

Riverwood Sunday School Teacher Checklist

Thank you for doing this wonderful work! - Psalm 127:3

Please ensure you:

- Model Christ-like behaviour (i.e., manners, respect, tone)
- Are a baptised member, wanting to share God's love and message with others
- Use a calm voice (i.e., positive, kind and gentle words and tone) with children and parents / caregivers and never physically discipline a child or speak to them using a raised voice or aggressive tone
- Are in an open space and visible where possible (e.g., not in rooms with locked doors) and never be alone with a child away from the presence of other adults
- Complete and submit the required Teachers Registration Form and include your current working with children check (WWCC) details as required on the form.
- Remind children to go to the toilet before Sunday School starts with their parents / caregivers
- Never help children in ways that involve intimate care if the child can do it on their own (e.g., toileting or changing clothes)
- Accompany very young children to the toilet door or take to parents / caregivers
- Do a safety check of the environment (e.g. hazards, poisons) Check with parents / caregivers for dietary needs before offering (e.g., sweets and treats) during Sunday School
- Check you have a ratio of teachers/helpers to children (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, and never engage in any secretive contact with a child (whether physical or through electronic media or in any other way)
- Only touch children in a manner appropriate to their age, gender, or cultural background (e.g., use open hugs (with space between you and the child) or high fives)
- Have and know where the first aid supplies are and know who the first aid officer is
- Do not photograph or video children without parents / caregivers permission.
- Do not post images or video on social media without parents / caregivers permission.
- If you have reasonable grounds to suspect that a child is at risk of significant harm then report this to your Child Safeguarding Representative and / or call 13 21 11. All complaints / concerns raised are to be taken seriously

MANDATORY REPORTING LINE:

Child Protection Helpline:

13 21 11

(24 hours a day)