

ASIA PACIFIC CHRISTADELPHIAN BIBLE MISSION - CHILD SAFETY POLICY

Issue 2 - Provisionally accepted at National Committee Meeting on Saturday 25 May 2019

1. PURPOSE

To provide guidance to all those associated with the Asia Pacific Christadelphian Bible Mission Inc (hereafter named "ACBM"), including those who work with children, in their support, care, and spiritual nourishment of children, and in actively looking out for their safety and protection.

2. INTRODUCTION

- 2.1 Children are a heritage from the Lord (Psalm 127:3) and should be cherished and nurtured by families, ecclesias, and the ACBM. Appendix A includes the Bible teachings that provide a clear foundation for this policy.
- 2.2 The ACBM acknowledges the responsibility to work with families and ecclesias to provide a harmonious environment for children which respects their safety and well-being.
- 2.3 All ACBM committee members and fieldworkers are responsible for the care and protection of children and reporting information about child abuse.
- 2.4 In all matters relating to children - including management of complaints – the safety and well-being of children is of paramount importance.
- 2.5 Appendix B defines terms used in this policy.
- 2.6 If any person believes a child is at immediate risk of abuse, call the emergency contact number in the country in which this is occurring.
- 2.7 There are a range of laws relevant to this policy:
 - They include Australian Commonwealth, state and territory laws. These laws include legislation relating to child sex offenses outside Australia, child pornography material, and telecommunications offenses. Under these laws, an Australian citizen or resident can be prosecuted for an offence committed against a child in another country.
 - Most countries in which the ACBM operates have legislation relating to child exploitation and abuse. ACBM fieldworkers who travel overseas on mission work are subject to and must abide by relevant local legislation.

3. AIM

- 3.1 This policy aims to:
 - Prevent child abuse occurring in the ACBM environment;
 - Work towards an organisational culture of child safety;
 - Ensure that all ACBM committee members and fieldworkers are aware of their responsibilities for identifying possible occasions for child abuse;
 - Establish controls and procedures for preventing such abuse and/or detecting such abuse when it occurs;
 - Provide guidance on action that should be taken where people suspect any child abuse within the ACBM environment;
 - Provide a clear statement to everyone forbidding any such abuse; and
 - Provide assurance that any and all suspected abuse will be reported and fully investigated.
 - Provide clear requirements for:
 - The safety and well-being of children at ACBM activities, and
 - The management of complaints;
 - Provide a framework for supporting:
 - Victims of child abuse and their families, and
 - Alleged or convicted offenders and perpetrators; and
 - Demonstrate compliance with the child safety legislation relevant to the jurisdiction of operation.

4. PRINCIPLES

4.1 The ACBM affirms these principles which are the basis of this policy:

- The ACBM has zero tolerance for child abuse.
- The safety and well-being of children at ACBM activities is of paramount importance.
- Child abuse violates Bible teaching (refer to Appendix A) and is defined by law as criminal behaviour. The ACBM does not tolerate or condone criminal behaviour.
- Child protection is a shared behaviour.
- All children have a right to feel safe and be safe, and every child has an equal right to protection from abuse.
- The ACBM will be sensitive, compassionate, objective, confidential, fair, truthful and compliant in any matter related to child abuse, alleged or proven.
- The ACBM will provide support and assistance to people affected by child abuse, alleged or proven.

5. IMPLEMENTATION OF THESE PRINCIPLES

To ensure these principles are followed by the ACBM, the following procedures have been established:

- Responsibilities: See Section 6 below.
- Screening of ACBM committee members and ACBM fieldworkers: See Section 7 below.
- Child Safety guidelines for ACBM fieldworkers: See Section 8 below.
- ACBM activities within Australia and New Zealand: See Section 9 below.
- ACBM activities in other countries: See Section 10 below.
- Awareness of Child Safety issues: See Section 11 below.
- Reporting a complaint: See Section 12 below.
- Investigating a complaint: See Section 13 below.
- Managing a complaint: See Section 14 below.

6. RESPONSIBILITIES

6.1 All ACBM Committees:

6.1.1 The ACBM National Committee, Regional Committees and Area Teams must ensure that all persons involved with the care and supervision of children satisfy the following requirements:

- meet the screening requirements for the jurisdiction in which they are resident;
- are aware of, agree, adopt and abide by this policy and the ACBM Child Safety section in the ACBM Fieldworker guide, including responsibilities of notification upon disclosure or discovery of harm, and procedures that ensure fair and just handling of complaints (this may include appropriate initial and regular training);
- assess the potential risk to children engaged in activities for which they are responsible;
- use whatever influence they can in assisting others to ensure a child safe environment; and,
- ensure appropriate oversight of persons responsible for activities involving children to minimise the risk of harm.

6.1.2 The ACBM National Committee, Regional Committees and Area Teams shall include in the agenda for each of their meetings a permanent Child Safety agenda item.

6.2 ACBM National Committee:

6.2.1 In addition to the responsibilities in Section 6.1 above, the ACBM National Committee:

- has responsibility to ensure that all matters related to child safety are dealt with appropriately by the ACBM.
- shall appoint a Child Safety Officer, from amongst its members, who shall assist in the management and implementation of this policy. The appointment shall be made at the first meeting following National Committee

elections. If the ACBM National Committee has not appointed a National Child Safety Officer, these responsibilities will rest with the ACBM National Secretary.

- shall ensure the ready availability of this policy to ACBM committee members and ACBM fieldworkers, and regularly review the policy to ensure it meets current legislative requirements and the developing needs of the ACBM.
- will establish and maintain a child protection file containing documentation as required by this policy.

6.3 **ACBM Regional Committees:**

6.3.1 In addition to the responsibilities in Section 6.1 above, an ACBM Regional Committee may appoint a Regional Committee Child Safety Officer to assist in the management and implementation of this policy. If a Regional Committee has not appointed a Child Safety Officer, these responsibilities will rest with the ACBM Regional Secretary.

6.4 **ACBM National Child Safety Officer:**

The National Child Safety Officer shall:

- Be familiar with the ACBM Child Safety Policy, and available to answer questions about the policy.
- Provide advice to ACBM committee members and fieldworkers in relation to child safety matters.
- Prepare training material for briefing of ACBM committee members and fieldworkers on this policy.
- Follow up conformance to this policy with the National Committee and Regional Committees. In particular:
 - Ensure the policy including updates has been made available to Regional Committees and Area Teams.
 - Ensure all National Committee members have Working with Children Check / screening check numbers.
 - Ensure that National Committee meetings have an agenda item to discuss Child Safety issues.
 - Confirm with ACBM Regional Secretaries that Regional Committee members, and Area Team members for areas under the Region's responsibility, have Working with Children Check / screening check numbers.
 - Confirm with ACBM Regional Secretaries that Regional and Area Team meetings have an agenda item at committee meetings to drive visibility and implementation of child safety issues.
 - Confirm with ACBM Regional Secretaries that Area Teams have been advised that they need to obtain Working with Children Check / screening check numbers for visitors to ACBM events overseas even if they are not attending as ACBM fieldworkers.
- Ensure the ACBM National Chairman and Secretary are made aware of any issues relating to conformance with this Policy.
- Identify changes to legislation or community expectations that might necessitate a change to the ACBM policy and raise these with the National Committee for action.
- Identify areas of opportunity for the National Committee in maintaining a child safe environment in ACBM activities.

6.4 **ACBM Regional Committee Child Safety Officer:**

A Regional Committee Child Safety Officer shall:

- Be familiar with the ACBM Child Safety Policy, and available to answer questions about the policy.
- Provide advice to ACBM committee members and fieldworkers in relation to child safety matters.
- Undertake training with ACBM committee members and fieldworkers to ensure they are familiar with this policy.
- Follow up conformance to this policy in the Region. In particular:

- Ensure the policy including updates has been made available to members of the Regional Committee and Area Teams for areas under the Region's responsibility.
- Ensure all Regional Committee members, and Area Team members for areas under the Region's responsibility, have Working with Children Check / screening check numbers.
- Ensure that Regional Committee meetings and Area Teams for areas under the Region's responsibility have an agenda item at Committee meetings to discuss Child Safety issues.
- Ensure that Area Teams have been advised that they need to obtain Working with Children Check / screening check numbers for visitors to ACBM events overseas even if they are not attending as ACBM fieldworkers.
- Ensure the ACBM Regional Secretary is made aware of any issues relating to conformance with this Policy.
- Identify changes to legislation or community expectations that might necessitate a change to this Policy and raise these with the ACBM National Child Safety Officer.
- Identify areas of opportunity for the Regional Committee and / or Area Teams in maintaining a child safe environment in ACBM activities.

7. SCREENING OF ACBM COMMITTEE MEMBERS AND ACBM FIELDWORKERS

All ACBM committee members and ACBM fieldworkers must undertake a screening check as required by law in their resident jurisdiction. A person who fails a screening check shall not be eligible to serve as an ACBM committee member or ACBM fieldworker. The following rules relate to this check:

7.1 National Committee:

- At the time of nomination to a position on the National Committee, the nominee shall provide to the National Secretary evidence of a valid current screening check for the jurisdiction where they are resident.

7.2 Regional Committees:

- At the time of the appointment of a delegate to a Regional Committee, the nominating ecclesia shall, as part of the appointment, confirm that the proposed delegate has a valid current screening check for the jurisdiction where they are resident.
- Appointments to a Regional Committee who are not ecclesial delegates shall provide evidence to the Regional Committee Secretary of a valid current screening check for the jurisdiction where they are resident.

7.3 Area Teams:

- Each Regional Committee Secretary shall ensure that Area Team members have in place a valid current screening check for the jurisdiction where they are resident.

7.4 ACBM Fieldworkers:

- As part of the approval process for an ACBM Fieldworker, the Ecclesial Recorder / Secretary will be required to confirm the existence of a valid current screening check for the jurisdiction where the fieldworker is resident. They will also be required to confirm that they are not aware of any issue relating to the safety of children that would prevent this applicant engaging in ACBM fieldwork.
- Where an adult is travelling with an ACBM fieldworker, he / she will also be required to provide a valid current screening check for the jurisdiction where he / she is resident.

7.5 Exceptions to these requirements:

- All exceptions to this process, including an inability to obtain a valid current screening for the relevant jurisdiction, shall be advised to the National Child Safety Officer, who shall advise the National Committee. The National Committee shall determine an agreed position on each exception.

8. CHILD SAFETY GUIDELINES FOR ACBM FIELDWORKERS

- 8.1 The National Committee shall determine from time to time:
- Appropriate guidelines relating to child safety for ACBM Fieldworkers in undertaking their duties on behalf of the ACBM. These shall be included in the ACBM Fieldworker Guidelines, and shall reference this Policy.
 - Child safety training for all ACBM fieldworkers. ACBM fieldworkers shall be required to confirm completion of training in their fieldworker application.

9. ACBM ACTIVITIES WITHIN AUSTRALIA AND NEW ZEALAND

- 9.1 ACBM sponsored activities in Australasia shall be approved either by the National Committee or a Regional Committee.
- 9.2 The implications of child safety shall be considered for each activity in accordance with the following guidelines:
- Any adult who is in direct contact with children or is involved in the organizing of the activity must have a valid current screening check if required for the jurisdiction where the event is held. They should be referred to this Policy, and, if required, briefed on this Policy.
 - There is to be no one-to-one supervision of a child by an adult in a situation that is not open to the public.
 - A Risk Assessment of the activity should be made and arrangements set in place to obviate risk in areas where any likely problem has been identified by the assessment.
 - If children and young people are to be taken away from the site at which their parents are present, the ACBM shall provide notification to parents / carers of the details of the activity / outing, advising dates, times, supervising / accompanying adults, mode of transport (if applicable), and costs (if applicable).

10. ACBM ACTIVITIES IN OTHER COUNTRIES

- 10.1 ACBM committee members and ACBM fieldworkers are subject to the laws and regulations of the countries in which they are active.
- 10.2 ACBM Area Teams shall endeavour to keep abreast of child safety regulations in the country of responsibility and co-ordinate with local ecclesias and brothers and sisters as required.
- 10.3 The ACBM local regulations spreadsheet shall include reference to local child safety laws and regulations in each country.
- 10.4 If ACBM Area Teams and ACBM Fieldworkers are making plans, they should take into account the guidelines in Section 9 above, as well as the Child Safety Guidelines in the ACBM Fieldworker Guide.
- 10.5 Where local ecclesias or brothers and sisters are making plans in an ACBM area, ACBM Area Teams and ACBM Fieldworkers in that area shall encourage consideration of child safety issues in the arrangements. In particular, local ecclesias should be encouraged to request evidence of screening checks from visitors involved in children's activities who are not ACBM Fieldworkers.
- 10.6 Sometimes visitors from Australia or New Zealand who are not ACBM fieldworkers attend ACBM activities.
- The responsible Area Team should ask these visitors to complete a Working With Children Check / Screening check prior to attendance.
 - If a visitor refuses to complete the check, the responsible Area Team will advise the responsible Regional Committee, who will determine the appropriate action. At the minimum, the organisers of the ACBM activity should be advised that the visitor should not be involved in the care of children.

11. AWARENESS OF CHILD SAFETY ISSUES

- 11.1 ACBM committee members and ACBM fieldworkers need to have an awareness of child safety issues.
- 11.2 A child may disclose that he or she claims to be the victim of abuse or significant harm. The complaint may be evidence of a criminal offence, that a child's welfare is possibly under threat, and that other children may also be at risk.
- 11.3 For the purpose of reporting, recognising indicators of child abuse and neglect is a process of forming a reasonable concern or well-founded suspicion that abuse or neglect has occurred or may occur in the future. The extent of this is important in terms of whether the individual is at risk of significant harm. A useful rule of thumb is to consider whether another person, when faced with similar information, would also draw the same conclusion.
- 11.4 Appendix C – Recognising Child Abuse t - provides additional information to assist an ACBM committee member or ACBM fieldworker.
- 11.5 The ACBM will offer appropriate support to an adult who alleges they were abused when a child. This could include assisting them to find appropriate professional counselling and reporting their complaint to appropriate authorities.

12. REPORTING A COMPLAINT

12.1 Policy principles:

- ACBM policy is to take a proactive approach in both the addressing of complaints, and situations where a concern exists that abuse has occurred or may occur in the future.
- The ACBM preference is that all complaints should be placed in the hands of appropriate authorities in the area in which the complaint has taken place.

12.2 Legal requirements including mandatory reporting:

- The reporting of suspected or alleged child abuse or concern that a child is at risk of significant harm is mandatory for certain professions in the community. The professions for which this is mandatory vary between jurisdictions. An individual with this legal responsibility should be aware of his / her responsibility, and is required to exercise this reporting in their association with the ACBM.
- It is also mandatory for those who hold a management position (whether paid or voluntary) in an organisation, the duties of which include direct responsibility for, or supervision of the provision of welfare, education, children's services etc wholly or partly to children. This is a legal obligation which the ACBM has determined should apply to **all** ACBM Committee members.
- Please note that mandatory reporting times apply in some jurisdictions.
- A summary of mandatory reporting rules around Australia can be found at: <https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>

12.3 Reporting process:

To meet ACBM legal and moral obligations, immediately, but within 3 days at most, an ACBM committee member or ACBM fieldworker becoming aware of a complaint shall initiate the following process:

- Ascertain the appropriate authority to which the complaint should be referred.

Australia:	https://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect
New Zealand:	https://www.health.govt.nz/our-work/preventative-health-wellness/family-violence
ACBM areas:	Information can be requested from the Area Team Secretary, or sourced locally via the internet.

- Contact the appropriate authority and provide them with the information required for them to advise the appropriate next steps and / or register the report appropriately.
- If after discussion with the appropriate authority, the ACBM committee member or ACBM fieldworker decides not to report the complaint because the information available does not provide reasonable grounds for suspicion that abuse may have

occurred or that the child is at risk of significant harm, the decision, and the reasons for that decision, must be documented. This decision not to report a complaint does not preclude any other person from reporting the complaint to the appropriate authority.

- In the event that the appropriate authority will not or cannot undertake an investigation, or an individual decides not to report the complaint, then Section 13 shall apply.
- The complaint should also be reported to the ACBM National Chairman, ACBM National Secretary and the Secretary of the Regional Committee responsible for the area where the complaint occurred.

12.4 Shared responsibility for reporting:

- If another ACBM committee member or ACBM fieldworker becomes aware of the complaint, they must ensure that appropriate action is followed up in accordance with this policy. If the person receiving a complaint declines to report the matter in accordance with Section 12.3 above, then another ACBM committee member or ACBM fieldworker should follow the process in Section 12.3.

12.5 Individual responsibility to advise ACBM of a complaint:

- An ACBM National Committee member who has a complaint made against them in any context by any person must inform the ACBM National Chairman and the National Secretary. Any other ACBM committee member or ACBM Fieldworker who has a complaint made against them in any context by any person must inform the ACBM Regional Committee Secretary, the ACBM National Chairman, and the ACBM National Secretary.

13. INVESTIGATING A COMPLAINT

- 13.1 An investigation by the ACBM should only be initiated if the appropriate authority will not undertake its own investigation into the complaint.
- 13.2 If following discussion with the appropriate authority in the jurisdiction where the issue occurred the responsibility for an investigation is with the ACBM, or an investigation is warranted but the appropriate authority is not going to investigate, then the details of the complaint shall immediately be referred to the ACBM Integrity Officer.
- 13.3 The ACBM Integrity Officer shall investigate the complaint in accordance with the requirements for the jurisdiction concerned, and in accordance with the ACBM Integrity Officer rules.

14. MANAGING A COMPLAINT

14.1 Attitude to a complaint:

- A complaint brought to an ACBM committee member or ACBM fieldworker by a child, or another person disclosing a complaint, will be treated with respect.
- While the individual receiving the complaint should not conduct an “investigation” or “hearing” on the report, he / she does need to establish that the grounds for reporting the issue are reasonable. It is important that the individual receiving the report does not take action or make a comment that might have a detrimental effect on any subsequent investigation by the appropriate authorities or the ACBM.

14.2 Confidentiality:

Except where expressly required by legislation, or specifically noted in this policy, all complaints are strictly confidential. The ACBM expressly recognises that:

- the identity of the person who notifies an appropriate authority about suspected harm, or risk of harm to a child must not be disclosed to others;
- the identity of a child who is the subject of an investigation by an appropriate authority must not be disclosed;
- as a general rule, information or documents given by people involved in performing duties under child safety legislation are confidential and must not be disclosed; and,
- disclosures will be permitted if it is for purposes directly related to a child’s safety or welfare, or if it is otherwise required or permitted by law.

14.3 Documentation:

- Records should be kept of reports to appropriate authorities and include the time and date when the report was made, the name and position of the person to whom the report was made and a written statement of what was reported.
- The documentation required in accordance with this Policy should be stored securely as it may be required in a future investigation conducted by appropriate authorities. Records of complaints, investigations and findings concerning the subject of any such notification must be kept by the ACBM for not less than 30 years, unless the records are given to an appropriate authority.

14.4 Complaint against ACBM committee member or ACBM fieldworker:

- If an ACBM Committee becomes aware of a complaint or they form a reasonable suspicion of abuse being perpetrated by an ACBM Committee member or ACBM Fieldworker, that individual shall be suspended from all ACBM activities while the complaint is being assessed. In the event that such complaint is unproven, the requirements of Section 14.8 are to be followed.
- In the event that a complaint is subsequently proven such suspension from ACBM activities shall continue and ACBM committee members notified. The individual will be encouraged to cooperate with the relevant Regional Committee in regards to any future participation in ACBM activities. In considering what participation is acceptable, the ACBM must consider the welfare of children as pre-eminent and any subsequent advice from an appropriate authority.
- If the ACBM committee member is on the National Committee, the ACBM National Chairman shall advise his / her ecclesia of the complaint. In all other cases, the appropriate Regional Committee Secretary shall advise the Recorder of his / her ecclesia of the complaint. If this information is not provided in writing then a record should be kept and securely stored of the date, time, person to whom the information was verbally passed and a transcript of the information.

14.5 Involvement in a complaint:

- An ACBM committee member or ACBM fieldworker must not be involved in any complaint where there may be a real or perceived conflict of interest.

14.6 Co-operation with appropriate authorities:

- ACBM committee members and ACBM fieldworkers must cooperate as required with any appropriate authorities in any child safety investigation.
- ACBM committee members and ACBM fieldworkers must comply with any orders made by a court in regard to any complaint.

14.7 Support for Victims and Alleged Abusers:

- The ACBM will assist children who are victims of abuse and their families to access appropriate pastoral care.
- The alleged abuser will be referred to appropriate pastoral care. The ACBM believes professional counselling is essential if a child abuser is to be rehabilitated.

14.8 Unproven and Disproved Complaints:

- If a complaint is disproved, the ACBM will endeavour to ensure that the reputation of the person affected is reinstated. In some cases, and at the discretion of an ACBM committee, a person against whom an unproven complaint has been made may not be given responsibilities for children in activities organised by the ACBM.
- Subsequent discussions should be undertaken with a person where their complaint proves to have been vexatious, malicious, frivolous or mischievous.

APPENDIX A - RELEVANT BIBLE TEACHINGS

The following Bible teachings are the foundation of this policy:

The Bible teaches that children are God’s heritage. (Matthew 19:14; Psalm 127:3)

The Bible teaches that we should “do all to the glory of God” (1 Corinthians 10:31). This provides the over-arching principle and guide for planning, managing and deciding all matters within the ACBM.

The Bible teaches that we should practise the commandments of Christ and strive to develop the fruit of the spirit. (John 14:15, 15:14, Galatians 5:22-24; Ephesians 4:17-20; Philippians 4:8)

The Bible teaches that we are to be holy and to abstain from all appearance of evil. (1 Peter 1:15-16; 1 Thessalonians 5:22)

The Bible teaches that all forms of abuse, including child abuse, violate the commandments of Christ and are contrary to the fruit of the spirit. (Galatians 5:19-21; Ephesians 5:3-12; 1 Corinthians 6:9-10)

The Bible teaches that we are to love God with all our heart, soul, mind and strength, and to love our neighbour as ourselves. (Deuteronomy 6:4-5; Leviticus 19:18; Matthew 19:19; 22:37-39; Mark 12:29-31; Luke 10:27; Romans 13:9; Galatians 5:14; James 2:8)

The Bible teaches that those who oversee others are responsible to care for and protect the ‘flock’ from ‘wolves’. (Acts 20:28-32)

APPENDIX B - DEFINITION OF TERMS

- Terms used in the policy have the meaning given in the table below.
- Definitions which include ‘(Source: RCIRCSA)’ are as given in the glossary in the final report of the Royal Commission into Institutional Responses to Child Sexual Abuse.¹
- Definitions which include ‘(Source: NSW DFCS)’ are as given by the NSW Department of Family and Community Services².
- Sources for other definitions are as given.

Term	Definition (Source)
adult	A person who is not a child.
appropriate authorities	Agencies authorised by law to respond to complaints of child abuse and/or have a responsibility for child safety.
ACBM activity	An event that is officially organised, sponsored and/or advertised by the ACBM. The event may not necessarily be conducted by ACBM committee members and / or ACBM fieldworkers.
ACBM committee	A group appointed under the ACBM constitution to oversee and manage its affairs. This includes the ACBM National Committee, an ACBM Regional Committee, or an ACBM Area Team.
ACBM committee member	Any person who is a member of an ACBM committee.
ACBM fieldworker	Any person specifically appointed by the ACBM to underwork work on behalf of the ACBM in an overseas country for a specified period.
breach	An action – or inaction – by a person which does not comply with this policy.
caregiver	See ‘parent / caregiver’
child	A human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier. (Source: UN Convention on the Rights of the Child ³)
child abuse	Is emotional abuse, neglect, physical abuse and/or sexual abuse (all as defined).

¹ McClellan, Hon. Justice P. et al (2017). *Royal Commission into Institutional Responses to Child Sexual Abuse: Final Report, Volume 1 – Our Inquiry*. Canberra, ACT : Commonwealth of Australia, page 319ff.

² Retrieved 8 October 2018 from <https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect>.

³ *Convention on the Rights of the Child*, adopted and opened for signature, ratification and accession by General Assembly resolution 44/25 of 20 November 1989. United Nations Office of the High Commissioner for Human Rights. Retrieved 5 October 2018 from <https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>.

complaint	<p>Includes any allegation, suspicion, concern or report of a breach of this policy or the ACBM's code of conduct. It also includes disclosures made to the ACBM that may be about or relate to child sexual abuse in an ACBM context.</p> <p>The ACBM may receive a complaint:</p> <ul style="list-style-type: none"> • directly or through a redress scheme • from anyone – a child, adult survivor, parent, trusted adult, independent support person, staff Member, volunteer or community Member • about an adult allegedly perpetrating child sexual abuse or about a child exhibiting harmful sexual behaviours • in writing, verbally or as a result of other observations, including behavioural indicators. <p>A complaint may become a 'report' to an external authority or agency. (Source: RCIRCSA, with 'institution' replaced by 'ACBM')</p>
disclosure	<p>A process by which a child conveys or attempts to convey that they are being or have been sexually abused, or by which an adult conveys or attempts to convey that they were sexually abused as a child.</p> <p>This may take many forms, and might be verbal or non-verbal. Non-verbal disclosures using painting or drawing, gesticulating, or through behavioural changes, are more common among young children and children with cognitive or communication impairments. Children, in particular, may also seek to disclose sexual abuse through emotional or behavioural cues, such as heightened anxiety, withdrawal or aggression.</p> <p>Disclosures can be intentional or accidental, and they might be prompted by questions from another person, or triggered by a memory of the abuse. A disclosure may also become a 'complaint' when made to the ACBM or a 'report' when made to an external authority or agency. (Source: RCIRCSA, with 'institution' replaced by 'ACBM')</p>
emotional abuse	<p>Serious psychological harm can occur where the behaviour of their parent or caregiver damages the confidence and self-esteem of the child, resulting in serious emotional disturbance or psychological trauma.</p> <p>Although it is possible for 'one off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child.</p> <p>This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour. (Source: NSW DFCS)</p>
employee (employed)	<p>A person appointed or contracted by the ACBM to perform a function, whether in a paid or voluntary capacity. They may or may not be an ACBM committee member and / or ACBM fieldworker.</p>
grooming	<p>Behaviours that manipulate and control a child, their family and other support networks, or institutions with the intent of gaining access to the child, obtaining the child's compliance, maintaining the child's silence, and avoiding discovery of sexual abuse.</p> <p>Grooming can take place in person and online and is often difficult to identify and define. This is because the behaviours involved are not necessarily explicitly sexual, directly abusive or criminal in themselves, and may only be recognised in hindsight. Some grooming behaviours are consistent with behaviours or activities in non-abusive relationships, and can even include desirable social behaviours, with the only difference being motivation. Perpetrators can groom children, other people in children's lives, and institutions. (Source: RCIRCSA)</p>
harm	<p>A detrimental effect to a child's safety or well-being caused by child abuse.</p>
law	<p>The law of the country in which a report is made.</p>
legislation	<p>Acts and regulations. (Source: RCIRCSA)</p>
mandatory reporting	<p>Where a legislative requirement is placed on an individual to report known and suspected cases of child abuse and neglect to a nominated government department or agency (typically the child protection authority). (Source: RCIRCSA)</p>
neglect	<p>Is when a parent or caregiver cannot regularly give a child the basic things needed for his or her growth and development, such as food, clothing, shelter, medical and dental care, adequate supervision, and enough parenting and care. (Source: NSW DFCS)</p>
offender	<p>A person who is found by a court to have done something that is prohibited by law. (Source: RCIRCSA)</p>

parent / caregiver	The child's mother, father or someone else having or exercising parental responsibility for the child. A parent of an Aboriginal or Torres Strait Islander child includes a person who under Aboriginal or Islander custom is regarded as a parent of the child.
perpetrator	An adult who has sexually abused a child. (Source: RCIRCSA)
physical abuse	Is a non-accidental injury or pattern of injuries to a child caused by a parent, caregiver or any other person. It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation. Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints. Hitting a child around the head or neck, or using a stick, belt or other object to discipline or punishing a child (in a non-trivial way) is a crime. (Source: NSW DFCS)
psychological harm	See 'emotional abuse'
reasonable belief	Evidence which indicates there is a risk of harm to a child based upon indicators such as those outlined in Appendix C.
record	Information created, received, and maintained as evidence and/or as an asset by an organisation or person, in pursuance of legal obligations or in the transaction of business or for its purposes, regardless of medium, form or format. (Source: RCIRCSA)
report	Where concerns relating to child sexual abuse are notified to an authority or agency external to the ACBM – for example, where a person or institution notifies the police, a child protection agency, an oversight agency or a professional or registration authority. (Source: RCIRCSA, with 'institution' replaced by 'ACBM')
reportable conduct	Conduct that must be reported under legislation that obliges designated institutions to report allegations of institutional child sexual abuse to an independent statutory body. (Source: RCIRCSA)
risk of harm	Circumstance where there is a likelihood of harm to a child.
secondary victim	People who are affected by the sexual abuse perpetrated against the primary victim (the child who is sexually assaulted). Secondary victims can include partners, children (including children born as a result of the abuse), parents, siblings and extended family. Trauma impacts can extend across generations and there may also be collective trauma impacts for whole communities or populations. The impacts of sexual abuse can also be felt by a wider range of people, including whistleblowers and other people (including other children) within the institution where the abuse occurred. (Source: RCIRCSA)
Recorder / Ecclesial Secretary	The Member of a Christadelphian Ecclesia appointed to coordinate Ecclesial administration.
sexual abuse	Any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions in preparation for sexual activity with the child. (Source: RCIRCSA)
sexual offending	Sexual behaviours that fall within the definition of a sexual offence under Australian law, where the person could be held criminally responsible for their conduct. In Australia, anyone aged 10 and over may be charged with a sexual offence. (Source: RCIRCSA)
training	Provision for those engaged with children in activities organised or conducted under the auspices of the ACBM to understand their responsibilities under this policy.
Working with Children Check	Is a pre-employment screening program which ensures child-safe working environments in Australia. Pre-employment screening of adults and volunteers who come in contact with children is mandatory and legislated for across most states and territories in Australia. However, there is no national framework setting out the requirements for obtaining a Working with Children Check (or Police Checks) - and each state and territory has their own procedures and requirements.

	(Source: National Crime Check ⁴)
work(ing) with children	Is any role or function which involves contact with children, including care, supervision and teaching.
youth (young person)	A teenager who is a child. <i>Note: This term is used in recognition that a teenager may not identify as being a 'child' (notwithstanding the definition)</i>
youth leader	A Youth Worker leading or coordinating an activity for youth.
Youth Worker	An adult who has volunteered or been appointed to teach, lead, supervise or work with children or youth.

APPENDIX C - RECOGNISING CHILD ABUSE

- C.1 Child abuse includes:
- (a) Any act committed against a child involving:
 - A sexual offence; or
 - Grooming.
 - (b) The infliction, on a child, of
 - Physical violence; or
 - Serious emotional or psychological harm.
 - (c) Serious neglect of a child.
- C.2 People in contact with children and their families should be aware of the indicators of child abuse. Recognising indicators of child abuse is part of forming a responsible suspicion that harm to a child has occurred, is occurring or that there is a risk of harm.
- C.3 Sexual offenders exploit the dependency and immaturity of children. They may use a range of tactics including force, threats, and tricks to engage children in sexual contact and to try to silence them. They may also try to gain the trust and friendship of parents or caregivers to obtain access to children. They may be family members or close family friends.
- C.4 Possible indicators of child sexual abuse, which may be present either individually or in combination, include:
- Direct or indirect disclosures;
 - Describing sexual acts;
 - Age-inappropriate behaviour and/or persistent sexual behaviour;
 - Bleeding from the vagina or external genitalia or anus;
 - Injuries such as tears or bruising to the genitalia or anus;
 - Injuries to the breasts, buttocks, lower abdomen and thighs.
 - Self-destructive behaviour, drug dependency, suicide attempts, self-mutilation;
 - Overtly sexual themes in artwork, play or writing;
 - Changes in eating habits such as anorexia or over eating;
 - Going to bed fully clothed;
 - Regression in developmental achievements;
 - Unexplained accumulation of money or gifts;
 - Sexually transmitted diseases;
 - Persistent running away from home; and/or
 - Adolescent pregnancy.
- C.5 Other symptoms of child stress, which may be indicators of child abuse, include:
- Poor concentration at school;
 - Sleeping or bedtime problems such as nightmares or bedwetting;
 - Marked changes in behaviour including tantrums, aggressiveness, withdrawal, complaints of stomach aches and headaches with no obvious physical cause;
 - Indicators in parents, caregivers, siblings, relatives, acquaintances or strangers;
 - Exposing a child to pornography or using a child for pornographic purposes;
 - Intentionally exposing a child to the sexual behaviour of others;

⁴ National Crime Check is an Australian Criminal Intelligence Commission (ACIC) accredited agency. Retrieved 6 October 2018 from https://www.nationalcrimecheck.com.au/resources/working_with_children_checks_in_australia

- Inappropriate nakedness of either a child or an adult in a child's presence such as inappropriate exposure of genitals;
- Having committed or being suspected of child sexual abuse;
- Forbidding a child to engage in age-appropriate activities;
- Coercing a child to engage in sexual behaviour with other children;
- Verbal threats of sexual abuse;
- Denial of an adolescent's pregnancy by the family; and/or
- Domestic violence or physical child abuse.