



CHILD SAFETY WELL-BEING POLICY

Hylton Ministries is committed in keeping children safe from harm and potential harm. Outlined is our policy information and guidelines for all workers, volunteers, staff and ,ministry leadership to adhere to and agree before taking on any roles within the H-M. Hylton Ministries has appointed Jeannie Oates to be our safe Ministries Coordinator to help assist the H-M safe frameworks.

Policy Name	Child Safety - And - Well - Being - Policy
Purpose	<p>Purpose of this policy.</p> <p>This policy aims to ensure that all children involved with our ministry are safe-guarded from harm and abuse. It outlines clear expectations for all individuals associated with Hylton Ministries, including leaders, staff and volunteers, regarding their roles and responsibilities in promoting the safety and well-being of children.</p> <p>By establishing this policy, we are demonstrating our commitment to creating a safe and nurturing environment for all children.</p> <p>This policy also serves as a guide for implementing appropriate processes and procedures to help prevent, respond to and report any concerns or incidents related to child safety and well-being.</p> <p>Our policy reinforces our ethical obligations towards children and provides a framework for maintaining a culture of safety, respect and accountability.</p>
Scope	<p>Who this policy applies to.</p> <p>It extends to all individuals who are involved with Hylton Ministries, including paid and unpaid positions. This includes board members, leadership, staff, volunteers and contractors. By including all individuals who work for our ministry, we are ensuring a consistent, and comprehensive approach to child safety and well-being across all aspects of our ministry. It will apply to all activities that will involve, result in or relate to contact with children.</p>

<p>Responsibilities</p>	<p>An overview of who is responsible for particular aspects of child safety and wellbeing in the organisation.</p> <p>Responsibilities of the SMC</p> <ul style="list-style-type: none"> - Implement and co-ordinate the framework, handle risk assessments, and children’s ministry management process. - Handle internal and external reporting and information sharing. <p>Senior Pastor</p> <ul style="list-style-type: none"> - To manage complaints, document and keep records, handle external reporting and information sharing. Make sure the Code of Conduct Policy is made known to leadership, pastors and volunteers. <p>Volunteers</p> <ul style="list-style-type: none"> - Supervise children closely and provide a supportive place for children to learn and grow in God.
<p>Definitions</p>	<p>Definition of key terms used in this policy.</p> <p>Child: A young human-being who is not legally classified as an adult. Under the age of 18.</p> <p>Child Empowerment: The promotion of children’s rights, voices and agency in matters that affect their safety and well-being.</p> <p>Cultural Safety: An environment where children feel respected, supported and valued for their cultural identity and background.</p> <p>Mandatory Reporting: The legal requirement to report any suspected instances of abuse neglect or harm to children.</p> <p>Child Abuse: The physical, emotional or sexual or psychological mistreatment of a child.</p>
<p>Relevant legislation and standards</p>	<p>Reference and links to relevant legislation, regulations, external policies and standards on child safety and wellbeing, as relevant to the organisation and the services it provides to children and young people.</p> <ul style="list-style-type: none"> - United Nations Convention on the Rights of the Child - National Office for Child Safety - Office of the E-Safety Commissioner - Child Protection (Working With Children Act) 2012

<p>Related organisational policies and procedures</p>	<p>Reference and links to other internal policies and procedures related to child safety and wellbeing in the organisation.</p> <p>Hylton Ministries Code of Conduct (on our website)</p> <p>Reporting: A complaint and/or incident report must be filled out as close as possible to the alleged event and submitted to leadership, whose duty it is to pass the forms on to the SMC who will investigate and contact the relevant authorities if necessary. If at any stage the child is in immediate threat of danger, 000 will be called. All reports will be stored with the administration of Hylton Ministries.</p>
<p>Policy status and review</p>	<p>Who in the organisation approved this policy and when it came into effect.</p> <p>Senior Ps Hylton Van Wyk, Colin Stevens, Vanessa Stevens, Bec Van Wyk. 15/5/2024</p>

Implementing the National Principles for Child Safe Organisations

A commitment to child safety and wellbeing

This section is intended to give effect to **National Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.**

<p>Hylton Ministries puts into practice its commitment to child safety and wellbeing and how a child safe culture is modelled at all levels of the organisation.</p>	<p>Hylton Ministries and its leaders take the safety and well-being of children very seriously. We are committed to creating a safe and nurturing environment for all children regardless of their sex, social status and cultural background. We have a child protection policy that includes the responsibilities of leaders, volunteers in regard to the safety and well-being of children. Hylton Ministries acknowledges and promotes that every child has the right to a voice and to being protected emotionally, physically, mentally and environmentally. This policy is given to all leaders and volunteers and a meeting is held to make sure everyone understands and agrees with its firm stance on child protection. On occasion, child safety is also promoted from the pulpit, to the entire congregation, so that absolutely everyone can be a part of protecting our children.</p>
---	--

Taking child participation seriously

This section is intended to give effect to **National Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.**

Hylton Ministries enable's children and young people to have their rights respected, participate in decision-making and have their voices heard.

All leaders and volunteers in our ministry have completed the Child Human Rights e-course online, which emphasises not only the importance of protecting the child, but also allowing/promoting the child to have a voice. This is reinforced at our monthly volunteer meetings where we check in with the volunteers, making sure that they are actively mindful of the needs of the children under our care. It is also a place where the volunteers can voice any concerns, feedback, ideas etc.

During our kids church lessons, there is a strong focus on asking children questions that allow/encourage them to open up, offering their thoughts, opinions, concerns etc. One particular way in which we achieve this is by asking the children if they can relate to whatever particular bible story is being taught and how. It may pose questions such as 'Have you ever felt unsafe, scared, alone?' It offers a safe space for the child to open up.

Staff knowledge, skills and awareness

This section is intended to give effect to **National Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.**

Hylton Ministries promotes child safety and wellbeing by ensuring that staff and volunteers are provided with relevant knowledge and skills on an ongoing basis.

Training is periodically provided to ensure that staff/volunteers can identify signs of harm or risk of harm, as well as the reporting process. This enables them to confidently and correctly deal with situations as they arise.

Clear reporting procedures are made known to volunteers and staff so they are aware of the correct process and who to hand the reports to.

Confidentiality is ensured for those making the reports, whilst emphasising the importance of disclosure when a child's safety is at stake.

Safe physical and online environments

This section is intended to give effect to **National Principle 8: *Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.***

<p>Hylton Ministries promotes child safety and wellbeing in physical and online environments in order to reduce the risk of harm.</p>	<p>The online safety checklist has been filled out and measures have been taken to protect the children in regards to their online safety. The measures are as follows:</p> <ul style="list-style-type: none"> -No children are to bring mobiles into children’s church. -The children are not allowed to use or access the internet through the children’s church television. -The leader is to place the television remote in a safe place after use. -All church staff and volunteers. Are given the child safe organisation checklist for online safety. <p>Visitors/new people to the ministry are strongly encouraged to fill out our ‘connect card’ outlining their details. This can act as a way of recording people who are passing through our ministry.</p> <p>All volunteers/leaders are encouraged to be the ministries ‘eyes and ears’, keeping an eye on the children and any suspicious behaviours from adults. For example hanging around the children’s area, when they do not have children.</p>
---	--

Review of child safe policies and practices

This section is intended to give effect to **National Principle 9: Implementation of the national child safe principles is regularly reviewed and improved.**

<p>Hylton Ministries continues to reflect on and improve its child safety and wellbeing policies and practices.</p>	<p>There is an annual review of the Child Protection Policy and the Child Safety and Wellbeing Policy.</p> <p>Both paper and online records are kept secure. These records will be analysed to detect if there are any commonalities that are showing up that need addressing. Identifying any systemic weaknesses and taking steps to rectify this.</p>
---	--

Documenting policies and procedures

This section is intended to give effect to **National Principle 10: Policies and procedures document how the organisation is safe for children and young people.**

<p>Hylton Ministries organisation documents makes available its policies and procedures for ensuring the safety and wellbeing of children and young people.</p>	<p>Documents that demonstrate H-M commitment to child safety and wellbeing includes A Code of Conduct, Child Protection Policy, Child Safety and Wellbeing Policy. These policies are documented in a language and format that is easily understood. H-M ensures that these documents are easy to access by putting them on the Hylton Ministries website.</p>
---	--

Hylton Ministries Child Safety Policy 2024

All staff, boards and volunteers Please agree to our policy by signing your name.

Print Name:

Position / role in Church:

Signature:

Date :

WWC children check:

Expiry Date:

APPROVED BY H-M LEADERSHIP:

Hylton Ministries Eldership

Ness Stevens

Colin Steven's

Hylton Van Wyk

Safe Ministries- coordinator

Jeannie Oates
