



“As the Bride adorned for her Bridegroom, the Church must reflect His love not only in worship but in watchfulness—where safety is not optional, but a holy obligation and everyone responsibility. For every soul entrusted to His Bride care is a temple, and every gathering must echo heaven’s sanctuary: secure, sacred, and set apart.”

Rosel Joy Bona

Biblical Principles:

- Proverbs 27:23 — “Be sure you know the condition of your flocks, give careful attention to your herds.”
- Psalm 91:1 — “He who dwells in the shelter of the Most High will rest in the shadow of the Almighty.”
- 1 Corinthians 3:16 — “Don’t you know that you yourselves are God’s temple and that God’s Spirit dwells in your midst?”
- Revelation 21:2 — “I saw the holy city, the new Jerusalem, coming down out of heaven from God, prepared as a bride beautifully dressed for her husband.”
- Ephesians 5:25-27 — Christ gave Himself for the Church to make her holy, cleansing her by the washing with water through the word.
- John 10:11 — “I am the good shepherd. The good shepherd lays down his life for the sheep.”

Policy and Procedures

1. Introduction

Life Choice Church is committed to nurturing a safe and healthy environment for all members of the community, particularly within each local church, outreach, and corporate event. The following biblical principles provide the basis for this policy statement:

- We have a duty of care towards each other (Matthew 19:19). This responsibility is taken seriously by all members of the community. Jesus set a high standard of care and compassion for others, which is the desired aim within our community (Matthew 19:13-15).
- The Bible stresses the sacredness and preciousness of life (Psalm 139).
- The Bible emphasizes our responsibility to protect those who are vulnerable (Exodus 22:21-22; Deuteronomy 10:17-19; Jeremiah 22:2-4; James 1:27).

2. Policy Background

Life Choice Church takes very seriously the mandate from God to protect the vulnerable within our community, due to their powerlessness at times to protect themselves. This policy considers all vulnerable people within our church communities, including children, young people, the elderly, individuals with disabilities and their carers, and people who are emotionally and spiritually vulnerable.

Life Choice Church supports the right of all individuals to be emotionally and physically safe, respected, and valued. This policy should be read in conjunction with the Child Safe Environment Policy, Code of Conduct, Working with Children Check Policy, and Complaints and Grievance Policy.

The aims of this policy are:

- To minimize the risk of abuse, misconduct, and misuse of power within the local church, outreach, and other events.
- To ensure that all cases of suspected abuse or misconduct are handled in a consistent, unbiased, and thorough manner.
- To promote respect, fairness, and consideration for all members of the community.

- To ensure that leaders and programs within the community function in a way that provides protection for all members.
- To ensure that all people within our communities are respected and valued regardless of their age, country of origin, gender, cultural heritage, ability, or background.
- To acknowledge that through accountability and layers of protocol, we can work together to provide a safe environment for vulnerable members of our communities.
- To recognize the significance of training and induction in maintaining a safe community for everyone.

3. Policy

Life Choice Church is committed to the following to develop and maintain a safe environment for everyone within our church communities:

- **Safe leaders:**
 - Safe recruitment Process of leaders.
 - Adequate training of leaders.
 - Adequate supervision of leaders.
 - Appropriate responses to allegations of risk of harm (abuse or neglect) and ministry misconduct.
- **Safe church, outreach, and other events programs:**
 - Ensuring that the environment is free from physical (including sexual), emotional, and spiritual abuse.
 - Minimizing safety risks in each environment through due care and diligence (including regular risk management assessment checklists on the physical environment).

This policy applies to all pastors, elders, workers, and volunteers associated with any ministry of Life Choice Church. It considers the following:

- The Commission for Children and Young People Act.
- Child Protection (Prohibited Employment) Act.
- Working with Children Check.
- The Ombudsman Act.
- Children and Young Persons (Care and Protection) Act.
- Children Legislation Amendment 2009.
- Children's Guardian Amendment 2021.

This policy also considers the Child Safe Standards, as legislated in 2021. These standards inform policy and practice:

- Child safety is embedded in organizational leadership, governance, and culture.
- Children participate in decisions affecting them and are taken seriously.
- Families and communities are informed and involved.
- Equity is upheld, and diverse needs are considered.

- People working with children are suitable and supported.
- Processes to respond to complaints of abuse are child focused.
- Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training.
- Physical and online environments minimize the opportunity for abuse to occur.
- Implementation of the Child Safe Standards is continuously reviewed and improved.
- Policies and procedures document how the organization is child safe.

4. Procedure

The following procedure is outlined for all local level Life Choice Churches, outreaches, and other events to enforce:

- Life Choice Church will endeavour to:
 - Provide a recognized Child Safety Contact Person (details available at www.lifechoicechurch.org who will also act on behalf of situations involving other vulnerable members of our communities.
 - Exercise its duty of care to protect individuals from abuse or neglect by:
 - Screening workers and volunteers through the local church.
 - Training pastors and leaders in this area.
 - Protecting workers and volunteers from false allegations of abuse or neglect.
 - Maintaining accurate records regarding individuals who work and volunteer with prohibited persons.
 - Providing training for members of the community on Life Choice Church policies and procedures.
 - Minimizing harmful behaviour through establishing a Code of Conduct.
 - Encouraging all church workers, volunteers, and members to abstain from placing themselves in situations that may result in harm to individuals.
- Life Choice Church is committed to exercising its duty of care to all members of our community and beyond by creating an environment free of abuse or neglect and supportive of everyone. Appropriate duty of care will include:
 - Always being vigilant to establish awareness of the need to be safe.
 - Providing adequate supervision at events.
 - Making sure that people are aware of acceptable behaviour through implementing a Code of Conduct.
 - Having appropriate strategies in place to deal with complaints and allegations within the local church, outreach, or other event context.
 - Identifying situations of suspected breach in this area.
 - Supporting individuals who are the alleged victims of abuse.

- Supporting families related to alleged victims of abuse.
- Supporting others in the community who are witnesses of abuse.
- Fostering an environment of mutual trust, respect, and support.
- Looking at situations impartially and notifying appropriate agencies as needed.
- Policies related to safe environments and related policies will be available on the website and dispersed to all pastors at regular intervals.
- Should a complaint arise, the following should be observed:
 - All complaints should be documented with accurate notes (including time, place, date, people present, and an outline of what is said).
 - If the complaint is made regarding the Senior Pastor of a local church, outreach, or event, it should be handled by the Child Safety Contact Person, who should be notified as soon as possible.
 - If the complaint is made regarding a different worker, volunteer, member, or visitor of the local church, outreach, or event, the senior pastor would be responsible for reporting, but they may request the support of the Child Safety Contact Person, even if the individual involved is not a child.
 - If the complaint is made regarding a person or persons outside of the local church, outreach, or event, the senior pastor would be responsible for reporting, but they may request the support of the Child Safety Contact Person.

5. Reporting a situation of alleged abuse or neglect:

- It is not the responsibility of any individual of Life Choice Church to investigate alleged incidents of abuse or neglect but rather to report them to the appropriate agencies.
- An interview (formal or informal based on the age and situation) should be conducted to establish facts needed to make a report only, but not necessarily to minimize or highlight the situation.
- Alleged incidents of abuse or neglect should be reported to the appropriate agencies.
- These allegations should not be discussed with other people within the community without specific reason. Outside of this, the privacy of all involved should be protected as much as possible.
- All situations of alleged abuse should also be reported to the Child Safety Contact Person within Life Choice Church.
- If the allegation relates to a Church worker (directly employed by the church), the Child Safety Contact Person or the Senior Pastor will contact the Ombudsman, as well as other relevant agencies.
- If the person of the allegation is a Church worker or volunteer, they may be informed following the reporting being complete, of the allegation (if appropriate). They may be informed of the

substance of the report and any investigation. They should be informed that they may put their case forward either verbally or in writing to the Child Safety Contact Person and the person carrying out the investigation. They may also be informed of their right to make a complaint to relevant agencies. If they are not satisfied with how the allegation was handled.

- It is the responsibility of the Senior Pastor or where appropriate the Child Safety Contact Person to ensure that all relevant individuals, including children, families, and alleged perpetrators are receiving appropriate counsel and support.

It is important that the rights of all individuals are respected relating to all alleged victims. To this effect, the following should be always applied:

- Strict confidentiality should be always maintained.
- Impartiality should be always maintained.
- All parties involved should be given adequate time to respond to the alleged abuse.
- Steps should be taken to provide protection to the person who made the allegations and the person who the allegations concerned.
- All reasonable information should be gathered prior to the report being made to assist investigations.
- No person will decide a case to which they have a conflict of interest.
- Reports will be made without any delay.
- All information gained regarding alleged abuse should be well maintained. Information should be kept in a secure location under the direction of the Senior Pastor or the Child Safety Contact Person to be provided to other relevant authorities as needed.

6. Training staff on new Policy and Procedures

Training staff on new procedures is crucial for ensuring that everyone is well-informed and capable of implementing the updated policies effectively. Here are some suggestions to train staff on the new Life Choice Church Policy and Procedures:

1. **Workshops and Seminars:** Organize interactive workshops and seminars where staff can learn about the new procedures in detail. These sessions can include presentations, group discussions, and role-playing scenarios to help staff understand and apply the policies in real-life situations.
2. **Online Training Modules:** Develop online training modules that staff can complete at their own pace. These modules can include videos, quizzes, and interactive content to make the learning process

engaging and effective. Ensure that the modules cover all aspects of the new procedures and provide opportunities for staff to test their knowledge.

3. **Printed and Digital Manuals:** Create comprehensive printed and digital manuals that outline the new procedures. These manuals should be easily accessible to all staff members and serve as a reference guide for any questions or uncertainties they may have.
4. **Regular Training Sessions:** Schedule regular training sessions to keep staff updated on any changes or additions to the procedures. These sessions can also serve as a refresher for existing staff and an introduction for new staff members.
5. **Mentorship Programs:** Implement mentorship programs where experienced staff members can guide and support newer staff in understanding and applying the new procedures. This peer-to-peer learning approach can be highly effective in reinforcing the training.
6. **Feedback and Evaluation:** Encourage staff to provide feedback on the training process and the new procedures. Use this feedback to make improvements and address any concerns. Additionally, evaluate the effectiveness of the training through assessments and follow-up sessions to ensure that staff have fully understood and can implement the procedures.
7. **Scenario-Based Training:** Use scenario-based training to simulate real-life situations where staff may need to apply the new procedures. This hands-on approach helps staff practice their responses and gain confidence in handling various situations.
8. **Communication Channels:** Establish clear communication channels for staff to ask questions and seek clarification on the new procedures. This can include dedicated email addresses, online forums, or regular Q&A sessions with church leaders.

By implementing these training methods, Life Choice Church can ensure that all staff members are well-prepared to uphold the new policies and procedures, creating a safer and more supportive environment for the entire community.

Life Choice Church Staff Training Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda:

- 1. Welcome and Introduction (15 minutes)**
 - Opening prayer and welcome
 - Introduction to the training session
 - Overview of the agenda and objectives
- 2. Understanding the New Policy and Procedures (30 minutes)**
 - Presentation on the updated Life Choice Church Policy and Procedures
 - Key changes and updates
 - Importance of the new policies in ensuring a safe and respectful environment
- 3. Biblical Principles and Ethical Responsibilities (20 minutes)**
 - Discussion on the biblical principles guiding the policies
 - Ethical responsibilities of staff members
 - Q&A session
- 4. Safe Recruitment and Training of Leaders (25 minutes)**
 - Procedures for safe recruitment of leaders
 - Training requirements and resources
 - Supervision and support for leaders
- 5. Handling Complaints and Reporting Procedures (30 minutes)**
 - Steps for documenting and reporting complaints
 - Role of the Child Safety Contact Person
 - Confidentiality and impartiality in handling complaints
- 6. Creating Safe Environments (25 minutes)**
 - Strategies for ensuring physical, emotional, and spiritual safety
 - Risk management and regular assessments
 - Implementing the Code of Conduct
- 7. Scenario-Based Training (30 minutes)**
 - Role-playing scenarios to practice responses to various situations
 - Group discussions and feedback
 - Reinforcing the importance of appropriate responses
- 8. Continuous Improvement and Review (20 minutes)**
 - Importance of ongoing evaluation and improvement
 - Methods for providing feedback and suggestions
 - Encouraging a culture of continuous learning
- 9. Q&A and Open Discussion (20 minutes)**
 - Addressing any remaining questions or concerns

- Open discussion on the implementation of the new procedures
 - Collecting feedback from staff
10. **Closing Remarks and Prayer (10 minutes)**
- Summary of key points
 - Encouragement and motivation for staff
 - Closing prayer

This agenda provides a comprehensive overview of the training session, ensuring that staff members are well-informed and prepared to implement the new policies and procedures effectively. If you need any further customization or additional details, feel free to ask!

Bibliography

- The Holy Bible, New International Version.
 - The Commission for Children and Young People Act.
 - Child Protection (Prohibited Employment) Act.
 - Working with Children Check.
 - The Ombudsman Act.
 - Children and Young Persons (Care and Protection) Act.
 - Children Legislation Amendment 2009.
 - Children's Guardian Amendment 2021.
 - Child Safe Standards, 2021.
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Life Choice Church

Code of Conduct Agreement Form

Name: _____

Position: _____

Date: _____

I, _____ (print name), have read and agree to abide by the Code of Conduct of Life Choice Church. I further agree to abide by all policies, procedures, and rules of Life Choice Church regarding children and as otherwise deemed applicable to me. I understand that any violation of this code of conduct may result in my immediate and potentially permanent dismissal. I declare that I will not abuse or neglect any child or adult physically, spiritually, emotionally, or sexually and that I have never been convicted of abuse or indecency with, or injury to, a child or adult.

Signature: _____

Life Choice Church

Complaint Documentation Form

Date of Complaint: _____

Time of Complaint: _____

Location of Incident: _____

Name of Complainant: _____

Contact Information of Complainant: _____

Details of Complaint:

- **Description of Incident:** _____
- **People Present:** _____
- **Outline of What Was Said:** _____

Action Taken:

- **Reported to:** _____
- **Date and Time of Report:** _____
- **Follow-up Actions:** _____

Signature of Person Documenting

Complaint: _____

Life Choice Church

Incident Reporting Form

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Name of Person Reporting Incident: _____

Contact Information of Person Reporting Incident:

Details of Incident:

- **Description of Incident:** _____
- **People Involved:** _____
- **Witnesses:** _____

Action Taken:

- **Reported to:** _____
- **Date and Time of Report:** _____
- **Follow-up Actions:** _____

Signature of Person Reporting Incident: _____

Life Choice Church

Child Safety Contact Person Information Form

Name of Child Safety Contact Person: _____

Contact Information:

- **Phone:** _____
- **Email:** _____
- **Address:** _____

Responsibilities:

- **Screening Workers and Volunteers:** _____
- **Training Pastors and Leaders:** _____
- **Maintaining Accurate Records:** _____
- **Providing Training for Community Members:** _____
- **Handling Complaints and Allegations:**

Signature of Child Safety Contact Person: _____

Life Choice Church

Volunteer Application Form

Personal Information:

- Full Name: _____
- Date of Birth: _____
- Address: _____
- Phone Number: _____
- Email Address: _____

Emergency Contact Information:

- Full Name: _____
- Relationship: _____
- Phone Number: _____

Volunteer Position Information:

- Position Applied For: _____
- Availability (Days and Times): _____
- Skills and Qualifications: _____

Background Information:

- Have you ever been convicted of a crime? (Yes/No)

- If yes, please explain: _____

References:

1. Name: _____

- **Relationship:** _____
- **Phone Number:** _____
- **Email Address:** _____

2. **Name:** _____

- **Relationship:** _____
- **Phone Number:** _____
- **Email Address:** _____

Confidentiality Agreement:

I, _____ (print name), understand that as a volunteer at Life Choice Church, I may have access to confidential information regarding the church, its members, and its operations. I agree to maintain the confidentiality of all such information and not to disclose it to any unauthorized persons. I understand that any breach of this confidentiality agreement may result in my immediate dismissal from volunteer service and potential legal action.

Signature: _____

Date: _____

Declaration:

I, _____ (print name), declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in my application being rejected or my dismissal from volunteer service. I agree to

abide by the Code of Conduct and all policies and procedures of Life Choice Church.

Signature: _____

Date: _____

Privacy Policy Consent Clause

By providing your personal information to Life Choice Church, you consent to the collection, use, and disclosure of your information in accordance with our Privacy Policy. We are committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible manner.

Consent:

I, _____ (print name), acknowledge that I have read and understood the Privacy Policy of Life Choice Church. I consent to the collection, use, and disclosure of my personal information as described in the Privacy Policy. I understand that I may withdraw my consent at any time by contacting Life Choice Church.

Signature: _____

Date: _____