



CHILD SAFE POLICY

OUR COMMITMENT TO CHILD SAFETY

When Jesus uttered his beautiful words, 'let the children come to me and do not hinder them' (Matt 19:14) he set the benchmark for us. At City on a Hill, we are committed to being a place where children and families are welcome and participate fully. We are an open community where people of all ages gather and interact. Our local churches are places where children and young people are fully engaged and have every opportunity to flourish and grow.

In all our actions and programs, we seek to maintain high ethical standards and work in accordance with child safe practices and child protection reporting guidelines. The participation and empowerment of all children is a consideration in decision-making, as we seek to provide a safe and nurturing environment where children are respected and listened to.

City on a Hill has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.

POLICIES AND CODES OF CONDUCT

All staff and volunteers who serve in a City on a Hill church or ministry are expected to comply with the [City on a Hill Code of Conduct](#).

All staff and volunteer leaders are expected to comply with [Faithfulness In Service: A National Code for Personal Behaviour and The Practice Of Pastoral Ministry By Clergy and Church Workers](#).

All churches or ministries that operate under the Anglican Diocese of Melbourne are required to comply with the policies and codes of conduct of this diocese.

A full list of relevant policies and codes of conduct in force can be found at cityonahill.com.au/safe-ministry



TRAINING AND SUPERVISION

City on a Hill is committed to ensuring that all of our staff and volunteers understand that child safety is everyone's responsibility. We will induct and regularly train our staff and volunteers in the process of reporting allegations of abuse or child safety concerns, strategies to identify and minimise the risks of child abuse, and skills to protect children from abuse. All staff and volunteers must agree to abide by the relevant Code of Conduct. New staff and volunteers will be supervised to ensure they understand our commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

RECRUITMENT

We will be diligent in ensuring that our staff and volunteers are suitable to work with children. The [Safe Ministry Background Check Policy](#) details the background checks necessary for different positions. Information on the recruitment process can be found at cityonahill.com.au/leader-application.

RISK MANAGEMENT

In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. We have risk management strategies in place to identify, assess and minimise child abuse risks.

RESPONSIBILITIES

We will comply with all relevant legislation governing child safety, including mandatory reporting obligations. Staff and volunteers in the Church must not negligently fail to reduce or remove the risk that a child will become the victim of a sexual offence where it is in their power and/or responsibility to do so.

MAKING A REPORT

Our [Reporting Policy](#) details how we will respond to allegations and complaints. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary and or professional standards action will always be thorough, transparent, and based on evidence. We will respect the privacy of the individuals involved, unless there is a risk to someone's safety. People who report allegations can request that their identity remains anonymous.



Our process for responding to reports will be guided by these seven principles. A fair process for all parties is also a safe process.

1. Accessible
2. Responsive
3. Confidential
4. Transparent
5. Timely
6. Fair
7. Pastorally responsive

Reports can be submitted in multiple ways:

- In writing by post to:
 - Compliance Director – City on a Hill
 - PO Box 664
 - Carlton South VIC 3053
- Via email to report@cityonahill.com.au
- By phone, call 03 9640 0990 and ask to speak to the Compliance Director.
- On a web-based form located at cityonahill.com.au/report
- By contacting our Professional Standards provider, Kooyoora, which is an independent organisation to City on a Hill. Contact Kooyoora by:
 - Calling the recorded information line at any time on 1800 135 246
 - Emailing contact@kooyoora.org.au
 - By post to: Director of Professional Standards
 PO Box 329
 Canterbury VIC 3126