



# ROAR CHILDREN'S MINISTRY POLICY MANUAL

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## PRIORITIES

"A hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove.....but the world may be different because I was important in the life of a child."

### Acknowledgements

Ps Rob Bradbury - KidsRUs  
Ps. Andrew Shepherd – Crossway Baptist Church  
Ps. Peter Lusk – Careforce Church



Dear Children's Worker,

Welcome to the ROAR Kids Team at CityLife Church!

We are thrilled to have you join our Team. Our Biblical directive is taken from Proverbs 22:6 "*Train up a child in the way he should go and when he is old he will not depart from it.*" We have the incredible privilege as we partner with parents to provide a firm spiritual foundation so that children will come to know, love and serve our Heavenly Father.

ROAR stands for '*Reach Out And Raise*'. We not only want to 'Reach Out' to our own children here at CityLife Church and raise them up in the things of God, but also seek to 'Reach Out' to the children and their families of our community, so they may come to know the love of Jesus in their own life.

This manual has been designed to give you a brief overall picture of the importance of the ministry to children, leadership expectations and provide guidelines for the safety of not only the children, but also yourself. Please read this manual thoroughly and retain for future reference.

You are indeed a vital member of the Team. We trust that you will find great satisfaction and blessing as you speak into the lives of these precious children. We look forward to ministering with you as we partner together to let children know that the Lord loves them, cares for them and has a great plan for their lives.

On behalf of the entire ROAR Kids Team,



Brett Ryan  
Children's Pastor

# The Importance of Ministry to Children

God loves children so much that He sent His only child Jesus, to die for them. Jesus made His opinion of the importance of children clear in Mark 10:11 when the Bible says that Jesus was “*greatly displeased*” with the adults for rebuking the children and attempting to keep them from Him. Jesus then goes a step further to state that childlike qualities are essential to enter the Kingdom of Heaven.

It is Jesus’ desire that not one of these precious little children are lost (Matthew 18:14) but that all could come to know Him as their Saviour, Lord and Friend. Jesus longs to bless the lives of little children. In Mark 10:16 Jesus takes the children in His arms, puts His hands on them and blesses them. Those of us involved in Children’s Ministries are Jesus’ hands to children and we are called to take their hands and bless them.

What a great privilege is ours to work with humanity at such a stage of flexibility. Children are open to Jesus in a way they will never be again (80% of what a child will know in their lifetime is acquired by the time they reach eight). They are also open to the world system. Satan has declared war on children and is having a powerful effect. Let us rise up and take what belongs to God.

What an honour it is to be involved in such a vital ministry but with that honour comes a great responsibility to strive for excellence in all our work.

Let’s minister to children with the type of love, passion and dedication that we would minister to Jesus Christ Himself, because that is what the Scriptures clearly say we are to do.



*“And any of you who welcome a little child like this because you are mine, is welcoming Me and caring for Me.”*

Matthew 18:5 (Living Bible)



## **CityLife Church's Mission Statement**

*To raise up fervent followers of Jesus Christ who will reach out and impact communities, cities and nations for the Kingdom of God.*

## **ROAR Kids Mission Statement**

*To Reach Out And Raise Children for the Lord Jesus Christ*

### **ROAR Kids aims to:**

- Provide quality teaching on the foundations of the Christian faith. (refer CityLife's Core Values)
- Empower children to grow spiritually through teaching, shepherding, discipling and role modeling.
- Provide age appropriate programs that are contemporary, relevant and fun.
- Aim to provide a physically, emotionally and spiritually secure environment for children. Children will feel safe, be able to express themselves and interact with others.
- Welcome and embrace families to the church. To ensure that all ministries are accessible and inclusive.
- Empower children to discover and use their God-given gifts and abilities. We will facilitate opportunities for them to minister to the Lord and others.
- Provide opportunities for ministering to children. We will actively recruit leaders and ensure they are valued, trained and released into ministry.
- Reach children and their families from the community. We will assist in facilitating creative, innovative and relevant outreach programs.

## Core Values

Vision flows out of values. Values are what we consider important and worthwhile. Commonly held CORE VALUES are the key to unity and are the foundation upon which all activity must be based. Paul encourages us to be “like-minded” and “one in spirit and purpose” (Phil.2:2). We are committed to developing and pursuing Biblical kingdom values. As leaders of the church we intend to model these values then seek to impart them to our congregation.

### Our Core Values (who we are and what we’re committed to):

1. **Jesus Christ - we are a Christian church.** The person of Jesus Christ is central to all we do and through Him we have relationship with God the Father and the Holy Spirit.
2. **The Bible - we are a Bible-based church.** We are committed to the Bible as the Word of God and our final authority for rule and practise.
3. **The Ministry of the Holy Spirit - we are a Spirit-filled church.** We believe that each Christian should develop the fruit of the Spirit and seek to use the gifts of the Spirit for the benefit of others.
4. **Discipleship - we are a maturing church.** Our goal is to help people become fully-devoted followers of Jesus Christ.
5. **Prayer - we are a praying church.** Our goal is become a house of prayer for all nations.
6. **Worship - we are a worshipping church.** Our goal is to express our devotion to God through joyful praise and intimate worship.
7. **Loving Relationships - we are a loving church.** Our goal is to see every person loved and cared for in such a way that they feel accepted, valued and have a sense of belonging.
8. **Servanthood - we are a serving church.** Our goal is to see every member developing their God-given abilities and using them to serve others.
9. **Outreach - we are an evangelistic church.** Our goal is to reach lost people both near and far and influence our community for righteousness through evangelism, community outreach, missions and church planting.
10. **Relevance - we are a contemporary church.** Our goal is to present the message of Christ in a way that is meaningful to regular attenders and comprehensible to outsiders.
11. **Diversity - we are a multicultural church.** Our goal is to bridge cultural and generational gaps so as to create a community where different people can relate together in a spirit of love and unity.
12. **Excellence - we are a quality church.** Our goal is to pursue excellence in all aspects of church life in order to bring glory to God.



# ROAR KIDS PROGRAMS

## **Kids Church - Knox**

Saturdays (4:00pm & 6.15pm)

Sundays (9:00am & 11:15am)

## **Kids Church - Casey**

Sunday (10:00am)

## **Kids Church - Hobson's Bay**

Sunday (10:00am)

## **Kids Church - Manningham**

Sunday (9:00am & 11:00am)

1 - 2 Years olds

2 - 3 Years olds

3 Year old Kinder (Not at school)

4 Year old Kinder (Not at school)

Prep & Year 1

Grades 2, 3 & 4

Grades 5 & 6

Lion Cubs

Little Giants

Mighty Warriors

Pacers

AllStars

TrailBlazers

56ers

These programs are age appropriate, fun, interactive and designed to help children to discover the love of the Lord Jesus Christ.



## **Sunday Evenings (5:30-7:30pm)**

Interactive games and activities for 4 year olds - Yr 6 (Primary School) during LIFETRAX at Knox

## **Others**

Christian Religious Education (CRE),  
School Chaplaincy, Social Outings



## CityLife Church Leadership Standards

In any local church it is important that there are some protective mechanisms in place to ensure that people are well cared for and being influenced in a positive way. For this reason, CityLife Church has in place the following objective leadership standards with which any person occupying the privileged position of leadership in the Church needs to comply.

Being in leadership means being in a position of influence – that influence will either be positive or negative, depending on the quality of our lives. This is why Paul emphasized so strongly to his young leaders that they each needed to be an example of a believer in every area of their lives.

The CityLife Church leadership standards are outlined below.

1. All leaders need to be committed members (partners) of the church and are expected to fulfill the ongoing requirements of partnership, which include maintaining their own devotional life, weekly Celebration attendance (including prayer meetings), and regular giving of tithes and offerings.
2. All leaders should be actively involved in the Life Group ministry.
3. All leaders are to set an example both inside and outside the church in attitude, speech, life, love, faith and purity.
4. All leaders are expected to be a Christ-like example to other people in every area of their life and to endeavour to be a Godly influence through their words, attitudes and behaviours (1 Tim 4:12; 1 Cor. 11:1).
5. All leaders should maintain a good standard of personal hygiene and grooming. Dress should be appropriate to the occasion, neat and modest.
6. All leaders are to be an example in interpersonal relationships by treating people with gentleness and respect. In the event of conflict, resolution should be sought as soon as possible in an attitude of humility.
7. All leaders should protect and guard the unity of the Spirit in the church. If there are concerns involving any leader of the church (decisions made or action taken), these should be addressed quickly with those directly concerned so as to avoid allowing murmuring or gossip to undermine the unity of the church.
8. In view of our standing in the local community, all leaders need to be willing to undergo a police criminal record check and any other checks (such as a Working With Children Check) the church deems necessary for their area of involvement.
9. Leaders may in the course of participating in the life and ministry of CityLife Church have access to information of a private and confidential nature. Information of this nature includes financial, emotional, physical and social information of members of our congregation and information relating to operations of our church. All Leaders will take reasonable precautions to maintain the privacy and confidentiality of any such information and not permit such information to be used for purposes other than CityLife Church purposes.

We recognise that to comply with these standards may require some lifestyle adjustments for some individuals. Impacting one life for eternity is worth any lifestyle sacrifice that leaders may have to make.

Our desire is not to become Pharisees who focus only on external conformity and who develop an attitude of superiority by looking down on those who have different standards. We want to simply be an example and not give any reason for causing someone to stumble, especially young people and new believers. Where people are disobeying the absolutes of God's Word, we must lovingly confront them. Where there are differences over non-essential issues, we must graciously accept one another and allow people's consciences to dictate their own decisions.

Revised: February 2011

Issued: 28<sup>th</sup> February 2011 replacing 5<sup>th</sup> February 2009

# ROAR Leadership Pathway



**ROAR Children's Pastor**

Overseeing Multi-site Children's Pastors & Coordinators



**ROAR Children's Pastors**

Coordinating a Dept such as 56ers; or a multi-site overseeing all Asst. Pastors & Coaches/Asst. Coordinators



**ROAR Assistant Pastors  
or Asst. Coordinators / Coaches/ Interns**

Assisting the Coordinator  
Be overseeing a service (PM or AM)  
Overseeing Roar Team Leaders & Coach



**ROAR Team Leader**

Overseeing a service (PM or AM)  
Overseeing Roar Asst. Team Leaders



**ROAR Assistant  
Team Leader**

Overseeing Roar Leaders & Asst. Leader;  
TF kids



**ROAR Leader**

Teach, lead and assist children as specified by Coordinator/Team Leader



**ROAR Assistant Leader**

Assist & supervise children as specified by Coordinator/Team Leader



**ROAR Helper**

Helping with children, assisting with delegated tasks as directed by Team Leader



**TASK Force**

Children in Year 7



## ***Roles & Expectations of Leaders***

# TASK Force Trainee (Year 7's)

## Pastoral Oversight

Department Coordinator & Children's Pastor

## Accountable to

Team Leader

## Minimum Commitment

12-month period



## Requirements

Completed TASK Force Application Form

Be water baptised by immersion or in the process of getting water baptised by immersion

Attends Youth or Family Life Group

Working towards LIFETRAX 1 & 2 by Year 10

Pray and read the Bible regularly

Maintain the CityLife devotional journal

Attends Celebration Services regularly

Encouraged to attendance ROAR meetings

Be a good example to other children

Have a great attitude and commitment towards ministry

Punctually attend all TASK Force training sessions and weekend services as rostered

Arrive prepared and at least 30 minutes prior to ministering

Show respect to leaders and team members

Demonstrate an ability to interact with others in a team environment

Successfully complete and achieve competency in all written and practical assignments

## Giftings

Teaching, helping, encouragement, serving

## Minimum Training

Attend Task Force Training held during KidzWorkz.

## Ministry Description

Helping with children, assisting with delegated tasks as directed by Team Leader

## Ministry Commitment

12 month period

# **ROAR Helper** (Year 8's onwards and adults)



## **Pastoral Oversight**

Department Coordinator & Children's Pastor

## **Accountable to**

Assistant Team Leader & Team Leader

## **Requirements**

Be water baptised by immersion or in the process of getting water baptised by immersion  
Have attended CityLife for at least 6 months  
Attends Youth or Family Life Group  
Maintain the CityLife devotional journal  
Worship regularly at Celebration Services  
Working towards LIFETRAX 1 & 2 and Partnership within the year  
Completed ROAR Leadership Application Form  
Arrive prepared and at least 30 minutes prior to ministering  
Participation at all Children's Leaders and Team meetings  
If 18 years old & above, must have a Working with Children Check & Police Check  
Model the love of Christ and be a good example to other children  
Have a great attitude and commitment towards ministry  
Punctually attend all training sessions and weekend services as rostered  
Show respect to leaders and team members  
Demonstrate an ability to interact with others in a team environment

## **Giftings**

Helping, encouragement, serving

## **Minimum Training**

Work towards completing ROAR TRAX 1 within the year.  
Recommended attendance at one Children's Ministry conference during the year

## **Ministry Description**

Helping with children, assisting with delegated tasks as directed by Team Leader

## **Minimum Commitment**

12-month period

# ROAR Assistant Leader

## Pastoral Oversight

Department Coordinator & Children's Pastor

## Accountable to

Assistant Team Leader & Team Leader

## Requirements

Be water baptised by immersion

Is a CityLife Partner

Attends Youth or Family Life Group

Maintain the CityLife devotional journal

Worship regularly at Celebration Services

Completed LIFETRAX 1 & 2

Working towards completing LIFETRAX 3 & 4 within the year

Arrive prepared and at least 30 minutes prior to ministering

Participation at all Children's Leaders and Team meetings

If 18 years old & above, must have a Working with Children Check & Police Check

Model the love of Christ and be a good example to other children

Have a great attitude and commitment towards ministry

Punctually attend all training sessions and weekend services as rostered

Show respect to leaders and team members

Demonstrate an ability to interact with others in a team environment



## Giftings

Teaching, helping, encouragement, serving

## Minimum Training

Completed ROAR TRAX 1

Work towards completing ROAR TRAX 2 within the year

Attend one Children's Ministry Conference during the year

## Ministry Description

Teach, lead and assist with delegated tasks as directed by Team Leader

## Minimum Commitment

12-month period

# ROAR Leader

## Pastoral Oversight

Department Coordinator & Children's Pastor

## Accountable to

Assistant Team Leader & Team Leader

## Requirements

Be water baptised by immersion

Is a CityLife Partner

Attends Youth or Family Life Group

Maintain the CityLife devotional journal

Worship regularly at Celebration Services

Completed LIFETRAX 1 & 2 and be in the process of completing LIFETRAX 3 & 4

Arrive prepared and at least 30 minutes prior to ministering

Participation at all Children's Leaders and Team meetings

If 18 years old & above, must have a Working with Children Check & Police Check

Model the love of Christ and be a good example to other children

Have a great attitude and commitment towards ministry

Punctually attend all training sessions and weekend services as rostered

Show respect to leaders and team members

Demonstrate an ability to interact with others in a team environment



## Giftings

Teaching, helping, encouragement, serving

## Minimum Training

Completed ROAR TRAX 1 & 2

Work towards completing ROAR TRAX 3 within the year

Attend one Children's Ministry Conference during the year

## Ministry Description

Teach, lead and assist with delegated tasks as directed by Team Leader

## Responsibilities

Vary according to area of ministry as specified by Team Leader & Department Coordinator

## Minimum Commitment

12-month period

# Assistant Team Leader

## Pastoral Oversight

Department Coordinator & Children's Pastor

## Accountable to

Team Leader & Department Coordinator

## Requirements

Be water baptised by immersion

Is a CityLife Partner

Attends Youth or Family Life Group

Maintain the CityLife devotional journal

Worship regularly at Celebration Services

Completed LIFETRAX 1 & 2 and be in the process of completing LIFETRAX 3 & 4

Attend Advanced TRAX

Arrive prepared and at least 30 minutes prior to ministering

Participation at all Children's Leaders and Team meetings

If 18 years old & above, must have a Working with Children Check & Police Check

Model the love of Christ and be a good example to other children

Have a great attitude and commitment towards ministry

Punctually attend all training sessions and weekend services as rostered

Show respect to leaders and team members

Demonstrate an ability to interact with others in a team environment



## Giftings

Teaching, helping, encouraging, serving

## Minimum Training

Completed ROAR TRAX 1-3

Work towards completing ROAR TRAX 4 within the year

Attend one Children's Ministry Conference during the year

## Ministry Description

Assist and supervise children.

## Responsibilities

Vary according to area of ministry as specified by Department Coordinator

## Minimum Commitment

12-month period

# Team Leader

## Pastoral Oversight

Department Coordinator & Children's Pastor

## Accountable to

Assistant Department Coordinator / Assistant Children's Pastor  
Department Coordinator / Children's Pastor



## Requirements

Be water baptised by immersion

Is a CityLife Partner

Attends Youth or Family Life Group

Maintain the CityLife devotional journal

Worship regularly at Celebration Services

Completed LIFETRAX 1 & 2 and be in the process of completing LIFETRAX 3 & 4

Attend Advanced TRAX

Arrive prepared and at least 30 minutes prior to ministering

Participation at all Children's Leaders and Team meetings

If 18 years old & above, must have a Working with Children Check & Police Check

Model the love of Christ and be a good example to other children

Have a great attitude and commitment towards ministry

Punctually attend all training sessions and weekend services as rostered

Show respect to leaders and team members

Demonstrate an ability to interact with others in a team environment

## Giftings

Leadership, teaching, helping, encouragement, serving

## Minimum Training

Completed ROAR TRAX 1-4

Attend one Children's Ministry Conference during the year

## Ministry Description

Teach & lead children. Shepherd & train team members

Responsible for overall running of Kids Church service assigned to and supervision of team during service.

## Responsibilities

Vary according to specific area of ministry as specified by Department Coordinator

## Minimum Commitment

12-month period

# Assistant Coordinator/ Asst. Children' Pastor

## Pastoral Oversight

Department Coordinator & Children's Pastor

## Accountable to

Department Coordinator & Children's Pastor

## Requirements

Be water baptised by immersion

Is a CityLife Partner

Attends Youth or Family Life Group

Maintain the CityLife devotional journal

Worship regularly at Celebration Services

Completed LIFETRAX 1 – 4

Attends Advanced TRAX

Arrive prepared and at least 30 minutes prior to ministering

Participation at all Children's Leaders and Team meetings

If 18 years old & above, must have a Working with Children Check & Police Check

Model the love of Christ and be a good example to other children

Have a great attitude and commitment towards ministry

Punctually attend all training sessions and weekend services as rostered

Show respect to leaders and team members

Demonstrate an ability to interact with others in a team environment



## Giftings

Leadership, teaching, helping, exhortation, administration

## Minimum Training

Completed ROAR TRAX 1-4

Work towards completing Ministry TRAX

Attend one Children's Ministry Conference during the year

## Ministry Description

Assists the Department Coordinator in the coordination of the entire department, including organizing team meetings & team rosters for weekend services and special events. Teach, lead, discipline & nurture children. Shepherd all department workers.

## Minimum Commitment

12-month period

# Coordinator/Children's Pastor

## Pastoral Oversight

Children's Pastor – Brett Ryan

## Accountable to

Children's Pastor – Brett Ryan



## Requirements

Be water baptised by immersion

Is a CityLife Partner

Attends Youth or Family Life Group

Maintain the CityLife devotional journal

Worship regularly at Celebration Services

Completed LIFETRAX 1 – 4

Attends Advanced TRAX

Arrive prepared and at least 30 minutes prior to ministering

Participation at all Children's Leaders and Team meetings

If 18 years old & above, must have a Working with Children Check & Police Check

Model the love of Christ and be a good example to other children

Have a great attitude and commitment towards ministry

Punctually attend all training sessions and weekend services as rostered

Show respect to leaders and team members

Demonstrate an ability to interact with others in a team environment

## Giftings

Leadership, teaching, helping, exhortation, administration

## Minimum Training

Completed ROAR TRAX 1-4

Work towards completing Ministry TRAX

Attend one Children's Ministry Conference during the year

## Ministry Description

Overall co-ordination of entire department, including monthly team meetings,

organizing team rosters for weekend services and special events

Teach, lead, discipline & nurture children. Shepherd all department workers

## Minimum Training

Attend basic and workshops held throughout the year.

At least one Children's Ministry conference every year

## Minimum Commitment

12-month period



## SUPERVISION OF CHILDREN

Supervision is deemed to have commenced once a child has entered the room/the parent has left in the room for a specific session.

Supervision is deemed to have ceased once the child has been collected by the parent/authorized person who must show the Parents ID Card the number of which must match with the number of the child's Name Tag.

Children who have not been picked up 15 minutes after the end of the program will be escorted by two adult leaders to look for the parent.

## FIRST TIME VISITING CHILDREN

All first time visiting children should be directed to the ROAR Welcome Desk where their details will be recorded in the Guest/Visitors Book. They have to wear a First Time Visitor Label as well as a guest tag with a number on it. Their parent/person bringing them will be given a guest tag with the same number. This tag must be produced when collecting the child.



## ADULT VISITORS & UNAUTHORISED PERSONS

All adult visitors who wish to stay in the children's room must first obtain permission from the Coordinator/Team leader. They must fill in their details, the reason why they need to be there and sign in an Adult Guest Book on the registration table of each room. They must also wear a Visitor's Tag on a lanyard. This applies also to any prospective volunteer who wishes to observe the session. This would have been pre-organized with the Coordinator/Team Leader.

Should a potential volunteer just turn up on to observe, the Coordinator/team Leader is to give that person an Expression of Interest Form, write down details of the person, including a phone number in the Communications Book and advise this person that he/she will be contacted by a staff member. Please note that in the interest of the children, no unauthorized person is not allowed to stay in and observe. This includes young people/teenagers hanging around or waiting for their friends.

## PHYSICAL CONTACT

The Bible says to avoid any appearances of evil. For this reason it is important that any physical contact with the child be limited. This not only protects the child but also the leader from any false accusations. **Leaders should never be left alone with a child.** They must always be in view of other leaders or children. If in a closed-up room, leave the door open.



Appropriate physical contact with children should be kept to safe zones only. Safe zones are lower legs, arms, shoulders, upper back and head. (The area that a female one-piece bathing suit covers is not an appropriate area to touch) For example, an open hand may be placed gently on a child's shoulder. This may be done to comfort, to gain a child's attention, or when praying for a child. If at any time a child shows discomfort with such a touch, remove your hand immediately. Should a child wish to hug you, you need to receive and not reject them but turn them to your side. This also means avoiding children sitting on your lap.



## DISCIPLINE

Disciplinary measures taken must be done with in the presence of another leader. In general, any steps taken to discipline a child must be seen in terms of the child's overall welfare and the welfare of others. No disciplinary steps should involve any form of corporal punishment or doing any thing that would unduly shame a child. It should be expected, that children are respectful to you, other children and property.

Should a child show inappropriate behaviour, a verbal warning is first given. If the behaviour continues, another verbal warning is given and the child be given a "Time Out" (That is, the child is asked to leave the group, within sight of the leader, for a short period of time). If this occurs, the leader who imposed the "Time Out" must personally follow up with the child **with another leader present** before the day's session concludes. In serious cases, children may be returned to their parents, or parents contacted to come and collect their child. In these situations the Coordinator must be informed.

## BLOOD OR BODILY FLUIDS

All leaders who come in contact with bodily fluids or blood must use disposable gloves and dispose of them correctly, wash hands thoroughly afterwards and disinfect all areas exposed to bodily fluids or blood.

## SICK CHILDREN

No sick children should be at accepted at any children's program. It is the parents' responsibility to care for their sick child elsewhere. If a child becomes sick after check-in, the Team Leader/Coordinator will:

- a. page the parent to come and check the child out immediately
- b. isolate the child from other children
- c. stay with the child until the parent arrives

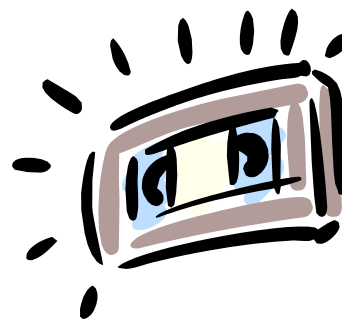


## TOILETING

For safety and security reasons, Children's Ministries' volunteers are not permitted to change nappies of young children. Should a child need to be changed, parents are notified via the silent pager in the Auditorium. Toilet facilities are available next to rooms to all children in Years 2 and below. Children will be ideally escorted in pairs by a female worker to the toilet. Children in Years 3-6 are able to go to the toilet in same sex pairs alone. Toilets near the Children's Rooms are out of bounds for adults when the children's programs are running.

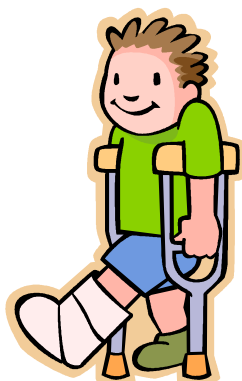
## DVD POLICY

The Children's Pastor must give prior approval of all DVD's shown. Any DVD viewed by children will be age appropriate and will uphold the standards of Christian living and morality.



## OUTSIDE CONTACT

Any contact with children outside normal program times must have parental permission. We would strongly recommend that any individual contact be in the presence of a parent or another leader.



## ACCIDENTS / INCIDENTS

Accidents and injuries go 'hand in hand' when working with children. Should an injury take place, a First Aid kit is located within the room at the top of the stairs between the Youth Room and Children's Room 3 (Upper Room). In an emergency, whilst in the church building during a church event or meeting, the Venue Managers should be informed immediately.

An Emergency Medical response will be initiated via the Silent Paging service. All extraordinary events, such as significant injuries, damage to property or willful inappropriate behaviour needs to be communicated to the Coordinator/ Children's Pastor.

Appropriate documentation may be required and parents will be notified. An Accident/Incident Report Form must be filled up.



## *Child Abuse & Protection Policy*

For more information on Child Abuse & Protection, please read the KidsRus Child Protection Policy on <http://www.aogvic.com.au/upload/KRUChildProtectPolicy2005.pdf>  
To view a hard copy, please contact the ROAR Office.



# INCIDENT / ACCIDENT REPORT

Please tick relevant box:

- Personal Injury
- Near Miss

Status:  Staff  Volunteer  Congregation  Visitor/Contractor/Client

### Person Reporting:

Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

### Details of Person(s) Involved:

(Please attach details if more than one person involved)

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ M/F \_\_\_\_\_

Street No. and Name \_\_\_\_\_

Suburb/Town \_\_\_\_\_ Post Code \_\_\_\_\_ Phone No. \_\_\_\_\_

### Incident / Near Miss Details:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

### Full details of incident / near miss (eg. Potential hazard):

(Please attach additional information if necessary)


Incident Result:  Acute (Immediate Effect)  Chronic (Long-term/recurring effect)

### Treatment Required:

Nil (injury)  Hospitalised - Name of Hospital \_\_\_\_\_

First Aid  Doctor only  Other (specify) \_\_\_\_\_

Immediate Treatment (eg. Crutches / stretcher / nebulizer for asthma) \_\_\_\_\_

### Please tick appropriate boxes under each of the four categories:

#### Part/s of Body

- Head
- Eyes
- Neck
- Face
- Abdomen
- Buttock
- Internal Organ
- Back
- Arm
- Hand / Fingers
- Leg / Ankle
- Foot / Toes
- Knee
- Shoulder
- Other (specify) \_\_\_\_\_

#### Nature of Injury

- Fracture / Break
- Dislocation
- Sprains / Strains
- Concussion
- Amputation
- Laceration
- Bruising
- Crushing
- Burns
- Object in Eye
- Poison / Toxic Effect
- Inhalation
- Blood / Body Fluids
- Electrocution
- Other (specify) \_\_\_\_\_

#### Type of Incident

- Slips, Falls
- Falling / Striking Object
- Stepping on / off
- Caught Between
- Manual Handling  
(eg. lifting / carrying)
- Radiant Heat / Fire
- Contact with Substance
- Contact with Electricity
- Smoke / Dust / Particles
- Excessive Noise
- Gas / Fumes
- Client\* / Client\*
- Client\* / Staff
- Client\* / Community
- Client\* only / Staff Only
- Other (specify) \_\_\_\_\_

#### Equipment Involved

- Power Tools
- Hand Tools
- Ladder
- Stairs
- Scissor Lift
- Motor Vehicle
- Poor Lighting
- Cleaning Equipment
- Lawn Mower
- Hose / Cords / Ropes
- Chemicals
- Platform Step
- Building (specify) \_\_\_\_\_
- Appliance (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

Side of Body:  
 Left  Right

\* Client may also include volunteers/  
congregation / contractors / visitors

**Witness & Notification Details:**  
 Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Parents Notified       Yes       No       N/A  
 Was there supervision at time of incident?     Yes       No  
 If YES, name of leader/supervisor: \_\_\_\_\_

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Signature (Person Reporting): \_\_\_\_\_ Date: \_\_\_\_\_

**KCC Section Only:**  
 Program Area:  
 Counselling       Community Care       Mission Impossible       Warehouse  
Attention: Director      Attention: Program Co-ordinator  
 Category 1       Category 3  
 Category 2

**Manager or Supervisor / KCC Director Section:**  
 (comments relating to preventative action taken to avoid reoccurrences, not medical treatment)  
 CityLife / KCC Investigation       Police Investigation       Media Interest  
 Work Cover Claim       Days off Work

**Further Action Recommended by Manager:**  
 Debriefing Arranged       Follow Up Report

**Further Comments:**


Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **IMPORTANT INFORMATION**



### **ROAR LEADERS UNIFORM & IDENTIFICATION BADGE**

All leaders are required to purchase a ROAR T-shirt to be worn when they are on duty. (Windcheaters & caps are optional) Financial assistance or installments can be made. The purpose of the uniform is identification, safety and a sense of teamwork. Children, parents and other leaders can easily identify who are the leaders. You will also be issued with a photo identification badge, which must be worn whilst on duty. Your Working With Children card needs to be attached also. Please see your co-ordinator. Other adults not wearing a uniform must be approached and have a legitimate reason for being present. e.g. Parent Helper. (see guidelines on ADULT VISITORS & UNAUTHORISED PERSONS)

### **ROAR TRAX Leadership Training, Children's Conferences & LIFETRAX**

ROAR TRAX Leadership Training is held throughout the year. Please make these training opportunities a priority. You are also encouraged to attend at least one of the children's conferences such as Ministry to Children's Seminar or Kidshaper Conference that are held each year. LIFETRAX is for your own spiritual development and enables you to become a partner of the church. It is a requirement to be a leader of the church and for your involvement within ROAR Kids.

### **TASK FORCE (Training And Serving Kids) TRAINING PROGRAM**

This is a Leadership Course designed to equip and train young leaders in Year. Training is provided by ROAR staff and leaders during KidzWorkz/LIFETRAX . They will be taught biblical principles to disciple and encourage them to grow in God's Word whilst preparing them for leadership and to become fervent followers of Christ. They will also be given opportunities to serve during weekend celebration services, KidzWorkz & other events.



### **SERMONS PREACHED AT CELEBRATION SERVICES**

Sermons are available by podcast via the CityLife Church website.

**You are indeed a vital and appreciated member of the ROAR Kids Team. Please do not hesitate to contact your Co-ordinator or the Children's Pastor should you have any ideas or comments. Once again we wish to thank you for your willingness to be involved within ROAR Kids.**