

# ICBC YOUTH POLICY

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## SCOPE OF THE POLICY

This policy applies to any group or activity under the banner of ICBC involving youth; (predominately 11-18 years of age.)

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

## RATIONALE

The primary focus of the policy is to maintain the physical, social and spiritual well-being of the youth involved at ICBC and be compliant with all current legislative requirements. (e.g. Vulnerable Children's Act 2014)

## PROCEDURE

1. All leaders of Youth ministry must be approved by the Youth Pastor.
2. All leaders of Youth ministry must have read, signed and comply with the Youth Leaders Manual which includes
  - a. Expectations for behaviour of youth leaders
  - b. Code of Conduct for Youth Leaders which encompasses ICBC policies on Alcohol; Drugs; Driving, Complaints, Physical and Sexual Safety and Social Media.
  - c. A Disclosure consent which includes consent for vetting as per the ICBC Police Vetting Policy
3. A Risk Assessment Plan must be prepared by the Youth Pastor and signed off by the Lead Pastor for events or activity that happen outside normal programming, i.e. a trip, a camp or an activity that carries more than normal inherent risks.
4. All spiritual guidance and instruction should be consistent with the goal of the Nurture Ministry of ICBC 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.

# ICBC CODE OF CONDUCT FOR YOUTH LEADERS

## **ALCOHOL:**

**Rationale:** Youth Leaders have a responsibility to demonstrate biblical principles in relation to alcohol.

### **PROCEDURE:**

1. There will be no alcohol at any youth group event involving young people.
2. In a non-youth group social setting, leaders need to make a choice of conscience as to whether to drink or not. It is expected that all leaders will demonstrate responsible drinking behaviour at all times.
3. All leaders will comply with legislative requirements around alcohol and respect any young person or leader's decision to abstain from alcohol.
4. There is a zero-tolerance policy towards any leader drinking alcohol and then driving a vehicle with young people they are responsible for.
5. All leaders are encouraged to not become intoxicated at any time due to the biblical principle stated in Romans 13:13.
6. Drinking-style games are discouraged at youth group events.

## **DRUGS POLICY**

There is a zero tolerance for any leader partaking in illegal substances or any mind-altering chemicals.

## **DRIVING POLICY:**

**Rationale:** The safety of our young people is paramount during any activities that will require transportation.

### **PROCEDURE:**

1. Any driver must have their full licence as per legislative requirements before transporting young people for any youth group event. For transportation outside the city boundary all drivers must have had their full license for two years.
2. There must be no overloading of vehicles. The law states that the number of seatbelts dictates how many passengers can be carried.
3. The leader will be an example to the young people in their driving behaviour and their attitude toward other drivers.
4. If a leader commits a driving offence with young people in their car, they may not be permitted to transport young people.
5. When borrowing or hiring vehicles for an event, the leader driving must obey the set policies concerning the use of that vehicle. This may include being over 25 years of age.
6. If a driver of a vehicle on a youth group event is involved in any vehicle accident or incident, they will report it appropriately to other vehicle or property owners, Insurance Providers and Police as necessary. The Youth Pastor will be informed. Drivers will pay the required insurance excess and/or other costs involved as appropriate.
7. All vehicles used for transporting young people at youth events need to have a current Warrant of Fitness and Registration.
8. These procedures apply to every driver at a youth group event – including those not in a leadership role.

## **PHYSICAL AND SEXUAL SAFETY CODE OF CONDUCT:**

**Rationale:** The safety of our young people and youth leaders is of prime importance during any youth group activity or event.

## **PHYSICAL SAFETY PROCEDURES**

1. For each event or activity that happens outside of the normal programming, i.e. a trip, a camp or an activity that carries more than normal inherent risks; a Risk Management Plan must be created, written down and communicated appropriately to leaders & participants. It is the responsibility of the Youth Pastor to ensure there is a current Risk Management Plan. Risk Management Plans accompany leaders on events and will remain on file.
2. If a young person, another leader, a member of the public, or a parent physically assaults a leader, reasonable self-defence is permitted. However, the force required should be only adequate to cease the physical abuse and not to cause unnecessary injury. The Youth Pastor will be immediately notified, then notify the Lead Pastor within a 24-hour time frame. If required, the Police will be involved. Debriefing and follow up will be made as necessary.
3. If a young person, another leader, a member of the public, or a parent verbally assaults a leader, it is expected that the leader respond with integrity and respect. The Youth Pastor will be immediately notified, and an appropriate resolution brought about. The Lead Pastor will be informed of the situation within a 24-hour time frame by the Youth Pastor. Debriefing will be made available as necessary.
4. There is a zero-tolerance policy towards a leader physically assaulting anyone. If such a situation arises, the Youth Pastor along with the Lead Pastor will use their discretion as to the appropriate course of action.
5. It is expected that any leader using a recreational firearm holds a current Firearms License and operates the firearm in accordance with the law.
6. If injury occurs during any youth group event, it is the responsibility of the leadership team to give immediate and appropriate medical treatment. (This may involve calling emergency services.) It is the responsibility of the Youth Pastor or the delegated leader of the event, to contact the young person's parents or caregivers. If the Youth Pastor is not present at the event, they must be informed immediately of the incident.

## **SEXUAL SAFETY PROCEDURES:**

1. All leaders will set personal boundaries to ensure their purity is maintained. This includes their personal and working relationships with members of either sex.
2. All leaders will avoid being in potentially compromising situations with young people of either sex, by remaining in places that are in view of others.
3. Care and practical precautions need to be taken when transporting a young person on your own. Close family is the exception.
4. In sleeping situations [camps, overnight trips & events], males and females will be reasonably separated – both physically and visually. This includes tents, bunkrooms, bedrooms and larger 'marae style' sleeping arrangements. Married couples and families are exempt in this and will be situated together if preferable and possible.
5. Leaders will respect young people's personal space and not touch them in a potentially sexual way.
6. It is expected that leaders will practice and model Christian attitudes and actions around relationships and sexuality. No leader may be involved in pre-marital sex.
7. Pornography is not glorifying to God and must be avoided.
8. There is a zero-tolerance policy towards leaders making sexual advances on a young person.
9. If a young person makes a sexual advance on a leader, the leader must remove themselves from the situation immediately and inform the Youth Pastor as soon as possible. The Youth Pastor will then take action as required, and the Lead Pastor will be informed.

10. Extra care will be taken with a young person who has a known previous history of being sexually abused. This may require no one-to-one situations and sensitivity to their needs and fears. Plans and strategies will be put in place as necessary.
11. Extra care and caution will be taken with a young person who has a known previous history of sexually abusing other young people. The Policy for Serious Offending will need to be consulted and followed in these circumstances.

**NB The Youth Leaders Handbook and Code of Conduct also includes the;**

- **ICBC Complaints Policy (Refer Page 10)**
- **ICBC Public Communication and Social Media Policy**

## YOUTH 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 referees:

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 Youth Leaders.

**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:**