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# Code of Conduct

Staff, Board & Committees

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## I. From the Board of Katoomba Christian Convention

Katoomba Christian Convention (KCC) is a Christian ministry that exists in order to see people's lives transformed by God through the preaching of His word. In His word, God commands His people to "be holy, because I am Holy" (1 Peter 1:16). This integrity of life is required of everyone involved in the KCC ministry. God's word must be a lived word (James 1:22). In His kindness, God does not leave His people without instruction for a holy life. His written word gives us guidelines and specifics of how, in the power of His Holy Spirit, we are to live.

We are acutely aware of how easily the KCC ministry, and the gospel of the Lord Jesus Christ, may be called into disrepute by our own sin. As fallen human beings we are all weak and liable to sin in thought, word and deed. At times, we consciously and wilfully enter into conduct that is disobedient. This conduct is displeasing to God, unworthy of Him and dishonouring to His Name. Each of us are in constant need of God's grace, mercy, and forgiveness as we continue to work out our salvation in fear and trembling (Philippians 2:12).

Given the ignorance of God's word (even among His people) and the many changes in our culture, it is naive to assume that every Christian will think alike concerning what is acceptable Christian conduct. Grounded in God's word as the final authority in matters of life and faith, this Code of Conduct seeks to clarify what is acceptable conduct for all people involved in the ministry of Katoomba Christian Convention. It seeks to ensure a common understanding of KCC's expectations. It is the hope, prayer and expectation of the KCC Board that every person engaged in the activities of this 120-year-old ministry will abide by this Code of Conduct and honour the Lord Jesus in every aspect of life.

Rod Walker

***Chairman***

on behalf of the KCC Board

## II. KCC: Our Vision, Mission & Values

### a. Vision

KCC's passion is to see our nation transformed by Jesus Christ through the powerful preaching of the Bible.

### b. Mission

KCC operates conventions that support churches by leading and modelling in the reformed evangelical faith and calling people to holiness in daily life through the prayerful and passionate expository preaching of the Bible.

### c. Core Values

- We teach the Bible with the express desire to ground individual disciples of Christ in the gospel and challenge thinking and life in the contemporary world.
- We intentionally work beyond denominational boundaries in achieving our mission.
- We are chiefly a volunteer organisation.
- We believe in the absolute sovereignty of God in all matters pertaining to life and faith.
- We are committed to God's mission in the world.
- We purposely design the whole convention program to enhance the centrality and understanding of God's Word.
- We select a balance of established and emerging Bible teachers.

### III. About KCC

KCC began in 1903 in Katoomba, in the holiday home of a Brethren couple, the Youngs. The first meetings of the convention were held in the children's playroom, and from there moved into a tent on the tennis court. As they grew, the meetings became established in the tradition of the Keswick Convention in the UK, with an emphasis in the Bible teaching upon the need for holiness in the life of every Christian. Our motto has always been Galatians 3:28, "**All One in Christ Jesus**". Our aim is to strengthen the church of our Lord Jesus by preaching the Scriptures in an uncompromising way, exhorting Christians to remember their true calling: to be set apart for God.

KCC moved to its present location in Katoomba in 1953 when the Deck family – who were strong KCC supporters – sold their 19-acre private landholding to KCC for just £1750. Our first auditorium was built in 1958. In 2000, the Clairvaux property was added (adjacent to the original site), and this forms our convention 'home' in the Blue Mountains.

Each year, over 1,000 volunteers make the KCC ministry possible. From those who help us with car parking or child-care through to our Board, over 50,000 hours of volunteer time is invested in the KCC ministry every year.

KCC presently runs six conventions – some in Katoomba and others in Sydney:

- **NextGen:** a program designed to train up youth and children's leaders in churches. This program is currently running online.
- **Katoomba Easter Convention (KEC):** A convention for all ages and families that offers the opportunity to celebrate Easter by taking time away and listening to God's word. KEC runs annually at Katoomba.
- **KYCK:** 4 x weekend conventions that encourage and challenge high schoolers to boldly live the Christian life. KYCK runs annually, three times in the April school holidays and once in the September school holidays.
- **Basecamp:** 1 x weekend (Katoomba) and 1 x day (Sydney City) conventions gathering men from every generation to hear from God and renew their strength to persevere as Christians. Basecamp runs annually.
- **OneLove:** 1 x day (Sydney City) convention that gathers women from across the generations and aims to teach and inspire them, and runs annually.
- **Oxygen:** 1 x 4 (week) day convention that refreshes and encourages those active in Christian ministry. Oxygen runs every 3-5 years.

## IV. Statement of Faith

Outlined below is our Statement of Faith. The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of KCC's faith, doctrine, practice, policy, and discipline, our Board is KCC's final interpretive authority on the Bible's meaning and application.

If you are unable to affirm this statement for any reason, then please speak to an appropriate KCC representative.

I believe in:

1. The divine inspiration, authority and sufficiency of the Holy Scriptures as all that is necessary for faith and life. (Psalm 19:7-11; 2 Timothy 3:15-17; 1 Peter 1:10-12; 2 Peter 1:20-21)
2. The unity of the Godhead with the distinction of Persons in that unity namely the Father and the Son and the Holy Spirit to Whom equal honour is due. (Genesis 1:2, 26; Deuteronomy 6:4; John 1:1, 2; 5:17, 22-23; 14:25-26; 16:7, 27, 28; Philippians 2:6; Hebrews 1:1-3)
3.
  - a) That the Son of God truly became man being begotten of the Holy Spirit and born of the Virgin Mary. (Matthew 1:20-25; Luke 1:35; John 1:14; Romans 8:3; Galatians 4:4)
  - b) That His death was a sacrifice to God and a turning away of God's wrath for the remission of sins. (Romans 4:25; 2 Corinthians 5:21; Hebrews 9:24-28; 10:12-14)
  - c) That He was raised bodily from the dead. (Matthew 28:5-7; 1 Corinthians 15:20)
  - d) That He ascended to the right hand of God and is now the all-sufficient High Priest of His people. (Mark 16:19, 20; Luke 24:50, 51; Acts 1:9; Ephesians 4:8-10; Hebrews 4:14-16; 7:25)
  - e) That He will come again to receive His people unto Himself and to consummate His Kingdom. (Isaiah 9:6, 7; Daniel 2:44, 45; 7:13, 14; John 14:3; 1 Thessalonians 4: 13-18; Luke 1:32, 33)
4. That in consequence of the fall of Adam, all mankind became "lost" and at "enmity against God"; that all mankind is also "without strength" to do the will of God. (Psalm 53:2, 3; Luke 19:10; Romans 3:19; 5:6; 12:19; 8:5-7)
5. The work of the Holy Spirit in regeneration, sanctification and assurance. (John 3:5-8; 16:8-11; Titus 3:4-7; 2 Thessalonians 2:13, 14; 1 Peter 1:2)
6.
  - a) That the justification of the sinner before God is by faith alone. (Romans 3:21-26; 4:4, 5; 5:1; Galatians 2:16)

- b) That every justified one is united to Christ and also born of God. (John 1:12, 13; James 1:18; 1 Peter 1:23)
  - c) That such new birth results in and is made evident by holiness of life and good works. (Ephesians 2:10; 4:24; Titus 3:4-8)
  - d) That holiness of life and good works are summed up in the law of love for God and neighbour. (Matthew 22:36-39; Galatians 5:14; James 2:8)
  - e) That love restricts sexual intimacy to the marriage union of a man and a woman for life to the exclusion of all others (Genesis 2:24; 1 Corinthians 6:9-20); and love values all human life as sacred and defends and protects it from conception through to natural death. (Genesis 1:26-27; Psalm 139)
7. a) That with the bodily resurrection and ascension of Christ and the sending of His Spirit, the resurrection age has begun. (Matthew 28:16-20; Acts 2:14-36)
- b) That through their union to Christ in the Spirit, believers participate now in the resurrection age by faith. (2 Corinthians 5:17; Colossians 3:1)
- c) That believers live also in this age of sin and death, and groan along with the whole creation as they wait eagerly for adoption to sonship, the redemption of their bodies. (Romans 8:9-23; 2 Corinthians 5:17; Colossians 3:1)
- d) That at the end of this age the dead will be raised either to life or to condemnation and that the blessedness of the righteous and the punishment of the unrighteous will be alike eternal. (Daniel 12:2; Matthew 25:46; 1 Corinthians 15:51-57; Acts 17:31; Romans 14:9-10; 2 Corinthians 5:10; Philemon 3:20-21; Revelations 20:11-15)
8. We believe that the true church is that which is gathered around Christ in heaven, and all who share in Christ are united in sitting under the authority of His Word irrespective of denomination or class group: "All One in Christ Jesus." (Ephesians 4:4-16)

## V. Code of Conduct

### a. Purpose

This guideline affirms KCC's belief in responsible social and ethical behaviour from all involved in the KCC ministry. This guideline clarifies the standards of behaviour that KCC expects from all employees, volunteers, speakers and others involved in KCC.

It also seeks to demonstrate Katoomba Christian Convention's commitment to the safety and welfare of children and vulnerable people. It seeks to inform staff and volunteers of their responsibilities and obligations as well as minimising the risk of abuse and misconduct.

### b. Principles

KCC is a Christian organisation that seeks to glorify God by proclaiming Christ through the organisation of conventions. The principles behind this code are biblically based and are called to be adhered to by all who belong to Christ.

### c. Policy

Our Code of Conduct applies to all paid staff, volunteers and anyone involved in the KCC Ministry and provides the framework of principles for conducting ministry as well as dealing with one another. Paid staff should recognise that the Code of Conduct does not replace legislation and should any part of it be in conflict, then legislation takes precedence.

Any person, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

KCC expects co-operation from all involved in the KCC ministry in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any staff member in breach of these guidelines may be subject to disciplinary action, including termination. Volunteers and others involved in the KCC ministry may be asked to step down from their position immediately. Any incidents of criminal activity will be reported to the police.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Executive Director.

These guidelines will be regularly reviewed by the KCC Board, and any necessary changes will be implemented by the Executive Director.

*i. Professional Conduct Guidelines*

- Hold firm to the Statement of Faith and avoid any behaviour (in thought, word or deed) that dishonours God.
- Obey God as he calls us to in His word and obey the law of the land.
- Act and maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of KCC information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration, grace and sensitivity in dealing with others.
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions that relate to your involvement with KCC. For paid staff, this will include lawful directions in the carrying out of your duties.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- Under no circumstances may employees offer or accept money.

*ii. Personal Conduct*

Katoomba Christian Convention (KCC) is a Christian ministry that exists in order to see people's lives changed by Christ through the preaching of God's word, by His Spirit, at conventions. It is a ministry that, in God's providence, has been fruitful for over 100 years. We both rejoice and tremble before God for such a privilege and responsibility.

As stewards of this ministry, we are keenly aware of the continued integrity of life before God required from all involved: "Be holy because I am Holy" (1 Peter 1:16).

We are aware of how easily this ministry, and the gospel of the Lord Jesus Christ, may be called into disrepute by our own sin. As fallen human beings we are all weak, and liable to sin in thought, word and deed every day. We each need God's grace, mercy and forgiveness as we continue to work out our salvation and be conformed to the likeness of His Son.

Yet even as God's children, we can at times consciously and wilfully enter into certain behaviours that are disobedient, displeasing to God, unworthy of Him and dishonouring to His Name. We can also permit these behaviours to continue in our lives until they become entrenched habits, routines and addictions. They may establish such a hold over us that alone we cannot defeat them. We require God's help together with the help of friends.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that in order to preserve the function and integrity of KCC as a Christian organisation, and to provide a biblical role model to KCC members and the community, it is imperative that all

persons employed by KCC in any capacity, or who serve as volunteers, agree to abide by this Code of Conduct indicated by their signature of the declaration at the end of this document.

By signing this document you declare that you are not involved in any behaviour that, if publicly exposed, would result in you:

- Becoming the subject of scandal or bad report;
- Being stood down from your position of ministry; and/or
- Facing charges and possible conviction from law enforcement authorities that are punishable by penal servitude or imprisonment;
- Bringing the gospel of the Lord Jesus Christ into disrepute.

Such behaviours may include (but not be limited to) such things as:

- Sexual misconduct, such as:
  - Marital unfaithfulness
  - Promiscuity
  - Addiction to pornography, including child pornography and production and/or distribution of the same
  - Sexual abuse
- Drunkenness
- Addictions to alcohol or other drugs
- Financial malpractice including failure to pay just debts
- Domestic violence - either verbal or physical
- Child abuse, including inappropriate pastoral conduct involving a child

## VI. Child & Vulnerable People Protection

### a. Introduction

Katoomba Christian Convention (KCC) affirms that everyone has the right to be emotionally and physically safe, respected, and have their views and opinions valued. Not only do we live in a country that legislates for people's safety, but God also calls His people to show appropriate care for children and vulnerable people who need to be protected (Ex 22:21-22, Deut 10:17-19, Jer 22:2-4, James 1:27).

We want all children and vulnerable people who participate in any KCC Programs to have a safe and fulfilling experience. Our policy has been developed to help us live out our biblical mandate and our responsibilities under Australian legislation.

In this document, 'Leaders' refers to KCC staff members and any volunteers over the age of 18 who, as part of their role, have face-to-face contact with children (including youth under the age of 18), vulnerable adults, and any other people participating in KCC ministries. 'Programs' includes KCC's conventions, events, camps and other activities.

In the document, "child" and "children" refer to children and youth under the age of 18 years, as well as vulnerable people over the age of 18 years.

### b. General Expectations of KCC Leaders

As stewards of this ministry KCC requires all leaders to have a personal Christian faith, which they seek to live out with their lives.

All Leaders have a duty of care towards program participants, ensuring that their safety, welfare, and wellbeing are maintained at all times.

It is necessary for Leaders to act with cultural sensitivity and in non-discriminatory ways towards all people, especially those people with culturally and linguistically diverse or indigenous backgrounds and cultural practices.

Leaders should also acknowledge and accept the extraordinary amount of trust granted to them by those who are taking part in the Program activities and their families, and by the wider community. Leaders should therefore commit themselves to ensuring that all their actions are morally upright in accordance with the teachings of the Bible.

Leaders are required at all times to act in the best interest of KCC and our delegates and never partake in any behaviour which could lead to harm or abuse.

### c. Defining Abuse

Child abuse falls into different categories:

- **Physical abuse** – the intentional or reckless use of physical force against a child that results in harm to the child's health, development, or dignity, or which has a high likelihood of resulting in such harm. It may also include the threat of abuse where the child reasonably fears it may occur.
- **Sexual abuse** – any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. This can include both sexual offences (a child-related criminal offence of a sexual nature) as well as sexual misconduct (conduct with, towards or in the presence of a child that is sexual in nature but is not a sexual offence).
- **Emotional abuse** – behaviour towards a child that is likely to damage a child's self-esteem or social competence.
- **Neglect** – behaviour by a person responsible for the care of a child (such as a parent, carer, or Leader if the child is in their care) that constitutes a failure to act in ways consistent with accepted community standards about what is necessary to meet the developmental needs of a child.
- **Ill-treatment** – the Children's Guardian Act defines ill-treatment as 'conduct towards a child that is unreasonable and seriously inappropriate, improper, inhumane or cruel.'
- **Grooming** - Grooming is intended to manipulate and control a child, their family and other support networks (including organisations and the community), with the intent of gaining access to the child, and obtaining their compliance and silence in order to avoid abuse being discovered. It does so by building trust and favouring some children over others in order to isolate and manipulate them.

### d. Signs of Abuse

All leaders should be vigilant in monitoring for signs of abuse. Please note that this is not an exhaustive list. It should also be noted that the presence of one of these signs alone may not indicate that the child is being abused. Leaders must consider other factors which may have resulted in one or more of these signs.

The signs and symptoms can include:

- **Emotional abuse** – low self-esteem, apathy, an over readiness to relate to anyone even strangers, unduly aggressive behaviour, withdrawn behaviour, high levels of distrust of other people.

- **Physical abuse** – bruises (especially face, head or neck), bite marks, burns and scalds, sprains or fractures; differing versions or unrealistic explanations of how an injury occurred.
- **Sexual abuse** – a level of sexual knowledge or sexual behaviour that is inappropriate for their age, desire for either contact or distance inappropriate to the child's age, self-harming behaviours, social isolation, a sudden onset of soiling, wetting or other behavioural changes, attention seeking behaviour, disruptiveness, bullying, aggression, seeking inappropriate adult affection.
- **Neglect** – failure of a child to grow within the normally accepted pattern (e.g. the child is very small for their age or is lacking skills appropriate for their age), failure of a parent or guardian to provide adequate food, clothing, shelter, medical care and supervision, untreated injuries.

A child/young person may also tell a story, referring to someone else being abused. This may be an indicator that they themselves are being abused.

#### e. Behaviour of Leaders

There are certain behaviours that all Leaders should observe. When these behaviours are observed, it will greatly reduce the likelihood of inappropriate behaviour and/or abuse occurring. Please note, that the age of individuals is recognised as one of the determinants in deciding what is acceptable and unacceptable behaviour.

##### i. Stay where others can see you

The core to leading safe ministries is to always be within eyesight of other Leaders. Incidents of abuse are much less likely to happen when there are other people around. This is especially true with children. Never be alone with a child and never allow other people to be alone with a child.

Two or more Leaders should be present whenever an individual child is being supervised or cared for. Where this is not possible, it should be done in a space which can be observed easily by others.

Leaders should never provide one-on-one care with members of the opposite sex.

##### ii. Appropriate physical contact

Physical contact is primarily for the purpose of assisting or comforting a child for a short period of time. Leaders should not continue physical contact for longer than necessary to achieve this purpose. All physical contact should be in the open, able to be seen by others and sought out or initiated by the child.

It is important that Leaders understand what type of physical contact is, and is not, appropriate for the ministry they're doing and that they model appropriate behaviour to program participants.

**For children under 3 years:**

- Hand-holding to reassure or to guide
- Offering open hugs (placing one arm around the child's shoulders) to welcome or comfort a child
- Short periods of carrying, sitting on one's lap, rocking, rubbing or patting backs to comfort a child who is distressed
- Sitting on one's lap to check discomfort or ill health
- Sitting beside a leader to read a book
- Necessary touching of genital areas while changing a nappy
- Nappy changing should only be performed by an experienced female Leader and always with another leader present.
- Appropriate touch to administer first aid or assist with personal hygiene, for example, changing clothes or blowing noses
- If assistance with toileting is required for anyone over the age of 3, an appropriate safety plan should be developed and implemented.

**For children 3-5 years:**

- Reciprocating an open hug initiated by the child (with space between you)
- Placing arm around shoulder and giving a gentle squeeze from the side
- Patting backs
- Hand-holding to reassure or guide
- Sitting beside a leader to read a book
- Sitting on a female leader's lap to check discomfort or ill health
- Carrying for a short period to reassure if hurt or facilitate separation from a parent (providing the child wants to be held)
- Holding firmly across the upper arms to restrain or prevent injury.

**For children aged 5 years or above:**

- Reciprocating an open hug initiated by the child (with space between you)
- Placing arm around shoulder and giving a gentle squeeze from the side
- High fives
- Holding firmly across the upper arms to restrain or prevent injury.

**iii. Non-appropriate physical contact**

No one is to be touched in a way that could be considered provocative or sexual. This includes wrestling, tickling, patting, pinching, frontal hugging, kissing, sexual or offensive hand or body gestures, and physical touch anywhere except in what is accepted as the safe area between the shoulder and elbow (excluding circumstances listed above).

Leaders will respect a child's feelings and privacy when engaging in physical contact of any kind.

When playing games that involve physical contact, carefully consider how to reduce the chance of unsafe or inappropriate contact between participants and well as with Leaders.

#### **iv. Physical restraint**

Leaders are allowed to physically restrain a child only if he/she is physically endangering other children, other Leaders, or themselves. In such cases, leaders should use the least force needed for the least time possible, to re-direct the child in order to remove the danger to themselves and/or others. When restraining a child, gentle force should be applied to the upper arms from behind. An incident report must be completed for any occasions of restraint outlining the circumstances, parties involved and the details of the restraint.

#### **v. Appropriate verbal interactions**

As a Leader, you need to consider how you interact with others, both verbally and non-verbally. Leaders must:

- Avoid all crude language and sexually explicit jokes as these can be offensive and inappropriate.
- Avoid all flirtatious language both verbally and non-verbally as these could be interpreted as advances, grooming or predatory.
- Not bully, prank, intimidate or humiliate any person.
- Not use culturally insensitive language.
- Be careful discussing overly private matters outside the scope of your ministry.
- Be very careful about offering advice and suggestions, as these can be heard as instructions. People often give Leaders great influence over their lives.
- Never use your position of authority to achieve their own personal gain.
- It is often difficult to distinguish between 'harmless fun' and 'harmful fun'. Below are three guidelines to discern appropriate behaviour:
  - Will my words/actions in any way impinge upon the achievement of KCC's Program objectives?
  - Will my words/actions pose a risk to anyone's safety (physically, emotionally, spiritually)?
  - Has my Program Leader or KCC representative consented to my actions?

#### **vi. Appropriate external contact**

KCC does not permit any personal contact with a child or youth after the Program. This includes, but is not limited to, face to face contact, contact through telephone calls, SMS text messaging, emailing, social media and over the internet. Social media includes, but is not limited to, Facebook, Twitter, Instagram, TikTok, Snapchat, blogs etc.

The only exception would be if a Leader has a prior existing relationship with the child, e.g. the child is a family friend, or a member of their church. In such a case any interaction would be in accordance with the parameters agreed to by the parent/church and is outside of the jurisdiction of KCC. Such relationships should be disclosed to the Program Leader.

Should contact be required after the conference for follow up, parental permission must be obtained first and contact details will be supplied via the KCC office. Leaders must not seek contact details directly from a child.

KCC does not permit Leaders to take pictures which show the face of a child/ren who are attending a KCC program. No such pictures are permitted to be posted to social media except with prior written permission by the KCC Office.

#### **vii. Concerning behaviours**

Concerning behaviours are behaviours that on their own may not constitute abuse, but together may indicate a pattern of behaviour that poses a risk to the safety of children.

These include:

- being alone with a child;
- showing favouritism to one child over others;
- asking a child to keep something secret from their parents;
- contact with a child outside of the program;
- having conversations about hurting a child with other adults.

#### **viii. Confidentiality**

All staff members, volunteers or other persons involved in the ministry of KCC must ensure they do not communicate any of the following items, in any form:

- Confidential information relating to KCC;
- Material that violates the privacy or publicity rights of another party;
- Information (regardless of whether it is confidential or public knowledge) about clients, business partners or suppliers of KCC without their prior authorisation or approval to do so.

Confidential Information includes any information in any form relating to KCC and related bodies, clients or businesses, which is not in the public domain. This includes, but is not limited to, information relating to delegates, speakers, financial details or reports, and other internal information otherwise available to you due to your relationship or involvement with KCC.

#### **f. Procedures for Leaders**

Supervision must be provided for children at all times. Leaders must never leave a child alone in a room.

Leaders should never transport program participants in their car. The only exception to this is in the case of an emergency. Even in such a case, the Leader must not be alone with a child, there must be another Leader present and parents must be notified immediately.

Leaders will have the right to refuse entry to any child at check-in due to:

- Illness or questionable symptoms;
- Behaviour that endangers other children;
- The room being closed because of the Leader-to-child ratio is at capacity or anything else that might impair Leaders' ability to maintain a safe and secure environment.

Leaders will contact the designated First Aider for any illness or injuries that require treatment.

All children should be signed into the program as soon as they arrive, to ensure that only registered children attend the program and to provide an accurate number of children who are present at the program.

Children under the age of 12 must not be allowed to leave the program without being signed out by an authorised adult. Children aged over 12 years may sign themselves out of a program, unless requested otherwise by their parent/guardian.

Leaders have an obligation to ask people who are not registered volunteers or KCC Staff to leave the vicinity of the program. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

Leaders should make themselves aware of the KCC Convention emergency procedures, first aid responses and other policies and procedures which are outlined in the KCC Site Induction presentation.

#### **i. Providing safe environments**

To provide for and maintain a safe community for our children where they may grow as followers of Jesus, KCC will ensure that our programs and events are safe and appropriate for those attending. Careful consideration will be given to things such as the activities chosen, the venue, safe ratios of supervision, appropriate child toileting practices, transportation, work health and safety, parental or guardian permission and confidentiality of records kept.

Program Leaders should employ scheduling procedures and Leader/child ratios that optimise safety. The Leader/child ratio for school aged children is two Leaders for every ten children. Once the ratio is met, additional children should not be accepted into the program until additional Leaders are added.

Program Leaders will ensure that inexperienced Leaders work with a more experienced Leader when caring for a child.

Program Leaders will ensure that:

- First Aid Kit Contents are always stocked, easily located and accessible.
- Fire extinguishers are easily located and accessible.
- Emergency exits are clearly illuminated and within sight.

- Clear and easily accessible Evacuation Plan.
- KCC equips Leaders on how to evacuate children and vulnerable people safely in case of an emergency.

## ii. **Appropriate toileting procedures**

Toileting assistance is only provided for children under Preschool age, e.g. in the Tiny Tots, Mini Mites and Keenites programs (aged 0-3 years) at Katoomba Easter Convention. Children in Preschool and above programs are required to toilet themselves. Should a child of Preschool age or above require toileting assistance, permission prior to the event must be sought in writing, approved by the KCC Office, and a safety plan put in place.

Where assistance is required, leaders should provide the minimal amount of assistance needed to ensure that hygiene standards are maintained.

Any child who requires adult assistance in using the toilet should be accompanied by two Leaders either of the same gender as the child, or female. When assistance is requested by the child, this should be done discreetly with the door open, and within the view of the second Leader whilst maintaining privacy as much as possible.

If it is necessary to change the clothing of a child who has had an “accident”, this should be done in the presence of two Leaders (preferably females) and performed in a discreet area to provide privacy to the child.

Nappy changes shall be undertaken using the following practices:

- Nappies are to be changed in an area specifically set aside for this purpose.
- The area must be effectively cleaned before and after changing of a child's nappy.
- Nappy changes must only be performed by female Leaders who are experienced at nappy changing.
- Leaders should dispose of nappies appropriately and hygienically as well as make a record the contents of the nappy for parents if desired.

Do not send children to the bathroom by themselves.

Children in Infants or younger, should be accompanied by a Leader and at least one other child. Where possible, Leaders should try to take a group of children to the toilet (so the Leader is not left alone with a child). Leaders should set an example by protecting their own privacy in the bathroom and should not take the opportunity to also go to the toilet whilst with the children.

Children of Primary School age or above should be accompanied by at least one other child.

When toilets are shared by adults and children, the following procedure will be in place:

- The Leader shall notify another Leader that they intend to use the toilet.

- The Leader shall ensure that no children are in the immediate area of the toilet prior to accessing the toilet facilities.
- The Leader shall lock the entrance to the toilets. If this is not possible then another leader shall be positioned outside the toilet to notify children that a Leader is using the toilet and that they cannot be accessed at this present time by children.
- During sign in/out, toilets are only to be accessed by parents if they are located in an area that is not currently accessible to the children who are at the program.

### iii. **Appropriate behavioural management**

All Leaders are responsible for providing a loving, respectful, and orderly atmosphere in which all children can learn, play and interact with others. This atmosphere should be maintained by:

- Being prepared beforehand;
- Giving clear behaviour expectation;
- Providing children with choices within tasks;
- Verbally encouraging positive behaviour;
- Prompting children as to what they need to/should be doing;
- Giving transition warnings (e.g. 5 minutes till we swap activities);
- Rewarding appropriate behaviour;
- Limiting instructions to one at a time;
- Maintaining neutral communication, avoid yelling;
- Avoiding power struggles with children;
- Proactively directing children towards acceptable activities;
- Helping children to feel heard and to express their needs in appropriate ways.

When children act in ways that fall outside the realms of acceptable behaviour, it is important that there are consistent and clear consequences. The consequences should be constructive (rather than a punishment) and proportionate to the risk posed by the behaviour.

Acceptable means of redirecting inappropriate behaviour may include:

- Correcting the child verbally;
- Redirecting the child to another more suitable activity;
- Withholding a certain privilege or activity for a brief time;
- Non-exclusionary time out, i.e. the child or youth is given time out due to the occurrence of a challenging behaviour. The child cannot participate but remains in the same room and can observe what is happening but not participate.

All correction should be discreet, immediate and consistent. A child should never be removed from the room or taken out of the sight of other Leaders. Leaders should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children. Leaders should talk through the behaviour with the child and help them to find more appropriate ways to meet their needs.

If a child's behaviour is uncontrollable or the child does not respond to the acceptable means of redirecting indicated above, a Leader should involve the Program Leader, who may choose to contact the parents.

If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or displays a pattern of misbehaviour, the child's parents should be immediately contacted and the child removed until the parents can collect them. The KCC Safe Ministry Supervisor should also be contacted.

Leaders are strictly prohibited from using any form of corporal punishment such as slapping, kicking, punching, spanking or hitting. Such actions are illegal and will be reported to police.

Leaders are allowed to physically restrain a child only if he/she is physically endangering other children, other Leaders, or themselves. In such cases, leaders should use the least force needed for the least time possible, to re-direct the child in order to remove the danger to themselves and/or others. When restraining a child, gentle force should be applied to the upper arms from behind. An incident report must be completed for any occasions of restraint outlining the circumstances, parties involved and the details of the restraint.

#### **iv. Appropriate program spaces**

Children who participate in KCC Programs should have a safe and fulfilling experience. Leaders should ensure Program spaces are clean, safe to use, and minimises the chance of abuse and risk of harm. When programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room. As stated above, incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations.

Program Leaders should ensure Program spaces appropriate for those who are attending. This includes the venue, safe ratios of supervision, appropriate child toileting practices, transportation, workplace health and safety, parental or guardian permission and confidentiality of records and information.

Program Leaders will obtain appropriate information relating to the Program participants, including children's health and family situations, to ensure that they are able to care for their physical and emotional needs.

### **g. Risk of Harm (Abuse) Reporting**

#### **i. Responding to allegations of risk of harm (abuse) and misconduct**

KCC requires the reporting of any suspected misconduct or abuse by Staff, Leaders, Volunteers and anyone who is connected with our programs. All Leaders should understand that they have an obligation to report another adult who poses a serious risk of abusing a child, as well as to reduce or remove the risk, and that not doing so is a criminal offense.

Leaders may find themselves in situations where they suspect (or observe) a child is experiencing abuse. In situations where a child makes a disclosure of abuse, Leaders will take appropriate care to listen and support the child without passing judgement, being dismissive or promising to keep secrets. Leaders may also observe or reasonably suspect another Leader, Team Leader or KCC Staff member is acting outside this Code of Conduct or in an otherwise inappropriate manner.

All Leaders and Team Leaders should provide information about any report disclosures or suspicions of abuse and/or significant risk to a KCC Safe Ministry Supervisor immediately via their Team Leader. The KCC Safe Ministry Supervisor will follow the KCC Safe Ministry Incident Response Process.

Leaders must not undertake any investigation into the disclosure or report themselves. All disclosures, incident reports or complaints about persons of concern will be handled by the KCC Safe Ministry Contact.

Leaders will not contact or disclose any information about the report, or about their concerns to people other than their Team Leader or KCC Safe Ministry Supervisor, this means Leaders should not discuss their concern with:

- The victim's parents or close family
- The accused perpetrator
- Other Leaders, Team Leaders or KCC Staff

If there is reason to suspect a child is in immediate risk of significant harm, the Leader should contact the Police immediately and then contact the Safe Ministry Supervisor and may also contact the Team Leader.

KCC will endeavour to respond quickly and appropriately to all reports and will use a child focused approach when dealing with any reports that are made.

Any Leader, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. Details of those reporting abuse will be kept private and confidential. All reports will be dealt with in a timely and confidential manner.

The Safe Ministry Contacts will respond to all reports by following the Safe Ministry Incident Response Process. Any incidents of criminal activity (including child-to-child, adult-to-child and adult-to-adult) will be reported to police. Any incidents of child abuse will be reported to the NSW Government according to the Online Mandatory Reporter Guide. The insurer of KCC and the State Ombudsman may also be advised of any allegations of abuse. In certain incidents (as outlined in the Response Process) the Safe Ministry Contacts will appoint an Independent Ministry Investigator to explore allegations of inappropriate behaviour.

## ii. Responding appropriately to child disclosures

When responding to complaints of child abuse (or any other concerns), it is important that the process is child focused, meaning that the needs of the child are the priority.

- Stay calm and believe the child. Make sure that the needs of the child are the priority.
- Do NOT make any promises, e.g. “I won’t tell anyone”, “I’m going to fix this”.
- Do NOT ask ‘leading questions’, e.g. “Did they....?”
- Your job is to listen to the child, not to investigate the situation.
- Do NOT contact the person suspected of inflicting abuse or the parents.
- Do NOT speak about this to anyone other than the Team Leader, KCC Safe Ministry Representative, or appropriate government authorities. Any other conversations about the matter may violate the privacy of that child.
- Write down the details of the conversation straight away in as much detail as possible.
- Report ALL incidents or concerns immediately to your Team Leader who will contact the Safe Ministry Representative. They will follow the KCC Safe Ministry Incident Response Process and work with you to complete a report.

## h. Safe Ministry Contact Details

### KCC Executive Director

Jonathan Dykes

jonathan.dykes@kcc.org.au

p: 1300 737 140

### Safe Ministry Contact

*Events Manager, KCC*

Mary Jung

mary.jung@kcc.org.au

### Safe Ministry Contact

*Operations Manager, StayKCC*

Michael Mallin

michael.mallin@kcc.org.au

## i. Screening and Training of Leaders

KCC requires all Leaders (including Program Leaders and Staff) to undergo a full screening and training process as outlined below.

### i. Screening

- KCC requires all Leaders to affirm they have read and understood the KCC Children and Vulnerable People Protection Policy.
- KCC requires all Leaders to commit to the KCC Code of Conduct (which includes affirming the KCC Statement of Faith) and behave as followers of Jesus and be willing to be held accountable for their behaviour.
- KCC requires all Leaders to show their current photo identification to prove their identity.
- KCC will contact (at least) two referees for each Leader to ensure the Leader is of godly character, that the Leader has not previously been accused of abuse, and that the Leader is considered appropriate to work around children and vulnerable people.
  - One referee must be someone who identifies as a Pastor/Minister/Elder/Warden of the Leader for a minimum of 12 months.
  - One referee must be another Christian person not related and who has known the Leader for a minimum of 12 months.

- KCC will verify the NSW Working with Children Check status of any Leaders working with children & youth. Only those so verified as suitable will be allowed to be a Leader of children and youth at KCC Programs.
- Under no circumstances will a Leader with a criminal record of child abuse, molestation or similar offences be allowed to be involved in children's or youth ministry.
- KCC will re-screen all Leaders each year they volunteer and records of recruitment will be kept on file.

## **ii. Training**

- KCC will brief all Leaders with a Site Induction Plan and the KCC Convention Emergency Procedures and Emergency Manual appropriate for their Program each time it is run.
- KCC requires Program Leaders to have completed an appropriate Safe Ministry Training course within the previous 2 years.
- KCC may require some Program Leaders to complete additional training such as an external Safety Management Training if their Program is deemed to require it.

## **j. Regular Reviews of Processes and Procedures**

The KCC Executive Director is responsible to ensure this policy and the Incident Response Process is implemented, maintained, and reviewed every two years or as required.

KCC will perform regular debriefs and reviews of KCC programs to see where we can improve. We welcome any questions or comments about this policy and the ways in which we carry it out.

This policy is in accordance with the Children and Young Persons (Care and Protection) Act 1998 No 157.

## VII. Confidentiality & Use of Social Media

KCC expects its staff, volunteers and others involved in the ministry to maintain a certain standard of behaviour when using social media.

'Social media', for the purposes of this policy, refers to all internet-based publishing technologies. Most forms of social media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of social media include, but are not limited to, social or business networking sites (e.g. Facebook, LinkedIn), video and/or photo sharing platforms (e.g. YouTube, Instagram, Snapchat, TikTok), business/corporate and personal blogs, micro-blogs (e.g. Twitter), chat rooms and forums.

### a. Representing KCC on Social Media

No staff member, volunteer or other person involved in the ministry of KCC is to engage in any form of social media as a representative, or on behalf of, KCC unless they first obtain written approval by the Executive Director and perform such tasks in compliance with KCC's Social Media Procedures Document.

If any staff member, volunteer or other person involved in the ministry of KCC has been directed to contribute to, or participate in, any form of social media related work, they are to act in a professional manner at all times, publish only what has been approved by the appropriate KCC contact, and in the best interests of KCC.

Please do not make comments on social media or networking sites, write or contribute to a blog and/or comment on other people or business blogs for and on behalf of KCC unless prior written approval is gained from the Executive Director.

### b. Confidentiality

KCC staff members, volunteers and other persons involved in the ministry of KCC must ensure they do not communicate any of the below on social media or online:

- Confidential information relating to KCC or its delegates, volunteers, partners or suppliers;
- Material that violates the privacy or publicity rights of another party;
- Information (whether confidential or public knowledge) about delegates, volunteers, partners or suppliers of KCC without their prior authorisation or approval to do so.

## VIII. Workplace Health & Safety

### a. Policy

KCC will, as far as practicable, provide a safe work environment for the health, safety and welfare of staff members, volunteers or other persons involved in the KCC ministry, as well as members of the public who may be affected by our work.

To do this, KCC will:

- Develop and maintain safe systems of work, and a safe working environment
- Consult with staff and volunteers on safety
- Provide information and training for employees
- Remove unacceptable risks to safety
- Provide staff members, volunteers or other person involved in the ministry with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

Ultimately, everyone is responsible for ensuring health and safety when working at KCC.

All persons responsible for the work activities of others are accountable for:

- Identifying practices and conditions that could injure staff members, volunteers, and members of the public or the environment
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager.

KCC demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all those involved in the KCC ministry.

## IX. Grievance Policy

### a. Policy

KCC recognises that despite our efforts to work well in partnership, act at all times in Christ-like ways, and observe the agreed KCC Code of Conduct, there will be situations where a KCC staff member or volunteer may have a grievance with another KCC staff member or KCC volunteer. We read of such disputes and difficulties between believers in the New Testament (Acts 15:39, Phil 4:2ff). Therefore, we should not assume that such issues will not arise within our ministries despite our best intentions. Our ideal is unity and peace between brothers and sisters in Christ as we labour in the Lord (Ps 133:1).

This policy sets out briefly how KCC will handle any such grievances. It is informed by the Scriptures (particularly the principles outlined in Matthew 18:15-17), in keeping with our core values.

1. In any dispute or grievance, the individuals directly involved ought discuss the question, dispute or difficulty with one another as soon as practicable as brother or sister in Christ (Matt 18:15). It is far better to have matters resolved quickly if possible. The Christian virtues of humility, repentance, forbearance, love, generosity, forgiveness and justice ought to drive our responses in reconciling differences (Matt 18, Eph 4:1-3, Gal 5:22-23).
2. If the initial discussions do not result in a settlement, the question, dispute or difficulty will be referred to the Executive Director or the Chairman of Board in keeping with the model from Matthew 18 of asking an elder or someone in authority to help mediate. The Executive Director/Chairman of the Board will endeavour to resolve the matter between the parties if possible, ideally by all parties meeting together. Parties to the dispute are welcome to have a support person present for these discussions.
3. If this attempt at resolution does not result in a settlement of the matter, the matter will be considered by the Board at the request of either party. The complaint or grievance must be made in writing and given to the Chairman of the Board. If the dispute involves a Director or Board member, the Complainant can ask that the dispute or grievance be heard and resolved with reference to an independent outside mediator (e.g. Peacewise or Resolve Counselling). This formal written complaint must be received by the Board or mediator within three (3) months of the initial raising of the question, dispute or grievance between the parties. The written complaint must also be given to the other party involved.
4. KCC will make its best endeavours to finalise the report of the mediator and/or the deliberations of the KCC Board within three (3) months of receiving the written complaint. The determination will be provided in writing to the parties involved. The Board will consider the dispute in light of the KCC Code of Conduct.
5. All investigations and outcomes will be confidential and disclosed only to necessary parties at the discretion of the KCC Board.

## X. Declaration

*For all Volunteers, Speakers, Special Guests & Staff to sign and return to the appropriate KCC representative.*

You have been invited to be involved in the ministry of Katoomba Christian Convention (KCC) as a volunteer, speaker, special guest or to be employed as staff. We thank you for your willingness to serve the Lord Jesus Christ and us in this way and ask that you read and sign the following Declaration. This is a non-negotiable requirement for involvement with KCC in the capacities listed above.

We ask for your honesty before God, in considering your response.

If you are unable to sign this declaration, we ask that you please decline KCC's invitation for involvement or offer to withdraw from your involvement.

If you are unable to sign due to any issues relating to the Code of Conduct, particularly in the area of personal conduct, we also want to encourage you in the strongest terms to begin to seek help immediately by talking to one person you can trust with this confidence and asking them to begin helping you.

In the absence of any such help we encourage you to contact Jonathan Dykes (Executive Director) in this capacity, in the knowledge that any information shared by you will be dealt with in the strictest confidence.

I, \_\_\_\_\_, the undersigned, hereby declare that I have read and agree to abide by the KCC Code of Conduct in full, including the Statement of Faith, Code of Conduct, and Children and Vulnerable People Protection Policy.

I also commit to:

1. Treating all people with respect and value, without favouritism, acting and speaking in ways that are inclusive and not discriminatory.
2. Protecting children and vulnerable people by reporting any concerns or suspicions immediately to the KCC Safe Ministry Supervisor.
3. Following the outlined guidelines for appropriate physical contact, verbal interactions, external personal contact and behaviour management.
4. Ensuring that another adult is present or within eyesight when I am with a child or vulnerable adult.
5. Working to ensure KCC Program spaces and activities are safe by following policies and procedures relating to Workplace Health and Safety.
6. Submitting to disciplinary steps if I am found to have violated these commitments or act in an otherwise inappropriate or illegal manner.

*(continued on next page)*

Further, by signing this declaration I make the commitment to inform the Chairman of the KCC Board and/or the KCC Executive Director if:

- Any conduct in conflict with those outlined in the Code of Conduct were to begin at any time, and/or
- I no longer believe any part of the Statement of Faith.

**Declaration**

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

Signature: \_\_\_\_\_

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