

RISK MANAGEMENT MATRIX FOR CHILD SAFE ORGANISATIONS

CP- 03

The purpose of this matrix is to provide a cross reference from the eight mandatory requirements set by Blue Card Services Compliance Department in February 2022 to the 10 National Principles for Child Safe Organisations. Beenleigh District Baptist Church, (BDBC) is committed to providing a safe and supportive environment for children and vulnerable persons attending this church.

BDBC has a comprehensive documented management system that meets the governance requirements of Baptist Insurance Services, *Protecting People, Property and Programs*; Queensland Baptist *Safety Management Online, (SMO)* and Governance requirements of ISO 9001. Therefore, many of the risk management strategies are found in numerous policy documents and forms apart from the Child Safe Policy, (CP-04).

RISK MANAGEMENT STRATEGIES. (Aligned to 10 National Principles)	BEENLEIGH DISTRICT BAPTIST CHURCH INTERNAL POLICIES	BEENLEIGH DISTRICT BAPTIST CHURCH RELATED FORMS	COMMENTS
Statement of Commitment	Church Child Safe Policy CP -04 – ‘Policy statement and guiding principles’	*Stand-alone policy commitment to a child safe environment Child Safety Registration CS-11	* Displayed on Child Safe Notice Board in Church foyer
Code of Conduct	Church Child Safe Policy CP -04 Section 5.2.3 – ‘Agreement to comply with Church Policies and Code of Conduct’	*Church form CS -02 available to complete online or download	Church copy on Child Safe Notice Board in Church foyer

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Recruitment and Selection.	Church Child Safe Policy CP-04 – Part one, Sections 5.1 ‘Recruitment’, 5.2 ‘Application’ and 5.3 ‘Screening.’	Volunteer, (Paid Staff) Application form CS-03 Children’s Ministry Updated information form CS-09	
Support, and Training	Church Child Safe Policy CP-04 – Part one, Section 5.4 ‘Support and Training for Staff and Volunteers’	QB Safety Management Online, (SMO) records the training of the person.	ChildSafe Team Member’s Guide. Attachments 1-3 are provided to Volunteers applying to work in Children’s Ministry
Reporting disclosures and suspicion of harm	Church Child Safe Policy CP-04 Part 2 Section’s 5.7 ‘Identifying harm or suspicion of harm’ 5.8 ‘Managing and recording a disclosure or suspicion of harm’ Points 1-5.	Child Self Reporting Form CS-01 Record of Disclosure of harm or misconduct – CS-07	Forms retained by Senior Pastor for confidentiality purposes

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	5.9 'Responding to a disclosure.'		
Managing breaches	Church Child Safe Policy CP-04 Part 2 Sections 5.10 'Reporting process involving an alleged sexual offence' 5.11 'Documentation process in BDBC' Section 5.12 Person of concern within BDBC	Breach Incident Form CS-06 Activity Risk Assessment WPS-07 and 'Interim Safety Agreement' – CS-19	
Risk assessment plans. Annual risk assessment plans by Ministry Team Leaders for routine events Risk management plan for high-risk activities	Church Risk Management Policy CP-08 -Section 5.6 Section 5.7 Permission to Proceed. Activities are given permission	Church Workplace Safety Form WPS -07 – Special Events Risk Assessment	Presented by Ministry Team Leaders at the start of the year To be completed by Team Leaders for any activity outside of the

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	to proceed and WPS-07 signed off before activity commences	Form WPS -07 – Special Events Risk Assessment	normal scope and considered to be 'high- risk.'
Managing compliance with the Blue Card System	Church Child Safe Policy CP-04 – Part one Sections 5.3 Screening – 'Points 1 - 4 outline steps in managing compliance.'	Excel Blue Card Register SMO Training Register Annual audit of Blue Card Registers – Form CS-08	CS Coordinator Work Instructions -CS-03
Communication and support	Church Child Safe Policy CP-04 Church website has 'What's On" to keep parents informed Church Facebook – BB Chat another forum for communication	Child Safe Policy CP-04 Attachments 1 – Fact sheet on sexual grooming Attachment 2 - Indicators of abuse Attachment 3 – Guidelines for electronic communication	Provided to Team Members as a learning tool
Addressing privacy considerations	Church Privacy Policy CP- 09 Church Office Work Instruction, WI - 08	Privacy concerns included in the Child Safety Registration Form CS-11	

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	'Record Management – archiving'		
Compliance with legislation and BDBC internal policies	Church Privacy Policy - CP- 09 Church Office Work Instructions W.I. 13 'Internal audit program. Church Cyber Security Policy – CP14	Internal audit of all Governance Policies including Church Child Safe Policy is done annually	Refer to CS-USB – Audits - filed chronologically.

2. Revision and approval history

Revision	Date	Author and approval
0	March 2022	Author: Rose Gavin, Child Safe Coordinator, approved by Ps Steve Twible and Katie Davis, Church Administrator.