

Name of Congregation: Glen Waverley

Date of Report: 2 Feb 2017

Name and contact details of person completing the report:

David Morgan david@gwuc.org.au

1. What activities for children does your congregation conduct? (please mark ✓, multiple choices are possible)

- 1) Nothing () 2) Sunday School (✓) 3) Youth Group (✓)
4) Play Group (✓) 5) Mainly Music ()
6) Other () : please specify(Occasional attendance applies)
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2. On what date did your church or congregation adopt or reaffirm the Keeping Children Safe Policy? (please ✓)

- 1) This has not been done ()

Can you please specify reasons for not doing it? (for example, never heard, lack of resources, etc)

- 2) If it has been done, what date?

i <http://wiki.gwuc.org.au/gwuc/GwucServingSafelyPolicy> adopted by Council
in <http://wiki.gwuc.org.au/gwuc/CouncilMinutes20150728>
Certificate awarded by the moderator 18 Sep 2016

3. Has the Church Council advertised the Keeping Children Safe Policy?

- 1) Yes (✓)

How?

Displayed on the wiki. Extracts posted in the building. Notification in Bulletin.
Spoken word at Congregational meeting 6 March 2016

- 2) No ()

Comment:

4. Has the church appointed a Safe Church Contact Person/Coordinator/s?

Yes, Dorothy Lockhart, and a deputy, David Morgan

5. Confirmation that Church Council members and appointed leaders have current valid WWCC/R and confirmation of WWCC/R has been entered on the Synod data base.

Names of Members	Person has valid WWCC/R	WWCC/R entered into data base? Yes/No
JaneAdams MargaretAllan EricArmstrong LesleyArmstrong AliceBarelli WarrenBartlett BraceBateman KelliBenjamin AaronBlakemore CarolynBlakemore JayneBlakemore SarahBlakemore HelenBoucher LynneBoyer PamBunney SheilaChan BelindaChung AlisonClarkson JanClear DianaColes RebeccaCornall GlendaCox FelicityDart JacobDavey MarkEaston YanEmms RewaFeenaghty GeraldineFleming MargaretFraser DebGraham JudithGreenwood WarrenGreenwood KatieHaala JaneHart AlaneeHearnshaw HeatherHon GlennHunter AshleyIrvine GailIrvine JasonIrvine JoyJackson SusanKaroly ChrisKrahn BenKrieger MiriniLang DebLeigh Joelleister KerrynLeister DorothyLockhart GrahamLockhart BenLohning StephanieLohning JudyLowe MeaganLowe MurrayLowe KayeMackinnon RossMackinnon JennyMajor JudithMance JasonMann KatMann DavidMorgan LauraMorgan SueMorgan LaurelMuir DougNewberry BillNorquay JillNorquay MikePatterson WendyPepper LynnPeters NeilPeters TamsinPeters JohnPooley	Yes	Yes

NicoleRobertson NoreenRodgers AngelShea NeilSkilton JohnSnare HelenStewart MichaelStringer SusanStringer SarahWieden DavidWilliams GeoffWillis JohnYates		
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6. Who has adopted a Code of Conduct?

Body (ie. Church Council, Children's Ministry, Youth Group)	Date
Church Council. Leisure time (elderly). Playgroups.	http://wiki.gwuc.org.au/gwuc/ChurchCouncilCodeOfConduct adopted April 2014 Section 4.7 of http://wiki.gwuc.org.au/gwuc/SSPPosDescs adopted July 2015.

If you haven't adopted a Code of Conduct, Please specify any reason.

A code proposed for the congregation was rejected by a Congregational meeting

7. When was the site checked for child safety?

Never been inspected just for "Child Safety".
We perform annual and quarterly property inspections, last one was November 2016, which covers all persons' safety .
It is done with and as a part of our Emergency Safety Standards (ESS) for Monash council quarterly and the annual Synod review required by the Property Trust for our property.
Playgroup coordinator checks the relevant areas weekly and Property Committee checks them quarterly and annually.

8. Date annual equipment and premises audit was conducted please.

November 2016 as above.

9. Has any regular maintenance work been completed and is confirmed as child safe?

Nope. We provide a "whole community safe" site. Maintenance works needed and done appear in the monthly church council property reports. That includes playground equipment checks.

10. Have you conducted interviews with people such as church council members, safe church coordinators, child ministry team leaders, child ministry team members and others helping with activities for children and young people?

I have not.

Please specify below:

Name of Person	Date interview was conducted	Date of reference checks	Date WWCC/R was dated	Date/reference of Church Council minute ratifying appointment
Church Council Members			See Synod database and Q11.	
Safe Church Coordinator/s:				
Child Ministry Team Leaders:				
Child Ministry Team Members:				
Others helping with activities for children and young people				

11. Have you inform people to obtain Working With Children Check?
If Yes, please specify below.

Working With Children Check/Register (WWCC/R)

Number of people working with children?	12	Number with WWCC/R	All workers with children. Total 85 in congregation, including "designated leaders"
Do you have a	Yes. Data kept in	Name of person	David Morgan

WWCC/R Register?	our rolls database	keeping WWCC/R Register	
How do you keep your WWCC/R records stored?	Original DoJ letters are kept as paper. Scans kept on computer. Numbers & dates kept in our rolls database and Synod database	Safety Management Online/Paper files (please circle)	Other (please give details)

12. Have you done any Safe Church training for Church Council members and appointed leaders?

Training and Support	
Date of last face to face Safe Church training	28 Mar 2015
Confirmation that Church Council members/appointed leaders have completed Safe Church training	<p>Date of Training & location</p> <p>Names of Attendees</p> <p>MargaretAllan Saturday, 28 March 2015 AliceBarelli Sunday, 10 November 2013 LynneBoyer Saturday, 31 August 2013 BelindaChung Saturday, 31 August 2013 AlisonClarkson Saturday, 31 August 2013 JanClear Saturday, 31 August 2013 NancyeCottrell Saturday, 28 March 2015 NickDart Sunday, 10 November 2013 JacobDavey Saturday, 28 March 2015 KimberlyEaston Saturday, 31 August 2013 GeraldineFleming Saturday, 28 March 2015 VidaFoo Saturday, 31 August 2013 MargaretFraser Saturday, 31 August 2013 DebGraham Saturday, 31 August 2013 JoyGray Saturday, 28 March 2015 JudithGreenwood Saturday, 31 August 2013 WarrenGreenwood Saturday, 28 March 2015 AlaneeHearnshaw Thursday, 15 November 2012 HeatherHon Saturday, 31 August 2013 JohnHurst Wednesday, 9 November 2011 JasonIrvine Saturday, 28 March 2015 EvanLaidlaw Saturday, 28 March 2015 DorothyLockhart Saturday, 28 March 2015 JudyLowe Saturday, 31 August 2013 KayeMackinnon Sunday, 10 November 2013 RossMackinnon Sunday, 10 November 2013 BeverlyMcGlead Saturday, 28 March 2015 DavidMorgan Saturday, 31 August 2013 LauraMorgan Sunday, 10 November 2013 LaurelMuir Saturday, 28 March 2015 ElwynPederson Saturday, 28 March 2015 AngusPeters Saturday, 28 March 2015 LynnPeters Saturday, 28 March 2015 NeilPeters Thursday, 4 December 2014 TamsinPeters Sunday, 10 November 2013 BevRichardson Saturday, 31 August 2013 NicoleRobertson Sunday, 10 November 2013 NoreenRodgers Saturday, 28 March 2015 EileenScott Saturday, 28 March 2015 BecSkilton Sunday, 10 November 2013 NeilSkilton Sunday, 10 November 2013 HelenStewart Saturday, 28 March 2015 PeterStewart Saturday, 28 March 2015 SusanStringer Saturday, 31 August 2013 BarbaraThompson Saturday, 28 March 2015 PatVevers Saturday, 28 March 2015</p>

	AnnaYeo Saturday, 28 March 2015
Training/Support needs identified	

13. Are you aware of or have you run any safe programs in your congregation?

Yes. See above dates of trained people.

If yes, please specify below.

Safe Programs	
Name of first aid officers	
Date annual risk management plan was approved (Include reference to Church Council minutes)	Building safety assessments done as described in the answer to question 7
Safe Child Risk assessment approved	Building safety assessments done as described in the answer to question 7
Dates of approval of unscheduled additional activities (include reference to Church Council minutes)	All activities are scheduled.
Risk assessment endorsed date	
Have you identified issues and/or need assistance with risk management plans? If so, please note them in the space provided	No

14. Reporting incidents/allegations/complaints questions

Do the people in your congregation and programs know how to report complaints/allegations regarding children? (Yes/ No)

Yes

Do you have a complaints process in place for children, youth and parents? (Yes/ No)

Yes

Do you have a child and youth focused feedback process? (Yes/ No)

Not sure what would qualify for determining a focus. Certainly youth and childrens leaders are well aware of the contact person

Thank you for your cooperation.