

Policy Group	08 Working with Children		
Commencement Date:	01.02.08	Review Date:	13.12.2024

This document is a print friendly / website version of the code of conduct regarding children.

Upholding this code of behaviour

All Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe are expected to report any breaches of this code to a Child Protection Contact Officer or Executive Team Member. Kids and Youth workers who breach this code of conduct may be subject to Citipointe’s disciplinary procedures. Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children’s social care department and/or the Independent Safeguarding Authority.

Scope:

Inclusions:

This policy applies to

- Committee of Management members (COM);
- paid employees including contractors;
- students and interns;
- all volunteers regardless of whether they work with children or not;
- anyone else who works directly with children at Citipointe; and
- church members, parents, guardians and visitors to our programs and activities.

For the purpose of this policy, the collective group of people who are responsible for working directly with children are referred to as ‘Kids or Youth Workers’.

This policy applies to Citipointe programs and activities of all Australian Citipointe churches and its related entities, (Red Frogs and INO Projects Limited) both on and off its campuses.

Principles of the Code

Language

Do not make any sexual or crude innuendos such as suggestive looks, comments, jokes, sounds, display visuals, words, acts or gestures towards any child or other adult.

Do not speak to a child in a way that is or could be construed by any observer as harsh, threatening, sarcastic, insensitive, intimidating, shaming, derogatory, demeaning, or humiliating. Some examples are:

- swearing or using inappropriate language in the presence of a child;
- yelling at a child, except in an emergency situation where the a child's safety may be in danger;
- addressing a child while angry with the child; or
- using hurtful sarcasm.

General Behaviour

Be encouraging and supportive of each child and their God-given gifts, talents and personalities.

Exude a behaviour which is godly, friendly, outgoing and approachable.

Maintain clear and appropriate boundaries in all relationships with children.

Dress appropriately when interacting with children.

Respect, protect, listen to and enhance the dignity, potential, creativity and enthusiasm of children.

Look for ways to develop and inspire belief in the God-given potential in children.

Never engage in any unlawful activity with or in relation to a child.

Behave respectfully, courteously and ethically towards children and their families and toward other leaders.

Always maintain a spirit of excellence and integrity and build an environment which fosters growth and development.

Avoid favouritism and treat children fairly and without prejudice or unlawful

discrimination.

Do not show or share sexually suggestive material to a child in any form such as e-mail, text, movie, sound, or picture file.

Never personally search a child or their property. You may request they empty their pockets or open their bag for you to look in, and request that they move an object if you can't see something, but you are not allowed to touch their possessions.

If a child has, or is suspected of having, illicit or illegal substances in their possession, including, but not limited to, alcohol, drugs, tobacco or vapes, the police are to be called for their advice and/or attending to deal with the matter. While leaders are to ensure children are protected from harm, they should endeavour to leave police to take possession of illegal substances.

Consider and respect the diverse backgrounds and needs of children.

Supervision of Children

Citipointe programs should have a ratio of adult to child :

- Ages 1 - 2 (1 adult to 5 children)
- Ages 3 - Grade 6 (1 adult to 10 children)
- When ages 1 - grade 6 are mixed (1 adult to 7 children)
- Grade 7 - 12 (1 adult to 10 children)

There must always be a minimum of two adults present when children are in our care, no matter how many children are in the room.

Where the risks in the activity increase, the supervision should also increase. For example, if you were to take primary-aged children offsite to indoor rock climbing, it would be appropriate to reduce the ratio to 1:4 (one leader for every four children). This is to account for the high-risk nature of the activity and the fact that it is off-site.

Always provide a safe and secure environment through managing risk and ensuring protection.

Ensure parents are aware that they are responsible to check their child into our programs, and that we take responsibility for them after they have been checked in.

Parents should not attend a Kids or Youth program except by prior arrangement and

must sign in.

Parents must behave in a safe manner following the directions of the Kids and Youth workers at all times and abide by this code of conduct.

Always provide clear details of the physical locations for drop offs and pickups to happen and the supervision arrangements in place.

Be aware of the procedure that applies if a child remains uncollected, and of issues that may arise in relation to the collection of children, for example, the person collecting them does not have their security sticker correlating to that child.

If there is an issue during collection, e.g. an adult is intoxicated or violent, we will advise the parent that we cannot give the child into their care and involve an upline as soon as possible.

Eliminate or at least minimise opportunities for unsupervised access to children.

Never allow a child or group of children to be left unattended.

Citipointe does not authorise, and does not take responsibility for, the supervision of children outside Citipointe Programs.

Physical Contact

Always choose group activities over working with children individually.

Never touch a child in a way that could be construed as inappropriate affection or in any way sexual.

A child should never be disciplined or controlled physically; instead, only use appropriate constraints, such as holding them to prevent injury.

Any touch or hug should normally be initiated by a child. Exceptions to this norm would only be situations where a young child is upset and needs comfort where an offer of a hug could be made. Any touch or hug initiated by a child that could be deemed inappropriate should be intentionally but gently rejected, and reported to upline and communicated with parents as appropriate.

Be aware of the correct way to touch a child in the event of

- injury management,

- in demonstrating a skill or for instructional purposes as part of an activity, or
- to assist with toileting of young children.

Examples of inappropriate physical contact, include but are not limited to

- violent or aggressive behaviour such as hitting, kicking, slapping or pushing; or
- tickling; or
- kissing; or
- touching of a sexual nature.

Parents who disclose they are leaving a child with special needs in our care must not be allowed to leave before he/she gives the person in charge clear instruction on how to interact with their child physically and verbally.

Health and Safety

Good Hygiene

Citipointe persons can assist us by maintaining a hygienic environment by following simple hygiene rules while they are working with children.

Infection can be spread through direct physical contact between people, airborne droplets from coughing and sneezing or from contact with surfaces and objects.

Hygienic strategies include:

- Thorough hand-washing and drying by adults and children;
- Ensuring equipment and toys are regularly cleaned/washed and are well maintained;
- Having hygienic procedures for wiping children's noses;
- Implementing hygienic food handling preparation and storage and rubbish removal;
- Excluding ill or contagious children from the program and;
- Encouraging families to keep their unwell children with them in the service.

Sun Safety

Citipointe realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Encourage all those who work with children to act as positive role models for children

in all aspects of SunSmart behaviour by:

- wearing hats and appropriate clothing for all outdoor activities;
- using SPF 30+ broad-spectrum, water resistant sunscreen;
- seeking shade where possible;
- wearing sunglasses that meet the Australian Standard (AS/NZS1067:2003).

Ensure that 30+ broad spectrum, water resistant sunscreen is available when engaging in outside activities.

Supervise children's application of sunscreen (SPF30+).

Evacuation and Lockdown

The Working With Children website gives clear instructions and information on where to find procedures on the evacuation and lock-down procedure of all kids and youth programs.

Kids and Youth workers must be inducted in the safe evacuation of the Kids or Youth program at onboarding.

Preventing Infectious diseases

Response to a suspicion of an infectious disease includes:

- Isolating the child from the other children;
- Ensuring the child is comfortable and appropriately supervised;
- Contact the child's parents or guardian and inform them of the suspicion and ask them to collect their child as soon as possible;
- Ensure any toys or equipment that the child had been playing with is disinfected and cleaned;
- Inform all other parents in the room of the presence of an infectious disease.

If, after a program has concluded, a parent discloses their child has an infection, Citipointe will contact parents of children who were present in the program at the time of the infection and advise parents to keep an eye out for similar symptoms.

Citipointe will as much as possible maintain confidentiality of the child and their family.

A child who has had an infection should wait until all symptoms of the infection have passed and the doctor has given the 'all clear' before they can return to the program.

Citipointe may report an outbreak of an infectious disease to Queensland Health Authorities via local health care unit if warranted.

Allergic Reactions

Common symptoms of an allergic reaction are:

Stomach: vomiting, nausea, abdominal pain, diarrhoea.

Breathing: wheezing; difficulty breathing; cough; throat or chest tightness.

Skin rashes: hives, itchy rashes, or red patches on the skin.

Other: difficulty swallowing; runny nose; itchy, watery, or bloodshot eyes; sneezing; anxiety; headache; feeling faint; fatigue.

Anaphylaxis: signs of shock (low blood pressure; skin that is pale or red, sweaty, or dry; confusion, anxiety, or unconsciousness); difficult or noisy breathing.

Always ask parents about any allergies their child may have when they give us information about their child when they first start attending.

Create a plan of action with the parents of any children known to experience allergic reactions. NB Citipointe cannot administer medication except where parents have given explicit permission and instruction.

Ensure the Kids and Youth workers who are working with that child are aware of the allergy.

Generally:

- Store food out of reach of young children.
- Clean and sanitise surfaces before children eat.
- See that both adults and children wash their hands before and after eating.
- Set rules prohibiting certain foods if a child in your care is highly allergic.

To handle an allergic reaction, Leaders should be familiar with the Medical Emergency Procedures guidelines.

Appropriateness of Activities

You should thoughtfully consider what message children may learn from the way events are organised and conducted. Games or activities that could in any way emphasise gender, physical, intellectual or ethnic differences should be assessed for their appropriateness.

To minimise the possibility of children being harmed, you should give careful consideration to any activities or games that require children to act alone or in pairs independent of leaders.

You should review in their entirety any DVDs, youtube clips, computer games, graphics, photographs and lyrics that you intend to show children.

In assessing whether something is appropriate you should be governed by the age of the youngest child present.

Censorship ratings should be kept to 'G' or 'PG', unless specific permission is granted by the Head of Department. Though note that some G or PG material may still not be appropriate due to the themes it contains. If in doubt, seek the advice of your Head of Department.

Appropriate Boundaries

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe who had an existing family friendship with a child or young person or their family prior to commencing your official role in the church or who are a relative of a child or young person or their family are permitted to continue any appropriate relationship/role that you had with a child or young person or their family. If you begin a friendship with a family whose child you are involved with via your role please discuss this with the Compliance Office to clarify the boundaries between your official role and any social interactions you may have with a family.

If you are a Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe, you are not to deliberately pursue interaction or a relationship with a child or young person beyond your official role (other than continuing established relationships as discussed above in the first paragraph of

"Appropriate Boundaries"). Accepting or extending invitations by or to children to external social events, arranging to meet a child or young person one on one, or offering to care/babysit for a child, are not appropriate interactions if you have come to know the child or young person or their family through your official role. If you feel there are special circumstances that require you to engage with a family or child in such a way, please contact the Compliance Office to discuss the situation in advance.

Set clear personal and professional boundaries when, or if, it is appropriate to have contact with a child outside of the service environment, including on social media or other public platforms.

We do not allow Kids Leaders to meet up with a child from the Kids Program, individually, under any circumstances.

Youth Leaders must have parental permission to meet with a teenager in a public space or in the teenager's home as part of a program activity including but not limited to follow-up or pastoral care. In such organised activities, the Leaders of the activities must comply with all Citipointe Working with Children policies, procedures and regulations.

Youth Leaders are not allowed to set up private meetings, over the phone or online, with teenagers from the Youth Program, for purposes unrelated to Citipointe's operations.

We do not allow Leaders from the Kids program to give their phone number nor allow or encourage a child (under 13yrs) to contact them independently. If this happens more than once, the Leader should contact their upline.

The Youth program Leaders who are a part of the new people follow-up program give the teenager their number by calling from their personal phones. We prefer older Leaders or those who have been serving for longer than six months to make phone calls as part of this program as much as possible. Such phone calls must only be in relationship with the follow-up program.

Youth Leaders are not allowed to make phone calls to teenagers after 9pm at night.

We take reasonable steps to make contact with every parent or guardian of teenagers who are between the ages of 13 and 16yrs of age with acknowledgement that their child has attended our Youth Services and Lifegroups and that our parent information

can be found on the website.

We do not encourage nor permit leaders who are over 18 years of age to begin to date anyone under 18 years of age in a Citipointe program. We do not encourage nor permit leaders to continue a one-on-one friendship with a person who is under 16 yrs of age and in a Citipointe program. Leaders in either of these situations would be required to step down from their position within the program. Any leader over 18 years of age who was already in a one-on-one friendship with a person in the program who is over 16 years of age (and not with more than 2 years difference in age), is permitted to continue to lead in the program but must act at all times with that person, in all program activities, as they are expected to act with any other young person in the program with whom they did not have such a relationship.

Determine when, or if, it is appropriate to give a child or young person a gift. Refer to the Conflict of Interest policy.

Never be alone with a child in a secluded area at any time. Such areas may include, but are not limited to, the following: private residence, sleeping facilities, hotel room, locker room, dressing facility, closed room or other similar isolated area, nor any place or time that would tend to cause confusion about the nature of the relationship.

In the course of a Leader's position of responsibility of working with children a child should never be invited or allowed to visit the Leader's home unless it is a church organised activity with the express permission of the child's parent or guardian. In such organised activities, the Leaders of the activities must comply with all Citipointe Working with Children policies, procedures and regulations.

Where a Leader has their own child who has a friend/friends they would like to invite over to their home or where they are asked to child-mind for a family of the church – the Leader must abide by either the first or second paragraphs of "Appropriate Boundaries" above whichever is appropriate. If appropriate for the leader to have the other child/children in their home they must have the express permission of the family of that child/ren and must comply with all Citipointe Working with Children policies, procedures and regulations as if it were part of their position and responsibilities of working with children.

Behaviour Management

Have clear expectations for children about what is acceptable behaviour and the

behaviour management strategies which will be used should be clear for children and their parents.

Intervene when children are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.

For the successful execution of any programme where children can practice their faith and enjoy the programmed activities it is important that a standard of behaviour be expected from the participants that provides a safe physical and emotional environment where children can also have a voice as part of their own development.

We believe in the implementation of behaviour management strategies that protect the individual from negative behaviour such as bullying, offensive language and attitudes, racial attitudes, ethnic discrimination, inappropriate touch and other forms of harassment.

Children will be expected to adhere to a behavioural code and any forms of discipline will be in accordance with the law and exhibit understanding and compassion.

We expect our parents and visitors to also behave in a safe and responsible manner around children. Parents and visitors may be asked to leave if they breach safe practice or behaviour around children.

The Working With Children website contains useful information on strategies for managing challenging behaviour in kids.

Transport of Children

A Leader must not drive a child unaccompanied unless paragraph one above in "Appropriate Boundaries" applies or special circumstances of second paragraph of "Appropriate Boundaries" apply and the Leader has obtained the express written permission from the child's parents (this may be received by SMS, which record must be kept on Elvanto with time and date of permission and transportation details including time date and duration).

It is the responsibility of parents and guardians to arrange transportation to and from Kids and Youth Program events for their child, unless another specific arrangement is in place.

If a child is to be driven by a Leader as approved in 9.1:

- If possible all of the children should be in the back seat.
- Use approved child restraints relevant to the age of the child.

For activities involving organised transport,

- A permission slip indicating transport is included must be received before the child may travel.

When making transport arrangements, take reasonable steps to ensure that:

- All drivers or operators are licensed (Green P plates or above), responsible, experienced and are not impaired by alcohol or any other mind-altering or addictive substance; and
- All motor vehicles and other forms of transport used are registered, insured, safe and fitted with age appropriate child restraints or safety devices (e.g. seat belts, life jackets).

Change Rooms/Toilets

Be circumspect when supervising amenity blocks, change rooms and toilets. Announce your approach loudly.

Privacy of children must be maintained at all times while allowing for adequate supervision.

Change Rooms/Toilets must be checked for objects, equipment or persons that may be hazardous to children.

Any direct assistance to the child (e.g. undoing buttons or reapplying pants) must be directly monitored by a second team member or colleague.

Managing Injuries or Illness

In the case of an incident involving a head injury, breathing difficulties, severe lacerations, suspected fractures/breaks or allergic reactions parents/guardians must be informed immediately.

Any injury inflicted by a secondary party as a result of a physical altercation must be reported to parents of both parties involved while maintaining the child's anonymity.

Medication can only be administered with direct supervision of a parent or guardian or

by expressed permission of the parent or guardian.

In case of emergencies, first aid trained persons are permitted to carry out required treatment of the children.

Visitors or Parents with a child in the room

Visitors and parents who wish to attend a Kids or Youth program should arrange the visit prior to the day, but must not be an excluded person under the Working with Children legislation.

They must be approved by the head of department and do not require a blue card to be in the program.

The visitor should have a Leader with them at all times.

The parent of a child in the room may stay with their child but should not undertake any volunteer duties on a regular basis.

The visitor or parent with a child in the room must sign in via the Elvanto child check in system.

Photography, Technology and Social Media and other public platforms

All photography of children under 18yrs shall be strictly dealt with in accordance with the Citipointe Privacy Policy.

We will not allow anyone to take unauthorised photos, movies or recordings of a child on church property or at church activities.

A parent or guardian of a child may withhold consent for Citipointe to photograph/video their child.

A parent or guardian of a child, provided consent for Citipointe to photograph/video their child has not been withheld, must give consent for Citipointe to use a photograph/video of their child for any use of that image/video on social media or other public platforms.

Photographs or videos of large or small groups of children attending a Citipointe program or service may be captured by Citipointe and posted on social media or other public platforms, under the principles of Citipointe's Privacy Policy where the purpose

is for promotion of the program.

We do not photograph any child who has themselves asked not to be photographed.

We do not identify in writing the person/s in the photograph, unless express permission is granted by the parent for a specific purpose.

The child must not be photographed if they are positioned, dressed or acting in a manner that would be detrimental to their reputation.

The Media Manager of Citipointe is responsible for the use of official websites and social media or other public platforms associated with the Citipointe and the expected standards of behaviour.

Inappropriate usage of mobile phones or devices by a Leader or inappropriate conduct on social media or other public platforms which causes an offence to another person shall be dealt with immediately in a manner relative to the offence committed.

As far as it is practical, Citipointe will interact electronically with teenagers (13yrs - 17yrs) as a group and not as individuals, e.g. group emails, texts, social media or other public platforms.

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe, should not use any personal communication channels/devices such as a personal email account to communicate with a child without parental knowledge and only as permitted in paragraphs one or two of "Appropriate Boundaries" above.

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe, should not exchange personal contact details such as phone numbers, social networking sites or email addresses with a child unless necessary or unless such detail was exchanged prior to you commencing in your official role as permitted in paragraph one of "Appropriate Boundaries" above

Citipointe, nor Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe, are permitted to transmit, retrieve or store any communication that is: discriminatory or harassing, derogatory, obscene, sexually explicit or pornographic, defamatory, threatening, for any purpose that is illegal or

contrary to this code of conduct.

Citipointe, nor Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe, are permitted to send any electronic communication that attempts to hide the identity of the Kids or Youth worker or represent the sender as someone else.

Smoking, alcohol consumption and the use of medications and drugs

Citipointe is committed to maintaining a smoking, drug and alcohol free environment and Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe, acknowledge that the consumption, sale of or being under the influence of alcohol or illegal drugs while working with children (other than properly prescribed and administered drugs) will result in immediate removal from the position.

Smoking is not permitted in or around children.

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe, who attend to children while under the influence of alcohol or other drugs (including medications) may impair their judgement or impact on their performance and may be reported to the authorities.

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe, must never provide or allow a child to consume alcohol or illegal drugs.

Medications must be secured and not accessible by children.

Never administer any medication of any form without the permission of the parent or guardian.

Organisation standards

Kids and Youth workers, COM members, paid employees, including contractors and interns who work with kids and youth and any other person who works with children at Citipointe, must be trained in policies pertaining to bullying, discrimination and sexual harassment and expected standards of dress and attire.

Citipointe will not tolerate bullying from anyone. Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert). Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Citipointe does not tolerate discrimination or harassment or any kind. Harassment is defined as any unwelcome, offensive, belittling or abusive comment or action or where a person is treated less favourably because of their gender, age, marital status, being pregnant, race, ethnic origin, impairment, political conviction, family responsibility or family status. It is behaviour towards another person which is unwanted.

Kids and Youth workers are to dress in a manner that is fitting for the tasks they are volunteering in or wear any uniforms/shirts that the department asks them to wear. Shoes (not thongs) are to be worn at all times. Shorts are acceptable so long as they are not unsuitably short. Women should consider the tops they wear when there is a consistent need for being on the floor and bending over.

General Safety

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe must not put themselves or others in danger and must follow safe work practices and encourage others to do the same.

Kids and Youth workers must be familiar with the location of first aid kits and fire extinguishers and should know the identity of the first aid attendant in their area.

Kids and Youth workers must report all incidents and accidents.

Kids and Youth workers must comply with the requirements set out in any risk management plan for any activity or special event.

It is important to consider the general safety of children within the service environment and to be knowledgeable of the relevant policy.

Children may only access safe play spaces and equipment.

Ensuring that, where age and time and place are appropriate, Kids and Youth workers will engage with children to ensure they understand how to keep themselves safe and what to do if they feel unsafe.

Confidentiality of Information

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe must not disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless they are required to do so by Citipointe's policy and procedure on reporting.

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe must respect privacy and protect the confidential information of others.

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe must treat any suspicion, knowledge or disclosure of abuse with the utmost confidentiality. Apart from reporting it to the relevant authorities and to the HOD or Executive Team Member, you must not share the information with anyone else.

Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe must be familiar with the Citipointe Privacy Policy as to how we store information and who has access to it.

Citipointe is bound by law to keep confidential information on children for three years after a child has turned 18. Files are then kept indefinitely in case of a future allegation.

No Kids or Youth Workers, COM members, paid employees including contractors; interns who work with kids or youth; and anyone else who works directly with children at Citipointe may speak to the media about any child regarding any matter to ensure that the privacy of children is protected.

Specific Expectations to Protect Children from Abuse

All persons who work with children on behalf of, or in connection with Citipointe must:

- contact the police if a child is at immediate risk of abuse (telephone '000');
- adhere to the Child Protection Policy and all Working with Children policies and uphold Citipointe's statement of commitment to child safety at all times;
- listen and respond to the views and concerns of children, particularly if they are telling you that they are or another child has been abused or that they are worried about their safety/the safety of another child;
- not ignore or disregard any suspected or disclosed child harm or abuse.
- comply with all reporting obligations as they relate to reporting under legislation;
- raise concerns about suspected abuse with the Safe Church Liaison Office as soon as possible;
- record and act upon all allegations or suspicions of abuse, discrimination or harassment; and
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe;

All people involved in the care of children on behalf of Citipointe must not:

- ignore or disregard any suspected or disclosed child abuse;
- discuss sexual activities with a child;
- engage in any sexual contact with a child for any purpose;
- be in possession of sexually explicit printed materials (magazines, cards, videos, films, clothing, etc.) or electronic material;
- must not sleep in the same bed, sleeping bag, or tent with a child; and
- must not sleep in the same room with a group of children unless there is at least one other leader and they are doing so for supervision reasons e.g. Youth Camp.

REF: 8.4/1223

SCOPE: This policy applies to

- Committee of Management members (COM);
- paid employees including contractors;
- students and interns;
- all volunteers regardless of whether they work with children or not;
- anyone else who works directly with children at Citipointe; and
- church members, parents, guardians and visitors to our programs and activities.

For the purpose of this policy, the collective group of people who are responsible for working directly with children are referred to as 'Kids or Youth Workers'.

This policy applies to Citipointe programs and activities of all Australian Citipointe churches and its related entities, (Red Frogs and INO Projects Limited) both on and off its campuses.

APPROVALS: CITIPOINTE COMMITTEE OF MANAGEMENT

COMMENCEMENT DATE: 24 FEBRUARY 2009

LAST APPROVAL DATE: 13 DECEMBER 2023