

# Child and Young Persons Protection Policy

Date approved: September 2024

Coming into use from: 9 March 2025

Review date: September 2027

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### Statement of Commitment

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***An important way to safeguard children and young people is to have a comprehensive and effective child protection policy.***

***Central Baptist Church Invercargill is committed to the prevention of child abuse and to the protection of children and young people.***

***This commitment means that the welfare and best interests of the child or young person are the prime considerations when any decision is made about suspected child abuse.***

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## Section One: Introduction

### Purpose

- 1.1 The purpose of this Child Protection Policy is to ensure that Central Baptist Church Invercargill operates in such a way as to protect children and young people from harm.
- 1.2 This policy confirms the commitment of [name of church/organisation] to the protection of children and young people and proceeds to:
  - outline the standards and principles by which all Church workers will abide
  - define child abuse
  - outline the action to be taken by Church workers where any form of abuse or neglect is known or suspected
  - establish what action is required when allegations are made against Church workers
  - outline expectations regarding Church workers training
  - outline expected behaviour of Church workers.

### Guiding Principles

- 1.3 Central Baptist Church Invercargill should be a place of safety and all forms of child abuse violate the teachings and principles that underlie Central Baptist Church Invercargill's belief system.
- 1.4 Central Baptist Church Invercargill recognises that it has a duty of care for the safety, welfare and well-being of children and young people and will act in ways which protect children and young people from all forms of abuse and harm.
- 1.5 Central Baptist Church Invercargill asserts that all children and young people have equal rights to protection from abuse, neglect, and exploitation regardless of their gender, race, religion, political beliefs, age, physical or mental health, sexual orientation, family and social background, and culture, economic status, or criminal background.
- 1.6 The decisions and actions of Central Baptist Church Invercargill in response to any child protection concern will be guided by the principle of *"the welfare and best interests of the child or young person"*.
- 1.7 If in doubt, at any time, contact the following:
  - a. For suspected or alleged abuse – consult with an Oranga Tamariki duty Social Worker. Child Matters is also available to be contacted for advice
  - b. For alleged abuse by a Church employee – [complaints@baptist.org.nz](mailto:complaints@baptist.org.nz) or Child Matters on 07 838 3370

### Scope

- 1.8 This policy applies to all Central Baptist Church Invercargill Church workers.
- 1.9 For the purposes of this policy, and for the avoidance of any doubt, the term *"Church worker"* is defined in the definitions section below.

## Legislation

1.10 This policy has been written in accordance with the following legislation:

- Care of Children Act 2004
- Children's Act 2014
- Crimes Act 1961
- Family Violence Act 2018
- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- Health and Disability Sector Standards Regulations 2001
- Health Information Privacy Code 1994
- Human Rights Act 1993
- Oranga Tamariki Act 1989
- Privacy Act 2020.

## Review

1.11 This policy will initially be reviewed within twelve (12) months of its adoption, and every three (3) years thereafter. This is to ensure it is kept up to date with changes that may have been made to legislation, related policies and procedures, and in light of operational experience.

1.12 The overall responsibility for this policy rests with Central Baptist Church Invercargill's Elders, in conjunction with the Designated Person/s for Child Protection.

## Definitions

1.13 For the purposes of this Policy the following definitions apply:

"Child" means any person under 14 years of age.

"Child Abuse" can involve ongoing, repeated, or persistent abuse, or may arise from a single incident. Abuse of the vulnerable may take many forms but it can be categorised into four different types:

- i. Physical Abuse
- ii. Sexual Abuse
- iii. Emotional Abuse – Including Spiritual Abuse
- iv. Neglect.

"Child Protection Register" is a record of children and young people who are considered to be suffering, or who are considered to be at risk of suffering, or likely to suffer, abuse or neglect. The register includes information around those child protection concerns, including but not limited to:

- A record of facts, including observations, with time and date
- What was said and by whom, using the person's words
- What action has been taken, by whom and when
- All decisions, including if the concern does not require notifying Oranga Tamariki or the Police, with the reasons clearly identified and explained.

The Register must be kept up to date and its contents must be confidential other than to

authorised enquirers. It must be held securely and separately from other Central Baptist Church Invercargill records.

*“Church Worker”* refers to any person working or volunteering at, for, or on behalf of, Central Baptist Church Invercargill in a role that has contact with children and young people.

*“Designated Person for Child Protection”* is a person within Central Baptist Church Invercargill who is responsible for the safeguarding of children and young people. This person is required to undergo child protection training and is responsible for ensuring that child protection is a key focus within Central Baptist Church Invercargill both at a strategic level and on a day-to-day basis.

It is strongly recommended that Central Baptist Church Invercargill appoints a secondary designated person for child protection who is also trained in child protection, and who can be consulted on child protection matters in the event that the primary designated person for child protection is unavailable, or if the child protection concern relates to that designated person.

*As at the date of this policy, the Designated Person for Child Protection for Central Baptist Church Invercargill is:*

**Keith Harrington**

*As at the date of this policy, the secondary Designated Person/s for Child Protection for Central Baptist Church Invercargill are:*

**Chris Broere, Jeremy Thom and Jude Crump**

*“Emotional Abuse”* is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a child or young person.

*“Family Violence”* can take many forms and includes not only acts of physical violence, but also intimidating behaviour such as threatening to harm people, pets, or property. Children and young people are always affected either emotionally or physically where there is family violence even if they are not personally injured or physically present.

*“Grooming”* is predatory conduct and can include, but is not limited to, befriending, or establishing an emotional relationship, or other emotional connection, with a child or young person, (and can extend to members of the child or young person’s family or whānau), for the purpose of lowering the child or young person’s inhibitions and with the objective of sexual abuse.

*“Neglect”* is characterised as the persistent failure to meet a child or young person’s basic physical and/or psychological need. This can occur through direct and deliberate action or by omission or deliberate inaction to care for and/or protect the child. It may also include neglect of a child’s basic or emotional needs.

“Oranga Tamariki – Ministry for Children” formally known as Child Youth and Family Services (“CYFS”). Oranga Tamariki is a government ministry dedicated to supporting children and young people in New Zealand whose wellbeing is at significant risk of harm now, or in the future.

“Physical Abuse” is a non-accidental act on a child or young person 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 or young person. Physical abuse also involves the fabrication or inducing of illness.

“Sexual Abuse” includes acts or behaviours where an adult, older or more powerful person uses a child or young person for a sexual purpose.

While it may involve a stranger, most sexual abuse is perpetrated by someone the child knows and trusts.

It includes any touching for sexual purpose, fondling of breasts, buttocks, genitals, oral sex, sexual intercourse, an adult exposing themselves to the child or young person, or seeking to have a child touch them for a sexual purpose. It also includes voyeurism, photographing children or young people inappropriately, involving the child or young person in pornographic activities or prostitution or using the internet and phone to initiate sexual conversations with children or young people.

“Spiritual Abuse” is a form of abuse that occurs when a person misleads and maltreats a child or young person in the name of God, or in the name of the Church by taking advantage of the child or young person’s spirituality and putting them in a state of unquestioning obedience to an abusive authority.

“Young Person” means any person of or over the age of 14 years but under the age of 18 years. The term “young person” can also be extended to include some young adults for certain purposes and as specified in the Oranga Tamariki Act 1989

## Section Two: Roles and Responsibilities

### Roles and Responsibilities

- 2.1 Central Baptist Church Invercargill recognises that all Church workers have a full and active part to play in protecting children and young people from harm. It is the primary responsibility of Church workers to be vigilant, have knowledge and awareness of the indicators of neglect and abuse, whether actual or potential, and to report any concerns or allegations immediately. Church workers have a responsibility to ensure that any concern or allegation raised is taken seriously.
- 2.2 Each Church worker must:
- be aware of, and alert to, potential indicators of abuse or neglect
  - record a factual account of any concerns they have, or that are brought to their attention
  - appropriately seek advice and support from the Designated Person(s) who will then contact external agencies if appropriate
  - work in co-operation with the parents and caregivers unless this compromises the safety of the child or young person.
- 2.3 The statutory responsibility to investigate reported allegations of child abuse rests with Oranga Tamariki and the New Zealand Police. No member of Central Baptist Church Invercargill, including the Designated Person(s), pastor or elders should investigate allegations of abuse without first seeking advice from [complaints@baptist.org.nz](mailto:complaints@baptist.org.nz) to ensure they receive independent, external advice on the process and next steps.

### Role of the Designated Person/s for Child Protection

- 2.4 The Designated Person/s for Child Protection should:
- Be trained in child protection and undergo refresher training
  - Adopt, implement, comply with, and enforce the Central Baptist Church Invercargill Child Protection Policy
  - Ensure that child protection is a key focus within Central Baptist Church Invercargill and that appropriate protocols, procedures and training are in place
  - Ensure that the needs and rights of children and young people come first - the safety and wellbeing of each child or young person is the paramount consideration in all circumstances
  - Promote and model appropriate behaviour at all times
  - Ensure that all allegations are managed appropriately
  - Ensure, and safeguard, clear, confidential, detailed and dated records on all child protection concerns
  - Ensure that all members are aware of, have access to, and understand, this Child Protection Policy

- Ensure that all Church workers are recruited and delegated responsibilities in accordance with the guidelines identified in this policy
- Ensure that when child protection concerns arise, no internal investigation occurs without a decision as to whether or not a response from Oranga Tamariki and/or the New Zealand Police is required. This decision is to be made following consultation with a secondary designated person for child protection and/or an Oranga Tamariki duty social worker.
- Consult with the secondary designated person for child protection, or an Oranga Tamariki social worker, regarding all child protection concerns.

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***Think “What if I am right?”***

***not “What if I am wrong?”***

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## Section Three: Child Protection Procedures

The procedures set out in this policy provide guidelines to assist in identifying and responding appropriately to concerns of abuse and neglect.

- 3.1 The procedures set out below will help Church workers with:
- the identification of abuse
  - handling disclosures, whether verbal or behavioural, from a child or young person
  - reporting procedures

### Identification of Abuse

- 3.2 Child abuse can occur in many different settings and forms and may come to light in a variety of different ways. These can include, but are not limited to:
- Direct or indirect disclosure by the child or young person, or someone known to the child or young person
  - Suspicions of abuse by those involved with the child or young person
  - Allegations and/or direct observations or signs displayed in the child or young person's physical or emotional behaviour
  - Direct witnessing of abuse.
- 3.3 The signs and indicators of abuse to a child or young person may not be immediately obvious or identifiable. **Appendix 1** of this policy sets out a non-exhaustive list of signs and indicators to help identify abuse.
- 3.4 If a Church worker is unsure about what might constitute child abuse, or if they are unsure about whether they ought to report an incident, they should ask for advice and guidance from the Designated Person(s), or failing that an independent expert social worker or Child Matters.
- 3.5 At any time, a Church worker may seek advice from Oranga Tamariki (0508 326 459) regarding child protection concerns.

### Responding to Child Abuse or Suspected Child Abuse

- 3.6 When child abuse is suspected, disclosed, or witnessed, everything must be done to ensure the ongoing safety of the child or young person concerned, along with the ongoing safety of any other child or young person who is in close connection to the alleged offender. In all cases, the child or young person is the primary concern, and all other concerns (including the guilt or innocence of the alleged offender) must be secondary. This does not mean that the alleged offender is to be considered guilty without due investigation, but that the child or young person's safety comes first.
- 3.7 In a situation where any Church worker believes that a child or young person is in immediate danger, or in a situation where they believe that a third party is not prepared to secure the child or young person's safety by contacting a statutory service, the Church worker, in consultation with the Designated Person(s), will inform Oranga Tamariki or the Police of their concerns.

- 3.8 Central Baptist Church Invercargill Church workers will not act alone about concerns of abuse but will consult with the Designated Person(s), who will be committed to taking action as outlined in the procedures.
- 3.9 In dealing with an allegation or suspicion of child abuse, Central Baptist Church Invercargill will respond with sensitivity, objectivity, confidentiality, fairness, and honesty.
- 3.10 **Appendix Two** of this policy sets out an overview for responding to child abuse.

### **Responding to Disclosure of Abuse from a Child or Young Person**

- 3.11 Disclosure of abuse may come directly from a child or young person. It is important that Church workers take what the child or young person says seriously, and respond in a calm, caring and sensitive manner. This applies irrespective of the setting, or the Church worker's own opinion on what is being said. If there is information disclosed regarding actual or suspected child abuse Church workers must:
- stay calm
  - listen and hear
  - give time to the child or young person to say what they want
  - reassure them that they were right to tell
  - tell the child or young person that they are being taken seriously and that they are not to blame
  - explain that they have to pass on what the child or young person has told them as soon as they are aware that the child or young person is making a disclosure
  - give an age-appropriate explanation to the child or young person of what they can expect to happen next
  - record in writing what was said as soon as possible, using the child or young person's own words where possible.
  - Report the concern to the Designated Person(s).

Church workers must not:

- make the child or young person repeat the story unnecessarily
  - promise to keep secrets
  - enquire into the details of the alleged abuse
  - ask leading questions.
- 3.12 **Under no circumstances should Church workers attempt to conduct an investigation or deal with concerns of abuse** without first seeking advice from [complaints@baptist.org.nz](mailto:complaints@baptist.org.nz) or Child Matters (refer Appendix 6) to ensure they receive independent, external advice on the process and next steps.

### **Harmful Behaviour by One Child or Young Person Towards Another**

- 3.13 It is important to be aware that children and young people can harm other children and young people. These behaviours are outside of what may be considered the normal range, and can extend to bullying, violence or sexual assault. Therefore, when a child or young person alleges inappropriate harmful behaviour by another child or young person then the child protection procedures outlined in this policy must be considered for both children and young people.

- 3.14 If harmful behaviour by one child or young person towards another is alleged or observed, Central Baptist Church Invercargill Church workers must consult with the Designated Person/s and seek external support to appropriately respond to the behaviour.

### **Reporting Procedures**

- 3.15 All Central Baptist Church Invercargill Church workers must report concerns or allegations of child abuse to the Designated Person/s at the first possible opportunity to best ensure the safety of the child or young person. A decision will be made as to whether to notify Oranga Tamariki. If an immediate response is required to ensure the child or young person's safety, Church workers should contact the NZ Police and Oranga Tamariki directly.
- 3.16 All concerns or allegations of sexual abuse must be reported to Oranga Tamariki or the NZ Police.
- 3.17 When reporting an incident, members of Central Baptist Church Invercargill should:
- Inform the designated person for child protection as soon as possible
  - Record in writing all conversations and actions taken and keep these records securely in a Child Protection Register.
- 3.18 Effective documentation, including referrals and notifications, must include:
- A record of statements made, including observations, with times and dates
  - What was said and by whom, using the person's words
  - What action has been taken, by whom and when.

### **Keeping the Child or Young Person's Family Informed and Involved**

- 3.19 Wherever possible, a child or young person's family should participate in the decisions affecting that child or young person and the relationship between the child or young person and their family should be maintained and strengthened.
- 3.20 Although the parent or caregiver of the child or young person will usually be informed of concerns, there may be times when those with parental responsibility may not be initially informed. This may happen when:
- the parent or caregiver is the alleged offender
  - it is possible that the child or young person may be intimidated into silence
  - there is a likelihood that evidence will be destroyed
  - the child or young person does not want their parent or caregiver involved and they are of an age when they are competent to make that decision. Any decision not to inform the child or young person's family based solely on the child or young person's wish should be made with careful consideration and in consultation with the Designated Persons.
- 3.21 When it comes to informing the family and whānau, advice can be sought from Oranga Tamariki, Child Matters or [complaints@baptist.org.nz](mailto:complaints@baptist.org.nz).

### **Confidentiality and Information Sharing**

- 3.22 The safety of a child or young person is paramount and Central Baptist Church Invercargill has a responsibility to know when and how to share appropriate information with external agencies to protect the safety and wellbeing of children and young people.
- 3.23 All Church workers are required to adhere to the Privacy Act 2020 and the Information Sharing Provisions under the Oranga Tamariki Act 1989, and the Family Violence Act 2018.
- 3.24 Under the Privacy Act 2020, the giving of information to protect a child or young person is not a breach of confidentiality. Principle 11 of the Privacy Act 2020, states that the sharing of personal information is allowed if “disclosure of the information is necessary to prevent or lessen a serious threat”.
- 3.25 The Oranga Tamariki Act 1989 places the wellbeing and best interests of children and young people as the first and paramount consideration when it comes to the sharing of information. This principle takes precedence over any duty of confidentiality that is owed to the child or young person, their family, or any person with whom the child or young person is in a domestic relationship with.
- 3.26 Under the Oranga Tamariki Act 1989, if *[name of church/organisation]* Church workers raise a legitimate concern in good faith about suspected child abuse, which proves to be unfounded on investigation, no civil, criminal, or disciplinary proceedings may be brought against that Church workers member, or against *[name of church/organisation]*.**
- 3.27 **Appendix 3** of this policy provides an overview of the information sharing provisions of the Oranga Tamariki Act 1989 and information sharing considerations.
- 3.28 Advice should be sought from Oranga Tamariki and/or the Police before any information about an allegation that identifies an individual is shared with anyone other than the Designated Person/s.

## Section Four: Safe Recruitment

### Safe Recruitment

- 4.1 *Central Baptist Church Invercargill has a responsibility to ensure that those entrusted with children are safe to do so. Central Baptist Church Invercargill is committed to ensuring robust recruitment and appointment processes are in place, and are followed, which emphasise the importance of child protection, and which ensure that every Central Baptist Church Invercargill Church worker working with children, either directly or indirectly, is safe and suitable to do so.*
- 4.2 *Before making any appointment, Central Baptist Church Invercargill will complete a robust safety checking process to ascertain the candidate's suitability and safety to work with children at Central Baptist Church Invercargill. Depending on the role, this process may include, but is not limited to:*

#### **SAFETY CHECKING PROCESS**

- *Identity verification check*
- *Employment verification check*
- *Reference check*
- *Professional membership check*
- *New Zealand Police vetting check*
- *Oranga Tamariki check*
- *Risk assessment*
- *Interview(s) with the applicant*

*The name of the worker must be brought to the Ministry Leaders for approval and this should be minuted.*

*The worker must sign a Safe Working Practices Agreement before commencing and any other codes of conduct that Central Baptist has in place.*

### **Police Vetting [See Central Baptist Church Invercargill's Health and Safety Policy - Police Vetting for full details of the process.]**

- 4.3 *All Church workers, including but not limited to crèche helpers, ministry leaders, ministry helpers, and youth leader working with children, either directly or indirectly, must undergo police vetting. Police vetting will be carried out on all Church workers over the age of 16 and will be repeated a minimum of every three (3) years thereafter.*
- 4.4 *Until such time as the police vetting has been completed, and the results have been received, all newly appointed Central Baptist Church Invercargill Church workers working with children will be supervised in their role by a Police vetted Church worker and will not be permitted to work alone or carry out any alternative duties.*
- 4.5 *In the event of a person under the age of 16 is working as a church worker, that church worker will not be permitted to work alone with children and must be supervised by a Police vetted church worker at all times.*
- 4.6 *If the candidate has lived in another country in the last five (5) years, they must supply a background check conducted in that country.*

### **Child Protection Training**

- 4.7 All church workers of Central Baptist Church Invercargill will be required to be familiar with, and adhere to, the Central Baptist Church Invercargill Child Protection Policy.
- 4.8 Central Baptist Church Invercargill will ensure that everyone in the organisation has adequate and appropriate information about child abuse in order to protect children and to recognise and respond when children and young people are at risk. At a minimum, this will include being provided with an overview of the signs and indicators of abuse, as well as a copy of Central Baptist Church Invercargill's Child Protection Policy and the procedure for responding to actual or suspected abuse.
- 4.9 The Designated Person/s for Child Protection, and all Church workers working directly with children and young people should receive in depth, and updated child protection training to ensure that those roles can be carried out safely and effectively.
- 4.10 Church workers training on child protection may include an overview of signs and indicators of abuse, as well as the procedure for responding to actual or suspected abuse. This training will include:
- Roles and responsibilities of Church workers regarding child protection
  - Recognising and responding to the signs and indicators of actual or suspected abuse
  - Ensuring Church workers receive a copy this Policy, can understand it, and can follow the procedures for reporting a concern.

### **Support**

- 4.11 It is recognised that dealing with child protection cases and concerns can have an impact on the wellbeing of Church workers. Central Baptist Church Invercargill will offer appropriate support to any Church worker involved with dealing with a child abuse case or concern. This support may include, but is not limited to, counselling services and/or referring the Church worker to other appropriate agencies.
- 4.12 Where practicable, Central Baptist Church Invercargill will assist members of the congregation who are victims of child abuse by ensuring that they have access to the appropriate support care.

### **Educating Parents, Caregivers and Children and Young People**

- 4.13 Central Baptist Church Invercargill believes that as well as training for Church workers, education directed at children and young people and their parents and caregivers is also an important aspect in enhancing the wellbeing of children and young people.
- 4.14 Parents, caregivers, children, and young people involved with Central Baptist Church Invercargill will be made aware of the Central Baptist Church Invercargill Child Protection Policy, ensuring that those associated with Central Baptist Church Invercargill know, at a minimum, who to contact in the event of a child protection concern arising.

## Section Five: Safe Working Practices

- 5.1 A relationship between an adult and a child or young person can never be a relationship between equals. This is because there is a potential for exploitation and harm of children and young people and therefore adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.
- 5.2 Church workers must, at all times, work for the physical, social, educational, moral and spiritual well-being of the children and young people in their care and contact.
- 5.3 Church workers should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. Church workers who work with children and young people must act in a way that is considered to be safe practice. This includes, but is not limited to:
- Avoiding situations where they are alone with a child or young person
  - Ensuring that they are visible to others when with a child or young person
  - Using an open-door policy where possible
  - Treating all children and young people with respect at all times, regardless of their gender, race, religion, political beliefs, age, physical or mental health, sexual orientation, family and social background, and culture, economic status or criminal background
  - Avoiding circumstances where their behaviour (both verbal and physical) may be misinterpreted as hostile, suggestive, inappropriate, offensive, or neglectful
  - Promoting an environment where children and young people feel safe and comfortable in the care and contact of Central Baptist Church Invercargill
  - Not transporting a child or young person, other than their own, alone at any time other than in an emergency situation
  - Not removing any child or young person from Central Baptist Church Invercargill without prior written consent from the child or young person's parent or caregiver – except in an emergency situation
  - Acting swiftly to ensure that any perceived risk to a child or young person is immediately reported
  - Monitoring visitors to Central Baptist Church Invercargill at all times
  - Not taking, or displaying, images of children and young people unless they have consent to do so from the child or young person's parents or caregivers, and the child or young person themselves if appropriate
  - Ensuring that all interaction and communication with children and young people, by whatever means, is transparent and open to scrutiny.

### Physical Contact

- 5.4 There is a necessity to have a balance between the rights of the child or young person and the need for intervention. When physical contact is made with a child or young person this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity, and background. Church workers should always use their professional judgement, observe, and take note of the child or young person's reaction or feelings and use a level of contact and/or form of communication which is acceptable to the child or young person for the minimum amount of time necessary.

**Communication** [Refer to Central Baptist Church Invercargill's Media and Communication for the complete policy.]

Below are the relevant parts of this policy as it relates to children and young people.

### **SOCIAL MEDIA**

- Social Media is the ever growing, ever changing field of communication through different forms of technology accessed by mobile phones, tablets and other computing devices.
- Social media opens new means to connect with others but holds the possibility for misunderstanding and abuse. Communication through social media is often more individual thus needing high levels of accountability particularly when communicating with children, young people and those who are vulnerable.
- Any social media **group** must be a closed group overseen by the appropriate Ministry Leader and at least one other person either from staff, a leader, or a volunteer as administrators.
- Any Social Media **page** governed by the church must have a both a Ministry Leader and at least one other person either from staff, a leader, or a volunteer as administrators. This is for both accountability and practicality purposes.
- No new Social Media profiles/pages/groups may be created without prior approval from the Lead Pastor.

### **CONTENT**

- There is an expectation that the Central Baptist community will ensure that all comments concerning the church, its people, its practices and its purposes on social media are positive.
- Social media content must remain professional in nature but can be more informal and friendly as appropriate for each audience. For pages/profiles that are publicly accessible, posts should be worded in a way that makes sense to those who are not part of the church congregation. Content must reflect the core values of the church.
- Language used must remain positive, factual, professional and be sensitive to the privacy of others.
- Initiatives from other organisations can be shared on this platform if deemed to be beneficial to this wider audience. Links to outside initiatives or posts from other sources must be approved by the Lead Pastor or ministry leadership team prior to being shared.
- Permission must be granted from individuals featured in images or the creator of these images/videos where rights are not owned by Central Baptist. Visual media used must also be sensitive to the privacy of others.
- Administrators may reply to comments on the page/group, but only Ministry Leaders are to engage in discussion or make theological statements under the Central Baptist Church Invercargill profile.
- Administrators may remove posts, comments or photo tags they deem inappropriate or do not reflect the mission statement of our Church – 'Love God, Love Others' or is in breach of the above guidelines. Administrators may block someone who repeatedly writes inappropriate posts or comments.
- Interaction is encouraged. Disclaimer statement to be included:
  - *Please note that the views expressed on this page may not accurately represent the opinions of Central Baptist Church Invercargill. We reserve the right to remove posts at our discretion.*

### **CONDUCT**

- Safe boundaries in the use of social media must be recognised. Laws concerning reporting of suspected child abuse or exploitation of children, youth, elders and vulnerable adults apply with social media, just as they do in the physical world.



- Communications sent digitally are not confidential and potentially may be shared or reposted to others without an individual's permission or knowledge.
- **Private/Direct Messages** from the main Central Baptist Church Invercargill Facebook page are only to be answered by a Ministry Leader.
- **Online gatherings** or meetings (via Zoom for example) are subject to the same rules and parameters as a meeting in 'reality'.

#### **CHILDREN AND YOUTH YOUNGER THAN 13 YEARS OF AGE**

Many social media applications require users to be 13 years and above to create a profile. As such, communication through social media is not an acceptable form of communication between staff, leaders or volunteers at this age group, and will not be used.

- If children younger than 13 years of age have personal mobile numbers or email addresses, this information will not be collected or used.
- Any communication using Social Media for those younger than 13 years of age must go through a parent/caregiver of the child.
- Staff, leaders and volunteers will not communicate to children privately across any form of social media. Private communication between staff, leaders or volunteers and children younger than 13 years of age could result in disciplinary action.
- If a child younger than 13 years of age contacts a staff member, leader or volunteer using social media, they will not be responded to. Instead, the young person's parent/caregiver will be notified and an explanation to the child that this is not an appropriate way to communicate with staff members, leaders or volunteers will be encouraged. If communication persists, methods of blocking incoming communication on the relevant platform could be implemented.
- Actions construed as grooming will not be tolerated and the police will be involved appropriately.

#### **YOUNG PEOPLE 13 TO 18 YEARS OF AGE**

*These policies should also be considered when communicating with those with intellectual impairments and those who are vulnerable in other ways - emotionally, socially, intellectually, etc.*

- Interactions should be encouraged through a public forum (page or group) that is visible to parents/caregivers and maintains strong filters for content. If a member of staff, leader, volunteer or elder chooses to 'friend' a young (or vulnerable) person from their ministry through social media, they must ensure their posts and comments are always in-line with Christian values.
- Private messages via social media to a young or vulnerable person must only be made during working hours or early evening - unless contacted for an urgent pastoral request. The appropriate Ministry Leader or Chairperson of elders can ask to see private messages between the staff member, leader or volunteer and young/vulnerable person if concerns have been expressed or a complaint has been made.
- Intentionally hidden or secret personal interaction between a member of staff, leader or volunteer and a young/vulnerable person is not appropriate and if the content or intent of the interaction is inappropriate, the staff member, Ministry Leader or volunteer will be suspended from that ministry.
- If a member of staff, leader or volunteer receives unwanted messages or comments from a person associated with Central Baptist, they should ask them to stop in the first instance. If unwanted contact continues, they are to consult with the appropriate Ministry Leader or Lead Pastor, then together go to the 'sender' and ask them to stop. If communications persist, methods of blocking incoming communication on the relevant platform will be executed. It is to be explained to the 'sender' that they have been blocked from communication with that member of staff, leader or volunteer.

- Actions construed as grooming will not be tolerated and the police will be involved appropriately.

### **Images/Videos**

Rights to images or videos used in **external** communications must belong to the church and therefore be free from copyright. Alternatively, permission to use the image/video must be obtained where rights are not owned by the church.

Individuals featured in the images/videos should also be asked their permission prior to initial use with purpose for use explained.

Extra care is needed when sharing images/videos of children and young people under the age of 18 and those who are more vulnerable. Permission needs to be sought directly from the parent/caregiver, with full explanation of the end use of the image/video.

The images/video used must be sensitive to the privacy of others and identifying information is not to be provided unless permission has been granted to do so.

- 5.5 If at any time a Church worker suspects that inappropriate communication has occurred between a Church worker and a child or young person, it must be reported to the Designated Person for Child Protection immediately.

### **Private Spaces**

- 5.6 Central Baptist Church Invercargill Church workers are not permitted to enter a private space, such as a toilet or bathroom, while it is being used by children and young people. The upstairs toilets by the lift are for children and young people only. Adults are to use the toilets by the upstairs kitchen.

### **Trips and Excursions**

- 5.12 Taking children and young people out of their usual environment can provide them with life-changing experiences which they will remember for the rest of their lives. It can also put them at risk and into unfamiliar situations. Careful planning and preparation is needed to minimise risks and make the activity a positive experience for each child or young person.
- 5.13 Before any trip, parents and caregivers will be informed by written notice of the details of the same, including but not limited to:
- The venue
  - The method of transport
  - The date
  - The time
  - The contact details of the trip organiser.
- 5.14 Parents and caregivers must give written consent for their child or young person to attend any planned trip.
- 5.15 All adults taking part in the trip or excursion may be appropriately safety checked or Police Vetted prior to the trip or excursion taking place.

- 5.16 All trips and excursions must have had a risk assessment plan submitted and approved by the Lead Pastor.

### **Transportation**

- 5.18 All precautions must be taken to ensure that when transporting children and young people their safety and wellbeing is paramount.
- 5.19 Only approved and fully licensed adults will be responsible for transporting children and young people. All adults must be free from alcohol and non-prescription drugs.
- 5.20 All vehicles transporting children and young people must be roadworthy, with a current Warrant of Fitness and registration, and the maximum passenger number must not be exceeded. Safety belts and restraints must be used.
- 5.21 Drivers must not deviate from the agreed route and must carry a mobile phone with them at all times in case of emergencies.
- 5.22 Children and young people should not be transported alone, except in an emergency, or as necessary for the health and safety of a child or young person. This can be achieved by:
- having a central drop off and pick up point for trips so there isn't one child or young person left at the end of a trip
  - using vans and transporting big groups at once
  - encouraging caregivers to accompany their own child or young person to events.
- 5.23 In circumstances where transporting a child or young person alone is unavoidable due to an emergency situation or where it is required for the health and safety of a child or young person, Church workers must:
- a. Let the child or young person's parent and/or caregiver know what is happening, where you are going, and when you will be back.
  - b. Let the Designated Person/s for Child Protection know the situation
  - c. Ensure that the child or young person sits in the back seat of the vehicle.

### **Childhood Ministries**

- ***Crèche Ministry***

- 5.24 Crèche services are for children under the age of five (5) years and are designed to be provided without the presence of a child's parent or caregiver. Safe working practices will be followed at all times to protect children from the risk of inappropriate behaviour from Central Baptist Church Invercargill Church workers, and any other adult, child, or young person, present.

- 5.25 Where a parent or caregiver is not present, only Church workers whose role it is to provide care for a child may do so.

- 5.26 Any visitors to the crèche must be approved by the appropriate Church worker.

- 5.27 Where possible, open-door policies should be used for all spaces and no Church worker, or visitor to the crèche, should be left alone with a child.
- 5.28 Except in emergency situations, no child is to be removed from the crèche by anyone other than the child's parents or caregivers, without express written permission.
- 5.29 Except in emergency circumstances, all children will be signed in by a parent or caregiver and should either be signed out by a parent or caregiver or delivered directly to a parent or caregiver by a church worker at the end of the session unless expressly authorised by the parent or caregiver otherwise.
- 5.30 The parent or caregiver of the child must complete the Central Baptist Church Invercargill registration process and ensure that updated contact details are provided to the crèche.
- 5.31 In the circumstances where toileting or nappy changes are required, the Church worker must deliver the child to the parent or caregiver.

- **Primary Ministry**

- 5.32 Primary Ministry services are for children aged between five (5) and twelve (12) years and are designed to be provided without the presence of a child's parent or caregiver. Safe working practises will be followed at all times to protect children from the risk of inappropriate behaviour from Central Baptist Church Invercargill Church workers, and any other adult or child present.
- 5.33 Where a parent or caregiver is not present, only Church workers whose role it is to provide care for a child may do so.
- 5.34 Any visitors to the ministry must be approved by the appropriate Church worker.
- 5.35 Where possible, open-door policies should be used for all spaces and no Church worker, or visitors to the ministry, should be left alone with a child.
- 5.36 Except in emergency situations, no child is to be removed from the ministry by anyone other than the child's parents or caregivers without express written permission.
- 5.37 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 roll 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 roll 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.

- 5.38 The parent or caregiver of the child must complete the Central Baptist Church Invercargill registration process and ensure that updated contact details are provided to the ministry.

## **CENTRAL BAPTIST CHURCH INVERCARGILL 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 Designated Person for Child Protection will be notified and the person stood down immediately.
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. If such a situation arises, the Designated Person for Child Protection will be notified and the person stood down immediately.
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 Central Baptist Church Invercargill Complaints Policy.**

- 5.37 Teen Ministry services are for children and young people aged between thirteen (13) and eighteen (18) years and are designed to be provided without the presence of a child's parent of caregiver. Safe working practices will be followed at all times to protect children and young people from the risk of inappropriate behaviour from Central Baptist Church Invercargill Church workers, and any other adult, child, or young person present.
- 5.38 Any visitors to the teen ministry must be approved by the appropriate Church worker.
- 5.39 Where possible, open-door policies should be used for all spaces and no church worker, or visitor to the teen ministry, should be left alone with a child or young person.
- 5.40 The parent or caregiver of the child or young person must complete the Central Baptist Church Invercargill registration process and ensure that updated contact details are provided to the teen ministry.

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***Under no circumstances should Church workers attempt to conduct an investigation or deal with concerns of abuse themselves***

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## **Section Six: Allegations Against Central Baptist Church Invercargill Church workers**

### **Allegations Against Church workers**

- 6.1 Allegations, suspicions, or complaints of abuse against Church workers will be taken seriously and reported directly to the Designated Person for Child Protection who, along with the Central Baptist Church Invercargill Elders will deal with them in line with the Baptist Union's Complaints Policy. The Designated Person for Child Protection or the Pastor or Elder, as first steps, will make an initial enquiry to [complaints@baptist.org.nz](mailto:complaints@baptist.org.nz) to seek advice from an independent, external professional on the process and next steps.
- 6.2 The Church worker should be given the right to access their own legal and professional advice.
- 6.3 In all child protection cases, Central Baptist Church Invercargill will co-operate fully with Oranga Tamariki and the Police in their investigations and assessments.
- 6.4 In all cases where abuse is alleged, the Central Baptist Church Invercargill will consider if it is appropriate for the Church worker to be suspended during an investigation, with priority given to protecting children or young people. Central Baptist Church Invercargill will seek advice as to whether this is appropriate or not.
- 6.5 A person tendering their resignation, ceasing to provide their services to Central Baptist Church Invercargill or ceasing their involvement with Central Baptist Church Invercargill will not prevent an allegation of abuse against a child or young person being followed up in accordance with these procedures.

### **Historical Allegations**

- 6.6 Central Baptist Church Invercargill regards its child protection responsibilities with the utmost importance and is committed to initiating the Baptist Union complaints process for any allegation of abuse.
- 6.7 Any person, collective group of persons, advocate, or support person may submit an allegation of historical abuse against Central Baptist Church Invercargill, either verbally or in writing, directly to the Designated Person for Child Protection.



## Appendices

### Appendix 1: Indicators of Abuse

The indicators for child abuse and neglect fall into three general categories:

- Physical indicators:** Injuries to a child that occur in a pattern or occur frequently. These injuries range from bruises to broken bones to burns or unusual lacerations and are often unexplained or inconsistent with the explanation given
- Behavioural indicators:** The child's actions, attitudes, and emotions can indicate the possibility of abuse or neglect. Behavioural indicators alone are much less reliable than physical indicators, as a child's behaviour may be the result of a variety of other problems or conditions. When observing changes in behaviour, look for the frequency and pattern of the new behaviour, as well as a child's age and stage of development. For example, it is normal for younger children and young people to be wary of adults, as they may have been taught not to talk to strangers. Look for a combination of physical and behavioural indicators.
- Caregiver indicators:** Caregivers who abuse, neglect, or exploit children and young people are either unable or unwilling to provide care and protection in an appropriate way. Those who are unable to provide care and protection may be physically unable due to their own medical or health condition. They may be overly stressed, tired, or working under the influence of drugs or alcohol which limits their abilities. Caregivers who are unwilling to provide children and young people with the appropriate level of care and protection are more aware that what they are doing is wrong but continue to act in that way. These caregivers may not view the child as someone who has feelings and emotions and often have the need to control others or have displaced aggression towards weaker persons.

The indicators alone do not prove child abuse or neglect. Likewise, the absence of indicators does not exclude the possibility that abuse is occurring. If you have any concerns about the wellbeing of a child or young person, seek advice from the Designated Person(s), Pastor, Child Matters or Oranga Tamariki.

### Emotional Abuse Indicators

- Physical Indicators:
  - Bed wetting or bed soiling with no medical cause
  - Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
  - Non-organic failure to thrive
  - Pale, emaciated
  - Prolonged vomiting and/or diarrhoea
  - Malnutrition

- Dressed differently to other children and young people in the family
- Behavioural Indicators:
  - Severe developmental lags with obvious physical cause
  - Depression, anxiety, withdrawal, or aggression
  - Self-destructive behaviour. This can include self-harm, suicide, alcohol, and drug abuse
  - Overly compliant
  - Extreme attention seeking behaviours or extreme inhibition
  - Running away from home, avoiding attending at school
  - Nightmares, poor sleeping patterns
  - Anti-social behaviours
  - Lack of self esteem
  - Obsessive behaviours
  - Eating disorders
- Caregiver Indicators:
  - Labels the child as inferior or publicly humiliates the child (e.g. name calling)
  - Treats the child differently from siblings or peers in ways that suggest dislike for the child
  - Actively refuses to help the child
  - Constantly threatens the child with physical harm or death
  - Locks the child in a closet or room for extended periods of time
  - Teaches or reinforces criminal behaviour
  - Withholds physical and verbal affection
  - Keeps the child at home in role of servant or surrogate parent
  - Has unrealistic expectations of child
  - Involves child in adult issues such as separation or disputes over child's care
  - Exposes child to situations of arguing and violence in the home

## **Neglect Indicators**

- Physical Indicators:
  - Dressed inappropriately for the season or the weather
  - Often extremely dirty and unwashed
  - Severe nappy rash or other persistent skin disorders
  - Inadequately supervised or left unattended frequently or for long periods
  - May be left in the care of an inappropriate adult
  - Does not receive adequate medical or dental care
  - Malnourished - this can be both underweight and overweight
  - Lacks adequate shelter
  - Non-organic failure to thrive
- Behavioural Indicators:
  - Severe developmental lags without an obvious physical cause
  - Lack of attachment to parents/caregivers
  - Indiscriminate attachment to other adults

- Demanding of affection and attention
  - Engages in risk taking behaviour such as drug and alcohol abuse
  - May steal food
  - Poor social skills
  - No understanding of basic hygiene
- Caregiver Indicators:
    - Puts own need ahead of child's
    - Fails to provide child's basic needs
    - Demonstrates little or no interest in child's life
    - Leaves the child alone or inappropriately supervised
    - Drug and alcohol use
    - Uncontrolled or Addressed Depression

## Physical Abuse Indicators

- Physical Indicators:
  - Bruises, welts, cuts, and abrasions
  - Burns - small circular burns, immersion burns, rope burns etc
  - Fractures and dislocations - skull, facial bones, spinal fractures etc
  - Multiple fractures at different stages of healing
  - Fractures in very young children
- Behavioural Indicators:
  - Inconsistent or vague explanations regarding injuries
  - Wary of adults or a particular person
  - Vacant stare or frozen watchfulness
  - Cringing or flinching if touched unexpectedly
  - May be extremely compliant and eager to please
  - Dresses inappropriately to hide bruising or injuries
  - Runs away from home or is afraid to go home
  - May regress (e.g. bedwetting)
  - May indicate general sadness
  - Could have vision or hearing delay
  - Is violent to other children and young people or animals
- Caregiver Indicators:
  - Inconsistent or vague explanations regarding injuries
  - May appear unconcerned about child's wellbeing
  - May state the child is prone to injuries or lies about how they occur
  - Delays in seeking medical attention
  - May take the child to multiple medical appointments and seek medical treatment without an obvious need

## Sexual Abuse Indicators

- Physical Indicators:
  - Unusual or excessive itching or pain in the genital or anal area
  - Torn, stained or bloody underclothing

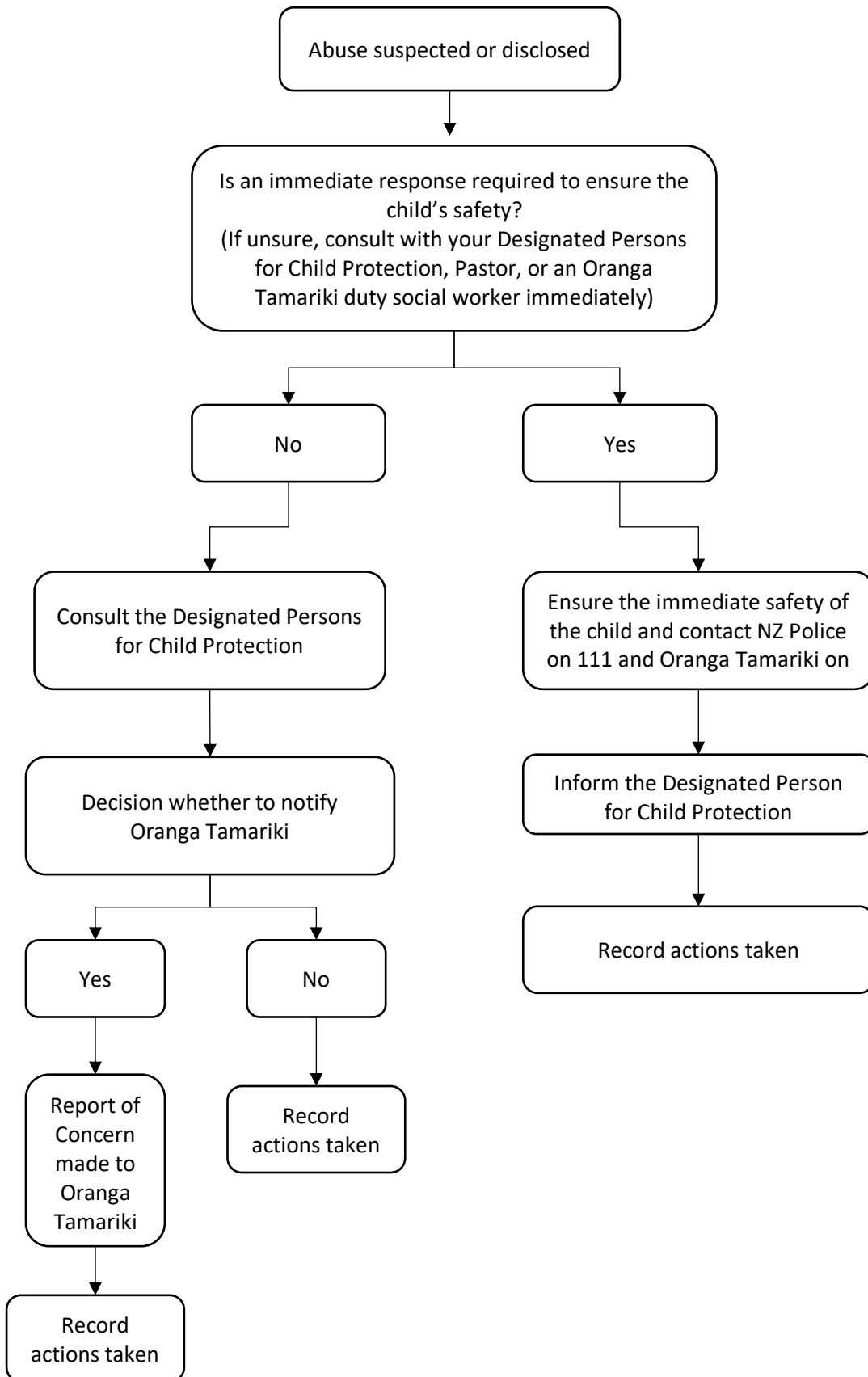
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
  - Blood in urine or stools
  - Sexually transmitted infections
  - Pregnancy
  - Discomfort in sitting or fidgeting as unable to sit comfortably
- Behavioural Indicators:
    - Age-inappropriate sexual play or language
    - Bizarre, sophisticated, or unusual sexual knowledge
    - Refuses to go home, or to a specific person's home, for no apparent reason
    - Fear of a certain person
    - Depression, anxiety, withdrawal, or aggression
    - Self-destructive behaviour. This can include self-harm, suicide, alcohol, and drug abuse
    - Overly compliant
    - Extreme attention seeking behaviours or extreme inhibition
    - Dresses inappropriately to hide bruising or injuries
    - Eating disorders
    - Compulsive behaviours
  - Caregiver Indicators:
    - May be unusually over-protective of the child
    - Accuses the child of being sexually provocative
    - Misuses alcohol or drugs
    - Invades the child's privacy (e.g. during dressing, in the bathroom)
    - May favour the victim over other children and young people

## **Family Violence Indicators**

- Indicators in the Child:
  - Physical injuries consistent with the indicators of Physical Abuse
  - Bullying or aggressive behaviour
  - Complaints of headaches or stomach aches with no apparent medical reason
  - Talking or describing violent behaviours
- Indicators in the Victim:
  - Physical Injuries including: bruising to chest and abdomen, injuries during pregnancy
  - Depression and/or anxiety
  - Inconsistent explanations for injuries
  - Fearful
  - Submissive
- Indicators in the Offender:
  - Isolates and controls partner and children
  - Threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children

- Minimises and denies own behaviour, or blames victim for the perpetrator's own behaviour

## Appendix 2: Action Flowcharts



### Appendix 3: Information Sharing Overview:

#### SAFETY COMES FIRST:

In all instances personal information can be shared with child welfare and protection agencies or independent child protection persons if there are concerns about a child or young person's safety and wellbeing.

***The wellbeing and best interests of a child or young person are to be the first and paramount consideration.***

#### PROTECTION WHEN SHARING:

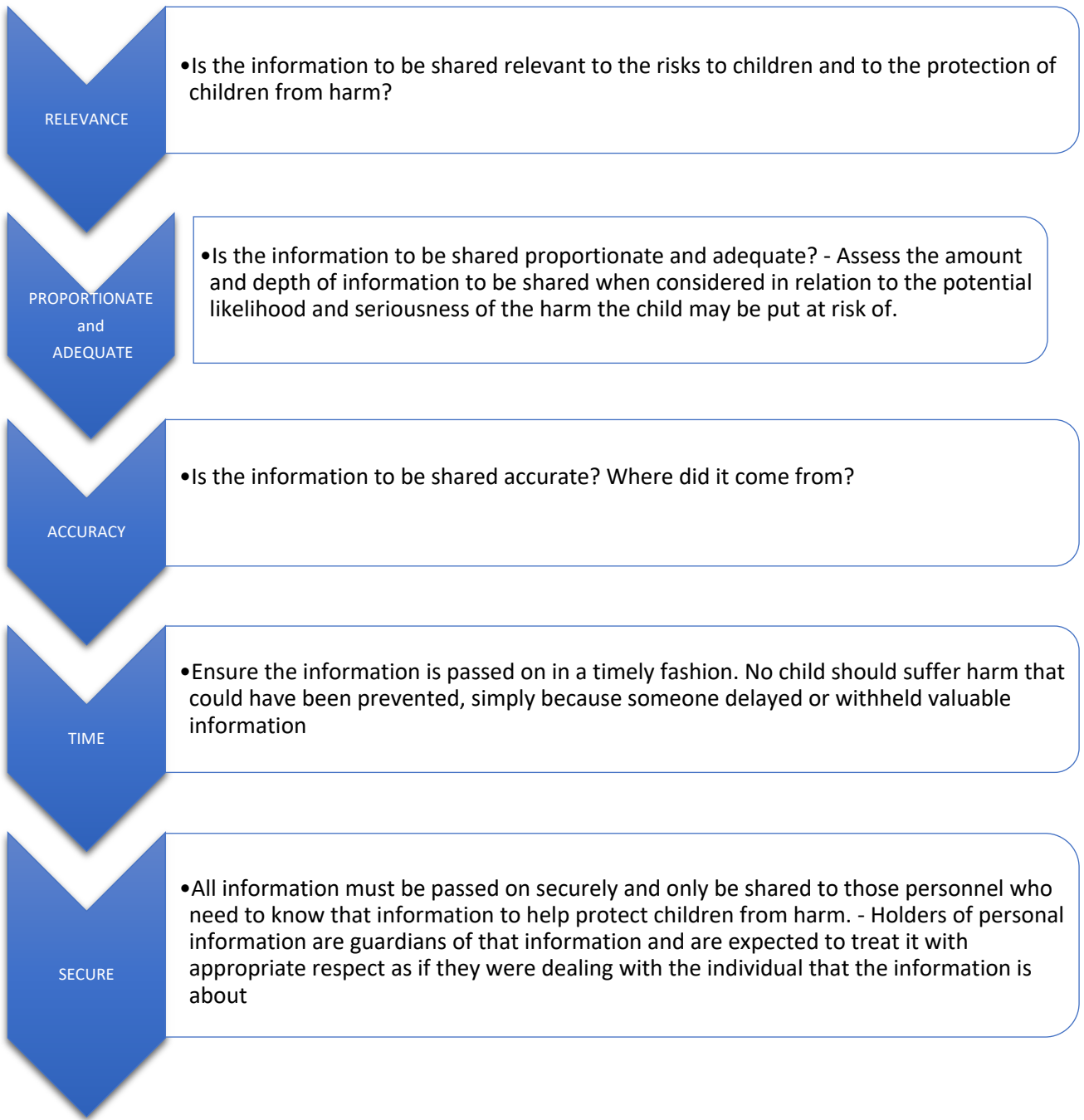
If information is shared in good faith, meaning that you are making every effort to do the right thing, and if that sharing complies with the information sharing provisions, you are protected from civil, criminal, or disciplinary proceedings. (NOTE: Keeping good records about information you have shared and why is important to help demonstrate you shared in good faith.)

#### PRIVACY:

The principles of the Privacy Act 2020 must be followed by Central Baptist Church Invercargill when collecting, storing, using, or disclosing personal information. When there is conflict between the Oranga Tamariki Act 1989 and the Privacy Act 2020, the Oranga Tamariki Act 1989 **prevails**.

**WHEN IT COMES TO INFORMATION SHARING THE WELLBEING AND BEST INTERESTS OF THE CHILD ARE TO BE THE FIRST AND PARAMOUNT CONSIDERATIONS**

#### CONSIDER:





## Appendix 4: Safe Working Practices Agreement

### Safe Working Practices Agreement

As a Central Baptist Church Invercargill Church worker, I **WILL**:

- Ensure that I have read and understood the Central Baptist Church Invercargill Child Protection Policy.
- Treat all children and young people with respect at all times, regardless of their gender, race, religion, political beliefs, age, physical or mental health, sexual orientation, family and social background, and culture, economic status or criminal background.
- Promote an environment where children and young people feel safe and comfortable in my care and contact.
- Act professionally and maintain appropriate boundaries at all times.
- Avoid circumstances where my behaviour (both verbal and physical) may be misinterpreted as hostile, suggestive, inappropriate, offensive, or neglectful.
- Act swiftly to ensure that any perceived risk to a child is immediately reported to the Designated Person(s) for Child Protection.
- Inform the Designated Person(s) for Child Protection of breaches in safe working practices, regardless of whether this has resulted in the harm of a child or young person.
- Not engage in any unwarranted or inappropriate touching of a child or young person.
- Ensure that all communications with children and young people, by whatever methods, are transparent and open to scrutiny.

I certify that I have read, understood, and will comply with the Central Baptist Church Invercargill Child Protection Policy:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 5: Key points to remember when reporting

### KEY POINTS

<b>RESPOND:</b>	Respond to the person (adult, child, or young person) – Believe what they tell you and/or what you see.
<b>SAFETY:</b>	Ensure the safety of the child or young person. Always take action in the short term to ensure the immediate safety of the child. This will mean contacting the NZ Police <b>(111)</b> and Oranga Tamariki <b>(0508 326 459)</b> if you think there is an immediate risk to the child or young person.
<b>RECORD:</b>	Record as soon as possible all initial statements, observations, and concerns to avoid misinterpretations or confusion at a later date.
<b>CONSULT:</b>	Do not make decisions alone. Consult with your Child Protection Policy and your Designated Person(s). Oranga Tamariki is always available to give advice.
<b>REPORT:</b>	Decide to act on your concerns. If you have told the person you believe is responsible for taking action and they do not act, take further action yourself.
<b>SUPPORT:</b>	Seek support for yourself. Responding to a child protection issue can be stressful.

## **Appendix 6: Contact List**

### CONTACT LIST

#### **The Central Baptist Church Invercargill Designated Person For Child Protection is:**

Keith Harrington, 027 273 1716

#### **The Central Baptist Church Invercargill Secondary Designated Persons For Child Protection are:**

Chris Broere, 027 457 5523

Jeremy Thom, 021 849 909

Jude Crump, 021 101 9504

**Baptist Union of New Zealand**  
*complaints@baptist.org.nz*

**Child Matters**  
**07 838 3370**

**Ministry for Children - Oranga Tamariki**  
**0508 326 0459**

**New Zealand Police**  
**111**

**Appendix 7: Template Record of Issue or Concern**

RECORD OF ISSUE OR CONCERN

Any person associated with [name of church/organisation] who suspects the abuse or neglect of a child or young person, or whom a concern has been disclosed to, must complete this form. It is a tool to assist with recording factual observations in accordance with Central Baptist Church Invercargill's Child Protection Policy.

Once this form is filled in, it will contain personal information and therefore be treated in accordance with the Privacy Act and held securely and only disclosed in accordance with that Act.

Name of Child or Young Person:	DOB:
Date:	Time:
Name of Parent/s/Guardian/s: Contact Details:	
<b>Issue or Concern</b>	
<p><b>Issue or Concern:</b></p> <ul style="list-style-type: none"> <li>- <i>What is the concern for this child or young person?</i></li> <li>- <i>What has prompted you to complete the Record of Issue or Concern?</i></li> </ul> <p><b>NOTE:</b> <i>This is a record of the facts. Remember to record:</i></p> <ul style="list-style-type: none"> <li>• <i>observations</i></li> <li>• <i>times and dates</i></li> <li>• <i>what was said, and by whom – Use the persons own words if possible</i></li> </ul> <hr style="width: 50%; margin-left: 0;"/>	

**Additional Information:**

- *Is there any additional information that needs to be disclosed or may be helpful for [name of church/organisation] or statutory authorities to know?*

**NOTE:** *At times incidents viewed in isolation may not be cause for concern however, when viewed in relation to other incidents these can form a larger picture of concern*

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**Action:**

- *What action has been taken?*
- *Have statutory authorities been consulted? If so, record those details.*
- *Why was this action taken/Not taken? (Clearly identify and explain the reasons)*
- *By whom was this action taken, and when?*
- *Who has been informed?*

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**Follow Up:**

- *Next steps*
- *Is a follow up required? If yes, by whom and when?*

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Signed:	Date:
Full Name:	
Position:	
Contact Details:	

**Please give this form to a Designated Person(s) for Child Protection.**

*(Designated Person for Child Protection to complete)*

I, (Full name and position)..... confirm that the above record of issue or concern has been brought to my attention and consultation with the person making the record of issue or concern, and named above, has taken place. The record of issue or concern will be held securely and confidentially.

The following action has been taken:

Signed .....

Dated .....

Contact Details (Phone/Email) .....