

Guidelines and Practice Manual

Part 1

Who we are

Learn about Christian Home Education Canberra Inc (CHEC) and what membership offers to participating home educating families ('members').

Part 2

Purpose

Understand CHEC's purpose, which together with Parts 1 and 3, and CHEC's Constitution, form CHEC's Official Documentation.

Part 3

Objective and aims

Read about CHEC's objectives and how members can unite in ensuring CHEC delivers maximum value to member families.



This Guidelines and Practice Manual has been prepared to help guide members in respect of CHEC's policies, procedures and governance requirements.

Part 4

Code of Conduct

CHEC's Code of Conduct forms an integral part of the Guidelines and Practice Manual and must be read and accepted by all renewing and prospective members.

Part 5

Building Community

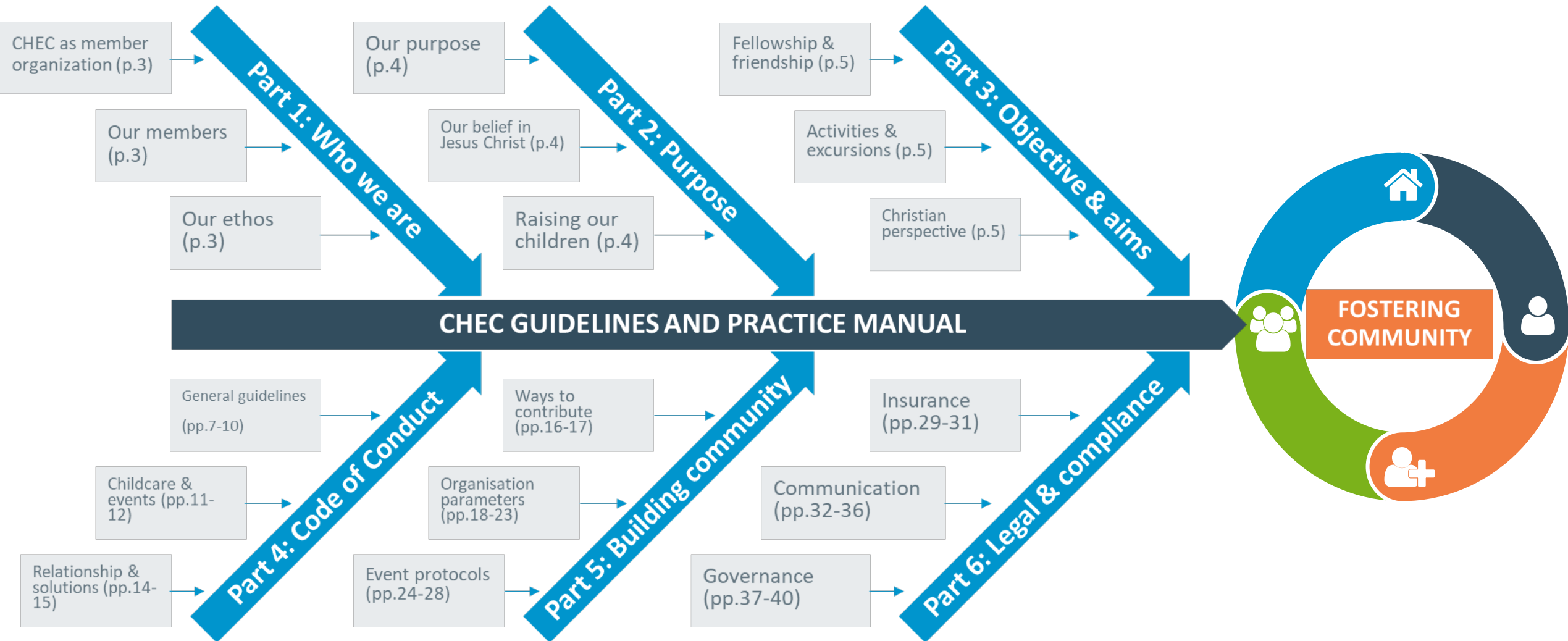
Guidance on CHEC community expectations and initiatives, including planning and attending events and participating in CHEC activities, as well as other relational considerations.

Part 6

Legal and compliance

As an incorporated association, CHEC must ensure it complies with a number of legal and regulatory requirements. Part 6 outlines key considerations including insurance, procurement, conflict of interest and communication.

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Who we are

CHEC is a Christian support network for home educators in Canberra and the surrounding regions. As our name implies, our particular focus stems from the fact that we are believers in Jesus Christ, who approach all areas of life from a worldview that is shaped by the Bible.



Membership of CHEC provides opportunities to meet other home educating families and enjoy fellowship and friendship



CHEC members have the opportunity to arrange and participate in both formal and informal learning opportunities for their children



Due to our ecumenical ethos, we welcome Christian members from a diversity of Christian Churches

CHEC believes in the concept and principle that Christians who belong to different Christian denominations should work together to develop closer relationships and promote Christian unity. We respect and celebrate the different perspectives and experiences our members bring to CHEC.



Who we are

Our purpose

Believing that Jesus Christ is Lord, we are committed to raising our children in the nurture and admonition of the Lord.

We will meet together to encourage and support each other in our endeavours to train our children successfully.

We will honour the Lord Jesus Christ and acknowledge that, with the inspiration of the Holy Spirit, He will be our strength and wisdom as we seek to raise our children for His glory.



Train up a child in the way he should go; even when he is old he will not depart from it.

Proverbs 22:6

All your children shall be taught by the Lord, and great shall be the peace of your children.

Isaiah 54:13



Purpose

Objective and aims

CHEC aims to carry out its purpose by:



Providing the opportunity for home-educating families to meet each other and form friendships that will facilitate mutual encouragement;



Holding discussion meetings where parents can meet together and discuss issues related to home education from a Christian perspective;



Arranging excursions, where children can learn about their local area and specific topics of interest;



Arranging other educational and social activities (such as sports, language classes, Toastmasters, picnics etc.) to supplement the teaching provided at home and enable parents and children to meet and interact with each other.



Objective

Objective and aims

CHEC relies on volunteers from within the membership group to arrange all activities and services.



To enable the group to accomplish these goals, and create a positive and supportive community, all full Members are expected to contribute in some way each year.

Both mothers and fathers are encouraged to be involved when and wherever they can.

Together with reading and accepting Parts 1-3 and Part 4 (Code of Conduct) and by paying annual fees, prospective and renewing members should ensure they are able to make the necessary annual contribution/s to ensure CHEC remains a vibrant and inclusive membership organisation.



Objective



A. Guidelines

As a Christian group, CHEC bases our principles and day to day dealings on the Holy Bible, and **we warmly welcome all home educators who understand this and are guided by these principles within our group environment.**

4.1 Guidelines

4.1.1 When we are gathered as a group, there is a requirement for all members to act in accordance with the following guidelines. They have been put in place to promote a harmonious and cohesive experience for all members present at any CHEC gathering, and to ensure that we as a group and as individuals promote home education in a positive way to the public.

4.1.2 In the Holy Bible, in the book of John, chapter 13, verse 34, Jesus said, “A new command I give you: Love one another. As I have loved you, so you must love one another.” This bible verse should be the foundation for all our interactions with our fellow humans.



A. Guidelines

4.2 General

4.2.1 Our character towards others should be respectful, gracious and encouraging, loving and supportive. We are all different and it is this difference which creates our diverse and dynamic community. This would indicate that:

- **In someone's home** we are considerate of our host/ess and the other people present, acting in a way that honours the host/ess and their home, and enabling those present to enjoy their time together;
- **At a public excursion** we are considerate of the instructor and the other people present, and act in a way that would allow everyone to benefit positively from the excursion;
- **When we are using a hired venue**, we are considerate of our hosts, treating the venue with respect and leaving it clean and tidy to reflect that respect to our hosts; and
- We will ensure that **our actions do not endanger anyone** who is present at the time, nor put someone else in danger at a later date. It is understood that accidents do happen through honest mistakes and it is desirable that such are forgiven graciously and readily.



A. Guidelines

4.3 Preparation and modelling

4.3.1 Character is highly significant in parenting, as we model attitudes and actions to our children. As parents, we show respect to our host, host-organisation, tour guide or other parents by explaining and modelling these principles to our children so they in turn can reflect this respect to others;

- Part of creating a safe environment for our children is remembering to set boundaries for them **before** each event. We can be sure to let our child know who the instructor will be and which CHEC parent has organised the event. If our child has a question or need to be corrected during the event, they will have the prior knowledge of who has authority in each situation, although they should also be reminded to be respectful and responsive to another parent's gentle instruction;
- As we respond to emails advertising excursions, think about how we can help our child to gain the most from the excursion and how they can help others gain the most from the excursion, too. We are best equipped, as parents, to be mindful of our own child's attention span, the suitability or age appropriateness of activities, or even potential difficulties. Talking to the organiser in advance can be beneficial in aligning expectations on both sides.



A. Guidelines

4.4 Privacy and personal choice

4.4.1 CHEC expects members to uphold compliance with Australian privacy laws. As a relationship-based organisation, our desire is that members will always be respectful of individual needs for privacy, as well as personal choices. We respect privacy requirements unconditionally and do not pass on any contact details to anyone else without the person's express permission. The CHEC Member Directory and group email function are available for members to locate details for each other as needed but may not be used to solicit personal business or contravene any privacy laws.

4.4.2 The CHEC Member Directory is for use by current, financial members only. This includes Full Member and Associate Member categories. The directory may not be used by current members on behalf of previous members to send emails to the group. A more detailed Privacy Policy can be found on CHEC's website.

4.4.3 In CHEC's role as a support network, we choose to respect the uniqueness and personal views of each family to home educate as they see fit. We respect each family's right to decide what is appropriate for their own children and reflect that respect in the language we use, in accordance with Biblical principles.



B. Childcare

4.5 Childcare

4.5.1 First and foremost, as home educators and parents, we are responsible for the supervision of our own children.

4.5.2 If a parent is unable to be with their child/ren at a CHEC event, it is required that they find another parent who will be responsible for the child/ren until the parent returns. This is to ensure that a parent who is known and trusted by the child/ren is able to deal with any personal comfort, safety or behavioural issues which may arise. While we understand that sometimes things may occur last minute, if you know in advance that you are unable to accompany your child/ren to a CHEC event, please advise the event organiser prior to the event as to who will be responsible for your child/ren.

4.5.3 Any parent may remove their own child (or another child in their care at the time) from a situation if the child is being disruptive, to gently remind them of the way the group has been asked to behave, and the guidelines set by either CHEC or the hosting organisation's rules. Once the parent is confident the child understands what is required of them, they may return to cooperatively resume their activity.

4.5.4 The instructor or the parent who organised the excursion may ask for a child to be removed if they are a constant disruption to the group or if their actions put another child's safety at risk. It will be ensured that the child is safely reunited with either their parent or the parent responsible for their care.



C. Events

4.6 Events

4.6.1 If there are any questions or issues that arise and need answering at a CHEC event, either the parent who organised the event or the host organisation is the first point of reference.

4.6.2 Please remember as you approach an event organiser that they have gone to a great deal of effort to organise a positive learning experience for all CHEC families present and would appreciate being approached with the same respectful and courteous manner you would appreciate if you had organised the event.



D. Relationship

4.7 Relationship

4.7.1 Relationship with each other is the most important aspect of CHEC membership and participation, not rules which we must follow. As a community it is our endeavour to foster relationships which create a warm and loving environment. We hope to achieve this through the development of friendships fostered by participation in excursions, discussion meetings, regular activities, one off parent focused activities, picnics or small gatherings in family homes.

4.7.2 These relationships should encourage us to work through any problems we may have with an open heart and mutual respect, applying grace and humility towards one another, understanding that there may be differences in parenting styles, educational philosophies and Christian denominations. If we have an unfortunate circumstance where this warm exchange is not achieved we need to follow the principles that have been laid before us in the Holy Bible.



E. Difficulties

4.8 Relational difficulties

4.8.1 If there is constant disruption to the group from behaviour or lack of consideration, members should come alongside one another to offer their help and support. It is hoped that friendships of trust between members will provide support and encouragement through any difficult time, with the ability to speak the truth in love to an open heart, so that a resolution may be found.

4.8.2 If a personal issue arises between two members, it is hoped the members would be able to work it out together without the need for further intervention, and without gossip.

4.8.3 In all our dealings with each other regarding any conflict, our first priority should be to talk to the other person ourselves and try to work the issue out.

4.8.4 Should no solution become apparent, the matter should be directed to a member of the Administration Team. These members have been voted in as trusted and godly individuals and will be prayerful in determining what course of action should be taken, in consultation with other members who may be involved in the matter, as necessary.



E. Difficulties

4.9 Serious difficulties

4.9.1 Serious difficulties are restricted to infringements of privacy or safety, misconduct by a member or the Administration Team or Communications Team, or persistent disregard for the Conditions of Membership.

4.9.2 Serious difficulties are addressed and will be dealt with in accordance with Part 1.2, sections 9 and 10 of the CHEC Constitution, which is aligned with the *Associations Incorporation Act 1991 (ACT)*.

4.9.3 The Holy Bible, in the book of Ephesians, chapter 4, verses 31-32 explains: “Get rid of all bitterness, rage, anger, harsh words, and slander, as well as all types of malicious behaviour. Instead, be kind to each other, tender-hearted, forgiving one another, just as God through Christ has forgiven you.” From this, we understand that forgiveness should always be our heart’s desire, and we would never expect any member or former member to engage in any slander or malicious behaviour towards any CHEC member or CHEC as a group.

Do everything in love.
1 Corinthians 16:14



Building community

5 General

CHEC is only as active and vibrant as its constituent members choose to be. We rely on members volunteering to take on roles, organise events, run groups, and help develop relationships within the group, as and when they are able. All members are expected to contribute to the group in some way each year, although it is understood that many factors influence availability, inspiration, capacity etc. A group which has many members contributing to its activities and atmosphere, is one which is most likely to be happy, healthy, and meeting the needs of the most members. The following pages provide guidance on many of the practical considerations which govern the community-building aspects of CHEC.





Building community

5. 1(A) Making a contribution

5.1(A)(i) **Ways to contribute** - our community flourishes when all members take part in the organisation and planning of activities. Some of the ways in which members can do this include:

- volunteering to help on either the Administration Team (voted members with official roles) or Communications Team (willing and able members with behind-the-scenes-roles);
- co-ordinating a regular class or study of some sort (e.g. art, language, writing), either long or short term, for a particular age group or to meet a particular need, run by a CHEC member, or someone from the community;
- organising a one-off excursion or activity for CHEC's Friday calendar (e.g. children focus);
- planning a one-off afternoon tea, discussion group, or talk (e.g. parent focus);
- arranging a family outing for a time when dads can join in (e.g. weekend picnic, bushwalk, camping trip);
- contributing an article to the CHEC Term Newsletter (e.g. regarding a personal or group home school activity or subject of interest);
- participating in the group picnic each term, by welcoming new members and contributing ideas for future activity planning.



Building community

5. 1(B) Contribution expectations and parameters

5.1(B)(i) So that the responsibility of planning does not fall to the same people, all full members are required to contribute and assist in some way. We recognise that each family's situation and season of home education may be different (e.g. new to home schooling, parenting lots of little ones, illness, work) and encourage members to discuss with the CHEC Admin Team the many options available. If you have an idea, but don't feel you could facilitate it alone (for whatever reason), another member or two may be available to work with you in pulling it all together.

5.1(B)(ii) CHEC periodically holds planning meetings, and this is a great way to exchange ideas, put forward needs which could be met, or suggest activities which might be used later in a year or season.

5.1(B)(iii) Sometimes, for various reasons, group numbers do need to be limited. This may be because the person running a workshop is only willing to have a group of a certain size or demographic. Sometimes an event would run more smoothly if there were age boundaries. As an organiser, you may specify genuine boundaries of this nature and expect to have these respected by CHEC members. Consistent with CHEC's policy of non-exclusion however, please do not apply arbitrary or unfair boundaries to exclude particular families or individuals.



Building community

5. 2 Organisational considerations

5.2.1 Your approach

There are a couple of ways to approach organising any kind of event, whether a regular activity or a one off. You can either:

- a) Email the CHEC membership with a basic outline of your proposal and gauge interest before scheduling definite plans (this can be useful if the organisation of the activity is particularly complex and/or you need to ascertain whether there will be enough participation to justify your efforts); or
- b) Coordinate with the Assistant Coordinator and make any other necessary arrangements, then email the group with comprehensive activity or event information, as outlined in the 'Necessary Steps', below.



Building community

5.2 Organisational considerations

5.2.2 Necessary steps

If you would like to organise an event, whether a one-off or ongoing/recurring activity, please ensure you comply with the following steps:

- Come up with an idea for an event or activity and consider its feasibility;
- Ensure you have conferred with the Assistant Co-Ordinator regarding the suitability of the activity and proposed date/s taking into account existing events published in the CHEC calendar;
- Consider any safety risks or implications arising from the proposed event and complete a risk assessment if necessary (e.g. 'wear closed, sturdy shoes' if the terrain may prove hazardous to feet etc.); and
- Make the necessary practical arrangements and announce the event/activity to CHEC members using the CHEC email facility (refer to 5.2.3 for the information to include in such correspondence).



Building community

5.2 Organisational considerations (continued)

5.2.3 Information to include in any organisational correspondence

When entering into event/activity correspondence with the CHEC community, please ensure all emails and/or calendar entries contain the following information:

- Event/activity day, date and time
- Age range (or any other necessary limits or boundaries, e.g. maximum group size for tours)
- Details of the event/activity/excursion
- Location, including address
- Applicable cost/s (per person, whether child or adult), if any
- Your name and preferred contact details in your capacity as the organiser
- RSVP date



Building community

5.3 Venue Hire

5.3.1 CHEC has used a number of venues, such as community halls and church venues, which have proved suitable for our needs. Our Public Liability Insurance “Certificate of Currency” is usually required by the venue provider when confirming a booking and can be obtained from the Treasurer and/or Assistant Co-ordinator.

5.3.2 Cost of venue hire is usually on a user-pays basis for events of interest to limited numbers. Please ensure you are aware of any costs associated with activities or events you organise, and that full cost disclosure is made to prospective participants in advance.

5.3.3 Venue hire fees are ordinarily covered by CHEC for general meetings or major events of whole-group interest. Please contact the Assistant Coordinator directly via the contact form available at the CHEC website should you have any questions or suggestions about whole-of-CHEC events.



Building community

5.4 Event bookings

5.4.1 Being a reliable attendee or organiser helps everybody involved, regardless of the nature of the event, and as we sow, in the same way we shall reap. Here are some things you can do which will benefit everyone involved:

5.4.1(a) – General

- Reply to activities by the required date, making sure you also mark your calendar. Some events, even free ones, require certain numbers to go ahead, so your reliability with this helps everyone.
- Please respect age ranges or other boundaries designated by the organiser.
- Don't just turn up to any activity, unless the activity advice states that it is acceptable to do so. Knowing numbers in advance can be a big help, even for casual gatherings, and having people 'just turn up' can be an inconvenience. This is a courtesy appreciated by all.

5.4.1(b) - Organisers

- As the organiser, if you receive bookings via email, please reply so that attendees know their bookings have been received.
- Confirm the cost involved, if any, with the attendees.
- If you receive more responses than you have spaces to allow, please keep a waiting list, so that if an attendee cancels, you can be fair in filling their place.



Building community

5.4 Event bookings

5.4.1(c) – Attendees




- As the attendee, if you have emailed your reply but not heard from the organiser, please take a few moments to contact the organiser and ensure that all is well and they have received your expression of interest or RSVP.
- Advise as soon as you know if you are unable to attend after expressing your interest in an event or confirming your attendance. Even last minute withdrawals in the case of misadventure or emergency should be communicated to the organiser wherever possible.
- If you have to withdraw your participation from the activity or event you may still be required to pay for your portion of any required fees, unless another member is able to take your place. Please show respect for the organiser in this regard.
- Should you only be contactable by telephone, please make this clear to the organiser when communicating your interest or proposed participation in an event or activity, so they know to telephone you directly rather than rely upon general communication through the CHEC email facility.



Building community

5.5 Event admissions

5.5.1 Responses to CHEC events will be accepted by organisers using the following criteria:

- 1  *Applications for events by CHEC members are accepted on a first-come, first-served basis. A waiting list will be kept on the same basis when events are over-subscribed, in case of withdrawals or where attendance by an additional group can be facilitated.*
- 2 
- 3 

5.5.2 Guest participation

Where a prospective member expresses an interest in CHEC's activities but has yet to progress to a new membership application, a Guest Policy will come into effect. If there is space available for the guest to attend the scheduled activity, without disadvantaging current CHEC members, then they are able to participate in the activity. The invitation to attend must be confirmed by the Admin Team and the event organiser prior to the guest being notified of their eligibility. All other guidelines for CHEC attendees are applicable. This invitation to attend an activity is to be considered a one-off opportunity so that the guest has the chance to create a connection over common ideals and Christian values with other members, but also provides a look at how CHEC works.



Building community

5.5 Event admissions (continued)

5.5.3 *Joint activities and initiatives*

There may be opportunity for CHEC activities or events, such as a market day, science fair, sports day or larger scale excursions etc, to become joint activities with other home education associations, such as HENCAST (Home Education Network of Canberra and Southern Tablelands).

CHEC members will be notified when an event will be opened to the wider home school community. Where CHEC initiates and takes the lead for organising the event, CHEC members will have first opportunity to attend with any remaining places made available to the affiliate association. It is expected that any attending members of affiliate associations will acknowledge and accept CHEC's Guidelines and event attendance protocols.

It will also be expected that any attendees will be covered by that association or organisation's own insurance policies in the event of a claim being made. For this reason, members of general homeschool social media groups (who do not have group insurance) will not be able to attend the event, unless a third party provider has suitable insurance that would cover them.



Building community

5.5 Event admissions (continued)

5.5.4 *On the day*

- Please ensure you arrive 15 minutes before the activity is due to start. This reduces distractions, allows for groups to be designated, payments made (if applicable) and for the activity to proceed in a calm and orderly manner.
- Try to bring the correct amount of money for your family to each paid event.
- Take the mobile phone number of the organiser with you, if possible. That way, if there are any last minute questions or mix-ups, good communication can be maintained.
- Please be reminded that you are responsible for your children at all times. Some excursions, depending on location or venue, may have strict codes of conduct in place. CHEC's good reputation relies upon the collective good behaviour of the group.
- CHEC members are expected to ensure their behaviour, and that of their children, is respectful of others and their property, and that neither noise nor behaviour causes unreasonable interruption.
- When utilising a hired venue, please be reminded to leave it clean and tidy. Necessary cleaning should occur, windows closed and furniture returned to its original place.



Building community

5.5 Event admissions (continued)

5.5.6 Giving thanks

Looking for opportunities to thank others for their kindness to us or their service to us, is a wonderful way for us to foster a loving community. Always feel free to say “thank you” to those who have served our group at a venue, or by sharing their time, knowledge, skills etc. with us. It is encouraged that we also cultivate a spirit of thankfulness in our children, and support them to show their appreciation for others in such contexts.

If you have been particularly impressed, by all means express your personal thanks by more formal means if you wish.

Expressing your appreciation to the organiser of the event can also be wonderful encouragement to the members who often serve our group without any expectations – this can, of course, be done either in person, or publicly using our email facility.

Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus.
Thessalonians 5:16-18

Legal and compliance

CHEC has a number of legal and compliance obligations which members should be aware of. These include, but are not limited to: insurance, governance, procurement, probity, conflict of interest and privacy obligations.

6.1 Insurance

CHEC currently holds two types of insurance liability policies that relate to members:

- (i) Public liability/product liability insurance; and
- (ii) Associations/Officials Liability insurance.

In the event of a claim needing to be made, please complete an Accident Report Form (available on the website) and contact CHEC's Admin team as soon as possible to determine if any additional information is required for the claims process to commence. A Liability Claim form is also available from the CHEC website.



**Legal &
Compliance**

Legal and compliance

6.1 Insurance (continued)

6.1.1 Public Liability/Product Liability Insurance (Certificate of Currency available from CHEC's Treasurer or Assistant Coordinator)*

This is a general, public and product liability policy covering all sums we become legally liable to pay as compensation in respect to either third party personal injury or property damage in connection with any CHEC activity. The policy does not cover high risk activities, fetes, markets or any other special event where a large number of people are expected. Separate cover is required for these activities.

1. The current limit of liability is \$10,000,000, with an excess of \$100 for each and every occurrence of claim.
2. The policy covers anyone who is a member of CHEC, or who is acting on behalf of CHEC in a voluntary (i.e. unpaid) capacity in connection with a CHEC activity.
3. This is **not** an accident policy which would cover death, injury or disability occurring during an activity or in transit to or from an activity.
4. A public liability policy only becomes relevant when an injury or damage occurs as the result of negligence. In such a case, the onus is on the complainant to establish that someone covered by the policy has been negligent.

Legal and compliance

6.1 Insurance (continued)

6.1.2 Associations and Officials Liability Insurance (Certificate of Currency available from CHEC's Treasurer or Assistant Coordinator)*

This policy provides coverage against loss in respect to claims made against CHEC Office Bearers arising from any actual or alleged mis-statement, negligent act, error or breach of duty in their role as Office Bearer. The current limit of liability of \$2,000,000.

Legal and compliance

6.2 Communication

6.2.1 *Communication channels*

Communication in CHEC is via private group email, term newsletter, social media and CHEC's website: www.chec.org.au. The communication channels are managed by the Administration Team, with the assistance of interested members. CHEC members are encouraged to use these communication channels to develop and foster relationships within the CHEC home school community. For avoidance of doubt, only paid CHEC members are permitted to utilise CHEC the aforementioned communication channels.

6.2.1 (i) *Group Email*

The CHEC group email is a private feature available to all current members. Members can send an email to the group by using the email feature that can be accessed by logging in to your member account on CHEC's website. It can be used to communicate with other members about topics related to CHEC in particular or home education in general. Special prayer requests, gauging interest for potential activities, arranging CHEC activities and meetings, registration and home education support, and new member introductions are all examples of how the group email can be used. Please be mindful that when you are replying to an email or indicating your attendance at a CHEC event, you need only reply to the organiser, and not the whole group (unless the information contained in your reply is relevant to everyone).

Legal and compliance

6.2 Communication (continued)

6.2.1 (ii) Group Email – other uses

Members may also use the group email to list for sale, or give away, any used curriculum their family has finished with. When doing this it is vital that members be respectful and comply with applicable intellectual property and/or international copyright laws. Where a purchased curriculum or other homeschool resource expressly prohibits resale please respect the publisher's authority. CHEC may attract liability under copyright laws if it facilitates contraventions of this nature.

Please ensure that the content of any emails follow the guidelines as outlined in the Practice Manual . The content of all CHEC emails are to be kept confidential and not passed on without the permission of the author. The Administration Team reserve the right to both edit or remove any content that they believe is in breach of CHEC's Constitution, Guidelines or Privacy Policy.

CHEC members may only refer to and make use of the CHEC membership list for private (i.e. personal) use in conjunction with fostering community and fellowship between Christian home educating families. Any commercial use or misappropriation of the CHEC membership list (including sale of such information to a third party) may result in legal action being taken against the offending member.



Legal and compliance

6.2 Communication (continued)

6.2.2 Social Media

CHEC maintains a private Facebook group for members, which is moderated by two member admins, with oversight from the Administration Team. New members can request details on how to join the group from the Membership Officer. Members who use the Facebook group acknowledge that they are bound by Facebook's Terms of Service and Privacy Policy.

The Facebook group is where inspirational quotes, Scripture etc. are posted to encourage members in their home education journey. Members are also able to communicate with other members about topics specific to CHEC. Please be aware that not all members choose to use social media, therefore messages intended for the whole group are to be sent via group email. The Facebook group may provide an alternative communication tool for members who are more active on social media. Posts will alert and refer members to group emails that contain important information regarding CHEC events.

Members are reminded to log into their CHEC website account and check the calendar or to check emails for further details. All information regarding CHEC members and events are confidential and are not to be reposted in any form on any other social media page.



Legal and compliance

6.2 Communication (continued)

6.2.3 CHEC website

The CHEC website can be found at www.chec.org.au. The website provides general information about who we are, what we do and how families can join CHEC. It is generally the first point of contact for any prospective members. In addition to general information about our group, the website has several pages that include key information relevant for members, such as the Calendar and Membership Directory, as well as pages for executive support to enable the Administration Team to undertake any necessary tasks in the management of the Association.

Members can use their log in details, created when they applied to join CHEC, to access the content of any relevant member pages, send group emails, organise and add events to the Calendar, and update their details as required. Should there be any difficulties in accessing the member section of the website, please contact the Membership Officer.



Legal and compliance

6.2 Communication (continued)

6.2.4 CHEC Membership Directory

A feature, and privilege, of being a member of CHEC is the right to use the Membership Directory. The Directory lists family and contact details of those members who wish to share this information with other members. This can be beneficial when trying to foster relationships with other CHEC families that have children of similar ages. Not all members choose to participate in the directory if that is their family privacy preference. Do not, under any circumstances, forward anyone's contact details without the express permission of the member.

As per the guidelines for the group email and social media use, all members are reminded that any information given or accessed through the Member and Administration Team pages are for the sole use of current CHEC members only.

6.2.5 Newsletter

A newsletter is sent out to members periodically, often at the end of a school term. The aim of the newsletter is to report on events and activities that CHEC has organised, and to celebrate the journey of Christian home education with members. Future opportunities for fellowship and learning excursions may also be noted. Photos of events and activities are usually included. CHEC is respectful of privacy and the choice of families to choose whether they give consent for photographs of their children to be used in the newsletter.

Legal and compliance

6.3 Governance

6.3.1 Procurement of services

Within the scope of maintaining CHEC as an Incorporated Association, there will be the need to seek third parties to provide products and services (e.g. web hosting, accounting software, insurance). The following procedures are recommended to ensure that CHEC uses any funds wisely and avoids any potential conflict of interest:

1. Determine the need for a particular service and/or product;
2. Seek out suitable providers from the wider community and/or from within CHEC's membership cohort;
3. Obtain at least three quotes for like services and assess the quotes against the needs, service provided and value for money;
4. The Administration Team will determine by vote, after discussion and prayer, the most suitable choice. A quorum of the Admin Team is required; and
5. The Admin Team will determine a time frame within which to revisit and review CHEC's needs and the suitability of the current service providers.

Legal and compliance

6.3 Governance (continued)

6.3.2 Conflict of interest

Members of the CHEC Administration Team are required to act in accordance with all Australian Commonwealth, State or Territory laws (as applicable) and make decisions in the best interests of the group. Elected members to the Admin Team have a duty to disclose any personal, family, or business interests that may, in the eyes of another person, be seen to influence their judgement and decision making in relation to the management of CHEC. To this end:

- CHEC will maintain a Conflict of Interest Register for any potential or perceived conflict with Office Bearers and the administration of the Association. The register will record the name and position of the office bearer; the person and/or organisation with interest; the nature of the interest; and the date of disclosure.
- In the event an actual, or perceived, conflict of interest arises, the Admin Team member will not participate in any discussion and voting on matters that relate to the conflict of interest. In some circumstances the member will be asked to step out while the discussion takes place. Any meeting minutes will reflect when a conflict of interest occurs, and the steps taken to resolve the matter.

Legal and compliance

6.3 Governance (continued)

6.3.3 Document management

In order to fulfill our obligations as set out in our Constitution and as an Incorporated Association, we are required to keep accurate financial records and documentation on the activities and administration of the group. To provide orderly management and timely retrieval of documents, CHEC will ensure:

6.3.3(i) Complete and accurate record keeping - The type of documents and materials that are required to be kept are those outlined by law or under our Constitution. They may consist of Administration Team approved documents, official publications, operational procedures and manuals, key emails that are a part of official correspondence, and minutes of any sub-committee or working groups as determined by the Administration Team.

6.3.3(ii) Document storage and availability - Documents that are considered “current” and require easy access will be available from CHEC’s website. All other materials and historical documents will be located on an approved centralised electronic repository (CER). Currently, the approved CER is Google Drive. Any new or amended documents are to be uploaded to the appropriate place in a timely manner. Any documents that do not originate in an electronic format should be scanned and uploaded. The Administration Team will decide which documents should also be held as hard copies, in addition to the electronic form.

Legal and compliance

6.3 Governance (continued)

6.3.3(iii) Document access - Oversight of documents and materials that are required to be kept on the website and CER will be undertaken by the Secretary. Website documents will be classified as:

- available to the public;
- available to CHEC members; or
- available to the Administration Team only.

The materials located on the CER are available to the Admin Team only, unless otherwise determined, noting that this does not negate the right of members to inspect CHEC's financial records as per the Constitution.

6.3.3(iv) Review timeframe - All documents are to be retained according to the timeframes indicated by law and/or Admin Team determination. It is also recommended that any of the policies and guidelines as outlined in the Practice Manual be reviewed approximately every three years, to ensure they satisfy the current needs of the CHEC community and any relevant legislation.