

Safety and Protection Policy for East Taieri Church

2023



These resources came from Kids Friendly NZ and have been adapted for East Taieri Church.

Changes to policy document need approval by the Council of Elders

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SAFETY AND PROTECTION POLICY of East Taieri Church

INTRODUCTION:

This policy exists to ensure the safety and wellbeing of all the children and youth in our care. This policy covers three keys to safe practice:

- **APPOINTMENT PROCESS**
- **SAFETY AND PROTECTION POLICY**
- **EDUCATION**

The policy is also designed to protect leaders, of activities and programmes involving children and youth, from allegations that can arise from careless and unwise behaviour.

In accordance with the Vulnerable Children's Act 2014 (amended) we also have policies to provide information and processes to improve the identification and reporting of child abuse and neglect namely:

- **DEFINING AND IDENTIFYING ABUSE AND NEGLECT**
- **DEALING WITH DISCLOSURES OF ABUSE**
- **RESPONDING TO, RECORDING, REPORTING SUSPECTED CHILD ABUSE**

We strive to ensure that all staff (paid and unpaid) working with young people have a thorough understanding of these policies and are practising them.

Safety and Protection Mission Statement:

"We will seek to ensure that all 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, the Privacy Act, the Vulnerable Children's Act 2014 and other relevant legislation. This church is also committed to being an agent of healing and justice and to prevention of abuse: spiritual, emotional (psychological), physical and sexual abuse.

Recruitment and appointment process:

This applies equally to "volunteers" as to any paid worker:

- All those who want to work with children through this church will undergo a suitable screening process including an interview process and reference checks.

- 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 and the Code of Conduct for those working with children and young people.
- Appointees must provide personal contact details.
- Where appropriate 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.
- All employees and volunteers must attend a PCANZ Safety Warrant of Fitness Course every three years.

Protective boundaries for leaders, children, parents and the church, endorsed and implemented by this church:

- Leaders will abide by the requirements of the leadership of this church including acceptance of the principles of the **Code of Ethics** and the **Code of Conduct for those working with children and young people**
- Protective strategies are in place to protect children and young people including:
 - *"Teaching" in an open environment to which parents and other teachers have free access.*
 - *Preventing visitors from accessing children without the supervision of an approved leader.*
 - *Supervising children during all programmes and preventing them from playing in dangerous places.*
 - *Avoiding being alone with one child unless they are within sight of others.*
 - *Not touching children on any part of their body that would normally be covered by one piece swimming togs.*
 - *Not kissing or tickling a child or doing anything that is potentially sexual.*
 - *Keeping parents fully informed about church programmes including starting and finishing times.*
 - *Being aware of and following the church process and procedures for reporting any suspected abuse to the appropriate legal authority [i.e. Child, Youth and Family or Police]*
 - *Maintaining sensitivity and confidentiality in disclosing sexual abuse.*

CODE OF ETHICS FOR THOSE WORKING WITH CHILDREN

A Code of Ethics is not about practical guidelines for behaviour. It's a set of values, principles, important standards that cannot be taken for granted.

Ethical guidelines for Children's workers

A. How we conduct ourselves towards those in our care

1. I will deal truthfully with others. I will encourage open discussion and respect others.
2. I will refrain from using 'bad' language (swearing) when associating with children.
3. I will respect other people's privacy. Anything shared in confidence will remain confidential unless there is a clear danger to someone. I will let people know about these limits.
4. I will recognise that all people are made in God's image. Everyone is special to God and I will not discriminate between them for any reason.
5. I will not take advantage of people, either for my own benefit or for the benefit of others.
6. I will not become emotionally dependent or intimately involved with anyone that is in my care. I will not abuse, harass or exploit anyone.
7. I understand that I can't do everything. I won't try to do things such as formal counselling until I have proven competence in that area. I will refer people to those who do.

B. Accountability to our employer

1. I will take a professional approach to my job, always seeking to do the best I can do.
2. I will be responsible about the time I spend in ministry, spending neither too much nor too little.

C. Responsibilities to our colleagues

1. I will be helpful to other church workers. I will treat them with respect, courtesy and good faith.
2. I will appreciate what other people are doing in ministry by remembering them in prayer and encouraging them. I will respect the fact they are busy too and have commitments in other areas.
3. If conflicts do occur, I will deal with them sensibly and do something about them. I will ask the appropriate people to help sort things out and seek reconciliation.
4. I will do something about colleagues who are not doing their jobs or who are behaving in an unethical way. I will use the appropriate channels to do this.

D. How we take care of ourselves

1. I will make sure I eat properly, get enough sleep and stay reasonably fit.

2. I will make sure I am always accountable to someone in ministry through supervision.
3. I will make sure I have a support network in place.
4. I will make sure I participate in opportunities for spiritual growth.
5. I will make sure I participate in opportunities for in-service training.
6. I will make sure I have times of recreation, refreshment and renewal.

Approved by Elders March 2023

CODE OF ETHICS

- 1) The PCANZ, as a part of the church of Jesus Christ, is committed to conducting itself in accordance with the Gospel so that all people are treated with honesty, transparency, dignity, and respect.
- 2) People representing or working for the PCANZ ("*the Church*") are required to abide by this *Code of Ethics*. This includes *ministers, employees, and volunteers*.^[1]
- 3) This Code is to be read in the context of, and along with, the *Book of Order* and the Church's *Conditions of Service Manual*. It reflects the standards of conduct expected because of the special relationships of pastoral care and ministry in which the Church is engaged. It is supported by subordinate documents that address particular areas of practice within the church.
- 4) People representing or working for the Church will:

4.1 Demonstrate high ethical standards of behaviour at all times.

This recognises obligations of truthfulness and confidentiality towards people the Church deals with, together with an acknowledgement that it is unacceptable to subject people to exploitation, harassment, or abuse, whether financial, sexual, physical, psychological, spiritual, cultural or otherwise in any discriminatory way, nor to take advantage of any vulnerability of others. All dealings with others will be characterised by compassion and natural justice.

4.2 Demonstrate appropriate levels of competence commensurate with the role and task undertaken.

This recognises obligations of using appropriate supervision; regular opportunities for spiritual growth; stewardship of time and talents; personal upskilling and recreation; awareness of strengths and limitations; collegiality and respect for others within the Church; recognition and respect for boundaries; and the need to ensure the health, safety, and wellbeing of those with whom the Church interacts is protected and enhanced.

4.3 Comply with the laws and usages of the Church and the laws of the communities in which the Church operate.

Approved by Elders March 2023

CODE OF CONDUCT FOR THOSE WORKING WITH CHILDREN

A code of conduct gives practical guidelines for those working with children.

Leader's responsibilities towards children

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

Leader's responsibilities towards parents/guardians

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

Leader's responsibilities to the Church

1. Conduct yourself in a manner in keeping with Christian principles and ethics.
2. Be a healthy role model.
3. Be educated in the recognition of the warning signs and symptoms of abuse.

Leader's responsibilities to self

1. Keep contact with the Minister or person in charge for support and advice
2. Avoid placing yourself and your co-workers in compromising situations and protect yourself from actions that may be misconstrued.
3. Support your colleagues, and develop good relationships with them.
4. Report to the Minister or person in charge any anxieties you have regarding questionable behaviour of any person participating in children's programmes. This is to safeguard the integrity of leaders from potential accusations of abuse.

Approved by Elders March 2023

RECRUITMENT AND APPOINTMENT POLICY for Children's Ministry

Process for Appointment of Volunteer Staff

1/ The Children's Ministry team may be approached by volunteers or will approach volunteers as required. All volunteers will be asked to complete an APPLICATION FORM, including supplying two referees and declaring that they do not have a criminal conviction, as well as a POLICE CHECK FORM.

2/ Applications will be processed by the Children's Ministry Leader with recommendations sent to the Ministry Leadership Team for approval. The process will be confidential to the parties involved.

3/ Pastoral care of situations where people are turned down for leadership, and the hearing of complaints about unfairness in appointment processes, will be dealt with by the Ministry Leadership Team.

4/ All persons dealing regularly with children or young people in a church- appointed position will receive orientation training in:

- *Safety and Protection policy and Code of Ethics guidelines for this church.*
- *Job description - clear understanding of their 'duty of care'*
- *Code of conduct - clear understanding of responsibility, limits of responsibility and expectations of their work and behaviour*
- *PCANZ Warrant of Fitness Training- every three years*

Approved by Elders March 2023

PROCESS FOR APPOINTMENT OF PAID STAFF:

1/ After wide consultation and assessment of needs, a job description for a paid position will be developed by the Ministry Leadership Team and approved by the Council of Elders.

2/ The job will usually be advertised. Applicants will supply a CV and two or three referees which will be checked.

3/ Interviews will be held with the shortlisted applicants (no more than 3) and a recommendation will be made from the interviewing group to the Council of Elders for final approval.

4/The successful applicant will complete the police check procedure as outlined in this policy. He/she will also read and agree to the Safety and Protection policy, the Code of Ethics guidelines and the Code of Conduct for this church. The offer of appointment is conditional on the results of the police check and time must be allowed for this.

Approved by Elders March 2023

VOLUNTEER APPLICATION FORM

To work with children or young people
At East Taieri Church

Position applied for: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name and contact details of two referees

1. _____

2. _____

(It would be helpful if one of these understood your Christian involvement and one knew you in an employment situation. If you are new here please make one of these the minister or leader of your previous congregation)

Briefly describe what experience you have had working with children/ young people:

I have/have not been convicted of any criminal offence involving violence or sexual abuse.

I will attend a PCANZ Warrant of Fitness Training Course every three years.

Signature: _____

VOLUNTEER REFERENCE CHECK FORM

Referee telephone check (at least two referees should be contacted prior to appointment)

Applicant: _____

Check done by: _____

Date: _____

Position applied for: _____

Referee Name: _____

Address: _____

Telephone: _____

Relationship to applicant: _____

How long has known applicant: _____

Suitability for position: _____

Communication effectiveness: _____

Related experience: _____

Strengths/Weaknesses: _____

Reliability/Trustworthiness: _____

Any concerns: _____

Relevant details about applicant's background: _____



Presbyterian Church of Aotearoa New Zealand

POLICE CHECK POLICY

Anyone who works with children, youth and families must undergo a police check prior to their appointment.

The mandate for this comes from the minutes of General Assembly 2006 section 06.047 h

The rationale for this mandatory requirement for a police check for lay workers in positions with pastoral responsibilities is that it is one way in which the Church can minimise, though not necessarily eliminate, the likelihood of more vulnerable members of society being put at risk by individuals whose behaviour may be detrimental to others' safety and wellbeing.

The requirement for police checks to be done does not exempt Sessions/Parish Councils/Trusts and Presbyteries/UDCs from working through thorough recruitment and appointment processes.

Sessions/Parish Councils/Trusts and Presbyteries/UDCs should, as part of the application process, obtain appropriate consents and declarations from all prospective appointees.

(See *"Sample declaration form for prospective lay workers"*). If applicants are not willing to sign this form then they should not be interviewed or appointed.

Applicants should be asked to supply the names and contact details of 2-3 people who may be approached as confidential referees. Sample questions for referees and further information is available from the Presbyterian website: www.presbyterian.org.nz under employment.

Following an interview, the successful applicant should be asked to fill in an official consent form for police check.

The police check process takes time: a month needs to be allowed from the date of submitting the application online. It may be done more quickly but your time frame must allow the month.

If an offer of appointment is made prior to the results of the police check being known the offer can only be conditional and is subject to the result of the police check.

If the police check does reveal that a person has criminal convictions that need not automatically preclude the person being appointed.

The operative regulations in the Book of Order are 86A and 86B, as amended by the 2002 General Assembly.

Approved by Elders March 2022

PROTECTIVE BOUNDARIES POLICIES

Including:

- Policies to ensure Physical, Psychological and Sexual Safety
- Policies for identifying abuse, dealing with disclosures of abuse and recording, responding and reporting child abuse
- Child management policies

VULNERABLE CHILDREN'S ACT 2014 OVERVIEW

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**

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

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

DEFINING AND IDENTIFYING ABUSE AND NEGLECT

The Oranga Tamariki 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, bullying, 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. It may also include discrimination on the grounds of cultural practices, ethnicity, gender or sexual orientation.

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 pornography such as sexual images, sexual activities and sexual behaviours.

Those in the Church (voluntary and paid) with responsibility for children and young people should be aware of their 'duty of care' which precludes developing a sexual relationship with or grooming of a child. A sexual relationship between a leader 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.

Family Violence:

Family Violence can take many forms and includes not only acts of physical violence, but also intimidating behaviour such as threatening to harm people, pets or property.

Children are always affected either emotionally or physically where there is family violence even if they are not personally injured or physically present.

Indicators of Abuse

The indicators for child abuse and neglect fall into three general categories or indicators – Physical, Behavioural and those related to the Caregiver.

Physical Indicators: Injuries to a child that are severe, occur in a pattern or occur frequently. These injuries range from bruises to broken bones to burns or unusual lacerations and are often unexplained or inconsistent with the explanation given.

Behavioural Indicators: The child's actions, attitudes and emotions can indicate the possibility of abuse or neglect. Behavioural indicators alone are much less reliable than physical indicators, as a child's behaviour may be the result of a variety of other problems or conditions. When observing changes in behaviour, look for the frequency and pattern of the new behaviour, as well as a child's age and stage of development. For example, it is normal for younger children to be wary of adults, as they may have been taught not to talk to strangers. Look for a combination of physical and behavioural indicators.

Caregiver Indicators: Caregivers who abuse, neglect or exploit children are either unable or unwilling to provide care and protection in an appropriate way. Those who are unable to provide care and protection may be physically unable due to their own medical or health condition. They may be overly stressed, tired or working under the influence of drugs or alcohol which limits their abilities. Caregivers who are unwilling to provide children with the appropriate level of care and protection are more aware that what they are doing is wrong but continue to act in that way. These caregivers may not view the child as someone who has feelings and emotions and often have the need to control others or have displaced aggression towards weaker persons.

The indicators alone do not prove child abuse or neglect. Likewise, the absence of indicators does not exclude the possibility that abuse is occurring. If there are any concerns, seek advice from your Health and Safety Officer, Team Leader or Oranga Tamariki.

Physical Abuse Indicators

o **Physical Indicators:**

- Bruises, welts, cuts and abrasions
- Burns - small circular burns, immersion burns, rope burns etc.
- Fractures and dislocations - skull, facial bones, spinal fractures etc.
- Multiple fractures at different stages of healing
- Fractures in very young children

o **Behavioural Indicators:**

- Inconsistent or vague explanations regarding injuries
- Wary of adults or a particular person
- Vacant stare or frozen watchfulness
- Cringing or flinching if touched unexpectedly
- May be extremely compliant and eager to please
- Dresses inappropriately to hide bruising or injuries
- Runs away from home or is afraid to go home

- May regress (e.g. bedwetting)
 - May indicate general sadness
 - Could have vision or hearing delay
 - Is violent to other children, or to animals
- o **Caregiver Indicators:**
- Inconsistent or vague explanations regarding injuries
 - May appear unconcerned about the child's wellbeing
 - May state the child is prone to injuries or lies about how they occur
 - Delays in seeking medical attention
 - May take the child to multiple medical appointments and seek medical treatment without an obvious need

Emotional Abuse Indicators

o **Physical Indicators**

- Bed wetting or bed soiling with no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Non-organic failure to thrive
- Pale, emaciated
- Prolonged vomiting and/or diarrhoea
- Malnutrition
- Dressed differently to other children in the family

o **Behavioural Indicators:**

- Severe developmental lags without obvious physical cause
- Depression, anxiety, withdrawal or aggression
- Self-destructive behaviour. This can include self-harm, suicide, alcohol and drug abuse
- Overly compliant
- Extreme attention seeking behaviours or extreme inhibition
- Running away from home, avoiding attending at school
- Nightmares, poor sleeping patterns
- Anti-social behaviours
- Lack of self esteem
- Obsessive behaviours
- Eating disorders

o **Caregiver Indicators:**

- Labels the child as inferior or publicly humiliates the child (e.g. name calling)
- Treats the child differently from siblings or peers in ways that suggest dislike for the child
- Actively refuses to help the child
- Constantly threatens the child with physical harm or death
- Locks the child in a closet or room for extended periods of time
- Teaches or reinforces criminal behaviour
- Withholds physical and verbal affection
- Keeps the child at home in role of servant or surrogate parent
- Has unrealistic expectations of the child
- Involves the child in adult issues such as separation or disputes over the child's care
- Exposes the child to situations of arguing and violence in the home

Sexual Abuse Indicators

o Physical Indicators:

- Unusual or excessive itching or pain in the genital or anal area
- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or stools
- Sexually transmitted infections
- Pregnancy
- Discomfort in sitting or fidgeting as unable to sit comfortably

o Behavioural Indicators:

- Age-inappropriate sexual play or language
- Bizarre, sophisticated or unusual sexual knowledge
- Refuses to go home, or to a specific person's home, for no apparent reason
- Fear of a certain person
- Depression, anxiety, withdrawal or aggression
- Self-destructive behaviour. This can include self-harm, suicide, alcohol and drug abuse
- Overly compliant
- Extreme attention seeking behaviours or extreme inhibition
- Dresses inappropriately to hide bruising or injuries
- Eating disorders
- Compulsive behaviours

o Caregiver Indicators:

- May be unusually over-protective of the child
- Accuses the child of being sexually provocative
- Misuses alcohol or drugs
- Invades the child's privacy (e.g. during dressing, in the bathroom)
- May favour the victim over other children

Neglect Indicators

o Physical Indicators:

- Dressed inappropriately for the season or the weather
- Often extremely dirty and unwashed
- Severe nappy rash or other persistent skin disorders
- Inadequately supervised or left unattended frequently or for long periods
- May be left in the care of an inappropriate adult
- Does not receive adequate medical or dental care
- Malnourished - this can be both underweight and overweight
- Lacks adequate shelter
- Non-organic failure to thrive

o Behavioural Indicators:

- Severe developmental lags without an obvious physical cause
- Lack of attachment to parents/caregivers (insecure attachment)
- Indiscriminate attachment to other adults
- Poor school attendance and performance
- Demanding of affection and attention
- Engages in risk taking behaviour such as drug and alcohol abuse

- May steal food
- Poor social skills
- No understanding of basic hygiene

o Caregiver Indicators:

- Puts own needs ahead of those of the child
- Fails to provide for the child's basic needs
- Demonstrates little or no interest in the child's life - does not attend school activities, social events
- Leaves the child alone or inappropriately supervised
- Drug and alcohol use
- Depression

Family Violence Indicators

o Indicators in the tamariki or rangatahi:

- Physical injuries consistent with the indicators of Physical Abuse
- Absenteeism from school
- Bullying or aggressive behaviour
- Complaints of headaches or stomach aches with no apparent medical reason
- Talking or describing violent behaviours

o Indicators in the Victim:

- Physical Injuries including: bruising to chest and abdomen, injuries during pregnancy
- Depression and/or anxiety
- Inconsistent explanations for injuries
- Fearful
- Submissive

o Indicators in the Offender:

- Isolates and controls partner and children
- Threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children
- Minimises and denies own behaviour, or blames victim for the perpetrators own behaviour

Approved by Elders 4th April 2023

DEALING WITH DISCLOSURES OF ABUSE, RECORDING, RESPONDING AND REPORTING SUSPECTED ABUSE:

Children do not generally have the power to stop abuse. They rely on others to help them. We must act in their best interests and take all reasonable steps to ensure their safety. Our legal obligation is to report suspected or disclosed child abuse.

Child abuse can involve ongoing, repeated or persistent abuse, or it may arise from a single incident.

Child abuse can occur in many different settings and forms and may come to light in a variety of different ways. These can include, but are not limited to:

- o Direct or indirect disclosure by the child or someone known to the child;
- o Suspicions of abuse by those involved with the child;
- o Allegations and/or direct observations or signs displayed in the child's physical or emotional behaviour;
- o Direct witnessing of abuse.

When disclosures of abuse come directly from a child, it is important that leaders take what the child says seriously. This applies irrespective of the setting, or their own opinion on what is being said. When a child tells a leader what has been happening to them, or when they witness or suspect child abuse, it is important that the leader, as the adult, remains calm and confident. It is also possible that an adult may disclose their concerns about abuse happening to a child they know.

The steps below will help leaders respond to any disclosure that a child or adult makes to them, or any concerns that they have for a child's safety.

RESPOND: Respond to the person (adult or child) –Accept without judgement what they tell you and/or what you see. Leaders must:

- stay calm
- listen and hear
- give time to the child or adult to say what they want
- reassure them that they were right to tell
- tell the child or adult that they are being taken seriously and that they are not to blame
- explain that you may have to pass on what the child or adult has told you as soon as you are aware that the child is making a disclosure
- give an age appropriate explanation to a child of what the child can expect to happen next
- Record in writing what was said as soon as possible, using the child's own words where possible.
- Report the concern to the appropriate statutory agency, in consultation with the Child Protection Officer.

Leaders must not:

- make the child repeat the story unnecessarily
- promise to keep secrets
- enquire into the details of the alleged abuse, this is a specialised job for the Police or Oranga Tamariki
- ask leading questions

SAFETY: Ensure the safety of the child. Always take action in the short term to ensure the immediate safety of the child. This will mean contacting Oranga Tamariki (0508 326 459) or the Police (111) if a leader thinks there is an immediate risk to the child.

RECORD: Record immediately all initial statements, observations and concerns to avoid misinterpretations or confusion at a later date.

REPORT: If a leader has ANY concerns, inform the leaders supervisor or the churches Child Protection Officer as soon as possible so that these concerns can be reported to Oranga Tamariki (0508 326 459) or the Police (111). Oranga Tamariki are going to want to know the child's name and address, and any details about the abuser. If the leader is unsure, err on the side of caution and contact the leaders supervisor or Child Protection Officer immediately.

Note: Oranga Tamariki take our safety seriously too. When we report a concern they will ensure that we are not mentioned in any communication with the family being investigated.

RECORD: All conversations and actions taken are to be kept securely in the Child Protection Register, this is a confidential paper and or electronic file that only key staff, leaders and the churches Child Protection Officer can have access to. All decisions, including if the concern does not require notifying Oranga Tamariki or the Police, must be recorded in writing and kept securely in the Child Protection Register with the reasons clearly identified and explained. Effective documentation, including referrals and notifications, must include the following:

- o A record of facts, including observations, with time and date
- o What was said and by whom, using the person's words
- o What action has been taken, by whom and when

FOLLOW UP: If a leader has told the person they believe is responsible for taking action and they do not act, the leader should take further action themselves. This includes following up with Oranga Tamariki to ensure appropriate actions are being carried out.

SUPPORT: Leaders should seek support for themselves. Responding to a child protection issue can be stressful.

It's not the job of leaders, team leaders or church child protection officers to investigate to decide if abuse really is happening. It is the job of leaders, team leaders and church child protection officers to simply report any concerns they have. It is the job of the Police and Oranga Tamariki to investigate and decide on any appropriate support or actions.

All concerns or allegations of abuse must be reported to Oranga Tamariki and /or the NZ Police.

Approved by Elders 4th April 2023

CHILD BEHAVIOUR MANAGEMENT POLICY

Children attending respect each person (child or adult) they have contact with

'LOVE YOUR NEIGHBOUR AS YOU LOVE YOURSELF' Matthew 19:19

Children's behaviour, and response of leaders and helpers to this behaviour, is guided by this Scriptural principle:

1. Examples of Unacceptable Behaviour

- Physically and verbally hurting another person.
- Damaging or defacing property or equipment.
- Inappropriate language
- Not listening to caregivers

Handling of Unacceptable Behaviour

Explain to the child why their behaviour is unacceptable (cite the rule to remind them of the behaviour guideline).

Show them the proper way to behave.

Praise the proper behaviour when it occurs.

If this does not change the behaviour or the behaviour is sufficiently serious, the leader will:

- Take or send the child back into church to sit with an elder or their parent as appropriate.
- Provide comfort and reassurance, if appropriate, to the other children.
- Re-inforce what is acceptable behaviour

Handling Persistent Unacceptable Behaviour

Keep a record of incidents.

Inform parents of incidents and actions taken.

Seek advice.

2. Disciplining Principles

Always focus on the behaviour not the person.

Maintain the child's self esteem at all times.

Never smack.

Do not shout.

Maintain confidentiality.

Approved by Elders 2 May 2023

PROTECTING CHILDREN AND ADULTS POLICY

None of the following behaviours are acceptable:

Physical Abuse

Physical abuse is a non-accidental act on a child that results in physical harm. This includes, but is not limited to, bullying, 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. It may also include discrimination on the grounds of cultural practices, ethnicity, gender or sexual orientation.

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 pornography such as sexual images, sexual activities and sexual behaviours.

Those in the Church (voluntary and paid) with responsibility for children and young people should be aware of their 'duty of care' which precludes developing a sexual relationship with or grooming of a child. A sexual relationship between a leader 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.

To protect both children and adults the following procedures are followed:

- Leaders and helpers attend a PCANZ Warrant of Fitness Course
- We have sufficient teachers/caregivers/leaders for the number of children and restrict the number of children if the child/adult ratio is inappropriate. This ratio varies depending on the situation of risk.
- Teaching is conducted in an open environment to which parents have free access.
- Visitors are not allowed access to children without the supervision of an approved worker.

Protection of Children from Other Children:

Some children may exhibit inappropriate behaviour towards other children in the group eg.

- a) Emotional abuse eg. Taunting
- b) Physical abuse eg. Bullying
- c) Sexual abuse

No form of physical, psychological or sexual abuse is acceptable.

Where any child persistently abuses other children his/her parents will be asked to withdraw the child from the programme.

To Help Protect Adults Working With Children:

- We provide sufficient support mechanisms and resources, material, financial and human, to minimize risk.
- We provide legal advice and protection for all staff.
- We provide training in how best to interact with children including:
 - a) Clear perception of leadership role
 - b) Boundary issues
 - c) Leaders are required to attend at PCANZ Warrant of Fitness Course

Approved by Elders 2 May 2023

POLICY RE CHILDREN WITH SPECIAL NEEDS OR DISABILITIES

Children with special needs will be included in the programme, providing that the supervisor is confident that the child's needs can be catered for without negatively affecting the other children.

Full information about the child's requirements including medication, diet and supervision, must be obtained from the parents in legible writing and included with the child's enrolment form.

It is the coordinator's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and they feel confident to provide the necessary care.

If the child requires further special aids, for example modified facilities, extra staff or staff training, the Coordinator will consult with the Ministry Leadership Team who will consult with the parents/caregivers to decide if the programme can cater for the child.

Each case will be considered individually and every effort will be made to include the child within the limits of the resources of the programme.

Approved by Elders 2 May 2023

COMPLAINTS PROCEDURE

Parents wishing to lodge a complaint are asked to speak to the supervisor of the programme.

If the supervisor is unable to deal with the complaint immediately she/he will make an appointment with the parent.

The supervisor will attempt to rectify the problem, but if a mutual agreement is not reached, a member of the Ministry Leadership Team will be called in and consulted.

If the complainant feels it is inappropriate to lodge the complaint with the supervisor of the programme, he/she may lodge a complaint with a member of the Ministry Leadership Team, who will call a meeting between the complainant and supervisor to attempt to resolve the issue.

All complaints are recorded and copied to the Ministry Leadership Team.

Complaints are usually few and minor and can be dealt with on the spot by chatting to the staff involved. Parents are encouraged to voice any queries or concerns they have.

PHYSICAL SAFETY POLICIES

SUPERVISION POLICY for SUNDAY MORNING PROGRAMMES

It is desirable that two leaders/ helpers are present at all times so that there is always someone with a group if a leader has to leave the room for any reason. If possible, the helper will be the opposite gender to the leader.

Staff are aware of who is at the programme and where children are at all times.

Children must ask permission from the leader to leave the room to either return to church or use the toilets.

The approved ratio of children to leader is 1:10 and 1:8 for trips or 1:6 for water and swimming activities. (As per PYM website)

All staff and volunteers counted for the staff/child ratio are 16 years of age or older.

The management and overall leadership is carried out by an adult (20 years or over).

On Sunday mornings, parents are responsible for their children until they leave the church service for their programme when the leaders will take over. When children come to church unaccompanied by an adult, the leader will try to arrange another family or an adult 'buddy' for them to sit with during church.

Officially children's ministry leaders' responsibility for the children finishes when people appear in the Fellowship Centre for morning tea, indicating that the service has ended. Children will be released for their morning tea too and this is the time when parents pick up responsibility. Supervision of indoor and outdoor play activities after church are the parents' responsibility.

Kidzown leaders will keep an eye on any unaccompanied children. If they are not collected, a responsible person will stay with the child while contact numbers are rung and transport home arranged.

Written risk assessments and permission slips are completed before any excursion takes place.

Approved by Elders June 2023

SUPERVISION PLAN for CHILDREN'S PROGRAMMES (ie Sugar & Spice, Holiday Programmes)

All Children's programmes are fully supervised at all times and children are within the sight and sound of the leaders.

Programme ratio of children to leader is 1:10 and 1:8 for trips or 1:4 for water and swimming activities. (As per PYM website)

The Programme Coordinator is in attendance at the programme.

All staff and volunteers counted for the staff/child ration are 16 years of age or older. Staff or volunteers under the age of 16 are actively supervised by a person over the age of 16 years at all times. (**This is seen as a training position**)

The management and overall site supervision is carried out by an adult (20 years or over).

Attendance records are kept for each session. These should be easily accessible to staff.

No child may leave the programme without the permission of a staff member.

Written risk assessments and permission slips are completed before any excursion takes place.

Approved by Elders June 2023

ENROLMENT PROCEDURE

When a new child or family comes to Kidzown or Pitstop they will be welcomed and asked to fill in an enrolment form including:

- Name, address, contact number, date of birth, school year
- Parents/ caregivers names, cellphone contact numbers, email contact
- Those authorised to pick children up
- Any health needs or allergies
- Any other information to ensure proper care
- Permission to take photos for use in newsletters, church publications, public newspapers, webpage, funding applications and photo boards.

When a child visits with a friend, they are under the responsibility of the family they come with and they wouldn't be expected to fill in an enrolment form for one visit, although basic emergency contact details will be recorded on the bottom of the roll.

A roll will be taken at the start of Kidzown or Pitstop, which will be the official record to be used in an emergency. It is the responsibility of the Kidzown or Pitstop leader to ensure the roll is carried outside in the case of an evacuation.

At the end of the Kidzown or Pitstop programme the children are to stay with their leader until a parent collects them, then they are the responsibility of the parent. Leaders will be informed of situations where someone is NOT allowed to collect a child.

Privacy note

This personal information will be used only for church purposes to do with the child's welfare and will be kept confidential to church staff and children's ministry leaders.

All personal information shared in discussion between staff and children's ministry leaders remains between those persons. Birthdays will be celebrated in Kidzown, Pitstop and possibly church, unless otherwise requested.

None of this information will be shared outside the church staff and children's ministry leaders without parents' consent. All forms will be stored securely in the church. They will be kept up to date by the church office or children's ministry leaders. When a child/ young person stops coming to this church's programmes, the forms will be destroyed.

CHILDREN'S MINISTRY: CHILD INFORMATION AND CONSENT SHEET

Name of child: _____

Date of birth: _____

Name of parent (s) _____

Name(s) of siblings: _____

Name of School: _____

School year: _____

Address: _____

Tel. no: _____

Mobile: _____

Emergency tel. no: _____

E-mail address: _____

Details of any known allergies (including any medication):

Please provide:

Details of medical or other support that may be required for your child's participation in activities:

Details of any information you feel would be helpful for the leaders to know about your child:

Is there any person who MAY NOT collect your child, that we need to be aware of?

-
- I understand that my child is not allowed to leave the programme unaccompanied and I will collect my child at the end of the church service.
 - I understand that my child will not be taken from the church building (eg on an outing) without my written consent.
 - I give permission for my child's details to be stored by the Church (this may be on computer) for children's ministry and associated use.
 - Should there be any change to the details given on this form, I understand that it is my responsibility to inform the leader.
 - In the unlikely event of illness or accident I give permission for emergency first aid or medical treatment to be given. In an emergency and if I am not contactable, I am willing for my child to receive hospital/medical treatment. I understand that every reasonable effort will be made to contact me as soon as possible.

Signed (parent/guardian): _____ Date: _____

HEALTH AND SAFE ENVIRONMENT POLICY

We aim to provide a safe and healthy environment at all times by ensuring:

- All surfaces and table tops are cleaned before and after food is served.
- Rubbish and discarded food is placed in the appropriate bins
- Cleaning agents and medicines are kept in cupboards inaccessible to children.
- Disinfecting of equipment is carried out frequently.
- Safety plugs are placed on unprotected power points.
- Electrical cords and appliances are regularly checked for safety.
- Fire and smoke alarms are installed.
- Adequate lighting is supplied.
- Floor coverings are firmly attached.
- Pathways are not obstructed by vegetation.
- Outdoor play areas are barked.
- There are no poisonous plants.
- Water for hand washing is at 50 degrees C.
- First Aid kit which is checked and replenished regularly is easily accessible at the church and on trips and key staff are trained in first aid.
- All areas are well supervised at all times.
- Gates and fences are child-proof.
- Play equipment is inspected regularly.
- Fire extinguisher and fire alarms are inspected regularly and earthquake procedures and fire drills are communicated and practiced.
- A child abuse management policy is in place.
- Children are encouraged to dress appropriately for outdoor excursions.
- Sick children are sent home.
- Staff are aware of children's medical problems, medication, allergies and disabilities.
- Children wash their hands after going to the toilet and before all meals.
- Staff are aware of safety guidelines.
- Permission is gained in writing to take children on trips.
- Children are seated safely when using public and other means of transport.
- Children are instructed clearly before commencing trips or other projects.

NB: Some of these policies apply to situations beyond Sunday mornings but have been included for any future programmes and activities.

Approved by Elders July 2023

ON-SITE RISK ASSESSMENT AND MANAGEMENT POLICY

The Programme Coordinator is required to check the premises (indoor and outdoors) each day for risks using the hazard check list.

Identified risks are to be reported to staff immediately and minimized as far as possible.

Risks requiring maintenance are to be reported to the Parish Manager within 24 hours.

All staff will take responsibility for reporting potential hazards to the Coordinator as they arise.

OFF-SITE RISK ASSESSMENT AND MANAGEMENT POLICY

For off-site excursions, the Programme Coordinator is required to assess the risks of the venue/facilities, develop strategies to minimise them and draft an emergency management plan in the event of an accident happening, using the RAMS form.

The RAMS form is to be filed in case it needs referring to at a later date by staff or Worksafe NZ.

Approved by Elders July 2023

DAILY VENUE/ HAZARD CHECKLIST

Use this checklist before programme starts.

Let the Parish Manager know if there are any hazards that can't be eliminated or minimised.

Toilets	Rooms	First Aid Kit	Equipment	Outside
Check Toilet Paper Supplies	Check floors for spills	Check that it is where it should be in the kitchen	Ensure all equipment being used is safe	Check for any rubbish or broken equipment
Ensure toilets are clean	Check for any hazardous materials or equipment	Check that there is an icepack in the small kitchen fridge, freezer compartment		Check that all gates are closed if small children are around.
Ensure floors are dry	Check for any small things young children could choke on			
	Check that furniture is stacked safely			
	Remove any rubbish			
	Check safety plugs are in electrical sockets – there are spares in the office if required			
	Remove any falling hazards ie: flowers on top of flower stands			

EMERGENCY RESPONSE PLAN

It is important that all ministry leaders and church facility users are aware of the evacuation procedures in the event of a fire or earthquake.

OUR RESPONSE

In the event of a fire:

- We will immediately leave through exterior doors and assemble at Glebe Hut at the top of the driveway – this is the hut where the lawnmower is stored, beside the container. If at the Hub, assemble on the school field.

Ministry leader, Service leader, or user group leader to delegate tasks including:

- Press 7 and 9 on alarm pad if alarm **hasn't sounded**. AEC Monitoring will phone 111, but you can also ask someone to phone 111.
- Evacuate people out of nearest exit and take roll of participants (if applicable e.g. if it involves children or youth for which a roll exists).
- Check additional rooms e.g. bathrooms for participants.
- Activate fire extinguisher if needed.
- Join group at evacuation point and report building is empty.
- No one may leave the muster zone until instructed to do so by ministry leader, service leader or user group leader.

MEANS OF ESCAPE TO BE MONITORED

Checks of the means of escape will be undertaken at regular intervals to ensure that:

- They are kept clear of obstacles at all times.
- Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving the building at any time.
- Smoke control and fire stop doors are kept closed.
- Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.
- Flammable liquids or materials shall not be stored near or within any part of the building used as a means of escape from fire.

In the event of an earthquake: Stay inside the building until it is safe to exit.

CHILDREN AND YOUTH

- We will keep children and youth at the programme until able to be released to a parent (or person designated by the parent).
- We will hold an up-to-date record of names and numbers of guardians/carers to be contacted in the event of an emergency.
- It may be necessary to close the programme if we are unable to provide support to children, youth and leaders to remain with children until released into care of parent (or person designated by parent.) If the site needs to be evacuated we will leave a notice where practical, detailing when we left and the names of those who came with us.

Approved by Elders July 2023

LOCK UP PROCEDURES

It is important that there are consistent procedures for securing the premises, confidential material and safety of staff when locking up.

RESPONSIBILITIES:

The Parish Manager is responsible for:

- Ensuring people are aware of the procedures when locking up the premises and when working alone
- Providing a policy which outlines the lock up procedures
- Making sure all people are aware of their responsibilities when securing the premises

PROCEDURES:

- Ensure that all external doors are locked when leaving the building – in particular check the door near the toilets, the door out into the playground, the bi-fold doors in Kiwi Room and the office foyer doors.
- Ensure that big blue doors at the front of the church closed and locked.
- Ensure that the internal doors into the church auditorium are closed and locked.
- Ensure that all windows are closed.
- Check that the toilets are vacated, windows are closed and lights are off.
- Ensure Alarm is set (if applicable).

EXTERNAL CONTRACTOR HEALTH AND SAFETY AGREEMENT:

All contractors contracted by East Taieri Church to carry out work on the school premises must comply with the health and safety procedures, and requirements as laid out in the Health and Safety at Work Act 2015.

East Taieri Church reserves the right to inspect the work at any stage. In the event of failure to comply with the Health and Safety at Work Act 2015, East Taieri Church may ask that the work be stopped until any such failure has been rectified.

The church shall not be liable for any costs or loss sustained by the contractor attributable to rectifying any breaches to these rules.

(Name of Contractor and address)

The Contractor hereby acknowledges that:

Injury Reporting – All notifiable injuries or near miss incidents as defined by statute (including dangerous occurrences product contaminations and potential hazard situations must) be reported to the parish manager and logged in the injury register. Injuries are to be treated by qualified first aiders or experienced medical workers and records of treatment maintained.
Sub Contractors – Contractors are responsible for ensuring that any sub-contractors they may appoint may receive a copy of this document and comply with the conditions therein. Sub-contractors working on sites will be supervised by a designated supervisor.
Emergency Evacuations – Contractors must ensure they and their workers are familiar with East Taieri Church emergency evacuation procedures as displayed throughout the premises, and comply with evacuation instructions given by fire wardens in the event of an emergency evacuation.
Access – No action will be taken by you, the contractor, or any of your workers to restrict or obstruct access to and from normal places of work and the passage of people and/or vehicles, unless permission is obtained from the parish manager; to emergency apparatus e.g. fire fighting equipment, and emergency exits.
Dust and Fume Control – Contractors must inform the health and safety coordinator of all processes that produce dust or fumes, and all statutory provisions must be undertaken
Hazardous Material – Contractors must inform the parish manager of processes or materials of a hazardous nature connected with the contract works prior to the commencement of such work. The contractor must provide secure storage for any such materials. Any storage must comply with legislative requirements
Warning Signs and Notices – Suitable warning signs must be displayed warning of potential hazards.

Security – All contractors are expected to wear company identity badges whilst on site, and register with reception

Statutory Regulations – Contractors must meet each and every one of the obligations imposed on them by statute, statutory regulations, or local authority bylaws, including amendments and replacements to them

Disclaimer – East Taieri Church shall under no circumstances be liable for any loss, damages, compensation, cost or injury sustained by a contractor or any other person if such loss, damage, compensation, cost or injury is attributable either wholly or in part to the failure by such persons to observe these rules. The contractor will provide a copy of previous work history upon request

Declaration

I hereby agree that I have read and understand the above conditions, and both my workers and I will comply with all health and safety standards as required.

Signed: _____

On behalf of: _____

Date: _____

WORKING BEE CHECKLIST

It is important to keep all of our volunteer workers safe at Working Bee's.

Preparation before the day:

- Identify tasks that need to be completed.
- Organise sufficient numbers of people.
- Organise correct tools for the job, ensuring that they are in good working order.
- Organise safety equipment if required.
- Ensure food and refreshments are provided.

On the day:

- Brief all volunteers, advising them of the jobs required, safety requirements – including any hazards, who to report to, how to fill out an incident report, where the first aid kit is and who is first aid trained.
- Ensure that volunteers are fit for the job they are doing – eg the oldest volunteer shouldn't be lifting the heaviest tables etc.
- Ensure volunteers understand what is required.
- Schedule regular breaks.
- Provide sunscreen if required.

End of day:

Review practices – what could have been done differently?

ALCOHOL, SMOKING, VAPING AND DRUGS POLICY

The use of alcohol and drugs, (non medical), including smoking and vaping, causes addiction and diseases and greatly impairs the ability and the judgment of the individual.

Medication should be taken only by the person for whom it has been prescribed. Written consent to administer medication to children (if required) should be sought from parents/guardians.

East Taieri Church is committed to maintaining an alcohol-free environment within Church premises and its grounds. An exception applies where alcohol is used for the purposes of toasts at celebratory events.

All reasonable and practicable steps are to be taken to ensure that no person consumes alcohol within East Taieri or its grounds at any time or any day; nor at any official church activity such as worship events, camps, etc.

The use of alcohol at Church functions held at other premises is prohibited unless prior approval has been provided by Leadership Team and is only to be consumed in moderation.

Organisations or individuals using church facilities must agree to comply with this alcohol – free policy as a condition of use.

In the case of breaches to this policy, then in the first instance notify the designated leader in charge. The leader is required to report this matter to the Parish Manager.

All Church buildings are strictly NO SMOKING, including vaping.

Approved by Elders August 2023

Approved by Elders August 2022

USE OF CANDLE POLICY

Candles are a fire risk.

The church premises are valuable and historic buildings that are treasured by our worshippers and the public of our community. We wish to preserve and maintain them in their present state.

During well attended services and functions candles can be a risk to the well-being of those in attendance.

Wax from candles can damage floor coverings and upholstery.

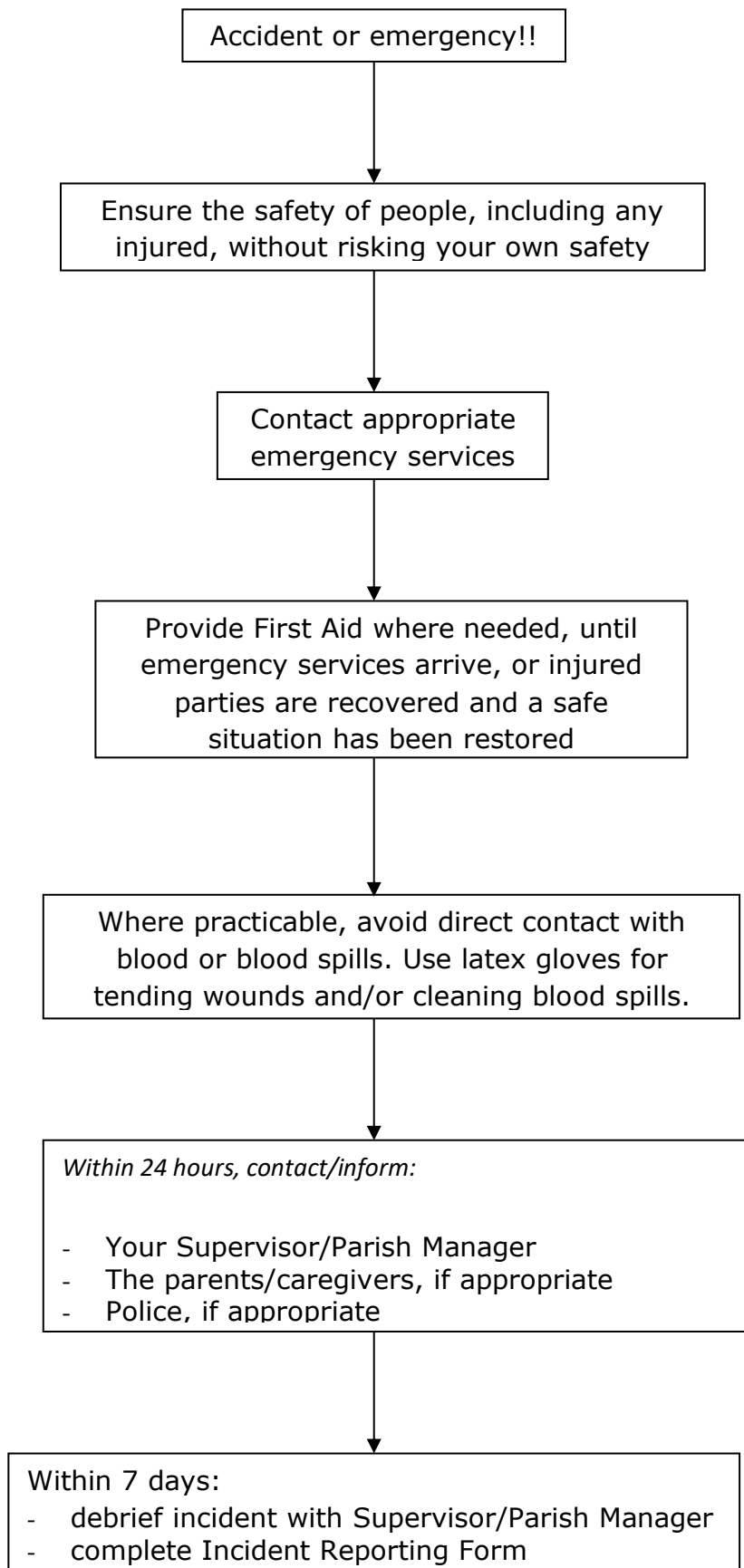
Within the main church worship areas, lit candles can only be used in the sanctuary area and with appropriate care eg sand barriers for standing candles in, or candles placed in well balanced solid holders.

In other areas of the church complexes lit candles may only be used as part of table decorations and should be held in secure well balanced candle holders.

Any naked flame apparatus is not to be used in the Church complexes other than already mentioned.

Approved by Elders August 2023

ACCIDENT AND EMERGENCY PROCEDURE



FIRST AID PROCEDURES:

A copy of this document should be placed in all first aid kits.

- Wash hands and lower arms thoroughly before and after treating patient.
- Surgical gloves must be worn before dealing with any wound involving blood.
- Gloves and other materials that have come into contact with blood should be placed in a plastic bag, sealed and placed in appropriate rubbish bin.
- Wash wounds
- Cover wound as necessary.
- Record all first aid administered in the First Aid notebook. (One in each kit)

First aid kits are kept:

1. In the Pantry cupboard in the kitchen at East Taieri Church
2. In the cleaning cupboard in the kitchen at the Hub
3. In each of the Youth East Taieri vans

An Ice Pack is kept in the catering freezer in the store room at East Taieri Church

First Aid Kits are kept up to date by the church office. Please let the office know if supplies are low.

HYGIENE POLICY

- Always Wash Hands before:
 - Preparing food
 - Eating
 - After using the toilet
 - Before and after giving first aid

- Always wear adequate footwear to prevent puncture wounds to feet.

- Ensure cuts and grazes are covered.

- Wear disposable gloves when giving first aid or dealing with faeces or blood. Gloves should be disposed of after one use in an appropriate rubbish bin.

- Blood spills should be mopped up with paper towels, then cleaned thoroughly.

- Soiled instruments should have excess blood or faeces rinsed off in running water, before soaking for twenty minutes in bleach solution.
 - Please use the tub or bucket in the store room, or basin in one of the toilet areas.
 - Please do not use the kitchen area for cleaning up blood and faecal matter.

Extra hygiene and cleaning measures relating to Covid 19 to be in place at different alert levels – see Covid 19 policy for more details.

Approved by Elders September 2022

MEDICATION POLICY

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

No other medication will be administered without parent approval.

Parents are asked to alert staff to any medical conditions, allergies or medication requirements on the enrolment form.

Parents requiring their children to receive medication should complete the Medication Consent Form.

Any medication administered is to be recorded by the programme leader.

Approved by Elders September 2022

MEDICATION CONSENT FORM

I give consent for medication to be administered to:

Please supply details of medication and dosage etc:

Note: Please hand any medication directly to the Programme Supervisor

Signed (parent, caregiver) _____ Date: _____

MEDICATION ADMINISTERED RECORD

Details to be completed by Supervisor:

Date	Time	Administered to:	Name of Medication	Dosage	Administered by (2 people)

REPORTING ACCIDENTS AND INCIDENTS POLICY AND FORM

An incident that requires reporting is any event which involves 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 leaders of our "Code of Conduct"**
- **behaviour or circumstances which threaten the safety of leaders or programme participants**
- **complaints**
- **unresolved disputes**
- **allegations of misconduct or abuse by our staff and leaders**

Incidents and accidents should be reported and recorded in writing by the leader, to the Parish Manager within 24 hours. Incidents and accidents can be reported by email or phone with the following details included:

- Name of person reporting incident
- Date Reported
- Type of incident ie Accident/Personal Injury/Safety Concerns/Complaint/Other
- Date/s of incident
- Incident/issue description
- Who was involved
- Where did it happen
- What happened
- Names of witnesses
- How did you respond to/deal with the people involved?
- Give details of follow-up with parents/caregivers if required
- What might need to be done to avoid this type of incident or accident from happening again

Any serious incident or accident needs to be reported to the Senior Pastor, or Associate Pastor asap and within 24 hours, by phone, to ensure that pastoral care can be provided.

Any accident requiring hospital treatment will be reported to Worksafe, by the Parish Manager.

Approved by Elders September 2022

EDUCATION

EDUCATION:

FOR LEADERS

Those working with children will have a clear understanding of the Safety and Protection policy. As outlined in the Appointment and Recruitment policy, orientation and training in regard to these policies will be carried out with all new staff and at the beginning of each new year. This will be organised by the programme leaders.

FOR CHILDREN, PARENTS, CHURCH MEMBERS

It is the responsibility of the Ministry Leadership Team and the children's ministry leaders, to assure and inform people of the policies in place to protect them.

Leaders will be initially introduced to the Safety and Protection policy when they start any new role in this area.

Children, Parents and Church Members will be informed that the policies are available from the church office.

REGULAR UPDATES

It is the responsibility of the Church Council and Ministry Leadership Team to ensure that this Safety policy is kept up to date with the latest policies and education/information sessions for all involved.

Wellbeing Policy

Rationale - Why we have this policy :

- To provide a set of guidelines and expectations for managing wellbeing and mental health (including stress and anxiety), in the workplace.
- To regularly monitor workloads and the general wellbeing of our team.
- We want ET and SHFT to have staff that thrive and enjoy coming to work.

Wellbeing:

Definition of wellbeing:

"Feeling good and functioning well" (Huppert, 2009).

Our workplace has a role in promoting, protecting and supporting our employees' wellbeing.

We recognise the experience of mental distress is common and that anyone can be affected at any stage of their lives. We are committed to supporting any employees experiencing mental distress.

If you are experiencing distress, we will do as much as we can to help you to stay at work and/or support your return to work when you are ready. Any health conditions or disabilities will be treated in confidence. We will never share any information about you unless you have agreed to it, and only to ensure your wellbeing and safety and that of those around you.

How we will achieve our rationale:

We will manage you in ways that promotes your wellbeing.

As your employer, we will do the following:

- Encourage a culture of openness – you can speak up about any concerns at any time and know you will be heard.
- Make sure you feel supported to seek help for any issues or distress.
- Make sure you understand what is expected of you at work – in your work tasks and acceptable behaviour.
- Check in with you at agreed times to ensure your workload is manageable, and to discuss any issues.
- Offer flexible work practices wherever possible and/or legally required.
- Support opportunities for professional skills development and growth.
- Employ and promote you based on your abilities, rather than any perceived disabilities.
- Not tolerate bullying, harassment, or discriminatory behaviour.
- Encourage you to seek regular supervision.
- Facilitating training
- Provide up-to-date and accessible information on stress.

- Making some free counselling available for workers where appropriate.

Encouraging positive actions

To maintain a healthy workplace we will:

- consult with you and other staff about what workplace wellbeing means to you, and what initiatives you might like
- provide contact details for support services you can access easily and discreetly
- encourage you to take breaks, both to rest and to connect with others
- organise occasions for you to connect with other employees at and away from work
- encourage you to get outside during breaks, which is good for your wellbeing

For more information see the Hours of Work and Refreshment Policy, in Sharepoint for guidelines on how to manage healthy work life balance.

Help finding support

There may be times you need support to deal with difficult issues or to help someone close to you deal with theirs.

If you need support we will:

- encourage you to ask for help as early as possible to reduce the chances of problems growing
- do what we can to help you find the support you need
- allow you time off work to deal with issues, as set out in the sick leave section of your employment agreement
- encourage you to seek appropriate help if you know or strongly suspect an employee might harm themselves or needs help – or if you need help yourself.

You could also find support by:

- talking to your manager or a colleague for advice and support
- going to see your doctor or another health professional
- calling or texting 1737 to talk to a trained counsellor. This service is completely free and available 24/7.
- calling 111 if there is an immediate crisis.

Stay at work/return to work

We understand there are many reasons why you may need support coming back to work after time away from the workplace.

We also understand there may be times when some extra support or flexibility from us could help you stay at work during these times.

If you are away from work for any reason, we will keep communicating with you.

We will talk to you in ways you are comfortable and will work alongside your support people and health professionals (where appropriate) to see what changes we can make to help you come back to work or to stay at work.

What we agree will be supported by a return-to-work/stay-at-work plan.

When you are back at work

When you have returned to work, we will continue to talk to make sure the plan is working for both of us.

All details will be treated in confidence. We would share your information only after discussions with you, only with your consent, and only to ensure the wellbeing and safety of you and those around you.

Our expectations of you

You can do a lot to protect your own wellbeing at work.

Some ideas for managing your own stress are:

- Gratefulness
- Exercise
- Sleep
- Appetite
- Social connections
- Having space to process thoughts and feelings

As our employee, we expect you to:

- treat everyone with respect and civility
- speak up if you need help or support
- speak up about any bullying, harassment, or discriminatory behaviour you notice happening in our workplace. You can find a definition about bullying and harassment at

<https://www.employment.govt.nz/resolving-problems/types-of-problems/bullying-harassment-and-discrimination/bullying/>

- take your own steps to stay mentally healthy at work (eg taking rest breaks, speaking up if stressed)
- support workmates to speak up if they need help for anything affecting their mental health
- access support if you need it
- ask about options (eg flexible working arrangements, special leave) if you feel you need time away from work to manage your mental health.
- attend regular supervision appointments

- Managing your time and realistically prioritising tasks.
- Taking your annual leave regularly and not accruing more than 4 weeks of annual leave at any one time, unless agreed to by your manager.
- Taking leave accrued as time-in-lieu as soon as practicable.
- Not working excessively long hours for long periods of time.

Appendix:

Background Information:

Every day, individuals are confronted with a variety of demands or 'stressors'. These may arise from either personal sources such as ill-health, marital discord, family problems or financial uncertainty, or from institutional sources such as work overload or underload, role conflict, lack of control or physical environment. Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight, flight, or freeze).

The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well-directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes (e.g. cardiovascular disease or depression).

There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximises performance varies by individual and by task.

Common Signs of Stress:

- Headaches, feeling tired, or having difficulty sleeping.
- Worrying a lot, feeling tearful, feeling anxious and tense for no explained reason.
- Having difficulty concentrating, finding it hard to make decisions, making mistakes, forgetting things.
- Lower level of confidence
- Low tolerance, feeling impatient and irritable
- Increased reliance on substitution ie alcohol, screen time, withdrawal from usual social events, smoking, gaming etc

Categories:

Organisational stressors can be grouped into four categories:

1. Physical: The physical environment in which one works (e.g. temperature, office design, noise, lighting).
2. Task: The nature of the work itself, the specific activities assigned to the staff member (e.g. reception, pastoral work).
3. Role: The expectations that others have of one's role and its function within the organisation (e.g. conflicting or ambiguous expectations).
4. Interpersonal: The social, personal and working relationships that exist.

Prevention:

- Allow staff to participate in collaborative decision making.
- Allow staff to exercise as much autonomy and control as is practical.
- Provide training to enable work to be done most effectively.
- Consider job design, position descriptions and performance targets with the aim of reducing unnecessary stressors.
- Consult with workers to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

Early Intervention:

Managers to be aware of a change in the persons normal behaviour and functioning, as this could be a sign of increased stress. Managers need to get to know their staff and ask them direct if there are things they know that communicate to others they are feeling stressed. This informs the manager. This also makes it more personal and avoids managers and others making assumptions about people's behaviours.

- Act immediately if a staff member seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short-term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst other staff, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

To help reduce the impact of stress, use the Three R's:

- Refuel – looking after wellbeing and cultivating energy to refuel;

- We all face multiple demands on our time and energy. To keep moving, we need to have enough fuel to manage these demands on our time and energy.
- Resolve – identifying stressors and finding solutions that help resolve the causes of stress;
 - We may not be able to control the situation that triggers our stress response, or we may have multiple causes of stress. When the situation is out of our control, dangerous or has a traumatic impact, support and help from others is often needed. Find someone you feel safe to talk to or look at some of the supports available on the Getting help and advice fact sheet at www.mentalhealth.org.nz. For other stressors, we can explore what options we have to: change the situation, rethink the problem, or accept what has happened. This can involve:
 - Identifying our stressors and our stress reactions
 - Looking at protective factors and resources
 - Finding possible solutions and choosing the right ones for us
 - Planning, practicing and reviewing our success.
 At work there can be a range of situations teams and individuals find stressful, as well as external impacts on workers. Identifying what the issues and situations are that are impacting on stress levels and recognising the impacts will support effective problem solving.
- Relax – switching on the relaxation response to restore and rest;
 - No matter where our stress comes from, it is important to regularly ‘switch on’ our relaxation response so we can minimise the harm that long term stress can cause. We need to trigger this relaxation response to let our body recover.

More information about the Three R's can be found at www.mentalhealth.org.nz/assets/Working-Well

Christian Spiritual Disciplines that help with stress include:

- Prayer either alone, or with a prayer partner
- Solitude
- Silence
- Journaling
- Fasting
- God's Guidance/Spiritual Direction/Supervision
- Service
- Simplicity
- Worship
- Bible Reading

Approved by Elders October 2022

Harassment & Bullying Policy

PURPOSE

The purpose of this policy is to support a workplace that is free from harassment, discrimination and bullying. Any kind of harassment, discrimination or bullying are unacceptable. This is consistent with our underlying Christian principles including that all people are made in God's image and the gospel calls us to treat people with dignity and respect, as we would want others to treat us. (Gen 1, Matt 7:12, Col 3:12-14)

SCOPE

This applies to all workers and volunteers, whether at the workplace of East Taieri Church or out in the field at other workplaces, as the work requires.

HARASSMENT

Harassment occurs when a reasonable person is made to feel intimidated, insulted, or humiliated because of:

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/carer's responsibilities
- Or any other characteristic specified under anti-discrimination or human rights legislation

EXAMPLES OF HARASSMENT

- Telling insulting jokes about particular racial groups or genders
- Sending offensive or insulting emails
- Displaying offensive posters or screen savers
- Making derogatory comments about someone's race or religion

SEXUAL HARASSMENT

Sexual harassment includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment constitute an ongoing series of events, however legally, just one act can constitute harassment.

EXAMPLES OF SEXUAL HARASSMENT

- Making obscene or sexually suggestive remarks or jokes
- Intrusive enquires into a worker's private life
- Unwanted body touching or physically molesting a person

DISCRIMINATION

Discrimination occurs when someone or a group of people is treated less favourably or unfairly because of their:

- Disability
- Race or religion
- Age
- Gender including pregnancy, marital status, family/carer's responsibilities

This list is not exhaustive.

Workplace discrimination can occur during the following activities and circumstances:

- Recruitment and selection of workers
- Terms, conditions and benefits offered through employment
- Who is offered training and what sort of training is offered
- Who is considered and selected for transfer, promotion, retrenchment or dismissal

As well as being against the law, discrimination in the workplace is also against the organisations policies and values, and is prohibited.

WORKPLACE BULLYING

Workplace bullying is a form of harassment that, until recently, fell outside most current legal definitions of discrimination and harassment. It relates to a misuse or abuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace. It includes behaviour that intimidates, offends, degrades or humiliates a person, and is unreasonable in the circumstances.

EXAMPLES OF WORKPLACE BULLYING

Physical:

- Swearing
- Shouting
- Slamming doors

Psychological:

- Silent treatment
- Assigning meaningless tasks unrelated to the position
- Deliberately withholding information needed for effective work performance

BULLYING IS NOT...

Reasonable management action including:

- Setting reasonable performance goals, standards and deadlines
- Providing constructive feedback on work performance or behaviours
- Following counselling or disciplinary policies and procedures
- Differences of opinion
- Poor or bad management practices
- An interpersonal conflict
- A one-off incident (e.g., outburst of temper)

VICTIMISATION

Victimisation is defined as a person or group of people retaliating or making reprisals including dismissing or harming the employment of those who submit a complaint about harassment, bullying or discrimination. Victimisation is prohibited behaviour and persons who victimise others may be subject to prosecution similar to that for bullying or harassment.

DEFINITIONS

Bullying: means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s), even though it may not be unlawful.

Harassment: means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

RESPONSIBILITIES

The Senior Pastor and/or Parish Manager are responsible for:

- Providing a safe working environment free from discrimination and harassment

All workers are responsible for:

- Avoiding behaviours which may be perceived by others as bullying or harassment
- Raising concerns about any behaviours of other workers which they perceive as bullying and harassment
- Reporting harassment directly affecting them
- Helping create a safe working environment free from discrimination and harassment by reporting harassment directed towards other people within the workplace
- Ensuring they do not harass or discriminate against any person within the workplace

HARASSMENT REPORTING PROCESS

The process to report harassment, bullying or discrimination within the workplace is as follows:

1. Report to the Group or Programme Leader, Senior Pastor or Parish Manager, as soon as it occurs.
2. If you are not comfortable advising the Senior Pastor or Parish Manager, directly contact someone on the Ministry Leadership Team or an Elder.
3. An investigation into this behaviour will be actioned.
4. You will be advised of the process as it happens.

FURTHER SOURCES OF INFORMATION

<http://www.legislation.govt.nz/act/public/1997/0092/latest/DLM417078.html> - Harassment Act 1997

<http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html> - Human Rights Act 1993

<http://www.legislation.govt.nz/act/public/1961/0043/latest/DLM327382.html> - Crimes Act 1961

<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> - Privacy Act 1993

Approved by Elders 1st February 2022