



PROTECTION OF VULNERABLE PEOPLE POLICY

Version A

1. PURPOSE

All people, paid and unpaid persons in ministry roles, including staff, management, leaders, members, volunteers, casual helpers and approved contractors or service providers, who are working or may have contact with children and young people on behalf of Church Kinglake (CK) are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, young and vulnerable people as defined in the relevant legislation and the Australian Christian Churches (ACC)'s Child Protection Policy and Safer Churches Guidelines.

2. OBJECTIVE

The objective of this policy is to:

- Ensure that CK provides a safe, respectful, and protective environment for children, young people, and vulnerable adults.
- Establish clear expectations for conduct, safeguarding practices, and accountability among all persons engaged in ministry or service roles.
- Promote compliance with relevant child protection and safeguarding legislation, standards, and denominational requirements.
- Strengthen community trust by demonstrating CK's commitment to the dignity, safety, and wellbeing of vulnerable people.

3. SCOPE

This policy applies to:

- All people including paid staff, management, leaders, members, volunteers, casual helpers, and approved contractors/service providers engaged in activities on behalf of Church Kinglake.
- All settings: church premises, outreach programs, community events, online ministry, and any external venues where CK activities occur.
- All vulnerable groups: children, young people, and adults who may be at risk due to age, disability, illness, social isolation, or other factors.
- All activities: worship services, pastoral care, counselling, education programs, social events, outreach, and charitable works where contact with vulnerable people may occur.

4. REFERENCES

ACNC Governance Standard
ACC Child Protection Policy and Safer Churches guidelines
Victoria Occupational Health and Safety Act 2004 (OHS Act)
Federal Work Health and Safety Act 2011
CK Probity Policy and Procedures Manual
CK Governance Policy and Procedures Manual

5. RESPONSIBILITIES

All people as defined in the purpose of this policy are responsible for supporting the safety, participation, well-being and empowerment of children, young or vulnerable people by:

- Work towards the achievement of the aims and purposes of CK.
- Be responsible for relevant administration of programmes and activities in their area.
- Maintain a duty of care towards others involved in these programmes and activities.
- Establish and maintain a safe environment in the course of their work.
- Be fair, considerate and honest with others.
- Treat children, young and vulnerable people with respect and value their ideas and opinions.
- Act as positive role models in their conduct with children and young people.
- Be professional in their actions.
- Maintain strict impartiality.
- Comply with specific guidelines on physical contact with children, young or vulnerable people.
- Respect the privacy of children, young or vulnerable people, their families and teachers/carers, and only disclose information to people who have a need to know.
- Operate within the policies and guidelines of CK.
- Contact the police if a child, young or vulnerable person is at immediate risk of abuse, phone 000.

No person shall:

- Shame, humiliate, oppress, belittle or degrade children, young and vulnerable people.
- Unlawfully discriminate against any child, young or vulnerable person.
- Engage in any activity with a child, young or vulnerable person that is likely to physically or emotionally harm them.
- Initiate unnecessary physical contact with a child, young or vulnerable person, or do things of a personal nature that they can do for themselves.
- Be alone with a child, young or vulnerable person unnecessarily and for more than a very short time.
- Develop a “special” relationship with a specific child, young or vulnerable person for their own needs.
- Show favouritism through the provision of gifts or inappropriate attention.
- Arrange contact, including online contact, with child, young or vulnerable person outside of the company’s programs and activities.
- Photograph or video a child, young or vulnerable person without the consent of the parents or guardians.
- Work with child, young or vulnerable person while under the influence of alcohol or illegal drugs.
- Engage in open discussion of a mature or adult nature in the presence of child, young or vulnerable person.
- Use inappropriate language in the presence of child, young or vulnerable person
- Do anything in contra the CK’s policies and procedures.

It is the responsibility of the board to implement the ACC Safer Churches strategy and training in the church as set out in Appendix A of this policy.

6. COMPLIANCE WITH THIS POLICY

If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to comply, the board may take action against them. This may include seeking to terminate their relationship with Church Kinglake.

If a person suspects that a board member has failed to comply, they must notify the board or the Secretary, who is responsible for maintaining the register of complaints and incident reports.

7. CONTACTS

For questions about this policy, contact the Secretary by emailing secretary@churchkinglake.org.

8. VERSION CONTROL

REVISION	DESCRIPTION OF CHANGES MADE	DATE APPROVED
Draft	ACC Safer Churches Strategy and Training	27/01/2026

APPENDIX A

<https://www.acc.org.au/implementation-pack>

Guideline 1 - Safe Church Strategy Implementation	+
Guideline 2 - Culture of Safety & Wellbeing	+
Guideline 3 - Promoting Support Networks	+
Guideline 4 - Promoting Empowerment and Participation	+
Guideline 5 - Appointment of Workers (paid and volunteer)	+
Guideline 6 - Safer Churches Training	+
Guideline 7 - Supervision of Workers (paid and volunteer)	+
Guideline 8 - Responding to Concerns	+
Guideline 9 - Responding to Conflict	+
Guideline 10 - Safe Environments	+
Guideline 11 - Responding to Incidents	+