

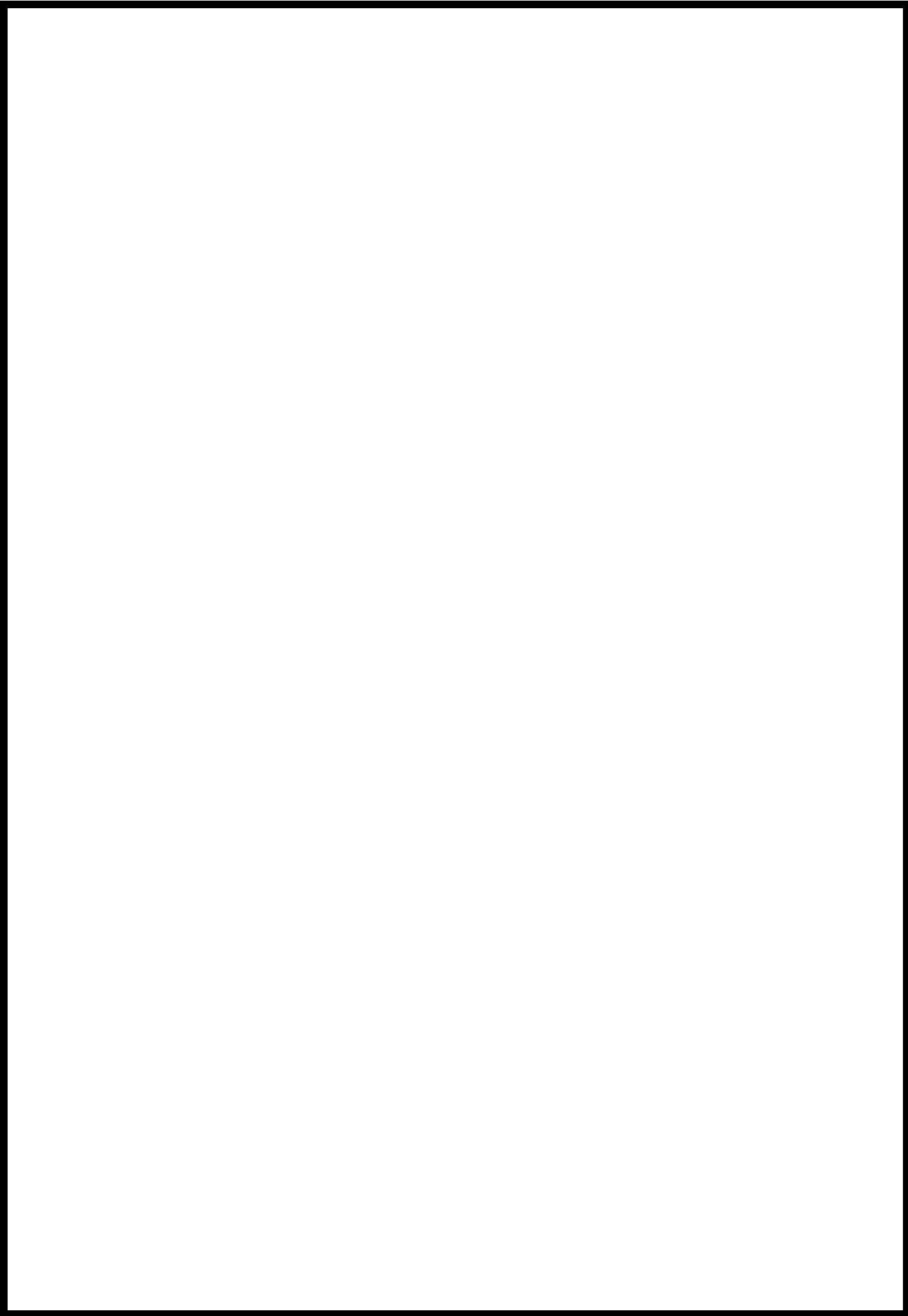


PCANZ CHILDREN AND YOUTH LEADERS'  
**SAFETY WARRANT OF FITNESS**

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# **MANUAL**





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# 1.0 CHILDRENS 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 are strongly recommending that every church puts their leaders who work with young people through the PCANZ 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 whilst 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 PCANZ children's and youth leaders. We strongly recommend it for all leaders of young people.

### PCANZ 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's 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's and youth leaders and interested volunteers to attend the minister's 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

- **AraTaiohi 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)
  - RAMS forms. A RAMS forms now need 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 PCANZ 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 church's health and safety policy
- ensure any paid staff attend external supervision (recommended monthly-6 weekly for a full-time employee)

#### **In-house refresher 6 monthly**

Key leaders are strongly encouraged to:

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

#### **\*\*Volunteer Helpers are strongly encouraged to:**

- A police check every three years (this is mandatory under PCANZ policy)
- The annual in-house church health and safety policy refresher
- The six monthly in-house Ethics and RAM's refresher 6 monthly



### **First aid training**

At every children's or youth event you organise you want to ensure that you have 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 PCANZ 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 5 hours in training, 3 hours on Code of Ethics and 2 hours on Risk Management.

We highly recommend that leaders spend another 3 hours per year in the following two years doing a refresher.

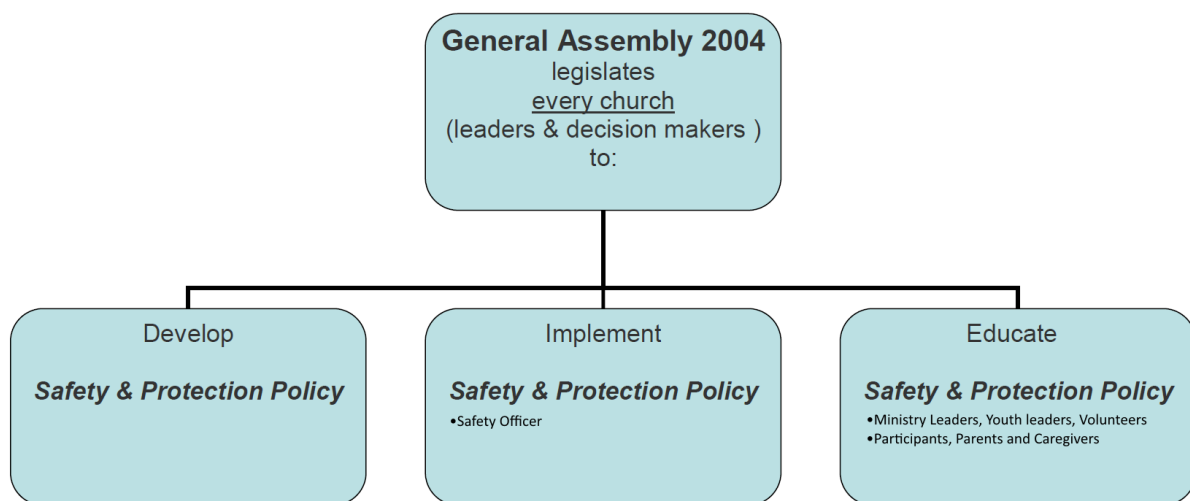
For leaders doing the first aid training, up to 8 hours every two years depending on prior training will be necessary.

## 2.0 DEVELOPING SAFETY & PROTECTION POLICIES

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



### 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, cause 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 or 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 **Code of Ethics, Safety Management, and Protecting Young people Policies**

### 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 **Code of Ethics, Safety Management, and Protecting Young people Policies**

### 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 **Code of Ethics, Safety Management, and Protecting Young people Policies**

## 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

## 3.0 HEALTH AND SAFETY

### RESPONSIBILITIES

In the new 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 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 depending on the individual's skill, the facilities involved, the spectators and their involvement. A RAMS form is a tool to assist any leader/person in charge who is 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 we take care to ensure we have done all we can to 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
- Coboperate 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.

## 3.1 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. 5d29% chance of occurring)
Moderate	3	Should occur at some time (e.g. 30d59% chance of occurring)
Likely	4	Will probably occur in most circumstances (e.g. 60d79% 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 long term 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.**

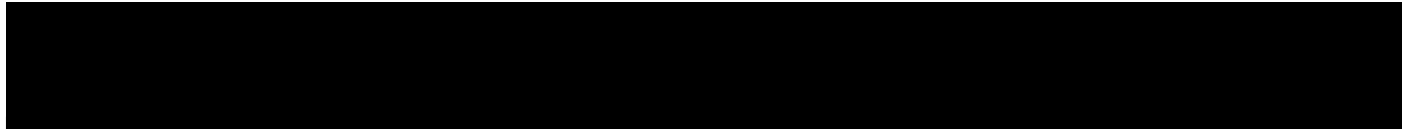
		SUMMARY PRIORITY PROFILE				
IMPACT	5	10	15	20	25	
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
		LIKELIHOOD				

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

PRIORITY CHART		
PRIORITY SCORE	PRIORITY RATING	ACTION REQUIRED
0 d1	Very Low	Recognise that risk exists but continue with activity.
2 d3	Low	Consequences are insignificant. Manage by regular monitoring.
4 d9	Medium	Consequences may be unacceptable and need management action to share and/or reduce likelihood/impact.
10 d16	High	Consequences are unacceptable and need immediate management action to share and/or reduce likelihood/impact.
17 d25	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

## 3.1 HAZARD ID & MANAGEMENT



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Signature of person notifying this hazard:			

**Health and safety representative report including analysis and action taken:**

LIKELIHOOD	<input style="width: 90%;" type="text"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	X	
IMPACT	<input style="width: 90%;" type="text"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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PRIORITY	<input style="width: 90%;" type="text"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Date entered into the hazard register:

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.

## 3.3 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?
- **Casual 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 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)

<b>Ministry / Group</b>		<b>Date/Time</b>	
<b>Location</b>		<b>Leaders Name</b>	
<b>Activity</b>		<b>Number of Leaders</b>	

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**

--	--	--	--

<b>Relevant Industry Standards Applicable</b>	
<b>Skills required by staff</b>	

<b>Final Decision</b> on Implementing activity	<b>Form Completed by</b>		
	Choose one:                      YES <input type="checkbox"/> NO <input type="checkbox"/>		
	<b>Approved by</b>		
	<b>Position in Church</b>		<b>Date</b>

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## RAMS – Example

<b>Ministry / Group</b> Knox Church		<b>Date/Time</b> 21/5/2016	
<b>Location</b> The Southern Alps		<b>Leaders Name</b> John Calvin	
<b>Activity</b> Tramp		<b>Number of Leaders</b> 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
<b>People Risks</b>			
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 <sup>st</sup> 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.
<b>Equipment Risks</b>			
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.
<b>Environment Risks</b>			
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
<b>Relevant Industry Standards Applicable</b>	Ara Taiohi Code of Ethics PYM "Safety in Youth Ministry" Booklet		
<b>Skills required by staff</b>	1 <sup>st</sup> aid certificate Group management		
<b>Final Decision</b> on Implementing activity	<b>Form Completed by</b> john Knox		
	<b>Choose one:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>YES <input checked="" type="checkbox"/></span> <span>NO <input type="checkbox"/></span> </div>		
	<b>Approved by</b> John Calvin		
	<b>Position in Church</b> Safety Officer		<b>Date</b> 17/5/2016

## 3.4 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

### Leadership Team at Connect

Name	Position	Contact number

### Overall Leadership

Name	Position	Contact number

## Overall Extended RAMS (EXAMPLE)

**Dates: Easter Weekend**

**Venue: John Knox Presbyterian Campground**

**Places:**

1. 200 Participants will travel to venue with their youth leaders.
2. The Easter Camp will be based at John Knox Campground.
3. All activities will be onsite.
4. All 200 participants will be using the onsite accommodation.

### Risks and Management Guidelines

Risk	Management
Transportation to and from camp  Motor Vehicle Accident	<p>Drivers must have a full current NZ driving licence. Car must be insured, registered and have a current WOF Drivers will be given clear directions to camp ground They must ensure that all passengers wear seatbelts while travelling. Drivers must not have consumed alcohol or drugs in the previous 12 hours before driving Encourage drivers to have a good night sleep the night before driving. Drivers must ensure that they have at least a 15 minute travel break every 3 hours. Drivers must ensure that there is a notice with emergency contact details in an obvious place. Remind drivers there is a 15Kph speed limit in the campground.</p>
Participants get lost	<p>Make Leaders aware they are responsible for their young people Campsite Boundaries are explained Maps provided Clear Signage</p>
Leaving camp, day visitors, ministers, speakers/presenters visiting camp ground.	<p>Participants must stay at camp unless:</p> <ul style="list-style-type: none"> <li>• A pass has been granted before camp (eg for a wedding)</li> <li>• Injury</li> <li>• expelled</li> </ul> <p>Day visitors (friends and family) are not allowed visit young people. Parish ministers are encouraged to visit over weekend, but must let the camp director know in advance. Minister will sign in and sign out at registration desk. Speakers/presenters or activity coordinators who are not staying onsite, must have coordinated travel times with camp director in advance, and sign in and sign out at registration desk.</p>
Participants get injuries	<p>Campers are supervised through all activities Ensure all games and activities are being run appropriately, and rules and RAMS are being followed Qualified First Aider is always available Appropriate first aid supplies are available Campers are informed from mainstage of where to go for medical attention</p>
Sickness	<p>Parents will fill in a medical form before camp, with relevant info given to cook and medical officer Qualified First Aider is always available</p>

	<p>Appropriate first aid supplies are available Hand sanitiser is provided at meal times. Cleanliness is used in bathrooms and food preparation</p>
Home Sickness	<p>Leaders provide an inviting and respectful environment. Camp parents care for participants who are suffering from home sickness.</p>
Behavioural issue; violence	<p>Rules to be on website and given to leaders before camp to share with participants. Leaders are responsible for their group's behaviour Campers are reminded of the rules from the mainstage If a young person informs a youth leader of violence</p> <ul style="list-style-type: none"> <li>• Ensure immediate safety if needed</li> <li>• Take injured party to first aid office</li> <li>• Inform Camp director</li> <li>• The seriousness of the offence will be assessed</li> <li>• If victim wishes to press charges, or the camp director wants to involve the police, the police will be contacted, parents and key youth leader will be contacted.</li> <li>• Camp director will record incident in Incident reporting form.</li> </ul>
Behavioural issue; Sexual Activity, consensual or rape.	<p>Rules to be on website and given to leaders before camp to share with participants. Campers are reminded of the rules from the mainstage If two young people who are not married have consensual sex.</p> <ul style="list-style-type: none"> <li>• Key Youth leader and parents will be advised of zero tolerance of sexual activity</li> <li>• Young people will be sent home.</li> <li>• If one or both parties are under 16 the law has been broken and the police maybe contacted</li> </ul> <p>Sexual abuse is against the law of the land. If a young person informs a youth leader of a sexual attack</p> <ul style="list-style-type: none"> <li>• Youth leader must take it seriously</li> <li>• If the young person is in danger or unsafe, act to ensure immediate safety</li> <li>• Inform Camp director</li> <li>• It is not the youth leaders role to do more than this.</li> <li>• Camp director will call police.</li> <li>• Alleged victim will be kept safe until police arrive.</li> <li>• Police will contact parents and will decide next course of action</li> <li>• Camp director will record incident in Incident reporting form.</li> </ul>
Behavioural issue; theft, vandalism, alcohol or drugs	<p>Rules to be on website and given to leaders before camp to share with participants. Campers are reminded of the rules from the mainstage If an act of theft or vandalism, comes to the attention or drugs or alcohol is found by a youth leader and the perpetrator is know:</p> <ul style="list-style-type: none"> <li>• Advise key youth leader and camp director</li> <li>• Camp director will investigate and may involve police.</li> <li>• In the event of theft or vandalism the key leader may need to contact parents to arrange the property to repaired or replaced</li> </ul>
Emergency	<p>At first meeting, participants will be verbally told what to do in an emergency and where emergency exits are for main meeting Assembly points will be noted in main meeting</p> <p>In the event of emergency everyone goes to the assembly point, and key leaders account for their group Youth groups must remain until advised</p>

Bad Weather	Set up plans for all activities weather clothing will be on the gear list.
Lost property	Participants should be advised from mainstage where the lost property office is. Lost property should be handed into office Property not claimed a month after camp will be donated to a local charity.

### Leadership Team at Connect

Name	Position	Contact number
Simon	Director	0700
Wiramu	Director	07716
Mareta	Director	5 467
Jess	Book	823
Sally	Parent	8495 0211890749
Dave	Parent	7194
Bob	Parent	34-7508

### Overall Leadership

Name	Position	Contact number
Wayne	Treasury Clerk	5691971

## 3.5 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](mailto: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

## Section B – Medical And Child Protection

Special Medical Needs (eg Asthma, Diabetes)

Special Dietary Requirements

Doctors Contact Details

## 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.

## 4.0 PCANZ 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 discipline of our church 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, who undertake the work of 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 relation 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 task, 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.

# 4.1 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 Covered by the Code 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 which 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 labeling 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 PCANZ ministry context.

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

The Youth Workers Code of Ethics is a more comprehensive version of the PCANZ Code of Ethics, focused specifically on 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 PCANZ code of ethics. If you are interested in the comparison between the two code of ethics, please see the comparison table at: <http://pym.org.nz/wof/compare/>

## 5.0 SAFETY MANAGEMENT

### 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.

## 5.1 Leader to Youth Ratio

No person under the age of 16 years may be counted toward the staff component of the staff-to-child ratio.

There is a minimum of two leaders supervising youth at all times.

The minimum ratio of staff-to-children is:

- one staff member to ten children on-site
- one staff member to eight children off-site.

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.

## 5.2 Social Media Policy(EXAMPLE)

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

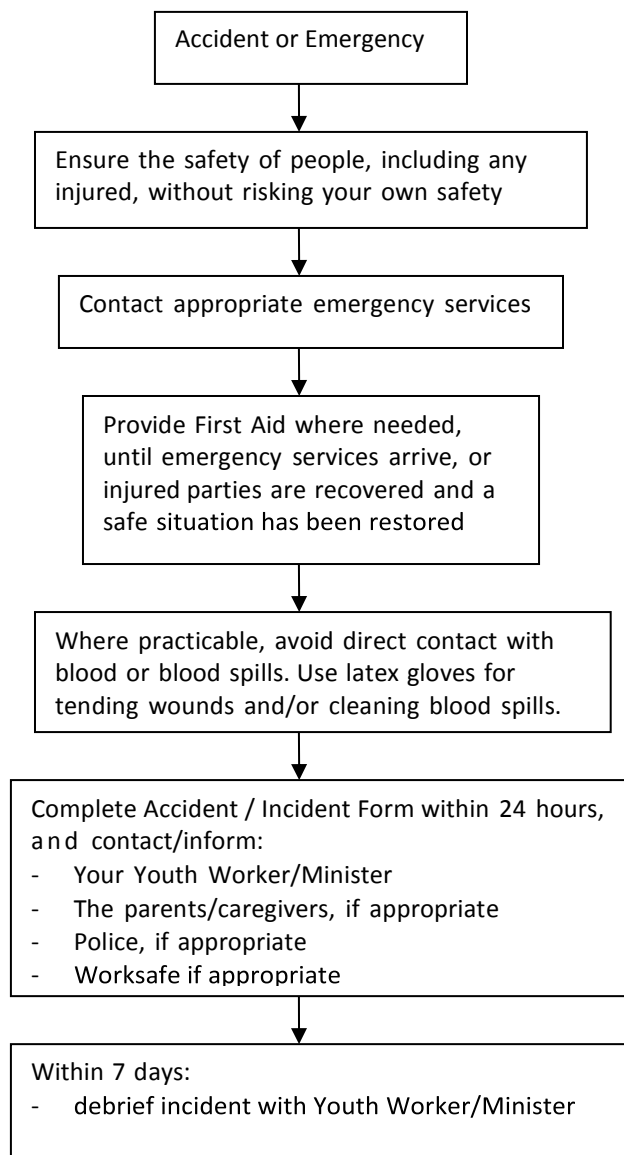
If you are concerned about the behaviour or profile of a young person or a leader report this to the next level of authority and if appropriate discuss privately with the person (in person) in a polite manner that is in a public place but not overheard.

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

## 5.3 Accident and Emergency Procedure

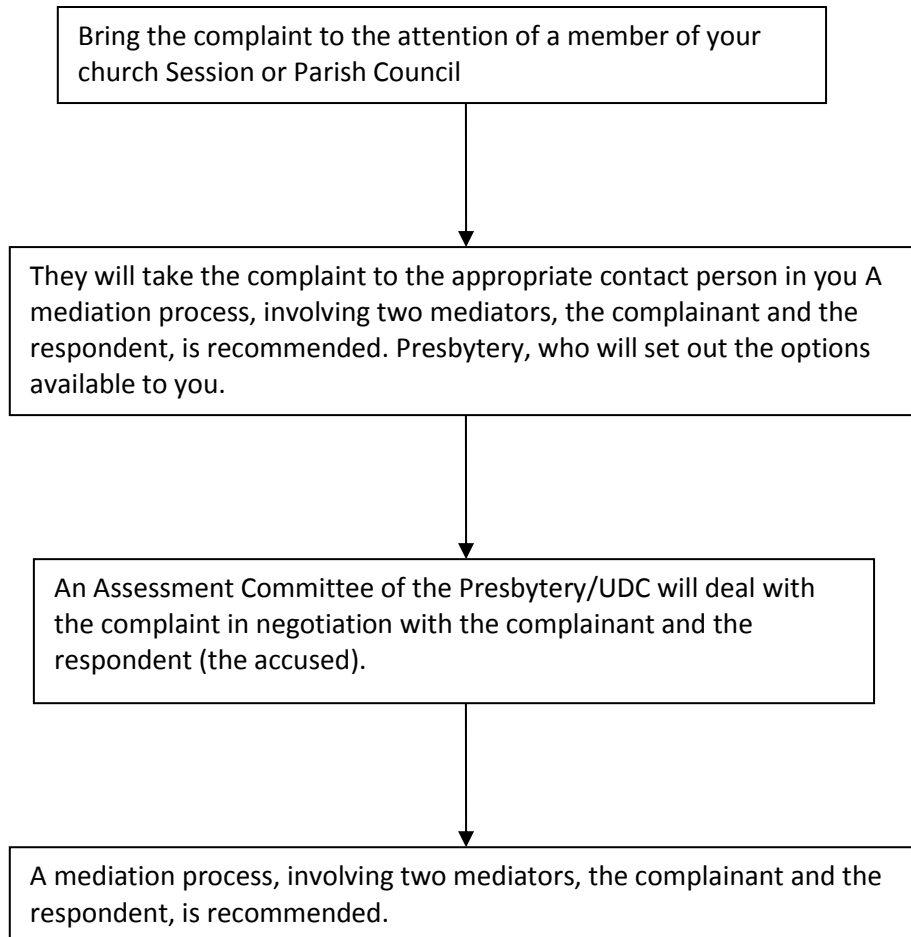
An incident may include any of the following:

- 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



## Complaints Procedure

A full outline of Complaint Investigation Guidelines is provided in the Presbyterian Book of Order, in Appendix E-9





## 5.5 Check Lists: General Overview

<b>Safety Overview</b> <b>General Event</b>		
Tasks to complete before event	Items and people present at activity	To do Post Event
RAMS forms	Completed RAMS forms	Fill out any incidents that occurred in the accident/incident register
Send out permission forms to parents if under the age of 18 years old	1:10 onsite leader to youth ratio, 1:8 off-site (leader must be 18+)	Team Debrief
Site safety inspection and use Hazard notification forms	First aid trained person + first aid kit	Evaluation Report
For general events follow Venue, People and Equipment Checklists	Incident reporting forms	
Use additional checklists if needed: Driving, off-site, overnight, food		

## Checklists: Events (People)

<b>Recommended</b>
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
<b>Briefing</b>
Children's/youth workers, leaders and helpers briefed on the following: <ul style="list-style-type: none"> <li>› Individual child's/youth health, behaviour, relationship</li> <li>› What to do in case of incident/accident</li> <li>› Purpose of activity, rules, safety, time-frames, responsibilities and environment issues</li> <li>› 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)</li> <li>› Specific rules about how the game/activity is to run (e.g. fair play)</li> </ul>
<b>Check</b>
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"> <li>› one staff member to ten children on-site</li> <li>› one staff member to eight children on-site</li> </ul> Note: Minimum of two adults supervising youth and Co-ed groups need both male and female children's/youth workers or leaders
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
<b>Monitor</b>
<ul style="list-style-type: none"> <li>› Behaviour, group dynamics, relationships, those with special needs, maintaining adequate supervision and plan for dealing with it</li> <li>› Watch for wanderers and outsiders interacting inappropriately with young people</li> <li>› Watch for fights and apply appropriate intervention, prevention, de-escalation as required</li> <li>› Any phobias that participants might experience before or during the programme/event</li> </ul>
<b>Parents/guardians informed (preferably in writing) of the following:</b>
<ul style="list-style-type: none"> <li>› Relevant contact numbers (e.g. children's/youth workers or leaders, venues, emergency)</li> <li>› Time of start/finish of programme/event and its activities</li> <li>› What participant will be doing: programme/event, activities</li> <li>› What participant will be required to bring (e.g. clothing, rainwear, lunch)</li> <li>› Any risk factors in taking part in the programme/event and its activities</li> <li>› Where participants are to meet, be picked up from, dropping home arrangements</li> <li>› Parents/guardians of participants under 18 years of age signed Individual Record and Consent Form</li> </ul>

## 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)
<p>Communication been made to appropriate authorities regarding:</p> <ul style="list-style-type: none"> <li>› How long will group be gone for</li> <li>› Who is in charge</li> <li>› Where will main children's/youth workers or leaders be and how can they be contacted</li> <li>› List of young people in the group</li> </ul>

## 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**

<b>Driver</b>
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
<b>Vehicle</b>
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
<b>Passengers</b>
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
<b>Monitor</b>
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

<b>Check</b>
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
<b>Participants</b>
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
<b>Area/environment</b>
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 PROTECTING CHILDREN / YOUTH

### **Vulnerable Children's Act 2014**

The amended act which comes into force on 1 July 2015 requires organisations to ensure that those working with children and youth (paid and unpaid workers) understand the nature of abuse and neglect in children.

In addition to developing a **Safety and Protection policy** (a legislation passed by 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**

## 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](http://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](http://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**

## 7.0 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 has 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](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.



## Police Check Application

To be completed by the session clerk

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



**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:



