



Dear Cana Community,

Over the past 12 months we have been working hard to put policies and procedures in place for our community. These new policies are necessary for our insurance requirements and child protection.

Going forward there will be a coloured folder in each Cana premise with the following:

- Cana Constitution
- Diagrams with contact details of the management teams and leaders
- Child Protection Policy
- Child Protection Forms with a diagram explaining when they need to be completed
- Registrar of Children’s Visits
- Incident Forms

Child Protection Policy

The following is a table of which Cana Houses/Shelters which accept minors under 18. All minors where allowed can only enter a Cana establishment via prior arrangement with the house leader and Stephanie Dardis

Cana Establishment	No Minors Allowed	Minors Allowed only with prior arrangement from
Teresa House		Frank Fields frank.fields2803@gmail.com and Stephanie Dardis info@cana.org.au
De Porres House/St Francis House	No Minors Allowed	
Garden Shelter	No Minors Allowed	
Nagle House		Lorraine Winterbottom lorrynemw9@gmail.com and Stephanie Dardis info@cana.org.au
Christchurch St Lawrence	No Minors Allowed	
Cana Farm		Danielle Seisun dvs355@bigpond.com and Stephanie Dardis info@cana.org.au
Emmaus House		Tor Toranto tor.taranto@gmail.com and Stephanie Dardis info@cana.org.au
Homestead	No Minors Allowed	

DE PORRES HOUSE 114 Flinders St Darlinghurst **NAGLE HOUSE** 257 Cleveland St Redfern **TERESA HOUSE** 371 Cleveland St Redfern
ST FRANCIS HOUSE 112 Flinders St Darlinghurst **GARDEN SHELTER** Uniting Church 56a Raglan St Waterloo
CHRISTCHURCH ST LAURENCE SHELTER 812 George St Sydney
CANA FARM /CANA ENTERPRISES 100 Kingswood Rd, Orchard Hills **EMMAUS HOUSE** Fremantle **EASTWORKS COMPANIONING**

All minors who intend on entering a Cana property need to have the following forms completed, scanned and emailed to info@cana.org.au **prior to** arrival.

- Form A: For minors accompanied by their own parent and minors being looked after by another responsible parent.
Form B: For minors **not** accompanied by their own parent

Upon arrival and leaving the Registrar of Children's Visits needs to be completed. The house leaders return these to info@cana.org.au every month for our records.

Incident Forms

These need to be completed when anything unusual occurs and scanned and returned to mmhardy@bigpond.com and info@cana.org.au .

Attendance Books

All persons who enter a Cana Establishment need to sign in and sign out every time they visit.

Working with Children Checks

Regular volunteers are expected to complete a Working with Children Check.

The exception are parents and responsible adults who accompany children when attending a one off event or one off volunteering as part of a community service program.

De Porres, Christchurch St Lawrence, the Garden Shelter and Homestead are not accessible for children therefore the volunteers are not required to complete the Working with Children Check.

The check is a free service completed through the following website:
kidsguardian.nsw.gov.au

Once the check is registered please scan and forward to info@cana.org.au

Volunteer Lists

Volunteer lists will be collated by our leaders and forwarded to Margaret Hardy. This is to fulfil our insurance requirements and will not be used for any purpose.

If you have any questions please do not hesitate to contact myself on 0414 649 153 or Stephanie Dardis on 0414 945 097.

Kind regards
Julie Sneddon
CEO
Cana Communities