

# Policy for Children & Youth Ministries at Cornerstone

## Mainly Music

### 1. Introduction

These policies for the running of Mainly Music at any Cornerstone congregation (City, Fields or Campus) come under the Cornerstone Church Trust Child Wellbeing and Safety Policy. Taken together, they outline our approach to safe ministry at Cornerstone. The goal is to protect children and volunteers whilst running great ministries for children and their families.

Everyone involved regularly in running this ministry on the day it meets, will be required to have signed that they have read and agreed to the following information.

### 2. Description of Ministry and Leaders

#### 2.1 Ministry Description

Mainly Music is an independent organisation which resources churches to engage with their local communities through music and gospel-centred relationships. Mainly Music at Cornerstone is a ministry for children aged under 5 years and their carers which runs on a weekday morning.

#### 2.2 Leader Role Descriptions

- Mainly Music Coordinator – responsible for individual sessions and has oversight over the Leaders, volunteers and focus of the group.
- Supervisor – A leader who has overall responsibility and supervises leaders, volunteers and children for a particular Friday session. The supervisor is accountable to the Ministry Coordinator.
- Leaders – regularly committed to practically running Mainly Music sessions.

All the categories above are appointed by the Safe Ministry Supervisors at the request of the Mainly Music Coordinator. Leaders have the choice to wear a Mainly Music branded t-shirt, however they are not required to. Leader lanyards are to be worn by leaders during Mainly Music sessions.

- Volunteers – those who serve to assist the group (perhaps in the kitchen / bringing supplies / setup and packdown), they serve on the team but with no childwork responsibility during the session. They are present at the discretion of the Supervisor for that session.

#### 2.3 Supervision

The caregiver who brings a child(ren) to Mainly Music is responsible for them at all times. A caregiver may be a parent, relative, friend or employed nanny.

A Leader is only formally responsible for the child(ren) they have registered for a session, if any. Leaders must keep their physical contact with the children to an appropriate level.

### 3. Behaviour Management

If there are issues with the behaviour of a child, the Mainly Music Coordinator will be involved in discussions with the caregiver.

#### **4. Managing of Complaints**

Any complaints received in relation to Mainly Music or its Leaders are to be referred to the Kids Ministry Coordinator as soon as possible. If it pertains to abuse, then the Abuse Reporting Procedure must be followed. See the [Child Wellbeing & Safety Policy](#) (Section 4) in the [policy area](#) of the Cornerstone website.

#### **5. Responding to Incidents**

##### **5.1 General Incidents**

All incidents must be recorded in the Incident Register and the Mainly Music Coordinator to be informed.

Cornerstone will ensure there is a first aid kit onsite. First aid should be administered by the caregiver if it relates to a child. In an emergency, an adult with a current first aid certificate should be involved. If a child was injured and their legal guardian was not present (for example their caregiver at the time was a relative or an employed nanny), the Mainly Music Coordinator should take responsibility for ensuring guardians are informed of any incidents in a timely fashion appropriate to the severity of the incident.

##### **5.2 Fire Alarms**


If the fire alarm sounds at any point everyone will evacuate the building and assemble at the dedicated assembly point for the venue. The appointed Fire Warden for the Mainly Music session will bring the attendance register to mark off that all individuals are present.

#### **6. Recognising and Reporting Health Concerns**

If a Leader has any significant concerns about the health of a child, including suspected abuse, this must be referred to the Mainly Music Coordinator as soon as possible.

If the concern pertains to abuse, refer to the [Child Wellbeing & Safety Policy](#) (Section 4) in the [policy area](#) of the Cornerstone website.

#### **7. Confidentiality and Privacy**

At all times, appropriate levels of privacy and confidentiality must be maintained in line with the Privacy Act 2020 and the Cornerstone Privacy Policy  [Privacy Policy Sep 2023.pdf](#)

##### **7.1 Photography**

From time to time, leaders may take photos/videos of children during ministry activities. Any photos/videos taken must be communicated to, and shared with, the Children's Ministry Coordinator or Mainly Music Coordinator. These photos will then be stored securely on the church Drive and leaders will delete photos/videos from their personal phones/cameras. Videos and images stored and used will be in line with parental photography consent.

I, \_\_\_\_\_ agree to work within the policy framework outlined above. If I have any questions about this policy I will make contact with the Kids Ministry Coordinator or Mainly Music Coordinator.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Revisions**

Date	Status	Comment
September 2025	Approved	Minor changes
August 2025	Approved	Major revision
20 February 2023	Approved	New document