



## **CHILD PROTECTION POLICY**

Hylton Ministries

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## **Commitment Statement**

Hylton Ministries - ACN 642100105 | ABN 17642100105 is fully committed to the safety and well-being of all children under our care. This commitment reflects our core values of trust, integrity, and respect.

We maintain a zero tolerance for all forms of child abuse and are dedicated to creating a safe and secure environment for every child.

## **Introduction**

Our ministry has implemented the 10 National Child Safe Principles and appointed a Safe Ministries Coordinator to oversee compliance.

All staff and volunteers must complete required training, hold a valid Working With Children Check (WWCC), and understand and comply with all child safety policies.

We are committed to ensuring that every child is protected at all times, treated with dignity and care, and given a safe space to express themselves.

## **Purpose of This Policy**

- Provide a safe, secure, and nurturing environment
- Prevent and respond to child abuse
- Ensure all staff and volunteers understand responsibilities
- Establish clear procedures for reporting concerns
- Ensure incidents are handled promptly and appropriately

## **Policy Statement**

Hylton Ministries does not tolerate any form of abuse. Children are vulnerable and trusting, and we have a responsibility to ensure they are protected at all times.

All concerns or allegations will be taken seriously, reported immediately, and investigated thoroughly.

## **Scope of Policy**

- Boards
- Pastors
- Leaders

- Staff
- Volunteers
- All ministry participants under Hylton Ministries

## **Responsibilities**

### **Senior Leadership**

- Investigate all reports of abuse
- Ensure all workers have valid WWCC
- Ensure compliance with laws and policies
- Model appropriate behaviour
- Oversee recruitment and screening

### **Leaders**

- Promote child safety
- Train and support volunteers
- Ensure check-in/check-out systems
- Report concerns

### **Staff & Volunteers**

- Protect and monitor children
- Report concerns immediately (mandatory reporting)
- Follow all policies
- Work as a team to ensure safety

## **Parental Responsibility - House Church & Public Events**

All workers and volunteers are also required to ensure child safety as a duty of care under Hylton Ministries.

Hylton Ministries operates through house church gatherings and public ministry events.

In circumstances where no children's program, Sunday school, or supervised kids ministry is provided, parents or guardians are fully responsible for the care, supervision, and behaviour of their children at all times.

This applies to:

- House church meetings
- Public ministry events
- Any gathering where children's care is not provided

Parents or guardians must not leave children unattended at any time during these gatherings.

All children must still be signed in at any Hylton Ministries meeting or event where a sign-in process is in place, to ensure proper safety, accountability, and record keeping.

### **Key Definitions**

Child: Any person under 18 years of age

Child Abuse: Any act or failure to act that causes harm (physical, emotional, or psychological)

Mandatory Reporting: Legal obligation to report suspected abuse

Reasonable Grounds: A genuine belief based on evidence or observation

### **Recruitment & Screening**

- Screen all workers
- Require valid WWCC
- Ensure Christian character and integrity

### **Record Keeping**

- All incidents must be documented
- Include dates, times, details, witnesses
- Store records securely
- Retain records for 40 years

### **Privacy**

All information will be handled with strict confidentiality except where required by law.

### **Responding to Allegations**

- Immediate action taken
- Individuals may be stood down
- Authorities contacted if required
- Disciplinary action may be taken
- Emergency: Call 000

## **Reporting Process**

- Complete Incident or Complaint Form
- Submit to leadership
- Escalate to Senior Pastor
- Contact authorities if required

## **Policy Review**

This policy will be reviewed annually and after any reportable incident.

## **Relevant Legislation**

- Children and Young Persons (Care and Protection) Act 1998
- Crimes Act 1900
- Fair Work Act 2009
- Human Rights and Anti-Discrimination laws

## **Agreement**

This policy must be read, understood, and signed by all leaders and workers.

Worker Name:

Position:

Signed:

Date:

## **Approved By**

Hylton Ministries Leadership

**Safe Ministries Coordinator**

Jeannie Oates

**H-M Eldership**

Ness Stevens

Colin Stevens

Date: 11/01/2023