

Sunday School Teachers' Guidelines

Thank you for providing this wonderful service!

Psalm 127:3.

Please ensure you:

- ✓ read & follow your Ecclesia's safeguarding children policy & code of conduct
- ✓ are a baptised member, eager to share God's love & message of hope with others, including children
- ✓ model Christ-like behaviour (eg manners, respect, demonstrate the fruit of the spirit)
- ✓ have a current working with children check (WWCC) & inform the Sunday School Superintendent of your WWCC number
- ✓ use positive & respectful words & tone with children & parents / caregivers, & never physically discipline a child or speak to them using aggressive, rude or demeaning language or tone
- ✓ are in an open space or publicly visible (eg not in a private room with closed doors), & never be alone with a child away from the view of other adults
- ✓ never help children in ways that involve intimate care if the child can do it on their own (eg toileting or changing clothes)
- ✓ remind very young children to go to the toilet with their parent / caregiver before Sunday School starts
- ✓ immediately inform the Sunday School Superintendent if you have a child-related complaint made against you or if your WWCC is withdrawn, suspended, cancelled or has lapsed
- ✓ do a safety check of the environment (eg any hazards)
- ✓ check with parents / caregivers for any dietary needs / issues before offering (eg sweets & treats) during Sunday School
- ✓ have an appropriate ratio of teachers/helpers to children (as a guide, 3-5 years = 1:5, 6-17 years = 1:10)
- ✓ actively supervise children at all times to keep them safe (when parents / caregivers are not present)
- ✓ communicate with parents / caregivers, & never engage in any secretive contact with a child (whether physical or through electronic media or in any other way)
- ✓ have & know where the first aid supplies are, & know who the first aid officer is
- ✓ only touch children in a manner appropriate to their age, gender or cultural background (eg high-fives)
- ✓ do not photograph or video children without their parent's / caregiver's permission
- ✓ if you have reasonable grounds to suspect a child is at risk of significant harm, immediately report this to your Ecclesia's Child Safeguarding Representative & / or call 13 21 11. All concerns / complaints raised must be taken seriously
- ✓ complete child safety training arranged by your Ecclesia
- ✓ MANDATORY REPORTING LINE: Child Protection Helpline: 13 21 11 (24 hours / 7 days)

Sunday School Superintendent/Secretary/Ecclesial Child Safeguarding Representative Guidelines

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- ✓ In addition to the Sunday School Teachers' Guidelines, please ensure you:
- ✓ maintain a list of all teachers & helpers' current working with children check (WWCC) numbers (on file & updated / verified on the NSW Office of the Children's Guardian online portal), & monitor expiry dates (including for the Superintendent & Sunday School Secretary)
 - ✓ maintain an appropriate ratio of teachers / helpers to children in classes (as a guide, 3-5 years = 1:5, 6-17 years = 1:10)
 - ✓ regularly assess & manage risks, including child safety risks
 - ✓ ensure only teachers / helpers approved by the Management Committee teach Sunday School
 - ✓ interview & induct Sunday school teachers / helpers (including any stand-in teachers / helpers)
 - ✓ prepare a six-monthly or annual plan for Sunday School dates & activities
 - ✓ keep a roll of:
 - children & teachers / helpers attending Sunday School
 - adults & children attending Ecclesial activities involving children (eg Sunday School picnics)
 - adults & children attending Ecclesial meetings (eg memorial meetings, Bible classes) & Ecclesial camps / study weekends
 - ✓ report to the Managing Committee (eg as a Committee meeting agenda item)
 - ✓ ensure teachers / helpers (including any stand-in teachers) are provided the Sunday School Teachers' Guidelines
 - ✓ share these Guidelines with any stand-in Superintendent / Secretary / Ecclesial Child Safeguarding Representative, & when transitioning the Superintendent role
 - ✓ conduct meetings with Sunday School teachers / helpers. Discuss & reiterate child safety & deal with any issues, risks or concerns that arise
 - ✓ arrange child safety training for Sunday School teachers / helpers