



PROTECTION POLICY

Vulnerable Person's

Owner: Eden Church

This policy was authored by Jodi Wichers on 10/11/16.

This policy was updated 30/11/20.

The policy is due to be updated on 05/03/19.

It is consistent with Child, Youth and Family and Police guidelines and will be updated when new guidance is issued.

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The Eden Protection Policy

Vulnerable Persons

1. POLICY PURPOSE

- . The Vulnerable Person's Protection Policy ensures that The Eden's Children's Ministry meets legislative, ethical and professional standards in the process of working with children and young people.
- . This policy is also to ensure that staff and volunteers of Eden are not placed in a vulnerable position and are protected as much as reasonably possible from unfounded complaints.
- . This policy applies to all Eden Staff, Children's Ministry Leaders, Volunteers and Workers.
- . This policy is also for the purposes of ensuring safe practices for all people who engage with The Orchard.

2. POLICY

2.1 Children and Young People

- . It is the policy for all staff and volunteers of Eden to ensure that, to the best of their ability, children and young people are safe from physical, emotional and sexual abuse and neglect.
- . It is also the policy of Eden staff and volunteers to work within the Principles and Objectives of the Children and Young Person's and their Family's Act 1989 and the Principles and Objectives of the Vulnerable Children's Act 2014.

- a) The welfare and interests of any child or young person must be the first and paramount consideration.
- b) That clear guidelines are managed and reviewed regarding the identification and reporting of any child abuse or neglect.
- c) A person is designated for child protection – and is responsible for providing advice and support to staff/volunteers where they have a concern about an individual child or who want advice about child protection policy. (See 7.5)

3. POLICE CHECKS AND RECRUITMENT

- 3.1 Any visitor, volunteer, caregiver, leader or staff member who is attending the programme, or interacts with people who may be considered vulnerable must be known to Eden Church and have completed a **Police Check*** before being permitted to interact with children or young people in a role on behalf of Eden Church.

. Where volunteers (Visiting Caregivers, Ministries / Guests etc.) only attend for a short time, but would be considered for service due to the nature of their situation, a **Risk Assessment**** needs to be completed including a verbal reference from a supervisor.

. Any volunteer, leader, staff member or intern who is under 18 years of age, and is therefore ineligible for a police check, must be clearly supervised by a Ministry Leader or their delegated person in any interaction with children.

***Police checks** may have a delay before results - during this time risk must be assessed and managed by Ministry Leaders (Staff or Volunteer) in consultation with the Children's Ministry Director (CMD) before allowing work with Children/Young People. See **Appendix 9.4**

**** Risk Assessment** See **Appendix 9.3**

3.2 Diligence in selection of workers will be used by expecting the following standards:

A committed member of the church and faithful in attending regular church services (ideally from Eden, but exceptions are allowed for volunteers from other churches – dependent on them meeting the same criteria as Eden volunteers).

Be loyal and respectful to the leaders of the Church and Ministry Leaders

Be in agreement with Eden's Protection Policy and Police Screening process

Live a consistent Christian life (Hebrews 12:14)

Being prepared to attend training, development and meetings regarding their ministry area as required including Protection policy training.

We are committed to maintaining and increasing workers' awareness of how to prevent, recognise and respond to abuse through appropriate training. As part of their induction, new staff/volunteers will be made aware of the policy on child protection.

4. SUPERVISION OF CHILDREN

4.1 Sign In/Out

- . Whenever primary school age children or preschoolers are left in the care of volunteers or staff they are to be signed in and their safety becomes the paramount responsibility of Eden.
- . Eden volunteer staff will sign in all children who come to them during the Sunday school slot. Parents will collect children at the completion of the programme and Eden volunteer staff will sign the children out.
- . Once children have been signed out they are no longer the responsibility of the Eden Team. volunteers/staff even if they remain on the property. Parents must be informed and reminded of this periodically throughout the year. Although not directly responsible, staff still have a duty to promote safety and act in accordance with the policies of Eden. (see General Supervision 4.2)
- . For those events at Eden, that do not have a sign in/out, full responsibility remains with the parents.

4.2 General Supervision

While children are under the responsibility of the parent/caregiver (IE not signed in), if an Eden staff member or children's ministry volunteer sees a child who is unsafe they have a duty of care to intervene in an appropriate manner. If there is ongoing concern regarding a child who is regularly unsupervised then please inform the Ministry Leader or Eden staff member.

Staff/Volunteers should avoid being alone when transporting a child or young person, unless an emergency requires it.

Except in an emergency, children and young people are not to be taken from our organisation's premises, or from the programme we provide, without written parental consent.

4.3 Expectations of Staff and Volunteers

- . Treat all children/young people with kindness, whilst modeling a high standard of personal respect.
- . Discourage children/young people from engaging in violent play. Actively intervene to prevent any verbal emotional, physical, spiritual or sexual abuse between children /young people and/or adults.
- . Ensure appropriate levels of supervision are maintained and seek assistance when required in a timely manner.
- . Staff or volunteers can feel confident that they can raise issues of concern without fear of reprisal.

5. CHILDREN'S TOILETING

5.1 Infants in Nappies

. When an infant in the care of an Eden Volunteer requires a nappy change, then all efforts will be made to call upon the parents to undertake this task.

. If all reasonable attempts have failed to find the parents, in order to minimize harm a staff member/volunteer will change the nappy with another volunteer present.

5.2 Preschoolers

. Some children may need accompanying to the bathroom if they are still learning to toilet themselves in which case the staff/volunteer is to make sure that they are not left in a position where they are left unsupervised with a child.

. Older preschoolers can be escorted to the toilet room entrance but not accompanied into the toilet.

5.3 School aged children

. Eden volunteer staff will be aware of where the school aged child is when they have left the room and monitor their return.

. Children will be encouraged to use the toilet one-at-a-time.

On Sundays the disability toilet will be temporarily labeled as a "child only" toilet. Children are to be asked to "only use this toilet" for the duration of the Sunday morning.

6. SUSPICION OR DISCLOSURE OF ABUSE OF CHILDREN

6.1 Consultation and Reporting

. If a child or young person discloses information regarding abuse* of a child/young person to a staff member or a volunteer, or if they have reason to believe that a child/young person may have been abused, is being abused or is at serious risk they are to consult with the Children's Ministry Director (CMD) or Staff Pastor as soon as possible.

***Indicators of potential abuse are: physical signs, behavioral concerns, neglect – medical or supervisory, emotional abuse, developmental delays, or if the child is talking about things that indicate abuse. See Appendix 9.6 for greater detail.**

. Staff and Volunteers should not question the child further than what has been disclosed.

. If, after the consultation with the CMD or Pastor, it is identified that a child/young person is abused or is at risk of abuse, a written **Report of Concern*** should be made to Child, Youth & Family. This report must be made with the full knowledge and consent of the Lead Pastor, Elders, or Management Team.

. If the abuse is recent, acute, current then the child /young person is at immediate risk. A report needs to be made to the Police or Child, Youth and Family immediately. An emergency requires the Police to

be contacted. Notification of the Lead Pastor, an Elder or Management team member first, is preferable prior to informing an outside agency, the safety of the child is paramount and must be considered ahead of any other procedure.

6.2 Recording of Information

. It is important that documentation of concerns about children and young people be undertaken in writing, so that they are not distorted when passed from staff member to Pastor or from Eden Church to the outside agency.

Reports of Concern are to be: objective; include details of the conversation, as well as notes about any physical signs of abuse. **See Appendix 9.7 *Report of Concern**

7 THREATS TO SAFETY FOR A CHILD/YOUNG PERSON

7.1 Known/Potential offenders

. If any Eden staff member or volunteer is aware of a person who may pose a threat to a child or young person they are to inform the Lead Pastor or Elders as soon as practicable, in a way that respects the privacy of the person concerned, they will then determine the action to be taken.

. If a concern or allegation needs to be made that involves a member of Eden, then it is to be reported to their Direct Supervisor who will then determine the action to be taken (if that is not possible, then report to their Direct Supervisor and so on).

7.2 Responding to children who pose a potential threat to other children.

. If a staff/volunteer is aware of behavior from a child that poses threat to other persons, they are to report that to their Ministry Leader.

. The Ministry Leader may discuss this concern with the Caregivers, CMD or Staff Pastors as required.

Guidelines for managing this are as follows:

No violent behavior is to be tolerated and must be acted on immediately

Consider pairing the child with a volunteer.

Discuss the concern with the child's caregiver/parent

As a final resort a child may be excluded from our children's program, in consultation with the CMD.

7.3 Safety Concerns

. If any staff or volunteer is aware of any potential threats whether environmental, procedural or otherwise they have a duty of concern to inform a Ministry Leader or CMD in a timely manner.

. The Children's Ministry Director in consultation with the Lead Pastor will then investigate the concerns and determine what action will be taken. If applicable they will refer the matter to the Health and Safety team.

7.4 Further guidelines

. When working with Children and Preschoolers (under 10's) there must be a two-worker minimum supervising the children.

. Use only rooms that have adequate visibility i.e. rooms with windows or keep the doors open.

. Make sure the signed in/out children are all delivered and collected at the start and end of the programme.

. Where a child or young person requires assistance, e.g., if they are intellectually or physically disabled, if possible involve the parents/caregivers and outside agencies to assist. If this assistance is not available, ensure that the staff members are aware of the appropriate procedures when giving assistance.

7.5 Designated Person for Protection Policy,

The Children's Ministry Director – will be responsible for the maintenance and annual review of this policy, in addition to carrying out the responsibilities outlined in this policy. Staff will not assume responsibility beyond the level of their experience and training. Our organisation commits to ensure staff have access to the training they need.

8 DEFINITIONS

Eden - our church community.

The Children's Ministry consists of:

Crèche under 3 years; ages 3-5 years inclusive;

Eden Kids 6 years -Year 6;

Kingdom Kids School Age Year 7-12

Children's Ministry Director (CMD) - the Staff overseer and advocate for Eden's Children's ministries .

Ministry Leader - The leader (paid or unpaid) who oversees one of the listed above Ministries.

Lead Pastor - The primary leader (Senior Pastor) of Eden.

Staff Pastor - The paid staff member. (Presently, only the senior pastor

Staff member - A paid worker at Eden.

Volunteer - An unpaid worker in ministry with one of the Children's Ministries as listed above.

Management Team– A volunteer leader responsible for financial oversight.

Trustee - An unpaid member responsible for governance and oversight of constitutional matters.

Elder - An individual charged with spiritual oversight and governance of spiritual integrity

Health and Safety team – a group of people responsible for administering and monitoring the OSH standards at Eden.

Child/Young Person is defined as anyone under the age of 18.

Workers - anyone (paid or unpaid) who is involved in a capacity of authority (regardless of amount of authority) as either a volunteer or leader and contributes their time to the ministry.

Disclosure – information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.

New Zealand Police (Dial 111) – the agency responsible for responding to situations where a child is in immediate danger and for working with Child, Youth and Family in child protection work and investigating cases of abuse or neglect where an offence may have occurred. **(Dial 111)**

Child, Youth and Family – the agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need. (Phone: 0508 FAMILY or 0508 326 459 Email: cyfcallcentre@cyf.govt.nz)

9 APPENDIXES

9.1 The Vulnerable Children's Act 2014

<http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html>

9.2 The Children, Young Persons and their Families Act 1989

<http://www.legislation.govt.nz/act/public/1989/0024/latest/DLM147088.html>

The documents below are available from the Children's Ministry Director or Eden Office Staff

9.3 Risk Assessment form (Volunteers Application)

9.4 Police check form - Vetting Service Request and Consent Form

9.5 Report of concern form.

9.6 Guidance on identifying possible signs of child abuse

E.G, unexplained injuries, burns, fractures, unusual or excessive itching, genital injuries, sexually transmitted diseases).

- Developmental delays (e.g., small for their age, cognitive delays, falling behind in school, poor speech and social skills).
- Emotional abuse/neglect (e.g., sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm).
- Behavioural concerns (e.g., age- inappropriate sexual interest or play, fear of a certain person or place, eating disorders/substance abuse, disengagement/neediness, aggression).
- The child talking about things that indicate abuse (sometimes called an allegation or disclosure).

9.7 Child Protection Policy Checklist - Annual Review