

Child Protection Policy

February 2024

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Statement of Commitment

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

Paraparaumu Baptist Church 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.

Section One: Introduction

Purpose

- 1.1 The purpose of this Child Protection Policy is to ensure that Paraparaumu Baptist Church operates in such a way as to protect children and young people from harm.
- 1.2 This policy confirms the commitment of Paraparaumu Baptist Church 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 The Paraparaumu Baptist congregational environment should be a place of safety and all forms of child abuse violate the teachings and principles that underlie Paraparaumu Baptist Church's belief system.
- 1.4 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church 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 or Child Matters on 07 838 3370

Scope

- 1.8 This policy applies to all Paraparaumu Baptist Church, 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 Paraparaumu Baptist Church's Designated Person for Child Protection/Pastor/Elders.

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 Paraparaumu Baptist Church records.

"Church Worker" refers to any person working or volunteering at, for, or on behalf of, Paraparaumu Baptist Church in a role that has contact with children and young people. For the purposes of this policy "Church worker" also refers to the Paraparaumu Baptist Church [Pastors and/or Elders and/or trustees and/or crèche leaders and/or crèche helpers and/or ministry leaders and/or ministry helpers].

"Designated Person for Child Protection" is a person within Paraparaumu Baptist Church 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 Paraparaumu Baptist Church both at a strategic level and on a day-to-day basis.

It is strongly recommended that Paraparaumu Baptist Church 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 Paraparaumu Baptist Church is: Christine Taylor

As at the date of this policy the secondary Designated Person for Child Protection for Paraparaumu Baptist Church is:

"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 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church, including the Designated Person(s) [Pastor/Elders] should investigate allegations of abuse without first seeking advice from 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 Paraparaumu Baptist Church Child Protection Policy
 - Ensure that child protection is a key focus within Paraparaumu Baptist Church 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.

- o Consult with the secondary designated person for child protection, or an Oranga Tamariki social worker, regarding all child protection concerns.

Think “What if I am right?”

not “What if I am wrong?”

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 Paraparaumu Baptist Church 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, Paraparaumu Baptist Church 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 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, Paraparaumu Baptist Church Church workers must consult with the Designated Person/s and seek external support to appropriately respond to the behaviour.

Reporting Procedures

- 3.15 All Paraparaumu Baptist 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 Paraparaumu Baptist Church 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.

Confidentiality and Information Sharing

- 3.1 The safety of a child or young person is paramount and Paraparaumu Baptist Church 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.
- 3.2 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.
- 3.3 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".

- 3.4 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.
- 3.5 **Under the Oranga Tamariki Act 1989, if Paraparaumu Baptist Church 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 those Church workers, or against Paraparaumu Baptist Church.**
- 3.6 **Appendix 3** of this policy provides an overview of the information sharing provisions of the Oranga Tamariki Act 1989 and information sharing considerations.
- 3.7 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

[Refer to the Paraparaumu Baptist Church "Safe Recruitment Policy"]

Safe Recruitment

- 4.1 Paraparaumu Baptist Church has a responsibility to ensure that those entrusted with children are safe to do so. Paraparaumu Baptist Church 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 Paraparaumu Baptist Church Church worker working with children, either directly or indirectly, is safe and suitable to do so.
- 4.2 Before making any appointment, Paraparaumu Baptist Church will complete a robust safety checking process to ascertain the candidate's suitability and safety to work with children at, Paraparaumu Baptist Church. 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

Police Vetting

- 4.3 All Church workers, including but not limited to [crèche helpers, ministry leaders, ministry helpers, and youth leaders] 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 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church will be required to be familiar with, and adhere to, the Paraparaumu Baptist Church Child Protection Policy.
- 4.8 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church'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. Paraparaumu Baptist Church 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, Paraparaumu Baptist Church 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 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church will be made aware of the Paraparaumu Baptist Church Child Protection Policy, ensuring that those associated with Paraparaumu Baptist Church know, at a minimum, who to contact in the event of a child protection concern arising.

Section Five: Safe Working Practices

Refer to the Paraparaumu Baptist Church "Safe Working Practices Document"

- 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 Paraparaumu Baptist Church
 - 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 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church 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

- 5.5 Care should be taken to ensure that any communication between children and young people, and adults, by whatever method, should take place within clear and professional boundaries. This includes technology such as mobile phone, text messaging, emails, digital cameras, videos, webcams, websites, social media, and blogs.
- 5.6 Church workers should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child or young person other than that which might be appropriate as part of their professional role.
- 5.7 Church workers should ensure that all communications are transparent and open to scrutiny.
- 5.8 Care should be taken to ensure that all communication between Church workers and children and young people should be for professional purposes only. At no time should communication be for personal reasons or to entice a friendship or relationship with a child or young person.
- 5.9 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

- 5.10 Paraparaumu Baptist Church 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.
- 5.11 In the event that an adult is required to enter a private space that is being used by children and young people, they must ensure that they have at least one other adult with them and that they knock, announce themselves, and wait for permission from the children or young people prior to entering.

Photographs and Recordings

- 5.12 Written consent must be obtained for all photographs to be taken, and/or displayed, of children and young people, whether they are intended for internal or external use. This includes, but is not limited to, the posting of images on social media.

Trips and Excursions

- 5.13 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.
- 5.14 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.

- 5.15 Parents and caregivers must give written consent for their child or young person to attend any planned trip.
- 5.16 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.

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:
 - o 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
 - o using vans and transporting big groups at once
 - o 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 [If applicable]

o Crèche Ministry [if applicable]

- 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 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church 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 [if applicable]**

- 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 Paraparaumu Baptist Church 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 Except in emergency circumstances, all children will be signed in by the approved church worker, parent, or caregiver, and should be either signed out by a parent or caregiver or delivered directly to a parent or caregiver at the end of the session unless expressly authorised by the parent or caregiver otherwise.
- 5.38 The parent or caregiver of the child must complete the Paraparaumu Baptist Church registration process and ensure that updated contact details are provided to the ministry.

- **Teen Ministry [if applicable]**

- 5.39 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 or caregiver. Safe working practices will be followed at all times to protect children and young people from the risk of inappropriate behaviour from Paraparaumu Baptist Church Church workers, and any other adult, child, or young person present.

- 5.40 Any visitors to the teen ministry must be approved by the appropriate Church worker.
- 5.41 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.
- 5.42 The parent or caregiver of the child or young person must complete the Paraparaumu Baptist Church registration process and ensure that updated contact details are provided to the teen ministry.

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

Section Six: Allegations Against Paraparaumu Baptist Church 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 Paraparaumu Baptist Church [Pastor/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 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, Paraparaumu Baptist Church 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 Paraparaumu Baptist Church 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. Paraparaumu Baptist Church will seek advice as to whether this is appropriate or not.
- 6.5 A person tendering their resignation, ceasing to provide their services to Paraparaumu Baptist Church, or ceasing their involvement with Paraparaumu Baptist Church, 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 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church, 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

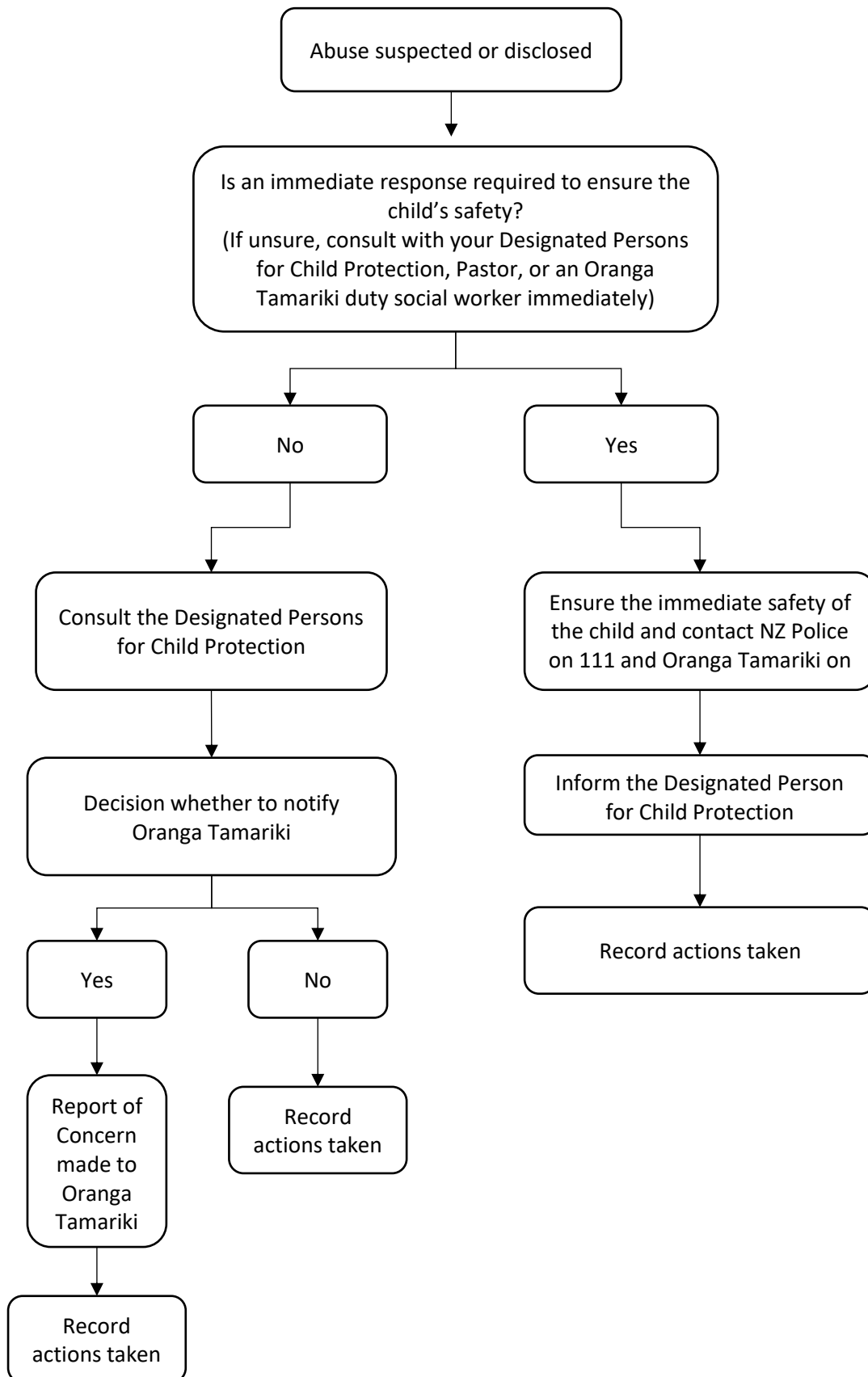
- Physical Indicators:
 - Unusual or excessive itching or pain in the genital or anal area
 - Torn, stained or bloody underclothing
 - Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
 - Blood in urine or stools
 - Sexually transmitted infections
 - Pregnancy
 - Discomfort 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:

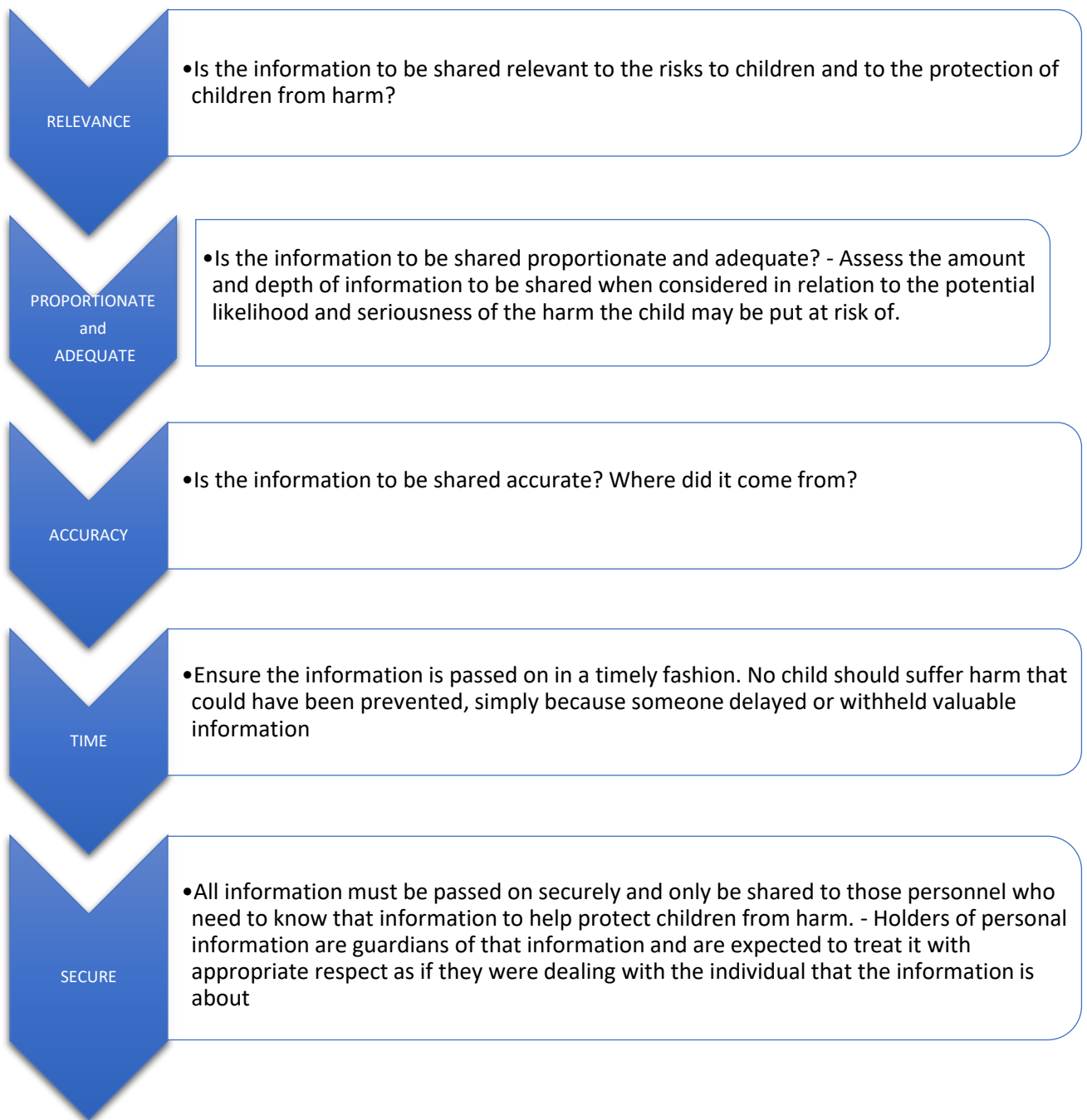
If information is shared in good faith, meaning that you are making every effort to do the right thing, and if that sharing complies with the information sharing provisions, you are protected from civil, criminal, or disciplinary proceedings. (NOTE: Keeping good records about information you have shared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

PRIVACY:

The principles of the Privacy Act 2020 must be followed by Paraparaumu Baptist Church 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 Paraparaumu Baptist Church Church worker, I **WILL**:

- Ensure that I have read and understood the Paraparaumu Baptist Church 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 Paraparaumu Baptist Church Child Protection Policy:

Name: _____

Signature: _____ Date: _____

Appendix 5: Key points to remember when reporting

KEY POINTS

RESPOND:	Respond to the person (adult, child, or young person) – Believe what they tell you and/or what you see.
SAFETY:	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 (111) and Oranga Tamariki (0508 326 459) if you think there is an immediate risk to the child or young person.
RECORD:	Record as soon as possible all initial statements, observations, and concerns to avoid misinterpretations or confusion at a later date.
CONSULT:	Do not make decisions alone. Consult with your Child Protection Policy and your Designated Person(s). Oranga Tamariki is always available to give advice.
REPORT:	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.
SUPPORT:	Seek support for yourself. Responding to a child protection issue can be stressful.

Appendix 6: Contact List

CONTACT LIST

The Paraparaumu Baptist Church Designated Person For Child Protection is:

(Christine Taylor 022 371 9078)

The Paraparaumu Baptist Church Secondary Designated Person For Child Protection is:

(Name Phone)

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 Paraparaumu Baptist Church 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 Paraparaumu Baptist Church'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:	
Issue or Concern	
<p><u>Issue or Concern:</u></p> <ul style="list-style-type: none">- <i>What is the concern for this child or young person?</i>- <i>What has prompted you to complete the Record of Issue or Concern?</i> <p>NOTE: <i>This is a record of the facts. Remember to record:</i></p> <ul style="list-style-type: none">• <i>observations</i>• <i>times and dates</i>• <i>what was said, and by whom – Use the persons own words if possible</i> <hr/>	

Additional Information:

- *Is there any additional information that needs to be disclosed or may be helpful for Paraparaumu Baptist Church 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

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?*

Follow Up:

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

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)