



PowerPoint notes for PresSafe Leader Training

v.210219

Slide 1 - Introduction Slide

Slide 2 - Welcome

Welcome - Pray, share housekeeping matters (toilets, etc), consider having people sit at tables, water & coffee/tea available, lollies on tables etc. What to do if the course is upsetting, etc.

You are participating in the PresSafe Leader Training program for Leaders involved with children's ministry programs and activities within the Presbyterian Church of Queensland (PCQ). This training exists because PCQ is committed to keeping children safe as part of how we can glorify God and honour him. This training is based upon PCQ Policies and Procedures which you can find on the PCQ website pcq.org.au and PresSafe.org.au

You may have completed other child protection training in your workplace or other roles, but this Safe Ministry with Children training contains specific information for your role in PCQ. Please take time to complete the training content and do not assume familiarity with the material.

Slide 3 - PresSafe Leader Training Covers

This PresSafe Leader Training will cover four mandatory areas:

1. Leadership And Commitment
2. The Child & Youth Risk Management System
3. Recognising Abuse & Harm
4. Responding To Abuse & Harm

Slide 4 - The Basis For Training - Biblical and Legislative

The Basis For Training - Biblical & Legislative

We undertake this PresSafe training from a **Biblical Foundation**.

Keeping children safe is part of loving and nurturing children, which is explicitly taught in Scripture and is an outworking of our faith in Jesus Christ. Children are important to God and therefore important to anyone who follows Christ (Matthew 19:14) We want to share with children the abundant grace we have received in Christ.

We undertake PresSafe training from a **Legislative Obligation**.

We have legal obligations in how we keep children safe in Australia.

To comply with applicable legislation (particularly the Working With Children Act 2000), all children's ministry leaders and helpers (volunteers or staff) must meet the following requirements:

- Be a holder of a positive Working With Children Check (unless exempt);
- Complete a PresSafe Agreement where you agree to the Code of Conduct;
- Undertake an interview;
- **Complete applicable training.**
- Be approved and minuted as a leader or helper by your church's Session;

Training is what you are doing now, but all of those requirements **MUST** be met before you can commence working with children. Both your references and interview will discuss your faith in the Lord Jesus Christ, which is a PCQ requirement for leadership.

Slide 5 - Definitions

[Please define the roles on the slide and use any of the other definitions below that may be useful for your group.]

Children are defined as anyone under the age of 18. Anyone 18 or over is legally considered an adult under Australian law.

PresSafe Risk Management Officer (RMO) - Wayne Knapp

This person is appointed by the Assembly to overview denominational children's ministry and is responsible for assessing and approving high risk activities and liaising with external bodies (e.g. Police) concerning child safety concerns.

PresSafe Safety Administration Officer (SAO) - Wayne Knapp

This person is appointed by the Commission of Assembly and is responsible for developing and implementing strategies and training to prevent harm, and assisting charges to maintain compliance for Working With Children Checks, WHS legislation and Church policies and procedures.

PresSafe Basics Training

Training for any person providing assistance in a logistical capacity in a children's ministry program (Helper or other assistant) or who have an arms-length financial management role (e.g. committee of management members). This involvement may be regular, irregular or once off. This Basics Training also acts as annual 'refresher' training in the three year cycle of Leader and Coordinator Training.

PresSafe Leader Training

Training for any person providing teaching content or directing activities in a children's ministry program. *This is the training you are currently undertaking.* Your involvement in a children's ministry program can be regular (e.g. once a week) or perhaps for a specific holiday or one-off ministry where you teach or run activities.

PresSafe Coordinator Training

Training for anyone who coordinates a children's ministry program (e.g. Ministry Coordinator such as Sunday School Superintendent, Youth Pastor, Kid's Club Team Leader, Minister, Camp Director, etc.)

PreSafe Overseer Training

Training for elders and Outreach & Nurture Committee members who have the responsibility for the risk management of a children's ministry program, but have delegated their authority to a Ministry Coordinator and do not have direct involvement in the children's ministry program.

Working With Children Check

These are state-government based checks within Australia to determine if an individual's past conduct makes them suitable to work with children or not. These checks consider such things as any police charges, Child protection prohibition orders, and investigations into allegations relating to serious child-related sexual offences. In Queensland a

positive Working With Children Check results in a positive notice letter and a blue card being issued.

PresSafe Agreement

This is your agreement with PCQ to abide by the PCQ Policies and Procedures as well as the PCQ Code of Conduct for Safe Ministry With Children. This will include referees to confirm your suitability to work with children.

A **Helper** is any person who has been approved by Session to assist Leaders in children's ministry. This is not a teaching position, but provides logistical and practical support.

Helpers need to complete **PresSafe Basics Training**.

A **Junior Helper** is any person under 18 who has been approved by Session to assist Leaders in a Children's Ministry. Junior Helpers will need to complete **PresSafe Basics Training** with their Ministry Coordinator or Minister.

A **Leader** is any person 18 and over who has been approved by Session to deliver teaching content or provide activities in a children's ministry. They are required to complete the **PresSafe Leader Training** every 3 years if they continue to serve in such a ministry role.

A **Junior Leader** is any person under 18 who has been approved by Session to deliver content or providing activities in a children's ministry, under the supervision of a Leader. Junior Leaders who are 15 years and under will need to complete PresSafe Basics Training annually with their Ministry Coordinator or Minister. Junior Leaders aged 16 or 17 will be expected to complete **PresSafe Leader Training** with their Ministry Coordinator or Minister.

A **Ministry Coordinator** is any person approved by Session (or the Committee on Outreach & Nurture) to lead a ministry or program for children in a local church or camp. They may have a different name in your local church, such as Sunday school Superintendent or Youth Minister, but will be referred to as 'Ministry Coordinator' in this training.

A **Minister** is a person ordained as the teaching elder within a local church (they may also be referred to as the Pastor or teaching elder).

An **Elder** is a person elected as a spiritual leader within a local church.

A **Session** (from the Latin word *sessio*, which means "to sit" to deliberate or discuss something) is the body of elected elders governing as spiritual overseers of each local congregation or charge. It is also sometimes also called a Kirk Session or a Board of Elders. The Minister is normally the chairman or Moderator of the Session, and does not vote unless a vote is tied. One elder is elected as the Session Clerk and is responsible for keeping the records of the meetings and for handling the Session business.

A **Congregation** is a body of people who gather in a particular location for Christian worship, instruction, fellowship, work and witness, with the sanction of the Presbytery and under the supervision of a Session.

A **Charge** is made up of one or more congregations. It is often referred to as the local church.

The **Presbyterian Church of Queensland (PCQ)** is part of The Presbyterian Church of Australia and is made up of individual congregations of people under the supervision of elders.

Slide 6 - Leadership & Commitment Introduction

Children Are Valued By God

A Biblical Foundation

Within the Presbyterian Church of Queensland (PCQ) we are pursuing Christian Leadership. We value children primarily because we are informed by our faith in Jesus Christ and the sacrificial love he displays for all people. Each person is created in the image of God and has intrinsic worth and value; children are no exception to this. Both Old and New Testaments instruct parents to nurture children and view them as a blessing from God. Jesus exhibits his value and care of children by welcoming them and honouring them.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14)

This gives us a foundation for how we are to treat the children under our care. Our leadership is informed by the following Christ-centred values:

Sacrificial Love

Romans 5:8 But God demonstrates his own love for us in this: While we were still sinners, Christ died for us.

Servanthood

Mark 10:45 For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.

Humility

Philippians 2:3-4 Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.

Gentleness

Philippians 4:5 Let your gentleness be evident to all. The Lord is near.

Respect

1 Peter 2:17 Show proper respect to everyone, love the family of believers, fear God, honour the emperor.

Please take time to further understand and explore this biblical foundation with your Ministry Coordinator or Minister.

Our biblical foundation forms the basis for the PCQ Code of Conduct which we will discuss shortly.

Slide 7 - Committed to Christ, Committed to Safety

Key Leadership Expectations

Committed to Christ

Leadership within the PCQ is a significant and serious responsibility. It is a role that supports the efforts of parents to nurture their children in the Christian faith. As such,

- **We expect leaders will have a committed, growing relationship with Jesus demonstrated in their beliefs, conduct, life and teaching.**
- **We expect anyone involved in PCQ Children's Ministry to uphold the PCQ Code of Conduct.**

Committed to Safety

Keeping children safe is a natural and logical outworking of our commitment to Christ. Parents and guardians entrust their children to us and the programs we run, and so we are committed to keeping children safe while we care for them. PresSafe Training is specifically looking at this aspect of leadership, to help you understand more clearly how we can keep children safe.

Key Leadership Commitments

The PCQ has also made a specific Statement of Commitment in relation to keeping children safe. As a leader or helper within the PCQ you must share these commitments:

- **Be committed to the safety and wellbeing of children.**
- **Uphold the PCQ policies and procedures to safeguard children from harm.**
- **Have zero tolerance of child abuse or sexual exploitation of any form.**

Ten Child Safe Standards

The Royal Commission Into Institutional Responses to Child Sexual Abuse has recommended 'Ten Child Safe Standards' which the PCQ has adopted. Next, we will discuss the expectations for leaders further as we look at the PresSafe Code of Conduct.
[Next Slide]

Slide 8 Child Safe Standards

PCQ has adopted the Ten Child Safe Standards from the Royal Commission into Institutional Responses to Child Sexual Abuse

1. Child safety is embedded in institutional leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is promoted and diversity respected.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child sexual abuse are child focussed.

7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of child safe standards is continuously reviewed and improved.
10. Policies and procedures document how the institution is child safe.

Next, we will discuss the expectations for leaders further as we look at the PCQ Code of Conduct.

Slide 9 - PresSafe Code of Conduct

[Please consider having handouts of the Code of Conduct or the PresSafe Agreement available for individuals to view the Code of Conduct - available from pressafe.org.au/resources]

The PresSafe Code of Conduct is a key document that outlines the responsibilities and expectations of leaders and helpers in ministry with children. It provides guidance on the expected behaviour to create a safe environment to ensure children are protected from harm and abuse. The Code of Conduct forms part of your **PresSafe Appointment Agreement**. You must understand and agree to this document in order to participate in ministry to children with the Presbyterian Church of Queensland and your Session will confirm you have done this.

The Code of Conduct provides a biblical understanding of the responsibility of leaders working with children to nurture them.

The code also outlines the expectation that leaders and helpers will be of good character and act with integrity in all they do.

The principles listed in the Code of Conduct require discernment and wisdom in practice, and in no way cover every potential situation that may arise in your care of children. They do, however, provide a standard of behaviour that you are to meet as a leader.

Later in this training we will look at procedures for undertaking ministry with children. The procedures work in conjunction with the Code Of Conduct and assume the principles outlined in it.

We will take some time now to look at the **PresSafe Code of Conduct**. [VIEW & READ CODE OF CONDUCT]

Slide 10 - CoC Professional Responsibility

A few key principles arise from the Code of Conduct:

- Professional Responsibility
- Promotion Of Child Safety
- Status Of Power

Professional Responsibility

As outlined in the Code Of Conduct, leaders and churches have a responsibility to nurture children. This responsibility is taken cooperatively with parents/guardians, who are the primary care-givers for their children.

Spiritual nurture shapes the lives of children and the culture in which they develop. Such a position needs to be exercised seriously with due discernment and judgment, particularly in the relationships we form with children and the manner in which they're disciplined. As leaders within PCQ ministries, we are to be committed to carrying out our role in accord with the doctrine and values of the church.

For more information about the doctrines and values of the PCQ you may refer to the Presbyterian Church Of Queensland website - pcq.org.au, the PCQ Code or read through the Westminster Confession Of Faith.

Slide 11 - CoC Promotion of Child Safety

Promotion Of Child Safety

Part of your role as a Children's Ministry leader is the active promotion of child safety. We will outline the procedures for keeping children safe later in this training, however it is important to understand that your role includes the responsibility to champion child safety in the church and beyond.

Your primary consideration in child safety is the best interests of the child.

SPEAK UP

If something seems unsafe or should be reported, then you need to act on this information appropriately. In all instances where you have a serious concern about the wellbeing of a child you must advise your Ministry Coordinator or Minister. Later in this training, we will specifically discuss identifying and responding to child abuse, but it is important to understand that any abuse of a child is a criminal offence and must be dealt with accordingly. There is no place for abuse being treated as an 'in-house' matter, and any abuse perpetrated within PCQ ministries will be reported directly to the authorities. Please also note that at any point **you** are able to speak direct to Child Services or Police.

HELP CHILDREN SPEAK UP

You also have a vital role in creating an environment where children feel free and safe to communicate their needs. You must help young people understand that there is assistance available to them if they are being subjected to harm.

HOW PCQ IS ORGANISED TO KEEP CHILDREN SAFE

Keeping children safe is the responsibility of the whole church and there must be transparency and accountability for all decisions made about child safety. PCQ's commitment to child safety means we want to be aware of any harm that is happening in relation to children. PCQ encourages you to report any abuse that you are aware of in any context, however the process outlined in this material relates to any disclosure or suspicion of abuse within a PCQ children's ministry program or activity. Any such instances must be reported as PCQ has a policy of mandatory reporting to the authorities for any abuse or suspicion of harm relating to children in our ministries. See the screen for a visual explanation of chain of communication for reporting such abuse or suspicion of harm:

Chain of reporting

A Leader or Helper (You) reports to their Ministry Coordinator and/or Minister who reports to the PCQ PresSafe Risk Management Officer (RMO) who reports to and liaises with Child Services and/or Police. This specific chain of reporting is in place to help keep the privacy of the victim and ensure that only those who need to know are aware of the circumstances. It also provides a specific denominational contact to liaise with Child Safety Services and Police. This is vital as untimely actions or imprudent communication could hamper their investigations. We will discuss this further, later in the training.

Promotion of Child Safety

In addition, a PCQ Emergency Response Team is available to assist with serious incidents that may require additional support to the local church.

Slide 12 - CoC Status of Power

Status Of Power

Within our culture there are different types of power between people. It might come from positional (a manager or overseer) power, physical strength, age, size, wealth - whatever might cause a perceived or real or imbalanced relationship of power. Power can be used well for the good and safety of others, but it can be misused to coerce or force others into performing actions against their will.

As discussed in the Code of Conduct, leadership comes with a real or perceived authority and power with children, the church, and the wider community. This is particularly important to understand in relation to children, who have a limited capacity for discernment and decision-making. As such, your position as a leader is one of trust and authority, and you have a responsibility to act with utmost integrity to protect their best interests. Your personal behaviour and practices must exemplify your Christian faith, and you are to undertake your role with an attitude of service.

Any misuse of your position will be dealt with appropriately. Children under 18 do not have legal agency, so you require parent or guardian permission for your interactions with any child. If you do not have parental consent, do not engage them in ministry activities, even if a child expresses personal consent. Likewise, if another adult is interacting with a child without that child's parental consent, please alert your Ministry Coordinator or Minister.

You are accountable to your Ministry Coordinator or Minister and the eldership of your church (also called Session). The Session has oversight for all ministries in your local church, and will approve all leaders and activities in the children's ministry in which you serve. You must have approval from Session before you commence your leadership role.

Slide 13 - Child & Youth Risk Management System Introduction

An Introduction to the Child & Youth Risk Management System

The purpose of the legislatively required risk management system is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks. The aim is to help create safe and supportive environments for children and young people when they're receiving services and participating in activities essential to their development and wellbeing.

Working With Children Check (Blue Card) is just one part of the system

While many people are familiar with the Working With Children Check itself (Blue Card [QLD], Ochre Card [NT], Screening Check [SA]), it is important to be aware that the initial screening is only the first component of a three part system which considers past, present, and future risks:

PAST: Working With Children Check to determine a person's eligibility to work with children and young people based on their known past behaviour

PRESENT: Ongoing monitoring of all those with a positive Working With Children Check which enables action to be taken to protect children and young people if the person is charged with a concerning offence, and

FUTURE: Mitigating future risk through the requirement for organisations providing child related services to develop and implement child and youth risk management strategies.

Slide 14 - Part 1: Working With Children Check

Volunteers who work with children and young people must hold a positive Working With Children Check (Blue Card [QLD], Ochre Card [NT], Screening Check [SA]) if their work falls into a relevant category (such as within a church setting), regardless of how often they will come into contact with children and young people, unless an exemption applies. The term 'Working With Children Check' applies to all States in Australia and refers to assessment applied to determine whether the applicant poses a risk to the safety of children. You must hold a valid Working With Children Check (or exemption) before you can commence working with children.

If not already underway, your Ministry Coordinator or Minister can assist you in applying for a Working With Children Check. This will take time to process, so please make sure you have allowed enough time to have your Working With Children Check completed before you are due to commence your leadership role. Your Working With Children Check will need to be regularly renewed.

Slide 15 - Part 2: Ongoing Compliance

The Working With Children Check is not simply a 'once-off' check. The police information of all card holders and applicants is monitored. If the information changes, immediate steps can be taken to protect children from harm. Service providers and card holders are also monitored to ensure they are meeting their Risk Management System obligations and providing safe environments for children.

Due to legislative requirements and a commitment to transparency, PCQ keeps records of all information relating to child safety in a database. These records help to ensure due diligence takes place with the care of children. The information recorded includes:

Working With Children Check Status
Leader appointment process
Disclosures and suspicion of harm
Breaches of protocols and procedures
Incidents
Assessing and approving activities
Attendance
All records are available for review as required.

Slide 16 - Part 3: Risk Management

Part 3 - Risk Management

Risk Management is the third part of the Child & Youth Risk Management System which seeks to address and mitigate future risks facing children. Under the *Workplace Health and Safety Act (2011)*, all leaders are responsible for their own safety and the safety of others.

As such, any activity requires an assessment of risk for the children involved. Any high risk activity must have approval from both Session and the PresSafe Risk Management Officer (RMO).

Risk Management includes:

Assessing if an activity is a high risk activity.

Creating a risk management plan for high risk activities, and special events.

Approving all activities within a program.¹⁰

Session is responsible for assessing, amending and approving activities before commencement. In order for this to happen, Session must have submitted to them a plan for activities and submission of any required Managed Activity Safety Risk Assessment.

These requirements are not intended to dissuade you from running activities within the program, but are to highlight that a process of approval has been undertaken for the children in our care. Session needs to be aware of the activities taking place within a program, as they ultimately have responsibility for the program.

If the circumstances of an approved plan change unexpectedly, discuss this immediately with your Ministry Coordinator or Minister to work out a safe response.

Slide 17 - Selection Process

We will now look at a number of specific areas of Risk Management relating to ministry with children.

Part of pursuing the safety of children is having appropriate Children's Ministry Staff and Volunteers. The PCQ has specific selection requirements to ensure leaders are suitable for ministry to children and satisfy our legislative requirements. The requirements are as follows:

You must have:

- A Positive Working With Children Check (unless exempt)
- Complete a PresSafe Agreement (includes Code of Conduct)
- Undertake an interview
- Complete Children's Ministry training.
- Be approved and minuted by Session
-

(Please note your Working With Children Check will need to be renewed as required by legislation.)

In your interview, you will be asked:

Your understanding of the Christian faith

Your reasons for wishing to be involved in Children's Ministry

Your experience

Questions in relation to your values and behaviours, for example "How would you respond to a complaint of abuse?" or "What do you consider to be inappropriate actions or conduct with a child?"

If you have any questions about this process, please contact your Ministry Coordinator or Minister.

Slide 18 - Assessing Risk

The following steps can be used to assess the risk of an activity:

Describe the risk or hazard the activity may present;

Identify the consequence and likelihood of the risk;

Evaluate the risk and controls to implemented to manage the

Manage the risk and reassess the activity

The table below has been created to help assess the level of risk.

If an activity is found to be 'high risk' the risk can be 'managed' by creating a risk management plan.

This means implementing control measures to mitigate risk, which can reduce the level of risk.

As a team member, you will not be required to perform formal risk assessments of activities or risk management plans - this is the responsibility of your Ministry Coordinator. However, it is important you are able to identify the possible risks involved in activities, how these risks may have been managed, and what your responsibilities are to keep children safe during an activity.

Slide 19 - Church Property + Food

The following steps can be used to assess the risk of an activity:

Describe the risk or hazard the activity may present;

Identify the consequence and likelihood of the risk;

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Manage the risk and reassess the activity

The table below has been created to help assess the level of risk.

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Slide 20 - Parental Permission + Photographs & Video

Parental Permission

Parental/Guardian permission is required for any child to participate in an age-appropriate ministry and its related activities at your local Presbyterian Church. This permission can take place at the beginning of a calendar year for the year's program.

Parents or guardians will need to:

Approve their child to attend the relevant ministry.

Acknowledge photographs and images of their child may be taken and published, including via social media platforms. They can advise if they do not wish this to occur.

Approve the means of communicating with your child (see 'Communication' in the next section)

Approve transport arrangements.

They will also be asked to provide up-to-date information about their child, including any relevant personal or medical information. This information is covered by the PCQ Privacy Policy and will be used by the Ministry Coordinator or Minister to ensure the safety and well-being of a child.

Photographs & Video

Leaders need to be aware of parent/guardian preferences regarding the use of images of their child (including videos). The Ministry Coordinator will monitor local church social media platforms and advise parents and children on acceptable social media behaviour, as required.

Acceptable use of images includes:

- Respecting a child's wish not to be photographed or have an image shared.
- Respecting the parent's indicated permission for use of images of their child.
- Not disclosing information that can personally identify a child.
- Not taking or publishing embarrassing or offensive photos of children.

Slide 21 - Communication

Communication is a vital part of any program and ministries are frequently utilising various electronic means of communication. However, we need to be aware that a key trend in grooming children for abuse is through secretive electronic communication. Therefore leaders need to have appropriate contact with children, that is open and transparent, with records kept of all messages.

Parents/Guardians are able to specify their preferred means of direct contact with their child by leaders or, if they would prefer, that all contact is directed through them. Any social media groups (e.g. Facebook) used for ministry to children must be approved by **Session (or O&N)** and include a process for monitoring. **Emails must be through a system capable of being audited.**

The table on screen indicates appropriate contact and content of communications between leaders and children. Transparent encouragement is any communication that is obviously seeking to encourage a child positively, this would include Bible references, or relevant material covered in the program the child participates in.

Prohibited

- Contacting children and parents via closed and private email and message systems which leave no trace of the communication or cannot be audited.
- One to one social media communication with children under 13 years.
- Communicating with children via any electronic or digital communication without parental permission.

Slide 22 - Supervision

Supervision of children is the responsibility of everyone. It is oversight of children by leaders, with the aim of keeping children from avoidable harm. Supervision extends from the time that children are committed to the care of leaders within a program, until they are returned to their parent/guardian (or designated care provider).

Starting ratio:

A general ratio is one adult supervising for the average age of the group of children. So, for a group of children 4 years of age, there should be a ratio of one adult for every 4 children. For a group of 5 year olds, there would be one adult for every 5 children. This however is a starting point only and the final supervision ratio is dependent on the factors listed below.

Supervision ratios are dependent on :

The type of activity (including venue and type of activity)
Age of children
Behaviour or needs of children
Skill set of leaders

Slide 23 - First Aid + Transport

First Aid

Each church is required to have a first aid kit located at church property. If activities are taking place elsewhere, then a portable first aid kit must be available. The provision of first aid kits is the responsibility of the Committee of Management, and they need to be checked on a regular basis.

How to respond to illness or injury:

Dangers - Ensure the area is safe for yourself, others and the patient
Response - Check for a response.

If responsive, monitor and seek appropriate medical treatment

If not responsive then:

Send For Help - Call 000 to ask for an ambulance or have someone else make the call.
Once these steps have been completed, contact your Ministry Coordinator or Minister and decide who will contact parents.

After the incident, you will need to document the incident and submit an incident report.

You can find a helpful reminder at the St John's Ambulance website: <http://stjohn.org.au/>

If you have a current First Aid Certificate or would like to pursue First Aid Training, please notify your Ministry Coordinator or Minister.

If a child does require medical treatment of any kind as a result of an injury sustained during the program, please work with your Ministry Coordinator or Minister to follow up with the family about what the outcome of the child's treatment was.

Transport

All drivers (leaders or helpers) involved in a program with children must meet certain requirements before they are able to drive any child that is not their own. If you are driving, you must be appropriately licensed (no Learner License), your vehicle must be registered and be fit for purpose.

Children under seven years old have legislated child-restraint requirements.

Children are **not** to travel alone with a leader or helper unless explicitly approved by session upon the request of their parent/guardian. However, should emergent circumstances arise where you need to transport an individual child, you must advise your Ministry Coordinator, have another leader accompany you, and ensure the parent/guardian gives permission for this arrangement. If circumstances dictate changes to your travel arrangements, immediately contact your Ministry Coordinator, who will advise parent/guardians.

Slide 24 - Safe Leader Behaviour + PCQ Response to Breaches

Safe Leader Behaviour

The following points provide guidance to safe and appropriate behaviour when in contact with children and youth.

Safe Behaviour

Behave in a manner consistent with your position as a positive role model to children and as a representative of the organization.

Follow the PCQ Children's Ministry Policy and Procedures.

Treat all children with respect and take notice of their reactions to your tone of voice and manner.

Take care as to the degree of physical contact with children. Even though it's common for children to initiate hugs and other contact, those involved in Children's Ministry should quickly redirect children to other activities.

Allow children to determine the degree of physical contact they have with you, without showing favoritism.

Report disclosures, allegations or belief regarding abuse to your Team Leader or Minister.

Alert a Leader if you find yourself in a situation where a member of the opposite gender is required.

Report all concerns, issues and problems to your Team Leader or Minister, as soon as possible.

Prohibited Behaviour

Do not engage in inappropriately rough physical games.
Do not use any physical means to control or discipline a child, other than restraint by holding to prevent injury.
Do not hold, kiss, cuddle or touch children in an inappropriate and/or culturally insensitive way.
Do not make sexually suggestive comments, even as a joke.
Do not assist children to do things of a personal nature that they can do for themselves, such as going to the toilet or changing clothes.
Do not enter the sleeping accommodation of members of the opposite gender, except in emergencies. Be aware of situations where children might be changing, showering or using the toilet.
Do not spend time alone with a child where you can't be observed by others (e.g. taking a child to your home, isolated meetings outside of the program activity).

Question: If a year 5 boys wants to talk with you about something, where could you have an important conversation where you could be seen, but still talk privately?

PCQ Response to Breaches

PCQ policies and procedures provide boundaries for appropriate behaviour in your relationships with children. You can refer to the PCQ Code of Conduct at any time to review the principles we have committed to uphold.

Inappropriate behaviour is any non-criminal behaviour which do not meet the standards expected when working with children. Such behaviour is a breach of the Code of Conduct or PCQ Policies and Procedures. The Blue Card Child & Youth Risk Management system requires that an organisation has procedures to deal with breaches. A breach is not abuse, but has the potential to place children at risk of harm. As the safety of children is our overriding consideration any breach will be treated seriously.

Examples of Breaches:

Telling a child they are sick because their grandfather was of a different faith.
Conducting a private activity with a child out of the sight of other people.
Shouting aggressively at a child.
Unwarranted holding, touching or cuddling.
Being alone with a child.
Not ensuring necessary parental approvals are obtained.
Failing to follow safe standards when conducting activities.
Communicating with a child via a closed communication system.
Inappropriate rough games
Adopting a physical approach to control or discipline;
Making sexually suggestive comments;
Using obscene or offensive language;
Providing assistance for things a child can do alone (e.g. changing clothes);

If you witness a breach of the Code of Conduct or PCQ Procedures & Policies:
Intervene or advise a person who has the capacity to do so.
Advise your Team Leader or Minister.

The Minister will make an assessment of the breach in consultation with the Elders and they will develop and implement a strategy to best safeguard children in the situation. The breach will also need to be documented, so you may be asked to provide information.

Responding to a breach

If a leader is found to be in breach of the Code of Conduct, the appropriate person will discuss the breach with them, note their response, and implement actions to prevent further breaches. This may include:

- Removal from children's ministry
- Advice on the correct procedures
- Further training
- Working with a more experienced person
- Ceasing involvement until Session is satisfied the person demonstrates the expected standard of behaviour

[The next section of training will look at recognising child abuse. Please try and take a break at this point, inviting people to speak to you if that content will be difficult because of past experience and they require support.]

Slide 25 - Recognising Abuse & Harm Introduction

[Please again ask participants to speak to you if the content is difficult because of past experience]

Slide 26 - Child Abuse

Child abuse is any act that harms a child's physical or emotional health or development.

Part of keeping children safe is being able to recognise harm and abuse that might be occurring in a child's life. This may be physical, psychological/emotional, sexual abuse or neglect. It may occur at the hands of family members, family friends, leaders or peers. Child abuse is detrimental to children and can cause a range of physical, psychological, cognitive and behavioural consequences. Abuse and harm of children is never acceptable in any circumstance.

The following information will not cover every possible type of abuse, but will help you identify if a child is at risk of harm.

At the end of this training section, you should be able to recognise common signs of abuse in children. In the next training section, we will look at how to respond to abuse.

Again, if this material is distressing for you because of past experience, please discuss this with your Ministry Coordinator or Minister.

Slide 27 - Disclosures & Suspicion of Harm

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen to a child. It is important to act quickly and in the best interests of the child after a disclosure of harm is received, irrespective of the source of alleged harm.

A suspicion of harm is when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm. A child who has been, or may be, experiencing abuse may show behavioural, emotional or physical signs of stress and abuse. This may include things like role-playing or drawing about their experience, or a noticeable shift in their mood.

There may also be other circumstances where there is concern for a child's welfare but it does not reach the threshold to be considered a disclosure or suspicion of harm.

You have a duty of care to follow up any suspicions of harm or potential risk of harm to children and young people in your care. You can do this by observing and recording the actions of children who might be at risk, and reporting your concerns to your Ministry Coordinator or Minister. The following training module will outline the procedures for responding to disclosures or suspicions of harm.

You can suspect harm if:

A child tells someone they have been harmed.

Someone else, for example another child, a parent, employee or volunteer tells a person that harm has or is likely to occur.

A child tells a person that they know someone who has been harmed.

A person is concerned about significant changes in the behaviour of a child or the presence of unexplained injuries.

A person witnesses abuse happening to a child.

Please do not seek to investigate or mediate any suspicions or disclosures of harm. You can still interact with the child during the normal course of the program and provide general care for their well-being, but do not pursue the specific incident.

Slide 28 - Physical Abuse

Physical abuse occurs when a child has suffered, or is at risk of suffering, non-accidental physical trauma or injury. Physical abuse can include:

Hitting or shaking

Burning/scalding

Excessive discipline or aggression

Poisoning

Giving children alcohol, illegal drugs or excessive medication

Domestic and family violence

Physical Indicators Of Physical Abuse

Bruises, burns, sprains, dislocations, bites, cuts, welts.

Fractures

Evidence of poisoning - vomiting, nausea, reduced physical capacity, blackouts.

Evidence of internal injuries, e.g pain or unexplained bleeding.
Injuries that have not received appropriate medical treatment (to avoid attention being drawn to these)

Behavioural Indicators Of Physical Abuse

Unlikely explanations for injuries
Little or no emotional response to being hurt
Concealing injuries (wearing long sleeved clothing on hot days)
Fear of parents, family members or home
Sensitive to crying or yelling from other children
Aggression
Nervous or disruptive behaviour
Excessive attachment to strangers

Physical abuse does not always leave visible marks or injuries. It is not how 'bad' the mark or injury is, but rather the act itself that causes injury or trauma to the child.

Slide 29 - Psychological or Emotional Abuse

Emotional or Psychological abuse occurs when a child's social, emotional, cognitive or intellectual development is impaired or threatened. This type of abuse can come from a misuse of power, leadership, influence from a parent, another adult or peer. It can include emotional deprivation due to persistent:

Scapegoating - where the child is the subject of blame.
Persistent rejection or hostility
Constant yelling, insults or criticism
Cultural affronts or racism
Teasing and bullying
Gaslighting - where a child is made to feel 'crazy' because their reality is constantly questioned and undermined.
Domestic and family violence (including witnessing this take place in relation to other family members)

Physical Indicators Of Emotional Abuse

Learning and developmental delays
Failure to thrive
Physical symptoms of depression - headaches, pain, body aches, (usually unresponsive to medication.)
Insomnia or excessive tiredness and sleeping.
Cuts (self-inflicted)

Behavioural Indicators

Low self esteem
Unexplained mood swings
Bed wetting, thumb sucking or rocking in older children
Withdrawn, passive, tearful
Aggressive or demanding behaviours
Anxiety and/or nervousness

Awkward or lacking interpersonal skills (with adults or other children)
Change/regression in abilities - academic, sporting, general
Attention seeking actions (running away, lying, stealing, destruction of property)
Although it is possible for 'one off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child or young person.

Spiritual Abuse

Spiritual abuse can be understood as a type of psychological abuse. It is a misuse of spiritual beliefs to control or dominate a child or another family member. This includes the mishandling of Scripture in order to manipulate them.

Indicators of Spiritual Abuse

Strong dogmatism, conformism, or legalism
Low self-esteem - the 'sins' of the child are maximised
Avoids, or has no opinions or ideas of their own
Fearfully and overly submissive to authority

Slide 30 - Child Sexual Abuse

Child sexual abuse occurs when an adult, stronger child or adolescent uses their power or authority to involve a child in sexual activity.

Child sexual abuse can be physical, verbal or emotional and can include:

Kissing or holding child in a sexual manner
Exposing a sexual body part to a child
Exposing children to sexual acts or pornography
Making obscene phone calls or remarks to a child
Sexual relations with a child under 18 years

Indicators Of Child Sexual Abuse

- displaying greater sexual knowledge than normally expected for their age or developmental level
- inappropriate sexual play and behaviour with themselves, other children or dolls and toys
- hints about sexual activity through actions or comments that are inappropriate to the child's age or developmental level
- excessive self touch or self touch in public after kindergarten age
- persistent bedwetting, urinating or soiling in clothes
- difficulties in sleeping
- persistent sexual themes in their drawings or play time
- running away
- destroying property
- hurting or mutilating animals
- creating stories, poems or artwork about abuse
- difficulty concentrating or being withdrawn or overly obedient
- having unexpected redness, soreness or injury around the genitals or mouth

- having torn, stained or bloody clothing, especially underwear
- recurring themes of power or control in play
- secretive relationships with adults or children

Child Grooming

Child grooming is predatory behaviour to befriend and establish an emotional connection with a child, and sometimes the family, to lower the child's inhibitions with the objective of child sexual abuse or exploitation. It is important to be aware of 'special' relationships described or indicated by the child (through gifts or specific attention), or secretive behaviour that either mirrors their experience or conceals the exploitation of an adult. The child might also become distant in their relationships as they are manipulated to focus on the adult grooming them and mistrust all others.

Also look for behaviour in adults where they seek to isolate children and consistently spend time alone with them. They may also look for ways to have close physical contact with a child through inappropriate wrestling or tickling.

Peer to Peer Sexual Abuse

If you are aware of any peer to peer sexual abuse, this needs to be reported as outlined in the next training module. Even if both parties and/or families are known to you, please follow the appropriate procedures to report the incident or disclosure.

Slide 31 - Neglect

Neglect occurs when a child's basic necessities of life are not met, and their health and development are affected.

Types of Neglect

- Not giving a child sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care and adequate supervision.
- Leaving children unattended for long periods
- Children missing school

Resulting Harm For The Child

Malnutrition
 Poor hygiene
 Constant tiredness
 Frequent lateness
 Inappropriate clothing

Indicators of Neglect

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

- frequent illness, infections or sores
- being left unsupervised for long periods.

Slide 32 - General Indicators of Abuse

The presence of these indicators does not automatically mean that a child has been abused. There may be other causes not related to abuse. You may consider asking the child a clarifying question, such as 'Can you tell me what happened?'

General Indicators of Abuse

Each child's experience of abuse will be different, however the following outlines some general indicators of child abuse. These include:

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

If you are aware of some of these indicators in a child, please report your concerns to your Ministry Coordinator or Minister. We will further discuss responding to abuse in the next training section.

Slide 33 - Responding to Abuse & Harm

Part of your role as a leader is responding to any suspicion of harm or abuse or a disclosure of harm or abuse.

It is important that you act promptly, and report these suspicions or disclosures to your Ministry Coordinator or Minister as soon as you are able. Shortly we will work through this procedure for this, but understand that as an organisation the Presbyterian Church of Queensland has decided that we will have a policy of mandatory reporting for any suspicion of harm or abuse, or any disclosure of harm or abuse. This means that either Child Services, or Police, or both, will be automatically notified of these instances.

If you are a leader or helper within the PCQ, this policy of mandatory reporting applies to you.

Side 34 - Procedure For Reporting

Reporting Procedure

In the event that a child discloses harm or abuse to you, your response to their disclosure is very important.

If a disclosure is made to you, or you have a suspicion of harm or abuse, then you will need to follow the **procedure** below to protect the privacy of the victim and to ensure only those that need to be involved, are involved.

1. DANGER

If the child is in immediate danger, then the Police should be contacted on 000 followed by immediate advice to the PresSafe Risk Management Officer (RMO) on 0404 474 419.

2. SUPPORT

If a child discloses abuse to you, your role is to support them by listening sensitively - LISTEN, REASSURE, RESPECT. This will be discussed more fully in the next section.

3. REPORT

Report the suspicion or disclosure to your Ministry Coordinator or Minister as soon as possible. They will liaise with the RMO and will together contact the parents of the child involved (unless allegations have been made against the parent.)

If a suspicion or disclosure relates to a Ministry Coordinator or Minister, the matter is to be reported directly to the RMO. The RMO and the Office of the Clerk of Assembly are to be immediately advised of any allegation of child abuse against an individual involved with a PCQ ministry. They will liaise with Police who will advise on suspension of the individual in accordance with their investigation.

NB: Please report directly to the authorities if you have any concerns that the reporting procedure is not being followed by your Ministry Coordinator or Minister.

4. DOCUMENT

Document the disclosure or suspicion, when you are able. A record of this will be kept in Elvanto by your Ministry Coordinator or Minister. For a disclosure, please include the following:

Names, times, locations of matter disclosed.

Any first person statements.

Any questions asked.

Actions taken after the disclosure.

Do not attempt to investigate or mediate. This is the role of the police and you may interfere with any subsequent investigation.

5. PROTECT

You must protect the identity of the victim. Do not discuss the situation with anyone who is not part of this official process. This includes discussing the suspicion or disclosure with any other families or individuals who may be involved. For example, if the allegations are made by a child against a peer, do not confront this person or mediate with their family. This is not your role.

*Please also note, the misuse of Scripture (specifically Matthew 18:15-17) as a basis to attempt reconciliation of parties is **not acceptable**. Abuse is a criminal matter and requires our submission to the authorities (see Romans 13:1-5; Titus 3:1; 1 Peter 2:13-17) to allow them to deal with the crime. Furthermore, given the unequal power status, any*

coercion of a victim of abuse to reconcile with their abuser is itself a form of emotional abuse.

Slide 35 - What happens next?

After the Minister or Ministry Coordinator sends a report to the PresSafe Risk Management Officer (RMO) the RMO will liaise with Police, and Child Services. The authorities will direct as to the appropriate response, such as when to advise Parents, and when to suspend an individual's involvement with the ministry.

If appropriate, a person concerned in the matter will be suspended from both working with children and any ministerial function, until investigated by the police.

Support for and counselling of the victim will be provided. Further support and counselling will be available to the ministry team and congregation as required. This will take place in conjunction with the RMO. The RMO will decide whether to activate the PCQ Emergency Response Team.

If you require pastoral counselling as a result of the situation, please do not hesitate to contact your Ministry Coordinator or Senior Minister.

Slide 36 - Support During Disclosure

As part of the PCQ procedure for disclosures of child abuse, it is vital that you know how to respond.

If a child is disclosing harm or abuse to you, remember the following:

LISTEN

Remain calm and listen attentively with sensitivity

Ensure there is a private place to talk, where you can still be observed.

Do not investigate the disclosure. It is important to remember that while it is your role to be a supportive listener, it is not your role to counsel the child or investigate his or her claims. The authorities will undertake investigations and professional counsellors are available to provide counselling.

Encourage the person to talk in their own words and do not ask leading questions.

Examples:

"What happened next?" (Open)

"Who was there?" or "Where did this happen?" (Clarifying)

"Were they tired?" or "Did they sound angry?" (Leading)

REASSURE

Reassure the child they've done the right thing in telling you about the abuse. It is not your responsibility to decide whether the disclosure is valid. Treat a disclosure as true and indicate that you are taking this disclosure seriously.

Reassure the child they are not at fault.

Acknowledge the child's bravery and strength.

RESPECT

Tell the child or young person you need to report the information to help keep them safe. Avoid making promises you can't keep, and never promise to keep the abuse secret. Instead you can tell the child: "I can't make that promise, but I will do my best to keep you safe".

Do not disclose their identity to anyone other than your Ministry Coordinator or Minister. Do not confront the perpetrator.

**This material on Support During Disclosures has been adapted, with permission, from the Australian Institute of Family Studies report "Responding to children and young people's disclosures of abuse" (2015).*

Slide 37 - Conclusion

Thank you for completing the PCQ PresSafe Leader Training.

As stated earlier, ongoing training is part of a three year cycle. The PresSafe Leader Training you have just completed will need to be redone every three years. You will also need to complete annual PresSafe Basics Training during the two in-between years.

Remember:

We must work together to keep children safe.

All activities and leaders must have Session approval.

If you have any questions, talk with your Ministry Coordinator or Minister.

We pray that as we love and care for children, they might flourish, the Holy Spirit would guide our efforts, Christ might be known and God be glorified.