SAFE SPACES SAFEGUARDING POLICY

Safe Spaces Safeguarding Policy

The Queensland Family and Child Commission (a statutory authority of the Queensland Government) requires all Child Safe Organisations to develop and implement a
Child Safety and Wellbeing Policy.

This Safe Spaces Safeguarding Policy (hereinafter referred to as "the Policy") is the official Child Safety and Wellbeing Policy of Moore Park Baptist Church (hereinafter referred to as "the Church").

The Policy aligns with the requirements of the *Child Safe Organisations Act 2024* and the *Working with Children (Risk Management and Screening) Act 2000*.

Operational details can be found in the MPBC Safe Spaces Safeguarding Procedures and supporting documents.

Please note: As the Church has an annual turnover not exceeding $3 million, we do not fall into the category of complying with the Australian Privacy Principles.

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SAFE SPACES SAFEGUARDING POLICY

1. Context

The Church is committed to protecting the rights, safety, wellbeing, and cultural safety of Children. The continual implementation of this Policy by the Church Governance Group is required to ensure:

- a culture of safety which is maintained by the Church;
- that the Church is compliant with legislation relating to reporting harm and protecting Children; and
- that the Church meets its insurance requirements in the area of Children.

2. Purpose

Underlying this Policy is the acknowledgement that safe spaces begin and end with the knowledge that God's love is for all people. The Church is committed to the Biblical call to care for the vulnerable and acknowledges God's special concern for the poor, the marginalised and the oppressed. There are many biblical references to this call. We reference the following as a specific mandate from God to ensure safety and protection especially for Children in our community.

- "Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself." (Mark 12:30–31)
- "Learn to do right; seek justice. Defend the oppressed. Take up the cause of the fatherless; plead the case of the widow." (Isaiah 1:17)
- "Speak up for those who cannot speak for themselves, for the rights of all who are destitute." (Proverbs 31:8)
- "My command is this: Love each other as I have loved you." (John 15:12)
- "Let the children come to me, and do not hinder them, for the kingdom of God belongs to such as these." (Mark 10:14)
- "Whoever welcomes one of these little children in my name welcomes me." (Mark 9:37)

This policy should be read in conjunction with the Minimum Doctrinal Statement laid down in the *Constitution and By-laws of the Baptist Union of Queensland* and the doctrinal statement published in the Church constitution. Nothing in this policy should be interpreted or construed so as to conflict or deviate from the doctrines and tenets of faith of the Baptist Church as defined in these Statements.

With this in mind, the Church has adopted this Safe Spaces Safeguarding Policy to:

- provide a safeguarding framework to inform, guide and support the stakeholders who work with and participate in our ministries and activities; and
- fulfil our legal and insurance compliance obligations in relation to:
    - staff and volunteers engaged in working with Children; and

- reporting matters, including child sexual abuse, sexual misconduct and reportable conduct involving a child, to government authorities.

This Safeguarding Policy outlines the Church's commitment to comply with the 10 Child Safe Standards and the Universal Principle of Queensland's *Child Safe Organisations Act 2024*:

- **Standard 1 - Leadership and Culture** – Child safety and wellbeing are embedded in leadership, governance, and culture.
- **Standard 2 - Voice of Children** – Children are informed of their rights, participate in decisions affecting them, and are taken seriously.
- **Standard 3 - Family and Community** – Families and communities are informed and involved in promoting child safety and wellbeing.
- **Standard 4 - Equity and Diversity** – Equity is upheld, and diverse needs are respected in policy and practice.
- **Standard 5 - People** – Those working with Children are suitable and supported to reflect child safety and wellbeing values in practice.
- **Standard 6 - Complaints Management** – Processes to respond to complaints and concerns are child-focused.
- **Standard 7 - Knowledge and Skills** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep Children safe through ongoing education and training.
- **Standard 8 - Physical and Online Environments** – Physical and online environments promote safety and wellbeing and minimise the opportunity for Children to be harmed.
- **Standard 9 - Continuous Improvement** – Implementation of the Child Safe Standards is regularly reviewed and improved.
- **Standard 10 - Policies and Procedures** – Policies and procedures document how the Church is safe for Children.

The **Universal Principle** requires the Church, in implementing and complying with the Child Safe Standards, to endeavour to provide an environment that promotes and upholds the cultural safety of Aboriginal and Torres Strait Islander Children. The Church is committed to creating spaces where all Children including Aboriginal and Torres Strait Islander Children and other Culturally and Linguistically Diverse (CALD) Children feel culturally safe, welcomed, safe, valued, included, and respected.

3. Scope

This Policy applies to:

- **People Covered** – All Church Governance Group Members, Pastoral Leaders, staff, volunteers, contractors, visitors, parents, carers, and anyone else involved in Church activities;
- **People Protected** – Children; and

- **Settings and Activities** – All locations, programs and activities associated with Church sites, offsite events and excursions, online platforms, outreach ministries, and any partnerships involving children. This includes programs which may be required to conform with their own policy (such as Girls Brigade and Boys Brigade). Any third party (tenant or external party using Church property, not as part of a Church ministry) that provides services to children is not covered by this policy. However, such parties are required to provide the Church with a copy of their Child Safety and Wellbeing Policy at least annually.

4. Definitions

Blue Card – The card issued by Queensland Government's Blue Card Services after an application is received, verifying suitability for working with Children. A positive notice always accompanies a Blue Card approval. Where the term 'Blue Card' is used in this policy, it also refers to the positive notice issued by Blue Card Services.

Child/Children – A person/persons who is under the age of 18 years.

Child Safe Organisation – Any organisation required under the *Child Safe Organisations Act 2024* to follow the Child Safe Standards and the Universal Principle to keep children safe and well.

Church – Moore Park Baptist Church and all associated ministries, programs, services and activities conducted onsite, offsite or online.

Cultural Safety – An environment where Children from **all** cultures (including those from Aboriginal and Torres Strait Islander backgrounds) as well as their families feel safe, valued, respected, included, and able to participate in activities, programs and ministries.

Equity – Equity means treating people with fairness and compassion. It means removing barriers so that everyone, regardless of background or circumstance can belong and contribute. Equity creates an environment where thoughtful approaches and supports are provided so that Children feel safe, valued, respected, included, and empowered to participate in activities, programs and ministries.

Exemption Card – An Exemption Card is the equivalent of a Blue Card for teachers registered with the Qld College of Teachers and for Qld Police Officers. These individuals do not require Blue Cards when carrying out their professional duties and require an Exemption Card when performing roles beyond the scope of their regular duties.

Harm – Takes its meaning from the *Child Safe Organisations Act 2024*. Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how harm is caused. Harm can be caused by:

(a) physical, psychological or emotional abuse or neglect; or
(b) sexual abuse or exploitation.

Harm can be caused by:

(a) a single act, omission or circumstance; or
(b) a series or combination of acts, omissions or circumstances.

MPBC – used interchangeably with Moore Park Baptist Church.

Parent – A custodial parent or lawful guardian of a child.

Reportable Conduct – Takes its meaning from the *Child Safe Organisations Act 2024*. Reportable Conduct includes:

(a) a child sexual offence;
(b) sexual misconduct committed in relation to, or in the presence of a child;
(c) ill-treatment of a child (which is conduct towards a child that is unreasonably and seriously inappropriate, improper, inhumane or cruel);
(d) significant neglect of a child (note, neglect means a failure to meet the basic needs of a child that is deliberate or reckless);
(e) physical violence committed in relation to, or in the presence of a child; or
(f) behaviour that causes significant emotional or psychological harm to a child.

Safeguarding – Appropriate measures put in place to protect Children from harm.

Stakeholders – All people (other than staff or volunteers) who have contact with a ministry involving Children. These may include parents, carers, the participants themselves, visitors, and contractors to the ministry.

Trauma-Informed – An approach that recognises the impact of trauma and responds in ways that promote safety, empowerment, healing, and dignity while avoiding re-traumatisation.

5. Role Definitions

Refer to the Position Description of each role for more information.

Contractor – Refers to a person (paid or unpaid) engaged to provide services who may have contact with children.

Governance Group Members – Refers to leaders appointed by the Church according to its constitution as responsible and accountable to the Church members for the governance of the Church. Comprises the Diaconate, who assume responsibility for the administration and governance of the church, with respect to ACNC, Child safety, finance, Workplace Health and Safety etc; and the Eldership who assume the spiritual governance and oversight role at the church. The Eldership means the senior / solo pastor (ex officio) and Elders.

Head of Entity - For the purposes of the Reportable Conduct Scheme, the Head of Entity is assumed to be the Senior / Solo Pastor of the Church unless approval is obtained for another person (role) to act in this capacity. In the absence of the Pastor, the Church Secretary, and in the absence of both a designated Elder, will undertake this role.

Junior Volunteer (under 18 years) – Refers to volunteers under the age of 18 who have contact with Children under the supervision of an adult team member/ministry leader. Whilst they do not have the leadership responsibilities of an adult, it is important that there is appropriate screening, training and management.

Ministry Leader – Refers to the person (staff or volunteer) leading a ministry, program or activity which involves Children.

Parent Volunteer – Refers to a parent or legal guardian who volunteers in a ministry, program or activity involving Children in which their child also participates.

QB Pastoral Leader – Refers to an accredited Queensland Baptist Pastoral Leader, which may include Registered Ministers (inclusive of ordained or non-ordained and any subcategories of Registered Ministers on Special Services or Leave of Absence, Registered Ministers – Supervised and Registered Ministers Provisional); Retired Ministers (ordained or non-ordained); and Recognised Ministry Workers.

Safe Spaces Coordinator(s) – Refers to a person or people, (ideally two staff members or volunteers) appointed by the Church Governance Group to coordinate the Safe Spaces Team in practical implementation of this Policy under the oversight of the Church Governance Group. Safe Spaces Coordinators must report to the Head of Entity when a critical incident or Reportable Conduct incident occur.

Safe Spaces Team – Refers to a team of staff and volunteers appointed to assist the Safe Spaces Coordinator in implementing, monitoring and reviewing safeguarding systems, policies, risk assessments and training.

Team Member – Refers to both paid staff and volunteers who have contact with Children as part of Church ministries.

6. Policy

6.1 Child Safe Standard 1: Leadership and Culture

The Church Governance Group is committed to cultivating a culture of safety, ensuring that all individuals involved in or attending the Church are safe and free to grow in their relationships with God and others. The Governance Group is responsible and accountable for cultivating a culture of child safety and cultural safety within the Church.

SAFE SPACES SAFEGUARDING POLICY

6.1.1 Statement of Commitment

Moore Park Baptist Church believes it is important to respect and treat everyone as unique individuals created by God, and to give special attention to the care, protection and wellbeing of Children. This is our Statement of Commitment:

Our Church is committed to the safety and wellbeing of Children.

We believe all Children have the right to feel safe – culturally, physically, emotionally, and spiritually.

We acknowledge the essential role each elder, deacon, pastor, staff member and volunteer has in creating inclusive, respectful, culturally safe, and loving environments that promote equity, champion personal and spiritual growth, and foster a sense of belonging and acceptance.

We support Children in feeling safe, being respected, and having their voices heard. Our commitment is to ensure they feel a sense of belonging and recognise their value in the eyes of God and the Church.

We are committed to:

- Promoting a culture of child safety and wellbeing throughout the church.
- Listening to the voices of Children and ensuring their rights and dignity come first when we interact with them.
- Providing safe environments and ministries that are culturally safe, inclusive and loving to help foster connections and belonging.
- Ensuring we have a child safe safeguarding culture that resembles and represents Christ's attitude and approach.
- Having zero tolerance for any form of conduct that would amount to Reportable Conduct or that would Harm a Child.

  The Church is committed to fulfilling our responsibilities of the *Child Safe Organisations Act 2024.*

For more details, please see: *Guidelines for Statements of Commitment.*

6.1.2 Code of Conduct

We recognise that everyone is important to God, and therefore to us. All care is taken by the Church to provide a safe environment for all involved in our ministries. As well as a Code of Conduct for staff and volunteers, the Church has expectations for children, parents, carers and visitors whilst attending or interacting in our ministries.

These Codes of Conduct define expectations relating to standards of behaviour for all people involved with the Church and our ministries. These provide clear guidelines about what is

expected, the consequences of not meeting these expectations, and information on how to report inappropriate behaviour.

These Codes of Conduct will be:

- part of the selection and training process for working or volunteering at the Church;
- used to set expectations for cultural safety;
- visible to any guests or visitors participating in ministries or activities involving Children; and
- reviewed by the Church Governance Group and Safe Spaces Team on an annual basis.

For more details, please see: *Guidelines for Code of Conduct.*

Refer to the MPBC Safe Spaces Procedures and Supporting documents for our Codes of Conduct.

6.1.3 Governance Leadership

The Church recognises that strong governance is essential to child safety, wellbeing, and cultural safety.

This Safe Spaces Safeguarding Policy is approved by the Church Governance Group and provides a clear and consistent framework to guide and support all stakeholders who work with or participate in the life of the Church. The Church Governance Group will seek to achieve strong child safe safeguarding practices by providing leadership that is:

- **Christ-centred** – Following Christ's example of care and protection.
- **Safe and Legal** – Upholding the Church Constitution and complying with Government Legislative requirements.
- **Healthy and Well-led** – Having a clear mission of the Church and a strong commitment to Safeguarding.

The Church Governance Group will actively incorporate this Policy and its framework (including associated policies, procedures, guiding principles, and resources) into its broader decision-making to fulfil the obligations of the *Child Safe Organisations Act 2024.* Specifically, it will ensure the implementation of the 10 Child Safe Standards and the Universal Principle of cultural safety to ensure that child safety and cultural safety are foundational to the Church and our ministries.

The Governance Group and Safe Spaces Coordinator will continually consider and identify potential risks of harm to Children and implement safeguarding strategies to minimise these risks. Should a harm be reported, they will act quickly and ensure everyone knows their right to be safe and heard.

For more details, please see: *Guidelines for Governance Structure.*

6.2 Child Safe Standard 2: Voice of Children

The Church believes the safety and wellbeing of Children is enhanced when they are informed, heard, and respected in matters that affect them. Their voices are essential for creating trusted and welcoming spaces where they feel safe, valued and included. The Church must seek to implement age-appropriate and culturally safe guidelines, including with whom and how concerns can be raised.

The Church should create opportunities for Children to safely share feedback and participate in decision making that might strengthen child safety, cultural safety and inclusion as well as contribute to wider Church life. Staff and volunteers should be trained to listen well, recognise the risk of Reportable Conduct or Harm occurring, be culturally sensitive, and respond appropriately.

For more details, please see: *Guidelines for Hearing the Voices of Children.*

6.3 Child Safe Standard 3: Family and Community

The Church believes the safety and wellbeing of Children is strengthened and most effective when all stakeholders are informed, involved and working together.

The Church must ensure child safe safeguarding policies and procedures are easily accessible. Families, carers, and communities are encouraged to raise issues of concern and provide feedback on practices.

The Church seeks to partner with families, including Aboriginal, Torres Strait Islander and CALD families, to ensure child safe safeguarding reflects their perspectives and needs.

For more details, please see: *Guidelines for Engaging Families and Communities.*

6.4 Child Safe Standard 4: Equity and Diversity

The Church must provide safe environments that are inclusive, accessible and respectful to the unique needs of all Children.

The Church should collaborate with Children and their families/carers to understand their diverse needs. The Church should ensure staff and volunteers are trained appropriately to provide supportive, trauma-informed and culturally safe environments for them, including processes for speaking up if they feel unsafe or have a concern.

For more details, please see: *Cultural Safety and Equity Policy.*

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6.5 Child Safe Standard 5: People

6.5.1 Recruitment and Selection of Staff and Volunteers

The Church recognises the importance of recruiting staff and volunteers who have the right gifts, skills, and abilities to fulfill their roles. Whilst this is important for all roles in the Church, we especially acknowledge this importance with roles working with Children.

To ensure this, the Church must screen and train all staff, leaders and volunteers involved in any ministry, program or activity of the Church. All staff and volunteers are to be recruited, selected and inducted in accordance with the Procedure for Recruitment and Selection of Staff and Volunteers.

6.5.2 Compliance with Queensland's Blue Card Laws

The Church must ensure it has a clear procedure for compliance with the Blue Card System under the *Working with Children (Risk Management and Screening) Act 2000*. Unless a statutory exemption applies (e.g. for Parent Volunteers in some circumstances), all staff and volunteers involved in any ministry, program or activity of the Church who have contact with Children must hold a valid Blue Card (or Exemption Card). Governance Group Members must hold a valid blue card.

Before a staff member or volunteer commences in a ministry role with Children:

- the Safe Spaces Safeguarding Coordinator must sight the Blue Card holder's valid Blue Card (or Exemption Card), alongside additional identification;
- the Church must record the Blue Card (or Exemption Card) details and required information in the Blue Card Register; and
- all Blue Cards must be linked to the Church's Blue Card Portal.

The Church must regularly maintain the Blue Card Portal and Blue Card Register.

6.5.3 Management of Standards of Behaviour for Staff and Volunteers

The Church expects all staff and volunteers to uphold this Policy and the relevant Code of Conduct(s), which provide clear guidelines on expected behaviour when working with Children and the consequences of not meeting these expectations.

The Church also expects staff and volunteers to provide safe environments and follow the Guidelines for Creating Safe Environments. Any breaches of these standards will be dealt with under Child Safe Standard 6: Complaints and Concerns.

For more details, please see: *Procedure for Recruitment and Selection of Staff and Volunteers, Procedure for Compliance with the Blue Card Laws* and *Guidelines for Creating Safe Environments.*

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6.6 Child Safe Standard 6: Complaints and Concerns

The Church will respond to complaints and concerns about breaches of this Policy and the Code of Conduct, including any reports that Reportable Conduct or Harm has occurred or is suspected to have occurred, quickly and in accordance with the Procedure for Handling Complaints against Staff and Volunteers.

For the purposes of the Reportable Conduct Scheme, the Head of Entity is assumed to be the Lead Pastor of the Church unless approval is obtained for another person (role) to act in this capacity.

In addition, the Church must ensure the complaints process is child-focused, trauma-informed, culturally safe, and accessible.

Any complaints against Queensland Baptist Accredited Pastoral Leaders are to be reported and investigated according to the Queensland Baptists Ethical Issues Response Group Guidelines.

For more details, please see: *Procedure for Handling Complaints against Staff and Volunteers* and *Queensland Baptist Ethical Issues Response Guidelines.*

6.7 Child Safe Standard 7: Knowledge and Skills

The Church acknowledges the importance of providing initial and ongoing training and support to staff and volunteers.

6.7.1 Training and Knowledge

All staff and volunteers in contact with Children must undertake mandatory safeguarding training as part of their induction as well as annual refresher training. This includes training on definitions of abuse, reporting obligations, risk management, cultural safety, trauma-informed care and reporting, duty of care, record keeping, information sharing, positional power, transparency and accountability, and protecting vulnerable people.

The Safe Spaces Coordinator is responsible for ensuring that a training plan is set in place and there is adequate recordkeeping of training applied.

Our Church uses the Safe Ministry Check program for recordkeeping and delivery of training. Children's Ministry leaders are encouraged to participate in Safeguarding conferences and training delivered by external organisations such as the Brisbane School of Theology.

6.7.2 Support

The Church recognises that stakeholders may require support when dealing with issues such as behaviour management, racism, discrimination, conflict, bullying, child protection concerns, or breaches of this Policy. As such, the Safe Spaces Coordinator and Church Governance Group will ensure support is available.

The types of support that may be made available include:

- partnering with external support services (for example, external counselling services or cultural safety advisors);
- seeking guidance and advice from the Church's workplace health and safety officer(s);
- seeking guidance and advice from Queensland Baptists Safe Spaces Team or Professional Standards Officer;
- providing additional training;
- implementing mentoring or discipleship; or
- mediation or other conflict resolution techniques.

For more details, please see: *Procedure for Training and Support of Staff and Volunteers.*

6.8 Child Safe Standard 8: Physical and Online Environments

The Church takes a holistic approach to ensure that physical, spiritual, emotional, and online environments promote safety and wellbeing and minimise the opportunity for Children to be harmed. The Church should ensure feedback regarding child safety safeguarding matters is welcomed so that risks can be identified early and the appropriate improvements made.

The Church should ensure staff and volunteers are adequately trained to identify the early signs of risks, including risks in child-to-child and adult-to-child interactions.

6.8.1 Safe Physical Environments

- The Church will comply with Workplace Health and Safety requirements as well as consider the impact of the physical environment on the potential for risk especially to Children.
- If the Church property has any residential facility on or adjacent to the Church property that is under direct management and control of the Church (including private rental) then the Church will ensure that all regular adult occupants of that property hold a current Blue Card for the duration of their residence.
- The Church will consider whether any ministries it supports, including overseas ministries, have appropriate child protection policies in place. (If you are a charity this is a requirement under the Australian Charities and Not-for-profits Commission [ACNC] external conduct standards.)

6.8.2 Safe Spiritual and Emotional Environments

- The Church acknowledges and respects the diverse cultural, religious and family beliefs of each Child.
- The Church desires for all people to feel safe in any of our ministries. The Church will work with Children and parents or carers to help create supportive and inclusive ministries.
- It is important to us that Children feel safe at all times during our ministries. Should they feel unsafe at any point, there are clear guidelines in place as to who they can speak to.

6.8.3 Safe Online Environments

- The Church will promote safe online behaviour in any electronic communication.

- In accordance with the *Online Safety Amendment (Social Media Minimum Age) Act 2024*, the Church will not use social media platforms to communicate directly with children under 16 years of age.
- In accordance with current privacy laws, the Church will seek permission to use media (photos, media, etc.) in marketing and promotion and will ensure these remain the property of the Church and are used only within the law.
- The Church promotes the use of safe, approved applications for Children to learn, communicate and seek help.
- Families and carers are informed, in simple and culturally appropriate ways, about the Church's use of online platforms and safety tools.

For more details, please see: *Guidelines for Creating Safe Environments* and *Church Social Media Policy.*

6.8.4 Risk Management

a. Managing Persons of Concern

A Person of Concern as defined in *An Australian Baptist Response to Persons of Concern* is someone who:

- has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence;
- has been found to have sexually offended, arising through due diligence checks related to recruitment (screening);
- is currently charged with a sexual offence (including sexual misconduct);
- has been the subject of an allegation of a sexual offence or misconduct which has not been appropriately investigated in accordance with the relevant state association's procedures; or
- has been found to have received an adverse risk assessment conducted in accordance with the relevant state association's procedures that arises from sexual misconduct or repeated wandering across other people's sexual boundaries.

A Christian congregation can be one of the few places where Persons of Concern, as the recipients of God's forgiveness, can mix with a Christian community. However, that forgiveness does not mean immunity from temptation to re-offend.

Because the Church is committed to providing a safe space for Children, should a Person of Concern be identified within the Church, the Safe Spaces Coordinator and Senior Pastor, in consultation with the QB Professional Standards Officer, will assess and manage any person identified as a Person of Concern in accordance with *An Australian Baptist Response to Persons of Concern*.

For more details, please see: *An Australian Baptist Response to Persons of Concern.*

b. Risk Assessments and Management Plans

The Church will ensure that Ministry Leaders assess the risks and complete a Risk Management Plan in relation to any Children programs or activities undertaken at, for or with the Church:

- For regular activities, the assessment will be conducted at least annually and whenever there are significant changes in the program activities, attendance or location.
- For each high-risk activity or special event, the ministry leader will complete an activity specific risk assessment.

All Risk Management Plans in relation to any Children are to be approved by the designated deacon beforehand and communicated with the Safe Spaces Coordinator, relevant staff and volunteers to ensure appropriate safe standards are met.

The Safe Church Coordinator and ministry leaders will ensure that appropriate and reasonable precautions are adopted to address risks identified as part of a risk assessment. When considering what measures are appropriate, ministry leaders will consider the likelihood of an incident occurring, the seriousness of the consequences, and the difficulty of avoiding the risk.

c. Incident Management – Responding and Reporting

The Church is committed to providing a safe environment for all. Part of this process is ensuring that:

- incidents, whether potential or actual, are responded to in an appropriate way; and
- reporting and analysing occurs to ensure the incident does not happen again.

All incidents (including accidents and disclosures) whether suspected, perceived, potential or actual, will be managed through the Procedure for Responding to an Incident (Minor or Critical) and recorded on the Church's Incident Response Form.

For more details, please see: *Procedure for Responding to an Incident (Minor or Critical)*

6.8.5 Third Parties and Affiliated Entities

The Church will require any third party (tenant or external party using Church property) that provides services to Children to provide a copy of their Child Safety and Wellbeing Policy at least annually.

The Church will ensure that any affiliated entities (any entity or program that is, or is represented as, a ministry of the Church) comply with the *Child Safe Organisations Act 2024* and provide annual reports to the Church Governance Group regarding their Child Safety and Wellbeing Policy.

6.9 Child Safe Standard 9: Continuous Improvement

The Church is committed to continually strengthening our child safe safeguarding culture through regular reflection, learning and growth. The Church must review what is working well and where improvements are needed by listening to the voices of children, families, staff, volunteers, and trusted external stakeholders. Complaints, concerns and incidents should be analysed by the Safe Spaces Coordinator and Governance Group to resolve immediate issues and to identify patterns and systemic risks.

6.9.1 Reviews

a. Internal Review

The Church, through the Safe Spaces Team, will review this policy annually, using the *Checklist for Annual Internal Review* and seeking input from staff, volunteers and stakeholders to which the policy applies.

b. External Review

The Church may seek advice from and communicate with the specialised team available through QB Church Services in regard to:

- Any Child Protection Concerns – contact safesapaces@qb.org.au
- Any Safeguarding Policy advice and support – contact safespaces@qb.org.au
- Any complaints in regard to QB Pastoral Leaders – contact pso@qb.org.au
- Any knowledge of a Person of Concern within the Church – contact pso@qb.org.au

6.9.2 Accountability

Governance Group members and Safe Spaces Coordinators are responsible for the continuous improvement and implementation of this Policy. The Church is committed to ensuring the progress of the implementation of this Policy:

- is continually measured and documented;
- is reported to the Church Governance Group Members and Church membership (e.g. at Annual General Meetings); and
- addresses immediately any systemic failures identified.

By doing so, the Church builds a culture that adapts to new challenges, strengthens inclusion, and prioritises the safety and wellbeing of all Children.

For more details, please see: *Guidelines for Continuous Improvement.*

6.10 Child Safe Standard 10: Policies and Procedures

The Church must ensure this Policy along with its associated policies, procedures and guidelines embed the 10 Child Safe Standards and the Universal Principle. The Church is committed to documenting our child safe safeguarding commitments in ways that are clear, practical, easy to understand and accessible.

6.10.1 Policies and Procedures

The Church is committed to ensuring all child safe safeguarding policies and procedures guide our daily decisions when interacting with Children. The Church should prioritise modelling best practice when meeting our legal and ethical obligations as a child-safe and culturally safe organisation.

The Church must ensure our Child Safe and Wellbeing Policy includes commitments to child safety, cultural safety, inclusion, and continuous improvement, which promote respectful, inclusive practices in our ministries involving Children.

6.10.2 Information Sharing and Record Keeping

The Church will comply with the recordkeeping requirements of the *Child Safe Organisations Act 2024*, the Blue Card system and with the Safe Spaces Recordkeeping Guidelines that are informed by the *Guiding Principles of the Queensland Baptists Data Retention and Destruction Policy* (Clauses 2.4 and 4.5).

The Church will retain records in alignment with the Safe Spaces Recordkeeping Guidelines. Staff and volunteers are trained to understand their responsibilities for accurate, timely and secure record keeping, including when information may need to be shared to protect a Child. The Church does this by:

- keeping records that contain, or may contain, sensitive information in a manner that protects confidentiality and will only be accessed by a limited number of authorised persons;
- holding hard copy records in a secure location with proper consideration of access and physical conditions;
- monitoring electronic records to ensure security and ongoing accessibility; and
- reviewing recordkeeping and information sharing processes regularly to ensure they remain effective for safeguarding children.

For more details, please see: *Recordkeeping Guidelines* and the *Church Privacy Policy*.*

**Please note: As the Church has an annual turnover not exceeding $3 million, it does not fall into the category of complying with the Australian Privacy Principles.*

6.11 Universal Principle: Cultural Safe Environments for Aboriginal and Torres Strait Islander people

The Church acknowledges the importance of cultural safety. We commit to creating safe spaces where children feel welcomed, valued, included and respected, while also supporting the safety of children from Aboriginal and Torres Strait Islander as well as from other Culturally and Linguistically Diverse (CALD) backgrounds.

In God's wisdom and love, our Heavenly Father appointed the Aboriginal and Torres Strait Islander peoples to be custodians of the land on which we live and worship. On this land, they met for generations, and we thank their leaders, past and present, for their stewardship of this land. As we now live together and minister together, we pray that God would unite us all in the knowledge of his Son, Jesus Christ, in whom and for whom all things were created.

For more details, please see: *Cultural Safety and Equity Policy.*

7. Related Policies, Procedures and Guidelines

- *Safe Spaces Safeguarding Policy:* Associated Policies, Procedures and Guidelines
- *Cultural Safety and Equity Policy*
- *Workplace Health and Safety Policy*

8. Responsibilities and Review

- Church Governance Group – Review and recommend the policy, instigate an annual audit to ensure compliance, and oversee effective implementation of these processes.
- The Church – Approve and adopt the policy.
- Safe Spaces Coordinator and Team – Manage the practical implementation of the Safe Spaces Safeguarding Policy and conduct an annual audit and review.

9. Approval & Next Review

Policy Owner: Safe Spaces Coordinator
Approved by: Church Secretary on behalf of the Church
Approval Date: 13 September 2026
Next Review Date: 12 July 2027

This Policy will be reviewed at least once a year, or sooner if there are changes in legislation, the Child Safe Standards, the Universal Principle, or Church activities.

Version Control

Version	Date	Changes Made
QB 1.0	30 Nov 2023	Policy developed and approved based on Blue Card standards.
QB 1.1	4 Dec 2025	Policy updated to align with the 10 Child Safe Standards and the Universal Principle.
MPBC 1.1	28 June 2026	Policy personalised for Moore Park Baptist Church
MPBC 1.2	20 August 2026	Policy reviewed and recommended by Church Governance Group

4909-8675-6476, v.1