

Child Safety and Protection Policy 1.4



A N C H O R

C H U R C H

S Y D N E Y

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Child Safety and Protection Policy

ISSUED BY Legal and Compliance Team, Board of Operations

EFFECTIVE DATE 27/05/2017

Policy Statement

Anchor Church is committed to providing a safe and happy environment for all children who participate in our Kids Programs. We honour God by supporting and respecting our children, staff, volunteers and interns.

We support the active participation of kids in our church and will provide an environment where they can grow into their true identity in Christ as well as participate in the vision of being disciples who make disciples.

Scope

This policy is provided to staff and volunteers for Kids Programs during their employment or engagement with Anchor Church to ensure a clear understanding of their responsibilities and obligations while children are under their supervision. This policy establishes expected standards of behaviour to enable staff and volunteers to foster a gospel-centred environment and promote participation in Anchor Kids programs.

This policy is informed by key items of child protection legislation in NSW and outlines the key concepts under the relevant legislation, including mandatory reporting and risk management.

Our Core Convictions

- We want to ensure that there are structures of gospel-centred accountability in place at Anchor Church.
- Everyone at Anchor Church should be confident in reporting inappropriate behaviour around kids.
- Everyone at Anchor Church should report any concerns about the safety or welfare of a child or young person immediately.

Policy guidelines

Supporting staff and volunteers

At Anchor Church we highly value and respect all of our staff and volunteers. All members of the Kids Ministry Team are encouraged to promote respect and fairness amongst each other, as well as towards children.

To ensure our volunteers are shown active consideration and support, a Child Safety Officer has been appointed for each Anchor plant. The appointees are as follows: Jacques-Laurent Vaillant at City, Katherine Santiago at South West, Jess Hodgkinson at Northern Beaches, and Emily Welinski at North Shore. Their role is to provide support and advice to all individuals involved in the Kids Ministry, whether that is a helper, parent, or a team leader.

Resources and training

Building a child-safe culture requires informed and supported individuals who understand their role in ensuring a safe environment for children. All staff, volunteers, and others engaged in the care of children will receive a copy of this policy, including our Code of Conduct (see Appendix A).

Initial and ongoing training is provided to:

- equip individuals to create a gospel-centred environment for Anchor Kids;
- equip leaders and volunteers to facilitate Kids Programs;
- raise awareness of child sexual abuse, grooming and mandatory reporting;
- raise awareness of appropriate/inappropriate behaviour;
- ensure understanding of the process for handling complaints and/or allegations; and
- ensure understanding of the requirements of a child safe environment.

If volunteers require additional resourcing and information to better equip themselves to serve on the Kids



Ministry Team outside of the provided training, please seek assistance from the Kids Ministry Director at the relevant Anchor plant; Jacques-Laurent Vaillant at City, Katherine Santiago at South West, Jess Hodgkinson at Northern Beaches, Emily Welinski at North Shore.

Code of Conduct

Anchor Church has developed a Code of Conduct to promote child safety and protection in the programs facilitated by the Kids Ministry Team. The Code of Conduct establishes behaviour expected from all staff and volunteers engaged in Kids Ministry. The Code of Conduct also helps the Leadership Team raise behavioural issues and provides a reference point for volunteers when there may otherwise be confusion, ambiguity or a lack of confidence about boundaries or appropriate behaviour with children.

The information contained in the Code of Conduct must be read prior to commencing to serve in the Kids Ministry Team. The advice contained in the Code of Conduct is informed by legislation, however does not replace any legislation or regulatory obligations.

See the Code of Conduct (Appendix A).

Risk Management

Anchor Church has a duty of care to provide a safe and happy environment for all children who participate in our Kids programs. Creating a safe environment requires ongoing planning, commitment and maintenance. To fulfil the duty of care, a Risk Management Plan has been developed to manage the risk of harm to children while participating in Kids Programs.

The major objectives of the Risk Management Plan are to:

- ensure Anchor Church complies with child safety obligations established in relevant legislation and regulations;
- reduce the risk of harm to children participating in Kids Programs;
- equip the Kids Ministry Team to meet the expectations established in the Code of Conduct;
- develop a sustainable system to manage the risks of harm to children and young people; and
- implement the goal of this policy document.

The Risk Management Plan should be read prior to engagement with children in the capacity of an individual serving in the Kids Ministry Team. The advice contained in the Code of Conduct is informed by legislation, however does not replace any legislative or regulatory obligations.

See the Risk Management Plan.

Reporting

Anyone who suspects, on reasonable grounds, that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, should report it to the Child Safety Officer.

Reporters are not required to confirm their suspicions or provide solid proof before making a report. A useful rule of thumb is to consider whether another person, when faced with similar information, would also draw the same conclusion.

Who must report

All members of Anchor Church have an obligation to report any concerns they have about the safety and wellbeing of children. The avenue for voicing the concerns is the same process for both individuals serving on the Kids Ministry Team and those who do not.



How to report

All concerns must be reported to the Child Safety Officer.

Name: Jacques-Laurent Vaillant	Contact: 0450 636 969
Name: Katherine Santiago	Contact: 0416 889 142
Name: Jess Hodgkinson	Contact: 0404 339 689
Name: Emily Welinski	Contact: 0427 348 877

Any member of the church can make a complaint, or raise a concern, directly to the Child Safety Officer.

The concern in the initial instance can be made verbally; however, for further investigations, there may be an instance where the concern will need to be put in writing.

When to report

You must make a report to the Child Safety Officer when you have current concerns about the safety, welfare and wellbeing of a child for any of the following reasons:

- the basic physical or psychological needs of the child or young person are not being met (neglect);
- the parents or caregivers have not arranged necessary medical care for the child or young person (unwilling or unable to do so);
- the parents or caregivers have not arranged for the child or young person to receive an education in accordance with the *Education Act 1990* (unwilling or unable to do so);
- risk of physical or sexual abuse or ill-treatment (physical or sexual abuse);
- parent or caregiver behaviour towards the child causes or risks serious psychological harm (emotional abuse); and/or
- incidents of domestic violence and as a consequence a child or young person are at risk of serious physical or psychological harm (domestic or family violence).

Concerns about members of Anchor Church that should be reported include:

- disclosure of abuse from child, member or a third party;
- inappropriate behaviour around children;
- suspicion of abuse or harm to a child;
- any sexual offence or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence);
- any assault, ill treatment or neglect of a child; and/or
- any behaviour that causes psychological harm to a child.

You do not need to report conduct that is reasonable for the management and care of children.

Not all abuse that needs to be reported will have happened in relation to Anchor Church. Reporting responsibilities extend beyond the Sunday Gathering. Please refer to the tables below outlining indicators of harm to understand what to look out for.

Anchor Church has a clear process for responding to those who have been harmed or potentially harmed. Where a complaint of abuse of a child becomes known (proven based on evidence) it will be immediately reported to the authorities, including police and other statutory authorities, and steps must immediately be taken to assess and minimise any risk or harm. Anchor Church mandates any person who is aware of or suspects child abuse to make a report to the Child Safety Officer or authorities.



The role of the Child Safety Officer

What to do when a report is made

When the Child Safety Officer (CSO) receives a formal or informal complaint or concern about the safety and wellbeing of a child, the Child Safety Officer will take the following actions:

1. Listen to the person making the complaint and make a record of the complaint.
2. Assess the complaint and if required report the complaint to Community Services and other appropriate authorities if warranted. (i.e., Police). Inform everyone involved in the complaint of the requirement to make this report.
3. If the complaint involves inappropriate behaviour and a breach of the Code of Conduct, the Leadership Team will take action in accordance with Anchor Discipline Procedures.

Reporting a member of the Kids Ministry Team

When a report is received regarding an active member of the Kids Ministry Team (an individual volunteering in the Kids Program), the Leadership Team, with the support where necessary of the CSO, are required to take immediate action to mitigate risks.

The volunteer or staff member referenced in a report will be immediately stepped down from the Kids Ministry Team while the investigation is underway. This is to safeguard both the volunteer and the children in the Kids Programs.

When an investigation is finalised, the outcome will be notified to all persons involved. If the team member is cleared, rejoining the Kids Ministry Team will be determined by the Kids Ministry Director.

The process that will be followed is outlined in the guidelines for handling abuse allegations against a Kids Ministry volunteer or staff member.

Record Keeping

When a child joins a Kids Program, a child's full details are collected along with the details of their parents. Information about medical conditions, allergies, behavioural issues and permission to obtain emergency medical treatment are also sought. The information is processed and stored securely in the church's Content Management System.

The Team leader of each Kids Program must ensure each volunteer in the group has been provided with relevant information in relation to the children or young people of the group. For example all volunteers in a group must be made aware of allergies, medical conditions, non-contact orders and any cases where permission has not been given for photos.

Information regarding the operations of Kids Programs should be collected by staff and volunteers in a manner that is consistent, accurate, and kept up-to-date. The additional information will be used to identify trends, identify and manage risks, and improve our child safe policies and practices.

Check-in/Check-out procedure

All children are required to undergo a security check-in/check-out procedure when participating in Kids Programs. The child will be signed in by a parent or guardian, who will receive a sticker for the child. The parent or guardian must present the sticker on the child in order to sign the child into a Kids Program. In the event that a parent or guardian is unable to be checked in, the child will be required to attend the wider church gathering. The team leader on the day will be responsible for releasing the child back into the care of a parent or guardian after the wider church gathering.

Sick child

It is our desire to provide a healthy and safe environment for all of the children at Anchor Church. Parents are



encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should not be dropped off:

- fever, diarrhoea, or vomiting within the last 48 hours;
- green or yellow runny nose;
- eye or skin infections; and/or
- other symptoms of communicable or infectious disease.

Children who are observed by our Kids Ministry Team members to be ill will be separated from other children and the parent or guardian will be contacted to request that the child is picked up from the Kids Program.

Medications

It is the policy of Anchor Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home.

Exceptions to the medications guidelines may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Kids Ministry Director to develop a plan of action.

Discipline

It is the policy of Anchor Church not to administer punishment, even if parents have suggested or given permission for it. There will be no spanking, grabbing, hitting, shouting or other physical or verbal discipline of children. Workers should consult with the Kids Ministry Director if assistance is needed with disciplinary issues.

Bathroom Guidelines

Bathroom procedures are specific to each church location. In order to make parents fully aware of how toileting procedures are handled, parents must have the relevant guidelines clearly communicated upon commencement of the Anchor Kids program at any given location. For details on each church's specific toileting procedure see Appendix B.

Transport Guidelines

For all Anchor Church Kids or Youth events, it is the responsibility of the parents/guardians to either provide lifts or arrange alternative transport for their children to and from each event. The following guidelines must be followed for all Anchor Church events:

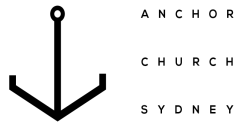
1. An adult will never be alone in a car with anyone under the age of 18.
2. An adult may travel with someone under the age of 18 if there is another adult or child present and they have been given written permission by the child's parent or guardian.
3. Only drivers with green P's or higher are able to transport anyone under the age of 18.
4. All drivers must be responsible and not impaired by alcohol or any other mind altering or addictive substance.
5. All motor vehicles used must be registered, insured, safe and fitted with appropriate child restraints or safety devices.

Accidental Injuries to Children

In the event that a child is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the Kids Team leader. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed, where necessary, via the following link:

<https://anchorchurchsydney.churchcenter.com/people/forms/506313>



Recruitment to the Kids Ministry Team

Anchor Church adopts practices of recruitment and screening of staff and volunteers in child-related roles that enhance the possibility of a child safe environment.

The Kids Ministry Director will appoint staff and volunteers to children-related positions if staff and volunteers meet our recruitment and screening requirements

Eligible persons to serve on the Kids Ministry Team must:

- have appropriate skills to meet the role requirements;
- be cleared by the WWCC;
- be at least 18 years or older; a young person under 18 years of age can be a 'helper' in addition to the required number of adult leaders;
- be an active member of the church for at least 6 months*; and
- display Godly characteristics.

The recruitment process

Once an individual has expressed interest in serving on the Kids Ministry Team, the Ministry Director will facilitate an informal discussion to gain an understanding of:

- the individual's skills and ability to meet the role requirements;
- maturity of their faith;
- personal standards and character;
- ability to develop appropriate relationships; and
- awareness and willingness to work within Anchor Church's standards of behaviour, and policies.

After this discussion, if the Kids Ministry Director is reasonably confident to proceed, the following will occur:

- obtain reference checks;
- obtain a Working With Children's Check
- undertake a Safe Ministry screening check
- actively seek guidance on character and ability from Gospel Community leaders or other members of Anchor Church; and
- The kids ministry director will appoint volunteer to the Kids Ministry Team and regularly review their ongoing scheduling to serve

***The 6 month rule**

If a person is not known to Anchor Church, and has no previous leadership experience that can be substantiated by a referee check, they will not be eligible to serve in any capacity in the Kids Ministry Team for at least 6 months. After 6 months, an individual can then be considered for a position on the Kids Ministry Team.

Successful applicants

Once an individual is appointed to the Kids Ministry Team, they will be provided with appropriate training and information. Each appointment will be reviewed every two years to consider where further training might be appropriate and to re-assess suitability for the role. The assessment of Team members may be carried out at the Team leader level.

If it becomes known an individual appears to only attend church when rostered to serve for an extended period of time, it is recommended removing this person from the Kids Ministry Team to provide space for spiritual growth and development.

Unsuccessful applicants

The decision to decline an individual's interest in serving on the Kids Ministry Team will be communicated in a



sensitive manner, and the person may be followed up by their Gospel Community leaders to work through pastoral concerns raised through the screening process. The Kids Ministry Director will seek to recommend other ways to serve within the church.

Team structure

To provide sufficient care to children participating in Kids Programs, Anchor Church has adopted child to adult ratios in line with the Education and Care Services National Regulation. At any one time, there will always be a teacher and helper for each Kids Program being facilitated.

Adult to Child ratio
Birth to 24 months 1:4
Over 24 months and less than 36 months 1:5
Over 36 months and not yet attending school 1:10
School aged children 1:15

Teacher

The Teacher:

- is appointed through the recruitment process undertaken by the Kids Ministry Director;
- leads a Sunday program undertaking work with children, babies and parents;
- has responsibility for the facilitation of the kids program they are leading
- provides the helper/s with support and delegation of preparation tasks
- is directly accountable to the Kids Ministry Director.

Helper

The Helper:

- is appointed through the recruitment process undertaken by the Kids Ministry Director;
- is a member of a team undertaking work with children, babies and parents; and
- is directly accountable to the Teacher and Kids Ministry Director

Identifying child abuse and indicators of harm

The following tables are to be used as a guide to assist members of the Kids Ministry Team identify child abuse and to decide whether to report an incident. The tables are not exhaustive, and not all physical indicators or behavioural indicators quantify as child abuse. It is important to use discretion, and if unsure in a circumstance where child abuse may have occurred, it is practice to advise the Child Safety Officers for determination.

Physical Abuse

Physical abuse consists of any non-accidental form of injury or serious physical harm inflicted on a young person or child. Physical abuse does not mean reasonable discipline, though it may result from excessive or inappropriate discipline. All children have accidents, trips and falls, therefore not all bumps and bruises necessarily mean a child has been physically abused. The list below is not exhaustive, and there isn't one sign or symptom that will indicate a child has definitely been physically abused, though if a child often has injuries, there seems to be a pattern, or the explanation given isn't consistent with the injury then this should be reported to the Child Safety Officer.



Physical abuse can include:

- being hit, kicked, poisoned, burned, slapped or having objects thrown at them;
- Shaking or hitting babies;
- inflicting injury by causing a child to hit a hard or soft surface; and/or
- making up or causing the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell.

Indicators of physical abuse in children and young people

Physical	Behavioural
• bruises or welts • commonly on the head but also on the ear or neck or soft areas - the abdomen, back and bottom • defensive wounds commonly on the forearm, upper arm, back of the leg, hands or feet • clusters of bruises on the upper arm, outside of the thigh or on the body • bruises with dots of blood under the skin • a bruised scalp and swollen eyes from hair being pulled violently • bruises in the shape of a hand or object.	Things you may notice: • direct or indirect disclosure of an injury • inconsistent or unlikely explanation of an injury • inability to remember how the injury was caused • withdrawn • suddenly behaves differently • anxious • clingy • fearfulness when other children shout or cry • excessively friendly with strangers • fear of the dark • little or no fear when threatened • sadness and frequent crying • depressed • aggressive • problems sleeping • wets the bed • soils clothes • weariness or fear of a parent; reluctant to go home or a desire to live somewhere else • takes risks • misses school • changes in eating habits • obsessive behaviour • wearing clothes unsuitable for weather conditions (such as long tops) to hide injuries • nightmares • constantly on guard around adults, cowers at sudden movements, usually deferent to adults • lacks empathy • drugs • alcohol • self-harm • thoughts about suicide
• burns or scalds • can be from hot liquids, hot objects, flames, chemicals or electricity • on the hands, back, shoulders or buttocks; scalds may be on lower limbs, both arms and/or both legs • a clear edge to the burn or scald • sometimes in the shape of an implement for example, a circular cigarette burn • multiple burns or scalds.	
• bite marks • usually oval or circular in shape • visible wounds, indentations or bruising from individual teeth.	
• fractures or broken bones • fractures to the ribs or the leg bones in babies • multiple fractures or breaks at different stages of healing	
Other common indicators that you may notice include: • multiple injuries, old and new • cuts and grazes to the mouth, lips, gums and eye area • bald patches where hair has been pulled out • anxiety related illness such as anorexia or	



bulimia

Indicators of physical abuse towards children in parents or caregivers

Physical	Behavioural
- visits with child to health or other services with unexplained or suspicious injuries, swallowing of non-food substances or internal complaints - non-family member presents child to health services - presentation at a number of different medical centers overtime - explanation of injury is not consistent with the visible injury - family history of violence - disclosed/apparent use of excessive discipline - aggressive behaviour displayed in the presence of the child or young person	- history of their own maltreatment as a child - fears injuring their own child

Sexual Abuse

Sexual abuse is sexual activity or behaviour that is imposed, or likely to be imposed, on a child or young person by another person. Sexual activity doesn't have to be physical contact and it can happen online. Sometimes the child won't understand that what's happening to them is abuse. They may not even understand that it's wrong.

Sexual abuse can include:

- sexual touching of any part of the body whether the child's wearing clothes or not;
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus;
- forcing or encouraging a child to take part in sexual activity;
- making a child take their clothes off, touch someone else's genitals or masturbate;
- encouraging a child to watch or hear sexual acts;
- not taking proper measures to prevent a child being exposed to sexual activities by others;
- meeting a child following sexual grooming with the intent of abusing them;
- online abuse including making, viewing or distributing child abuse images;
- allowing someone else to make, view or distribute child abuse images;
- showing pornography to a child; and/or
- sexually exploiting a child for money, power or status (child exploitation).

Indicators of sexual abuse in children and young people

Physical	Behavioural
- anal or vaginal soreness - an unusual discharge - discomfort in urinating - sexually transmitted infection (STI) - frequent urinary tract infections - pregnancy	- the child may stay away from certain people - they might avoid being alone with people, such as family members or friends - they could seem frightened of a person or reluctant to socialise with them.



- bruises, bites or marks on the breasts, bottom, lower abdomen or thighs - anxiety related illness such as anorexia or bulimia	- show sexual behaviour that's inappropriate for their age - a child might become sexually active at a young age - they might be promiscuous or provocative - they could use sexual language or know information that you wouldn't expect them to.
	Other common indicators that you may notice include: - direct or indirect disclosure of an sexual abuse - sexual themes in child's artwork, stories or play - engages in or talks about sexual acts, including violent sexual acts - persistently runs away from home - wears baggy clothes in order to disguise gender, body shape, bruising or injury - nightmares - clingy - poor self esteem - depression - poor self-care or personal hygiene - problems sleeping

Indicators of being a perpetrator of sexual abuse towards children, this could be from a parent, family friend or caregiver

Physical	Behavioural
Nil	- appears to encourage or tolerate sexualised behaviour - controlling attitude and behaviour to child, young person and/or partner - exposes child or young person to prostitution or pornography, or uses a child for pornographic purposes - intentionally exposes a child or young person to sexual behaviours of others - committed or has been suspected of child

	sexual abuse or child pornography • coerces a child or young person to engage in sexual behaviour with other children and young people • minimises disclosure or defends against accusations of sexual abuse by claiming the child or young person is lying • inappropriately curtails development of child's age appropriate independence from the family • overly critical of adult partner • family denies pregnancy of child or young person • minimisation of the impact or seriousness of abuse • justification of abuse by blaming victim • grooming behaviour
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Emotional Abuse

Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.

Because there's an element of emotional abuse in all other types of child abuse and neglect, it can be difficult to spot the signs and to separate what's emotional abuse from other types of abuse.

Emotional abuse can include:

- humiliating or constantly criticising a child;
- threatening, shouting at a child or calling them names;
- making the child the subject of jokes, or using sarcasm to hurt a child;
- making a child perform degrading acts;
- not recognising a child's own individuality, trying to control their lives;
- pushing a child too hard or not recognising their limitations;
- exposing a child to distressing events or interactions such as domestic abuse or drug taking;
- failing to promote a child's social development;
- not allowing them to have friends;
- persistently ignoring them;
- manipulating a child;
- never saying anything kind, expressing positive feelings or congratulating a child on successes; and
- never showing any emotions in interactions with a child, also known as emotional neglect.

Indicators of emotional abuse in children and young people

Physical	Behavioural
• babies and preschool children may: • be overly-affectionate towards strangers or people they haven't known for very long • lack confidence or become wary or anxious • not appear to have a close relationship with their parent, e.g. when being taken to or collected from nursery etc. • be aggressive or nasty towards other children	• feels worthless, low self-esteem, not confident • takes extreme risks, is markedly disruptive, is a bully, is aggressively violent • regresses in developmental achievements • clingy • sleeping problems • wets the bed • soils clothes



and animals.	• extreme attention seeking • lacks age appropriate interpersonal skills • doesn't value others or show empathy • avoids adults • submissive to adults, obsessively flattering • highly self-critical • depressed • anxious • displays rocking, sucking, head-banging behaviour
Older children may: • use language, act in a way or know about things that you wouldn't expect them to know for their age • struggle to control strong emotions or have extreme outbursts • seem isolated from their parents • lack social skills or have few, if any, friends. • self-harms, attempts suicide	

Indicators of emotional abuse towards children in parents or caregivers

Physical	Behavioural
• uses inappropriate physical or social isolation as punishment • presence of domestic violence	• constantly criticises, belittles, teases child / young person • ignores or withholds praise and affection • persistently hostile and verbally abusive, rejects and blames child unnecessarily • makes excessive or unreasonable demands • presence of domestic violence • unmanaged mental health condition • believes that a particular child or young person is bad or evil • isolates and/or prevents the child or young person from engaging in normal peer relationships • unable to respond to the psychological needs of the child or young person due to their own drug and/or alcohol use

Neglect

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse.

A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

Neglect can be really difficult to identify, making it hard for you to take early action to protect a child.

Having one of the signs or symptoms below doesn't necessarily mean that a child is being neglected. But if you notice multiple, or persistent, signs then it could indicate there's a serious problem.

Neglect can include:

- leaving a child hungry or dirty, without adequate clothing, shelter, supervision, medical or health care;
- putting a child in danger or not protected from physical or emotional harm; and/or
- not providing the love, care and attention they need from their parents.

Indicators of neglect in children and young people



Physical	Behavioural
• poor appearance and hygiene • be smelly or dirty • have unwashed clothes • have inadequate clothing, e.g. not having a winter coat • seem hungry or turn up to the Gathering without having breakfast • have frequent and untreated nappy rash in infants.	Things you may notice: • direct or indirect disclosure of an injury • inconsistent or unlikely explanation of an injury • inability to remember how the injury was caused • withdrawn • suddenly behaves differently • anxious • clingy • fearfulness when other children shout or cry • begging or stealing food • gorging when food is available, focus is on basic survival • consistently hungry, tired and falling asleep • longs for or indiscriminately seeks adult supervision • stays at the homes of friends and acquaintances for prolonged periods, rather than at their own home • overly passive, emotionless • displays rocking, sucking, head-banging behaviour • failure to thrive
• health and development problems • untreated injuries, medical and dental issues • repeated accidental injuries caused by lack of supervision • recurring illnesses or infections • not been given appropriate medicines • missed medical appointments such as vaccinations • poor muscle tone or prominent joints • skin sores, rashes, flea bites, scabies or ringworm • thin or swollen tummy • anemia • tiredness • low weight or growth and not reaching developmental milestones • poor language, communication or social skills.	
Housing and family issues They may be: • living in an unsuitable home environment for example dog mess being left or not having any heating • left alone for a long time • taking on the role of carer for other family members.	

Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is a form of child abuse, and teenagers can suffer domestic abuse in their relationships.

Domestic abuse can include:

- sexual abuse and rape (including within a relationship);



- punching, kicking, cutting, hitting with an object;
- withholding money or preventing someone from earning money;
- taking control over aspects of someone's everyday life, which can include where they go and what they wear;
- not letting someone leave the house;
- reading emails, text messages or letters; and/or
- threatening to kill or harm them, a partner, another family member or pet.

Children can experience domestic abuse or violence in lots of different ways. They might:

- see the abuse;
- hear the abuse from another room;
- see a parent's injuries or distress afterwards; and/or
- be hurt by being nearby or trying to stop the abuse.

Indicators of domestic abuse in children and young people

Physical	Behavioural
• low weight or growth and not reaching developmental milestones • unexplained physical injuries • eating disorders • psychomatic complaints • health and development problems • difficulty eating or sleeping • no or little emotion or fear when threatened	Things you may notice: • become aggressive or violent • display anti-social behaviour • suffer from depression or anxiety • not do as well at school - due to difficulties at home or disruption of moving to and from refuges. • directly or indirectly discloses domestic violence

Procedures

The Leaders of our children's programs are to provide a safe environment for their planned activities. This will include:

1. A Risk Management assessment of planned activities and implementing strategies to reduce any significant risk where applicable.
2. Recording of any incidents during the program via Anchor's Incident Report Form.
3. Reviewing incidents to ensure procedures are implemented to reduce risk of incident reoccurring.
4. All incidents with children should be reviewed with the Child Safety Officer (to ensure no patterns are occurring).

See Risk Management and Incident Reporting forms.

Communication

Anchor Church will remind the employees and volunteers of its Child Safety and Protection policy and procedures on a yearly basis.

All new employees and volunteers will be taken through the policy before they commence in their role.

Kids and parents joining our programs will receive access to this document.

When the policy applies



This policy applies on:	This policy does not apply:
A Sunday at the Gathering A Gospel Community activity Anchor Church Camps Recognised Anchor Church events and activities	Outside of Anchor Church activities While babysitting for members of Anchor Church Where a person 18 years or over discloses that he or she was subject to child abuse while he or she was a child these procedures do not apply, but the person should be encouraged to take appropriate steps about the matter.

Roles and responsibilities

- The Kids Ministry Director is responsible for oversight of the Kids Ministry, including recruitment and appointment of staff and volunteers to child-related positions.
- The Child Safety Officer is responsible for providing support and advice to volunteers.
- All Volunteers working with children are responsible for creating a safe environment for children while they are rostered on, this including adhering to this policy and the Code of Conduct.



Definitions

Kids Ministry: all coordinated activities for children aged 0-15 facilitated by Anchor Church.

Child: anyone under the age of 18 years.

Abuse: both adult to child abuse and child to child abuse.

Abuse and neglect include, but are not limited to:

- o Physical abuse – when a person purposely injures or threatens to injure a child or young person.
- o Emotional abuse – an attack on a child or young person's self-esteem such as bullying, name calling, threatening, ridiculing, harassing, intimidating or isolating the child or young person.
- o Family violence – when a family member, partner or ex-partner attempts to physically or psychologically dominate the other.
- o Sexual abuse – any sexual act or sexual threat imposed on a child.
- o Grooming – predatory conduct undertaken to prepare a child for sexual activity.
- o Neglect – where a child is harmed by the failure to provide the basic physical and emotional necessities.

Staff and volunteers, Kids Ministry Team members- refers to all relevant (according to the context in which it appears) persons, and may include the Leadership team, paid employees of Anchor Church, volunteers, parents, carers, Anchor Church members, people in the specified ministries of the Church, and any other person with responsibility for the care of children.

WWCC: Working With Children's Check.



Legislation

Child Protection (Offenders Registration) Act 2000 (NSW)
Crimes Act 1900 (NSW)
Commission for Children and Young People Act 1998 (NSW)
The Ombudsman Act 1974 (NSW)
Family Law Act 1975 (Cth)
Children and Young Persons (Care and Protection) Amendment Bill 2009
The Child Protection (Working With Children) Act 2012 (NSW) (the WWC Act)

Related policies

Anchor Church Constitution

Other related documents

Code of Conduct
Recruitment Forms
WWCC
Risk Management and Incident Reporting Forms

Revision history

Version	Date issued	Notes	By
1	27/05/2017	Initial enactment of policy	Ellen Humphreys, Board of Operations, Legal and Compliance Team
1.0	24/9/2018	Review to ensure policy is up to date	Ellen Humphreys, Board of Operations, Legal and Compliance Team
1.1	16/06/2022	Review to ensure policy is up to date	Mitchell Brice, Board of Operations
1.2	18/07/2024	Review to ensure policy is up to date	Mitchell Brice, Board of Operations
1.3	19/06/2025	Review to ensure policy is up to date	Mitchell Brice, Board of Operations
1.4	16/07/2026	Review to ensure policy is up to date	Mitchell Brice, Board of Operations

Review date

17/06/2027

This policy will be reviewed every year, or as needed, and incorporate comments and suggestions from staff, volunteers, parents and the leadership team.

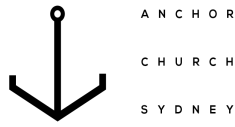


Contacts

Executive Pastor: Mitchell Brice, 0404 240 015, mitch@anchorchurch.com.au

Anchor Kids Directors:

Anchor Church	Name	Contact
City	Jacques-Laurent Vaillant	0450 636 969, jacques@anchorchurch.com.au
South West	Katherine Santiago	0416 889 142
Northern Beaches	Jess Hodgkinson	0431 893 966
North Shore	Emily Welinski	0427 348 877



Appendix A

CHILD SAFETY POLICY | CODE OF CONDUCT

- I commit to conducting myself in a manner consistent with the Safe Ministry Check Training Course when serving at Anchor Church Sydney.
- I will treat adults, children and young people with respect and value, without favouritism.
- I will behave appropriately, being faithful to my appointed tasks, being an example to others, and being careful in how I physically interact with others.
- I will never use physical punishment or abusive language - even as a form of discipline.
- I will act transparently, as far as possible, ensuring that another adult is present or within eyesight when I am with a vulnerable person (including other people's children).
- I commit to ensuring that the spaces and activities I'm responsible for are safe and do not put people at risk of significant harm.
- I commit to including vulnerable people (and/or their carers/significant other) in discussions about decisions that will significantly affect them.
- I commit to encouraging openness by listening to people's concerns with a willingness to support them and help them.
- I commit to reporting any concerns or suspicions about harmful behaviours and significant risks to the Anchor Church Sydney Safe Ministry Contacts without bias or partiality.
- I will submit to the Anchor Church Sydney leader screening process to ensure I'm a suitable person to work with vulnerable people.
- I will submit to disciplinary steps if I am found to violate these commitments or act in an otherwise inappropriate or illegal manner at Anchor Church Sydney.



Appendix B

Bathroom Guidelines- Anchor City

In order to make parents fully aware of how toileting procedures are handled, parents must have the following guidelines clearly communicated upon commencement of the Anchor Kids program.

During programs, parents always have the option of toileting their own children. Where this has been communicated, or at the leaders discretion, parents will be texted to come and collect their child. Note, parents must be called for children who are not yet toilet trained. Where this is not applicable, kids leaders will escort children to the bathroom.

Children must be escorted to the bathroom in groups of at least three, including a minimum of one female Kids Ministry leader. No child should ever be escorted to the bathroom alone with a leader. The Kids Ministry leader/s should remain outside the bathroom door and then escort children back to the room where the program is being facilitated. If a child is taking longer than seems necessary, the leader should call the child's name and assess whether they require assistance. In any case where a child does require assistance, the leader should prop open the bathroom door, and leave the stall door open as they assist the child. Leaders are to only assist children where necessary.

For the protection of all, leaders should never escort a child to the bathroom alone and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to the commencement of the Kids Program.

Bathroom Guidelines- Anchor South West

During all Kids Programs, parents have the primary responsibility for toileting their children. To facilitate this, we'll follow these procedures:

Children Aged 2-12 Years:

- * When a child aged 2-12 years needs to use the bathroom, one Kids Leader volunteer will escort the child to their parent.
- * The Kids Leader will then either:
 - * Hand over the child to the parent for the parent to take the child to the bathroom.
 - * If the child is independent in the bathroom, the Kids Leader will inform the parent that their child will use the bathroom.

In both instances, the leader will then wait at the church entrance until the child finishes and is either handed back by the parent or returns to the leader.

Bathroom Guidelines- Anchor Northern Beaches

This policy applies to children, families, staff, leaders, volunteers and visitors of Anchor Northern Beaches.

Anchor Kids Beaches aims to meet the needs of children by providing a clean, safe, and hygienic place for nappy changes and toileting. We believe that nappy-changing and toileting rituals provided in a caring and responsive manner are valuable opportunities to make a child feel safe.

Nappy changing

Nappy changes will be carried out when needed, by the parents of the child only. The parents will be notified by text or verbally that their child needs to be changed. The parent will take the child out of their program to be changed in a safe area in the yard or the designated change tables in the crying or preschool rooms. Nappies are to be disposed of in the red bins out the front of the building only or taken home with the family.

Toileting

Toilet trained children will be able to attend the bathrooms by themselves after communicating to a leader or volunteer. The toilets are visible by a viewing window on each side of the programs rooms. Leaders and



volunteers that have been notified of the child needing to go to the toilet are to observe the child's safety through the viewing windows.

Appropriate hygiene practices must be maintained, and procedures followed to minimise any risk of infection at all times. Leaders, volunteers and parents will continuously role-model and promote healthy hygiene practices and hand washing procedures, encouraging and supporting the children to follow these practices.

Anchor Northern Beaches will:

- Provide information to families regarding children's toileting policies.
- Ensure direct supervision with toddlers and children throughout the toileting experience.
- Ensure no child is left alone on a nappy change mat or bench.
- Keep nappy change areas clean and hygienic.
- Ensure that nappy change and toileting supplies are readily accessible to leaders, parents, volunteers and children to ensure efficiency and the health and safety of each child.

Bathroom Guidelines- Anchor North Shore

In order to make parents fully aware of how toileting procedures are handled, parents must have the following guidelines clearly communicated upon commencement of the Anchor Kids program.

During programs, parents always have the option of toileting their own children. Where this has been communicated, or at the leaders discretion, parents will be texted to come and collect their child. Note, parents must be called for children who are not yet toilet trained. Where this is not applicable, kids leaders will escort children to the bathroom.

Children must be escorted to the bathroom in groups of at least three, including a minimum of one female Kids Ministry leader. No child should ever be escorted to the bathroom alone with a leader. The Kids Ministry leader/s should remain outside the bathroom door and then escort children back to the room where the program is being facilitated. If a child is taking longer than seems necessary, the leader should call the child's name and assess whether they require assistance. In any case where a child does require assistance, the leader should prop open the bathroom door, and leave the stall door open as they assist the child. Leaders are to only assist children where necessary.

For the protection of all, leaders should never escort a child to the bathroom alone and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to the commencement of the Kids Program.



RISK ASSESSMENT

Use this form to assist you to complete risk assessments for hazardous activities and processes. Any serious or ongoing hazards should be reported to ensure that appropriate corrective actions are tracked and completed.

Site:	Factory Theatre, Marrickville	Initial Issue Date: June 2026
		Reviewed Prior to Event or annually: Annually
Risk Assessment Name:	Anchor Kids City	
Prepared by:	Jacques-Laurent Vaillant	
Risk Assessment Purpose: <i>(please circle)</i>	☒	Site Environment
	☒	Activity
	☒	Participant
	☐	Community Participation
	☐	Emergency
	☐	Other

Identify the activity and the location	Identify who may be at risk
Activity or process: - Site assessment of Anchor Kids rooms (Fusebox & Factory Floor). - Participant and activity risk assessment during Sunday service from 10:00am-12:30pm Activity Date: Every Sunday	Persons at risk: <i>(please document students/participants attending below and/or attach list of students/participants)</i> - All children participants checked into preschool and primary programs - Volunteer leaders (teachers and helpers) - Parents of children
Location: - Fusebox at Factory Theatre, Marrickville	Risk assessment team (Who was consulted?): Mitchell Brice, Jacques-Laurent Vaillant



- Factory Floor at Factory Theatre, Marrickville
- Main Theatre at Factory Theatre, Marrickville

Persons Attending Numbers (and if known names):

- 1x teacher
- 1x team member
- Children participants (see check in PCO)
- Parents of children participants
- Attendees of Anchor Church Sydney Sunday service

List relevant documents

Link: [Anchor Child Safety and Protection Policy v1.2](#)

Risk Assessment Methodology

Assessing the risk is a brainstorming exercise, which is most effectively carried out in a team environment with the people required to complete the activity or process. Most activities or processes are broken down into a variety of separate tasks. For each task, consider the hazards, the potential harm or negative outcomes and the conditions required for those negative outcomes to occur.

Whenever assessing the health and safety risks associated with a task, always consider the following primary risk factors.

- The **physical activities** required to complete the task e.g. repetitive movement, high force, physical exertion, awkward posture
- The **environment** e.g. lighting, work layout, traffic, thermal comfort, working in isolation
- The **nature of the hazard itself** e.g. working with chemicals, microorganisms, radiation, machinery, potentially violent participants
- The **individual workers involved**, e.g. level of training, skills, experience, health, age, physical capacity
- **The Emergency**, e.g. Fire, Flood, Medical Emergency

Always consider whether or not it is possible to eliminate the hazard or hazardous task altogether. If this is not possible, refer to the Risk Management Procedure hierarchy of risk controls.

There are five steps in the system used to manage work health and safety risks:

1. identify hazards and hazardous jobs
2. assign priority for each hazard and hazardous job
3. assess the risk to find out exactly what makes it hazardous
4. control the risk(s) or fix the problem(s)
5. evaluate periodically to check that work health and safety risks are being effectively managed

For further assessment criteria and assessments please refer to the Risk Matrix.





Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>
Walking through the courtyard to the Factory Floor or Fusebox	Physical injury	Medium ▾	- Children to be supervised at all times by parents or Kids Ministry volunteers - Children advised to walk and not run in the courtyard - Set up team to remove hazards prior to regular attendees arrival.	Low ▾
Walking up or down the stairs	Physical injury Death	High ▾	- Children to be escorted or supervised on the stairs at all times by parents or Kids Ministry leaders - If children need support walking up or down the stairs, parents or leaders are to physically assist or use the lift - Attendees to use lift where necessary.	Low ▾
Minimal light at the entrance to the Factory Floor	Physical injury	Medium ▾	- Children are to escorted by parents or leaders into the Factory Floor at drop off and pick up - Kids Ministry leaders to check for, and remove, any hazards in this area prior to drop off	Low ▾
Trips, falls or slips in any part of the Factory Floor or Fusebox or Main Theatre	Physical injury	High ▾	- Children to be reminded weekly of Anchor Kids rules re: safe behaviour - First Aid kits are present in each kids tub. - Leaders are to supervise children at all times during programs - Leaders regularly monitor for hazards in the room before each activity and ensure hazards are removed. This includes packing away toys and lunchboxes. - Set up Team to monitor and remove hazards in the main theatre prior to the beginning of the service.	Low ▾



Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>
Standing on or crawling under stage	Physical injury	Medium ▾	- Children are reminded weekly that they are not to go on the stage during programs - First aid kit present in kids' tubs. - Children are to be supervised at all times by leaders during programs.	Low ▾
Electrical hazards	Physical injury Death	High ▾	- Children are reminded weekly that they are not to go on the stage, or near the production equipment in the rooms. - Children are to be supervised at all times by leaders during programs. - Volunteers to be regularly reminded of hazards and policy around using electrical equipment. - The stages are to be cleared of all electrical equipment that is in reach of speakers - Block off electrical equipment from attendees.	Low ▾
Alcohol or drugs found in the room	Poisoning Physical injury Death	High ▾	- Gathering Coordinator and Kids Director to do a hazard check every Sunday before rooms are set up and remove any alcohol or drugs.	Low ▾
Furniture and equipment	Physical injury	High ▾	- Regular inspection for signs of wear and tear in the rooms and kids' resources. - Preschool safety fence is set up each week - Any hazards to be removed. - Leaders to supervise children at all times.	Low ▾
Use of craft materials e.g., scissors, glue, paint, markers	Physical injury including cuts	High ▾	- All scissors to be child safety scissors - Leaders to supervise children at all time - First aid kit present in kids' tubs - Age appropriate craft materials are provided for children	Medi... ▾



Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>
			- Preschoolers to be assisted with cutting and glueing activities - Children go over safety considerations at the beginning of activities - Non-toxic, child-safe materials to be used - Materials to be packed away when not in use.	
Physical activities e.g., games, sport	Physical injury Death	High ▾	- Children go over safety considerations at the beginning of activities - Clear boundaries for movement activities are to be set by kids leaders - First aid kits to be kept in tubs - Leaders to supervise children at all times - Asthma management plans to be stored on Planning Centre	Medi... ▾
Food (child lunch boxes and leader organised activities)	Allergy Intolerance Anaphylaxis Death	High ▾	- Allergy, anaphylaxis, and intolerance information to be stored on Planning Centre - Children's allergy information to be printed on their name label - All parents are informed to pack nut-free lunchboxes - All parents are informed of any foods where children have anaphylaxis and told not to pack in lunchboxes - Leaders to remind children to only eat from their own lunchbox each week - Leaders to be aware of allergies, anaphylaxis, and intolerances when organising food activities.	Medi... ▾
Unauthorised person/s collect child at pick up	Physical injury Emotional injury Death	High ▾	- All parents/authorised persons to check children into programs using PCO check ins	Low ▾



Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>
			system. All children must have a name label sticker to be dropped off. - At pick-up, leaders check that the parents safety code sticker aligns with the code on the child's name label sticker. - Check in/out systems in place to ensure all children are accounted for.	
Unknown people walking into the room	Physical injury Emotional injury Death	High ▾	-Baby gate set up at the entrance to the Factory Floor. - Signage outside the door of Factory Floor making clear there should be no unauthorised entry. - Leaders are aware to call the police/safety officer in the event of an unknown person entering the room.	Low ▾
Child participant stressed or upset due to busy/loud/over-stimulating environment or other cause (e.g., at drop-off or during activity)	Participants may exhibit challenging behaviour or become distressed	Medium ▾	- Leaders to support children verbally to give clear instructions and choices. - Leaders to support children with age-appropriate physical contact, as per the Child Safety and Protection Policy. - Leaders to redirect child to a calming activity and/or area in the room - If a child becomes and remains distressed, parents or guardians will be called. - Behaviour management strategies in place to support children in programs.	Low ▾
Fire	Death Physical injury	High ▾	- Leaders to be aware of emergency fire protocols, fire exits, and fire extinguishers. - Ensure that there are no blocked exits. - Check ins system in place to ensure all children are accounted for	Low ▾



Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>
Toileting	Physical injury Physical abuse Emotional abuse	High ▾	- All leaders are aware of toileting procedures as outlined in child safety and protection policy. - No leader is to toilet any child on their own; another person must always be present.	Low ▾
Fire escape doors and Factory staff offices	Physical injury Children escaping	High ▾	- Children in the Fusebox are reminded of boundaries (i.e., where they can and cannot go) during programs. - Preschool rooms always have a safety fence set up to block any doors or potential child absconding routes.	Low ▾
Stack of Chairs Falling Over	Physical Injury	Medium ▾	-Set Up team to use trolleys available for moving all stacks of chairs and informed not to chairs above 9 in one stack. - Set up team to wait for attendees and children to leave the main theatre when moving chairs where possible.	Low ▾
Injury from lifting items.	Physical Injury	Medium ▾	-Set up team to do a safety briefing before every Sunday including a reminder to lift while bending knees and not back, asking for help when needed, not lifting anything too heavy for them, using 2 members to lift heavy objects.	Low ▾



REVIEW SCHEDULE

Are control measures in place	☒ Yes ☐ No			
Are controls eliminating or minimising the risk	☒ Yes ☐ No			
Are there any new problems with the risk	☒ Yes ☐ No			
Person Involved signature (Required)	NAME	Jacques-Laurent Vaillant	SIGNED	
Approval and Next review Dates	APPROVAL DATE:	16 /07/2026	NEXT REVIEW DATE:	15/07/2027
RA approved by Lead Pastor/Elder (Required):	NAME	Board of Operations	SIGNED	

Please note Risk Assessments are valid for the environment/ individual task only. A new Risk Assessment is required once something changes.

***Please refer to the Risk Matrix link to determine the Risk Rating for the identified Risk.
The higher the Risk Rating the more immediate and higher level attention is required.***



RISK ASSESSMENT

Use this form to assist you to complete risk assessments for hazardous activities and processes. Any serious or ongoing hazards should be reported to ensure that appropriate corrective actions are tracked and completed.

Site:	Anchor South West	Initial Issue Date: June 2026
		Reviewed Prior to Event or annually: Annually
Risk Assessment Name:	Anchor South West The Shed (Kids Room)	
Prepared by:	Katherine Santiago	
Risk Assessment Purpose: <i>(please circle)</i>	☒	Site Environment
	☒	Activity
	☒	Participant
	☐	Community Participation
	☐	Emergency
	☐	Other

Identify the activity and the location		Identify who may be at risk
Activity or process:	Activity Date: Sunday - Saturday At any given time for all of 2026 - 2027	Persons at risk: - All Children participants attending (see check in) - Volunteer Teachers - Volunteer Helpers - Parents of Children Participants - Any Other Person Entering the Chapel
This Site Assessment of the Anchor South West - The Shed (Preschool and Creche Room) Building specifically pertains to		



Children accessing the Shed during Sunday Service, Mother's Group and at any other given time.	
Location: The Shed @ Anchor South West, 183 Tower Street, Panania	Risk assessment team (Who was consulted?): Arnaldo Santiago Jr Nick Neilsen Persons Attending Numbers (and if known names): - 1 Teacher Volunteer - 1 Helper Volunteer - Children Participants (See Check In) - Parents of Children Participants
List relevant documents  Anchor Child Protection Policy v1.2 .pdf Incident Form: https://anchorchurchsydney.churchcenter.com/people/forms/506313	



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
Accident while walking to to the Shed from the church	Death Physical injury	Medium ▾	- Child Participants to be escorted by volunteer staff and/or parents - Use designated path when walking to the chapel - On rainy days 'slippery when wet' sign to be visible	Low ▾
Loose / Broken Floor Panel	Physical injury	Medium ▾	- Regular inspection of floor panels for signs of wear and tear. - Immediate reporting and repair of any identified loose or broken panels. - Use of high-quality materials and proper installation techniques to prevent future panel failures.	Low ▾
Trips, Falls and slips in any part of the shed	Physical injury	Medium ▾	- Child Participants to be reminded of the rules in the chapel - Carpet to have non slip underlay - Volunteer staff to monitor children during play time and ensure that toys are in designated play station areas to avoid any trips - First Aid in cupboard (labelled) in both creche and preschool room - Ice pack available in freezer in the kitchen	Low ▾
Fire	Physical Injury Death	Medium ▾	- Ensure there are No Blocked Exits - Volunteer Staff to be aware of location of Fire Extinguisher	Low ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
			- Staff to know Emergency Fire Protocols - Check in System in place to ensure all participants are accounted for	
Hot water from the kitchenette (Creche)	Death Physical injury	Medium ▾	- Bibbo placed on a high bench well out of children's reach. - Power cord secured and kept away from bench edges. - Bibbo only used by authorised adults. - Hot drinks prepared and consumed away from children. - Bibbo emptied and unplugged when not in use. - Regular inspection of Bibbo, cord, and power outlet for damage. - Adult supervision maintained whenever the Bibbo is in use. - Children educated (where developmentally appropriate) about hot objects and safety. - First aid procedures and burn treatment information readily available.	Low ▾
Cleaning equipment: Surface Sprays	Death Physical injury (Such as skin/eye irritation) Poisoning	Medium ▾	- Store all cleaning products in a cupboard out of children's reach. - Ensure products are clearly labelled and kept in original containers.	Low ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
			- Only Adults are permitted to use cleaning chemicals. - Never leave cleaning products unattended while in use. - Clean spills immediately and dispose of chemicals safely. - Volunteer staff using cleaning products to spray away from eyes - Volunteer Staff to wash their hands after using cleaning products	
Cleaning Equipment: Vacuum	Physical Injury (Such as skin/eye irritation, allergic reaction, dust exposure)	Medium ▾	- Use of a cordless vacuum to prevent trips - Vacuum to be emptied after use each time to prevent collection of dust and overflow of rubbish. - Volunteer staff to empty the vacuum facing away from face. - Safety Outlet covers for unused electrical outlets	Low ▾
Furniture and Equipment	Death Physical Injury	Medium ▾	- Regular inspection for signs of wear and tear. - Sharp edges covered with corner protectors - Anchor any heavy objects that could fall - Volunteer staff to supervise children participants at all times	Low ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
Electrical Hazards	Death Physical Injury	Medium ▾	- Regular inspection for signs of wear and tear. - All cables secure - Safety Outlet covers for unused electrical outlets	Low ▾
Allergic Reaction	Death Physical Injury	High ▾	- All participants with Anaphylaxis plan to be clearly visible and known to volunteer staff - All parents notified that we are an allergy aware kids church - When participants are eating from their lunch box, volunteer staff to monitor to ensure there is no sharing of food - Lunchboxes and Drink Bottles to be clearly labelled - Poster in The Shed stating we are an allergy aware classroom	Medium ▾
Use of school craft materials (e.g., glue, scissors, paint, markers).	Physical Injury	High ▾	- First Aid in Cupboard (labelled) - Provide age-appropriate materials (e.g., safety scissors for young children). - Ensure non-toxic, child-safe materials are used (e.g., non-toxic glue, water-based paints). - Store materials safely and securely when not in use. - Supervise students closely during activities.	Medium ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
			- Educate students on the proper use and handling of materials.	
Busy/loud/Over stimulating Environment	Participant(s) may exhibit challenging- behaviour	Medium ▾	- Volunteer Teacher will support child participant verbally and give a simple clear instructions / choices - Where possible redirect child to a different quieter area/ activity that they enjoy - Use visuals to help child(ren) to make a safe choice. - If child is very distressed for 5 minutes or more call for parent	Low ▾
Abuse from strangers/known people	Death Physical injury Emotional injury	Medium ▾	- Volunteer teacher and helper to monitor students at all times in the chapel - If participants are needing the toilet, volunteers will escort children to their parents to be supervised when toileting - Child Participants to be checked out by approved Parent/Carer - All Volunteer Staff to have a copy of Child Safety and Protection Policy read and signed	Low ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
Participant Absconding from the Shed	Death Physical injury	Medium ▾	- All volunteer staff monitor/supervise children participants . - Ensure doors are closed during service time - Behaviour management strategies in place to support children participants – please refer to individual client risk (where applicable) - Follow Missing Child Procedure if Child is missing	Low ▾
Child Participant Stressed	Participant(s) may become distressed in a new environment Emotional injury	Medium ▾	- Behaviour management strategies in place to support children participants – please refer to individual client risk (where applicable) - If child is distressed for 5 minutes or more call for parent	Low ▾

REVIEW SCHEDULE

Are control measures in place	☒ Yes ☐ No
Are controls eliminating or minimising the risk	☒ Yes ☐ No
Are there any new problems with the risk	☐ Yes ☒ No



Person Involved signature (Required)	NAME	Katherine Santiago	SIGNED	<i>K. Santiago</i> (e-signature)
Approval and Next review Dates	APPROVAL DATE	16 /07/2026	NEXT REVIEW DATE:	15 /07 /2027
RA approved by Lead Pastor or Elder/Board Member (Required):	NAME	Arnaldo Santiago Jr	SIGNED	<i>Arnaldo Santiago Jr</i> (e-signature)

Please note Risk Assessments are valid for the environment/ individual listed - please complete the amendment form below for any changes.



AMENDMENTS						
Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating	Date	Signed
		Low ▾		Low ▾		
		Low ▾		Low ▾		
		Low ▾		Low ▾		

***Please refer to the Risk Matrix below to determine the Risk Rating for the identified Risk.
The higher the Risk Rating the more immediate and higher level attention is required.***

Risk Matrix					
Consequence	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Severe	Medium	Medium	High	Extreme	Extreme
Major	Low	Medium	Medium	High	Extreme
Moderate	Low	Low	Medium	Medium	High
Minor	Low	Low	Low	Medium	Medium
Minimal	Low	Low	Low	Low	Low



Assessed risk level	Description of risk level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Consequence	Description of consequence
1. Insignificant	No treatment required.
2. Minor	Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps).
3. Moderate	Injury requiring medical treatment or lost time.
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation.
5. Critical	Loss of life, permanent disability or multiple serious injuries.

Likelihood	Description of likelihood
1. Rare	Will only occur in exceptional circumstances.
2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle.
3. Possible	May occur within the foreseeable future, or within the project lifecycle.
4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle.
5. Almost certain	Almost certain to occur within the foreseeable future or within the project lifecycle.





RISK ASSESSMENT

Use this form to assist you to complete risk assessments for hazardous activities and processes. Any serious or ongoing hazards should be reported to ensure that appropriate corrective actions are tracked and completed.

Site:	Anchor South West	Initial Issue Date: June 2026
		Reviewed Prior to Event or annually: Annually
Risk Assessment Name:	Anchor South West Chapel (Kids Room)	
Prepared by:	Katherine Santiago	
Risk Assessment Purpose: <i>(please circle)</i>	☒	Site Environment
	☒	Activity
	☒	Participant
	☐	Community Participation
	☐	Emergency
	☐	Other

Identify the activity and the location		Identify who may be at risk
Activity or process:	Activity Date: Sunday - Saturday At any given time for all of 2026 - 2027	Persons at risk: - All Children participants attending (see check in) - Volunteer Teachers - Volunteer Helpers - Parents of Children Participants - Any Other Person Entering the Chapel
This Site Assessment of the Anchor South West Chapel (Kids Room) Building specifically pertains to Children accessing the		



Chapel during Sunday Service, Mother's Group and at any other given time.	
Location: The Chapel @ Anchor South West, 183 Tower Street, Panania	Risk assessment team (Who was consulted?): Arnaldo Santiago Jr Nick Neilsen Persons Attending Numbers (and if known names): - 1 Teacher Volunteer - 1 Helper Volunteer - Children Participants (See Check In) - Parents of Children Participants
List relevant documents  Anchor Child Protection Policy v1.2 .pdf Incident Form: https://anchorchurchsydney.churchcenter.com/people/forms/506313	



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
Accident while walking to to the chapel from the church	Death Physical injury	Medium ▾	- Child Participants to be escorted by volunteer staff and/or parents - Use designated path when walking to the chapel - On rainy days 'slippery when wet' sign to be visible	Low ▾
Falling down the door steps	Death Physical injury	Medium ▾	- Child Participants to be escorted by volunteer staff and/or parents - Baby gate to remained closed at all times on any given Sunday - If children participants need support getting up and down the stairs volunteer staff and / or parents to physically prompt	Low ▾
Falling out of the window	Death Physical injury	Medium ▾	- Windows remain closed where possible - If opening the window is deemed necessary a window bar is to be used and the opening will be no more than 10cm wide.	Low ▾
Loose / Broken Floor Panel	Physical injury	Medium ▾	- Regular inspection of floor panels for signs of wear and tear. - Immediate reporting and repair of any identified loose or broken panels. - Use of high-quality materials and proper installation techniques to prevent future panel failures.	Low ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
Trips, Falls and slips in any part of the chapel	Physical injury	Medium ▾	- Child Participants to be reminded of the rules in the chapel - Carpet to have non slip underlay - Volunteer staff to monitor children during play time and ensure that toys are in designated play station areas to avoid any trips - First Aid in Narrow Kids Cupboard (labelled) just outside of the Kids room - Ice pack available in freezer in the kitchen	Low ▾
Fire	Physical Injury Death	Medium ▾	- Ensure there are No Blocked Exits - Volunteer Staff to be aware of location of Fire Extinguisher - Staff to know Emergency Fire Protocols - Check in System in place to ensure all participants are accounted for	Low ▾
Access to knives / tools / sharp equipment from entering the kitchen	Death Physical injury	Medium ▾	- Interconnecting door to remain locked - Classroom door to remained closed - Kitchen entrance to remain locked with Hook Eye Latch when not in use - Knives, tools and sharp equipment to be stored with a child lock	Low ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
Access to paint / cleaning equipment from entering the kitchen	Death Physical injury Poisoning	Medium ▾	- Interconnecting door to remain locked - Classroom door to remained closed - Kitchen entrance to remain locked with Hook Eye Latch when not in use - Paint and cleaning tools to be stored with a child lock	Low ▾
Cleaning Equipment: Vacuum, Cleaning Spray	Physical Injury (Such as skin/eye irritation, allergic reaction, dust exposure)	Medium ▾	- Use of a cordless vacuum to prevent trips - Vacuum to be emptied after use each time to prevent collection of dust and overflow of rubbish. - Volunteer staff to empty the vacuum facing away from face. - Safety Outlet covers for unused electrical outlets - Non Toxic Cleaning Spray to be used at the end of each session and kept in the kitchen locked away - Volunteer staff using cleaning products to spray away from eyes - Volunteer Staff to wash their hands after using cleaning products	Low ▾
Furniture and Equipment	Death Physical Injury	Medium ▾	- Regular inspection for signs of wear and tear. - Sharp edges covered with corner protectors - Anchor any heavy objects that could fall	Low ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
			- Volunteer staff to supervise children participants at all times	
Electrical Hazards	Death Physical Injury	Medium ▾	- Regular inspection for signs of wear and tear. - All cables secure - Safety Outlet covers for unused electrical outlets	Low ▾
Allergic Reaction	Death Physical Injury	High ▾	- All participants with Anaphylaxis plan to be clearly visible and known to volunteer staff - All parents notified that we are an allergy aware kids church - When participants are eating from their lunch box, volunteer staff to monitor to ensure there is no sharing of food - Lunchboxes and Drink Bottles to be clearly labelled - Poster in Chapel stating we are an allergy aware classroom	Medium ▾
Use of school craft materials (e.g., glue, scissors, paint, markers).	Physical Injury	High ▾	- First Aid in Narrow Kids Cupboard (labelled) just outside of the Kids room - Ice pack available in freezer in the kitchen - Provide age-appropriate materials (e.g., safety scissors for young children).	Medium ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
			- Ensure non-toxic, child-safe materials are used (e.g., non-toxic glue, water-based paints). - Store materials safely and securely when not in use. - Supervise students closely during activities. - Educate students on the proper use and handling of materials.	
Busy/loud/Over stimulating Environment	Participant(s) may exhibit challenging- behaviour	Medium ▾	- Volunteer Teacher will support child participant verbally and give a simple clear instructions / choices - Where possible redirect child to a different quieter area/ activity that they enjoy - Use visuals to help child(ren) to make a safe choice. - If child is very distressed for 5 minutes or more call for parent	Low ▾
Abuse from strangers/known people	Death Physical injury Emotional injury	Medium ▾	- Volunteer teacher and helper to monitor students at all times in the chapel - If participants are needing the toilet, volunteers will escort children to their parents to be supervised when toileting	Low ▾



Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating
			- Child Participants to be checked out by approved Parent/Carer - All Volunteer Staff to have a copy of Child Safety and Protection Policy read and signed	
Participant Absconding from the Chapel	Death Physical injury	Medium ▾	- All volunteer staff monitor/supervise children participants . - Ensure doors are closed during service time - Behaviour management strategies in place to support children participants – please refer to individual client risk (where applicable) - Follow Missing Child Procedure if Child is Missing	Low ▾
Child Participant Stressed	Participant(s) may become distressed in a new environment Emotional injury	Medium ▾	- Behaviour management strategies in place to support children participants – please refer to individual client risk (where applicable) - If child is distressed for 5 minutes or more call for parent	Low ▾

REVIEW SCHEDULE

Are control measures in place

- ☒ Yes
☐ No



Are controls eliminating or minimising the risk	☒ Yes ☐ No			
Are there any new problems with the risk	☐ Yes ☒ No			
Person Involved signature (Required)	NAME	Katherine Santiago	SIGNED	<i>K Santiago</i> (e-signature)
Approval and Next review Dates	APPROVAL DATE	16 /07/2026	NEXT REVIEW DATE:	15 /07 /2027
RA approved by Lead Pastor or Elder/Board Member (Required):	NAME	Arnaldo Santiago Jr	SIGNED	<i>Arnaldo Santiago Jr</i> (e-signature)
Please note Risk Assessments are valid for the environment/ individual listed - please complete the amendment form below for any changes.				



AMENDMENTS						
Type of risk	Description of Risk / Hazard	Current / Initial risk rating	Management Controls, Corrective Actions	Residual risk rating	Date	Signed
		Low ▾		Low ▾		
		Low ▾		Low ▾		
		Low ▾		Low ▾		

***Please refer to the Risk Matrix below to determine the Risk Rating for the identified Risk.
The higher the Risk Rating the more immediate and higher level attention is required.***

Risk Matrix					
Consequence	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Severe	Medium	Medium	High	Extreme	Extreme
Major	Low	Medium	Medium	High	Extreme
Moderate	Low	Low	Medium	Medium	High
Minor	Low	Low	Low	Medium	Medium
Minimal	Low	Low	Low	Low	Low



Assessed risk level	Description of risk level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Consequence	Description of consequence
1. Insignificant	No treatment required.
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3. Moderate	Injury requiring medical treatment or lost time.
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5. Critical	Loss of life, permanent disability or multiple serious injuries.

Likelihood	Description of likelihood
1. Rare	Will only occur in exceptional circumstances.
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5. Almost certain	Almost certain to occur within the foreseeable future or within the project lifecycle.



RISK ASSESSMENT

Use this form to assist you to complete risk assessments for hazardous activities and processes. Any serious or ongoing hazards should be reported to ensure that appropriate corrective actions are tracked and completed.

Site:	49 Stella St, Collaroy Plateau NSW 2097	Initial Issue Date: June 2025
		Reviewed Prior to Event or annually: Annually
Risk Assessment Name:	Anchor Kids (Northern Beaches)	
Prepared by:	Aaron Smith	
Risk Assessment Purpose: (please circle)	☒	Site Environment
	☒	Activity
	☒	Participant
	☐	Community Participation
	☐	Emergency
	☐	Other

Identify the activity and the location	Identify who may be at risk
Activity or process: Activity Date: Every Sunday - Site assessment of Anchor Kids rooms. - Participant and activity risk assessment during Sunday service from 10:00am-12:30pm	Persons at risk: (please document students/participants attending below and/or attach list of students/participants) - All children participants checked into preschool and primary programs - Volunteer leaders (teachers and helpers) - Parents of children
Location: - Preschool rooms at The Owly & The Pussycat	Risk assessment team (Who was consulted?): Aaron Smith



	Persons Attending Numbers (and if known names): - 1x teacher - 2x helper - Children participants (see check in PCO) - Parents of children participants - Attendees of Anchor Church Northern Beaches Sunday service
List relevant documents Link: Anchor Child Safety and Protection Policy v1.2	
Risk Assessment Methodology	
Assessing the risk is a brainstorming exercise, which is most effectively carried out in a team environment with the people required to complete the activity or process. Most activities or processes are broken down into a variety of separate tasks. For each task, consider the hazards, the potential harm or negative outcomes and the conditions required for those negative outcomes to occur. Whenever assessing the health and safety risks associated with a task, always consider the following primary risk factors. • The physical activities required to complete the task e.g. repetitive movement, high force, physical exertion, awkward posture • The environment e.g. lighting, work layout, traffic, thermal comfort, working in isolation • The nature of the hazard itself e.g. working with chemicals, microorganisms, radiation, machinery, potentially violent participants • The individual workers involved, e.g. level of training, skills, experience, health, age, physical capacity • The Emergency, e.g. Fire, Flood, Medical Emergency Always consider whether or not it is possible to eliminate the hazard or hazardous task altogether. If this is not possible, refer to the Risk Management Procedure hierarchy of risk controls. There are five steps in the system used to manage work health and safety risks: 1. identify hazards and hazardous jobs 2. assign priority for each hazard and hazardous job 3. assess the risk to find out exactly what makes it hazardous 4. control the risk(s) or fix the problem(s) 5. evaluate periodically to check that work health and safety risks are being effectively managed For further assessment criteria and assessments please refer to the Risk Matrix.	





Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>
Community participation	There is a large amount of adults from the Sunday gathering who are present in the kids rooms. Many are not assigned helpers or teachers. Some are unknown visitors. Often between 10-15 every week.	High	-Encourage parents to drop off their kids and not to remain in the kids rooms. -Monitor any new parents or visitors closely.	Medium
Electrical hazards in main church gathering room.	Physical injury Death	High ▾	- Children are reminded weekly that they are not to near the production equipment in the rooms. - Children are to be supervised at all times by leaders during programs. - Volunteers to be regularly reminded of hazards and policy around using electrical equipment. - Block off electrical equipment from attendees.	Low ▾
Furniture and equipment	Physical injury	High ▾	- Regular inspection for signs of wear and tear in the rooms and kids' resources. - Any hazards to be removed. - Leaders to supervise children at all times.	Low ▾
Use of craft materials e.g., scissors, glue, paint, markers	Physical injury including cuts	High ▾	- All scissors to be child safety scissors - Leaders to supervise children at all time - First aid kit present in kids' tubs - Age appropriate craft materials are provided for children - Preschoolers to be assisted with cutting and glueing activities - Children go over safety considerations at the beginning of activities - Non-toxic, child-safe materials to be used	Medi... ▾



Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>
			- Materials to be packed away when not in use.	
Physical activities e.g., games, sport	Physical injury Death	High ▾	- Children go over safety considerations at the beginning of activities - Clear boundaries for movement activities are to be set by kids leaders - First aid kits to be kept in tubs - Leaders to supervise children at all times - Asthma management plans to be stored on Planning Centre	Low ▾
Food (child lunch boxes and leader organised activities)	Allergy Intolerance Anaphylaxis Death	High ▾	- Allergy, anaphylaxis, and intolerance information to be stored on Planning Centre - Children's allergy information to be printed on their name label - All parents are informed to pack nut-free lunchboxes - All parents are informed of any foods where children have anaphylaxis and told not to pack in lunchboxes - Leaders to remind children to only eat from their own lunchbox each week - Leaders to be aware of allergies, anaphylaxis, and intolerances when organising food activities.	Medi... ▾
Unauthorised person/s collect child at pick up	Physical injury Emotional injury Death	High ▾	- All parents/authorised persons to check children into programs using PCO check ins system. All children must have a name label sticker to be dropped off. - At pick-up, leaders check that the parents safety code sticker aligns with the code on the child's name label sticker.	High ▾

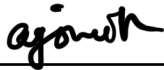


Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>
			- Check in/out systems in place to ensure all children are accounted for.	
Unknown people walking into the room	Physical injury Emotional injury Death	High ▾	- Signage outside the door of the kids rooms making clear there should be no unauthorised entry. - Leaders are aware to call the police/safety officer in the event of an unknown person entering the room.	Medi... ▾
Child participant stressed or upset due to busy/loud/over-stimulating environment or other cause (e.g., at drop-off or during activity)	Participants may exhibit challenging behaviour or become distressed	Medium ▾	- Leaders to support children verbally to give clear instructions and choices. - Leaders to support children with age-appropriate physical contact, as per the Child Safety and Protection Policy. - Leaders to redirect child to a calming activity and/or area in the room - If a child becomes and remains distressed, parents or guardians will be called. - Behaviour management strategies in place to support children in programs.	Medi... ▾
Fire	Death Physical injury	High ▾	- Leaders to be aware of emergency fire protocols, fire exits, and fire extinguishers. - Ensure that there are no blocked exits. - Check ins system in place to ensure all children are accounted for	Low ▾
Toileting	Physical injury Physical abuse Emotional abuse	High ▾	- All leaders are aware of toileting procedures as outlined in child safety and protection policy. - No leader is to toilet any child on their own; another person must always be present.	Low ▾



Type of risk <i>What are the hazards you may encounter eg: Community participation, water, traffic, equipment, excursion/activity</i>	Description of Risk / Hazard <i>What is the worst thing that may happen if the type of risk happens e.g.; death, injury, sprains, cuts, emotional injury etc.</i>	Current / Initial risk rating <i>Use the Risk Matrix</i>	Management Controls, Corrective Actions <i>Management controls/management strategies (corrective action) to be implemented to reduce risk rating</i>	Residual risk rating <i>Use the Risk Matrix</i>

REVIEW SCHEDULE

Are control measures in place	☒ Yes ☐ No			
Are controls eliminating or minimising the risk	☒ Yes ☐ No			
Are there any new problems with the risk	☒ Yes ☐ No			
Person Involved signature (Required)	NAME	Aaron Smith	SIGNED	
Approval and Next review Dates	APPROVAL DATE:	<u>7 / 7 / 26</u>	NEXT REVIEW DATE:	<u>15</u> / <u>07</u> / <u>2027</u>
RA approved by Lead Pastor/Elder (Required):	NAME	Mitchell Everingham	SIGNED	Mitch Everingham



Please note Risk Assessments are valid for the environment/ individual task only. A new Risk Assessment is required once something changes.

***Please refer to the Risk Matrix link to determine the Risk Rating for the identified Risk.
The higher the Risk Rating the more immediate and higher level attention is required.***