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Version 1.5

ADELAIDE REVIVAL FELLOWSHIP **INCORPORATED (A39018)**

POLICY DOCUMENTS

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6 WORKING WITH CHILDREN CHECK MANAGEMENT POLICY

All policies will be reviewed annually and within 30 days of a change in requirement or process being deemed necessary.

A hard copy of these policies will be available at each fellowship location.

To obtain an electronic copy, email: info@adelaiderevival.com



Child Safe Environment Policy & Vulnerable Peoples Policy

ADELAIDE REVIVAL FELLOWSHIP INCORPORATED

Adelaide Revival Fellowship Inc (ARF) holds firmly to the Biblical belief that all Children and Vulnerable Persons deserve to be treated with respect and dignity and to be safe from harm.

- a. ARF is committed to providing an environment free from harm for all its members and visitors including Children and Vulnerable Persons.
- b. ARF will take all reasonable and appropriate steps at our events and in dealings with people to ensure the protection of Children and Vulnerable Persons from harm or risk of harm.
- c. ARF will comply with all applicable legislation, including the South Australia Children and Young People (Safety) Act 2017.

DEFINITIONS

- a. A Child (or Children) is a person under 18 years of age.
- b. A Vulnerable Person is a person aged 18 years and above who is or may be unable to protect themselves against harm or exploitation by reason of age, illness, trauma, disability or for any other reason.
- c. Leaders and Helpers are church members given or assuming responsibility for the care and supervision of Children and Vulnerable Persons.
- d. The Fellowship is overseen by Pastors who are Leaders who meet the Bible criteria to hold such positions and as such have a proven history of sound integrity and ethical conduct over many years.

LEADER/HELPER CRITERIA

1. “Working with Children” Checks

1. It is a requirement that all Leaders and Helpers hold a current Working with Children Check issued under the South Australia Child Safety (Prohibited Persons) Act 2016.

2. Personnel Selection

1. Helpers must be members in good standing of the ARF before being considered for any role assisting with the care and supervision of Children or Vulnerable Persons.
2. Leaders are appointed being longer standing church members (usually a minimum of 2 years) demonstrating Biblical requirements of sound integrity and ethical conduct. All Leaders are appointed by the Pastors overseeing the home assembly of the nominee.

3. Annual Review & Training

1. All Leaders and Helpers **MUST** review the Child Safe Policy & Vulnerable Peoples Policy and Code of Conduct Policy annually. An electronic copy will be sent to all church members, with hard copies available upon request. Reminders of each Leader and Helpers individual responsibility to comply with this requirement will be made from each fellowship location platform each year.
2. Further, leaders with specific responsibility for areas regarding care of children (Pastors, Youth Leaders, Bible Class Coordinators, Sunday School Coordinators and Creche Coordinators) will be required to complete ‘Responding to Risks of Harm, Abuse and Neglect – Education and Care’ (RRHAN-EC) fundamentals training for volunteers biannually unless they complete the equivalent or higher training

as part of their work. This can be accessed via <https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care>

3. The Leaders of each area will be responsible at the start of each year for inducting new helpers and providing updated training specific to their area regarding child protection and child safe environments. The specifics of training provided will change depending on the area or individual responsibilities. At a minimum, all helpers will be required to read this policy and code of conduct and will be encouraged to watch the video 'Keeping our kids safe' produced by SNAICC (<https://youtu.be/On93YTvP7ew>). For creche helpers, training will be provided specific to very young children, especially regarding the personal care requirements of children in nappies. For Sunday school and Bible class helpers, training will be provided specific to older children regarding identifying children at risk and ways to support children in feeling safe and supported in that environment. All adult attendees at our specific kids and teens camps will be required to attend an induction session where their responsibilities regarding maintaining a child safe environment during camp and appropriate interactions with children and vulnerable people will be reviewed and reinforced.

4. Two Person Rule

1. All ARF events and activities will be organised and conducted so that, wherever practicable, all Children and Vulnerable Persons are always in the care and supervision of two Leaders and/or Helpers.

Risk Management Plan & Actions

1. All Leaders and Helpers have an individual responsibility as Mandatory Reporters to report any child suspected to be harmed or at risk of harm either to SA Police on 000 if the child is at risk right now, or to the Child Abuse Reporting Line (CARL) 131478 or the online child protection reporting system at <https://my.families.sa.gov.au/IDMProv/landing.html>.
2. Any allegation or suspicion that a child is being harmed or is at risk of harm must also be immediately advised to a Pastor who will coordinate management of any required actions by or within the Fellowship in a confidential manner. A Pastor with a close personal relationship or an extended family member involved in an incident will recuse themselves from further involvement in its management.
3. Where an allegation is made about a Pastor, two other Pastors must be involved in managing the matter.
4. Any alleged perpetrator(s) can only be told of a report if authorized by the Department of Child Protection or SA Police. On a case-by-case basis, that individual may be asked not to attend some or all Fellowship activities, depending on the nature of the report, until an investigation is finalized. Pastoral care will be offered, and professional counseling may be suggested as appropriate.
5. Allegations of harm/abuse to Vulnerable Persons must be reported to the Police and a Pastor. A Pastor can assist the person who made or received the complaint to complete the report if help is required. All other state government laws must also be complied with.
6. If we become aware that someone within our organization is prohibited from working with children in another State; becomes a registerable offender under the Child Sex Offenders Registration Act 2006; or makes a disclosure under s66 of Child Sex Offenders Registration Act 2006, this will be immediately reported to the appropriate authorities by a Pastor.
7. An individual safety plan will be produced by a child safety officer in conjunction with a Pastor to define involvement in church activities of a member for whom there are child safety concerns. This will apply to any member prohibited from working with children and may be applied to individuals who hold a valid working with children check for whom there is reason to hold concerns regardless of if there is an official finding or judgement against this person.
8. The Insurance Broker and Insurer will be advised immediately of any allegation involving a Pastor.



Leaders & Helpers Code of Conduct

ADELAIDE REVIVAL FELLOWSHIP INCORPORATED

The Leaders & Helpers of ARF are required to conduct themselves with a high level of integrity and beyond reproach. They are responsible for supporting the safety, participation and wellbeing of Children and Vulnerable Persons by:

1. Always upholding the ARF statement of Child Safe Environment Policy & Vulnerable People Policy, taking all reasonable steps to protect people from harm and risk of harm.
2. Treating everyone with respect.
3. Listening and responding to the concerns of Children, particularly if they are telling you they or another child has been harmed or at risk of harm and/or are worried about their safety or the safety of another.
4. Promoting the safety and healthy participation of Children and Vulnerable Persons irrespective of their culture, their ability or disability.
5. Ensuring, as far as is practicable, all adults are not left alone with a Child or Vulnerable Person (this includes transporting Children or Vulnerable Members on their own).
6. Avoiding personal one-on-one counselling with Children, Vulnerable Persons, or adult females. It is required that, wherever possible, two people are present. Where children or female vulnerable persons are being counselled, another adult female should be present wherever possible. It is preferable to delay such counselling to allow for the presence of the appropriate people unless circumstances do not permit this.
7. Respecting and actively supporting the primary role of parents in the education and care of their children.
8. Actively discouraging, preventing, and addressing bullying of any kind, including cyber bullying.
9. Immediately reporting if they suspect a child is at risk of harm or any allegations or suspected case of harm to Children or Vulnerable Persons both to either to SA Police on 000 if the child is at risk right now, or to the Child Abuse Reporting line 131478 or the online child protection reporting system at <https://my.families.sa.gov.au/IDMProv/landing.html> **and then immediately to a Pastor.**
10. Encouraging Children and Vulnerable Persons to participate in all Fellowship activities where possible, and to be able to raise or contribute to discussion on issues that are important to them. At the start of each year, children will have the opportunity to discuss activities they would like to be involved in during the year. At the end of each year, there will be a review of the year and an opportunity for children to feedback on things they enjoyed or didn't enjoy and suggest changes for the next year. At any time, there will also be opportunity for children and/or their parents to provide feedback either directly to the team leaders of each area, to one of the Pastors, or via email to info@adelaiderivival.com for consideration and action.

Leaders & Helpers must not:

1. Develop any “special” relationships with Children or Vulnerable Persons that could be regarded as too close; or favoring in which individual Children or Vulnerable Persons could possibly feel a closer bond or obligation to a Leader or Helper than any other Leader or Helper present.
2. Exhibit behaviors with Children or Vulnerable Persons which may be regarded by anyone as unnecessarily physical (e.g., older children sitting on a Helpers lap).
3. Put Children or Vulnerable Persons at risk of harm (e.g., by locking doors).
4. Do things of a personal nature that a Child or Vulnerable Person can do for themselves (e.g., toileting or changing clothes).
5. Engage in open discussions of an inappropriately mature or adult nature in the presence of Children.
6. Use inappropriate language/innuendo.
7. Use inappropriate behavior management (for example using an unreasonably raised voice, making threats or smacking). If a Child fails to follow the direction of the Leader or becomes a potential physical threat to any other Children, the Child should be removed and returned to the Parent or Guardian. Where the Child refuses to be led, the Parent or Guardian should be located and brought to them.
8. Express personal views on culture or race in the presence of Children or Vulnerable People.
9. Must not have 1:1 contact with a child online using any platform.
10. Discriminate against any person, including because of race, culture, ethnicity, or disability.
11. Ignore or disregard any suspected or disclosed harm or risk of harm.

References

www.aifs.gov.au/cfca/publications/australian-child-protection-legislation
www.childprotection.sa.gov.au
[National Principles for Child Safe Organizations](#)

Management of complaints or feedback regarding administration of these policies or child safety

1. Complaints or feedback can be provided to any Pastor or via email to info@adelaiderevival.com This is an email address that is only accessible by the office manager of the church office at the Vogue.
2. All complaints and feedback will be dealt with confidentially, promptly, sensitively and fairly.
3. A copy of decisions and actions taken in response to complaints or feedback will be stored securely by the Vogue office.
4. If a child, young person or their family is not happy with the outcome of a complaint they can contact:
 - a. One of the Child Safety Officers
 - b. The Equal Opportunity Commission
Website: <https://www.equalopportunity.sa.gov.au/> Tel: 7322 7070 Email: equal@sa.gov.au
 - c. The Health and Community Services Complaints Commissioner
Website: <https://www.hcsc.sa.gov.au/> Tel: 1800 232 007 Email: info@hcsc.sa.gov.au



ARF Working With Children Check (WWCC) Management Policy

Child Safety Officers

Dr Darren Barnett 0413 990 562, Mr Ged Pilon, Mrs Briar Pilon

Responsibilities:

1. *Overseeing updates and ensuring compliance with legislative and insurance requirements.*
2. *Providing assistance in management of child safety concerns as required.*

Working With Children Check Central Admin (Vogue Office Manager):

Responsibilities:

1. *Emailing this policy document and attachments to all members of the Adelaide Revival Fellowship.*
2. *Complete annual checks that all officers and their wives in all Adelaide assemblies have a valid WWCC.*
3. *Annual check that all Pastors, Youth Leaders, Bible Class Coordinators, Sunday School Coordinators and Creche Coordinators have current RRAN-EC certificates.*
4. *Quarterly review of WWCC expirations and prompting members who need to complete renewal.*
5. *Securely store a copy of complaints or feedback and any decisions or actions taken as a result.*

Working With Children Check Local Admin:

Elizabeth: Mrs Andrea Nankivell

Gawler: Mrs Stacy Weber

Port Elliott: Mrs Teresa King

Vogue: Mrs Gail Haddad

Woodcroft: Mrs Angela Goodrich

Responsibilities:

1. *Annual check that all helpers on local rosters have a valid WWCC.*
2. *Assist local members with initiation of new checks or renewals as required.*

Who needs a Working With Children Check?

Members with a defined officer role and their spouse, all volunteers in any children's activities (creche, Sunday school etc.), young people's leaders and event organizers, helpers >14 at kids and teens camps, anyone living at camp, and any other member who may be involved in an activity where they will have contact with a child.

Relevant excerpts from Government of South Australia Screening Unit

Services or activities provided by a religious organization means services or activities provided by or on behalf of a religious organization in the course of which an employee or volunteer of the religious organization has or would reasonably be expected to have *contact* with a child.

Within services or activities provided by religious organizations, *contact* with a child is defined as:

- the person has physical contact with the child; or
- is in close physical proximity to the child; or
- communicates with the child (whether orally or by written, electronic or other means).

Central contact email for any questions/complaints/feedback or other matters pertaining to child and vulnerable people's safety or matters involving Working With Children Checks: info@adelaiderivival.com