

ICBC Children & Families Policy

Date approved: 20.6.19

Review date: 2022

Scope of the policy:

This policy applies to any group or activity under the banner of ICBC involving children 12 years of age and under.

We affirm the value of children in our church, both as individuals and collectively and recognise their full rights to be treated with dignity and respect at all times.

Rationale

The primary focus of this policy is to maintain the physical, social and spiritual well-being of the children in the care of ICBC and be compliant with all current legislative requirements (Vulnerable Children's Act 2014.)

Procedure

1. All leaders of children's ministry must be approved by the Children & Families Pastor in consultation with the Leaders' Ministry Team before taking any leadership position.
2. All leaders and volunteers will sign and comply with the "Code of Conduct" outlined in the document "Code of Conduct for Workers".
3. All leaders and volunteers will undergo police vetting as per the ICBC Police Vetting Policy.
4. A Risk Assessment plan must be prepared by the Children & Families Pastor and signed off by the Lead Pastor before children are taken off site.
5. All off-site and over-night activities must comply with the "Guidelines for Off-site Activities".
6. All spiritual guidance and instruction should be consistent with the goal of the Nurture Ministry of ICBC which is to nurture the spiritual development of children, youth and families by –
 - Encouraging the spiritual development of children and youth in ways that are meaningful and effective.
 - Developing child, youth and family friendly communities
 - Supporting, equipping and encouraging whanau as primary nurturers of faith
 - Providing ways for all ages to fully participate within the church and wider community.

CODE OF CONDUCT FOR C&F WORKERS

- Children attending our Children's ministry programmes will not be subjected to any form of corporal punishment, solitary confinement or immobilisation. Every child will be given positive guidance directed towards promoting appropriate behaviour.
- Adult Visitors: Leaders will find out who they are and why they have come before permitting them to stay. They will be kept in view for the duration of the visit.
- Leaders are to remain aware of the whereabouts of other leaders and avoid being alone with a child.
- Toileting of pre-school children is to only be done by the parent/caregiver. If children in the pre-school programme need assistance with toileting, it should be done with the caregivers' prior approval. The child will be taken to the toilets by a female and all toilet doors are to remain open at all times.
- All Pre-school children are to be signed in when being dropped off to the programme by the caregiver and signed out by the caregiver or a leader when they are picked up, unless prior arrangement is made. If the programme finishes while church is still going or a parent has not collected their child by 11.30am, a leader will deliver the child/ren, directly to their parents. All children in the nursery are to be marked on the role on arrival and if they are left during the service, their caregiver/parent must initial when picking them up again.
- Primary age children are marked off on the role by a leader on arrival and are not to be removed during the programme by anyone other than their parent/caregiver unless prior arrangement is made.
- No one should ever touch the area of the body normally covered by swimming togs except a medical practitioner doing a medical examination or when young children need assistance with bathing or toileting.
- Have respect for the child/ren's personal space. Do not take it for granted that it is acceptable for an adult to touch a child without permission. This particularly applies to adult initiated hugs.
- When doing home visits to a child, ensure that another adult is present or close by.
- Parents & caregivers are encouraged to visit freely and be involved in sessions as often as they like. If they have any concerns they are encouraged to make these known to the Children & Families Pastor who will ensure the matter is investigated and acted on however is deemed appropriate.
- Except in emergencies or planned events, children will not be taken out of the church grounds, without caregiver's prior knowledge and consent.

FOR ANY ACTIVITY OFF SITE:

- A Risk Assessment plan must be prepared by the Children & Families Pastor and signed off by the Lead Pastor before children are taken off site.
- Ensure that the ICBC Code of Conduct is adhered to.
- Ensure that there is a sufficient ratio of leaders to children on outings and camps.
- Ensure that you are never alone with a child in their bathroom, bedroom or bunkroom.
- Children of the opposite sex should not share a bedroom after the age of five.
- Do not permit children to get into bed with leaders or with one another.
- Do not permit anyone to be outside the bedroom or bathroom in underwear
- All camp visitors must report to the Camp or Programme Director immediately on arrival.
- Visitors should be informed of camp rules.

C&F WORKERS PERSONAL INFORMATION & DISCLOSURE CONSENT

PERSONAL INFORMATION:

Have you ever had an allegation made against you of inappropriate behaviour concerning children or been convicted of or pleaded guilty to a crime? YES/NO

Please give the name and phone number of 2 contactable referee's:

1. Name..... Phone.....

2. Name..... Phone.....

VERIFICATION OF TRUTHFULNESS:

I affirm, to the best of my knowledge, that the information on this form is correct and I agree to abide with the ICBC Code of Conduct for Workers.

Signed:

Date:

DISCLOSURE CONSENT:

I give permission for Invercargill Central Baptist Church to make such inquiries of such people as it considers necessary, including an official Police vet, to assess my suitability for appointment to the position.

Name printed in full: _____

Signed:

Date: