



PCANZ CHILDREN AND YOUTH LEADERS'
SAFETY WARRANT OF FITNESS

MANUAL

TABLE OF CONTENTS

1.0 CHILDREN AND YOUTH LEADER TRAINING	5
1.1 PCANZ CHILDREN'S AND YOUTH LEADER SAFETY WARRANT OF FITNESS (WOF)	6
1.1 FIRST AID	8
2.0 INTRO TO SAFETY	9
2.1 TYPES OF SAFETY	9
3.0 ETHICS	11
3.0 A BIBLICAL MADATE FOR ETHICAL PRACTICE	11
3.1 PCANZ Code of Ethics	12
3.2 CODE OF ETHICS FOR YOUTH WORK IN AOTEAROA	14
4.0 HEALTH AND SAFETY	17
4.1 SAFETY RESPONSIBILITY CHART	18
4.2 HAZARD DETECTION	19
4.3 HAZARD NOTIFICATION FORM	21
4.4 RISK ANALYSIS MANAGEMENT SYSTEM (RAMS)	22
4.5 RISK ANALYSIS MANAGEMENT SYSTEM (RAMS) EXTENDED EVENT	25
4.6 ACCIDENTS AND INCIDENTS	28
4.7 INCIDENT REPORTING FORM	29
4.8 ACCIDENT/INCIDENT REGISTER	30
4.9 WORKSAFE NZ – ACCIDENT/INCIDENT NOTIFICATION FORM	31
4.10 PERMISSION FORM	33
5.0 SAFETY MANAGEMENT	34
5.1 CODE OF CONDUCT	34
5.2 LEADER TO YOUTH RATIO	35
5.3 ACCIDENT AND EMERGENCY POLICY	38
5.4 COMPLAINTS PROCEDURE	37
5.5 CHECKLIST: GENERAL OVERVIEW	38
5.6 CHECKLIST: EVENTS (PEOPLE)	39
5.7 CHECKLIST: EVENTS (VENUE)	40
5.8. CHECKLIST: SLEEPOVER	40
5.9. CHECKLIST: EQUIPMENT	41
5.10 CHECKLIST: FOOD	41

5.11 CHECKLIST: DRIVING	42
5.12 CHECKLIST: WATER SPORTS	43
6.0 SAFETY POLICY	44
6.1 SAFETY AND PROTECTION POLICY	45
6.2 PHYSICAL POLICY	46
6.3 DRIVING POLICY	47
6.4 POLICY FOR ENGAGING PARENTS	48
6.5 ALCOHOL POLICY	49
6.6 DRUG POLICY	49
6.7 SEXUAL SAFETY POLICY	50
6.8 SOCIAL MEDIA POLICY	51
6.9 MEDICATION POLICY	53
7.0 PROTECTING CHILDREN / YOUTH	54
7.1 DEFINING AND IDENTIFYING ABUSE AND NEGLECT	55
7.2 DEALING WITH DISCLOSURES OF ABUSE	58
7.3 RESPONDING TO, RECORDING, REPORTING SUSPECTED CHILD ABUSE	59
7.4 PROCEDURE FOR RESPONDING TO SUSPECTED CHILD ABUSE	59
8.0 RECRUITMENT PROCESS	60
8.1 RECRUITMENT AND APPOINTMENT PROCESS	60
8.2 POLICE CHECKS	61
8.3 POLICE CHECK APPLICATION	62
8.4 POLICE CHECK, REQUEST AND CONSENT FORM	63

1.0 CHILDREN AND YOUTH LEADER TRAINING



PCANZ CHILDREN AND YOUTH LEADERS' SAFETY WARRANT OF FITNESS

We (Presbyterian Youth Ministry and Kids Friendly) acknowledge the tremendous responsibility churches have for the safety and well-being of children and young people attending their churches and programmes. We strongly recommend that every church puts their leaders who work with young people through the Presbyterian Church Safety Warrant of Fitness (WOF).

Every week parents and the community at large entrust us with their children and young people. We hear many inspiring stories of local churches rolling up their sleeves and ministering in their communities in very positive ways. Sadly we also occasionally hear of incidents where young people have been harmed or treated inappropriately while in our care. Upon investigation we often find that most of these incidents could have easily been avoided, but those involved lacked the necessary training and structure. The Church is coming under increased scrutiny and in order to maintain a respected place in the community, we need to work intentionally to maintain high ethical and safety standards.

To date the church has offered Ethics and Risk Management day courses which ministers are required to attend to stay in "good standing". However there has been no regular, recommended specific training for those who work with young people.

We (Presbyterian Youth Ministry and Kids Friendly) are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and young people
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- Ensuring all facilities and equipment meets health and safety standards
- The training of all those with any pastoral responsibility for young people, including the use of police vetting
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse

We acknowledge the limited amount of time and resources available to our parishes and their volunteers and staff, but we also acknowledge the imminent need to have a baseline of training in the areas of ethical practice and risk management. Presbyterian Youth Ministry and Kids Friendly have consulted with experts in the field of ethical practice to develop a simple and affordable Safety Warrant of Fitness (WOF) for our children and youth leaders. We strongly recommend it for all leaders of young people.

Presbyterian Church Children's and Youth Leader Safety WOF Definition of Terms:

Young people – for the purposes of this document the term "young people" covers people ages 0-18. Youth ministry also covers a broader age range of those 19 to 30 years of age. This policy is still relevant for those working with those who are 19 and over, but has a specific focus on those under the age of 18.

***Children and Youth Leader** - Someone who is in leadership (paid or voluntary) and pastorally cares for children or youth under the age of 18.

****Volunteer Helper** - someone who helps with the programme, but does not have a leadership or pastoral care role with young people. These people may help with set up, supper, clean up etc.

*****Key Leader** - the person who takes the lead role in the children's or youth ministry; this could be a paid or unpaid (volunteer) position.

Children's and Youth leaders Safety WOF Certification

The Presbyterian Church of Aotearoa New Zealand encourages all Presbyterian and Union churches to ensure their children and youth leaders get a Safety Warrant of Fitness certificate once every three years to be in good standing.



CHILDREN'S AND YOUTH LEADERS WOF COMPONENTS

The WOF certificate will be issued to leaders who have complied with the following requirements, whether these are achieved through PCANZ training days, online or through approved independent providers.

CYCLE	TRAINING	RECOMMEND PARTICIPATION		SPECIAL INCIDENCE/ DETAILS
		CHILDREN'S AND YOUTH LEADERS	VOLUNTEER HELPERS	
Every 3 years	Code of Ethics Training	Yes	Optional	2.5-3 hour training
Every 3 years	Risk Management (Physical, Physical, Sexual, Spiritual Safety) RAMS	Yes	Optional	2 hour training
Every 3 years	Police Check	Yes	Yes	



CONTINUING EDUCATION / EXPECTATIONS

The following table illustrates the expectation of continued education and training for both leaders and helpers. PCANZ can support key leaders in providing this training locally.

CYCLE	TRAINING	RECOMMEND PARTICIPATION		SPECIAL INCIDENCE/ DETAILS
		CHILDREN'S AND YOUTH LEADERS	VOLUNTEER HELPERS	
Annually	Local Church Health and Safety Policy review	Yes for the key leader to facilitate with their team	Yes	
6 Monthly	PCANZ provides scenarios for local church's youth leaders to think about and discuss COE and Health and Safety content	Yes for the key leader to facilitate with their team	Yes	
Continually	External supervision	Yes for paid workers	No	
Every 2 years	Basic first aid	At least 2 leaders per church ministry	No	Outdoor first aid for 2 leaders if running multi day outdoor events that are isolated from medical care services

We also recommend churches invite children and youth leaders and interested volunteers to attend the ministers' ethics training days.

An expansion of the tables

All Children's and Youth Leaders are strongly encouraged to undertake the following:

Regional or national training every three years

The Youth and Children's Safety WOF training day would include training on

- **Ara Taiohi Code of Ethics (COE) for Youth and Children's Work in NZ** (this course was developed by Jane Zintl who currently delivers the PCANZ COE training)
 - Values of the COE
 - Youth development framework
 - Application of the COE to practical youth work situations (using scenarios and activities)
 - Specific focus on faith and the COE – with an emphasis on sharing of faith
 - Privacy Act and confidentiality
 - Human Rights Act
 - Health and Safety
 - Accountability to the COE
 - UN Convention on the Rights of the Child
- **Risk Management Training** (2 hours)
 - Help identify and manage risks (physical, psychological, sexual and spiritual)
 - Risk Analysis Management System (RAMS). A RAMS form now needs to be signed off by church leadership; we look at how to read and complete a RAMS form
- **A police check** (this is **mandatory** under Church policy for all those who work with youth and children and will be incorporated into the WOF)

In-house refresher annually

Key leaders are strongly encouraged to:

- ensure that at least two people in their team have a current first aid training certificate
- take their children and youth leaders through the local church's health and safety policy
- ensure any paid staff attend external supervision (recommended monthly-six weekly for a full-time employee)

In-house refresher six monthly

Key leaders are strongly encouraged to:

- take their leaders through two Code of Ethics scenarios (provided by PYM/KF)
- Review RAMS protocols for their current activities (review template provided by PYM/KF)

****For volunteer helpers, it is recommended that:**

- A police check is conducted every three years (this is mandatory under Presbyterian Church policy)
- The annual in-house church health and safety policy refresher
- The six monthly in-house ethics and RAMS refresher six monthly

First aid training

At every children's or youth event there must be at least one leader with a first aid qualification. Therefore we recommend that at least two of your leaders are trained as first aiders. We recommend a one-day first aid course as a minimum covering the following:

- Scene assessment
- Safety
- CPR
- Chest pain (e.g. heart attack)
- Dislocations
- How to use an AED (automated external defibrillator)
- Broken bones
- Burns
- Soft tissue injury
- Asthma
- Stroke
- Seizures
- Bleeding

These courses are available from:

The Red Cross <https://www.redcross.org.nz/first-aid/courses/>

St Johns <http://www.stjohn.org.nz/First-Aid/First-Aid-Course-Overview/First-Aid-Level-1-/>

A1 First Aid <http://www.a1firstaid.y9.co.nz/FirstAidCourses/Overview/tabid/60/Default.aspx>

There are also private accredited first-aid trainers who can offer group trainings, often these are more economical. Please contact PYM/KF or your regional youth coordinator for more information about those.

Estimated cost per children's or youth leader to complete the WOF

Code of Ethics and Health and Safety training is provided FREE by the Presbyterian Church and regional staff, there may be associated catering costs with training events.

If leaders need to obtain a first aid certificate the cost is approx. \$100-160 pp. (We recommend 2 to 3 leaders in the children's and/or youth ministry leadership team to have this qualification)

Estimated number of hours to complete the WOF

To get the certification, children and youth leaders will spend five hours in training, three hours on Code of Ethics and two hours on risk management.

We highly recommend that leaders spend another three hours per year in the following two years doing a refresher.

For leaders doing the first aid training, it will be necessary to spend up to eight hours every two years depending on prior training.

2.0 INTRO TO SAFETY

As a Church we are a gathered people, we are called to love our neighbour and to share the Gospel. We meet together; we engage with our local community, we make Jesus known. To be faithful to Christ's teaching, we should never be harming each other in our church community or other people we engage with. We should be known as people who love God and others.

We must be committed to:

- The care, nurture of and respectful pastoral ministry with, all children and young people
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- Ensuring all facilities and equipment meets Health and Safety standards
- The training of all those with any pastoral responsibility for young people, including the use of police vetting
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse

2.1 Child and Youth Protection

It is expected that each Youth Ministry has a Youth Safety and Protection Policy. There are four major areas of safety to be considered:

1. Physical Safety

Preventing anything that causes physical pain or injury, whether accidental or intentional, caused by people or the environment.

Risk management strategies will be covered in the **Health and Safety** section.

2. Psychological Safety

Preventing anything that causes mental anguish, including feelings of fear, shame, humiliation, indignity, powerlessness, e.g. verbal intimidation and humiliation, shouting or screaming, threats of physical harm, favouritism and belittling another's culture (including racism) or appearance, silent abuse (allowing the misuse of power by other people, by doing nothing).

Risk management strategies will be covered by the **Ethics, Safety Management, and Safety Policy** sections.

3. Sexual Safety

Preventing any sexual behaviour, whether implied or actual, which is inappropriate or offensive. e.g. deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.

Risk management strategies will be covered by the **Ethics, Safety Management, and Safety Policy** sections.

4. Spiritual Safety

Spiritual abuse takes place when leaders to whom people look for guidance and spiritual nurture use their positions of authority to manipulate, control and dominate.

Risk management strategies will be covered by the **Ethics, Safety Management, and Safety Policy** sections.

3.0 ETHICS

3.1 A Biblical Mandate for Ethical Practice

There are numerous biblical passages that can help guide our conduct. These might be best summarised by the golden rule:

So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets. (Matthew 7:12)

Scripture also encourages us to obey the laws of the land (except when it clearly contradicts other biblical mandates) Romans 12:1

Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God (Romans 12:1)

Therefore, it is necessary to submit to the authorities, not only because of possible punishment but also as a matter of conscience. (Romans 12:5)

Therefore aligning our ministries with New Zealand's best ethical and health and safety practice is a way that we can bring glory to God (Matthew 5:14-16) and forge a deepening trust within the communities that we serve in.

A code of ethics is a collection of ethics that can help shape our conduct. Our Church has two codes of ethics that we want you to be familiar with:

1. The Presbyterian Church Code of Ethics – this document has been written primarily for those ministering to adults.
2. the Youth Workers Code of Ethics - this document focuses on ministry to young people and is the one that we want you to be the most familiar with. This Code of Ethics provides us with:
 - An agreed set of guidelines for youth ministry/work in Aotearoa to ensure that it is carried out in a safe, skilled, ethical manner.
 - a framework that helps youth workers hold each other accountable for our practice, and in doing so protects the credibility of youth work and youth ministry across Aoteroa.
 - a frame of reference from which to develop ethical awareness, to create discussion and debate around ethical issues and to implement good and ethical practice for both youth workers and young people. (CODE OF ETHICS for Youth Work in Aotearoa New Zealand Second Edition)

Why the emphasis on the Youth Workers Code of Ethics and not the Church Code of Ethics?

The Youth Workers Code of Ethics is more comprehensive than the Church Code of Ethics, and is specific to the youth work context. It has been written by a nationally appointed youth work body and keeps us aligned with national youth work standards. The Youth Workers Code of Ethics encompasses all the key clauses from the Church's Code of Ethics. If you are interested in the comparison between the documents, please see the comparison table at: <http://pym.org.nz/wof/compare/>

3.2 PRESBYTERIAN CHURCH CODE OF ETHICS

(The 1996 General Assembly strongly encourages ministers, elders, parish councillors, sessions and parish councils to adopt the Code of Ethics as an agreed minimum standard of practice.)

Introduction

This Code is to be read in the context of the Preamble to the *Book of Order*, the Statement on the *Book of Order*, and the Standards set out in Chapter 1, Section A. These set out the basis of the faith, order and discipline of this Church. The Church's discipline applies to ministers and other office bearers, communicants and adherent members who have arrived at the years of discretion.

This Code is a statement of how the Presbyterian Church of Aotearoa New Zealand understands the standards of conduct of those members who undertake the work of pastoral care in its name. In this context the term minister will include all clergy and lay persons, who undertake pastoral care.

Pastoral care involves the formation of special relationships characterised by openness and trust. These relationships are developed in a variety of settings and a variety of ways, from informal pastoral care to structured counselling situations.

This Code indicates acceptable ethical behaviour for those offering pastoral care. While its focus is pastoral care, it is also applicable wherever there is a ministry relationship between people. By the grace of God we are called to serve, and through the power of the Holy Spirit we are sustained and encouraged to keep within this Code.

Responsibilities to Those to Whom We Offer Pastoral Care

- 1) Ministers will deal truthfully with people, encouraging free and open discussion, upholding their best interests, rights and well-being.
- 2) Ministers will respect the right of people to privacy and confidentiality of information except when there is a clear and imminent danger to those people or others, at which time they will be informed of those limits.
- 3) Ministers will recognise the dignity and worth of every person and will offer pastoral care without unfair discrimination.
- 4) Ministers will not abuse their position by taking advantage of people for personal, financial or institutional gain.
- 5) Ministers will recognise that sexual intimacy in the pastoral situation is unacceptable and will not subject people to sexual exploitation, sexual harassment or sexual abuse.
- 6) Ministers will recognise that there are limits to their competence and will refer people to others when this proves necessary or desirable. They will not attempt counselling without training.
- 7) Ministers will recognise that there is a cultural context for pastoral care and will act with awareness and sensitivity.

Responsibilities to the Church

- 1) Ministers will uphold high standards of practice in ministry and work for the advancement of those standards.
- 2) Ministers will exercise stewardship in the time given to ministry, guarding against both over commitment and avoidance of responsibility.

Responsibilities to Colleagues and Other Pastoral Workers

- 1) Ministers will promote co-operation with colleagues, pastoral workers and members of other helping professions, treating them with consideration and respecting professional confidences.
- 2) Ministers will seek mediation through the courts of the Church when conflicts with colleagues or others within the church community arise.

3) Ministers will take action through the proper channels concerning unethical conduct by colleagues or other pastoral workers.

Responsibilities to the Wider Community

1) Ministers will act to prevent and eliminate unfair discrimination in the wider community.

2) Ministers will encourage, as part of their pastoral tasks, participation in the shaping of social policies, advocating the promotion of social justices, improved social conditions and a fair sharing of the community's resources.

Personal Responsibilities

1) Ministers will use regular approved supervision to maintain accountability and a high standard of pastoral care.

2) Ministers will use regular opportunities for spiritual growth, personal recreation and refreshment.

3) Ministers will seek to extend and enhance their knowledge.

3.3 CODE OF ETHICS FOR YOUTH WORK IN AOTEAROA



Whanaungatanga - Quality Relationships

1. Te Kawenga - Your Primary Relationship

1.1 The youth worker's primary relationship is with the young person they engage with.

2. Wehenga Tūmanako - Behaviour

2.1 This Code covers any behaviour, whether connected to their work or personal time, when it relates to or affects a youth worker's practice.

3. Ārahitanga - Your Conduct

3.1 Youth workers will perform their work honestly and impartially, and avoid situations that might compromise their integrity.

3.2 Youth workers will avoid words and actions that could be misunderstood or cause offence.

3.3 Youth workers should avoid activities that would bring young people, fellow workers, their organisation, or youth work into disrepute.

4. Puatatanga Being - Transparent

4.1 Youth workers will be open, honest and accountable to young people.

5. Whakaae Tika - Obtaining Informed Consent

5.1 Youth workers will fully inform young people (and their family, school or employer where appropriate) of the youth work they are offering and the nature of any proposed involvement.

5.2 A young person must be able to freely enter into a relationship with a youth worker and be able to cease their involvement with the youth worker when they decide to.

5.3* Wherever possible steps must be taken so that both parental and youth consent is gained in any activities.

6. Noho Matatapu - Confidentiality

6.1 The young person's ability to trust the youth worker to hold information in confidence is fundamental to the relationship.

6.2 When it is clear that confidences might be shared, the youth worker will explain the boundaries of confidentiality.

6.3 When information is disclosed, the youth worker will endeavour to obtain the young person's permission, ideally working with the young person to do so.

6.4 Youth workers will comply with the Privacy Act 1993.

7. Āhua Tika - Boundaries

7.1 Youth workers will create and maintain culturally and age-appropriate physical, emotional, sexual and spiritual boundaries.

7.2 The purpose of this is to ensure a safe space for all, build confidence in their role as a youth worker and avoid unhealthy, dependent relationships.

8. Manatū Tangata - Sexual Boundaries

8.1 Youth workers will be aware of compromising thoughts or situations and ensure that strategies are in place to help them deal safely with the situation.

8.2 Sexual acts between youth workers and young people they connect with in their capacity as a youth worker are never acceptable.

8.3 Youth workers will not enter into a romantic relationship with a young person during the time they are working together. Once the youth work relationship has finished, youth workers will not enter into a romantic and/or sexual relationship until the power relationship is determined to no longer influence personal decision making. This decision will be made in consultation with their support network, including within supervision.

8.4 Youth workers will not engage in sexual harassment; nor will they tolerate sexual harassment of others (defined in the Human Rights Act 1993).

9. Noatanga - Knowing Your Limits

9.1 The youth work relationship has limitations. Youth workers have a responsibility to be conscious of the limits of their role, skills and competencies, and must carefully consider whether they can take on particular roles or tasks.

9.2 In situations beyond their role and/or skill-base, youth workers will refer to and/or seek assistance from networks available in the wider community.

10. Utu Painga - Personal Agendas

10.1 Youth workers will not abuse their youth work relationships for personal, professional, religious, political or financial gain.

10.2 While youth workers may agree or disagree with others' beliefs, values, priorities and behaviour, they will treat all people with respect and dignity.

10.3 Youth workers will not abuse their position in order to manipulate young people to their political, religious, ethnic or cultural beliefs, or to specific communities.

10.4* Religious instruction must be carried out in a manner that is appropriate to the context and setting.

11. Ahua Korero, Ahua Taonga - Exchanges between Young People and Youth Workers

11.1 Any exchanges between young people and youth workers will be transparent and handled with sensitivity (acknowledging gifts/koha usually have emotional and/or cultural significance).

12. Ahua me te Oranga - Diversity and Cultural Safety

12.1 The youth work relationship is one of mutual respect.

12.2 Youth workers will understand that all aspects of young people's lives are influenced by the values of the cultural contexts they belong to. A young person's cultural context can be centred around: geographical community; identity/whakapapa; and/or community of interest.

12.3 Youth workers will create an environment that allows young people to safely express and explore their cultural identity.

12.4 Youth workers acknowledge and will challenge the attitudes, beliefs, policies and practices that act as barriers to safe youth work and undermine young people.

Hononga - Connectedness

13. Papakāinga - Ensuring Key Connections

13.1 Youth workers will endeavour to relate to, create, strengthen and maintain young people's connections to their key social environments, these being their whānau, peers, school/workplace and community.

13.2 Youth workers will recognise and honour the importance of the relationship with whakapapa through whānau, marae, hapū and iwi when working with tangata whenua.

13.3* Youth workers will take the time to get to know all parents/guardians where appropriate.

13.4* Youth Workers will keep parents/guardians informed, inviting them to participate in or observe the programmes being provided.

14. Tautauamoa - Working Collaboratively

14.1 Youth workers will respect and co-operate with other professionals and/or other significant people involved in the young person's life to secure the best possible outcomes for the young people they engage with. There may be issues of confidentiality to take into account.

14.2 Youth workers will relate to others in the community with integrity, respect, courtesy, openness and honesty.

14.3 Youth workers will seek guidance from tangata whenua with regard to working with rangatahi.

Hakamanatia Nga Uara Rangatahi - Consistent Strengths-based Approach**15 Hakapakaritanga - Working Holistically**

15.1 Youth workers will support the healthy development of young people, helping them to identify and develop their strengths, encouraging them to reach their full potential.

15.2* Youth workers will find out if children have any special needs or medical requirements and respond appropriately.

16. Āhua Pononga - Working Positively

16.1 Young people are an integral part of our society. Youth workers seek to have this acknowledged and valued by society as a whole.

16.2 Youth workers do not see young people as problems to be solved, and will avoid labelling young people negatively.

17. Tiakitanga - Looking After Yourself

17.1 Youth workers and their organisations must take responsibility for the youth worker's overall well-being.

18. Whakahaeretanga - Supervision

18.1 Youth workers will actively participate in regular meetings (such as individual, group, tandem, peer, or team supervision) with skilled supervisors within the organisation and/or external to it.

19. Matatau Personal Awareness

19.1 Youth workers will be aware of any physical or personal circumstances that may affect their ability to work safely and effectively.

19.2 Youth workers will approach differences in others with respect.

19.3 Youth workers will understand and reflect on the impact that their own culture, values, attitudes and beliefs have on young people. Where there is a conflict, a youth worker may refer the young person to a more appropriate support person, however the relationship with the young person should be maintained during this process.

Urunga - Youth Participation**20. Hiringa Personal Determination**

20.1 Youth workers will support Tangata Whenua communities to care for rangatahi.

20.2 Youth workers, with the involvement of appropriate others in the young person's community, will work in ways that encourage and enable young people to identify their own strategies to deal with challenges and the direction of their lives.

20.3 If a young person lacks capacity, or is otherwise unable to act with self-determination, there is a responsibility to protect the young person's rights and welfare.

21. Hakamanatia Empowerment

21.1 Youth workers, as part of the young person's wider community, seek to empower young people, ensuring they have a greater say in decisions that affect them and the world around them.

Te Ao Rangatahi - Big Picture

22. Ōu Tikanga Rights and Responsibilities

22.1 Youth workers acknowledge the provisions of Te Tiriti o Waitangi and the various conventions and legislation protecting the rights of young people. Youth workers will not unlawfully discriminate against young people for any reason.

22.2* Youth Workers will uphold high standards of practice in ministry and work for the advancement of those standards.

22.3* Youth Workers will exercise stewardship in the time given to ministry, guarding against both over commitment and avoidance of responsibility.

23. Ngā Mahi Ora Safe Practice

23.1 It is a youth worker's responsibility to maintain the safety of young people in any service, programme, event or activity provided.

24. Kawenga Agents of Change

24.1 Youth workers will recognise the impact of social, political, economic and cultural structures on young people and seek to remove barriers that restrict life opportunities for young people.

24.2 Youth work is not limited to facilitating change within the individual young person, but extends to the social context in which the young person lives.

Hakamanatia te Whanaketanga - Good Information

25. Māramatia Aotearoa - Understanding Aotearoa New Zealand

25.1 Youth workers will take personal responsibility to participate in ongoing training on Te Tiriti o Waitangi, Te Reo me ona Tikanga Māori, and apply this learning where appropriate.

25.2 Youth workers will acknowledge our shared histories and past and present power relationships between different groups of people in Aotearoa New Zealand.

25.3 Youth workers will acknowledge there is a unique relationship between Tikanga Māori and good youth development practice in Aotearoa New Zealand - and will recognise the important role this relationship can play in nation-building.

25.4 Youth workers will acknowledge the importance of whakapapa and will explore their own cultural heritage.

25.5 Youth workers have an obligation to acquire legal knowledge, including acts of parliament, public policies and strategies that impact on young people.

26. Mana Akoranga - Training and Professional Development

26.1 Youth workers will make it a priority to participate in formal and informal training to support and improve their practice.

26.2 Youth workers will have knowledge and understanding of this Code of Ethics and how it applies to their work.

*These additional clauses are specific for the Presbyterian Church ministry context.

4.0 HEALTH AND SAFETY

RESPONSIBILITIES

In the Health and Safety (H&S) at Work Act 2015, each local church is known as a PCBU and has the primary duty of care to ensure the safety and wellbeing of all participants in our care. As part of this, to hold any events, **youth leaders** must complete a Risk Analysis Management System (RAMS) form and have all hazards identified as well as action plans to ensure care is taken to eliminate or minimise these hazards. In doing this, the leader/person in charge will be trained to assess risk management and ensure our people are safe.

There is a level of risk in any activity and dependent on the individual's skill, the facilities involved, the spectators and their involvement. A RAMS form is a tool to assist those in charge of running an event with participants inside or outside the church and who maybe liaising with other churches or PCBU's for the same event. (This may mean a camping ground, or an adventure activity church.)

Legal compliance is important and those in charge of events must be able to demonstrate that they have taken all practical actions to understand and minimise the risks involved with the excursions we take participants on.

All participants, volunteers, workers and others have a duty of care as follows:

- To take reasonable care for their own health and safety
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others
- Comply as reasonably able with instructions from the Event Organiser or the Leader/Person in Charge, or any designated workers
- Cooperate with any reasonable policy or procedure as has been notified by the Church.

DOCUMENTATION

It is important to keep records of your risk management planning and implementation as good records provide an audit trail, as required by stakeholders or regulators. They also provide a valuable reference history, for example, to submit a risk management plan to gain approval for the use of facilities, parks, roads or waterways.

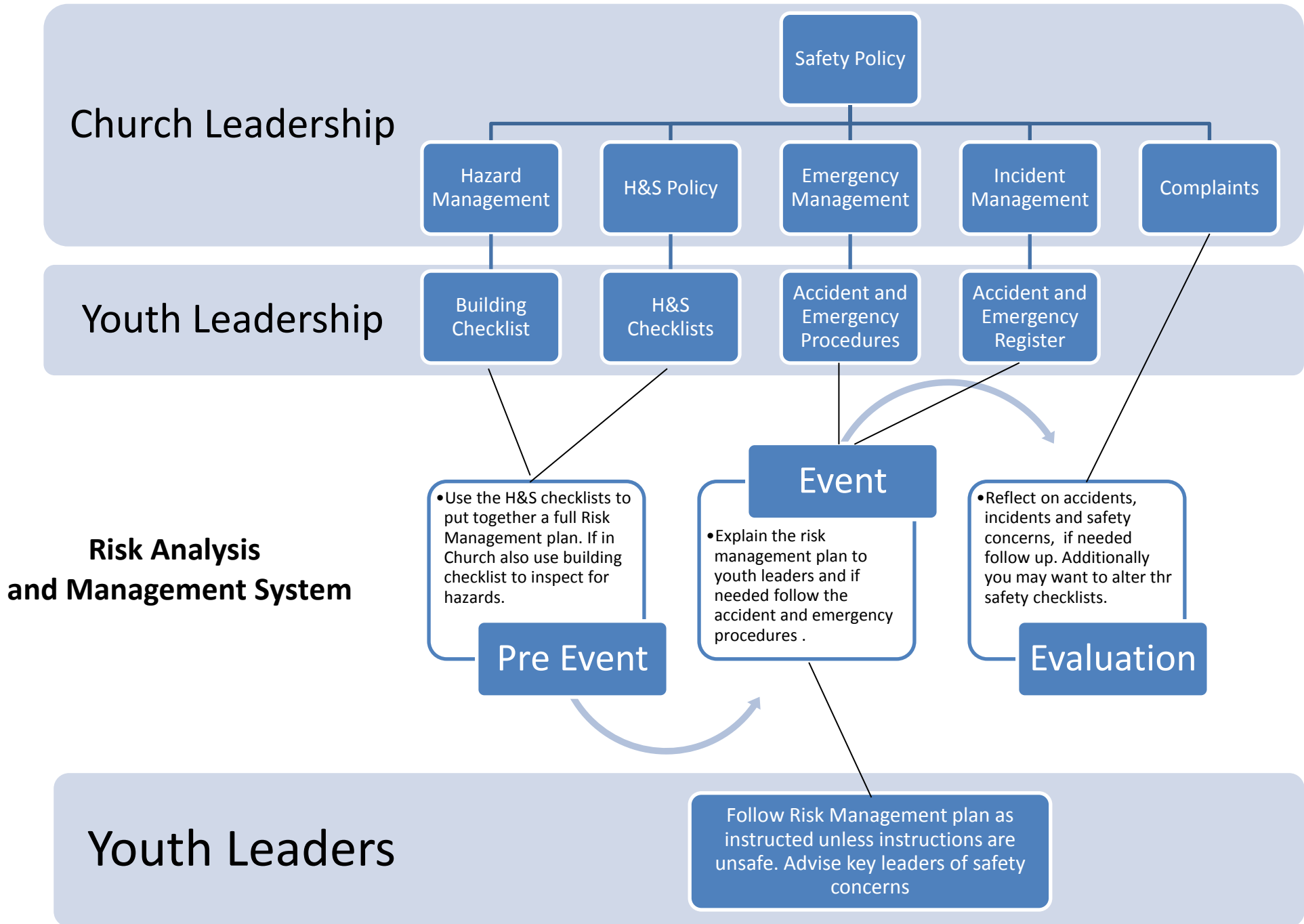
Your risk management documentation should include:

- A comprehensive risk management plan
- An accident/incident register
- A post event review/report.

The RAMS is to be read and completed in conjunction with the [Church/Youth Group] Policy.

Also, you should ensure that:

- Correct signoff from parents and participants to ensure they are aware of requirements, and food allergies, or medication requirements.



4.2 Hazard Detection

Hazard Detection is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

LIKELIHOOD		
SCALE	SCORE	FREQUENCY OF ACCIDENT OR ILLNESS
Rare	1	May occur only in exceptional circumstances (e.g. less than 5% chance of occurring)
Unlikely	2	Could occur at some time (e.g. 5-29% chance of occurring)
Moderate	3	Should occur at some time (e.g. 30-59% chance of occurring)
Likely	4	Will probably occur in most circumstances (e.g. 60-79% chance of occurring)
Almost Certain	5	Will occur in most circumstances (e.g. 80%+ chance of occurring)

IMPACT		
SCALE	SCORE	SEVERITY OF ACCIDENT OR ILLNESS
Insignificant	1	Negligible injury or illness.
Minor	2	Minor injury or illness requiring minor first aid and/or less than 1 week's recovery.
Moderate	3	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1 C 6 weeks' recovery.
Major	4	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than 6 weeks' recovery.
Catastrophic	5	Injury or illness requires immediate emergency medical assistance and may result in permanent or longterm disabling effects or death. Hospitalisation likely to be for more than 6 weeks'.

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.

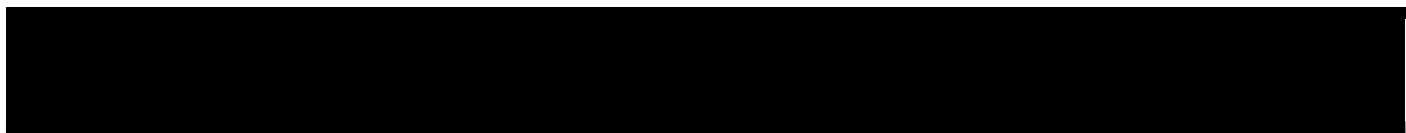
		SUMMARY PRIORITY PROFILE				
IMPACT	5	10	15	20	25	
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
		LIKELIHOOD				

Note: Any risk score greater than moderate is deemed to be a significant hazard.

PRIORITY CHART		
PRIORITY SCORE	PRIORITY RATING	ACTION REQUIRED
0 - 1	Very Low	Recognise that risk exists but continue with activity.
2 - 3	Low	Consequences are insignificant. Manage by regular monitoring.
4 - 9	Medium	Consequences may be unacceptable and need management action to share and/or reduce likelihood/impact.
10 - 16	High	Consequences are unacceptable and need immediate management action to share and/or reduce likelihood/impact.
17 - 25	Very High	Consequences are too great. Continue only if there is a statutory duty or with approval of executive team.

Note: Impact x Likelihood = Priority

4.3 HAZARD ID & MANAGEMENT



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<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Your recommendations to control or eliminate the hazard:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	---	---

Signature of person notifying this hazard:	
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Health and safety representative report including analysis and action taken:

LIKELIHOOD	<input style="width:90%;" type="text"/>	_____

X		_____

IMPACT	<input style="width:90%;" type="text"/>	_____

=		_____

PRIORITY	<input style="width:90%;" type="text"/>	_____

Date:

Signature of Manager (or nominated person):

Please note: any worker who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.

4.4 Risk Analysis Management System (RAMS)

Risk Assessment And Management Strategies

We want our programmes to be safe for the sake of our young people, but we also need to be aware of the legal requirements to do so, as there can be consequences if our programmes are unsafe.

As youth workers, we need to know what the risks are, have strategies in place to deal with them and have documentation on hand in case proof is ever needed.

Risk Assessment and Management Strategy (RAMS) forms are an easy way to do this.

What is a RAMS form?

A RAMS form is a sheet that is filled out before an event or programme by the event co-ordinator. It identifies all the potential risks and what might cause them, establishes strategies to minimise these risks, and gives an emergency management plan.

When would I fill in a RAMS form?

- Trips away (camps, tramps)
- Individual nights if there could be risks involved (beach swimming, 'Bus pull' activity etc.)
- Have a few generic forms in your files for general events, vehicle use etc.

How do I fill in a RAMS form?

- **Risk:** These are the end result of any mishap, e.g. physical injury (minor/moderate/major), emotional stress. Ask: What is the worst thing that could happen during this activity?
- **Causal Factors:** These are listed under three categories: people, equipment, environment. Ask: What factors could cause these incidents?
- **Prevention:** Establish strategies to deal with each of these specific causes. Ask: What can I reasonably do to stop these incidents from happening?
- **Emergency Plans:** Establish a plan to deal with incidents if they do happen. Ask: What can I put in place now so that I could deal with an emergency effectively?

While filling in the form, be realistic but cover your bases. Think of all possibilities.

What do I do with the RAMS form once it's filled out?

Bring it to the activity and review it with the youth leader team before the event starts. After the event keep the form in your files in case it needs referring to at a later date by yourself or Worksafe...

On the night - be aware of the factors you've listed – you've got the plan, so follow it!

Risk Analysis Management System (RAMS)

Ministry / Group		Date/Time	
Location		Leaders Name	
Activity		Number of Leaders	
RISK	RISK EVALUATION	PREVENTION	EMERGENCY PLANS
Consider physical, emotional, mental and spiritual events that may occur	Low/ Medium / high	How will you attempt to ensure the risk doesn't happen?	What will you do if it happens
People Risks			
Equipment Risks			
Environment Risks			
Relevant Industry Standards Applicable			
Skills required by staff			
Final Decision on Implementing activity	Form Completed by		
	Choose one: YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Approved by		
	Position in Church	Date	

RAMS – Example

Ministry / Group Knox Church		Date/Time 21/5/2016	
Location The Southern Alps		Leaders Name John Calvin	
Activity Tramp		Number of Leaders 3	
RISK	RISK EVALUATION	PREVENTION	EMERGENCY PLANS
Consider physical, emotional, mental and spiritual events that may occur	Low/ Medium / high	How will you attempt to ensure the risk doesn't happen?	What will you do if it happens
People Risks			
1. Leader could negotiate track incorrectly 2. Young person could wander from the main group. 3. Physical injury, e.g tripping over	L M M	1. Take and refer to map/ Leader walk track prior to trip. 2. Set clear boundaries beforehand. Have leaders dispersed through group. Count young people when stopped for breaks 3. Take 1 st Aid Kit and a leader trained in first aid. Adequate leaders in case someone needs to walk out to get help.	1. Retrace steps calmly, text parents if going to be late back. 2. Keep group together, while one leaders searches. Call 111 if not found shortly. 3. Call 111.
Equipment Risks			
1. Lack of adequate clothing and footwear.	M	1 Issue comprehensive gear list. Check gear before leaving.	In the event of hypothermia, give the person other peoples clothing, and get them inside as quickly as possible. Take to hospital if needed.
Environment Risks			
1. Weather could turn bad.	H	1. Check weather forecast beforehand, cancel trip if forecast looks bad. All participants take warm/wet weather gear.	Go home, as quickly as possible
Relevant Industry Standards Applicable	Ara Taiohi Code of Ethics PYM "Safety in Youth Ministry" Booklet		
Skills required by staff	1 st aid certificate Group management		
Final Decision on Implementing activity	Form Completed by john Knox		
	Choose one: <div style="display: flex; justify-content: space-around; align-items: center;"> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> </div>		
	Approved by John Calvin		
Position in Church Safety Officer		Date 17/5/2016	

4.5 RAMS – Extended

Overall Extended RAMS (TEMPLATE)

This RAMS form would be used a long event. It would work in conjunction with regular RAMS forms which would consider individual activities.

Dates:

Venue:

Places:

Risks and Management Guidelines

Risk	Management	Comment

Leadership Team

Name	Position	Contact number	Email

Overall Leadership

Name	Position	Contact number	Email

Overall Extended RAMS (EXAMPLE)

Event:
The Song Project
September 22nd 2016

Risk Assessment Management Report
--

Emergency contacts at Studio: **Joe Bloggs 021 999 9999**

Dates: 22 September 2016, 11am-5pm
Venue: Knox Studios, Calvin Rd, Dunedin

Places: Participants will be driven to Venue
 All activities will be at Knox Studios.

Risks and Management Guidelines

Risk	Management	Comment
Getting participants to Scots College 1. Participants could get lost. Vehicle risks	1. Key Youth Leader to compile a list students attending, contact details of all students and adults responsible for . 2. All participants must be given clear directions to Knox Studios. 3. Ensure that all students and accompanying adults have contact details for the Song project Ensure participants are aware of where to come once they arrive at the Knox Studios	For those travelling in own cars – they must accept responsibility for self and passengers. In case of accident contact emergency services.
Meeting at Knox Studios 1. Fire, earthquake and local hazards 2. Poor behaviour 3. People leaving Performing Arts Centre or school site unaccounted for 4. Bag security	1. Take roll check to ensure everyone is accounted for. 2. Highlight all hazards to participants on arrival. 3. Explain emergency evacuation procedures and assembly point. 4. Explain expectations of behaviour for the day. 5. Expressly prohibit people from leaving the school site without permission. 6. Advise students about areas of the school where they are able to go, always in the company of others. Ensure all participants are aware of a secure place to leave their bags.	Briefing session to be led by staff members at Knox Studios.

Medical issues and dietary needs	<ol style="list-style-type: none"> 1. Request information on registration form regarding medical conditions which might require medication administered on the day, additional assistance or an emergency response. 2. Request information on registration form about special dietary needs <p>Ensure that Scots College First Aid Kit and medical assistance is available if needed.</p>	List of medical conditions/medication/assistance and dietary needs to be compiled and be available at all times on the day.
Recording studio area Hazards and risks identified:	<ol style="list-style-type: none"> 1. Trip hazards (leads/cables) – Correct practice in laying lines needed, informing students of hazardous areas, keeping hazardous areas out of bounds 2. Electrical hazards (equipment) – management of liquids in the area, briefing students on what they can/cannot touch, correct testing and operation of equipment 3. Falling injuries (if risers are used) – correct use and installation, ensuring edges have lips etc... 4. Dropping equipment from height (microphones from the gantry above everyone's heads will probably be run) – no unaccompanied access to gantry, ensuring stage is clear when working from above (including someone below to keep area clear) <p>Knox Studios to give a briefing on the above hazards and risks before students enter the recording area.</p>	
End of day, leaving Knox Studios	<ol style="list-style-type: none"> 1. Ensure that all students travelling home by car are taken by an adult approved from the sending school. 	

Leadership Team at Connect

Name	Position	Contact number	Email
Simon Mc Donald	Youth Leader	027 888 8888	simon@mcdonald.com
Wiramu Fifer	Youth Leader	027 555 5555	wiramu@ford.com
Sarah Ford	Musican	027 333 3333	sarah@ford.com

Overall Leadership

Name	Position	Contact number	Email
Joe Bloggs	Director	027 999 9999	joe@bloggs.com

4.6 ACCIDENTS AND INCIDENTS

All accidents and incidents affecting volunteers or participants at the event/excursion are to be reported to the Leader/Person in charge and recorded in the register.

An incident that requires reporting is any event which involves any of the following:

1. Accident
2. Moderate injuries
3. Moderate or significant damage to property or equipment
4. 'Near misses' which may have caused any of the above
5. Serious or ongoing breach by Youth Group leaders of the Code of Conduct
6. Criminal activity of leaders or programme participants (while in a Youth Group programme)
7. Behaviour or circumstances which threaten the safety of youth leaders or programme participants

For serious accidents or incidents, the Church should be advising Worksafe

Leader/Person in Charge will advise WorkSafe NZ of any notifiable event. These must be reported within 7 days of the event. (Notifiable events are described above in section 2.7).

WORKSAFE NZ: 0800 030 040

Once investigated, corrective action will be taken to eliminate or minimise.

Incident Reporting Form

Incidents should be reported within 7 days.

Section A - The Details

Name of leader reporting incident					Today's Date
Youth Worker/Minister receiving report					Date of Incident
Type of incident (circle)	Accident	Personal Injury	Safety Concern	Complaint	Other

Names and Contacts of affected parties

Section B – The Incident

Incident / issue description

Action(s) taken

Outcome(s) if known

Section C– The Analysis

Is this type of incident (circle)	NEW	OLD	Is this type of incident	ONE-OFF	ONGOING
Has this type of incident been increasing?	YES	NO	Have appropriate steps been taken to address this incident?	YES	NO

If "NO," what needs to be done?

FORM OF REGISTER OR NOTIFICATION OF CIRCUMSTANCES OF ACCIDENT OR SERIOUS HARM



Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992. For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable.

1. Particulars of employer, self-employed person or principal: (business name, postal address and telephone number)

2. The person reporting is:

an employer a principal a self-employed person

3. Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/ suburb, or details of vehicle, ship or aircraft)

4. Personal data of injured person:

Name:

Residential address:

Date of birth: DD / MM / YEAR Sex: (M/F)

5. Occupation or job title of injured person:

(employees and self-employed persons only)

6. The injured person is:

an employer a contractor (self-employed person)
 self other

7. Period of employment of injured person:

(employees only)

1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8. Treatment of injury:

None First aid only
 Doctor but no hospitalisation Hospitalisation

9. Time and date of accident/serious harm:

Time: (am/pm)

Date: DD / MM / YEAR

Shift: Day Afternoon Night

Hours worked since arrival at work:

(employees and self-employed persons only)

10. Mechanism of accident/ serious harm:

fall, trip or slip heat, radiation or energy
 hitting objects with part of the body
 biological factors sound or pressure
 chemicals or other substances mental stress
 being hit by moving objects body stressing

11. Agency of accident/ serious harm:

machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (eg dust, gas)
 animal, human or biological agency
(other than bacteria or virus)
 bacteria or virus

WORKSAFE NEW ZEALAND

Email: seriousharm.notification@worksafe.govt.nz Fax: 09 984 4115
 Phone: 0800 030 040 Post: PO Box 165, Wellington, 6140

New Zealand Government

Permission Form

Event:

Starting Time:

Ending Time:

Section A - Personal Details

First Name	Middle Name	Last Name
------------	-------------	-----------

Address

Mailing Address If Different

Email address

Date Of Birth

Daytime Phone

Age

Evening Phone

Male / Female

Mobile Number

Emergency Contact Details

Special Medical Needs (eg Asthma, Diabetes)

Special Dietary Requirements

Doctors Contact Details

Section B – Medical And Child Protection

Section C– Permission

Signature

Date

By signing; I understand that in the event of an emergency I have given permission for the youth leader to act in the safety interests of my child. I understand that every attempt will be made to contact me first before any decision is made regarding treatment or medication.

I Understand images/videos of my child may be taken, and from time to time they may be used for promotional purposes.

If you are unhappy with this please tick here.

5.0 SAFETY MANAGEMENT

5.1 Code of Conduct for Those Working With Young People

As a person working in ministry with children in the Presbyterian and partner churches you are involved in a five-way interaction between the children, the children's parents or guardians, your co-workers in children's ministry, the Church and yourself. Primarily, you are accountable to the session or parish council of the congregation in which you are working.

Leader's responsibilities towards children

1. Ensure the safety and well being of all children in your care.
2. Make certain that all activities are undertaken with sufficient, suitably qualified supervision and approved resources.
3. Treat all children as individuals, with dignity and sensitivity, avoiding favouritism, respecting their culture, their home background, their age and their physical and mental abilities.
4. Neglect, harassment, bullying, sarcasm, and bad language are unacceptable, as is any degree of physical, emotional, mental or spiritual abuse.
5. Respect children's privacy at all times, particularly where activities include sleeping, changing of clothing, bathing and ablutions.
6. Remain in sight of others, even if out of hearing, when dealing with an individual child. Avoid unaccompanied and unobserved activities and inappropriate physical contact.

Leader's responsibilities towards parents/guardians

1. Take the time to get to know all parents/guardians.
2. Keep parents/guardians informed, inviting them to participate in or observe the programmes being provided.
3. Find out if children have any special needs or medical requirements.
4. Obtain written consent from parents/guardians prior to undertaking activities off church premises. Request their involvement in transport and other arrangements.

Leader's responsibilities to the Church

1. Conduct yourself in a manner in keeping with Christian principles and ethics.
2. Be a healthy role model.
3. In providing instruction in the Christian faith, teaching and training should follow theology and resources approved by session/parish council.
4. Report regularly on ministry with children to the session/parish council.
5. Be educated in the recognition of the warning signs and symptoms of abuse.
6. All activities away from church premises need to be reported in advance to the session/parish clerk and clergy to check that procedures are followed.

Leader's responsibilities to self and co-workers

1. Use resources approved by session/parish council. Be well prepared for all events and activities and attend training and planning meetings.
2. Keep contact with session/parish council or subgroup (e.g. Christian Education Committee) to support you, and overview children's ministry in the parish.
3. Avoid placing yourself and your co-workers in compromising situations and protect yourself from actions that may be misconstrued.
4. Support your colleagues, and develop good relationships with them.
5. Report to session/parish council any anxieties you have regarding questionable behaviour of any person participating in children's ministry. This is to safeguard the integrity of leaders from potential accusations of abuse.

5.2 Leader to Youth Ratio

Leaders may be paid or volunteer.

There is a minimum of two leaders supervising children and young people at all times.

The following ratios are minimum ratios, not best practice ratios.

For each age bracket, the overall leader must be over the age of 20.

At all times leaders need to consider the nature of the programme activities, the level of risk and adequate staffing to ensure the safety of the children.

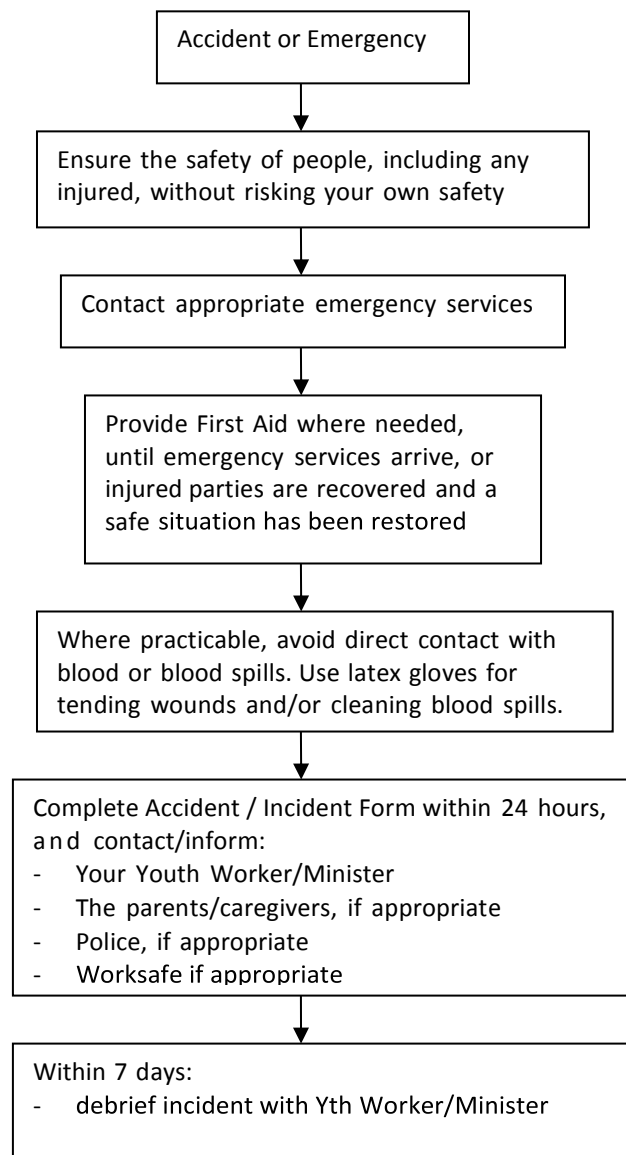
There are activities that are high risk and consequently need a greater number of staff and/or other specialist staff. Leaders must have up-to-date risk assessments for high-risk activities.

Ages of children	under 2	2 - 4	5 - 13	14 - 17
age of leaders	16+	16+	16+	18+
Ratio on-site	1 to 5	1 to 6	1 to 10	1 to 10
Ratio off-site	1 to 5	1 to 6	1 to 8	1 to 8

5.3 Accident and Emergency Procedure

An incident may include any of the following:

- Accident
- moderate or serious injuries
- moderate or significant damage to property or equipment
- 'near misses' which may have caused any of the above
- serious or ongoing breach by Youth Group leaders of the Code of Conduct
- criminal activity of leaders or programme participants (while in a Youth Group programme)
- behaviour or circumstances which threaten the safety of youth leader or participants
- complaints
- unresolved disputes
- allegations of misconduct or abuse by youth leaders



5.4 Complaints Procedure

Serious complaints are treated differently from other complaints.

A serious complaint is defined as a complaint regarding the conduct of a person that calls into question their suitability for their role/office at the Church.

Serious Complaints

Complaints of a serious nature, whether sexual or non-sexual, must be referred to one of the contact people appointed by your presbytery.

You will have complaint posters in your church, which set out the names, telephone numbers and addresses of your contact people.

Under no circumstances should complaints be referred to church council meetings or be handled 'in-house'. For further information about the complaints procedures please contact the Complaints Officer or read chapter 15 of the Book of Order.

If you are unsure if a complaint is serious or not, call the presbytery contact person.

Other Complaints

When you receive a complaint which is not serious:

- Let the complainant have their say. Make it clear that you have heard the complaint. Say something like, "Thanks for letting me know. I'll follow this up and get back to you by ..."
- Make the complainant feel that you value them coming to you. Do this even if they are angry. Remain calm even if what is being said seems unfair.
- Write down the specifics of the complaint. You might need to get the complainant to pause while you gather things to write with.
- Check back that you have the details right. If it seems appropriate, ask them to write down the complaint as well, so that you can compare what you have written with what they said.
- Any complaint is to be notified to the key youth leader(s) within 24 hours or sooner if possible. If the complaint is regarding the key youth leader, it is to be notified to the minister or Session Clerk.
- Keep a record of the complaint; fill in the incident report form. you may need it later

Investigation

The Church will now conduct a full investigation into the complaint and may request help from appropriate parties

- All parties will have a right to a fair hearing of their viewpoint.
- The Church will keep those who are affected informed about what is happening.
- Proof or admission of guilt may result in the leader being removed from the leadership team.

5.5 Check Lists: General Overview

Safety Overview For General Events			
Ongoing Requirements	Tasks to complete before event	Items and people you need onsite at an event	To do Post Event
Recruiting New Leaders: See Recruitment process policy	Use the appropriate checklists to create a RAMS form: <ul style="list-style-type: none"> • Venue • People • Equipment • Specific activity And if needed: <ul style="list-style-type: none"> • Driving • Food • Overnight 	Completed RAMS Use these to get your whole leadership team on board with the safety requirements of your event	Incident Forms: Fill out any incidents that occurred in the accident/incident register
WOF Training day once every 3 years Key leaders: Go through ethical and safety scenarios twice a year with your team	For an event that happens regularly like kid's church send out permission forms at the beginning of each year For a new event send out permission forms to parents if under the age of 18 years' old	First aid trained person + first aid kit	Team Debrief: Are there any changes you need to make to improve safety?
Police Check every leader every 3 Years	Site safety inspection and use Hazard notification forms	Incident reporting forms	Evaluation Report for large events

Checklists: Events (People)

Recommended
Commitment by children's/youth workers, leaders and helpers to follow safe practices as outlined in this manual and elsewhere as applicable that might not be mentioned herein.
RAMS forms completed, Health and Safety Check.
Incident/accident to be reported according to procedures outlined.
Briefing
Children's/youth workers, leaders and helpers briefed on the following: <ul style="list-style-type: none"> › Individual child's/youth health, behaviour, relationship › What to do in case of incident/accident › Purpose of activity, rules, safety, time-frames, responsibilities and environment issues › Rules that protect people, physical property and relationships with community and groups (e.g. a children's/youth worker or leader needs to be told if participant needs to go anywhere) › Specific rules about how the game/activity is to run (e.g. fair play)
Check
All young people in a programme/event, and its activities, are being supervised at all times by designated children's/youth workers/leaders.
Appropriate children's/youth workers or leaders to participants ratio and gender mix: <ul style="list-style-type: none"> › one staff member to ten children on-site › one staff member to eight children on-site <p>Note: Minimum of two adults supervising youth and Co-ed groups need both male and female children's/youth workers or leaders</p>
Access to a phone and as far as possible must be contactable at all times
Programme/event appropriate for age and stage (e.g. video ratings/content, activities)
Clothing: a) Appropriate for activity (e.g. tied shoelaces) and b) Access to spare clothing (e.g. raincoats, sunhats, wool hats)
Accommodation arrangements (sep. for boys/girls; children's/youth workers/leaders/helpers, venue) and maintain adequate supervision.
Number of participants confirmed before programme/event and its activities.
Number of participants confirmed after programme/event and its activities.
External service providers used have acceptable standards of safety practices.
Awareness of The Code of Ethics.
Monitor
<ul style="list-style-type: none"> › Behaviour, group dynamics, relationships, those with special needs, maintaining adequate supervision and plan for dealing with it › Watch for wanderers and outsiders interacting inappropriately with young people › Watch for fights and apply appropriate intervention, prevention, de-escalation as required › Any phobias that participants might experience before or during the programme/event
Parents/guardians informed (preferably in writing) of the following:
<ul style="list-style-type: none"> › Relevant contact numbers (e.g. children's/youth workers or leaders, venues, emergency) › Time of start/finish of programme/event and its activities › What participants will be doing: programme/event, activities › What participants will be required to bring (e.g. clothing, rainwear, lunch) › Any risk factors in taking part in the programme/event and its activities › Where participants are to meet, be picked up from, dropping home arrangements › Parents/guardians of participants under 18 years of age signed Individual Record and Consent Form

Checklists: Events (Venue)

Check
Venue suitable for the programme/event and its activities and adequate space available.
Venue secure.
Clear boundaries identifying the area being used.
Advice and information sought from relevant authorities (organisers, venue manager).
First Aid equipment easily available and location known.
Fire extinguishers, fire safety instructions and emergency exits and location known.
Participants briefed on emergency and evacuation procedures (fire, earthquake).
Venues clear of any hazards present (e.g. electrical, broken windows/floorboards etc.).
Outdoors clear of hazards (e.g. broken glass, holes, slipperiness, etc.).
Up-to-date weather forecast obtained and appropriate measures planned in response to predicted weather.
Possible environmental dangers considered.
Possible human dangers considered (e.g. interaction with the general public)
Awareness of The Health and Safety Policies.
Offsite activities (Fill in separate 'Venue' check list for offsite venue/s if required).
Communication been made to appropriate authorities regarding: <ul style="list-style-type: none"> › How long will group be gone for › Who is in charge › Where will main children's/youth workers or leaders be and how can they be contacted › List of young people in the group

Checklists: Sleepovers

Check
Area being used checked for security, exits guarded if possible (e.g. leaders sleeping close by doors).
Maintaining regular checks of participant numbers and behaviour.
Adequate lighting, torches, emergency lights available and location known.
Appropriate and adequate night wear, mattresses, bedding, pillows.
Accommodation arrangements (separate for boys/girls, children's/youth workers/leaders/helpers, venue) and adequate supervision.
Maintaining extra vigilance and increasing leader to participant ratio if applicable.
Briefing
Participants and children's/youth workers, leaders and helpers briefed on emergency and evacuation procedures (fire, earthquake).
Participants and children's/youth workers, leaders and helpers briefed on schedules/curfew standards and rules.
Check-in points/time made clear to participants.
Children's/youth workers, leaders and helpers briefed on issues regarding participants (e.g. sleep walking, bed wetting).
Awareness of The Code of Ethics.

Checklists: Equipment

Check
Equipment in safe working order.
Equipment and the site it is on suitable for the programme/event and its activities.
Equipment used in the manner for which it was designed .
Participants able to use equipment safely and briefed on its use if applicable.
Protective clothing worn by participants, if needed.
If applicable, equipment used by person having the specific skills/training/knowledge in their use (e.g. some gas, electrical and outdoor equipment) .
Repair kit, if applicable, available and location known.
Spare equipment available and location known.
Permission obtained to use equipment.
If equipment faulty or damaged, reported to appropriate authority.
Equipment left tidy and ready for use.

Checklists: Food

Storage
Stored correctly (e.g. fresh or frozen foods are refrigerated/frozen at correct temperatures).
Food storage area kept clean and free from contamination.
Food being kept hot for a period of time must be kept at a temperature of 60°C or higher.
Handling.
Food preparation carried out in a clean environment.
Food servers to wear gloves and change appropriately as required.
Proper disposal of waste including left over food.
Council permits obtained where applicable.
Equipment.
Kitchen/BBQ equipment in safe working condition.
Gas connections checked.
Limited access to heat/knives/food etc. as applicable.
Emergency equipment for fires, cuts, burns easily accessible and location known.

Checklist: Driving

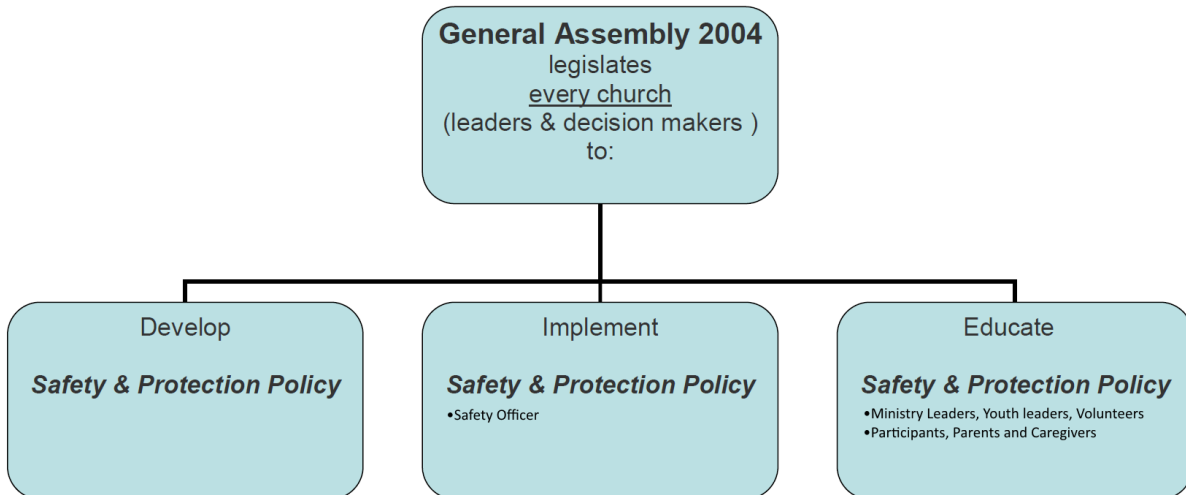
Driver
Driver holds a full current licence for the vehicle (car/bus/other) they will be driving.
Permission to use vehicle obtained.
Travel Plan filled can be used if appropriate.
Appropriate ratio of children's/youth workers or leaders to passengers in vehicle.
No use of alcohol, drugs or heavy medication by driver.
Awareness of Driving Policy.
Vehicle
Must be registered, road worthy and have current Warrant of Fitness.
Covered by third party or comprehensive insurance.
Vehicle to be checked for the following before proceeding › Wheels/tyres (matchhead tread test, air pressure, damages) › Load must be secure › Adequate petrol/diesel, oil, fluids, water as necessary › Non-mechanical (e.g. windscreen, mirrors, seat belts) and mechanical parts (radiator hose etc.) if required.
First Aid kit, torch available and location known.
Any accidents or damage to vehicle, parking/speeding infringements must be reported to next level of authority (e.g. Corps Officer/Centre Manager).
Vehicle to be left tidy and ready for use.
Passengers
Briefed on vehicle rules (no hanging out of windows, no litter thrown) and arrival procedures and responsibilities.
Number of participants confirmed before leaving and upon return.
Passengers in vehicle using seat belts.
Child restraints used as applicable.
Seating capacity of vehicle not exceeded.
Monitor
Driving must be sensible and there must be total adherence to all road rules and laws.
Drivers must not use hand held mobile phones when driving the vehicle.
Appropriate rest breaks for driver: drivers must be well rested.
Passengers must not be towed behind or ride outside a vehicle.
Passengers must not drive vehicle or change gears.

Checklist: Water Sports

Check
Children's/youth worker and leader competency: familiar with specific location and anticipated conditions.
Designated adult to be competent and responsible to administer CPR, preventing hypothermia.
Increased children's/youth worker and leader to participant's ratios if and when applicable.
Appropriate life-saving equipment readily available/provided and location known.
Advice and information sought from relevant authorities (organisers, venue manager, and lifeguards).
Proper supervision in and around water: keeping participants both WITHIN SIGHT and WITHIN REACH, where appropriate, at all times.
Participants
Identified those unable to swim.
Participants reminded of the safety rules and monitor that the rules are enforced.
Never let participants, especially children, swim alone.
Children supervised when playing with inflatable toys.
Participants briefed on risks, help signal, buddy system (assign buddies) and swimming in a group.
Area/environment
Activity areas clearly defined.
Water conditions checked (e.g. temperature, current, rip, jet skis, water vehicles, etc.)
Checked for submerged objects and other hazards (e.g. log, rocks, jellyfish.)
Weather conditions checked.

6.0 DEVELOPING SAFETY & PROTECTION POLICIES

It is a requirement for each church to have Safety and Protection Policies, in this section, there are some sample policies, that can help congregations generate their own.



6.1 Safety and Protection Policy

Safety And Protection Policy, _____ Presbyterian Church (EXAMPLE)

This policy exists to ensure the safety and well being of all the children and young people in our care. The policy is also designed to protect leaders of activities and programmes involving children and young people from allegations that can arise from careless and unwise behaviour.

Safety and Protection Mission Statement:

“We will seek to ensure that children and young people in our care are nurtured and cared for in a safe environment and are protected from any potential harm.”

This church is committed to keeping the law and will therefore operate in accordance with Occupational Safety and Health requirements, the Human Rights Act and the Privacy Act, Vulnerable Care Act 2014, The Health and Safety at Work Act 2015 and other relevant legislation. This church is also committed to being an agent of healing and justice and to prevention of abuse: spiritual, emotional, physical and sexual abuse.

Strategies, policies and procedures are in place to ensure physical, psychological, sexual and spiritual safety of children and youth. Staff and volunteers are aware of these and receive training in ensuring safety. These include policies on:

- Health and Safety
- Code of Ethics
- Safety Management
- Protecting Young people
- Recruitment Process
- Induction and ongoing Training

6.2 Physical Policy

The Youth Leader's Policy for Physical Safety is as follows:

1. For each event or activity, a Risk Management Plan must be created, written down and communicated appropriately to leaders & participants. It is the responsibility of the Key Youth leader to ensure a Risk Management Plan has been created and communicated. Risks must be identified and eliminated or managed appropriately. The Key Youth Leader will keep Risk Management Plans on file. First Aid kits will be provided, and fire extinguishers will be available where appropriate.
2. If injury occurs during any youth group event or activity, it is the responsibility of the leadership team to advocate immediate and appropriate medical treatment to the young person. Any costs associated with acquiring emergency medical assistance must be paid as necessary and will be reimbursed by the parents. If the Key Youth Leader is not present, he/she must be immediately notified. It is the responsibility of the Key Youth Leader to contact the young person's parents or caregivers.
3. There is a zero tolerance policy towards a leader physically assaulting a young person, another leader, a member of the public, or a parent. If such a situation arises, the Youth Pastor along with Church Leadership will use their discretion as to the appropriate course of action.
4. If a young person, another leader, a member of the public, or a parent physically assaults a leader, reasonable self-defence is permitted. However, the force required should be only adequate to cease the physical abuse and not to cause unnecessary injury. The Key Youth Leader will be immediately notified. He / she will then notify the Minister within a 24-hour time frame. If required, the Police will be involved. Debriefing and follow up will be made as necessary.

6.3 DRIVING POLICY

Driving Policy (example)

Principles:

- Driving competently and safely is essential. The lives of our young people and leaders are extremely valuable and must be protected by the highest standard of driving.
- Drivers must be a good example to young people of how to drive responsibly.
- Drivers must take full responsibility for their own actions.

Policy:

1. Any driver of under-age passengers must hold a full drivers licence.
2. A police check is required for all drivers. If a driver has any criminal driving convictions, the insurance company must be contacted for advice on the eligibility to drive.
3. Drivers must adhere to the road code
4. The vehicle must be worthy with a current WOF, registration and seatbelts
5. All under-age passengers must have written consent signed by parent or guardian to be transported by driver.
6. All accidents, near misses (incidents), or irresponsible driving must be reported to the key leader immediately after travelling and written in the Health and Safety manual. In the case of deliberate recklessness; the driver will be required to step down from driving responsibilities as determined by church leadership, insurance company and/or legal authorities.
Reckless driving includes:
 1. Speeding
 2. Fast cornering
 3. Unnecessary passing
 4. Close tailing of other vehicles
 5. Any games with other vehicles on the road
 6. Permitting young people to put their heads or hands out of the windows
 7. Permitting young people to not wear seatbelts.
8. The driver will be required to pay the excess on insurance for any accident resulting from reckless driving.

6.4 POLICY FOR ENGAGING PARENTS

As church-based youth workers we have a tremendous calling to bring about renewal and transformation in the lives of young people. So often as we go about this, we default to an isolated approach to youth ministry, not being intentional to engage with the young person's family or other support networks that are available to them in the wider community. When we do this we run the risk of alienating parents and we can miss out on vital connections for our young people. Ultimately we have a legal obligation to interact meaningfully with the legal guardians (parents) of young people who are part of our youth communities. For the most part parents are the greatest asset the young person has on the journey into adulthood we are wise to acknowledge and utilise all that parents can offer in the nurture of young people in our programs.

A vital component to engaging with parents is to ensure you have clear and consistent communication with them. Here are some suggestions

1. Create a brochure/info pamphlet that clearly communicates
 - The aims and values of the youth programme
 - How parents can get in touch with you
 - Who the parents can contact with any questions or concerns about the youth work services (perhaps the church's minister or session clerk/manager)
 - Information on specific dates and times and venues and activities that are on offer (you may want to create a dedicated Facebook page that has up-to-date information on upcoming youth group events at least one month ahead of time that you encourage parents to be part of, or you may want to set up an email distribution list.)
 - The steps your ministry takes to keep young people safe
2. Contact the parents whenever you are doing something new outside of the normal interaction that you have their children. Explain what you are doing and why it is important /worth their time, and how long you will do this with them for.
3. Whenever you drop off or pick up a student from their home take 2 or 3 minutes to check in with the parents.
4. if parents are dropping off students at an event ensure you have some of your key leaders in the car park who make it their business to introduce themselves to parents and give any helpful information necessary.
5. Try and keep in contact with a phone call at least once a term.

Other points to consider

Confidentiality

As youth workers for the Presbyterian Church we are bound generally by the PCANZ Code of Ethics and specifically by the the Aro Taiohi Youth Workers Code of Ethics. The youth workers code of ethics remind us that our priority relationship is with a young person, however we must work to connect with important people in a young person's world including their family. Our code encourages us to honour a young person's right to confidentiality, even from parents. The exception to this is where someone is in imminent or severe danger if we do not breach this confidentiality.

Safety

Most of the young people's parents that we interact with will be genuine assets to them and us. However we must be mindful that not all parents are safe to engage with. For this reason we recommend that you conduct all of your face-to-face interactions with parents who you do not know well in safe public areas preferably with another member of your leadership team.

6.5 ALCOHOL POLICY

Alcohol Policy (EXAMPLE)

We believe that as a leadership team we should follow Paul's example in 1 Corinthians 8:9-13. Paul states that if something he did made another Christian stumble, then he shouldn't do it, even if the task itself was not causing him to sin. The Bible is not against anyone drinking. But as leaders we have a responsibility to ensure our behaviour and the example we set does not cause a young person to stumble in their faith. For that reason, the following guidelines have been set:

1. There will be no alcohol at any youth group event or leadership team meeting or official social gathering.
2. In a non-youth group social setting, leaders need to make a choice of conscience as to whether to drink or not. It is expected that all leaders will demonstrate responsible drinking behaviour at all times. This may involve abstinence. The leader must feel comfortable in their behaviour and their decision. If they are not comfortable drinking alcohol, they should not be drinking.
3. At all times, all leaders should respect any young person's or leader's decision of abstinence.
4. There is a zero tolerance policy towards any leader drinking alcohol and then driving a vehicle of young people involved with our youth ministry.
5. If the leader is caught and convicted for driving whilst under the influence of alcohol at any time, they may not be permitted to drive young people for 12 months after their license has been reinstated. The final decision is made by the Youth Pastor.
6. All leaders are encouraged to not become intoxicated at any time due to the Biblical principle stated in Galatians 5:21
7. Drinking-style games are discouraged at youth group events, as we feel these endorse their role in the youth culture.

6.6 DRUG POLICY

Drug Policy (EXAMPLE)

It is expected that no leader will partake in any use of illegal substances or misuse of any mind-altering chemicals. If a leader breaks this policy, the Key Youth Worker will ask them to step down from leadership. We advise all our leaders to follow the principle described in 1 Cor 6:19-20.

6.7 SEXUAL SAFETY POLICY

Sexual Safety Policy (EXAMPLE)

Today more so than ever, it is critical that we as leaders take all precautions to avoid incidents of sexual misconduct. In order to do this, and to ensure we can provide a safe environment for our young people, the following policy must be adhered to.

1. It is expected that all leaders will set adequate personal boundaries to ensure their purity is maintained at all times, in all situations. This includes their personal and working relationships with members of the opposite sex.
2. Avoid ending up in potentially dangerous situations with young people, even of the same sex. eg. In a young person's bedroom, or in your own bedroom. Try and remain in places that are in view of others.
3. When providing transport it is advisable not to travel with only one young person of the opposite sex as you. This may require some planning and thinking ahead.
4. When camping there is to be no mixed tenting. This also applies to sharing bunkrooms or bedrooms. When tramping females and males should be reasonably separated.
5. Leaders should respect young people's personal space and not touch them in a potentially sexual way.
6. No leader may be involved in pre-marital sex or be involved in a relationship that is not glorifying to God.
7. There is a zero tolerance policy towards leaders making sexual advances on a young person. If this should occur the Youth Pastor may ask the leader to step down from leadership.
8. It is expected that no leader will be involved in any form of pornography, including watching pornographic movies, visiting inappropriate web-sites, or reading magazines or books which compromise their integrity and purity.
9. If a young person makes a sexual advance on a leader, the leader must remove themselves from the situation immediately, and inform the key youth leader as soon as possible. The key youth leader will then take the form of action required, and inform the church leadership. The involved leader will then avoid being alone with the young person in a potentially compromising situation in the future.
10. Extra care will be taken with a young person who has a previous history of being sexually abused. This may require no one-to-one situations due to a lack of trust. Sensitivity to their needs and their fears is required, and the key youth leader must be involved in the situation.
11. Extra care and caution will be taken with a young person who has a previous history of sexually abusing other young people. It must be ensured that they are undergoing adequate counselling through the appropriate professional agencies. At no time must they be left unsupervised with young people at camps or other potentially compromising situations. One leader of the same sex must be assigned to supervise them at these times, with the Youth Pastor involved with every decision made concerning their behaviour and safety.

6.8 Social Media Policy

Social networking sites, texting, e-mailing and other forms of electronic communication are a reality in the lives of most of our students. They offer an opportunity to develop and deepen relationships in new ways and are therefore a vital part of youth ministry work. But their improper use can produce serious consequences.

The following recommended practices and guidelines apply commonly accepted principles of healthy boundaries for digital networking and communication. Be mindful that our calling is to meet students where they are; model healthy boundaries; and love and care for students safely.

Youth leaders who want to communicate with young people using text messaging, email, social networking websites or other forms of electronic media must agree to follow the guidelines.

Online behaviour

- No matter who can view it, do not post anything that is inappropriate, offensive, abusive, pornographic, disrespectful or compromising. This includes photographs, use of language, your affiliation with groups or causes, checkins and recounting events.
- Set very stringent privacy settings on your account that is consistent with all young people and across all platforms.
- Paid leadership may consider having two accounts, one for personal use and one for professional use.

Connecting with young people

- Adult leaders should not connect with anyone under the legal age set by said website, often this age is 13.
- Use prudent judgment in the time you contact young people through social media. The “home phone rule” is a basic rule of thumb to use – normally do not text, chat, or email back-and-forth with students at a time you would not normally call their home phone line, i.e. before 8:00 AM or after 9:00 PM.
- If a young person texts you after hours and it’s not an emergency – wait until morning to reply.
- Be transparent in interactions.
- Do not delete any correspondence. This provides transparency should a query or complaint arise.
- Interactions whenever possible should be done in an open environment.
- If you have regular contact with a young person, your supervisor and their parents should be aware of the contact being made.
- Video chatting with student is strongly discouraged – if you must, be aware of what you’re wearing and of your surroundings

Use Groups

We recommend youth groups create closed groups, not hidden, that youth and leaders can join. By doing this.

- Youth and leaders can interact without seeing each other personal accounts.
- It creates boundary lines and maintains healthy boundaries.
- Appropriate members in the group would be current youth members, leaders and parents.
- Group membership should be trimmed as people graduate from or leave youth group.
- Regularly check group discussions, do not tolerate bullying or inappropriate use.
- Any inappropriate material posted in your online groups should be deleted and addressed or reported if necessary.

Driving

- Youth leaders driving on ministry business are to avoid mobile phone use—even hands-free—when transporting young people.
- Youth leaders are never to send or read text messages while driving.
- Concerns that arise
-

If you are concerned about the behaviour or profile of a young person or a leader report this to the next level of authority and if appropriate discuss privately with the person (in person) in a polite manner that is in a public place but not overheard.

If youth are concerned about the safety of a young person report this to the next level of authority.

6.9 MEDICATION POLICY

In the event of injury, sickness, allergies or stings at the holiday club, children may be given Paracetamol, Arnica or Antihistamine. In the event of administering any of these medications the Coordinator or Supervisors are advised to phone parents to alert them to the child's injury and seek permission to administer the medication. If the parent is uncontactable, the Coordinator or supervisor may administer the above medication and record the dosage and time it was given.

No other medication will be administered without parent approval. Parents are asked to alert staff to any medical conditions, allergies or medication requirements on the enrolment form.

Any medication required by young people should be left with the Key Youth Leader with explicit instructions for administering. Parents requiring their children to receive medication while at a youth activity, must say so in the Medication Consent Form.

Any medication administered will be recorded on the Medication Record.

7.0 PROTECTING CHILDREN / YOUTH

Vulnerable Children's Act 2014

The amended Act which came into force on 1 July 2015 requires organisations to:

- Police check paid children's and youth workers **and** volunteers of government-funded programmes for children and youth e.g. OSCAR, playgroups etc. that receive funding from the ministry of education etc.
- Ensure that those working with children and youth (paid and unpaid workers) understand the nature of abuse and neglect in children and their responsibilities for responding to it, recording and reporting any suspected abuse.

In addition to developing a **Safety and Protection policy** (a legislation passed by PCANZ General Assembly in 2004), churches must now also develop policy for:

Defining and Identifying Abuse and Neglect

Dealing with Disclosures of Abuse

Recording, Reporting and Responding to Suspected Child Abuse

Sample policies for this can be found on the following pages.

The overarching purpose of all child protection policies is to provide information and processes to improve the identification and reporting of child abuse and neglect.

All staff (paid and unpaid) working with young people must have a thorough understanding of this policy and be seen to be practising this policy.

With the passing of the amended Vulnerable Children's Act 2014, the **PCANZ strongly recommends that all volunteers working with children and young people are:**

***¹police checked and *²understand the nature of abuse and neglect and the procedures for responding to it, recording it and reporting it.**

DEFINING AND IDENTIFYING ABUSE AND NEGLECT (sample)

The Children, Young Persons and their Families Act, 1989, defines child abuse as "...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person".

Physical Abuse

Physical abuse is a non-accidental act on a child that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also involves the fabrication or inducing of illness.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes seeing or hearing about the ill treatment of others.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities (penetrative and non-penetrative, for example, rape, kissing, touching, masturbation) as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.

Staff should be aware of their 'duty of care' which precludes developing a sexual relationship with or grooming of a child. A sexual relationship between an adult and a child will always be wrong, unequal and unacceptable.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing long-term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs. Neglect is a lack of action, emotion or basic needs.

Indicators of Abuse

There may be **physical indicators** that a child is being emotionally abused. Some examples of this are:

- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (eg. Headaches, nausea, abdominal pains)
- Prolonged vomiting or diarrhoea
- Has not attained significant developmental milestones
- Dressed differently from other children in the family
- Has deprived physical living conditions compared with other children in the family
- There may also be indicators in a child's behaviour that could indicate emotional abuse. Some examples of this are:
 - Suffers from severe developmental gaps
 - Severe symptoms of depression, anxiety, withdrawal or aggression
 - Severe symptoms of self-destructive behaviour – self harming, suicide attempts, engaging in drug or alcohol abuse
 - Overly compliant; too well-mannered; too neat and clean
 - Displays attention seeking behaviours or displays extreme inhibition in play
 - When at play, behaviour may model or copy negative behaviour and language used at home

There may be **indicators in adult behaviour** that could indicate emotional abuse. Some examples of this are:

- Constantly calls the child names, labels the child or publicly humiliates the child
- Continually threatens the child with physical harm or forces the child to witness physical harm inflicted on a loved one
- Has unrealistic expectations of the child
- Involves the child in "adult issues", such as separation or access issues
- Keeps the child at home in a role of subservient or surrogate parent

There may be **physical indicators** that a child is being physically abused. Some examples of this are:

- Unexplained bruises, welts, cuts, abrasions
- Unexplained burns
- Unexplained fractures or disclosures

There may also be **indicators in a child's behaviour** that could indicate physical abuse. Some examples of this are:

- Is wary of adults or of a particular individual
- Is violent to animals or other children
- Is dressed inappropriately to hide bruises or other injuries
- May be extremely aggressive or extremely withdrawn
- Cannot recall how the injuries occurred or gives inconsistent explanations

There may be **indicators in adult behaviour** that could indicate physical abuse. Some examples of this are:

- May be vague about the details of the cause of injury and the account of the injury may change from time to time
- May blame the accident on a sibling, friend, relative or the injured child
- Shakes an infant
- Threats or attempts to injure a child
- Is aggressive towards a child in front of others
- May delay in seeking medical attention for a child

There may be physical indicators that a child is being sexually abused. Some examples of this are:

- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or faeces
- Sexually transmitted disease
- Unusual or excessive itching or pain in the genital or anal area

There may also be **indicators in a child's behaviour** that could indicate sexual abuse.

Some examples of this in young children are:

- Age-inappropriate sexual play with toys, self, others
- Bizarre, sophisticated or unusual sexual knowledge
- Comments such as "I've got a secret", or "I don't like Uncle"
- Fire lighting by boys
- Fear of certain places e.g. bedroom or bathroom

Some examples of this in older children are:

- Eating disorders
- Promiscuity or prostitution
- Uses younger children in sexual acts
- Tries to make self as unattractive as possible

There may be **indicators in adult behaviour** that could indicate sexual abuse. Some examples of this are:

- May be unusually over-protective of a child
- Is jealous of a child's relationships with peers or other adults or is controlling of the child
- May favour the victim over other children
- Demonstrates physical contact or affection to a child which appears sexual in nature or has sexual overtones

There may be **physical indicators** that a child is being neglected. Some examples of this are:

- Inappropriate dress for the weather
- Extremely dirty or unbathed
- Inadequately supervised or left alone for unacceptable periods of time
- Malnourished
- May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene

There may also be indicators in a child's behaviour that could indicate neglect. Some examples of this are:

- Demonstrates severe lack of attachment to other adults
- Poor school attendance or school performance
- Poor social skills
- May steal food
- Is very demanding of affection or attention
- Has no understanding of basic hygiene

There may be **indicators in adult behaviour** that could indicate neglect. Some examples of this are:

- Fails to provide for the child's basic needs, such as housing, nutrition, medical and psychological care
- Fails to enrol a child in school or permits truancy
- Leaves the child home alone
- Is overwhelmed with own problems and puts own needs ahead of the child's needs

More details and examples of indicators of neglect are available in the book 'How Can I Tell?'. You can view 'How Can I Tell?' online or you can order copies of 'How Can I Tell?' through our shop.

www.childmatters.org.nz

DEALING WITH DISCLOSURES OF ABUSE (sample)

Only a minority of children actively disclose abuse. Most child abuse is disclosed accidentally or through observation by an adult of a child's behaviour, words and physical appearance.

When a child does disclose abuse, this needs to be taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that your actions do not jeopardise and legal action against the abuser.

There are a number of basic 'rules' that should be followed to ensure the safe handling of any disclosures of abuse from a child:

- Don't panic.
- Remember that the safety and well-being of the child come before the interests of any other person.
- Listen to the child and accept what the child says.
 - Look at the child directly, but do not appear shocked.
 - Don't seek help while the child is talking to you.
 - Reassure them that they did the right thing by telling someone.
 - Assure them that it is not their fault and you will do your best to help.
 - Let them know that you need to tell someone else.
 - Let them know what you are going to do next and that you will let them know what happens.
 - Be aware that the child may have been threatened.
- Write down what the child says in their own words – record what you have seen and heard also.
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
- Tell your manager or supervisor as soon as possible and the Recording Reporting Abuse procedure will be followed
- After making the referral to Child, Youth and Family or the Police, look after yourself. Discuss the matter with your manager, supervisor or relevant person.

Important Notes:

The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to the children

Dealing with an allegation that a professional, staff member, foster carer or volunteer has abused a child is difficult but must be taken seriously and dealt with carefully and fairly.

(www.childmatters.org.nz)

RESPONDING TO, RECORDING, REPORTING SUSPECTED CHILD ABUSE (sample)

Under the amended Vulnerable Children's Act 2014 (applicable from 1 July 2015) every church is responsible for developing a policy for **Responding to, recording and reporting suspected child abuse**. Below is a sample policy for this.

Recording, Responding and Reporting Suspected Abuse

Any issues of suspected child abuse must be taken seriously and handled in an appropriate manner that ensures the child's safety.

Only a minority of children actively disclose abuse. Most child abuse is disclosed accidentally or through observation by an adult of a child's behaviour, words and physical appearance

Any staff, parent, caregiver, volunteer (or any other persons that may spend time with the children) who suspects abuse or has any concerns must discuss this with the(e.g. the supervisor of the programme and/or the minister of the church.)

In the case of a leader, staff member, supervisor or volunteer being involved in the action or suspicion, then any parent, caregiver, volunteer, other staff person (or other persons that may spend time with the children should contact

(e.g. the supervisor and/or minister of the church).

It is the responsibility of the..... (e.g. the supervisor and/or the minister of the church) to take any action and to ensure that the correct procedure for recording and responding to concerns is followed.

It is always preferable that the parent/caregiver is involved and or informed of any concerns but the(supervisor's and/or minister's) first priority will always be ensuring the safety of the child, and this may require the.....

(e.g. supervisor and/or minister) to immediately contact CYF or Police if they have concerns about the child's immediate safety.

PROCEDURE FOR RESPONDING TO SUSPECTED CHILD ABUSE (sample)

Abuse suspected or disclosed

CONSULT in confidence

(manager, minister, co-workers as appropriate and outside agencies)

and

RECORD

(give details of what you saw and heard or suspect with dates)

If your suspicions are not confirmed as significant, continue to:

MONITOR the situation closely in consultation with others.

If your concerns are confirmed:

REPORT the suspected abuse to CYF (Children, Youth and Families), Police or another appropriate agency and **INFORM** the church management of your actions so that you gain **SUPPORT**

8.0 RECRUITMENT PROCESS

Recruitment and appointment process:

All workers should be:

- reference checked
- interviewed
- police checked
- trained in safety policy and procedures

This applies equally to “volunteers” as to any paid worker:

- All those who want to work with children and young people through this church will undergo a suitable screening process that includes collection of information from referees.
- A condition of appointment will be that applicants must respond to questions about whether they have ever committed or been accused of any acts of child molestation or abuse.
- No-one who has sexually abused a child will ever be appointed.
- Appointees must sign a declaration of commitment that divulges any criminal conviction (or pending) and acknowledges willingness to adhere to the Code of Ethics for Pastoral Care and the Code of Ethics for Youthwork in Aotearoa.
- Appointees must provide personal contact details.
- Appointees will be given a job description.
- It is compulsory for paid employees to be police checked every three years.
- It is strongly recommended that volunteers working with children be police checked.

Employment of Ministry Staff

The Presbyterian Church of Aotearoa New Zealand has just released the Church Management Support guide which been written by the Financial Services Department (FSD).

[CHURCH MANAGEMENT SUPPORT GUIDE](http://pym.org.nz/skoty/wp-content/uploads/2015/04/CMS_Guide_-_FINAL_-_24.04.13.pdf)

(http://pym.org.nz/skoty/wp-content/uploads/2015/04/CMS_Guide_-_FINAL_-_24.04.13.pdf)

Section 2 (page 53-78) is a guide to employing staff in a church.

The church's recruitment, selection and employment practices must comply with the regulations and responsibilities set out in New Zealand employment law and other relevant legislation, not only because it is legally obligated to do so, but because it is the best way to manage the risks involved in this relationship.

Police Checks – General Information

Anyone who is paid to work with children, youth and families must undergo a police check prior to their appointment. The Presbyterian Church also strongly encourages police checks for volunteers working with vulnerable people.

Application form for a Police Check (1 page)

The Application form for a Police Check must be completed by the Session Clerk.

Request and Consent form (4 pages)

Pages 1 and 2 of each Request and Consent form should be filled in by the session clerk and pages 3 and 4 by the applicant.

The Police Vetting Service will only process Consent Forms that are signed within the last three months.

Before you send a consent form to us, please check:

- The Date and Place of Birth have been entered.
- The person is over 17 years of age.
- The form has been signed within 3 months.
- That you are using the new form with the Presbyterian Church of Aotearoa New Zealand Code (P30173) on it.

An application form should be completed and signed by the Session Clerk. If your parish is taking part in the OSCAR programme, be sure to tick this box as we can then return the original consent form to you for your parish audit.



Presbyterian Church
of Aotearoa New Zealand
To be completed by the session clerk

Police Check Application

Parish

Contact Name

Parish Address

Email Address

Names of people to be vetted

CHECKLIST

- | | |
|--|--------------------------|
| I have checked request and consent forms have been completed in full | <input type="checkbox"/> |
| Copies of photo ID's are attached | <input type="checkbox"/> |
| I confirm that the attached identification belongs to the individuals to be vetted | <input type="checkbox"/> |
| These request and consent forms were filled out less than three months ago | <input type="checkbox"/> |
| Request and consent forms for all individuals listed above are attached | <input type="checkbox"/> |
| My parish belongs to the OSCAR programme (only tick if yes) | <input type="checkbox"/> |

Signature

Date

Please note that applications must be sent by mail. Faxes and e-mails will not be used except for providing general information about the process. Please post completed form to:

Police Checks
Assembly Office
PO Box 9049
Wellington, 6141

Name of Applicant to be vetted:

Name of Approved Agency submitting vetting request:

Presbyterian Church of Aotearoa NZ - P30173

Section 1: Approved Agency to complete

APPLICANT'S ROLE – PURPOSE OF VET

Employee Contractor/consultant Volunteer Licence/Registration

Other: (please specify here)

Is this a renewal check? Yes No

Description of role / licence / registration (e.g. caregiver; cleaner; taxi driver; teacher; etc):

Role location (e.g. home; office; school; etc):

Contact with vulnerable groups:

Contact with children/youth

Contact with vulnerable adults (aged, disabled)

Type of contact: Supervised Unsupervised

Level of contact: High Occasional

Application of clean slate:

To enable NZ Police to assess whether an exception applies to the general effect of the clean slate scheme on an eligible individual under the Criminal Records (Clean Slate) Act 2004, I declare my belief as follows:

The role does not fit the criteria in section 19(3) of the Criminal Records (Clean Slate) Act

- e.g. teacher, doctor/nurse, rest home carer, school janitor

[Section 16] – **Criminal convictions will not be released
IF the applicant is eligible for clean slate.**

Clean Slate

OR

The role fits the criteria of one or more of the exceptions in section 19(3) of the Criminal Records (Clean Slate) Act

- e.g. it is a role predominantly involving the care and protection of, but not predominantly involving the delivery of education to, a child or young person (e.g. caregiver, nanny/crèche worker, foster/homestay parent, applicant for adoption) [section 19(3)(e)].

[Section 19(2)] – **All criminal convictions will be released
EVEN IF the applicant is eligible for clean slate.**

Exception

For information on the clean slate regime, see <http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004>.

Section 1 continued:**Approved Agency to complete****EVIDENCE OF IDENTITY (ID)**

- for further information, see <http://www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index>

I confirm that the identity of the applicant has been checked by [A] or [B] as follows:

[A] I have

OR

[B] A Trusted Referee* has

sighted the ID documents below, and verified the photo against the applicant in person (mark box)

- Primary ID document (e.g. passport, original birth certificate, etc)
and
- Another form of ID (e.g. driver licence, firearms licence, 18+ card, Community Services Card, etc)
and
- One of the above must be photographic – confirm comparison made
and, if applicable
- Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)

*[*a trusted referee must be over 16, have known the applicant for at least 12 months, and not be related, or a partner/spouse, or a co-resident of applicant, and be either registered with the Approved Agency or a person of standing in the community (e.g. registered professional, religious or community leader). The trusted referee must sign a copy of the photo ID and provide his or her name and contact details.]*

Optional additional check by me (if appropriate)

- A search of our records to verify uniqueness (especially for professional bodies)

CHECKLIST

In making this request, I confirm that:

- I have complied and will comply with the Approved Agency Agreement (or existing Memorandum of Understanding) between NZ Police and the Approved Agency I represent;
- I am satisfied as to the correctness of the Applicant's identity; and
- I have obtained the signed consent of the Applicant, as set out in section 2 of this form, to submit this vetting request.

Approved Agency Authorised Representative:

Name:

Signature:

Date:

Name of Approved Agency submitting vetting request:

Presbyterian Church of Aotearoa NZ - P30173

Section 2:

Applicant to complete and return to Approved Agency

(the Approved Agency will submit the vetting request to NZ Police and receive the vetting result)

PERSONAL INFORMATION

Details (note: the name you are most commonly known by is your primary name)

Family name: (Primary)	<input type="text"/>	First name(s): (Primary)	<input type="text"/>	<input type="text"/>
Gender:	(M) <input type="checkbox"/> (F) <input type="checkbox"/> (Other) <input type="checkbox"/>	Date of birth: (dd/mm/yyyy)	<input type="text"/>	
Place of birth: (town/city/state)	<input type="text"/>	Place of birth: (country)	<input type="text"/>	
NZ Driver Licence number: (for ID verification by NZ Police – optional)	<input type="text"/>			
Passport number: (if held)	<input type="text"/>	Country of issue:	<input type="text"/>	

Only for 'Additional Authorisation' - see page 4

If applicable, please include other names and mark them A, M, or P as appropriate:

- (A) alias or alternate name(s)
- (M) married name if not primary name
- (P) previous/maiden/name changed by deed poll or statutory declaration

Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Permanent New Zealand Residential Address

Number/Street:	<input type="text"/>		
Suburb:	<input type="text"/>	Post Code:	<input type="text"/>
City/Town/ Rural District:	<input type="text"/>	Period of Residence:	<input type="text"/>

Vetting Service Request and Consent Form

Section 2:
continued

Applicant to complete and return to Approved Agency
(the Approved Agency will submit the vetting request to NZ Police and receive the vetting result)

CONSENT TO DISCLOSURE (for a New Zealand Police Vet Check)

- for further information, see <http://www.police.govt.nz/advice/businesses-and-organisations/vetting>

I acknowledge and understand as follows:

1. The information about me that NZ Police may consider relevant to my application and release in vetting comprises any conviction history and, for certain agencies, infringement/demerit reports; and it may include other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction.
2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) Act 2004; this means that, if I am 'eligible' for clean slate (e.g. no convictions for 7 years, never been to prison, no convictions for specified sexual offending, etc – see section 7 of the Act):
 - a) my criminal record of convictions will not be disclosed; but
 - b) if the role for which I have applied is an exception to the clean slate scheme (e.g. predominantly involving care and protection of a child or young person), my criminal record of convictions will be disclosed.
3. When releasing information to non-government Approved Agencies, Police may release the fact, without details, that suppressed information exists in relation to any conviction and, where NZ Police considers it relevant and justified, in relation to any current or past charge however it was resolved (e.g. withdrawn, discharged, acquitted).
4. Where NZ Police holds relevant information that it is unwilling to disclose to the Approved Agency for privacy, confidentiality or law enforcement reasons, NZ Police may recommend against unsupervised access to children or vulnerable persons (this is known as a 'red stamp').
5. The personal information I provide in this form is being collected for vetting purposes, and may also be used for the purpose of updating NZ Police records.
6. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency who will immediately notify NZ Police to cease the vetting process.
7. I am entitled to access the vetting result released to the Approved Agency and seek correction of Police information about me in accordance with the Privacy Act 1993. By making a request to the 'Approved Agency' within 20 working days of submitting this 'Request and Consent' form.
8. No later than three months after the conclusion of the vetting process, the Approved Agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, in accordance with the Privacy Act 1993 or, if applicable, the Public Records Act 2005 or any other enactment.
9. The information I have provided in this form relates to me and is correct.

Authorisation

I authorise NZ Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Additional Authorisation **[cross out or strike through this additional authorisation below if not applicable]**

Where the Approved Agency requesting a vet is a NZ Police business group (e.g. vetting for contractors to NZ Police; workers at major security events)

I also authorise:

- NZ Police to disclose the information on this form to, and access information from, other government agencies;
and
- NZ Police to disclose to my employer or other relevant agency its assessment regarding my suitability (only to the extent that I am approved or not approved as suitable, without reasons).

Signature of applicant

Date:

