

Safety and Protection Policy for East Taieri Church

2016



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

Contents

SAFETY AND PROTECTION POLICY of East Taieri Church4

CODE OF ETHICS FOR THOSE WORKING WITH CHILDREN.....6

CODE OF ETHICS IN PASTORAL CARE.....7

CODE OF CONDUCT FOR THOSE WORKING WITH CHILDREN.....9

RECRUITMENT AND APPOINTMENT POLICY.....10

PROCESS FOR APPOINTMENT OF PAID STAFF:11

VOLUNTEER APPLICATION FORM.....12

VOLUNTEER REFERENCE CHECK FORM13

POLICE CHECK POLICY14

PROTECTIVE BOUNDARIES POLICIES.....15

VULNERABLE CHILDREN’S ACT 2014 OVERVIEW16

DEFINING AND IDENTIFYING ABUSE AND NEGLECT17

DEALING WITH DISCLOSURES OF ABUSE21

RECORDING, RESPONDING AND REPORTING SUSPECTED ABUSE:22

PROCEDURE FOR RESPONDING TO SUSPECTED CHILD ABUSE23

CHILD BEHAVIOUR MANAGEMENT POLICY24

PROTECTING CHILDREN AND ADULTS POLICY25

POLICY RE CHILDREN WITH SPECIAL NEEDS OR DISABILITIES26

COMPLAINTS PROCEDURE27

PHYSICAL SAFETY POLICIES28

SUPERVISION POLICY for SUNDAY MORNING PROGRAMMES.....29

SUPERVISION PLAN for CHILDREN’S PROGRAMMES (ie Sugar & Spice, Holiday Programmes).....30

ENROLMENT PROCEDURE31

CHILDREN’S MINISTRY: CHILD INFORMATION AND CONSENT SHEET32

HEALTH AND SAFE ENVIRONMENT POLICY33

ON-SITE RISK ASSESSMENT AND MANAGEMENT POLICY34

OFF-SITE RISK ASSESSMENT AND MANAGEMENT POLICY34

HAZARD IDENTIFICATION.....35

DAILY VENUE/ HAZARD CHECKLIST.....36

EMERGENCY RESPONSE PLAN37

LOCK UP PROCEDURES.....38

EXTERNAL CONTRACTOR HEALTH AND SAFETY AGREEMENT:39

WORKING BEE CHECKLIST41

ALCOHOL, SMOKING AND DRUGS POLICY.....42

USE OF CANDLE POLICY43

ACCIDENT AND EMERGENCY PROCEDURE.....44

FIRST AID PROCEDURES:.....45

HYGIENE POLICY46

MEDICATION POLICY.....47

MEDICATION CONSENT FORM48

MEDICATION ADMINISTERED RECORD.....49

REPORTING ACCIDENTS AND INCIDENTS POLICY AND FORM50

EDUCATION.....51

EDUCATION:52

REGULAR UPDATES52

DISTRIBUTION OF POLICIES – Who Gets What?

Policy	Senior Pastor Parish Manager MLT/Council	Ministry Leaders	Helpers
Safety and Protection Policy Introduction & Policies:	✓	✓	✓
• Code of Ethics for those working with Children	✓	✓	✓
• Code of Ethics in Pastoral Care	✓	✓	✓
• Code of Conduct for those working with Children	✓	✓	✓
• Recruitment & Appointment Policy	✓	✓	✓
• Process for Appointment of Paid Staff	✓		
• Volunteer Application Form	✓	✓	✓
• Volunteer Reference Check Form	✓	✓	✓
• Police Check Policy	✓	✓	✓
• Protective Boundaries Policies	✓	✓	✓
Vulnerable Children’s Act 2014 Overview:	✓	✓	
• Defining & Identifying Abuse & Neglect	✓	✓	
• Dealing with Disclosures of Abuse	✓	✓	
• Recording, Responding & Reporting Suspected Abuse	✓	✓	
• Procedure for Responding to Suspected Child Abuse	✓	✓	
• Child Behaviour Management Policy	✓	✓	✓
• Protecting Children and Adults Policy	✓	✓	✓
• Special Needs or Disabilities Policy	✓	✓	✓
• Complaints Procedure	✓	✓	✓
Physical Safety Policies:	✓	✓	✓
• Supervision Policy for Sunday Morning Programmes	✓	✓	✓
• Supervision Plan for Children’s Ministry Programme	✓	✓	✓
• Enrolment Procedure	✓	✓	✓
Children’s Ministry Child Information & Consent Sheet	✓	✓	✓
Health & Safe Environment Policies:	✓	✓	✓
• On Site Risk Assessment & Management	✓	✓	✓
• Off Site Risk Assessment & Management	✓	✓	✓
• Hazard Identification	✓	✓	✓
• Daily Venue/Hazard Checklist	✓	✓	✓
• Emergency Response Plan	✓	✓	✓
• Contractors Policy	✓		
• Alcohol, Smoking & Drugs Policy	✓	✓	✓
• Use of Candle Policy	✓	✓	✓
• Accident & Emergency Procedure	✓	✓	✓
• First Aid Procedures	✓	✓	✓
• Hygiene Policy	✓	✓	✓
• Medication Policy	✓	✓	✓
• Medication Consent Form	✓	✓	✓
• Medication Administered Record	✓	✓	✓
• Reporting Accidents & Incidents Policy & Form	✓	✓	✓
Education	✓	✓	✓

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.

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 for Pastoral Care** 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.*
- ✓ **Strategies, policies and procedures are in place to ensure physical, psychological, sexual and spiritual safety of children and youth. See Policy and Procedures Sections. Staff and volunteers are aware of these and receive training in ensuring safety.**

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 see 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.
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.

CODE OF ETHICS IN PASTORAL CARE

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

Introduction

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

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

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

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

Responsibilities to Those to Whom We Offer Pastoral Care

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

Responsibilities to the Church

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

Responsibilities to Colleagues and Other Pastoral Workers

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

Responsibilities to the Wider Community

- 1) Ministers will act to prevent and eliminate unfair discrimination in the wider community.
- 2) Ministers will encourage as part of their pastoral task, participation in the shaping of social policies, advocating the promotion of social justices, improved social conditions and a fair sharing of the community's resources.

Personal Responsibilities

- 1) Ministers will use regular approved supervision to maintain accountability and a high standard of pastoral care.
- 2) Ministers will use regular opportunities for spiritual growth, personal recreation and refreshment.
- 3) Ministers will seek to extend and enhance their knowledge.

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 centre 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.

RECRUITMENT AND APPOINTMENT POLICY

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*

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 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.

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.

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: _____



POLICE CHECK POLICY

Download up-to-date application and consent forms from: <http://www.presbyterian.org.nz/for-parishes/employing-and-managing-staff/police-checks>

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

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 and Presbyteries/UDCs from working through thorough recruitment and appointment processes.

Sessions/Parish Councils 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, photocopied onto your church letterhead. The consent form *(See "Consent to disclosure of information")* should be sent to the Assembly Office, with the application form *(See "Police check application form".)* from the Session/Parish Council Clerk or Presbytery/UDC Clerk.

Care must be taken to explain to the applicant the reasons for the police check and to outline the process.

The police check process takes time: a month needs to be allowed from the date of mailing the application and consent forms. 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.

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

Physical Abuse

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

Emotional Abuse

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

Sexual Abuse

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

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

Neglect

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

Indicators of Abuse

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

- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (eg. Headaches, nausea, abdominal pains)
- Prolonged vomiting or diarrhoea

- Has not attained significant developmental milestones
- Dressed differently from other children in the family
- Has deprived physical living conditions compared with other children in the family

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

- Suffers from severe developmental gaps
- Severe symptoms of depression, anxiety, withdrawal or aggression
- Severe symptoms of self-destructive behaviour – self harming, suicide attempts, engaging in drug or alcohol abuse
- Overly compliant; too well-mannered; too neat and clean
- Displays attention seeking behaviours or displays extreme inhibition in play
- When at play, behaviour may model or copy negative behaviour and language used at home

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

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

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

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

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

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

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

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

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

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

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

Some examples of this in young children are:

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

Some examples of this in older children are:

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

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

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

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

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

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

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

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

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

DEALING WITH DISCLOSURES OF ABUSE

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

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

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

- Don't panic.
- Remember that the safety and well-being of the child come before the interests of any other person.
- Listen to the child and accept what the child says.

- Look at the child directly, but do not appear shocked.
- Don't seek help while the child is talking to you.
- Reassure them that they did the right thing by telling someone.
- Assure them that it is not their fault and you will do your best to help.
- Let them know that you need to tell someone else.
- Let them know what you are going to do next and that you will let them know what happens.
- Be aware that the child may have been threatened.

- Write down what the child says in their own words – record what you have seen and heard also.
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
- Tell your manager or supervisor as soon as possible and the Recording Reporting Abuse procedure will be followed
- After making the referral to Child, Youth and Family or the Police, look after yourself. Discuss the matter with your manager, supervisor or relevant person.

Important Notes:

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

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

RECORDING, RESPONDING AND REPORTING SUSPECTED ABUSE:

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

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

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

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

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

It is always preferable that the parent/caregiver is involved and/or informed of any concerns but the supervisor's and/or minister's first priority will always be ensuring the safety of the child, and this may require the supervisor and/or minister to immediately contact CYF or Police if they have concerns about the child's immediate safety.

PROCEDURE FOR RESPONDING TO SUSPECTED CHILD ABUSE

Abuse suspected or disclosed

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

and

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

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

MONITOR the situation closely in consultation with others.

If your concerns are confirmed:

REPORT the suspected abuse to CYF (Children, Youth and Families), Police or another appropriate agency and

INFORM the church management of your actions so that you gain **SUPPORT**

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.

PROTECTING CHILDREN AND ADULTS POLICY

None of the following behaviours are acceptable:

Physical Abuse - the deliberate infliction of physical pain or injury or of physical coercion. Examples include any form of assault such as hitting, punching, kicking, biting, pushing, burning and physical restraint.

Psychological Abuse - the infliction of mental anguish involving actions that cause fear of violence, isolation or deprivation and feelings of shame, indignity and powerlessness. Examples include verbal intimidation and humiliation, shouting or screaming, threats of physical harm, favouritism and belittling another's culture or appearance;

Sexual Abuse/Harassment - the implied threat, or actual sexual behaviour which is offensive, inappropriate or detrimental to another person's well being. Examples include deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.

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

- Leaders and helpers agree to and sign a code of conduct (as attached).
- 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) Asking leaders to agree to code of conduct

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.

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.

All staff and volunteers counted for the staff/child ratio are 14 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.

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 1:8 and 1:6 for trips or 1:4 for water and swimming activities.

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 and must be signed out by an adult who is named on the registration form. If someone else is to pick up a child who is not on the registration form, the person signing in the child must write that person's name on the sign-in register.

If someone unauthorised tries to sign out a child, they must be directed to the Coordinator. The Coordinator will decide the appropriate action to be taken.

Written risk assessments are completed before any excursion takes place.

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.

Kidzown Enrolment Forms are to be kept in the church office, with leaders able to access them on a Sunday morning.

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 Kidzown 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 East Taieri 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.

ON-SITE RISK ASSESSMENT AND MANAGEMENT POLICY

The Children's 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 children and 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 Children's 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 O.S.H.

HAZARD IDENTIFICATION

Date: _____

Hazard		Action		Review
Hazard	Where or What Task	Action	Does the action eliminate, isolate or minimize the risk?	Date of last review

Signature: _____

DAILY VENUE/ HAZARD CHECKLIST

To be checked and signed by a member of the team, before programme starts.
Please hand into the office or slide underneath the window if the office is unattended.

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

Signed _____ (Name) _____ Date _____

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		
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.

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

- Press 7799 on alarm pad if alarm hasn't sounded. Alert Monitoring will 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 Glebe Hut at top of driveway 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.

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 school 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 AND DRUGS POLICY

The use of alcohol and drugs, (non medical), including smoking 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.

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.

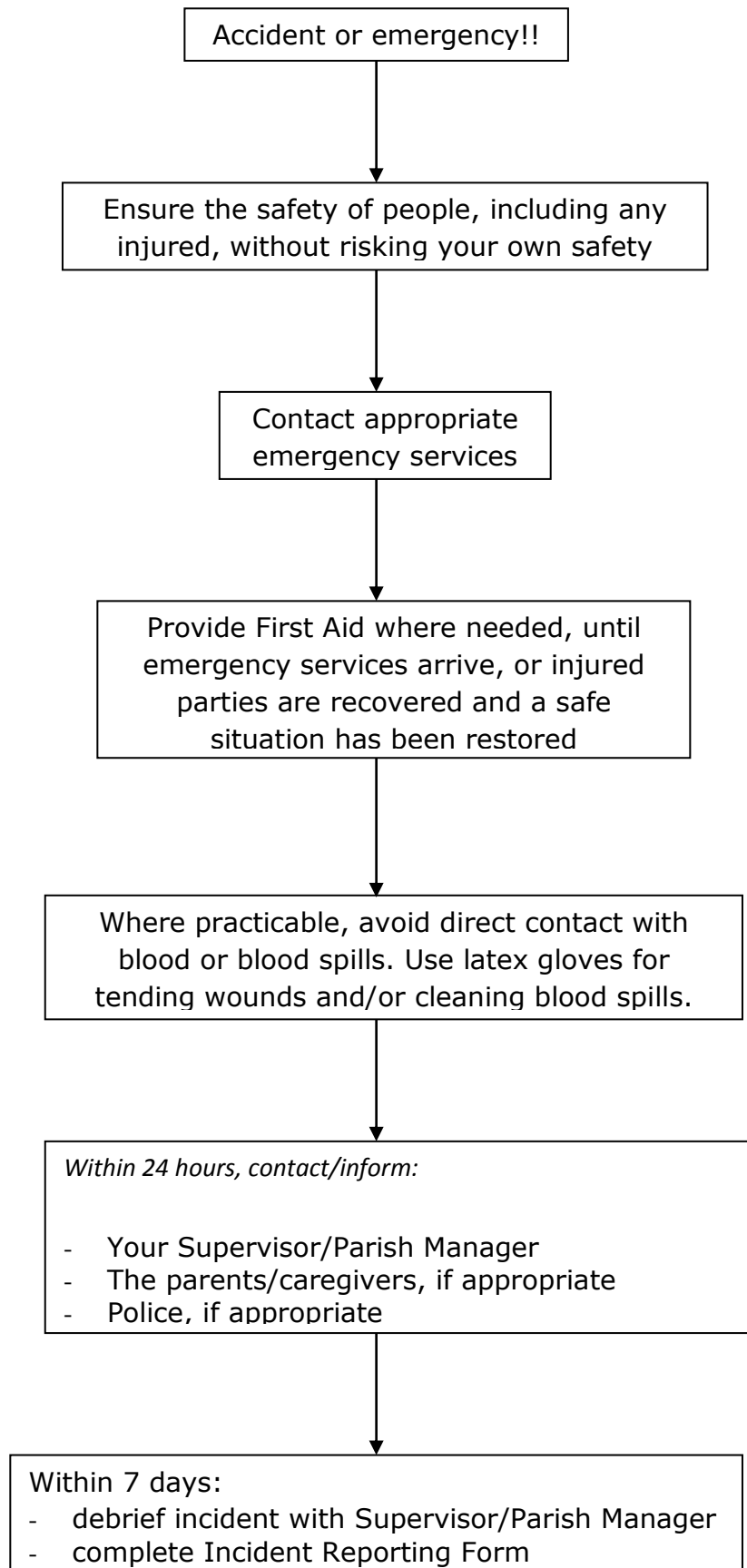
Wax from candles can damage floor coverings and upholstery.

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.

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 small fridge freezer compartment, in the kitchen 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.

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 on the Medication Administered Record, held by the programme leader.

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 and then to the Parish Manager within 24 hours

Name of person reporting incident:

Date Reported _____

Person receiving Report: _____ **Date:** _____

Type of incident (circle)

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 children involved? _____

Give details of follow-up with parents/caregivers

Analysis (circle)

Is this type of incident?	New or Old?	One-off or Ongoing?
Has this type of incident been increasing?		Yes No
Have appropriate steps been taken to address this incident?		Yes No
If "no", what needs to be done?		

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.