



Presbyterian Church of Victoria

Safe Church Unit

268 Canterbury Road
Heathmont, Victoria 3135



Kids Hope Australia & Safe Church PCV – Child Safety Compliance Protocol

Context

The Presbyterian Church of Victoria (PCV) Safe Church programme operates in PCV churches.

Kids' Hope Australia (KHA) partners with churches and schools to facilitate one to one mentoring of vulnerable children throughout Australia.

Within the PCV, KHA volunteers are active in local schools on behalf of the PCV church that they are a part of. PCV Sessions that authorise the use of the KHA programme within their church are liable for these volunteers. The Sessions are obligated to ensure the necessary child safety screening, supervision and training requirements under the Victorian law are fulfilled both via the KHA procedures and the Safe Church PCV procedures.

KHA requires any PCV church using the KHA programme to appoint a KHA Co-ordinator. Hence, in a PCV church using the KHA programme, the approved KHA Co-ordinator will work in conjunction with the PCV Safe Church Representative in respect to screening volunteers via both organisations' requirements.

As a result, this protocol has been developed to guide Sessions, Safe Church Representatives, KHA Co-ordinators and KHA volunteers in PCV churches.

Duplications

The KHA volunteer screening process forms duplicate a number of the items required under the Safe Church PCV forms.

Every care has been taken to minimise the duplication of information and compliance requirements in the development of this protocol. However, given the priority is the safeguarding of children from abuse and also given that Sessions carry the liability for their volunteers using the KHA programme in their local community, the guiding approach in the development of this protocol has been that some duplication is necessary.

Protocol

When a person in a PCV church applies to be a KHA volunteer he/she is required to be:

- Approved by their Session
- Complete the KHA requirements
- Complete the Safe Church PCV requirements, subject to the advice in this document.

Volunteer screening process requirement

To reduce duplication of work the KHA Co-ordinator should complete the KHA process first. The KHA process takes place and is completed separately to the Safe Church PCV process. The Safe Church Representative completes the Safe Church PCV process by:

- Ensuring the applicant completes the Safe Church PCV Initial Registration Form
- Receipt from the KHA Co-ordinator of the completed KHA forms for the applicant, which includes completed reference checks and signed position description, and, evidence of completion of the KHA training by the applicant
- Sending copies of these documents to the SCU

Child Safety training requirement

- KHA training must be completed as per the KHA requirements.
- If a volunteer **only serves as a KHA programme volunteer in their PCV church** then there is no need to complete the PCV Safe Church Basic Training – unless the Session has decided that this is required.
- If a volunteer **serves both as a KHA programme volunteer and also works with children in a church-only ministry (for example, Sunday School) in their PCV church** then he/she must complete the PCV Safe Church Basic Training in addition to the KHA training.
- In addition, it is recommended that volunteers refer to “Wise Practices” advice and guidance at www.safechurchpcv.org.au/resources/

Reporting requirement

Any *child-related* abuse disclosures or child safety concerns which occur when the volunteer is in the school in which he/she serves as a KHA volunteer on behalf of his/her PCV church must be reported to:

1. The school
2. KHA

KHA Co-ordinator, who will follow up with the school to confirm receipt of the report

Any *KHA volunteer-related* abuse disclosures or child safety concerns must be reported to:

1. The school
2. KHA
3. KHA Co-ordinator
4. Session
5. The Safe Church Unit – via contacting the PCV Safe Church Facilitator

Please contact the Safe Church Unit with any enquiries relating to this protocol.

This information is available at www.safechurchpcv.org.au/resources