Language | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - set a positive example at all times. Instructions will be given in a way all children and young people understand. The use of swear words, using the Lord’s name in vain, derogatory terms, sexual jokes and innuendo will not be tolerated. - make known to children and young people the expectations of what appropriate language is. - speak to children and young people who are inappropriately using language to encourage correction of behaviour. <p>Children, young people, parents and visitors will:</p> <ul style="list-style-type: none"> - make best efforts to always use appropriate language while at an AELC event/service. | <p>The use of swear words, using the Lord’s name in vain, derogatory terms, sexual jokes and innuendo are inappropriate and will not be tolerated.</p> <p>If inappropriate use of language is displayed in Sunday School Teachers, Pastors, or any adult caring for children and/or young people, they will be corrected by other Sunday School Teachers, Pastors, or any adult caring for children and/or young people. If this continues, children, young people, parents, visitors or other Sunday School Teachers, Pastors, or any adult caring for children and/or young people will report the inappropriate use of language to the church leadership.</p> <p>If inappropriate use of language is displayed by a child, young person, parent or visitor, Sunday School Teachers, Pastors, or any adult caring for children and/or young people will privately speak to the person and remind them of the expectation to use appropriate language. If the behaviour is continued after being spoken to, the person may be asked to not return to a specific event of the AELC, or it may be reported to the church leadership to deal with as per recommendations of the <i>Rules of the AELC</i> or the <i>Constitution</i> of the appropriate congregation.</p> |
| Supervision of children | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will (in the case of Sunday School, Confirmation classes, or other children’s events. This does not apply for worship services or events where children attend with a parent/guardian):</p> <ul style="list-style-type: none"> - be responsible for the safety and wellbeing of children and young people from the moment they arrive to the moment they leave with a parent/ guardian. | <p>It is inappropriate for a Sunday School Teachers, Pastors, or any adult caring for children and/or young people to supervise or attempt to supervise another person using the bathroom/toilet (unless a parent/guardian requests that a young child receive assistance). In this case, it would be recorded and reported as sexual abuse and the person revoked of their Blue Card and their right to work with children.</p> |



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| | <ul style="list-style-type: none"> - always know the whereabouts of all children and young people while they are in their care. - always give clear instructions to children and young people about where they should/can be. - not supervise a child/young person going to the bathroom but will send another young person to check on them if needed (unless a parent/guardian requests that a young child receive assistance). - not leave children/young people unsupervised. - remain at the event until all children, young people, parents and visitors have left. - request another responsible guardian comes to collect a child if the parent collecting is clearly intoxicated by drugs, alcohol or is otherwise unfit to care for the child or young person. <p>Children and young people will (in the case of Sunday School, Confirmation classes, or other children’s events. This does not apply for worship services or events where children attend with a parent/guardian):</p> <ul style="list-style-type: none"> - listen to and follow directions of Sunday School Teachers, Pastors, or any adult caring for children and/or young people in regard to boundaries for games and activities. - tell a Sunday School Teachers, Pastors, or any adult caring for children and/or young people where they are going when using the bathroom, going home or needing to go elsewhere. <p>Parents and visitors will:</p> <ul style="list-style-type: none"> - never ask a child who is not their own to go with them out of sight of a Sunday School Teachers, Pastors, or any adult caring for children and/or young people. | <p>It is inappropriate for a Sunday School Teachers, Pastors, or any adult caring for children and/or young people to leave children or young people unsupervised during the time they are in their care, except for use of the bathroom/toilet. It is inappropriate for a Sunday School Teachers, Pastors, or any adult caring for children and/or young people to leave the event while there are no other Sunday School Teachers, Pastors, or any adult caring for children and/or young people present but there are still children or young people present. If this occurs, the Sunday School Teachers, Pastors, or any adult caring for children and/or young people will receive disciplinary action from the Church Leadership, and may be asked to step down from the role.</p> <p>It is inappropriate for children or young people to leave the boundary of the supervised area without telling the Sunday School Teachers, Pastors, or any adult caring for children and/or young people. If this occurs, the child or young person will be spoken with and reminded of safe and appropriate supervision and their parents will be informed of the incident. In the case where the child or young person appears to be missing, an incident report will be recorded.</p> <p>It is inappropriate for a parent or visitor to attempt to or successfully ask a child that is not their own to go with them out of the supervision of a Sunday School Teachers, Pastors, or any adult caring for children and/or young people.</p> |
| Physical contact | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - not act in a sexual manner with each other while at an event of the AELC. - only use consensual physical contact with others that are appropriate and positive (high fives, hand shakes, fist bumps, etc). - sometimes display physical contact with another person to demonstrate a game or activity. This will only be done if the other | <p>The following is inappropriate physical contact while at an event of the AELC when supervising children:</p> <ul style="list-style-type: none"> - violent or aggressive behaviour such as hitting, kicking, slapping or pushing - kissing, or - touching of a sexual nature. <p>Any Sunday School Teachers, Pastors, any adult caring for children and/or young people, child, young</p> |



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| | <p>person is happy to participate in the demonstration.</p> <ul style="list-style-type: none"> - use physical contact to give first aid when appropriate or for injury management. - respect a person's right to decline physical contact. - speak to other people who are displaying inappropriate physical contact and, where appropriate, report it to parents or authorities. <p>Children and young people will:</p> <ul style="list-style-type: none"> - participate in games and activities that involve physical contact. They have the right to not participate if they choose. - respect the personal boundaries of others. <p>Parents and visitors will:</p> <ul style="list-style-type: none"> - not initiate physical touch with children or young people that are not their own in an inappropriate manner. - display respectful physical contact with each other. | <p>person, parent or visitor found to be displaying inappropriate behaviour will be spoken to by a Sunday School Teachers, Pastors, or any adult caring for children and/or young people and, where appropriate, reported to authorities.</p> <p>All people have the right to report inappropriate behaviour.</p> <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people have a duty and responsibility to report inappropriate behaviour.</p> |
| <p>One-on-one contact with a child</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - have one-on-one contact with a child to discuss something private or personal in a space that is open, accessible and in sight of other children and Sunday School Teachers, Pastors, or any adult caring for children and/or young people. They do not have to be heard by other people. - ensure the other children and young people are being supervised still while engaging in one-on-one contact. | <p>It is not appropriate for Sunday School Teachers, Pastors, or any adult caring for children and/or young people to use one-on-one contact time to:</p> <ul style="list-style-type: none"> - attempt to inappropriately touch a child or young person, - tell a child or young person something personal about another adult or themselves or complain, - say anything that may be considered grooming or sexual, - force, threaten or manipulate a child or young person to say something, - or emotionally or verbally abuse a child or young person. <p>Any forms of abuse or inappropriate behaviour will be reported to the church leadership and where appropriate, parents and/or the authorities.</p> |
| <p>Relationships</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - display positive relationships with all others, being considerate to not show favouritism to any person or group of people. - under no circumstances have a sexual or romantic relationship with any of the children or young people. This includes outside of the event. | <p>It is inappropriate for Sunday School Teachers, Pastors, or any adult caring for children and/or young people to show favouritism to a person or group of people. Other Sunday School Teachers, Pastors, or any adult caring for children and/or young people will speak to them if this happens to correct them.</p> <p>It is inappropriate for a Sunday School Teacher, Pastor, or any adult caring for children and/or young</p> |



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| | <ul style="list-style-type: none"> - be permitted to see, talk to and spend time with children and young people at other public events and at private or casual events with the permission of the child or young person’s parents/guardians. - encourage positive friendships between others at events. <p>Children and young people will:</p> <ul style="list-style-type: none"> - understand the expectation that they are respectful and kind to others who attend the events during and outside of events. | <p>people to have a sexual or romantic relationship with any of the children or young people, including outside of an event. If this is found, it will be reported to the church leadership, parents will be informed, and where proper, reported to the authorities.</p> <p>It is inappropriate for any person to bully or harass another person. If this occurs, a Sunday School Teacher, Pastor, or any adult caring for children and/or young people will talk to the bully. Where proper, this will be reported to the church leadership, parents and/or the authorities.</p> |
| <p>Behaviour Management</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - manage inappropriate behaviour of any other person by talking one on one to them. <p>In the case of a child or young person being bullied, the Sunday School Teacher, Pastor, or any adult caring for children and/or young people will inform the parents of the victim/s and the bully/s and, if proper, report to the church leadership and/or the authorities. In the case of physical and/or sexual abuse, the Sunday School Teacher, Pastor, or any adult caring for children and/or young people will inform the parents of all those involved and report all incidents to the church leadership and the authorities.</p> <ul style="list-style-type: none"> - record an incident report for any case of physical harm, and any case of abuse. - encourage children and young people to work through minor disturbances together to come to an understanding before stepping in. - ask a Sunday School Teacher, Pastor, any adult caring for children and/or young people, parent or visitor displaying behaviour such as yelling/being aggressive, making threats, physically harming another person, smoking, drinking alcohol or being otherwise reasonably improper to leave an event. - call the parents of a child or young person who is not responding well to behaviour management to request they come and pick up their child from an event early. | <p>It is inappropriate for any person to physically, sexually and/or emotionally abuse or attempt to abuse any person. If this occurs, they will be asked to leave (or their parents called and asked to pick up their child/young person early) and it will be reported to the church leadership and the authorities. Parents of any children involved or witnessing will be informed. Incident reports will be done for any child or young person involved.</p> <p>Bullying is inappropriate and will not be tolerated. In the case of bullying, the parents of all children involved will be informed. A child or young person may be asked to not return if they display serious harmful behaviour. If a visitor, parent, Sunday School Teacher, Pastor, or any adult caring for children and/or young people is found to be bullying another person, they will be talked to by a Sunday School Teacher, Pastor, or any adult caring for children and/or young people and reported to the church leaders. If proper, they will be reported to the authorities.</p> <p>An incident report will be recorded for any children involved in an act of bullying.</p> <p>Other examples of inappropriate behaviour include physically harming another person, being aggressive/yelling, making threats, smoking/use of vapes, drinking alcohol (<i>note: this does not include participation in Holy Communion</i>),</p> |



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| | | <p>being intoxicated/drunk, making sexually intended statements, or anything outlined as inappropriate in other sections of this code of conduct. Any person displaying inappropriate behaviour will be managed by first, a witnessing Sunday School Teacher, Pastor, or any adult caring for children and/or young people talking to them and asking them to correct their behaviour, and second, being asked to leave.</p> <p>It is inappropriate for Sunday School Teachers, Pastors, or any adult caring for children and/or young people to use any form of corporal punishment as behaviour management. This will be considered abuse and will be reported as such. (Note that parents have the right to use appropriate corporal punishment on their own child/ren during events/ services)</p> |
| <p>Transport of children and young people</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - be permitted to transport children and young people if they have received written permission from the parent in the form of a “Transport Consent Form AELC DD Parish”. Note that this form is not needed to transport a family member. - follow all road rules when transporting children and young people. - only transport as many people as can be safely seated in their safe and registered vehicle. - only transport children who require a car seat with appropriate car seat installed correctly. - be responsible for the safety and wellbeing of any child or young person they are transporting from the moment they are picked up to the moment they are returned to their parents. <p>Children and young people will:</p> <ul style="list-style-type: none"> - follow directions given by the driver at all times during transportation. - keep their seatbelt on and be seated properly for the entire duration of the drive. <p>Parents will:</p> <ul style="list-style-type: none"> - have the right to refuse their child be transported if they feel the driver is not in good condition to drive. - understand the risk of driving and not hold the Sunday School Teacher, Pastor, or | <p>It is inappropriate for the driver to break the road rules or any law while transporting children or young people.</p> <p>It is inappropriate for the driver to transport a child or young person without consent of their parents/ guardian.</p> <p>It is inappropriate for the driver to behave in an improper manner including but not limited to: swearing, being abusive, being manipulative, being aggressive, driving recklessly, making threats, smoking/use of vapes, drinking alcohol/being intoxicated/drunk, making sexually intended statements, or anything outlined as inappropriate in other sections of this code of conduct.</p> <p>Children or young people have the right to report any inappropriate behaviour to another Sunday School Teacher, Pastor, or adult caring for children and/or young people or their parents. Parents have the right to report any suspected inappropriate behaviour to other Sunday School Teachers, Pastors, or adult caring for children and/or young people, the church leaders and, when proper, the authorities.</p> |



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| | <p>adult caring for children and/or young people driving financially responsible in the case of an accident where the driver was in the right.</p> <ul style="list-style-type: none"> - have the right to request financial compensation in the event of an accident where the Sunday School Teacher, Pastor, or adult caring for children and/or young people driving is in the wrong and their child requires medical or psychiatric attention. - be made aware of this section of the code of conduct before signing the “Transport Consent Form AELC DD Parish”. | |
| <p>Bathrooms/ toilets</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - allow children and young people to go to the bathroom as often as needed. - never supervise another person going to the bathroom unless assistance is needed and parent/guardian has requested that the young child receive assistance. - send a young person’s friend of the same gender to check on a child or young person if it is assumed they may be unwell or need support/help. - provide first aid for a child or young person in the bathroom only in the case of emergency. <p>Children and young people will:</p> <ul style="list-style-type: none"> - tell a Sunday School Teacher, Pastor, or adult caring for children and/or young people whenever they are going to the bathroom. (This applies only during an event where the child or young person is under the care of an AELC volunteer/employee, not during family events or worship services. | <p>It is inappropriate for any adult to attempt to supervise or watch a child/young person use the bathroom unless they are a family member or have been asked to assist the child by a family member. Inappropriately supervising a child using the bathroom will be reported as sexual abuse.</p> <p>It is inappropriate for a child or young person to leave to go to the bathroom without telling a Youth Leader where they are going during an event when the above Supervision of Children section is in place. If this occurs, the child or young person will be reminded to tell before going.</p> |
| <p>Managing injury/illness</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - in the event of an emergency, follow the first aid steps as outlined in the <i>Red Cross Essential First Aid Guide</i> (https://www.redcross.org.au/globalassets/cms/first-aid/first-aid-pdfs/first-aid-essentials/red-cross-essential-first-aid-guide-english.pdf) - read and understand the first aid guide at least yearly. - have a copy of the first aid guide printed and accessible at all events. - initiate physical contact to children and young people to provide first aid. | <p>It is inappropriate for a Sunday School Teacher, Pastor, or any adult caring for children and/or young people to force a child or young person to receive first aid for minor injury/illness.</p> <p>It is inappropriate for Sunday School Teachers, Pastors, or any adult caring for children and/or young people to neglect the needs of a child or young person.</p> <p>It is inappropriate for Sunday School Teachers, Pastors, or any adult caring for children and/or young people to lie or in any way change the narrative</p> |



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| | <ul style="list-style-type: none"> - if necessary, provide first aid in a bathroom or place of restricted vision. - have a charged and connected to service phone with them at all events and be able to call emergency services (000). - maintain supervision of other children during an emergency. - complete an incident report for any child who receives first aid or who has sustained injuries and inform the child's parents/guardian as soon as reasonably possible. - contact a child or young person's parent/guardian to pick them up if they are in need of non-urgent medical attention, in pain, or otherwise unable to safely stay at an event. | <p>of what happened on an incident report.</p> |
| <p>Photography policy</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - always obtain consent from parents/guardians prior to taking any photographs of children or young people. - always take any photos of children or young people within sight of other children or adults. - never take inappropriate photographs of children or young people either at an event or outside of an event. - never use a photograph of a child or young person with the intent of causing harm or shame. <p>Parents, visitors, children and young people will:</p> <ul style="list-style-type: none"> - not be permitted to take any photographs during an event except of themselves or their own child unless they have received permission from the child's parent/guardian. | <p>It is inappropriate for a Sunday School Teacher, Pastor, or any adult caring for children and/or young people to take any photos of a child or young person without the consent of their parents. If such has been found, the person who took the photo/s will be required to delete all photos.</p> <p>It is inappropriate for a Sunday School Teacher, Pastor, or any adult caring for children and/or young people to take any photos of a child or young person out of sight of other children or adults in a secretive manner.</p> <p>It is inappropriate for any person to attempt to or take any photo of a child or young person of a sexual manner. This includes asking a child to take off or adjust clothing items, pose in a specific way that would be considered sexually suggestive or ask children to interact in a physical or sexual way. In this case, the person doing so would be reported to the authorities for sexual abuse, grooming, creating child pornography and/or being in possession of child pornography. The perpetrator would lose their Blue Card and their right to work with children, including at any future events/programs.</p> |
| <p>Use of technology and social media</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> | <p>It is inappropriate for any person to show a child or young person a video, image, or written text that is violent, degrading or sexually</p> |



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| | <ul style="list-style-type: none"> - be permitted to use technology for the benefit of an event (to play music, set timers, research something, etc). - be permitted to interact with children and young people on social media, with the consent of their parents. - publicly post the time and location of upcoming events on social media. <p>Parents and visitors will:</p> <ul style="list-style-type: none"> - never show a child or young person anything inappropriate on their phone or device while at an event/service. | <p>suggestive/explicit. The Holy Bible is considered appropriate despite violent or explicit scenes.</p> <p>Doing so will result in the person being spoken to by a Sunday School Teacher, Pastor, or adult caring for children and/or young people, and, depending on the level of the content shown, reported to the church leaders, and/or the authorities. This person may be asked to leave and/or not return to some events/programs. If this is occurring within or around a Church Service, the person will be dealt with by the Church congregation according to their <i>Rules of the AELC</i> or <i>Constitution</i>.</p> |
| <p>Smoking, alcohol consumption and the use of medications and drugs</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - abstain from and not be under the influence of smoking (including vapes and e-cigarettes), alcohol (participation in Holy Communion is appropriate and not included in this) and/or illicit drugs while attending events/services/programs. - confiscate from children and young people any products relating to smoking (including vapes and e-cigarettes), alcohol and/or illicit drugs if the child or young person is under their supervision at the time. These will be returned at the conclusion of the event/program when the child leaves, to their parent/guardian. - speak to any children, young people, parents, Sunday School Teachers, Pastors, any adult caring for children and/or young people and/or visitors who are displaying inappropriate behaviour. When necessary, reporting them to the authorities or to the parent/s of child/ren involved. - keep required personal medication of any kind in their personal bag and out of direct sight of children. When taking these medications, they are advised to do so out of the attention of children and young people. - under no circumstances supply a child or young person with any products relating to smoking (including vapes and e-cigarettes), alcohol and/or illicit drugs. They will under no circumstances recommend such products. | <p>The following is inappropriate at a children’s event/program (including Sunday School, Confirmation Classes or other events where a child is under supervision responsibility of the AELC:</p> <ul style="list-style-type: none"> - smoking (including vapes and e-cigarettes), - drinking or being under the influence of alcohol, - being in possession of, using and/or distributing illicit drugs, - distributing medications, - encouraging the use of any products relating to smoking (including vapes and e-cigarettes), alcohol and/or illicit drugs. <p>Inappropriate behaviour may result in being spoken to by another adult, being reported to the church leadership, being asked to leave and/or not return to future events, being reported to the authorities.</p> <p>The parent/guardian of any child or young person involved in or effected by inappropriate behaviour will be informed of the incident, and where proper, an incident report will be recorded.</p> |



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| | <p>- under no circumstances share medication with a child or young person without the consent of their parent/guardian. Children and young people will:</p> <ul style="list-style-type: none"> - understand the expectation that they do not have in their possession or use any products relating to smoking (including vapes and e-cigarettes), alcohol and/or illicit drugs while under the supervision of someone other than their own family member. <p>Parents and visitors will:</p> <ul style="list-style-type: none"> - abstain from and not be under the influence of smoking (including vapes and e-cigarettes), alcohol and/or illicit drugs while attending children’s events. They may smoke away from the children’s event at a distance if necessary. - keep required personal medication of any kind in their personal bag and out of direct attention of children. When taking these medications, they are advised to do so out of sight of children and young people. - under no circumstances supply a child or young person with any products relating to smoking (including vapes and e-cigarettes), alcohol and/or illicit drugs. They will under no circumstances recommend such products. - under no circumstances share medication with a child or young person who is not their own without the permission of that child’s parent/guardian. | |
| <p>General safety</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - ensure all equipment, furniture, etc in the environment is well maintained, safe and appropriate for use by children. The Maintenance Committee of respective organisations should be notified of anything in need of maintenance/attention. - enable a security lock down if there are unsafe people, hazards, etc outside the building by closing and locking all windows and doors and, where possible, moving the attendants into a room with no/minimal windows. In this event, they may call the police. In this event, an incident report will be completed for children present. - lock any rooms that have unsafe or inappropriate equipment and deny children access. | <p>The use of broken, damaged, or very hot equipment is inappropriate. Children or young people having access to sharps, weapons or dangerous items is inappropriate. Children or young people having access to materials, texts, images, etc that are violent or sexually explicit/suggestive is not appropriate. (Note: The Holy Bible is considered appropriate despite violent or explicit scenes. Teachers will take the age and maturity of the children/ young people into account when deciding which passages to read and discuss.) Children or young people being asked to do activities that are violent or physically beyond their capabilities is inappropriate. Children or young people being asked to do activities in bad weather (too cold/hot, raining, storming,</p> |



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| | <ul style="list-style-type: none"> - be considerate of the weather (sun, storms, heat/cold) when planning an activity outdoors. - ensure planned games/activities are safe for the space used, and the physical/mental capabilities of all participants. This includes being age and developmentally appropriate. - ask any person to leave if they are continually or seriously disturbing the safety of others. | <p>extreme wind, high UV) is inappropriate.</p> <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people who display inappropriate behaviour or who do not meet their duty to ensure the environment is appropriate will be spoken to by another adult and in some cases reported to the authorities for abuse or neglect.</p> |
| <p>Confidentiality of information</p> | <p>Sunday School Teachers, Pastors, or any adult caring for children and/or young people will:</p> <ul style="list-style-type: none"> - have access to and store confidential information and other records. - keep all records in good order and be able to present requested documents to parents of a child involved, the Church leadership, Blue Card Services, and/or legal authorities. <p>Children, young people and visitors will:</p> <ul style="list-style-type: none"> - be denied access to confidential information. <p>Parents will:</p> <ul style="list-style-type: none"> - Be permitted to access any incident reports concerning their own child - Have the right to request confidential documents concerning their own child. | <p>It is inappropriate for confidential information to be made public by means of social media, internet, word of mouth or print media.</p> <p>It is inappropriate for a person caring for children to allow access of confidential information to any person except the parent/guardian of a child involved, the Church leadership, Sunday School Teachers, Pastors, or any adult caring for children and/or young people (on a need-to-know basis), and the governmental authorities.</p> <p>It is inappropriate for a youth leader or other person knowing confidential information to joke about, unnecessarily share, or make fun of information known to them.</p> <p>Adults caring for children who display inappropriate behaviour will be talked to by another adult and, when proper, reported to the church leadership or the authorities. In extreme cases, they may be revoked of their right to be a Sunday School Teacher, Pastor, or to care for children and/or young people and/or attend events/programs.</p> |
| <p>Religious teachings</p> | <p>Youth Leaders will:</p> <ul style="list-style-type: none"> - ensure all teachings at events are in line with the beliefs of the AELC as outlined in: <ul style="list-style-type: none"> • The Bible • The Confessions of the Lutheran Church as outlined in the Book of Concord • The Statement of Faith of the AELC • The Word Shall Stand <p>(https://www.aelc.org.au/about-the-aelc/what-we-believe/)</p> <p>Parents will:</p> <ul style="list-style-type: none"> - Give consent for their child to participate in teachings in line with the AELC. | <p>It is inappropriate for a Sunday School Teacher, Pastor, or any adult caring for children and/or young people to teach anything that is contrary to the beliefs of the AELC. If this occurs, they will be spoken to by an adult (this may be another Sunday School Teacher, a Pastor, a parent, etc) and it may be reported to the church leadership.</p> <p>In some cases (if the Sunday School Teacher, Pastor, or any adult caring for children and/or young people does not recant or if they continuously teach false doctrine),</p> |



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| | | they may be asked to discontinue their role or to step down from caring for children. |
| Other requirements | <p>The following documentation/ records will be collected:</p> <ul style="list-style-type: none"> • Working With Children Checks (Blue Card) Records AELC Aubigny • Working With Children Checks (Blue Card) Records AELC Oakey • Working With Children Checks (Blue Card) Records AELC Greenwood • Working With Children Checks (Blue Card) Records AELC Lowood/Marburg • Working With Children Checks (Blue Card) Records AELC Toowoomba • Attendance Records AELC Sunday School Aubigny • Attendance Records AELC Sunday School Oakey • Attendance Records AELC Sunday School Greenwood • Attendance Records AELC Sunday School Lowood/Marburg • Attendance Records AELC Sunday School Toowoomba • Attendance Records AELC Confirmation Classes • Young Person Personal Details Record AELC DD Parish • Training Records for Child Safety AELC DD Parish • Transport Consent Form AELC DD Parish • Transport Responsible Persons Record AELC DD Parish • Employee Volunteer Register AELC DD Parish Aubigny 2026 • Employee Volunteer Register AELC DD Parish Oakey 2026 • Employee Volunteer Register AELC DD Parish Greenwood 2026 • Employee Volunteer Register AELC DD Parish Lowood 2026 • Employee Volunteer Register AELC DD Parish Marburg 2026 • Employee Volunteer Register AELC DD Parish Toowoomba 2026 • Reportable Conduct Scheme (Due 1 July 2026) • Child Protection and Safety Risk Management Policy AELC DD Parish 2026 | <p>It is inappropriate for any person to complete a document with false or misleading information (to the best of their knowledge).</p> <p>It is inappropriate for any person to unnecessarily share confidential information.</p> <p>These Documents (Policies, Procedures and Records) will be reviewed annually.</p> |



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| | <ul style="list-style-type: none"> • Signed Acknowledgements of Policies AELC DD Parish • Incident reports and follow-up actions (of past incidents) <p>The following documents will be on hand at events and a copy available at each Church congregation for if/when they are required:</p> <ul style="list-style-type: none"> ○ Incident_injury_trauma_and_ilness_record AELC DD Parish ○ red-cross-essential-first-aid-guide-english AELC | |
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Part B, Section 2.2: Effect of Code of Conduct

A code of conduct outlines expected standards of behaviour for all stakeholders interacting with children and young people in a service environment. The code of conduct for our child and youth risk management strategy specifically addresses interactions with children and young people.

A strong code of conduct provides clear guidelines for everyone involved in our organisation about what is expected of them and the consequences if they fail to meet the expectations. When a code of conduct is well established and implemented, it promotes a transparent and accountable service environment.

Our code of conduct applies to all people involved in our organisation, for example (including but not limited to):

- employees (permanent, temporary and casual)
- volunteers
- children and young people
- parents
- board/committee members, and
- visitors.



Part B, Section 3: Recruitment, Selection, Training and Management

Part B, Section 3.1: Effect of Strategies

It is highly recommended that staff and volunteers working with children and young people have a thorough understanding of child protection requirements.

Working with Children Checks are most effective when supplemented by child-focused recruitment policies within the organisation itself. While the Blue Card screening process is an assessment of a person's eligibility to work with children and young people, the recruitment and selection of our volunteers and employees is our first opportunity to ascertain a person's suitability to work with children and young people in our organisation. Our training and management then allows the AELC to monitor and develop our volunteers/employee's skills and performance.

Effective recruitment, selection, training and management strategies will -

- deter or identify applicants who are not suitable for our organisation
- assist the AELC to find the people who are qualified and who will contribute to facilitating a safe and supportive environment for children
- ensure that volunteers receive adequate and appropriate training to deliver child-related services in a safe and productive way, and
- ensure that any issues with volunteer performance or conduct are identified early and actioned appropriately.

Policies below are for pre-appointment and post-appointment.

Part B, Section 3.2: Pre-appointment Policy

Recruitment

The goal of this process is to identify and recruit a person who has the skills and attributes to fulfil the role requirements within the AELC.

The selected person must be able to comply with the code of conduct, complete child safe training, complete required documentation, hold a valid volunteer Blue Card or exemption card, and undergo interviewing.

To understand further details about requirements for "recruiting" Pastors, Sunday School Teachers, and Church Leaders/ Committee members, please see the *Rules of the AELC* or the *Constitution* for the respective congregation.

Interviewing

The Interview process may include some or all of the following:

- Scenario-type questions: These will explore how an applicant might behave in volunteer-related situations
- Open-ended questions: These will allow the applicant to provide detailed answers from previous experiences
- Probing questions: These will be used to ask applicants to elaborate on answers they have provided to further explore their actions and allow for reflection.

Referee checks to verify:



- identity of prospective volunteer;
- accuracy of the details of provided and character reference; and
- suitability of individual to work with children and young people.

Probationary Period

There is no probationary period for roles within the AELC. If violating the code of conduct, a volunteer or employee may be asked to leave and not return. A volunteer or employee has the right to cease their role at any time by informing their respective congregation/s.

Part B, Section 3.3: Post-appointment Policy

Training

The following training is **relevant to and required** of the following volunteers/ employees:

- Pastors
- Sunday School Teachers
- Youth Leaders
- Any adult teaching or caring for children under the name of the AELC (teaching confirmation classes, etc)

The following training is **recommended to but not required** of any person who holds a position within the AELC (Chairmen, Committee members, etc).

The following training is **available to but not required** of any person within the AELC who wishes to further their understanding of child safety.

As an effective organisation, we require that staff/volunteers receive ongoing training. New staff/volunteers will receive support and information when they begin their new role. It is essential that staff/volunteers provide a positive contribution to the service environment and commit to promoting the safety and wellbeing of children and young people. Training is undertaken to enhance the skills and knowledge of volunteers and reduce exposure to risks.

Staff and volunteers will receive training in the following areas:

- Identifying, assessing and minimising risks [training done through <https://learning.humanrights.gov.au>].
- Understanding the organisation's policies and procedures, including the organisation's Code of Conduct [training done by reading and signing to acknowledge all of the child safety related documents as listed in the Code of Conduct].
- Compulsory training where required to meet theological training requirements for volunteers [volunteers will be a member of the AELC and understand the teachings of the AELC].
- Handling a disclosure or suspicion of harm, including reporting guidelines [training done through understanding of policies and procedures related as outlined in this document].

For the first area of training above, the Australian Government provides training for identifying, assessing and minimising risks for sporting, religious and community organisations with online modules. This suite of eleven eLearning modules was developed to help organisations increase their knowledge and understanding of the National Principles for Child Safe Organisations and identify steps they need to take as they work towards implementing the National Principles.



Training Requirements

Pastors, Sunday School Teachers, Youth Leaders and any adult teaching or caring for children under the name of the AELC (teaching confirmation classes, etc) are required to complete the above training yearly.

Training Records

All training will be recorded in the *Training Records for Child Safety AELC DD Parish*. (Note: the program of Young Adults & Youth has a separate Child Protection and Safety Risk Management Policy with variations in the Code of Conduct and some other sections). Refer to the *Child Protection and Safety Risk Management Policy AELC YAY 2026* for further training information for Youth Leaders.

Upon successful recruitment of an applicant, the Code of Conduct form must be acknowledged and signed by the employee/volunteer and kept on file with the other recruitment documents. Please ensure that the applicant is aware that specific training must be undertaken, regardless of whether they already have experience and training in the area of working with children. The *Signed Acknowledgements of Policies AELC DD Parish* form must be signed and dated by the applicant with details of the position for which they are employed/volunteering. It must be emphasised that the Code of Conduct, as outlined in this document, must be strictly adhered to and any concerns expressed by the applicant to follow these strict guidelines should be taken very seriously. A breach of this Code of Conduct may result in disciplinary action which could include termination of employment or ability to volunteer.



Part B, Section 4: Reporting Disclosures and Suspicions of Harm Policy

Part B, Section 4.1: Effect of Policy and Procedures

Children and young people can only be protected from harm if it is reported and dealt with quickly and effectively. Therefore, this organisation has policies and procedures in place to ensure staff and volunteers respond as quickly as possible to a disclosure or suspicion of harm. A lack of formal policies and procedures would impede the reporting of these time sensitive matters.

The following procedure for reporting disclosures and suspicions of harm will include:

- Defining and identifying harm;
- Managing and recording a disclosure or suspicion of harm;
- Reporting a disclosure or suspicion of harm; and
- Reviewing policies and procedures following an incident.

Part B, Section 4.2: Defining and Identifying Harm

Harm is defined as ‘any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing’. Harm can be caused by physical, psychological, or emotional abuse or neglect; or sexual abuse or exploitation (*Section 9 of the Child Protection Act 1999*).

Considerations when forming a reasonable suspicion about harm to a child include (*Section 13C of the Child Protection Act 1999*):

- whether there are detrimental effects on the child’s body or the psychological state or emotional state
 - that are evident to the person, or
 - that the person considers are likely to become evident in the future, and
- in relation to any detrimental effects mentioned above
 - their nature and severity, and
 - the likelihood that they will continue, and
- the child’s age.

It is also important to remember that harm can be caused by a single act or omission or a series of acts or omissions.

Employees/volunteers should understand the different types of abuse which can occur and the harm which can arise. This is displayed in the following table.

| TYPES OF ABUSE Actions/behaviours by perpetrator | RESULTING HARM Impact experienced by the child |
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| Physical abuse <ul style="list-style-type: none"> • Hitting • Shaking / throwing • Burning / scalding • Biting • Causing bruising or fractures by excessive discipline • Poisoning • Giving children alcohol, illegal drugs or inappropriate medication • Domestic and family violence | Physical <i>Refers to the body</i> <ul style="list-style-type: none"> • Bruising • Fractures • Internal injuries • Burns |



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| <p>Psychological or Emotional abuse</p> <ul style="list-style-type: none"> • Scapegoating • Persistent rejection or hostility • Constant yelling, insults or criticism • Cultural affronts • Teasing / bullying / cyberbullying • Exposure to domestic and family violence | <p>Psychological</p> <p><i>Refers to the mind and cognitive processes</i></p> <ul style="list-style-type: none"> • Learning and developmental delays • Impaired self-image |
| <p>Neglect</p> <ul style="list-style-type: none"> • Not giving a child sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care and adequate supervision • Leaving children unattended • Children missing school | <p>Emotional</p> <p><i>Refers to the ability to express emotions</i></p> <ul style="list-style-type: none"> • Depression • Hypervigilance • Poor self esteem • Self-harm • Fear / anxiety |
| <p>Sexual abuse or exploitation</p> <ul style="list-style-type: none"> • Kissing or holding a child in a sexual manner • Exposing a sexual body part to a child • Talking in a sexually explicit way that is not age or developmentally appropriate • Exposing children to sexual acts or pornography • Making obscene phone calls or remarks to a child • Having sexual relations with a child or young person under 16 years of age | <p>This is not a complete list of the types of abuse and resulting harm that may be experienced by children and young people, however it is to be used as a predictive tool for potential signs of harm. Each child’s experience is different and depends on a range of factors, including the child or young person’s age, the nature of harm, how long the abuse has been occurring, their relationship to the abuser, and their support networks.</p> |

Further details on the types of abuse and harm:

Physical Harm or Non-Accidental Physical Injury

This may include beating, shaking, burning, biting or grabbing hard enough to leave a mark, throwing a child or strangulation. The fact that an injury is inflicted, rather than the degree of the injury, determines the existence of harm and the need for intervention. Many non-accidental injuries result from excessive physical discipline. Non accidental injuries include unexplained bruises, welts, lacerations, abrasions, fractures, burns, bleeding, serious head or internal injuries and even the death of children and young people.

Physical training programs for children and young people that do not take into account the strength, skills, coordination and emotional level of the individual child or young person can be harmful. What may motivate one child or young person may be emotionally or physically harmful to another. Practices such as giving extra tasks to children as “punishment” can be dangerous to their health, especially if they are tired.

The administration of illegal or inappropriate drugs and medications that may affect a child or young person’s physical or psychological development may also be a form of harm.

Emotional Harm

Emotional harm includes constant criticism, belittling, teasing of a child or young person, withholding praise and affection or constant yelling. It can also be caused by the failure to provide the psychological nurturing necessary for a child or young person’s physical and emotional growth and development, for example, ignoring a child or young person or using unusual demeaning punishments.



Children and young people respond to encouragement and positive support. Publicly drawing attention to the child or young person's failures or shortcomings, demeaning their performance in front of others or even individually is inappropriate and can be emotionally abusive. Negative feedback should be avoided and more productive constructive advice should be provided. Avoid negative comments based on physical attributes such as weight, lack of coordination or physical appearance.

Neglect

Neglect includes the ongoing failure to provide a child with the basic necessities of life and adequate supervision needed for optimal growth and development. It also includes the failure to use available resources to meet the child or young person's needs. In an extreme form, this could involve abandonment of the child or young person.

Sexual Harm

Sexual harm may take many forms, from sexual jokes, innuendo in conversation and showing pornographic images to a child, to sexual touching and invasive sexual acts. It can also include exposure, fondling, voyeurism and exhibitionism, sexual intercourse, involvement with pornography and child prostitution.

It may take place between a child or young person and a person who is older, or has power, authority or control over a child. This authority allows the older person to use force, trickery, emotional bribery or blackmail or other emotional pressure. It could also involve secrecy, misuse of power and distortion of adult-child relationships.

It is important to note that children aged under 16 years cannot legally consent to sexual acts. Sexual activity is a criminal offence even if the child has, or appears to have, consented. Even young people over 16 years of age can be subject to sexual harm where there is improper use of power or authority. Forced consent is not an excuse in these cases.

Further Details on the Indicators for abuse

Some general indicators of child abuse include:

- showing wariness and distrust of adults
- rocking, sucking or biting excessively
- bedwetting or soiling
- demanding or aggressive behaviour
- sleeping difficulties, often being tired and falling asleep
- low self-esteem
- difficulty relating to adults and peers
- abusing alcohol or drugs
- being seemingly accident prone
- having broken bones or unexplained bruising, burns or welts in different stages of healing
- being unable to explain an injury, or providing explanations that are inconsistent, vague or unbelievable
- feeling suicidal or attempting suicide
- having difficulty concentrating
- being withdrawn or overly obedient
- being reluctant to go home
- creating stories, poems or artwork about abuse



Some indicators of neglect include:

- malnutrition, begging, stealing or hoarding food
- poor hygiene, matted hair, dirty skin or body odour
- unattended physical or medical problems
- comments from a child that no one is home to provide care
- being constantly tired
- frequent lateness or absence from school
- inappropriate clothing, especially inadequate clothing in winter
- frequent illness, infections or sores
- being left unsupervised for long periods.

Part B, Section 4.2: Managing and Recording a Disclosure or Suspicion of Harm

When confronted with disclosures of harm to children or young people, the AELC employee/volunteer must respond professionally and in the best interests of the child or young person subjected to the alleged harm.

Section 9 of the Child Protection Act 1999 states:

9. (1) "Harm" to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

(2) It is immaterial how the harm is caused.

(3) Harm can be caused by –

(a) physical, psychological or emotional abuse or neglect or

(b) sexual abuse or exploitation.

Any disclosure or suspicion of harm must be acted on. To ensure you respond as quickly as possible to any disclosures of harm, you must comply with the AELC Darling Downs Parish's policies and procedures in place for responding to a disclosure.

These include:

- knowledge of what immediate action you should take regarding the child or young person,
- knowledge of who to notify,
- knowledge of the job description of relevant authorities,
- knowledge of how to support everyone involved in the disclosure of harm, and
- knowledge of how to respond to the media (if relevant to your position). You should protect a child or young person's right to privacy as media attention may be detrimental to their wellbeing.

Suspicion of Harm

You have reasonable grounds to suspect harm if:

- A child or young person tells you they have been harmed.
- Someone else, for example another child or a parent tells you that harm has occurred or is likely to occur.



- A child or young person tells you they know someone who has been harmed. It is possible they may be referring to themselves.
- You are concerned at significant changes in the behaviour of a child or young person, or the presence of new unexplained and suspicious injuries.
- You see the harm happening.

In relation to a ‘suspicion’ of harm, employees/volunteers should:

- Remain alert to any warning signs or indicators.
- Pay close attention to changes in the child’s behaviour, ideas, feelings and the words they use.
- Make written notes of observations in a non-judgemental and accurate manner.
- Assure a child that they can come to talk when they need to and listen to them and believe them when they do.
- Follow any relevant process for reporting a suspicion of harm and consider whether there are requirements to report matters to the Queensland Police Service or Child Safety, or consider what support services could be offered to the family if the concern does not meet the relevant threshold to make a report.

Disclosures of harm may sound like:

- “I think I saw...”
- “Somebody told me that...”
- “I just think you should know...”
- “I’m not sure what I want you to do, but...”

Any disclosure of harm is important and must be acted upon, regardless of whether:

- The harm to a child or young person has been caused by a person from within or outside an AELC event/program/service, or
- The child or young person disclosing the harm to you is from within or outside the AELC.

Irrespective of the source of harm, i.e. from within an AELC event/program/service (internal) or outside an AELC event/program/service (external), a disclosure may be made to a volunteer or employee. It is crucial to have procedures in place so any disclosure from an adult, child or young person is dealt with efficiently and effectively.

Part B, Section 4.3: Reporting a Disclosure or Suspicion of Harm

Stage One – Receiving a disclosure

There is no one set of rules to follow when a child or young person tells you that harm has occurred to them, or another person discloses an incident of harm to a child or young person. However, the following actions may be of assistance:



1) Don't Panic

You may be the first person to whom the disclosure is made; your reaction may determine whether the person making the disclosure trusts you with the information. It is important you:

- Don't react in a shocked or a critical way, and
- Tell the person you are glad they have told you.

2) Find a private place to talk

Privacy may help the person making the disclosure feel more comfortable and less concerned about telling you what they have to say, especially if they are a child or young person. It is important at the same time to keep the child or young person safe. While speaking with the young person in private it is important to remain in view of another adult. If speaking indoors, doors and curtains should remain open to allow other people a full view of what is happening inside the room during the conversation. It is not acceptable to take the child or young person aside without letting other leaders know where you are taking the child. It is important to allow visibility and access to the area at all times.

3) Listen

When presented with a disclosure of harm, don't say "I won't tell" and don't promise to keep secrets. You should:

- Reassure the person they have done the right thing in telling
- Say you need to tell someone else who can help them, and
- Reassure them you will only tell someone who will make them safe.

4) Believe the person

It is not up to you to judge whether a child, young person or anyone else is telling the truth – always act on the basis that what you have been told is the truth. Remember, it is not up to you to decide if what you are being told did or did not happen.

5) Don't ask leading questions

Leading questions are those that tend to suggest an answer, for example:

- "Did 'X' touch you?"
- "Did they touch you where your underwear goes?"

Don't put words in the person's mouth – let them tell you what happened, and if you need to clarify anything, ask non-leading questions such as:

- "Tell me what happened?"
- "What happened then?"
- "Can you tell me about that?"



It is not your role to investigate. Only ask enough questions to confirm the need to report the matter to the Queensland Police Service or the Department of Child Safety. The safety of the child or young person is paramount. Unnecessary questions or interviews could cause distress, confusion and interfere with any subsequent investigation authorities undertake.

6) Take detailed notes

At the first opportunity after a disclosure has been made to you, make notes of what occurred. Include information such as:

- Dates
- Times
- Location, and
- Who is present

7) Include a detailed description of:

- Exactly what the person disclosing said, using “I said”, ‘they said’ statements
- The questions you asked
- Any comments you made, and
- Your actions following the disclosure.

If you are taking notes as the disclosure is occurring, explain why you are doing it and why it is important, that is, to ensure an accurate record for any subsequent investigation. If the disclosure is being made by a child or young person, remember to explain this to them in a way that is appropriate to their age and understanding.

Any reports or documentation on disclosures of harm must be kept confidential and secure with access strictly limited and on a “need to know” basis.

Stage Two – Reporting a disclosure

Under *section 13G(2)* of the *Child Protection Act 1999*, the written report about a ‘reportable suspicion’ must contain the following details:

- the basis on which the person has formed the reportable suspicion, and
- the information prescribed by regulation, to the extent of the person’s knowledge.

Suspicions of harm which may involve an offence against a child or young person must always be taken seriously.

The AELC’s first responsibility is to report it to either the Queensland Police Service or the Department of Child Safety. This should be done by the person to whom the disclosure was made, as they will have the best knowledge of what was said.

If you believe a child or young person has been abused by a family member, you should contact your local Department of Child Safety office. If you are unable to reach your local office or it is after hours you can contact the Child Safety After Hours Service Centre on 1800 177 135. Alternatively, you can contact the Queensland Police Child Abuse Investigation Unit on 131 444.



If you believe a child or young person has been abused by someone outside of their family, you should contact your local police station with details of the abuse. If you have reason to believe a child or young person has been sexually abused by someone outside of their family you can contact Task Force Argos, Queensland Police on 1800 333 000.

If the child or young person needs to talk to a counsellor, they can contact Kids Help Line, 24 hours a day, 7 days a week on 1800 55 1800 or they can chat to a professional online. This is a free counselling service for children and young people. The counsellor can assist the young person to make contact with police or child safety agencies.

If you require immediate police assistance or you are witnessing a crime taking place, **you must ring 000**.

Part B, Section 4.4: Reviewing Policies and Procedures Following an Incident

A review of the operation of our policies and procedures will be undertaken following a disclosure or suspicion of harm being actioned to:

- consider the application of the policies and whether there are any changes necessary, for example, whether they are suitable for:
 - responding to a child or young person when a disclosure is made
 - protecting children and young people from harm, and
 - assisting involved parties within your organisation, and
- identify any additional training requirements.

Our review must not interfere with court processes, and it may be a good idea to seek legal advice before starting a review. During the review, it will be recorded what worked well and what may need to be improved upon. If new policies and procedures need to be recorded, information regarding the changes will be reported to our stakeholders. This Policy will also be reviewed annually even if there is no disclosure or suspicion of harm being actioned.



Part B, Section 5: Managing Breaches Policy

Part B, Section 5.1: Effect of Managing Breaches

Our risk management strategy must include a plan for managing any action or inaction by a person in our organisation that fails to comply with any of the policies and procedures which make up our child and youth risk management strategy.

Having a plan allows our organisation to manage any potential breaches in a fair and supportive manner. Without a plan:

- people may not be clear on their obligations and rights and therefore may be hesitant to report breaches;
- appropriate consequences for breaches may not be enforced due to confusion about what course of action to take;
- similar breaches may be dealt with inconsistently which may result in repeat offences as well as a lack of confidence in the risk management strategy; and
- opportunities for training and improvement will be more difficult to identify.

Part B, Section 5.2: Breach Definition, Application and Management

A breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy which includes all sectioned outlined as inappropriate behaviour in *Part B, Section 2.1: Code of Conduct Behaviours* of this *Child Protection and Safety Risk Management Policy AELC DD Parish 2026* document. The Code of Conduct outlines management for specific behaviours.

Further outcomes for managing breaches may include:

- emphasising the relevant component of the child and youth risk management strategy, for example, the Code of Conduct
- providing closer supervision
- providing further education and training
- mediating between those involved in the incident (where appropriate)
- disciplinary procedures (if necessary)
- reviewing current policies and procedures, and
- developing new policies and procedures (if necessary).

Part B, Section 5.3: Process and Outcomes for Recording Breaches

The use of Incident, Illness or Injury reports

Incident, Illness or Injury Report forms contain valuable data for monitoring risk management procedures and policies. An Incident, Illness or Injury Report form must be completed when an injury occurs during an event or program where a child is under the supervision of the AELC. This includes Sunday School, Young Adults & Youth, Confirmation Class, or any program where children are taught or cared for under AELC supervision (where parents/guardians are not present). It is essential to complete this form as soon as possible after an incident has occurred. This will ensure information collected is as accurate as possible. Information collected includes names and contact details of witnesses. It is important to ensure that these witnesses remain after an incident occurs in order to collect



this information immediately. The information on this form needs to be as detailed as possible. Remember accidents do happen, but when they do, all care and consideration must be given to ensure that changes are made to events and activities to reduce risks.

An Incident, Illness or Injury form must also be completed when an incident occurs during an event/program, yet no injury was reported. This could include incidents of bullying, sexual abuse or disclosure.

A major motivation for collating Incident, Illness or Injury Report forms is to look for trends. To have a certain type of accident once may be unavoidable, but if particular types of accidents are occurring with some frequency, then further investigation is required. It may be that further accidents can be avoided by changing a policy or alerting volunteers to a trend in certain types of accidents.

The *Child Protection and Safety Risk Management Policy AELC DD Parish 2026* is designed to identify and minimise the risk of harm to children and young people. When the procedures outlined are followed, we are taking all reasonable steps to ensure the safety of participants. Even when all steps are taken, accidents and unforeseen incidents may occur. When/if this unfortunately happens, it is important to learn from these incidents. When Incident, Illness or Injury Report forms are completed, a review of procedures will determine what may need to occur in future events to minimise risk of a repeat incident.

The *Incident_injury_trauma_and_ilness_record AELC DD Parish* document will be used to record all incidents.

These records will be stored confidentially and securely until the child turns 25 years old, or, in the case of alleged or confirmed child sexual abuse, the record will be kept for 45 years in line with the ACECQA Child Safety requirements.



Part B, Section 6: Risk Management Plan for High-risk Activities

Part B, Section 6.1: The Effect of Risk Management

A high-risk activity within the AELC is defined as any activity, outing, or interaction that has a higher-than-normal likelihood of causing physical, emotional, or psychological harm to a child or young person. This includes those activities that have a higher potential for personal injury due to the level of competition, speed, risk or skill needed and requiring greater agility, stamina and dexterity.

Not all activities are considered high risk, however, every high-risk activity or special event, due to their nature, will require extra planning to ensure that appropriate control measures are implemented to manage the identified risks. Our organisation will analyse which activities will be classified as high risk, or similarly, the special events that occur within our environment.

Part B, Section 6.2: Creating High-Risk Management Plans Procedure

When putting together individual risk management plans for high-risk activities, the following should be considered:

1. Describe the activity
2. Identify the risks
3. Analyse the risks
4. Evaluate the risks
5. Manage the risks and reassess, and
6. Review

Step 1 – Describe the activity

Questions to consider

- What is the activity?
- What is the purpose of the activity?
- What are your objectives in undertaking the activity?
- What are the elements of the activity from start to finish?
- Where is the activity taking place?
- What environmental factors need to be considered?
- Who is involved in the activity? Parents? Staff? Children? People external to the organisation?

Step 2 - Identify the risks

In this step you need to consider, “How might a child be harmed?” You should, where possible, encourage people involved with your organisation, including children and young people, to assist with identifying the risks associated with the high-risk activity or special event.

It is a good idea to use a checklist which identifies general risks that should always be considered for every high-risk activity or special event. However, it is also important to brainstorm with the people involved with our organisation to ensure all potential risks that might result in harm to a child or young



person for the particular high-risk activity or special event which we are creating a plan for are identified.

The risks which you are identifying in this strategy are different to workplace health and safety processes which generally consider environment and equipment risks. These are important and should definitely be considered, however, it is essential to also focus on the risks of physical, emotional or psychological harm to children which may occur.

It may assist to consider where these risks of harm may come from, for example:

- Will children need to be transported?
- Is it possible that a child could be injured or become ill?
- What would happen if an emergency occurred?
- Are there any risks presented by the physical environment or location of the activity?
- Will there be people external to your organisation involved in the activity?
- Are there accommodation requirements?

Questions to consider

- Where or when might harm occur?
 - e.g. on play equipment in the park
 - e.g. a staff member giving a child a lift home unsupervised
- How might harm occur?
 - e.g. child may fall from play equipment
- Why might harm occur?
 - e.g. child was not being adequately supervised

Step 3 - Analyse the risks

The purpose of risk evaluation is to make decisions, based on the outcomes of risk analysis. The level of risk will determine whether the high-risk activity or special event is practical.

In this step you should consider –

A. How likely is it that the harm will occur? (Likelihood)

| | | |
|------------|----------------|--|
| Likelihood | Almost Certain | Almost certain to occur in most circumstances |
| | Likely | Likely to occur frequently |
| | Possible | Possible and likely to occur at some time |
| | Unlikely | Unlikely to occur but could happen |
| | Rare | May occur but only in rare and exceptional circumstances |

B. What would happen if the harm did occur? (Consequence)

| | | |
|-------------|----------|---|
| Consequence | Critical | <ul style="list-style-type: none"> • Critical incident. (e.g. Death or permanent disability of adult or child; high level of distress to other parties) • Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective. |
|-------------|----------|---|



| | | |
|--|---------------|--|
| | Major | <ul style="list-style-type: none"> • Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health, safety & welfare liability incident / issue. • Major incident which damages public or parent confidence. • One or more children are lost from the main group. |
| | Moderate | <ul style="list-style-type: none"> • Serious injuries and/or illness. • Complex welfare and/or health care issue. • Serious disruption or incident, resulting in distress to children and adults. |
| | Minor | <ul style="list-style-type: none"> • Minor first aid or minor occupational health, safety & welfare liability incident / issue (e.g. minor cuts, bruises, bumps). • Minor behavioural issues. |
| | Insignificant | <ul style="list-style-type: none"> • No treatment required. |

Step 4 – Evaluate the risks

The fourth step requires you to evaluate the level of risk, which will depend on your answers to the questions asked at Step 3. For example, if a risk is likely to occur and the consequences could result in major harm to a child, then this would be considered high risk.

Sample Risk Analysis Matrix

For use analysing and evaluating risks in organisational activities. To determine the likelihood of risk using this matrix, refer to the left-hand column of the risk analysis matrix. Then use the impact information to determine the level of consequence. Finally, combine the consequence and likelihood rating to arrive at the risk level.

| Risk Analysis Matrix | | Likelihood | | | | |
|----------------------|---------------|------------|----------|----------|----------|----------------|
| | | Rare | Unlikely | Possible | Likely | Almost Certain |
| Consequence | Critical | Moderate | High | High | Extreme | Extreme |
| | Major | Moderate | Moderate | High | High | Extreme |
| | Moderate | Low | Moderate | Moderate | High | High |
| | Minor | Low | Low | Moderate | Moderate | Moderate |
| | Insignificant | Low | Low | Low | Moderate | Moderate |

Step 5 - Manage the risk

Standards Australia's AS/NZS ISO 31000:2018 Risk management – Principles and Guidelines describes risk treatment as a cyclical process of:



- assessing a risk treatment;
- deciding whether residual risk levels are tolerable;
- if not tolerable, generating a new risk treatment; and
- assessing the effectiveness of that treatment.

Risk management options should consider the values and perceptions of people involved with our organisation and the most appropriate way to communicate with them.

You now should consider how likely it is for the risk to occur after control measures have been put in place, and how bad the outcome would be if the risk was to occur. If you assess that a risk is still highly likely to occur and the outcome could result in harm to a child, then you may need to rethink the activity. All activities that are high risk require an additional risk assessment. All activities that are extreme risk should not take place.

Step 6 - Review

Ongoing review is essential to ensure that the risk management plan your organisation develops for your high-risk activity or special event is effective. Reviewing controls and responsibilities can be useful for future planning.

Control Measures

| Hierarchy of Control | | Explanations/examples of control measures |
|----------------------|-------------------------------|---|
| Level 1 | Elimination | <ul style="list-style-type: none"> • Remove the hazard, e.g. broken toy or damaged equipment. • Change the practice, e.g. deliver goods directly to the kitchen to eliminate manual handling. |
| Level 2 | Substitution | <ul style="list-style-type: none"> • Replace heavy items with those that are lighter, smaller and/or easier to handle. • Replace damaged equipment with new equipment. |
| | Isolation | <ul style="list-style-type: none"> • Isolate unwell people from the whole group. • Barricade off a wet floor until dry to avoid slip hazard. |
| | Engineering | <ul style="list-style-type: none"> • Locks on doors to rooms or cupboards that should not be accessed by children or visitors. |
| Level 3 | Administrative | <ul style="list-style-type: none"> • Scheduling maintenance work or upgrades to happen when events are not on. |
| | Personal protective equipment | <ul style="list-style-type: none"> • Use gloves for all hygiene issues. • Wear closed-in shoes to avoid injury, and wear hats and sunscreen outside. |



Part B, Section 7: Managing Compliance with the Blue Card System

Part B, Section 7.1: Blue Card Requirements

The work of the CCYPCG is regulated by the *Commission for Children and Young People and Child Guardian Act 2000*. The Act requires people who work with children under eighteen years of age in particular categories of businesses, paid or voluntary employment to be screened – the Working with Children Check (otherwise known as the Blue Card).

The Working with Children Check is a detailed national check of a person's criminal history including any charges or convictions. In addition, information from police investigations into allegations of serious child related sexual offences will be taken into account, even if no charges were laid because the child was unwilling or unable to proceed.

A person whose application is approved is issued with a positive notice (letter) and a Blue Card. If a person's application is refused, they are issued with a negative notice which prohibits them from working in the categories of employment or carrying on a business defined by the Act.

If people do not comply with their obligations under the Act, penalties apply, including fines and terms of imprisonment.

The AELC Darling Downs Parish keeps a register of volunteers (employees and/or volunteers) in regard to their Blue Card status in the following documents:

- *Employee Volunteer Register AELC DD Parish Aubigny 2026*
- *Employee Volunteer Register AELC DD Parish Oakey 2026*
- *Employee Volunteer Register AELC DD Parish Greenwood 2026*
- *Employee Volunteer Register AELC DD Parish Lowood 2026*
- *Employee Volunteer Register AELC DD Parish Marburg 2026*
- *Employee Volunteer Register AELC DD Parish Toowoomba 2026*

All volunteers and all employees that work with, care for or make decisions regarding children are required to hold a valid Blue Card and have it linked to the congregation locations that they volunteer/are employed at. If a person works with, cares for or makes decisions about children at more than one congregation in the Darling Downs parish, they are required have their Blue Card linked to all relevant congregations. Note that if a person requiring a Blue Card is an employee getting paid, they require a paid Blue Card. All volunteers require a volunteer Blue Card. If a volunteer already holds a paid Blue Card for other child related work they do not require another Blue Card but can have their paid Blue Card linked to the church to volunteer.

People requiring a Blue Card in the AELC Darling Downs Parish:

- Pastors
- Sunday School Teachers and superintendents
- Young Adults & Youth Leaders
- Chairmen
- Parish Child Safety Officer



Part B, Section 7.2: Annual Review

Our annual review of this child and youth risk management strategy will consider:

- whether our policies and procedures were followed
- whether any incidents relating to children and young people’s risk management issues occurred
- the actual process used to manage any incidents
- the effectiveness of our organisation’s policies and procedures in preventing or minimising harm to children and young people, and
- the content and frequency of training in relation to our child and youth risk management strategy.

Volunteers will yearly sign to acknowledge that they have read and understood the updated *Child Protection and Safety Risk Management Policy AELC DD Parish 2026* in the document *Signed Acknowledgements of Policies AELC DD Parish*.

Part B, Section 7.3: Managing New Volunteers

When a person joins our program to volunteer, we will:

- ensure there are processes in place to confirm the identity of the card holder (this includes Licence or Photo ID check), and
- link them to our organisation prior to engaging the card holder in child-regulated work.

Organisations using the Organisation Portal will be able to link an applicant/cardholder to their organisation in real time. Organisations who are not using the Organisation Portal must submit a *Link a person to your organisation PDF* with Blue Card Services. The online portal will be managed by the Blue Card Administrator of each congregation.

If a person ceases working with our organisation, we will delink the card holder.

Organisations using the Organisation Portal will be able to delink an applicant/cardholder from their organisation in real time. Organisations not using the Organisation Portal must submit an *Applicant/cardholder no longer with organisation (for organisations) form* to delink the cardholder and advise Blue Card Services.

A volunteer will not begin work before having a valid Blue Card Linked to the organisation.

- A person must have a valid blue or exemption card before they can start working or volunteering in regulated employment/ volunteering.
- Our organisation takes reasonable steps to ensure the blue or exemption card belongs to the card holder
- It is a mandatory requirement that we also link the card holder to our organisation by submitting the *Link a person to your organisation PDF* or using the Organisation Portal
- Our organisation will link the card holder to our organisation prior to engaging them in work
- To check the validity of a prospective employee’s card, it is possible to do so on the Blue Card Services website provided that we have details of the employee’s name as it appears on the card, full card number (including the number following the ‘/’ on the card) and its expiry date.

Part B, Section 7.4: Managing Changes in Police Information

Individuals no longer have an obligation to advise us if there is a change in their police information. Therefore, our organisation requires volunteers to disclose any changes to their police information in line with acknowledgement of this document.



Individuals must immediately notify Blue Card Services by completing a Change in Police Information Notification form. Individuals must visit the Blue Card Services website to find this form, or alternatively, go to the following link: <https://www.publications.qld.gov.au/dataset/bcs-assessment/resource/baadf16c-58d0-4817-ad55-f4bdcc2a6d46>. Blue Card Services monitors all cardholders daily, and, therefore, will be informed of any changes to cardholders police information. Blue Card Services will only notify organisations of these changes if it is of concern.

Part B, Section 7.5: Managing High-Risk Individuals

We must ensure that we have relevant processes in place for managing notifications from Blue Card Services in relation to high-risk individuals, for example:

- an employee receives a negative notice or is a known disqualified person, or
- an employee has their Blue Card or exemption card cancelled or suspended, or
- an employee has their Blue Card application withdrawn, or
- a notification in relation to a serious change in criminal history is received from Blue Card Services.

The manager of the online portal for each AELC congregation will check notifications on the website at least once weekly to ensure notifications are read regularly and can be managed quickly and effectively.

Part B, Section 7.6: Restricted Persons

There are exemptions that allow people to engage in regulated child-related employment/volunteering without a Blue Card in certain circumstances. Certain people are restricted from relying on these exemptions.

It is an offence for a restricted person to start or continue in restricted employment. It is also an offence for an employer to employ or continue to employ a restricted person to start or continue in restricted employment if they know (or should reasonably know) they are a restricted person.

A restricted person means a person who either:

- has been issued a negative notice
- has a suspended Blue Card
- is a disqualified person
- has been charged with a disqualifying offence which has not been finalised
- the subject of an adverse interstate Working with Children Check decision that is in effect.

Restricted employment refers to the situations that allow a person to work with children without a Blue Card, such as if they are:

- a volunteer parent
- a volunteer who is under 18
- paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year
- a person with disability who is employed at a place where the person also receives disability services or NDIS support or services
- a secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a blue or exemption card.



Part B, Section 7.7: Employee Register

As part of our child and youth risk management strategy, our organisation is required to establish and maintain an employee register which is a written record or register of all business operators, paid employees and volunteers involved in child-related activities within our organisation.

Under the Act, Blue Card Services has the power to conduct an audit on an organisation to ensure that the organisation maintains an employee register.

We have developed the following procedure for establishing and maintaining a register in electronic format:

- The AELC Darling Downs Parish will have a separate document for each Church congregation location where events/programs/services take place. These documents will be updated when any employee changes their details, begins volunteering, or ceases volunteering. This document will be reviewed yearly. The current documents in use are:
 - *Employee Volunteer Register AELC DD Parish Aubigny 2026*
 - *Employee Volunteer Register AELC DD Parish Oakey 2026*
 - *Employee Volunteer Register AELC DD Parish Greenwood 2026*
 - *Employee Volunteer Register AELC DD Parish Lowood 2026*
 - *Employee Volunteer Register AELC DD Parish Marburg 2026*
 - *Employee Volunteer Register AELC DD Parish Toowoomba 2026*

If a complaint is made in relation to an individual or our organisation, we may be asked for a copy of our employee register.

In relation to our organisation's obligations regarding our Blue Card register, we are required to maintain a written record of all employees within our organisation which includes:

- the name and date of birth of each Blue Card applicant who has made an application
- for each applicant or card holder—
 - the name and date of birth
 - the date of expiry of the Blue Card
 - any reference number or other identifying numbers provided on the card
- for each person relying on an exemption, or employed in restricted employment—
 - the name and date of birth
 - whether the employee is a restricted person
- the name and date of birth of each person who is not required to apply for a Blue Card.

Our organisation also includes:

- the type of card (business operator, paid, volunteer or exemption card)
- the date our organisation confirmed the validity of the persons card (e.g. via the Organisation Portal, online validation tool)
- the date our organisation linked the card holder
- the renewal date.



Part B, Section 8: Communication and Support

Part B, Section 8.1: Communication Strategies

Our organisation has the following strategies for communication of our risk management strategy and support:

- All volunteers will be provided with a copy of this *Child Protection and Safety Risk Management Policy AELC DD Parish 2026*
- All volunteers will complete the *Signed Acknowledgements of Policies AELC DD Parish* by signing to acknowledge that they have read, understood and agreed to all relevant documents which may include:
 - *Working With Children Checks (Blue Card) Records AELC Aubigny*
 - *Working With Children Checks (Blue Card) Records AELC Oakey*
 - *Working With Children Checks (Blue Card) Records AELC Greenwood*
 - *Working With Children Checks (Blue Card) Records AELC Lowood*
 - *Working With Children Checks (Blue Card) Records AELC Marburg*
 - *Working With Children Checks (Blue Card) Records AELC Toowoomba*
 - *Training Records for Child Safety AELC DD Parish*
 - *Transport Responsible Persons Record AELC DD Parish*
 - *Reportable Conduct Scheme (Due 1 July 2026)*
 - *Child Protection and Safety Risk Management Policy AELC DD Parish 2026*

Parents may be required to read excerpts of this *Child Protection and Safety Risk Management Policy AELC DD Parish 2026* in other documents to understand sections of the Code of Conduct

Parents, children, young people, visitors, or anyone attending or inquiring of the AELC have the right to request a copy of this *Child Protection and Safety Risk Management Policy AELC DD Parish 2026*.

Part B, Section 8.2: Effect of Communication

Our child and youth risk management strategy is most effective when it is successfully communicated to all people involved with our organisation. While parents/carers, employees, volunteers, children and young people are actively involved in developing our organisation's policies and procedures, they are more likely to accept, support and adhere to them. This builds a culture which recognises and values the importance of upholding safeguards for children.

An effective strategy for communication and support will

- ensure that all people in our organisation are aware of their responsibilities and understand what is acceptable behaviour for interacting with children;
- enable people to feel comfortable addressing issues of concern;
- highlight the importance of our organisation's commitment to protecting the safety and wellbeing of children in our service environment; and
- reduce the likelihood of breaches of our risk management strategy.



Part B, Section 8.3: Communicating our Yearly Review

Each year, when this *Child Protection and Safety Risk Management Policy AELC DD Parish* is reviewed, the following will be considered.

We must consider strategies to ensure effective communication about our risk management strategy within our organisation. This starts with ensuring that all stakeholders are consulted (especially children and young people) in the development and review of our strategy. This will assist to build an understanding of the importance of the strategy and build a culture which recognises and values the importance of upholding safeguards for children. Ideas include:

- Run a brainstorming session to identify the risks which are particular to our program and think about ways that those risks can be reduced.
- Present our strategy to all people involved in our organisation, particularly parents, and actively seek their feedback.
- Feature a ‘policy of the month’ where people in our organisation are encouraged to become familiar with the policy and provide feedback they consider appropriate.

All organisations are different and we must consider what is best for the AELC Darling Down Parish.

Part B, Section 8.4: Communication Support

Volunteers may require support to deal with issues such as behaviour management, stress, conflict, bullying including cyberbullying, child protection concerns, breaches of the risk management strategy and dealing with disclosures or suspicions of harm. If volunteer concerns are not addressed effectively, our organisation’s ability to provide a safe and supportive environment for children and young people may be affected. Therefore, it is extremely important to consider how our organisation will support staff when they are experiencing difficulties. Other people involved in our organisation such as parents, children and young people may also require support to assist with managing concerns. Our organisation is prepared to provide or facilitate required support services to all people involved with our organisation. Any people requiring support are encouraged to approach the Pastor, a Sunday School Teacher, a Congregational Elder of the AELC or the Darling Downs Parish Child Safety Officer.



Part C, Section 1: Conclusion

Safe service environments don't just happen, they require ongoing planning, commitment and maintenance.

This *Child Protection and Safety Risk Management Policy AELC DD Parish 2026* was created in February 2026 and will be reviewed yearly to ensure policies and procedures maintain relevant and are in line with current legislation.

Part C, Section 2: Contacts

AELC congregations can be found in the following locations:



Aubigny St Johns - 2 Aubigny Crosshill Rd, Aubigny



Oakey Trinity - 125 Hamlyn Rd, Oakey



Lowood Our Saviour - 63 Prospect St, Lowood



Greenwood St Pauls - 617 Acland-Silverleigh Rd, Greenwood



Toowoomba Bethlehem - 41 Buckland St, Harristown



Marburg Trinity - 19 Edmond St, Marburg



| Contacts | |
|--|--|
| AELC Contact | Email: contact@aelc.org.au |
| Darling Downs Parish Child Safety Officer | Email: childsafety@aelc.org.au |
| Pastor Peter Ziebell | Email: revpeterziebell@aelc.org.au |
| Aubigny St Johns Blue Card Administrator Matthew Sippel | Email: matthewsippel@aelc.org.au |
| Oakey Trinity Blue Card Administrator | |
| Greenwood St Pauls Blue Card Administrator | |
| Lowood Our Saviour Blue Card Administrator | |
| Marburg Trinity Blue Card Administrator | |
| Toowoomba Bethlehem Blue Card Administrator | |
| Website | www.aelc.org.au |
| Social media | Facebook: aelc.org.au Instagram: aelc.org.au YouTube: @TheAELC |