



Adult Leader's Manual 2022



Dear Leader,

Thank you for your commitment to leadership at NewHope in 2022. The church is the gathered body of believers who each utilise their giftings for the work of God's Kingdom. To be who God is calling us to be as NewHope we need each other and we need you. Our call is to be leaders who lead with faith, humility, respect and a deep love for Jesus and those whom we serve.

This leaders manual has been designed to support your leadership within NewHope this year by providing practical information and expectations for all leaders at NewHope. You may receive additional information and training for your specific context of leadership and I encourage you to engage regularly with your ministry leader throughout this year.

I believe that through the power of the Spirit we can do far more together than we could ever ask or imagine. I am eager to serve with you this year as we invite God to lead our shared activity across NewHope. May you be blessed as you lead this year and may you experience God using you to bring health, life and faith into the lives of others.

God Bless,

Lance Blythe
Associate Pastor
NewHope Baptist Church

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NewHope Values

NewHope is committed to a culture in which life-giving relationships can flourish, a culture in which:



PEOPLE Matter Most

We **empower each other**. We recognise diversity in gifting, skill, perspective and calling. We work hard to build and maintain healthy communities.

We **carry each other's burdens**, and we do the things that are ours to do.

We make every effort to see things from the other person's perspective. We seek first to understand, then to be understood. We **listen wholeheartedly**.



There is Always HOPE

We always keep the Lord before us (Ps 16:8). We **choose an eternal perspective**.

We always **seek God's Kingdom**. We follow Jesus in the power of the Holy Spirit. We are motivated and energised by heaven-sent expectations.

We invite each other to **live in God's big story**. We align our vision of the world and each other with the way of Jesus.



GRACE Changes Everything

We **receive grace**, we **respond in grace**. We seek to be reconciled rather than to prove we are right. We keep each other accountable. We live generously.

We make it safe for one another. We **speak in loving ways**. We have honest conversations. We forgive others.

We **leave everything better than we found it** (e.g. the planet we live on, people we talk to, teams we work with, spaces we use, even the kitchen sink).

Your personal and Spiritual Growth

No matter the role you have volunteered to lead in at NewHope we are passionate about you growing in your connection with Jesus through this ministry opportunity. Your spiritual growth will require intentionality and ongoing perseverance through the different seasons of life.

Here are a few things to consider as you consider your spiritual growth this year:

Your Time: Devote specific time to your own journey with God. Practice both speaking to Him and seeking to hear from Him. We believe scripture speaks to us and when we give it time, it allows the Holy Spirit to uncover truth for us each day. Give time to prayer and to the scriptures in your life.

Your Others: Consider who the 'others' in your life are. Who are you intentionally invested in and in turn, they are intentionally invested in you? Jesus' invitation in Luke 10 was to go on mission in twos. Being on the journey of faith with others is critical to our spiritual growth. Bless and be blessed by the intentional 'others' in your life.

Your Heart: When it comes to faith in Jesus we never know it all and we never stop learning. Make this a pre-set of your heart this year. When we are open to God revealing new truths to us we position ourselves for an exciting journey of faith. God is always before us and our understanding of Him always has the chance to expand!

Your Vocation: You are volunteering in a ministry at NewHope, but we understand that the majority of your life is spent in another ministry setting - Your Vocational setting. Allow God to lead you as His ambassador in this place and to use you to reveal His character. You are the person for this setting at this time!

Responding to an Allegation or Concern

We take all concerns, allegations and conflicts seriously at NewHope Baptist Church. As a result, we have set up procedures that outline our response to any issue or concern that arises with respect to our safe church organisation policy.

A Safe Organisation concern is anything that raises serious concern for a leader with respect to the safety of people in our care. This could include, but is not limited to, a complaint, an issue that a leader or volunteer witnessed, evidence of abuse, unsafe conduct or inappropriate behaviour of another leader. Leaders are responsible to know the policies (attached in the appendices of this manual), participate in relevant training (this manual) and commitments (www.newhope.net.au/training) and exercise wisdom at all times.

We are committed to being a safe place for all. Our first response to a concern or allegation is completed by the leader who has had first contact with the issue. The responsibility for a leader who a concern or has received an allegation is outlined through the following steps:

- Provide immediate intervention / support as required (and appropriate)
- Take notes: what has occurred? Who was involved?
- Report your concern immediately to your ministry supervisor

Your ministry supervisor is to follow necessary steps in response to your report. NewHope's Safe Organisation Concerns Team (SOC) ultimately responds to allegations of harm or concerns of harm to any of our people. The SOC team seeks to ensure that NewHope ministries fulfil NewHope's moral and legal responsibilities to any issues of harm or abuse.

Where Children are present

All leaders at NewHope should exercise wisdom and caution in their interactions with children. When children's parents are present the children are under the care of their parent/guardian. (Unless they are concurrently signed into a NewHope program). Within these contexts an acceptable level of incidental interaction between children and

leaders may occur. Where the level of interaction between leaders and children is more than incidental or children will be within a ministry context without their parents, all adult leaders must follow ministry specific guidelines as outlined by their ministry supervisor.

The following are some expectations of leaders and volunteers in relation to Working With Children Checks:

- In all roles where a leader or volunteer will have more than incidental contact with children, he or she will need to obtain and provide a copy of an appropriate and valid Working With Children Check or equivalent registration.
- It is the responsibility of the leader or volunteer to inform NewHope in the event that an interim negative notice or a negative notice is issued to him or her.
- In the event that a notice is issued, the leader or volunteer will be required to either temporarily or permanently stand down from his or her position.
- In the event that a WWCC expires or is revoked at any time, the leader or volunteer will be unable to continue in that role until a new WWCC has been issued to him or her.

Guidelines for 'Safe Touch'

All leaders at NewHope should be aware of what 'safe touch' looks like in their interactions with others. These guidelines around safe touch can be applied to interaction with any person:

- Only touch neutral 'safe' zones (from shoulder to elbow on the outside of the arm and above the top third of the back)
- Be aware of the personal space of others. Consider standing/sitting next to someone rather than in front of them. This may enable a leader or volunteer to remain close enough to provide physical comfort, but also maintain reasonable personal space
- Avoid initiating touch (ie a hug) when not in full view of others
- Ask permission when hugging another person

If for example a small child climbs onto a leader's/volunteer's lap respond with warmth.

Rather than removing the child immediately, it may be wiser for the leader to allow the child to sit there for a short while (ie less than 20 seconds) then remove them by offering another seat or game.

Child Supervision

No leader or volunteer should be alone, one on one, with a child or young person. This includes in a car or private home. The parent or caregiver is responsible for toileting their child.

(Information adapted from BUV Safe Church Manual 2014)

Guidelines for leaders in response to Victoria's Suppression Act

The Change or Suppression (Conversion) Practises Prohibition Act 2021 will come into effect in the State of Victoria on February 17 2022. The Act was developed to outlaw abusive practises employed in psychiatric, religious or other contexts in **order to change or suppress people's sexual orientation or expression**. Such practises have caused significant suffering and trauma. NewHope supports the prohibition of abusive practises.

An in depth guide has been created by the BUV and can be reviewed at newhope.net.au/training

As leaders we are responsible for the care of those we lead and interact with in all contexts at NewHope. The following guidelines are to support your leadership and create expectations as to how we as a community seek to respond.

In the light of the Gospel of grace through faith in Jesus, as a community our hope is that every and any person can experience a life giving relationship with Jesus. In relation to marriage, NewHope affirmed at a members meeting that it maintains a traditional interpretation of marriage.

NewHope affirms the historic Baptist view of religious freedom, the truth of God's Word, and the priesthood of all believers. We hold in tension the reality that every person's experiences and perspectives shape their own convictions, with the biblical vision of discerning God's truth together in community.

It is our sincere hope that regardless of sexual orientation, everyone

has the opportunity to experience welcome, connection and ultimately encounter Jesus at NewHope. We as leaders will create space for others to encounter Jesus and will prioritise relationships.

Leaders of NewHope are required by law to not engage in behaviours focused on the changing or suppression of one's sexuality. These may take the form of instructing, pressuring or coercing someone to change their sexual orientation or prayer which is focused on changing one's sexual orientation.

Leaders are able to share their perspectives on what the Bible says as long as they are clear that this is their understanding of the scriptures and are not using this perspective to place pressure on an individual to change. However, a leader does not need to intend to instruct, pressure or coerce for this conduct to be perceived by the recipient as behaviours focused on changing or suppressing one's sexuality. A breach of the law can be based on how the recipient interprets the conversation.

What if I am asked to pray for someone in regards to their sexuality?

- **Prioritise relationship:** Whatever perspective you hold this is a deeply personal aspect of life and no resolution to this request will ever be found in one interaction. Focus on maintaining relationship for the long term and not seeking resolution in the short term.
- **Invite dialogue:** Genuine interest and conversation is a powerful discipleship tool. Assume that you know nothing of their story and embrace the exciting journey of learning and understanding as we engage in dialogue together. Ask questions like: 'Why would you like me to pray for that?' 'What experiences have you had previously in Christian communities?' 'How do you understand God and his love?'
- **Follow up:** Ongoing relationship matters most. Seek to connect again and continue genuine connection and mutual support. If you would like additional support, ask if the individual would be willing to meet with a pastoral team member. Our pastors are willing to engage in dialogue and are available to anyone asking questions of sexuality. You are invited to join in these conversations and engage with the journey of life giving relationships.

The BUV believes that a prayer such as the following may be a reasonable response to being asked to pray for an individual's sexuality: *"God, we ask that you help this person to discern your will for them in this and to act according to it."* (Please note: this is still a legally untested suggestion).

These guidelines and recommendations are based on the BUV Code of Ethics for Pastoral Leaders which can be reviewed at newhope.net.au/training.

Please engage in conversation with the pastoral team at NewHope if you wish to discuss further and whatever your personal perspective, always engage sensitively and prayerfully with others in this area.

Mental Health Awareness

Mental health conditions are extremely prevalent within the community. As a leader within NewHope part of your role may be to offer support and provide pastoral care for those who are experiencing challenges in their Mental Health. We do not expect, or want you to do this on your own and we are not here to diagnose or provide treatment for individuals. As leaders we have the opportunity to provide love, support, acceptance and warmth to anyone in need and to guide people towards appropriate help and support. Please ask your ministry supervisor for assistance if required.

All pastors at NewHope are available for pastoral care support.

Prayer for Healing is a tremendous ministry of prayer support to anyone seeking to receive prayer for any degree of healing and can be arranged through the NewHope Reception (9890 7999).

NewHope Medical offers professional counselling support to our wider community (9066 1145).

Mental Health First Aid Response – Action Plan

The basic skills of mental health first aid are summarised by the 5 steps below (ALGEE), which can be used as a tool by anyone for providing mental health first aid.

Just as we use the steps of DRSABCD in physical first aid response, ALGEE can be used in mental health first aid response.

- **A** – Approach the person, assess and assist with any crisis
- **L** – Listen and communicate non-judgmentally
- **G** – Give support and information
- **E** – Encourage the person to get appropriate professional help
- **E** – Encourage other supports

For more information, you can speak to our current New Hope staff that are trained and accredited mental health first aid responders - Katrina Lambert, Phil Gaudion, Sam Farbod, Hannah Freeman and Miranda Lewtas, who can provide you with extra support and guidance in this area.

First Aid Response

If during the course of your leadership someone is injured or becomes physically unwell, respond within the appropriate level of your prior first aid/medical training. Some basic pointers to follow as the recognised leader in an incident such as this are as follows (DRSABCD):

- **D** - Look for any immediate danger to yourself, the patient or those around you
- **R** - Check for a response from the person
- **S** - Send someone to find a staff member or first aid person, first aid kit and defibrillator - if required
- **A/B** - Apply first aid to the level of your training
- **C** - Call 000 if further assistance is required or if the situation is life threatening - DO NOT DELAY
 - Follow the call taker's instructions
 - If at NewHope campus send someone to the main entrance / carpark to direct the paramedics
- **D** - If at NewHope campus and instructed to do so utilise Defibrillator - located at Springfield Road entrance doors

Evacuation of the Blackburn Campus

Evacuation maps and procedures are located around the church building, and more specifically near the entrance of each room. Make sure you are familiar with the policies and procedures in the case of needing to direct people out of the building. Under no circumstances would you be required or expected to re-enter the building once you have evacuated; your main purpose would be to assist others out in a calm manner.

Covid-19 Precautions

In 2022 there are a series of moving requirements and restrictions around ministry activity and use of the church building. Please be aware of the changing nature of these requirements and ensure your ministry activity is in line with the current rules. Speak to your ministry leader or call NewHope reception (9890 7999) if you are unsure of the current levels of restrictions.

Appendix A

NewHope Safe Organisation Policy

PREAMBLE

We affirm that all people have the right to be emotionally and physically safe; to be respected; and to have their views and opinions valued at all times. We also acknowledge that our country legislates for people's safety.

God calls his body to minister to vulnerable people. God identified classes of vulnerable people who were to be protected and given special care and treatment in society because of their powerlessness (Ex 22:21-22, Deut 10:17-19, Jer 22:2-4, James 1:27).

The NewHope Safe Organisation Policy enshrines behaviours valued as part of NewHope's Leadership Culture:

- We always keep the Lord before us. (Psalm 16:8)
- We make it "safe" for one another so we can speak the truth in love.
- We have the honest conversations. We never shame one another.
- We make every effort to see things from the other person's perspective.
- We seek first to understand, then to be understood. We listen wholeheartedly.
- We seek to be reconciled rather than to prove we are right. We react in the opposite spirit.
- We recognise gifting, skill, diversity and calling, and we defer to one another often.
- We make certain everyone on every team knows: (a) what we are aiming to do together (vision), (b) what we want them to do (responsibility) and (c) who they must answer to (accountability).
- We speak well of each other at all times. We have each other's backs.
- We learn from failures. We reward personal growth.
- We are always trying to move the ball up the field. Every meeting ends with actions. Every week is punctuated with Sabbath. We keep each other accountable.
- We leave everything better than we found it – whether rooms we meet in, kitchen sinks, teams we work with, ministries we lead, people we talk to, etc.
- We celebrate people added to our width and depth added to our people.

This policy has been developed to help us live out our Biblical mandate and our responsibilities under Australian legislation.

The NewHope Safe Organisation Policy applies to all Staff Members and Volunteers associated with any of the NewHope Organisations.

AIMS

The NewHope Safe Organisation Policy aims to:

- Ensure that all people are respected and valued.
- Minimise the risk of abuse, ministry misconduct and the misuse of positional power.
- Ensure that all cases of suspected abuse and ministry misconduct are handled thoroughly. Ensure that leaders, volunteers and programs are safe.

COMMITMENTS

1. Safe recruitment of Leaders and Volunteers.

NewHope will screen all prospective Leaders and Volunteers before they are appointed.

2. Adequate training of Leaders and Volunteers.

NewHope requires all Leaders and Volunteers to attend role-specific training as required, including Safe Church (or SCTA endorsed) workshops and other external workshops (where appropriate).

3. Continued supervision of Leaders and Volunteers.

- NewHope commits to the supervision and support of Leaders and Volunteers.
- Every Leader and Volunteer will be provided with a role-appropriate Code of Conduct.

4. Responding to allegations of risk of harm (abuse) and serious ministry misconduct.

- Where reporting requirements arise, all Leaders and Volunteers will report disclosures or suspicions of child abuse, according to role-specific procedures and legislative requirements.
- Where an allegation of misconduct is made against a Leader or Volunteer, NewHope will provide support to alleged victims and perpetrators and seek or provide appropriate assistance to ensure a just, fair and timely resolution.

5. Safe environments in our programs.

- Ministry and Program Coordinators will complete a written Ministry/Program Approval Process annually, or as often as is appropriate for the ministry/program.
- All programs will be run in environments assessed as suitable by the Safety Team.
- All Leaders and Volunteers will discharge their duty of care through the use of forms, checklists and templates for establishment and maintenance of Safe Environments in our ministries/programs.
- Where spiritual leadership is exercised, we will serve participants as servants of Christ, commit to the good news of Jesus and lead in spiritually non-abusive ways.
- We will afford participants a say in the programs and the activities in which they participate by fostering and valuing their ideas and encouraging participation.
- We will obtain appropriate information relating to the program participants, including health and family situation, to ensure that we are able to care for their physical and emotional needs.
- We will comply with standards of privacy applicable to equivalent organisations and will publish a separate Privacy Policy for information collected by NewHope.

DEFINITIONS

Child: any person (including Leaders and Volunteers) who is under the age of 18 years.

Code of Conduct: a ministry/program-specific document setting out the minimum expectations of Leaders and Volunteers involved in that ministry/program.

Leader: a Staff Member or Volunteer who is responsible for a ministry/program, including completing safety management plans and recruiting a team to run the ministry/program.

Ministry/Program: an event (or series of events) falling within a certain ministry/program title (for example, “Children’s Ministry”) that is run by or in the name of NewHope.

Ministry/Program Approval Process: an accountability process whereby Leaders obtain written approval from Ministry/Program Coordinators for a ministry/program to take place in the name of NewHope.

Ministry/Program Coordinator: a person appointed from

NewHope's senior leadership group (in recognition of the significant positional power inherent in the role) to oversees a group of ministries/ programs (for example, family ministries).

Safe Environment: an environment where those in our care are safe from spiritual, physical, sexual or emotional abuse (including bullying) or neglect and which meets WHS requirements.

Safe Leader/Volunteer: a Leader or Volunteer who has been through a recruitment process, understands and has indicated acceptance of responsibilities, is supervised and is accountable.

Safe Organisation Concerns Team: the team responsible for the Safe Organisation Policy (as well as supporting documentation and processes) and to whom Leaders and Volunteers report breaches of the Safe Organisation Policy.

Safe Program: all foreseeable risks have been assessed (and plans put in place to mitigate against those risks) and all events have been thought through and planned. Safe Programs are approved through an appropriate Ministry/Program Approval Process.

Safety Team: the team responsible for overseeing the drafting and implementation of WHS.

SCTA: Safe Church Training Agreement under the National Council of Churches in Australia.

Staff Member: a person who is remunerated for the services that they provide to NewHope.

Volunteer: a person who provides services to (or on behalf of) NewHope without receiving remuneration for the provision of those services.

WHS: Work Health and Safety; including but not limited to fire safety, building safety, first aid, food safety, transport, incident and emergency procedures.

Appendix B

Legal requirements/information for Leaders at NewHope

Positional Power

Within all relationships there is a balance of power. Relationships can have an equal power balance when both parties contribute equally and with respect towards one another. However, whenever an individual is asked to exercise leadership or influence over another person a power imbalance occurs. At times this power imbalance may be necessary and acceptable, for example in the teacher and student or doctor and patient relationship. The responsibility is always on the individual in the more powerful position to act in ways that respect, empower and look after the interest of the person in the less powerful position.

In ministry we are given positional power whenever we take on a leadership position. A power imbalance is immediately in place as those that we lead will look to us for guidance, spiritual input, support and respect as we lead. The onus is always on the leader to respect the boundaries of their relationships and to constantly look for ways to empower those they are asked to lead. A leader must not act in any way which seeks to undermine, weaken or hurt those who are under their leadership. It is also important to consider these principles in relation to how we deal with children, as a power imbalance is always in place in the relationship between an adult and a child.

Abuses of positional power occur when an individual chooses to act in ways which abuse the power they have been given. Whether the actions are deliberate and calculated or accidental and naive the consequences are always harmful because there has been a violation of personal boundaries.

These boundaries include areas such as spiritual, physical, financial, emotional, sexual and other social boundaries. The reason's why an abuse of positional power may have occurred can be separated into 3 groups:

1. Non-Offender (Boundary Respector)

This is when an individual realises they have overstepped a boundary in their relationship and they immediately take steps to correct the situation.

2. Wanderer (Boundary Rider)

This is when an individual operates right on the edge of a boundary while seemingly being unaware how close they are to abusing the power given to them in their relationships. Often accountability and education can help to correct this behaviour.

3. Predator (Boundary Violator)

This is when an individual deliberately crosses a boundary without hesitation. Their aim is to breakdown a person's boundaries and to take full advantage of the position of power they have.

NewHope seeks to screen and train all potential leaders to prevent the abuse of positional power occurring within our work. To ensure you are not breaching the boundaries of those you lead consider always leading in the following ways:

- Always be a part of a team so that others can keep you accountable
- Listen to verbal signs and observe the body language of those you lead carefully to ensure you do not miss any hints that they may be feeling uncomfortable
- Do not push into areas of conversation where those whom you lead do not wish to discuss
- Ask yourself regularly "What are my motivations here...really?"
- Apologise quickly if you ever sense that you may have over stepped someone's boundaries

At NewHope we seek to operate in teams where mutual accountability is used to help us never abuse the positional power which has been given to us. We seek to honour God by not only making wise choices in our own leadership but also by empowering one another to not overstep boundaries in one another's leadership. If you are ever concerned that an abuse of positional power has taken place at NewHope, we encourage you to speak to your ministry supervisor.

Grooming

'Grooming' is the process in which a child sex offender takes steps to build trust in their relationships with potential victims. The grooming may not only be directed towards a child but may also occur towards parents, family or any adult who has responsibility for the safety of the child. Grooming may take place over months or even years and will have the intent to build such a relationship that secrecy is held within the relationship even after abuse has begun.

Some grooming techniques may include the following:

- Spoiling children or adolescents with gifts that may gain ‘favor’ with the child and/or family
- Paying a particular child ‘special attention’ above other children
- Asking children to keep secrets from adults, siblings and friends. (These secrets may not be of an overly harmful nature but may be used to ‘test’ the relationship with a child)
- Having sexualised conversations with a child
- Inappropriate touch of a child. This may start as ‘harmless games’ but gradually begin to progress in nature
- May seek to gradually isolate child from others including parents

As of the 1st January 2017 the Victorian Government has introduced legislation which makes it a criminal offence for any adult to engage in grooming behaviour with a child under 16 years of age. For further information regarding this legislation and information in regards to grooming place click on the “Betrayal of Trust Factsheet” attached below.

At NewHope we seek to provide environments which are safe, accepting and comfortable for all who attend. However, leaders and volunteers at NewHope are advised to be careful in how these environments are created and to not engage in behaviour which in any way could be seen as grooming. Ministry leaders at NewHope train their teams in ways to engage safely in relationships with children.

Behavioural standards which provide guidelines for things such as appropriate touch are to be adhered to by all members of NewHope ministry teams. If you suspect any form of grooming or abuse to be taking place report this to your ministry supervisor immediately.

Child Abuse

As NewHope ministers to a diverse range of people we can come across the sad reality of child abuse in our society. Often abuse may be uncovered through a child or youth confiding in their leader that something has happened to them or there may be visible signs of abuse on a child.

NewHope is a community which firmly believes shining light into darkness allows innocent children to be protected. When we act according to these convictions, families can be assisted to break free of these abusive and destructive behaviors.

It is important to understand that child abuse comes in many forms. None are more or less impacting on an individual and all are serious.

There are certain behaviors which may alert us to potential child abuse. When these appear, it is time to observe and listen. It is also the time to make your leader aware of your concerns, even if you are not quite sure if abuse is occurring. There are 5 main types of child abuse which we need to be aware of; Physical, sexual, emotional, family violence and neglect.

Let's explore briefly what they are and some classic signs to help alert us.

1. Physical abuse

Childwise, Australia's leading international child protection agency informs us that physical abuse is 'the intentional or careless causing of physical harm.

Signs may include...

- wariness and distrust of adults
- wearing long sleeved clothes on hot days
- potentially hiding visible injuries
- fear of specific people
- unexplained absences
- behavioral change or disengagement.

2. Sexual abuse

Can occur in the form of physical acts or exposing children to view sexual acts or images.

Signs may include...

- Displaying sexual behaviour or knowledge that is unusual for the child's age
- difficulty sleeping
- being withdrawn
- physical signs such as unexplained bleeding or pregnancy

3. Emotional abuse

Can occur through threats, rejection, isolation, bullying or verbal attacks. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Signs may include...

- Delays in emotional, mental, or even physical development
- self harming
- low self esteem
- headaches or stomach aches
- aggressive behaviour
- high anxiety
- Withdrawing and/or unusually emotional.

4. Family Violence

Occurs within a family environment (present or past relationships) and can present as physical or emotional domination.

Signs may include...

- Depending on the type of abuse inflicted may include signs already mentioned in other forms of abuse.

5. Neglect

This is where 'children's basic needs for food, shelter, supervision and physical and emotional care' are lacking

Signs may include...

- Frequent hunger
- malnutrition
- poor hygiene
- inappropriate clothing
- stealing food
- aggressive behaviour
- misusing drugs or alcohol
- Removal of education opportunities

You do not need to have proof to report any concerns you have about the safety of a child under 16. If events or observations lead you to suspect abuse share this with your ministry leader so that these concerns can be discussed and considered carefully. NewHope has clear reporting and support processes which your ministry leader is aware of so they will be able to guide your conversation and help discern the next action.

In October 2014 the Victorian Government introduced legislation which states that any adult over the age of 18 has an obligation to report to authorities if they form a 'reasonable belief' that a child has been sexually abused. Failure to report on this 'reasonable belief' is therefore now a criminal offence in Victoria. To read more about this click on the 'Failure to disclose fact sheet' below.

At NewHope we are committed to reporting and following up on all forms of abuse. So, as mentioned above, if you have a reasonable

cause for concern, or if a child or youth have confided potential abuse to you, speak to your ministry leader without delay. If you believe that a child is in immediate physical risk call 000 immediately for assistance from Police.

*Information gathered from:

Baptist Union of Victoria Safe Church manual

Child Wise - Wise up to sexual abuse. A guide for parents and carers. Booklet.

For more information, visit justice.vic.gov.au

Appendix C

Privacy and Online Leadership at NewHope

Leaders at NewHope will always act in a way which honours the call of leadership from God. We will seek to always encourage connection, acceptance and welcome of every person under our leadership and will ensure the safety of each member physically, emotionally and spiritually to the best of our ability.

Through the NewHope Planning Centre Online database, Group Leaders will be given access to the phone and email addresses of people in their Groups. As a commitment to the privacy of all people whom we lead, NewHope Groups Leaders will Uphold and follow the NewHope privacy policy newhope.net.au/privacy

When utilising the NewHope Groups database, Group leaders must not:

1. Pass on the details of any person in the database to any third party under any circumstances. These details are private and are only to be distributed by the person themselves.
2. Utilise these details to interact with anybody in a way that would appear to harass or pressure them

Group Leaders may use the details to:

1. Provide Pastoral follow up with members of their Group
2. Send Group communication to all members of their Group
3. Share resources with their Group

Leaders who breach the purpose and conditions of use of the NewHope Groups database may be asked to step down from leadership.

Appendix D

NewHope Digital Communication Policy

- This policy relates to online digital communication and ‘digital gatherings’, which include audio-only, text chat and video conferencing.
- ‘Digital gatherings’ refer to gatherings within approved NewHope ministries, including gatherings with adults, children and youth.
- ‘Digital communication’ may be conducted via various platforms, however, digital gatherings are limited to platforms which provide password protection for all guests.
- The NewHope Digital Communication Policy sits in addition to NewHope Safe Church and Communication policies.
- All leaders of group gatherings require Working with Children Checks and Police Checks where applicable and are trained and empowered by the relevant NewHope ministry Pastor or supervisor.
- All leaders engaged in leading digital gatherings have signed the 2021 NewHope Leaders’ Manual.
- This policy does not govern the Church Online platform used to stream services.

All leaders:

Invitations:

- All digital gatherings must use a meeting ID that is sent as a personal invitation only. No disclosure of the meeting link is to be published on a public platform.
- All digital gatherings require a password to protect against people hacking the meeting.
- All digital gatherings should have a predictable pattern or regularity. eg. the same day of the week at the same time of the day.
- The start and end time of the digital gathering should be included in the meeting invitation.
- A new person to the group (either a friend of a group member or someone responding to the website) must receive the digital gathering link from the group host/s.

The content of the digital gathering:

- The host/s of the digital gathering must be approved NewHope Ministry Leaders.
- The host/s ensure that they are the FIRST member/s of the

gathering to join the conversation. For groups of adults, either two leaders should be present (preferred), or the meeting should be recorded prior to a second leader joining.

- Backgrounds for all leaders and members must be appropriate and considerate of the other members.
- Language and conversation topics must be appropriate and encouraging of those gathering.

Ending the digital gathering:

- The host/s of the digital gathering must ensure that they are the final member/s of the gathering to leave the conversation.



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