



PROTECTION POLICY

Vulnerable Person's

Owner: The Orchard

This policy was authored by Jodi Wichers on 10/11/16. A digital copy can be found on our website at: theorchardchurch.co.nz

The policy is due to be updated on 10/11/17.

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

CONTENTS/QUICK REFERENCE

1.	Policy Purpose	Pg. 3
2.	Policy	Pg. 3
3.	Police Check/Recruitment	Pg. 3-4
	3.1 Police Checks	Pg. 3-4
	3.2 Recruitment/Selection of Workers	Pg. 4
4.	Supervision of Children	Pg. 4-5
	4.1 Sign in/out	Pg. 4-5
	4.2 General Supervision	Pg. 5
	4.3 Expectation of Staff/Volunteers	Pg. 5
5.	Children's Toileting	Pg. 5-6
	5.1 Infants in Nappies	Pg. 5
	5.2 Preschoolers	Pg 5
	5.3 School aged children	Pg. 6
6.	Suspicion or disclosure of abuse of Children	Pg. 6
	6.1 Consultation & Reporting	Pg. 6
	6.2 Recording of Information	Pg. 6

7.	Threats to safety of Child/Young Person	Pg. 6-7
7.1	Known/Potential Offenders	Pg. 6-7
7.2	Responding to children who pose a potential threat to other children	Pg. 7
7.3	Safety Concerns	Pg. 7
7.4	Further guidelines	Pg. 7
7.5	Designated Person for Protection Policy	Pg. 7
8.	Definitions	Pg. 8
9.	Appendixes	Pg 9
9.1	The Vulnerable Children’s Act 2014	Pg 9
9.2	The Children, Young Person’s and their Families Act 1989	Pg 9
9.3	Risk Assessment form (Awesome Volunteers application)	Pg 9
9.4	Police Check Form	Pg 9
9.5	Guidance on identifying possible child abuse	Pg 9

The Orchard Protection Policy

Vulnerable Persons

1. POLICY PURPOSE

- . The Vulnerable Person's Protection Policy ensures that The Orchard'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 The Orchard are not placed in a vulnerable position and are protected as much as reasonably possible from unfounded complaints.
- . This policy applies to all The Orchard 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 The Orchard 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 The Orchard 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 adult volunteer, leader or staff member who interacts with people who may be vulnerable must be known to The Orchard and have completed a **Police Check*** before being permitted to act with children or young people in a role on behalf of The Orchard.

. Where volunteers (Capernwray/YWAM, Visiting 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 The Orchard but exceptions are allowed for volunteers from other churches – dependent on them meeting the same criteria as The Orchard volunteers).

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

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

Live a consistent Christian life (Hebrews 12:14 Make every effort to live in peace with everyone and to be holy; without holiness no one will see the Lord.)

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 our policy regarding 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 The Orchard.

. It is the parents'/caregivers' responsibility to ensure children are signed in. The Orchard volunteer staff are only responsible for children who have been signed into their care.

. Once children have been signed out they are no longer the responsibility of The Orchard volunteers/staff even if they remain on The Orchard property. Parents must be informed and reminded of this via the registration time. Although not directly responsible, staff still have a duty to promote safety and act in accordance with the policies of The Orchard. (see General Supervision 4.2)

. For those events at The Orchard 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 i.e. not signed in, if an Orchard 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 Orchard 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 modelling 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 The Orchard 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

. The Orchard 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 one of the disability toilets will be temporarily labelled 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 supposed that a child/young person 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 or Chairman of the Elders.

. 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. Whilst the notification of the Lead Pastor or Chairman of the Elders first is preferable 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 The Orchard 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 Orchard 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 Chairman of the Elders as soon as practicable, in a way that respects the privacy of the person concerned, who then will determine the action to be taken.

. If a concern or allegation needs to be made that involves a member of The Orchard 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).

. It is mandatory that any allegations are acted upon and disclosed to at least one other of the key leaders at The Orchard.

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 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

The Orchard - our church community gathering, growing, giving and going.

The Orchard Children's Ministry consists of:

Crèche under 3 years; **Kingdom Kids** ages 3-5 years;

Wired School Age New Entrants-Year 6; **InterJesus** School Age Year 7-9

Te Puke Junior Rally age 7 – final year of primary;

Te Puke Senior Rally year 7 – 9

Papamoa Rally – age 7-13

Children's Ministry Director (CMD) - overseer and advocate for The Orchard Children's ministries at The Orchard. (Jodi Wichers)

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

Lead Pastor - the primary leader (aside from the Elders) of The Orchard.

Staff Pastor - a leader at The Orchard who is on staff, includes the Youth Director (Bevan Smith, Nelson Schonfeldt)

Staff member - a paid worker at The Orchard.

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

Chairman of the Elders – the volunteer leader of the Elders. (2016 - Ian McBride)

Health and Safety team – a group of people responsible for administering and monitoring the OSH standards at The Orchard. (Karen Reeve, Bevan Smith, Andy Wichers)

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 below documents are available from the Children’s Ministry Director or The Orchard Office.

9.3 **Risk Assessment form** (code name: Awesome 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 child abuse**

Physical signs (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).



PROTECTION POLICY – VULNERABLE PERSON’S

I, _____

HAVE HAD THE ORCHARD PROTECTION POLICY EXPLAINED TO ME AND WILL COMMIT TO KEEPING THE GUIDELINES WITHIN.

IF I HAVE ANY CONCERNS OR QUESTIONS I AM AWARE THAT I CAN GO TO MY DIRECT SUPERVISOR FOR SUPPORT OR FURTHER INFORMATION.

SIGNED: _____

DATE: _____