

## POLICY & PROCEDURE CHECKLIST

A Member Protection Policy should contain statements that confirm that:

- All relevant State legislation will be complied with.
- A formal interview of all Leader candidates will be undertaken.
- At least two referees will be requested from Leaders candidates, and contacted.
- A criminal record check (Working with Children Check in VIC or Suitability Notice/Blue Card in Qld) will be carried out on all Leaders.
- A Leader will be barred from working with children if they have prior convictions relating to violent or sexually related offences
- Leaders will receive training on the purpose and implementation of the Policy & Procedures
- The School actively encourages the reporting of abuse
- The School is committed to being an environment where a child feels able to report abuse
- A procedure for dealing with and reporting reasonable suspicions of abuse is present
- Reasonable suspicions of abuse will be reported to the authorities & the Schools insurer

**A Leader is** - Any person (paid or unpaid) over the age of 18 who is responsible for the safety of people in their care whilst holding a formal position in a recognised Religious Organisation.

A leader could include but is not limited to: Counsellors, Youth Leaders, Sunday School Superintendents, Teachers and Helpers, Kid's Club Leaders and Helpers, Religious Practitioner, Scripture Teachers, Music, Drama or other Synagogue Leaders or Sports Coaches and Organisers

**We hereby agree to abide by the Child Protection Policy & Procedures issued by Scott Winton Insurance Brokers.**

**Signed:** .....

**Position:** .....

**Dated:** ...../...../.....

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