

**Soul Survivor NSW Inc.**  
**Child Safe Policy and Procedures**

## **1. INTRODUCTION**

### **1.1. Commitment to Child Safety**

Soul Survivor NSW Inc ("Soul Survivor NSW")<sup>1</sup> is committed to providing events, services and programs that promote the physical, emotional and spiritual health and safety of children and young people; and which model the love of Christ to all of those with whom Soul Survivor NSW has contact.

Soul Survivor NSW is committed to creating safe spaces for children and young people where life and faith in Jesus can be explored together. In creating safe spaces, the wellbeing of children and young people, including those who are particularly vulnerable, will be at the forefront of all care and decision making.

The staff and volunteers of Soul Survivor NSW recognise their responsibility individually and collectively to ensure the wellbeing and safety of children and young people. Soul Survivor NSW has zero tolerance for child abuse.

The Child Safe Policy & Procedures ("the Policy") aide the staff and volunteers of Soul Survivor NSW in creating and maintaining child-focused and child-safe practices.

### **1.2. Scope**

The Policy applies to:

- All ministries authorised by or under the control of Soul Survivor NSW, including any ministries undertaken at the Soul Survivor offices, soul.conference venue, or any other location.
- All staff, team and volunteers within Soul Survivor NSW or those engaged by Soul Survivor NSW.

### **1.3. Authority**

This Policy was adopted for use by the Soul Survivor NSW Board on 18 April 2019 (and last updated 11 April 2022). The Soul Survivor NSW Board is committed to implementing the Policy and training our leaders and teams in its content and application.

### **1.4. Definitions**

**Abuse** can consist of one or more of, but not restricted to, the following:

**Physical Abuse** / Any non-accidental physical injury resulting from practices such as: hitting, punching, kicking (marks from belt buckles, fingers), shaking (particularly babies), burning (irons, cigarettes), biting, pulling out hair. Alcohol or drug administration.

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<sup>1</sup> Soul Survivor NSW is an incorporated association under NSW law that has offices at Northside Baptist Church in Crows Nest, NSW.

**Sexual Abuse** / Any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions in preparation for sexual activity with the child.

**Emotional abuse** / The attitude or behaviour of one person which is directed at another person or, the creation of an emotional environment which erodes a child's development, self esteem and social confidence. Behaviours may include: devaluing, ignoring, rejecting, corrupting, isolating, terrorising or domestic violence in the child's presence.

**Child** / any person under the age of 18.

**Children with vulnerabilities** / Children who may be exposed to greater risk due to their experience, ability, location or background.

**Complaint** / Includes any allegation, suspicion, concern or report of a breach of Soul Survivor NSW's Code of Conduct.

**Delegate** / Any person, including a child, who attends or participates in Soul Survivor NSW ministries.

**Event** / Any activity that is organised, facilitated and promoted by Soul Survivor NSW, whether occurring on a one-off or ongoing basis.

**Helper** / Any unpaid person over the age of 16 who is invited by the staff or team to assist them in their ministry.

**Key Ministry Area (KMA)** / Any organised activity that is authorised by Soul Survivor NSW. These include, but not limited to soul.conference, soul.teams, soul.equip, the.roadie, and Young Adults Retreat.

**Ministry Leader** / The person recognised and authorised by Soul Survivor NSW as the head of a key ministry area.

**Neglect** / Characterised by the failure to provide for the child's basic needs. Any serious omission or commission which jeopardises or impairs a person's development.

**Reportable conduct** / Conduct as defined by the *Children's Guardian Act 2019* (NSW).

**Staff** / Any person employed by Soul Survivor NSW.

**Team** / Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members placed in their care whilst holding a formal position in a recognised ministry of Soul Survivor NSW. Any person paying the 'team rate' to attend soul.conference. All team are considered mandatory reporters.

**Youth Leader** / Any leader or pastor in charge of a youth group that attends as the supervisor of their youth group. These leaders and pastors are required to comply with their own denominations child protection policy and are not the responsibility of Soul Survivor NSW.

## **2. EXTERNAL POLICIES**

Soul Survivor NSW/ seeks to comply with the child protection policies governing the mainstream denominations of the Australian church and with the Child Safe Standards identified by the Royal Commission into Institutional Responses to Child Sexual Abuse. The Policy is not intended to replace or conflict with these policies, but instead to operate in conjunction with them.

These policies include, but are not limited to:

- NCCA The Safe Church Network (Anglican, Orthodox, Catholic, Lutheran, Salvation Army, Uniting Church, Church of Christ);
- Creating Safe Spaces (Baptist); and
- Towards Safe Places (ACC).

Youth leaders attending Soul Survivor NSW events and key ministry areas will be given notice that they are required to operate in accordance with their denominational standards and will be given an information sheet about this policy.

## **3. POLICY REVIEW**

The Policy will be reviewed annually by the Director of Soul Survivor NSW.

The Director will inform the staff leaders of key ministry areas when the date of review will occur, and any changes recommended by the ministries should be submitted in writing to the Director for consideration one month before the review date.

Any proposed changes will be submitted to a subsequent Soul Survivor NSW Board meeting for approval before being implemented.

Church or youth pastors, families and other Soul Survivor NSW stakeholders in the community may provide feedback in relation to the Policy in writing for consideration by the Director of Soul Survivor NSW at any time.

## **4. OBLIGATIONS**

### **4.1. Spiritual**

The core beliefs of Soul Survivor NSW require us to treat all people with love and dignity and to care for those who are less powerful and in need of nurture and protection.

### **4.2. Legal**

Soul Survivor NSW and its staff and team are subject to Federal and State legislation and principles established through common law.

### **4.3. Ethical**

Some actions that may be not be regarded as abuse, but are unacceptable behaviours for Soul Survivor NSW staff and team. These include:

- Inappropriate conversation of a sexual nature;
- Coarse language, particularly if of a sexual nature;
- Suggestive gestures or remarks;

- Jokes of a sexual nature;
- Inappropriate touching;
- Inappropriate literature (e.g. M, MA, R or X rated material used with young children). Speakers will be briefed on appropriate clips to use and will be required to consult with staff if the clip is higher than PG rating; and
- Acts of violence committed by staff or team in the course of an activity.

The age of the individual is recognised as one of the determining factors in deciding what is acceptable and unacceptable behaviour. Ministry Leaders will ensure that high standards of conduct are maintained at all times.

## **5. SELECTION AND SCREENING**

### **5.1. Staff**

Candidate staff will be subject to thorough selection and screening procedures to ensure that they are a fit and proper person to be ministering to children and well qualified for the role for which they are being considered for. Prior to any candidate staff commencing a role with Soul Survivor NSW, the following precautions will be taken:

- Candidate staff complete an application form, which requests details of relevant past experience, positions held, details of two referees and permission to contact them (see Appendix 1). Candidate staff will also sign and agree to abide by the Soul Survivor NSW Code of Conduct (see Appendix 2).
- Candidate staff will be interviewed by the Director of Soul Survivor NSW or by another person at the direction of the Director. The content of the interview will be documented and retained on file.
- Referees nominated by candidate staff will be contacted and spoken to by the Director of Soul Survivor NSW. The discussion will seek to establish the candidate staff suitability for the role and the discussion will be documented and retained on file.
- The details of the candidate staff's application, interview and reference checks will be provided to the Board of Soul Survivor NSW for approval.

### **5.2. Team**

Any team involved in an activity within Soul Survivor NSW must be carefully selected and screened. Prior to team commencing child-related ministries, the following precautions will be taken:

- Candidate team members will in most cases be delegates of Soul Survivor NSW, have regularly attended Soul Survivor NSW events for at least one year, and have been a member of a local church for at least six months (with a reference to be provided from that church). In the exceptional circumstance where the candidate team member has not been attending Soul Survivor NSW events for at least one year, the Director of Soul Survivor NSW will provide the required references as set out below to the Soul Survivor

NSW Board, along with a recommendation that the candidate be accepted as a team member, for the Board's approval.

- Candidate team members will complete an application form which requests details of relevant past experience, positions held, details of two referees and permission to contact them (see Appendix 1). Candidate team members will also sign and agree to abide by the Soul Survivor NSW Code of Conduct (Appendix 2).
- Referees nominated by candidate team members will be contacted and spoken to by an experienced and responsible member of the Soul Survivor NSW staff, using an agreed set of questions which have been drafted by Soul Survivor NSW. The questions will seek to establish the candidate team member's suitability for the role or position and the conversation will be documented and retained on file.
- Short listed candidate team members will be interviewed by an experienced and responsible member of the Soul Survivor NSW staff prior to being accepted as team.

### **5.3. Requirements for all Staff and Team**

A Working with Children Check (NSW) ("WWCC") which complies with the legislative requirements of NSW will be requested, received and verified prior to the staff or team commencing their proposed role. In the case of ACT staff and team, both a WWCC and a Working with Vulnerable People Check (ACT) are required. The details of each staff and team's WWCC will be verified and recorded in the relevant Soul Survivor NSW database. The database will be regularly checked to ensure the currency of each WWCC.

Where Soul Survivor NSW has identified that a candidate staff or team has previously been convicted of a violent or sexual offence, they cannot, under any circumstances, be considered for child related ministries. Due to the nature of Soul Survivor NSW ministry to youth and young adults, these offences preclude the candidate staff or team from serving in all ministries of Soul Survivor NSW.

## **6. TRAINING**

All staff and team will be issued with a copy of the Policy and receive training in the content and application of the Policy, reporting procedures and the associated legal requirements before commencing child-related ministry.

All staff and team will undertake further education and training on child protection to comply with the child safety requirements of The Safe Church Network. This training should be completed through a Safe Church Network trainer. Training from other church denominations will be accepted in lieu of the Safe Church Network training if listed in Section 2 "External Policies" of the Policy.

Staff and team will keep up to date with child safety training requirements (as set out by the organisation offering the accepted child safety training). Where a Team member has previously completed an accepted child safety training, but has not completed their "refresher" requirements as at the date of soul.conference, the Team member may still serve on the soul.conference team provided the team member is booked to undertake the training within six months and with the approval of the Director.

## **7. A SAFE ENVIRONMENT**

### **7.1. General**

- All staff and team will abide by the Code of Conduct and breaches of the Code of Conduct will result in disciplinary action.
- A sign-in sheet will be at all Soul Survivor NSW events with the full name and contact details of all present documented.
- Staff and team have the right to ask people who do not have a valid reason to be present at child-related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.
- “Safe people” to whom delegates can speak to about any concerns they may have will be announced during all overnight Soul Survivor NSW events. “Safe people” will include the respective youth leaders for delegates in attendance and Soul Survivor NSW staff. Additional “safe people” may be determined by the Director of Soul Survivor NSW.
- Incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations. For this reason, two staff and team will always be present when working with or supervising children.
- Staff and team will not visit children in their homes unless a parent is present or another team member accompanies them.
- When transporting children, staff and team should never be alone with a child in the car. Where this is not practical, team will take children directly to and from arranged venues and will not spontaneously detour or make additional arrangements.
- Delegates have a choice as to whether they participate in activities which are conducted as part of Soul Survivor NSW events. In particular, delegates at soul.conference have a choice as to whether they participate in organised projects and supervision will be provided for delegates who choose not to participate.
- The importance of friendships and support from peers is recognised. However, initiations and secret ceremonies are prohibited.
- All aspects of every child-related program will be open to observation by parents and guardians.
- A staff member will regularly review posts on Soul Survivor NSW’s social media pages to check for offensive, inappropriate or unsafe content. Any such content, or other content not suitable for children and/or in conflict with Soul Survivor NSW values, will immediately be removed and reported to the Director of Soul Survivor NSW in writing.

### **7.2. Prayer and Pastoral Care**

- All pastoral care offered to children is to be carried out within sight of another staff or team or within a public space. Pastoral care is defined as discussions of a sensitive nature e.g. resolving conflict, prayer, counselling regarding a loss etc.

- Staff are authorised to pray (including “laying hands” appropriately) for delegates at Soul Survivor NSW events. Team will be authorised to pray (including “laying hands” appropriately) for delegates only after being trained at a “praying for people” seminar at soul.conference or completing other prayer ministry training recognised by the Director of Soul Survivor NSW. At soul.conference, staff and team authorised to pray for delegates will be given a sticker for their name badge.

### **7.3. Equity and Diversity**

- The value of equity is upheld and the diverse needs of delegates are taken into account. Soul Survivor NSW actively attempts to anticipate the diverse circumstances of delegates and respond to any additional vulnerabilities.
- Soul Survivor NSW pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disabilities, and children from culturally and linguistically diverse backgrounds.

### **7.4. Risk Assessments and Mitigation**

- A risk assessment will be conducted by a staff member prior to each overnight Soul Survivor NSW event. The risk assessment will be documented and submitted to the Director of Soul Survivor NSW at least five days prior to the commencement of the event. The risk assessment for soul.conference will be submitted to the Board of Soul Survivor NSW for at least ten days prior to conference.
- Concerns raised in relation to health and/or safety at Soul Survivor NSW events, and reports of serious injuries, will be reviewed and addressed by the Director. Where deemed appropriate, the Director will provide an anonymised report to the Soul Survivor NSW Board for discussion of appropriate steps to be taken to mitigate future risk.

### **7.5 Privacy**

- Adults and children are expected to respect each other’s privacy during activities that require undressing, dressing or changing clothes. Staff and team will set an example by protecting their own privacy in similar situations. No staff or team will be alone in a room with a child whilst either is changing.
- The privacy of all delegates will be respected in accordance with the Soul Survivor NSW Privacy Policy (Appendix 3). All records containing personal information of delegates will be kept secure and images of delegates and other children will not be used in promotional material without prior consent of the child and their parent/guardian.

## **8. DISCIPLINING CHILDREN**

It is not the responsibility of Soul Survivor NSW staff or team to discipline a child. If a child does not abide by the rules of the event, is an obstruction to the care of other children, or may cause harm to other children, the child will be removed from the event and referred back to their youth leader. The youth leader of that child will then be responsible for referring the child to their parent or guardian. If the child is not registered as part of a youth group, Soul Survivor NSW will contact the child’s parent or guardian directly. Any incident will be recorded in a log book with the names of those involved, and a brief witness statement.

At no time will any staff or team administer any form of physical, emotional or mental discipline.

## 9. COMPLAINTS

Soul Survivor NSW is committed to having a child-focused complaint process that encourages children to speak up and ensures complaints are addressed promptly, thoroughly and fairly. In addressing complaints, child safety is paramount.

All complaints are to be handled in accordance with Soul Survivor NSW's Procedures for Handling Complaints Against Staff and Team ("the Complaints Procedure") which is available to children, parents/guardians and members of the wider community on Soul Survivor NSW's website. Staff and team will be given training on the implementation of the Complaints Procedure.

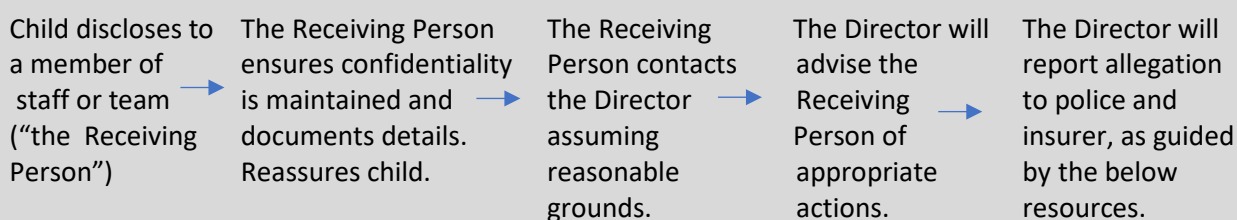
## 10. REPORTING PROCEDURES

The Director of Soul Survivor NSW has the specific duty of dealing with any allegations that arise in relation to child safety and reportable conduct. The contact details for the Director are listed below and available to all staff and team:

Name: Matthew Gelding  
Phone: (02) 8086 2166 / 0403 358 455  
Email: [matt@soulsurvivornsw.org.au](mailto:matt@soulsurvivornsw.org.au)  
Post: PO Box 474, Frenches Forest NSW 1640

If the allegation involves the Director of Soul Survivor, the staff or team who receives the allegation in relation to child safety should report the allegation to the co-chairs of the Soul Survivor NSW Board.

### Reporting and escalation procedures for handling allegations of abuse are as follows:



The Director will utilise the Decision Tree forming part of the Mandatory Reporter Guide ([www.childstory.nsw.gov.au](http://www.childstory.nsw.gov.au)) to assist them in determining the appropriate actions and reports to be made. The Director may also seek additional guidance from the Child Protection Helpline.

The Director will keep a record of the outcome of the Decision Tree (and any other resources accessed), and any reports made to the Department of Communities and Justice, the Office of the Children's Guardian, NSW Police Force and/or Soul Survivor NSW's insurer.

If there are reasonable grounds to suspect a child has been, or is suffering abuse, the police and Soul Survivor NSW's insurer should be contacted immediately.

NSW Police (Chatswood): (02) 9414 8499  
NSW Police Assistance Line: 131 444 (24 hours)  
ACT Police (Civic HQ): (02) 6256 7777  
ACT Care & Protection Services: (02) 1300 556 728 (24 hours)  
Ansvr/EA Insurance: (03) 9890 6851



Reasonable grounds can be assumed when:

- A child discloses that he or she has been abused, and/or
- Someone close to the child (e.g. sibling, relative, close friend) discloses on behalf of that child. The police will also be notified if a child discloses an incident of abuse that has occurred somewhere other than a Soul Survivor NSW event.

If a disclosure of abuse is made, the Receiving Person will maintain appropriate pastoral care to the one making the disclosure. This will include:

- Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim. The matter should not be swept under the carpet. The alleged victim should be assured that the matter will not be kept secret, and it may need to be reported.
- Not pushing the child to disclose details of the alleged assault or attempting to investigate the allegation.
- Assuring the child that they are understood, that their disclosure is being taken seriously, that what happened is not their fault and that they are correct in disclosing the incident.
- Reporting the abuse to the police and Soul Survivor NSW's insurer.
- Not making contact with the alleged perpetrator. If that team member is already providing counsel to the alleged perpetrator, it may be advisable for another person to assume this responsibility for the duration of any investigation.
- Maintaining confidentiality.
- Any disclosure by a child or reports of suspected abuse, and the details of the subsequent investigation, will be documented promptly and the documents will be held in a secure location where a breach of privacy cannot occur.

Soul Survivor NSW reserves the right to carry out disciplinary procedures in accordance with the constitution of Soul Survivor NSW. Where an allegation is made against a staff or team, the accused staff or team will be removed from child-related ministry pending the outcome of all investigations.

## **11. ALCOHOL AND DRUGS**

The consumption of alcohol by staff and team will not happen when a child is present. Possession or use of illicit drugs at Soul Survivor NSW venues or during its events by any staff or team is not allowed or condoned.

Any delegate found to be under the influence of alcohol or illicit drugs is to be engaged in a pastoral conversation and the parents/guardians contacted so that the delegate can be returned home immediately. On soul.teams and during soul.conference, it is the responsibility of the supervising youth leader to contact the child's parents/guardians.

Any delegate required to take prescription medication during a Soul Survivor NSW event will provide a letter from their parents/guardians to the youth leader of their church and during soul.conference, the parent/guardian will also indicate this on the submitted registration form.

## **12. FAMILY AND COMMUNITY INVOLVEMENT**

Open dialogue with stakeholders is valued. Church or youth pastors, families and other Soul Survivor NSW stakeholders in the community may provide feedback to the Director of Soul Survivor NSW in relation to any event or key ministry area at any time.

Parents/guardians will be informed of soul.conference rules and the Policy at the time of receiving confirmation of their child's registration for soul.conference. Parents/guardians will be provided with the Policy at the time of receiving confirmation of their child's registration for all other overnight Soul Survivor NSW events.

Policies and other information regarding child safety will be available on the Soul Survivor NSW website.

## **13. RECORD KEEPING**

Records of all WWCC information will be kept for at least seven years after the staff team has ceased to be involved in child-related ministry with Soul Survivor NSW.

Records relating to matters addressed in the Policy will be kept for a minimum of 45 years. Records are to be kept electronically and regularly backed up.

**APPENDIX 1**

**Soul Survivor Team Application Form**

**FULL NAME:**

**DOB:**

**CONTACT NUMBER:**

**EMAIL:**

**CHURCH:**

**DURATION OF TIME AT CHURCH:**

**POSTAL ADDRESS:**

**RESIDENTIAL ADDRESS (if different from above):**

**POSITION APPLYING FOR (Please circle):**

SOUL.CONFERERENCE TEAM / SOUL.TEAMS / SOUL.WORLD / STAFF / CALLEDTOLEAD /  
ROAD.TEAM (ACT) OTHER: \_\_\_\_\_

**LIST YOUR PAST EXPERIENCE IN YOUTH WORK/MINISTRY?**

**LIST ANY RELATED POSITIONS HELD IN YOUTH WORK/MINISTRY?**

**PLEASE LIST TWO PERSONAL REFEREES (not to be family relatives, and must have known the applicant for at least 3 years)**

## APPENDIX 2

### Soul Survivor NSW

#### Code of Conduct for Staff & Team Members

##### The 'spirit' of our culture

As part of the Soul Survivor NSW staff and team who ministers to many different denominations and ages, and particularly to children and young people, many look to you for their cues on how to behave, who to become like, and as a model of Christ-like leadership. You are not only representing yourself, you are representing Jesus and Soul Survivor NSW.

At Soul Survivor NSW, we want to be a people and leaders who are passionate followers of Jesus, empowered by the Spirit to be active in the ministry of advancing the Kingdom of God. Perception is a very real thing and we want to do all we can, in Christ together, to live a life above reproach and put no stumbling block in anyone's way.

All paid and unpaid staff, including team and volunteers, of Soul Survivor NSW are responsible for the safety and wellbeing of children and young people who engage with Soul Survivor NSW. All paid and unpaid staff and team are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

##### I WILL:

- Act in accordance with Soul Survivor NSW's Child Safe Policy and Procedures, and other Soul Survivor NSW ministry and wellbeing policies, procedures and guidelines at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff and team.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Soul Survivor NSW.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them, wherever possible.
- Contribute, where appropriate, to Soul Survivor NSW's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing, where possible and as required by Soul Survivor NSW's risk assessment and management policies and processes.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Soul Survivor NSW's policies and procedures for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by the Office of Children's Guardian and by Soul Survivor NSW's policies and procedures on internal and external reporting.
- Comply with Soul Survivor NSW's protocols on communicating with children.
- Comply with Soul Survivor NSW's policies and procedures on record keeping and information sharing, as appropriate to my role.
- Disclose to the Soul Survivor NSW's Director or Events Manager if I am under investigation for any allegation regarding a child and/or any form of sexual abuse/sexual assault within seven days of becoming aware of the investigation.

**I will NOT:**

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child, except in exceptional circumstances.
- Arrange personal contact, including online contact, with children I am working with for a purpose related or unrelated to the activities of Soul Survivor NSW.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Soul Survivor NSW's policies and procedures on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or illicit drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

**If I think this Code of Conduct has been breached by another person in Soul Survivor NSW I will:**

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to Soul Survivor NSW's Director or Events Manager.
- Follow Soul Survivor NSW's policies and procedures for receiving and responding to complaints and concerns.
- Comply with the reporting requirements of the Department of Communities and Justice and the Office of the Children's Guardian (as relevant to the circumstances), and with Soul Survivor NSW's policies and procedures on internal and external reporting.

**I agree to abide by this Code of Conduct during my employment with Soul Survivor NSW.**

**I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my involvement with Soul Survivor NSW.**

Full Name:

Signature:

Dated:

## APPENDIX 3

### Privacy Policy and Procedures

#### 1. INTRODUCTION & OBLIGATIONS

Through our activities and events Soul Survivor NSW Inc recognises the importance of privacy for all individuals involved whether it be our volunteers, registered participants, staff or visitors. We recognise the right of people to keep their personal information private.

This Privacy Policy shows how we treat the information we collect and hold. We follow the guidance of the Australian Privacy Act 1988 (<http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act>) as well as leading event organisations in the industry as we deal with personal information. According to the Privacy Act due to the size of Soul Survivor NSW/ACT as an organisation, we are exempt from cloud storage conditions. However, due to our commitment to keeping your information secure, the following policy outlines the precautions we will take with information you provide us.

These are the Privacy Policy & Procedures of Soul Survivor NSW Inc and were adopted for use by the Soul Survivor NSW/ACT Board on 17th September 2014.

#### 2. COLLECTING INFORMATION

In the course of events and activities, Soul Survivor NSW/ACT may collect participant's general information to help with the effective and safe running of activities. The information we collect may include some sensitive information such as health information, which will be relevant to providing that particular activity. Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information we may not be able to appropriately respond to your needs.

#### 3. USING THE INFORMATION

We will use your information for the purpose of that activity or event you are disclosing information for. We may also use your personal information to email or mail you our newsletters or promotional material for current and future events. In all major events we will provide you with the option to tell us not to send you further information. You are also able to unsubscribe at any point to stop receiving communication from us.

In some cases we may need to disclose sensitive information about you to a third party to be able to provide services you have requested. However we will not provide your information to 3rd parties for the purpose of advertising or marketing. Example 1: A caterer contractor to provide your special dietary requirements Example 2: A first aid provider to be able to supply their first aid kit with suitable equipment in case of an emergency.

#### 4. STORING THE INFORMATION & SECURITY

Our major information databases for storing your personal information for soul.conference are offline. The only information that is stored in online databases is your Name, Email Address,

Church and Date of Birth. This is stored on a secure MailChimp server for the purpose of emailing you with newsletters and future event information. Soul Survivor NSW/ACT accepts no responsibility for the security of information you send to or receive from us over the internet or for any unauthorised access or use of that information.

Your information on our databases is only accessed by staff or team members for which it is necessary in order to provide services to you e.g. contacting you, ordering meals, first aid, contacting parent or guardian.

## **5. ACCESSING YOUR PERSONAL INFORMATION**

If you have any questions or would like to contact us to determine what personal information we have on file for you or would like to amend that information our details are:

EMAIL: [info@soulsurvivornsw.org.au](mailto:info@soulsurvivornsw.org.au)

PHONE: (02) 8086 2166

POST: PO BOX 474 Frenchs Forest, NSW 1640