



# CHURCH SAFE & WELLBEING POLICY

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## Policy Overview

Policy Name	Church Safe Policy
Approved	TBC
Last Review Date	February 2023
Next Review Date:	May 2024
Who is responsible for the document?	Lead Pastor, Church Safe Team

This document outlines Yarra Valley Vineyard Christian Fellowship's (YVV) approach and commitment to creating a Church Safe organisation. YVV follows the Victorian Commission for Children and Young People's Child Safe Standards<sup>1</sup> to ensure a safe Church environment to safeguard all children and vulnerable people.

## Policy Purpose

The purpose of this policy is to:

1. Establish an organisational culture of safety for children and vulnerable people.
2. Facilitate the prevention of child abuse by ensuring that:
  - a) all team members are aware of their responsibilities in:
    - i. identifying possible circumstances where child abuse may occur, in both physical and online situations;
    - ii. establishing controls and procedures for preventing and/or detecting such abuse should it occur; and
  - b) team members are advised that they are absolutely forbidden from committing any form of child abuse.
1. Guide YVV regarding the action that must be taken where they suspect any abuse within or outside the organisation.
2. Ensure that all known actual or alleged abuse cases are reported and thoroughly investigated.
3. Set out YVV's commitment and approach to safeguarding a child and vulnerable people's safe organisation. Ensure creating this policy and the noted practices are acknowledged, consistent with, and continue to reflect the Victorian Standards for Child Safe Organisations attached in Appendix 2.

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<sup>1</sup> These standards are found at <https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/> and included in Appendix 2

## **Whom does the policy apply?**

This Church Safe Policy was developed in collaboration with staff, elders, and volunteers. It applies to all staff, elders, volunteers, children, and individuals involved in our organisation and will inform the practices in all expressions of ministry and community engagement.

In addition, **all staff, elders, and volunteers are responsible for promoting the safety and well-being of children and vulnerable people.**

## **How will it be implemented? [Procedures & Processes]**

YVV is committed to promoting and protecting the best interests of children and vulnerable people involved in its programs. Details of the procedures used to implement our policies are available in YVV's Church Safe Procedures (2022), available to all via our website.

YVV's policy and procedures will be implemented with a commitment to promoting and protecting the best interests of children involved in its programs by:

- Encouraging all to live and serve others in a way that honours God in accordance with the YVV vision and values<sup>2</sup>
- YVV will actively listen to and empower children to ensure protection from abuse.
- All children, regardless of gender, race, religious beliefs, age, capabilities, sexual orientation, family, or social background, have equal rights to protection from all types of harm or abuse.
- Additional tailored approaches may be required for those children who are particularly at risk due to the impact of previous experience(s), level of dependency, communication needs, or other issues – this includes, but is not limited to, children with a disability, those of an indigenous background, and those who are culturally and/or linguistically diverse.
- We will listen to and act on concerns related to safety or well-being that children or their parents, family, guardians, or other people raise with us.
- We recognise the importance of teaching and informing children, of the actions they can take if they feel unsafe, threatened, or upset by the behaviour of adults or other children.

YVV expects that all people working with children and vulnerable people would agree with and act in accordance with our code of conduct when applying these procedures.

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<sup>2</sup> <https://www.yvvcf.org.au/our-story/vision-values/>

## Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults towards children and vulnerable people:

- Adhering to our Church Safe Policy and Procedures.
- Taking all responsible steps to protect children and vulnerable people from abuse, including appropriately informing children and vulnerable people of their rights and safety information..
- Treating everyone with respect and valuing other people's ideas and opinions.
- Welcoming all children and vulnerable people and their families and carers and being inclusive by respecting cultural, religious, and political differences.
- Listening and responding appropriately to children and vulnerable people, , and encouraging them to express themselves to promote healthy communication.
- Encouraging healthy relationships between peers.
- Reporting and acting promptly on breaches of this Code of Conduct, complaints, or concerns.
- Complying with our guidelines for appropriate physical contact with children and vulnerable people.
- Working with children and vulnerable people openly and transparently, and ensuring that adults are not left alone with children and vulnerable people except when unavoidable (i.e., in an emergency).
- Respecting the privacy of children, vulnerable people, and their families.
- Reading, understanding, and agreeing to abide by our Church Safe Policy.

### ***YVV Staff, Elders, and Volunteers must not:***

- Ignore or disregard any suspicious behaviour or disclosure of child abuse.
- Use prejudicial or oppressive behaviour or language with children or vulnerable people.
- Discriminate based on age, gender, race, culture, vulnerability, or sexuality.
- Initiate unnecessary physical contact with children or vulnerable people.
- Develop inappropriate relationships with individual children, vulnerable people, and/or families, or show favouritism toward a child/vulnerable person and/or their family over a consistent time period.
- Exchange personal contact details or unauthorised contact with children or vulnerable people online or by phone without parents' consent.
- Initiate or threaten physical or corporal punishment of any person.
- Discuss or introduce children or vulnerable people to age-inappropriate material or material which is especially personal or adult in nature.
- Take photos or videos of any person that are not in line with YVV policies and procedures.

All staff, elders, and volunteers are expected to agree with and sign the Church Safe Code of Conduct (Appendix 1) before, commencing direct work with any child or vulnerable person.

## **Church Safe Statement of Commitment**

Children and vulnerable people have the right to always be safe. The Church Safe Statement that follows has been developed to protect children and vulnerable people involved in the church community.

This Church Safe Statement provides information, procedures, and conduct policies that YVV believes are essential in protecting children and vulnerable people.

Our statement affirms our commitment to the following:

- Have zero tolerance toward child abuse.
- Actively work to listen to and empower children and vulnerable people.
- Accountability, awareness, and attitude produce the behaviour for prevention and protection.
- Have systems to protect children and vulnerable people from abuse and Church Safe Policies and Procedures.
- Ensure all activities have current risk assessments completed before the commencement of the activity with a focus on preventing harm in both physical and online spaces.
- Promoting cultural safety and expression for Aboriginal children and vulnerable people, cultural safety for children and vulnerable people from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for people with a disability.

This Church Safe Statement of Commitment will be displayed publicly on our website, at the Sunday Morning Information Table, and in all places, children or vulnerable people meet.

## **Communicating this Policy**

This policy will be displayed and available for everyone where young and vulnerable people are present. Copies will be available at the Welcome Table onsite during Sunday Church Services, at all major events, and on the YVV Website. This policy will be reviewed annually, and we undertake to seek views, comments, and suggestions from children, parents, carers, staff/elders and volunteers.

## Training, Support and Supervision

- YVV will facilitate Church Safe training for staff, elders, and volunteers supervising children and young people to ensure compliance with this Policy.
  - YVV will facilitate a training session annually for all elders, staff, and volunteers. This session for all staff and elders will include this Church Safe Policy. The session for all elders, staff, and volunteers **in direct contact** with children & youth will include this Church Safe Policy and the Procedures. Any new staff, elders, and volunteers will be expected to complete a training session.
  - YVV will facilitate a training session biennially for all elders, staff, and volunteers NOT in direct contact with children.
- All staff, elders, and volunteers are accountable to the Coordinators of each area (Children and Youth ministries) directly working with children and young people to ensure they comply with this Policy. Coordinators are accountable to the Lead Pastor and Elders. Coordinators will provide ongoing supervision and support of all volunteers in their area.
- Coordinators of each area directly working with children or vulnerable people will observe new and ongoing volunteers regularly to ensure accountability and compliance.
- Coordinators of each area directly working with children or vulnerable people will meet regularly with volunteers to establish open communication and provide a safe space for any concerns, questions, or support needs.
- All staff, elders, volunteers, and coordinators will be respected.
- Coordinators of each area that work directly with children or vulnerable people will assess YVV Church Safety training needs by inviting feedback from parents, carers and volunteers. Annual feedback sheets will be given to all volunteers working directly with children or vulnerable people to identify any concerns not being met.
- Our gatherings at MECS are being held on the traditional lands of the Wurundjeri people, and we wish to acknowledge them as the Traditional Owners.

## Screening and Recruitment

- Clear job descriptions will be provided to all staff, elders, and volunteers supervising children or vulnerable people.
- Promote Church Safety with all staff, elder, and volunteer advertisements, i.e., we are a 'Church Safe employer or church.'. This may discourage unsuitable people from applying.
- All volunteer applicants in child-related work must be known to Coordinators for at least 6 months before being identified as a person with potential to volunteer with children or youth, and must participate in our screening, recruitment and training process.
- Coordinators of each area (Children and Youth ministries) directly supervising children and young people will hold a face-to-face interview with an applicant to



determine their suitability to become involved in any child related work within our organisation. At such time they will be informed of our Church Safe Policy and given the Code of Conduct and application forms for completion and return before referees are called.

- The relevant Coordinator of each area (Children and Youth ministries) will review the information provided and contact referees before determining an applicant's suitability. All the applicant's information will be held in the strictest confidence.
- A register of all applications will be securely stored on church premises or offices along with copies of the applicants' WWCC or VIT (along with photo identification) and signed declaration forms (Working with Children Act, 2004). If any concerns are identified, the coordinator/s will liaise with the Lead Pastor who has access to the information.
- A register of WWCCs and VIT registrations (along with photo identification) will be kept and regularly checked. If an applicant does not pass a WWCC or is issued a Suspension/Negative Notice or Revocation from the Department of Justice or the VIT, this applicant will not be successful in their application. If already working with children, they will be stopped immediately.

### **Responding to abuse or suspected abuse.**

Any suspected or alleged abuse will be taken seriously and reported promptly to the appropriate authorities.

YVV has clear policies and procedures to ensure a supportive environment for children/vulnerable people, personnel or families who report allegations of abuse or Church Safety concerns.

It is YVV's expectation that Staff, elders, volunteers, families and children are informed on how to report abuse allegations, and are supported in doing so. Our aim is to communicate our policy and procedures with clarity and in a manner that allows all people to feel comfortable doing so.

## Responding To Disclosures or Concerns about Child Safety

**YVV will** comply with all legal requirements to report child abuse to appropriate authorities, **including the police by calling 000 if you suspect a child's safety is at immediate risk.**

It is expected that all suspected abuse will be reported promptly to the appropriate authorities. This includes notifying the Commission for Children and Young People when there is suspected reportable conduct by a staff member or volunteer, as per the Commission for Children and Young People's Reportable Conduct Scheme (2018)<sup>3</sup>.

### **Reference point: YVV Child Safe Procedures (2022), Page 16, Responding To Disclosures or Concerns**

These processes include:

- Step by step guides to staff outlining when and to whom a report must be made. The Church Safe team will document all communication in discussion with the Lead Pastor and prepare a written report to be kept onsite at the church offices. (See attached flowcharts on page 13.)
- Requirements for accurate recording of relevant information and actions taken.
- Clear criteria for assessing how and when to report to leadership and authorities (the Police and/or Child Protection), which comply with all legal requirements.
- Instituting strategies to ensure people feel safe and comfortable reporting suspected abuse, for example appointing a Church Safe Officer for staff, children and young people to contact and discuss suspected abuse or a Church Safe concern.
- Publicise avenues for reporting incidents or concerns.
- Train relevant staff and volunteers on how to report suspected child abuse, and ensure they can identify signs of children and young people at risk of abuse.
- Institute a feedback process for staff, elders, volunteers, children and families on organizational policies and procedures for reporting abuse.
- Establish and provide information on policies and procedures in relevant community languages, including Aboriginal languages, where relevant.
- Ensure reporting policies and procedures are accessible to children with a disability and/or their families where necessary, such as providing information on policies and procedures in relevant modalities, such as braille and assistive technologies.
- Utilize inclusive language, photography and/or artwork in communications about reporting processes.

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<sup>3</sup> <https://ccyp.vic.gov.au/reportable-conduct-scheme>

## Responding to Suspected Abuse of a Child

### We will:

- Ensure children are safe, and that procedures for responding to alleged abuse are fair and focus on Church Safety. For example, by suspending the alleged perpetrator or providing them with alternative non-child related duties pending investigation.
- Each child will be listened to, taken seriously, and have opportunity for response and action on the disclosure according to the steps within our Reporting Procedures.
- Provide support to a child reporting abuse and safety concerns, never blame, or interrogate a child.
- Contact parents/carers promptly, as appropriate.
- Ensure processes for responding to suspected child abuse explicitly include culturally appropriate responses where suspected abuse involves an Aboriginal child.
- Provide ongoing support, or make referrals for support to alleged victims, their families and affected staff, as required.
- Provide contact details for internal and/or external expertise so that staff have access to advice when managing Church Safe incidents, including expertise relating to culturally and/or linguistically diverse children, and children with a disability.
- Undertake timely reviews of organizational Church Safe Policies and Procedures.
- Review organizational responses following an incident to help drive continuous improvement.

### Safety and Care Legalities

Sharing of concerns about the safety and wellbeing of children and vulnerable people will be proactively encouraged.

Staff, elders, volunteers, children and young people are encouraged to speak up when they are uncomfortable or concerned.

All staff, elders and volunteers will have access to, and be trained to use YVV's Reporting Process and Policy.

Staff and volunteers will be made aware of their duty of care and legal responsibilities to children vulnerable people.

Physical or sexual abuse of children and vulnerable people is a crime and must be reported to the police.

Information will be shared appropriately and lawfully with other organisations where the safety and wellbeing of children and vulnerable people is at risk (i.e. Mandatory Reporting.)

Staff and volunteers will be made aware, and be responsive regarding criminal offenses to help protect children and young people from harm.

- **Grooming for sexual conduct with a child under the age of 16 years (Crimes Amendment, 2014)**
- **Failure to disclose (2014)** obligations apply to all adults in Victoria.
- **Failure to protect (2015)** obligations apply to people in authority within any organization that exercises care, supervision or authority over children and young people, whether as part of its primary function or otherwise.

## **Recording Suspected Abuse**

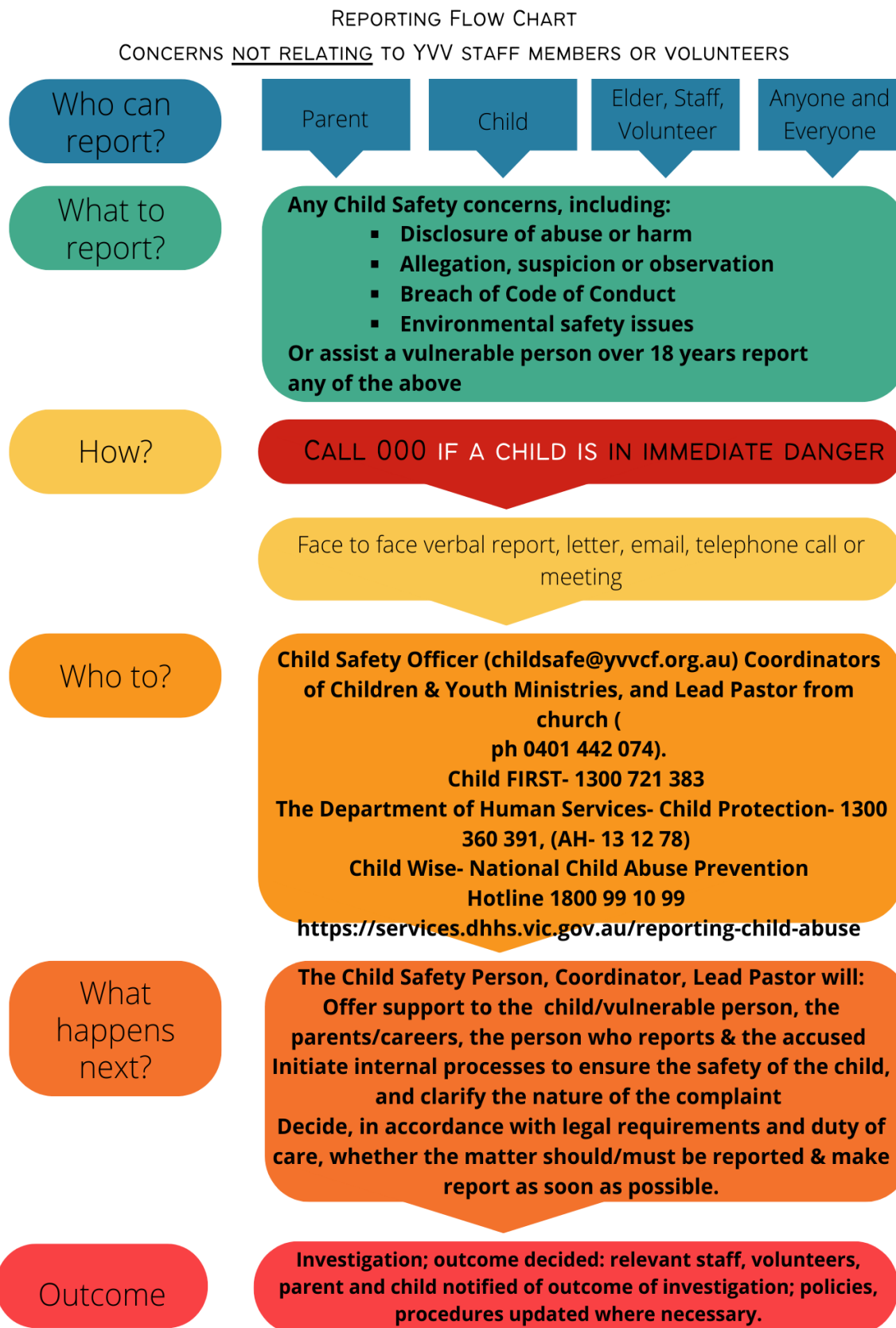
YVV is committed to keeping accurate and secure records.

### **We will record:**

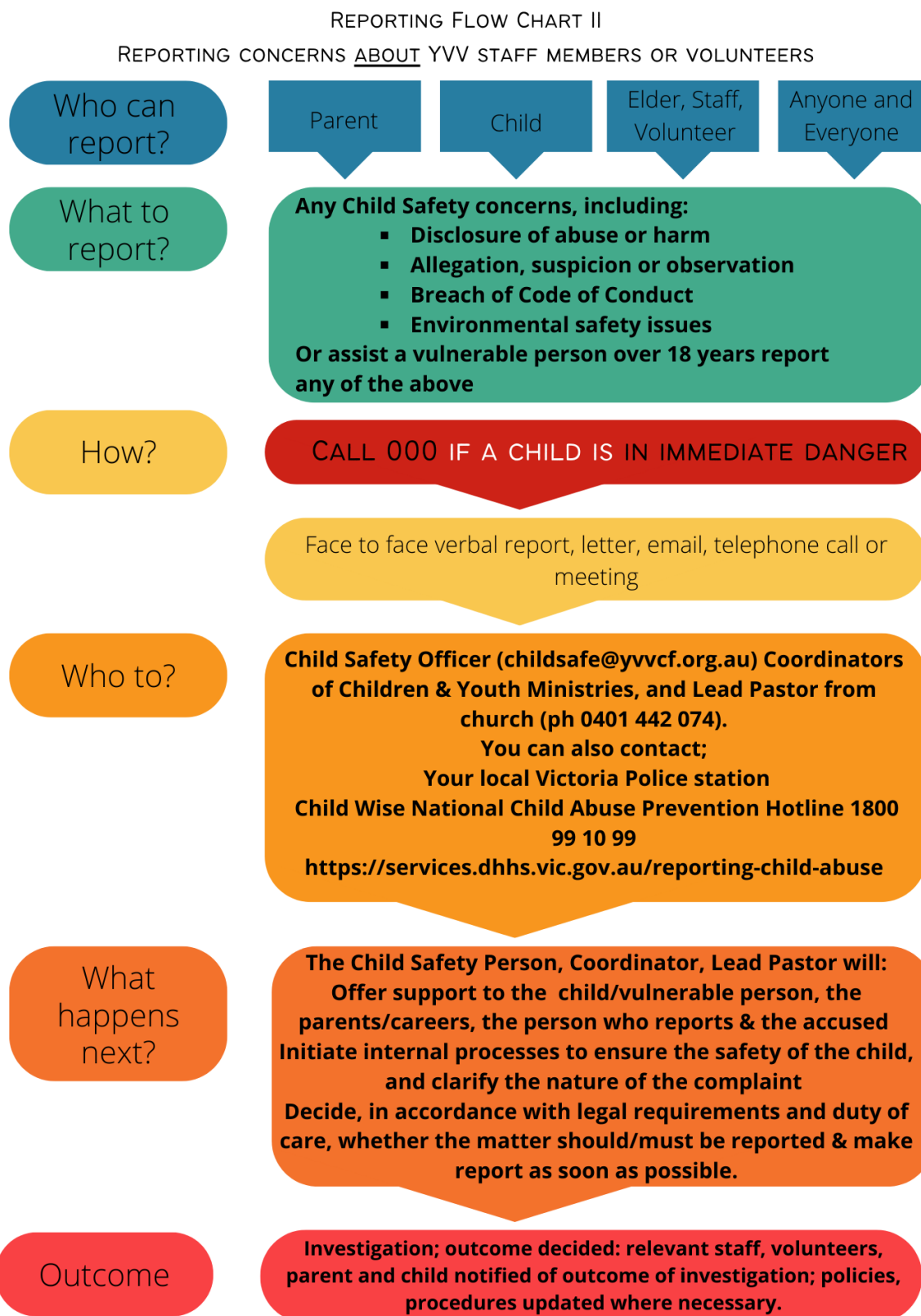
- Any Church Safe complaints, disclosures or breaches of the Code of Conduct and store the records in accordance with security and privacy requirements.
- Action taken, any internal investigations and any report made to statutory authorities or professional bodies.
- Everyone, including children, will be made aware of the need to report serious matters involving child protection to external authorities, and that it will be recorded.

While confidentiality will not be promised in these matters, there will be an assurance of privacy in handling the matter, and only those who need to know will be advised.

## Reporting Flow Chart - Concerns not Relating to YVV Staff or Volunteers



## Reporting Flow Chart - Concerns about YVV Staff or Volunteers



## Definitions and Indicators of Abuse

The presence of indicators such as those described may alert us to the possibility of a child or vulnerable person being abused. It is important that anyone who has concerns that a child or vulnerable person needs protection contact a local Child Protection Service for assistance and advice. **Call the Police on 000 if you have immediate concerns for a child's safety.**

<b>Child / Children</b>	Refers to any person under 18 years of age.
<b>Vulnerable Person/s</b>	Refers to (a) a Child or Children; or. (b) an individual aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason. <sup>4</sup>
<b>Reasonable grounds for belief</b>	Is a belief based on reasonable grounds that abuse has occurred when all known consideration or facts relevant to the formation of a belief are considered and objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator
<b>Child Abuse</b>	Child abuse is defined Under the Family Law Act (1988) and Children and Young Persons Act (1989), child abuse includes five categories of abuse <ul style="list-style-type: none"> <li>● Physical violence</li> <li>● Sexual offences</li> <li>● Domestic violence</li> <li>● Serious emotional or psychological abuse</li> <li>● Serious neglect</li> </ul> These categories are outlined below. <sup>5</sup>
<b>Physical violence</b>	Physical violence occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways, including beating, shaking, burning or use of weapons (such as, belts and paddles). Possible physical indicators: <ul style="list-style-type: none"> <li>● Unexplained bruises</li> <li>● Burns and/or fractured bones</li> </ul> Possible behavioural indicators:

<sup>4</sup> This definition is based on the DSS Vulnerable Persons, Police Checks and Criminal Offences guide <https://www.dss.gov.au/about-the-department/doing-business-with-dss/vulnerable-persons-police-checks-anlegal-d-criminal-offences>

<sup>5</sup> These definitions are based on the Victorian [Child Protection Practice Manual](https://www.cpmanual.vic.gov.au/advice-and-protocols/specialist-resources/abuse-and-harm-legal-and-practice-definitions#h3_2): [https://www.cpmanual.vic.gov.au/advice-and-protocols/specialist-resources/abuse-and-harm-legal-and-practice-definitions#h3\\_2](https://www.cpmanual.vic.gov.au/advice-and-protocols/specialist-resources/abuse-and-harm-legal-and-practice-definitions#h3_2)

	<ul style="list-style-type: none"> <li>● Showing wariness or distrust of adults</li> <li>● Wearing long sleeved clothes on hot days (to hide bruising or other injury)</li> <li>● Fear of specific people</li> <li>● Academic problems</li> </ul>
<b>Sexual Offences</b>	<p>Sexual offences occur when a person involves the child or vulnerable person in sexual activity, or deliberately puts the child or vulnerable person in the presence of sexual behaviours that are exploitative or inappropriate to his/her age and development. Child sexual abuse can involve a range of sexual activities. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.</p> <p>Possible physical indicators:</p> <ul style="list-style-type: none"> <li>● Presence of sexually transmitted diseases</li> <li>● Pregnancy</li> <li>● Vaginal or anal bleeding or discharge</li> </ul> <p>Possible behavioural indicators:</p> <ul style="list-style-type: none"> <li>● Displaying sexual behaviour or knowledge that is unusual for the child's age</li> <li>● Being withdrawn</li> <li>● Complaining of headaches or stomach pains</li> <li>● Fear of specific people</li> </ul>
<b>Domestic Violence</b>	<p>Domestic violence is violence, abuse, and intimidator behaviour perpetrated by one person against another in a personal, intimate relationship. Domestic violence has a profound effect on children and constitutes a form of abuse. Children can be affected by being exposed to violence in the parental relationship, by becoming victims of violence, or a combination of the two.</p> <ul style="list-style-type: none"> <li>● Showing wariness or distrust of adults</li> <li>● Displaying aggressive behaviour</li> </ul>
<b>Serious Emotional or Psychological Abuse</b>	<p>Serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats, or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.</p> <p>Possible physical indicators:</p>



	<ul style="list-style-type: none"> <li>● Delays in emotional, mental, or even physical development</li> <li>● Physical signs of self-harming</li> </ul> <p>Possible behavioural indicators:</p> <ul style="list-style-type: none"> <li>● Exhibiting low self-esteem</li> <li>● Exhibiting high anxiety</li> <li>● Displaying aggressive or demanding behaviour</li> <li>● Self-harming</li> </ul>
<b>Serious neglect</b>	<p>Serious neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention, or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life threatening situations.</p> <p>Possible physical indicators:</p> <ul style="list-style-type: none"> <li>● Frequent hunger</li> <li>● Malnutrition</li> <li>● Poor hygiene</li> <li>● Inappropriate clothing</li> </ul> <p>Possible behavioural indicators:</p> <ul style="list-style-type: none"> <li>● Stealing food</li> <li>● Aggressive behaviour</li> <li>● Misusing alcohol or drugs</li> <li>● Academic issues</li> </ul>
<b>Grooming</b>	<p>A child and young person is under the age of 16. The word grooming refers to the actions deliberately undertaken with the aim of befriending and influencing a child, and in some circumstances, a member of the child/young person's family in order to sexually abuse the child. Grooming can happen face-to-face or online and is a criminal offence.</p> <p>Grooming behaviours can include:</p> <ul style="list-style-type: none"> <li>● Spending inappropriate special time with a child/young person</li> <li>● Inappropriately buying and giving gifts</li> <li>● Inappropriately showing special favours to a child/young person.</li> </ul> <p>Possible indicators of grooming in children:</p> <ul style="list-style-type: none"> <li>● The child has unexplained gifts and may not want to disclose where they came from</li> </ul>

	<ul style="list-style-type: none"> <li>● Is receiving a lot of messages from someone online.</li> <li>● Talks a lot about a particular adult or older child.</li> <li>● Wants to meet the older child or adult alone.</li> <li>● Is secretive about their behaviour or stops communicating in the usual ways with trusted adults.</li> <li>● Spends more time alone in their room.</li> <li>● Misses/skips school or usual activities and contact with peers.</li> </ul>
<p><b>Online Grooming</b></p>	<p>Online grooming of children is the illegal act of an adult or adults making online contact with a child under the age of 16 with the intention of facilitating a sexual relationship.</p> <p>Online grooming includes:</p> <ul style="list-style-type: none"> <li>● Asking a child inappropriate or personal questions.</li> <li>● Sending a child offensive, confronting or obscene content.</li> <li>● Asking a child to send intimate pictures or do things online that make them feel uncomfortable.</li> <li>● Singling a child out for a 'special' relationship.</li> </ul>
<p><b>Cyber Bullying <sup>6</sup></b></p>	<p>Cyber bullying is using Internet services or mobile technologies with the intention of harming another person.</p> <p>There are many technologies used for communication and they are evolving all the time. Children move to new and emerging technology quickly and can be a step ahead of their parents, carers, and organizations.</p> <p>Cyber bullying can include:</p> <ul style="list-style-type: none"> <li>● Abusive texts, emails, or messages</li> <li>● Hurtful messages, images, or videos</li> <li>● Imitating others online</li> <li>● Excluding others online</li> <li>● Nasty online gossip and chat.</li> </ul> <p><b>Possible indicators of cyberbullying in children</b></p> <ul style="list-style-type: none"> <li>● Child is upset after using the internet.</li> </ul>

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<sup>6</sup> These definitions based on [raisingchildren.net.au](http://raisingchildren.net.au) 'Cyberbullying: spotting the signs and helping your child' and 'Grooming: recognising the signs'

	<ul style="list-style-type: none"><li>● Increased time online or ceasing using the internet.</li><li>● Increased secrecy around technology usage</li><li>● Refusing to go to school, see friends or take part in usual activities.</li><li>● A change in emotions or behaviours; Is more emotional or angry, has trouble with sleep or appetite, complains of frequent headaches or stomach aches.</li></ul>
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## APPENDIX 1



### YARRA VALLEY VINEYARD

#### Church Safe Code of Conduct

**Document Classification:** Code of Conduct  
**Published Date:** 5 May 2022

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Yarra Valley Vineyard is committed to the safety and protection of children, youth, and vulnerable people in all its work as outlined in the Yarra Valley Vineyard Church Safe and Wellbeing.

Yarra Valley Vineyard's Church Safe and Wellbeing Code of Conduct provides clear behavioural guidelines and expectations designed to protect all people who come into contact with our organisation from harm, particularly children and vulnerable adults.

All Yarra Valley Vineyard staff, elders, volunteers, and contractors and their staff visiting a Yarra Valley Vineyard office, facility or program are required to adhere to this Church Safe Code of Conduct.

#### General Safeguarding Behaviours

I will:

- Conduct myself in a manner that is consistent with the Values and Church Safe Policy of Yarra Valley Vineyard.
- Provide a welcoming, inclusive, trusted, and safe environment for all children, young people, vulnerable people, parents, staff, and volunteers that promotes the implementation of this Policy.
- Maintain a professional role and establish clear professional boundaries that protect everyone from misunderstandings or a violation of my relationship.
- Model appropriate behaviours to ensure a positive culture of respect is maintained.
- Be aware of and respect any cultural differences, sensitivities, and expectations of the different communities we work with, and refrain from any form of behaviour that would be deemed inappropriate in that setting.
- Be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted.
- Take responsibility for ensuring I do not place myself in a position where there is a risk of allegations of inappropriate behaviour.
- Be transparent in my actions and whereabouts.

- Speak up when I observe concerning behaviours of colleagues, volunteers, or contractors.
- Immediately report any concerns or incidents of behaviour that contradicts the behaviour outlined in the Code of Conduct.
- Follow the reporting processes to report and/or respond to concerns or incidents in relation to safeguarding.
- Comply with Yarra Valley Vineyard guidelines on the use of images.
- Comply with all relevant Australian and local legislation.
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, or sexual, exploitation abuse and harassment, including those under traditional law, which occurred before or during engagement with Yarra Valley Vineyard.

I will not:

- Use any computer, mobile phone, video camera, camera or other technology inappropriately, or use them to sexually exploit or harass any adult or child, or access or disseminate exploitative material through any medium such as social media.

### **Safeguarding Behaviours**

I will:

- Treat all children, young people, and vulnerable adults in our program(s)/care with respect.
- Conduct all one-on-one interactions with children, young people and vulnerable adults in an open space or line of sight of another responsible adult.
- At all times, use appropriate and inclusive language and communication with all children, young people, and vulnerable adults.
- Encourage open communication between all children, young people and vulnerable adults, parents, staff, and volunteers.
- Encourage children, young people and vulnerable adults to participate in all decision making that affects them (where applicable).
- Self-assess my behaviours, actions, language and relationships with all children, young people, and vulnerable adults.

I will not:

- Engage in behaviour that is intended to shame, humiliate, belittle, or degrade children, young people, or vulnerable adults.
- Use inappropriate, offensive or discriminatory language when speaking with a child, young person or vulnerable adult.
- Do things of a personal nature with a child, young person or vulnerable adults that they can do for themselves, such as assistance with toileting or changing clothes.

- Take any child, young person or vulnerable adults to their own home/hotel or sleep in the same room or bed all child, young person or vulnerable adults.
- Smack, hit or physically assault or use any form of physical punishment to a child, young person or vulnerable adult.
- Supply a child, young person or vulnerable adult with alcohol or drugs.
- Take alcohol or drugs in the course of delivering Yarra Valley Vineyard activities.
- Develop sexual relationships with a child, young person and vulnerable adult.
- Develop a relationship with a child, young person or vulnerable adults that may be deemed exploitative or abusive.
- Behave provocative or inappropriate with a child, young person and vulnerable adult.
- Condone or participate in behaviour of child, young person and vulnerable adults that is illegal, unsafe or abusive.
- Photograph or video a child, young person and vulnerable adult without the consent of their parents or guardians.
- Hold, kiss, cuddle or touch a child, young person and vulnerable adult in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any child, young person and vulnerable adults outside the program or care times.
- Use Yarra Valley Vineyard's online environment to access inappropriate sites such as child pornography.

### **Prevention of Sexual Exploitation Abuse & Harassment Behaviours**

I will:

- Immediately inform the Yarra Valley Vineyard Church Safe Officer if I become engaged in a personal relationship with a child, young person, or vulnerable adults which may be perceived as inappropriate or sexually exploitative.
- Immediately inform the Yarra Valley Vineyard Church Safe Officer if I become engaged in a personal relationship with a child, young person or vulnerable adult where a real or perceived unequal power dynamics exist.

I will not:

- Use my position to request any service or sexual favour from a participant, beneficiary or their family or guardian of Yarra Valley Vineyard programs or care, in return for protection or assistance.
- Use my position to coerce a participant, beneficiary or their family or guardian of Yarra Valley Vineyard programs or care to engage in sexual intercourse or any sexual activity.

- Exchange or withhold, from participant or beneficiary of Yarra Valley Vineyard programs, funds services or support of any kind for sex or sexual favours or other forms of exploitative behaviour.

### **Photography**

To ensure the privacy and safeguarding of children when photographing or filming a child, young adult or vulnerable person or using their images or stories for work-related purposes including promotion, fundraising and development education.

I agree to:

- Obtain informed consent from the child, young adult, or vulnerable person and/or parent or guardian of the child before photographing or filming a child or obtaining their story.
- Take care to ensure any traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- Ensure photographs, films, videos and DVDs present the child, young adult or vulnerable person in a dignified and respectful manner and not in a vulnerable or submissive manner or be seen as sexually suggestive.
- Ensure file labels, metadata or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images or stories in any form.

### **Acknowledgment**

I have read the Yarra Valley Vineyard Church Safe and Wellbeing Code of Conduct and understand my personal responsibility to abide by the Church Safe and Wellbeing Code of Conduct to protect myself and the children, young adults, or vulnerable people I may come into direct or indirect contact through my work for or with Yarra Valley Vineyard. Failure to abide by the Safeguarding Code of Conduct may result in disciplinary action.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix 2**

The new Child Safe Standards came into force in Victoria on 1 July 2022.

These can be accessed at  
<https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/standard-11/>

### **Understanding the Standards**

The 11 Child Safe Standards are listed below. Organisations who are required to comply with the Standards need to implement all aspects of the 11 Standards.

Each of the Standards is expressed as a statement of an expected **outcome** that organisations must achieve. The new Standards also include minimum requirements, to provide more clarity for your organisation about what you need to do.

For each Standard, we have provided a list of documents and actions that will show that your organisation is meeting these minimum requirements. We call these **compliance indicators**.

### **The 11 Child Safe Standards**

<b>Standard 1</b>	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.  <a href="#">Click here for details about Child Safe Standard 1</a>
<b>Standard 2</b>	Child safety and wellbeing is embedded in organisational leadership, governance and culture.  <a href="#">Click here for details about Child Safe Standard 2</a>
<b>Standard 3</b>	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.  <a href="#">Click here for details about Child Safe Standard 3</a>
<b>Standard 4</b>	Families and communities are informed and involved in promoting child safety and wellbeing.  <a href="#">Click here for details about Child Safe Standard 4</a>
<b>Standard 5</b>	Equity is upheld and diverse needs respected in policy and practice.



	<p><a href="#">Click here for details about Child Safe Standard 5</a></p>
<b>Standard 6</b>	<p>People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p><a href="#">Click here for details about Child Safe Standard 6</a></p>
<b>Standard 7</b>	<p>Processes for complaints and concerns are child-focused.</p> <p><a href="#">Click here for details about Child Safe Standard 7</a></p>
<b>Standard 8</b>	<p>Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p> <p><a href="#">Click here for details about Child Safe Standard 8</a></p>
<b>Standard 9</b>	<p>Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> <p><a href="#">Click here for details about Child Safe Standard 9</a></p>
<b>Standard 10</b>	<p>Implementation of the Child Safe Standards is regularly reviewed and improved.</p> <p><a href="#">Click here for details about Child Safe Standard 10</a></p>
<b>Standard 11</b>	<p>Policies and procedures document how the organisation is safe for children and young people.</p> <p><a href="#">Click here for details about Child Safe Standard 11</a></p>