

RISK MANAGEMENT

**Ethics and Leadership
in the Presbyterian Church**



**Presbyterian Church
of Aotearoa New Zealand**

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The purpose of this workshop is to assist ministers and other church leaders in the identification and management of the risks they will face in the exercise of their ministry.

The risk may be:

- To themselves
- To their congregations
- To their spouse and families
- To people they encounter in their ministry
- To the integrity of the Gospel message
- To the reputation of the Presbyterian Church and the church in general

Affirmation

It is important to affirm at the start, that ministers, elders and other leaders play a critical role in the life, vitality and mission of the church. The Presbyterian Church, in its national spending priorities and strategic focus, identifies leadership as a key element in its future growth.

Our leaders work within a complex of relationships. They make decisions every day which impact on the lives of others. They do a great job and almost all their decisions convey a conviction and a faith which encourages and supports Christian mission and witness. While some of the things we talk about today will sound dire, these stories represent a tiny portion of what is happening in our churches. The problem is that this tiny portion, on rare occasions, can be very costly and very damaging.

Background

It is because of the role our leader's play, that we are providing these workshops. Occasionally every one of us makes the wrong decision or finds themselves in positions in which our judgement, integrity or ethics could be questioned. Sometimes these mistakes reflect a lack of access to resources or information, a naivety about rules or laws or the nature of the media, or occasionally reflect a ministers own sense of loneliness or personal need.

Leaders also have responsibility for the care of the most vulnerable in their congregations and communities, and that is why we spend a significant portion of this workshop on our responsibilities to children and young people.

Our church communities, by their very nature as welcoming and hospitable places, need to recognise that they make themselves vulnerable to those very few people whose intentions might be harmful and destructive.

Churches often have a commitment to those who suffer from mental and psychological illnesses and impairments which can provide special challenges for all those involved in their care and support.

Outcomes

1. By using examples developed from real situations, we want church leaders to be aware of the real issues and problems which can be faced by those in leadership.
2. We want to provide leaders an opportunity to reflect on their own decision making processes and the areas in which they might want to develop further skills, knowledge and information.
3. We want leaders to apply the policies of the church to decision making.
4. We want leaders to be aware of some of their legal responsibilities and the issues around dealing with children and young people.

Key messages

1. Try to avoid making difficult decisions alone. Seek out the counsel and wisdom of people who you trust. Make sure you have a list of contact numbers for specialist issues:

For example, to gain specific advice on:

- a. Media or employment issues you can contact the Assembly Office. (048016000).
 - b. For reporting suspected child abuse 0508 326 459 (CYF's)
2. Take action. If you have genuine reason to believe someone is at risk or in danger, act immediately. Pastoral responsibilities and issues around maintaining confidentiality are secondary to protecting the vulnerable or those in danger.
 3. Know yourself. We all have strengths and weaknesses, limitations and needs. Members of your congregation should not be looked upon to fulfil these needs nor should ministers create expectations or act in ways that suggest that they have a knowledge or skill base which they do not possess.
 4. Know the law. We live in a litigious environment. Acting in ways that contravene laws about health and safety, employment or libel, or ignoring laws about reporting abuse or other crimes, can get you and others into a lot of trouble. While the Church has insurance cover which provides some indemnity in terms of civil action it does not cover the cost associated with defending yourself if you have committed a crime or broken employment or health and safety laws .
 5. Understand the church's ethics, youth and child care policies. They can provide a useful guide and help in making decisions. Especially remember the rules about background checking.

Key messages

6. Understand the church's disciplinary (chapter 15) and (for ministers) ministry termination (chapter 10) processes. Ministers and others have rights and responsibilities under these processes. However, ministers in particular need to be mindful of actions which may contribute to the termination of their ministry, or increase the likelihood of a disciplinary action.
7. Understand the media. You have a great story to tell, so find ways to tell it. However, be clear that the media have a special interest in crisis, cover ups, scandal and suffering. We do not want the church or its leaders to be the subject of these messages. Think about your key messages before you make any comment, and get advice.
8. Do your own risk assessment. Big problems usually start off small. Look ahead and think about the possible consequences of your actions.
9. Be especially mindful of situations where you find yourself dealing with people for whom you (or they to you) have a sexual attraction, or are angry or are in a heightened emotional state or have psychological or mental problems.
10. If something starts to go wrong, get help.

Note:

These workshops are intended for the benefit of Presbyterian ministers and church leaders. The information contained in them and expressed by participants is confidential. The case studies used, while emerging from real experiences, unless identified otherwise, are fictitious with any similarity to known people and events being coincidental.

2.11 Code of Ethics:

People in ministry positions are expected to abide by the following Code of Ethics.

2.11.1 Introduction

This Code is to be read in the context of the Book of Order, in which the basis of the faith, order and discipline of this Church is set out. The discipline of our Church applies to ministers and other office-bearers, members and associate members who have arrived at the years of discretion.

This Code is a statement of how the Presbyterian Church of Aotearoa New Zealand understands the standards of conduct of those members who undertake the work of pastoral care in its name. In this context the term minister will include all, clergy and lay, who undertake the work of pastoral care.

Pastoral care involves the information of special relationships characterised by openness and trust. These relationships are developed in a variety of settings and a variety of ways, from informal pastoral care to structured counselling situations. This Code indicates acceptable ethical behaviour for those offering pastoral care.

While its focus is pastoral care, it is also applicable wherever there is a ministry relation between people. By the grace of God we are called to serve, and through the power of the Holy Spirit we are sustained and encouraged to keep within this code. Further work is being done on the Code of Ethics to make it more specific in its application.

2.11.2 Responsibilities to Those to Whom We Offer Pastoral Care

- a. Minister will deal truthfully with people, encouraging free and open discussion, upholding their best interests, rights and well-being.
- b. Ministers will respect the right of people to privacy and confidentiality of information except when there is a clear and imminent danger to

those people or others, at which time they will be informed of those limits.

- c. Ministers will recognise the dignity and worth of every person and will offer pastoral care without unfair discrimination.
- d. Ministers will not abuse their position by taking advantage of people for personal, financial or institutional gain.
- e. Ministers will recognise that sexual intimacy in the pastoral situation is unacceptable and will not subject people to sexual exploitation, sexual harassment or sexual abuse.
- f. Ministers will recognise that there are limits to their competence and will refer people to others when this proves necessary or desirable. They will not attempt counselling without training.
- g. Ministers will recognise that there is a cultural context for pastoral care and will act with awareness and sensitivity.

2.11.3 Responsibilities to the Church

- a. Ministers will uphold high standards of practice in ministry and work for the advancement of those standards.
- b. Ministers will exercise stewardship in the time given to ministry, guarding against both over commitment and avoidance of responsibility.

2.11.4 Responsibilities to Colleagues and Other Pastoral Workers

- a. Ministers will promote co-operation with colleagues, pastoral workers and members of other helping professions, treating them with consideration and respecting professional confidences.
- b. Ministers will seek mediation through the courts of the Church when conflicts with colleagues or others within the church community arise.

- c. Ministers will take action through the proper channels concerning unethical conduct by colleagues or other pastoral workers.

2.11.5 Responsibilities to the Wider Community

- a. Ministers will act to prevent and eliminate unfair discrimination in the wider community.
- b. Ministers will encourage as part of their pastoral task, participation in the shaping of social policies, advocating the promotion of social justices, improved social conditions and fair sharing of the community's resources.

2.11.6 Personal Responsibilities

- a. Ministers will use regular approved supervision to maintain accountability and a high standard of pastoral care.
- b. Ministers will use regular opportunities for spiritual growth, person recreation and refreshment.
- c. Ministers will seek to extend and enhance their knowledge.

2.11.7 Inclusion in terms of call/appointment

Employment agreements and terms of call should include a clause of commitment to the Code of Ethics.

2.11.8 Church's position on Code of Ethics

The 1996 General Assembly strongly encourages minister, elders, church councillors, sessions and church councils to adopt the Code of Ethics as an agreed minimum standard of practice.

Scenario:

A member of your congregation tells you he has an historical conviction (10 years ago) for child pornography charges. Your church runs a number of children's programmes at your church including a Sunday school and a Mainly Music Group.

- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario:

A member of your congregation turns up at church drunk a couple of times a year. They are loud and smelly and make other Church members uncomfortable when this happens.

- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario:

A member of your congregation (who can be very difficult and is often very anxious) complains about you to your Church council that they feel bullied and harassed by you. In particular they say you have:

- Publicly ridiculed them

- Refused to officiate their daughter's wedding, and
- Never visit them.
- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario:

You feel a sexual attraction to a member of your congregation. You are often left alone with them cleaning up after services.

- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario:

Jack (a Church member) was in a car accident that seriously injured a child during the week. All the details of Jack's issue are put on the prayer chain at church. By Sunday you have another concerned Church member accusing Jack of being a killer.

- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario

You have had an ongoing conflict with another person on the Church Council. The conflict started because you challenged them for telling racially based jokes. It has reached the point where you both refuse to resolve the conflict as you think it is a waste of time.

- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario

The church is looking at a building extension. You are juggling demands from:

- The architect
- The youth group
- The woman's group
- The music group

The deadline is 3 weeks from now. Your daughter is getting married in 2 weeks time.

- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario

You get a call from a Church member saying she is pregnant and the father has abandoned her. She asks you to come over and help mend a tap. She begs you not to tell her mother who is on your Church council.

- What issues arise if the woman is 16?
- Or 35?
- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario

You are exhausted and haven't had a holiday for over a year. You are praying and preparing for tomorrow's sermon (you haven't had a chance to prepare before now), and you get a call from a church member whose spouse has just passed away.

- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Scenario

The minister is in the supermarket one day and comes across a Church member. They tell the minister 'in confidence because I know you cant tell anyone' that they are going to kill the boy who got their daughter pregnant. The minister believes there is a 30% chance the church member might take action on the threat.

- How would you handle this?
- How does the Code of Ethics apply?
- What information would you need to know to help you make a decision?

Rules of Safe Handling (from CYFS manual)

1. **Don't panic.**
2. **Listen to the child/young person**
3. **Remember that the safety and well-being of the child come before the interests of any other person.**
4. **Write down what the child says.**
5. **Reassure them that they did the right thing.**
6. **Tell them that they will get help.**
7. **Tell your manager or supervisor as soon as possible.**
8. **Refer to CYFS or the police.**
9. **After making the referral look after yourself. Discuss the matter with your manager, supervisor or relevant person.**

Note:

- Confidentiality issues
- This may differ depending on the age of the young person

A.	Listen:	<ul style="list-style-type: none"> • Do not put words into a child's mouth • Allow them to tell only as much as they want • Ensure the child's immediate safety.
B.	Let them know:	<ul style="list-style-type: none"> • ...you're glad they told you • ...you're sorry it happened • ...it's not their fault • ...you'll help.
C.	Do not:	<ul style="list-style-type: none"> • ... over-react/panic or ask leading questions • ... promise a child you will not tell anybody.

Scenario

You are in charge of a fortnightly small Sunday school run by your church. A child comes to your church with their grandmother every holiday. You have observed the child often clings to her grandmother and is very shy. One holiday you notice that she has a bruise on her face. When you ask her about it she says its from where Daddy hits her. You know her father is a respected clergy person in the Diocese.

Discuss in small groups:

- What feelings do you have?
- What thoughts go through your head?
- How would you respond to the young person in the moment?
- What would you do next?
- How would you support the youth leaders who might be working directly with the young person.
- How would your answer differ if Susan were 16? Or 18?

THE PRIVACY ACT

Information Privacy Principles

At the core of the Privacy Act are 12 information privacy principles that set out how agencies may collect, store, use and disclose personal information.

The Privacy Act uses the term “agency”. An agency is any individual, organisation or business, whether in the public sector or the private sector. There are a few exceptions such as MPs, courts, and the news media. Generally, though, if a person or body holds personal information, they have to comply with the privacy principles. See the Privacy Act, section 2, for the full definition of “agency”.

“Personal information” is any information about an individual (a living natural person) as long as that individual can be identified.

The Privacy Principles

Principle 1: Purpose of collection of personal information

Personal information must not be collected unless:

- the collection is for a lawful purpose connected with a function or activity of the agency collecting the information; and
- it is necessary to collect the information for that purpose.

Principle 2: Source of personal information

Personal information must be collected directly from the individual concerned.

The exceptions to this are when the agency collecting the information believes on reasonable grounds that:

- the information is publicly available; or
- the individual concerned authorises collection of the information from someone else; or
- the interests of the individual concerned are not prejudiced; or
- it is necessary for a public sector agency to collect the information to uphold or enforce the law, protect the tax base, or assist court or tribunal proceedings; or
- complying with this principle would prejudice the purposes of collection; or
- complying with this principle would not be reasonably practical in the particular case; or
- the information will not be used in a form that identifies the individual; or
- the Privacy Commissioner has authorised collection under section 54.

Principle 3: Collection of information

When an agency collects personal information directly from the individual concerned, it must take reasonable steps to ensure the individual is aware of:

- the fact that the information is being collected;
- the purpose;
- the intended recipients;
- the names and addresses of who is collecting the information and who will hold it;
- any specific law governing provision of the information and whether provision is voluntary or mandatory;
- the consequences if all or any part of the requested information is not provided; and
- the individual's rights of access to and correction of personal information.

These steps must be taken before the information is collected or, if this is not practical, as soon as possible after the information is collected.

An agency is not required to take these steps if they have already done so in relation to the same personal information, or information of the same kind, on a recent previous occasion.

It is also not necessary to comply with this principle if the agency collecting the information believes on reasonable grounds that:

- collection is already authorised by the individual concerned; or
- it is not prejudicing the interests of the individual concerned; or
- it is necessary for a public sector agency to collect the information to uphold or enforce the law, protect the tax base, or assist court or tribunal proceedings; or
- complying with this principle will prejudice the purposes of collection; or
- complying with this principle is not reasonably practical in the particular case; or
- the information will not be used in a form in which the individual concerned is identified.

Principle 4: Manner of collection of personal information

Personal information must not be collected by:

- unlawful means; or
- means that are unfair or intrude unreasonably on the personal affairs of the individual concerned.

Principle 5: Storage and security of personal information

An agency holding personal information must ensure that:

- there are reasonable safeguards against loss, misuse or disclosure; and
- if it is necessary to give information to another person, such as someone working on contract, everything reasonable is done to prevent unauthorised use or unauthorised disclosure of the information.

Principle 6: Access to personal information

Where personal information is held in a way that it can readily be retrieved, the individual concerned is entitled to:

- obtain confirmation of whether the information is held; and
- have access to information about them.

An agency may refuse to disclose personal information for a range of reasons, including that it would:

- pose risks to New Zealand's security or defence;
- breach confidences with another government;
- prevent detection of criminal offences or the right to a fair trial;
- endanger the safety of an individual;
- disclose a trade secret or unreasonably prejudice someone's commercial position;
- involve an unwarranted breach of another individual's privacy;

- breach confidence where the information has been gained solely for reasons to do with the individual's employment, or to decide whether to insure the individual;
- be contrary to the interests of an individual under the age of 16;
- breach legal professional privilege;
- reveal the confidential source of information provided to a Radio New Zealand or Television New Zealand journalist; or
- constitute contempt of court or the House of Representatives.

Requests can also be refused, for example, if the agency does not hold the information or if the request is frivolous or vexatious.

Principle 7: Correction of personal information

Everyone is entitled to:

- request correction of their personal information;
- request that if it is not corrected, a statement is attached to the original information saying what correction was sought but not made.

If agencies have already passed on personal information that they then correct, they should inform the recipients about the correction.

Principle 8: Accuracy of personal information to be checked before use

An agency must not use or disclose personal information without taking reasonable steps to check it is accurate, complete, relevant, up to date, and not

misleading.

Principle 9: Personal information not to be kept for longer than necessary

An agency holding personal information must not keep it for longer than needed for the purpose for which the agency collected it.

Principle 10: Limits on use of personal information

Personal information obtained in connection with one purpose must not be used for another.

The exceptions include situations when the agency holding personal information believes on reasonable grounds that:

- the use is one of the purposes for which the information was collected; or
- the use is directly related to the purpose the information was obtained for; or
- the agency got the information from a publicly available publication; or
- the individual concerned has authorised the use; or
- the use is necessary for a public sector agency to collect the information to uphold or enforce the law, protect the tax base, or assist court or tribunal proceedings; or
- the use is necessary to prevent or lessen a serious and imminent threat to public health or safety, or the life or health of any individual; or
- the individual concerned is not identified; or

- the use is authorised by the Privacy Commissioner under section 54.

Principle 11: Limits on disclosure of personal information

Personal information must not be disclosed unless the agency reasonably believes that:

- the disclosure is in connection with, or directly related to, one of the purposes for which it was obtained; or
- the agency got the information from a publicly available publication; or
- disclosure is to the individual concerned; or
- disclosure is authorised by the individual concerned; or
- it is necessary for a public sector agency to disclose the information to uphold or enforce the law, protect the tax base, or assist court or tribunal proceedings; or
- disclosure is necessary to prevent or lessen a serious and imminent threat to public health or safety, or the life or health of any individual; or
- disclosure is necessary to facilitate the sale of a business as a going concern; or
- the information is to be used in a form in which the individual concerned is not identified; or
- disclosure has been authorised by the Privacy Commissioner under section 54.

Principle 12: Unique identifiers

Unique identifiers – such as IRD numbers, bank customer numbers, driver’s licence and passport numbers – must not be assigned to individuals unless this is necessary for the organisation concerned to carry out its functions efficiently. The identifiers must be truly unique to each individual (except in some tax related circumstances), and the identity of individuals must be clearly established. No one is required to disclose their unique identifier unless it is for, or related to, one of the purposes for which the identifier was assigned.

The Government is not allowed to give people one personal number to use in all their dealings with government agencies.

Exceptions to the principles

Many of the principles have built-in exceptions. It’s important to read the principles together with their exceptions to see how they relate to particular circumstances. The exceptions to principle 6 are set out in sections 27-29 of the Act.

It’s up to the person wanting to claim that an exception applies to prove that the exception applies.

Section 7 of the Privacy Act states, in effect, that if another statute is contrary to the privacy principles, that other statute will “trump” the Privacy Act.

The privacy principles do not cover an individual who collects or holds personal information solely or principally for personal, family or household reasons.

This fact sheet is designed to provide general information about the Privacy Act 1993. It is not a detailed legal analysis. If you need more specific information,

please see the Privacy Act in full, contact the Office of the Privacy Commissioner on 0800 803 909, email enquiries@privacy.org.nz or seek legal advice.

[Contact us.](#)

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THE PRIVACY ACT 1993

The full 182 page Privacy Act can be read and downloaded here:

[http://www.legislation.govt.nz/act/public/1993/0028/latest/
DLM296639.html](http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html)



Human Rights Commission

Te Kāhui Tika Tangata



Prohibited Grounds of Discrimination

The Human Rights Act 1993 (the Act) specifies a number of personal characteristics that are protected from discrimination. These are called 'grounds'. The Act also describes the 'areas' in which it is unlawful to discriminate against people because of the grounds listed in the Act. This protection exists unless the Act has an exception that says that discrimination relating to a particular ground or area is not unlawful.

Prohibited grounds

The grounds on which discrimination is prohibited are:

- Sex (gender)

This includes pregnancy and childbirth.

- Marital status

This means being single, married, in a civil union, married but separated, divorced, widowed, or living in a relationship in the nature of marriage (de facto).

- Religious belief

This ground is not limited to traditional or mainstream religions as religious belief is given a broad meaning in New Zealand law.

- Ethical belief

This means not having a religious belief.

- Colour, race, or ethnic or national origins

This includes nationality or citizenship.

- Disability

This means:

- physical disability or impairment
- physical or psychiatric illness
- intellectual or psychological disability or impairment
- any other loss or abnormality of psychological, physiological or anatomical structure or function
- reliance on a guide dog, wheelchair, or other remedial means
- the presence in the body of organisms capable of causing illness (like HIV or hepatitis).

- Age

People are protected from discrimination based on their age if they are 16 or over. Although children and young people (those 15yrs and under) are protected from discrimination on other grounds such as disability, they are not protected from discrimination on the grounds of age.

- Political opinion

This means any political opinion and includes not having a political opinion.

- Employment status

This means being unemployed, being on a benefit or being on accident compensation (ACC). It does not include being employed or being on national superannuation.

- Family status

This means being responsible for children or other dependants (part-time or full-time), not being responsible for children or other dependants, being married to, or in a de facto relationship with a particular person, or being a relative of a particular person.

- Sexual orientation

This means being heterosexual, homosexual, lesbian or bisexual.

These grounds apply to a person's past, present or assumed circumstances. For example: It is unlawful to discriminate against someone because they have a mental illness, had a mental illness in the past, or are incorrectly assumed to have a mental illness.

Indirect discrimination

Indirect discrimination occurs when an action or policy that appears to treat everyone in the same way, actually has a discriminatory effect on a person or group on one of the grounds in the Act – unless there is good reason for the action or policy. The same grounds apply to both direct and indirect discrimination. For example: Access to a shop which requires customers to climb stairs to enter it, indirectly discriminates against someone who uses a wheelchair.

Areas in which the Act applies

The Act prohibits discrimination on the above grounds in specific areas of life. These areas are:

- Government or public sector activities
- Employment
- Access to education
- Access to public places, vehicles and facilities
- Provision of goods and services

- Provision of land, housing and accommodation
- Industrial and professional associations, qualifying bodies and vocational training bodies
- Partnerships.

The Act also has special provisions that apply to discriminatory laws.

For further information on how the Act applies in different areas see fact sheets no.4 on “Discrimination by the Public Sector”, no.5 on “Discrimination by the Private Sector”, no.6 on “Discriminatory Laws” and no.7 “Discrimination in Employment OR contact the Human Rights Commission’s InfoLine.

Exceptions

The Act contains a number of exceptions to the grounds and areas of unlawful discrimination. Major exceptions include:

- Government or public sector activities that are reasonable, lawful and demonstrably justifiable in a free and democratic society
- Affirmative action schemes based on genuine need.

There are other exceptions to the Act which vary according to the situation.

For further information contact the Human Rights Commission’s InfoLine.

Sexual harassment, racial harassment and the excitement of racial disharmony are also unlawful under the Human Rights Act

Sexual harassment, racial harassment and the excitement of racial disharmony are particular types of discrimination.

Sexual Harassment is:

- A request for sexual activity, together with an implied or overt promise of preferential treatment or threat of detrimental treatment; or

- Physical behaviour, language or visual material of a sexual nature which is unwelcome or offensive and either repeated or significant enough to have a detrimental effect on the person subjected to it.

Racial Harassment is:

- Language, visual material or behaviour which is racist, hurtful or offensive to a person subjected to it, and either repeated or significant enough to have a detrimental effect on the person subjected to it.

Exciting Racial Disharmony is:

- Distributing material that is, or using words that are, threatening, abusive or insulting and are likely to provoke hostility and contempt towards people because of their colour, race or ethnic or national origins.

Sexual harassment and racial harassment are unlawful if they occur in the same areas as other types of discrimination. Racial harassment is also unlawful if the words or material is broadcast, published or used in a place the general public has access to.

What is the process for dealing with disputes?

If you are involved in a dispute relating to unlawful discrimination you can ask for information and/or assistance from the Human Rights Commission.

For further information on the disputes resolution process see fact sheet no.2 "What is the Process for Dealing with Disputes?"

Disclaimer:

While we have tried to make this educational information as accurate as possible, it is not exhaustive and should not be regarded as legal advice. Please contact a lawyer for specific legal advice. You are also welcome to phone the Commission for further advice.

For information or to make a complaint under the
Human Rights Act, contact
The Human Rights Commission
InfoLine
phone 0800 4 Your Rights
or 0800 496 877 (toll free)

TTY access number 0800 150 111

fax 09 377 3593 (Attn: InfoLine)

email info@hrc.co.nz

Or for on-line information visit us at

www.hrc.co.nz

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CRISIS MANAGEMENT POLICY

Rationale

Should a traumatic incident occur, our church needs to be able to respond sensitively and professionally in order to manage the crisis and care for the needs of the church community and those in our wider communities?

Purposes

- To be prepared for an extraordinary event affecting the Church community, especially one that involves the death or serious injury of church members, staff or their families and such events as fire, flood or earthquake.
- To have a plan to respond to a crisis, with key roles and designated staff members.

Guidelines

- Crisis management is to be a team approach. The (Senior Pastor/Minister/Session Clerk etc) acts as team leader until the crisis is assessed and the Crisis Team is alerted. [See Critical Incident Plan (CIP) below]
- Where the crisis involves a church member or staff member the CIP will be followed.
- At the beginning of each year a telephone tree will be set up.
- Copies of this policy and the CIP will be included on the (church computer drive, office manual, etc).
- Hard copies will be sent to the (key leaders, ministers, etc) and held with emergency supplies in the church office reception.

Critical Incident Plan (CIP)

1. When the church is notified of a sudden death of a church member or other traumatic event or when a critical incident occurs at church or during a church related activity, one of the following members of the Crisis Team is to be notified
2. The Crisis Team comprises:
Name Phone Number email
3. The crisis team arranges to meet immediately. The Crisis Team will be chaired by the (minister/session clerk or a nominee etc)

Purpose of Meeting

1. To ascertain the facts relating to the death or other traumatic event.
2. To allocate the duties of each team member for the next few days.
3. To determine who needs to be notified.
4. To decide on a process of communication to church members and other relevant parties.
5. To determine the role and level of church involvement.
6. To ascertain who else should be co-opted to the Crisis Team.
7. To arrange communication with the families affected by the event.
8. To phone families of church members or staff members, particularly affected with personal information and support.

Checklist of Procedures

1. Seek advice from the AES at, DD (04) 381 8281, Mobile 027 445 2521, PCANZ Office (04) 801 6000 email aes@presbyterian.org.nz
2. Consider who else needs to be involved with the Crisis Team
3. Determine who needs to know.
4. Decide how they should be told: individually, small groups, announced in church or email as soon as possible.

5. Check that information is consistent and relevant to minimise speculation and rumour. Prepare people for what will happen and reassure them.
6. Assign one spokesperson to answer media and police inquiries, if appropriate and necessary. This person should be the (minister/session clerk) unless someone else is more appropriate.
7. Brief office staff immediately. They get the first enquiries.
8. Determine who will be the staff liaison person. Staff members are often distressed and there may be need for extra supervision.
9. Ensure availability of support for church members most affected. There needs to be a place for people to go. Ongoing support is important. A support person may be useful. Be aware of other support organisations such as victim support that may be involved, ensure co operation with these agencies.
10. Decide when the first contact with the affected families will be made.
11. Decide on the church's own observances of the event in the involvement of the family.
12. Consider the involvement with others outside the church that are closely linked to the event and determine if the church can offer help and support.
13. Identify community people who may be able to assist, eg Youth Speciality Service, SES Traumatic Incident Team and Psychiatric Emergency Services.
14. Plan procedures for the first day and first week. Remember the importance of usual church routines where possible.
15. Consider whether there needs to be an opportunity for the whole church to be involved, eg attendance at service, messages to family.

If the death of a church member or staff member is by suicide then these additional procedures will be followed

1. Written factual information will be provided for staff to use when communicating what has happened.
2. Close friends of the person who committed suicide will be identified and given support. Where these are young people, parents will be contacted.

Referrals to appropriate outside agencies will be made if necessary.

3. No single staff member or small group will be left with the full responsibility for managing the aftermath. Sufficient resources including appropriate professional supervision will be provided.

Crisis Team organise individual responsibilities

Name here	<ul style="list-style-type: none">○ Communication with Elders○ Press○ Outside agencies○ Oversee implementation of a plan○ Overall leadership of crisis team and activities for as long as required○ Keep contact with affected family and/or friends and update staff regularly
Name here	<ul style="list-style-type: none">○ Internal communications○ Activate phone tree as necessary
Name here	<ul style="list-style-type: none">○ Arrange expertise in first aid, equipment, civil defence and other technical areas
Name here	<ul style="list-style-type: none">○ Call in extra agencies if appropriate○ Coordinate counselling procedures and venues○ Provide guidelines for identifying and supporting 'at risk' people

Guidelines for News Media

- In cases where the Police are involved, keep open communication with the Police and take their guidance on talking to the news media.
- Contact the Communications Manager at the Assembly Office for advice (04 8016000)
- The Staff is to be reminded that only the (minister) is to speak to any member of the news media. The (minister) is advised to prepare a written statement to give to news media.
- Members of the news media can be asked not to come onto the church premises and can
- be excluded from any memorial service.

Procedures

Once the initial impact is past and services completed the majority of staff and church members, although retaining a level of strain and stress, will in time return to normal routines. However, a smaller group – siblings, friends or others more closely involved in the tragedy will need ongoing care and supervision from pastoral staff for some time.

Revision

The document will be revised an updated on

This is a crisis management policy which you will need to develop for your own situation. You will need to identify people and roles for the positions in brackets () in this document.

Our thanks to Hope Presbyterian, Hornby for providing this template.

Example: Completed Risk Assessment and Management Form

Ministry / Group Knox Youth Group		Date/Time 12/12/12	
Location Knox Park		Leaders Name John Knox	
Activity Tramp		Number of Leaders 3	
Analysis		Description	
Risks Accident, injury, damage		Physical injury - Minor (cuts, scrapes) - Moderate (broken bones, sprains) - Major (hypothermia) Getting Lost Emotional Trauma	
Casual Factors Hazards, perils, dangers		People 1. Leader could negotiate track incorrectly 2. Young person could wander from the main group.	Equipment 1. Lack of adequate clothing and footwear.
		Environment 1. Weather could turn bad.	
Risk Management	Normal Operations	1. Take and refer to map/ Leader walk track prior to trip. 2. Set clear boundaries beforehand. Have leaders dispersed through group. Count young people when stopped for breaks	1. Issue comprehensive gear list. Check gear before leaving.
	Emergency	1. Check weather forecast beforehand, cancel trip if forecast looks bad. All participants take warm/wet weather gear.	
		Take 1st Aid Kit Person trained in First Aid to participate in the walk Adequate leaders in case one needs to walk out to get help	

Relevant Industry Standards Applicable	National Youth Workers Network Aotearoa Code of Ethics PYM <i>"Safety in Youth Ministry"</i> Booklet		
Skills required by staff	1st aid certificate Group management		
Final Decision on Implementing activity	Form Completed by John Knox		
	Choose one: YES NO		
	Approved by Rev Calvin		
	Position in Church Minister	Date 11/11/12	



Safety in Children's Ministry

This document is intended as a resource for the Church. The information it contains is not prescriptive. The Book of Order and its subordinate standards contain the Church's official rules and directions. Any perceived conflict between the information contained in this resource and the Church's Book of Order and subordinate standards is entirely unintentional.

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Contact:

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Introduction

It is both a legal requirement (General Assembly 2004) and our responsibility as **Kids Friendly Churches** to ensure the safety of *OUR CHILDREN and OURSELVES, AS EMPLOYED LEADERS OR VOLUNTEERS*, in children's ministry. This booklet contains guidelines, strategies and sample policies to keep your children and leaders safe physically, psychologically and sexually including:

Contents

1. Legislation and Procedure Chart

2. Keys to Safe Practice:

- Appointment process
- Safety and Protection Policy
- Education

3. Developing Policy:

- Physical Safety
- Psychological Safety
- Sexual Safety

4. Sample Policies, Procedures and Forms

5. Sample Policies Table

Safety guidelines and policies should be clear and consistent and revised and communicated regularly.

If you are unclear about a situation or procedure, ask your minister, supervisor, or contact us at Kids Friendly.

SAFETY AND PROTECTION LEGISLATION AND PROCEDURE

GENERAL ASSEMBLY 2004

legislates every church
(leaders & decision makers) to:

DEVELOP

*Safety &
Protection
Policy*

IMPLEMENT

*Safety &
Protection
Policy*

EDUCATE

Safety & Protection Policy

- Children's Leaders
- Participants/Families
Of Children's
Programme

Three keys to safe practice:

1. Appointment process

All workers should be:

- reference checked
- interviewed
- police checked (not compulsory for volunteers but recommended)

All workers should have a:

- job description
- contract (if paid)
- code of conduct
- signed criminal declaration and staff/volunteers details form

2. Safety and Protection Policy outlining:

- Safety and Protection Mission Statement
- Recruitment and Appointment Policy
- Protective Boundaries Policy
- Policies to ensure Physical, Psychological and Sexual Safety

3. Education:

- **For leaders:**
Those working with children and families should have a clear understanding of policy involving their programmes and be accountable for implementing and following it.
- **For children, parents, church members:**
Children and families participating in church programmes should be assured and informed of policies in place to protect them.

Developing Policy to ensure Physical, Psychological and Sexual Safety

There are three main areas of safety to be considered in children's ministry:

1. **Physical Safety**

Anything that causes physical pain or injury, whether accidental or intentional, cause by people or the environment.

2. **Psychological Safety**

Anything that causes mental anguish, including feelings of fear, shame, humiliation, indignity, powerlessness e.g. verbal intimidation and humiliation, shouting or screaming, threats of physical harm, favouritism and belittling another's culture (including racism) or appearance, silent abuse (allowing the misuse of power by other people, by doing nothing).

3. **Sexual Safety**

Any sexual behaviour, whether implied or actual, which is inappropriate or offensive. e.g. deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.

PHYSICAL SAFETY

Definition:

Anything that causes physical pain or injury, whether accidental or intentional, by people or the environment.

Prevention Guidelines:

There are two important areas that need managing to prevent physical injury in your children's ministry:

1. Keep your buildings/environment/equipment safe

- Identify and remove obvious physical hazards on church property on a regular basis – e.g. broken fittings, rubbish, broken glass, poisonous or spiky vegetation.
- Repair damaged electrical cords or appliances.
- Fire and smoke alarms installed.
- Adequate lighting both interior and exterior.
- Lights secure – guarded if in an area where balls are going to be flying.
- Regularly check sports and other equipment. Discard any that are worn.
- Keep a log of when/where/by whom equipment was bought.
- Keep equipment in secure storage to prevent misuse.

Sample Policies/Risk Management Strategies to prevent physical accidents:

- Health and Safety Policy
- Hazard checklist

PHYSICAL SAFETY

2. Keep your activities safe

- Evacuation drill practised regularly.
- First Aid kit available and checked/replenished regularly.
- Adequate supervision of activities.
- Training leaders – First Aid courses, Risk Management courses.
- Transport children safely.
- Registration forms (with pertinent information) and rolls used for all children participating in our programmes.
- Procedures are in place for responding to incidents and accidents.
- Incidents and Accidents are recorded and reviewed to prevent future occurrence.

Sample Policies/Risk Management Strategies to prevent physical accidents:

- Emergency Response Plan
- First Aid Procedures Policy
- First Aid Checklist
- Medication Consent Form and Administering of Medication Policy
- Leader to Children Ratio Policy
- Staff Training Policy and Training Record
- Risk Assessment and Management Strategy (RAMS)
- RAMS forms
- Transporting Children Policy
- Permission forms
- Programme Enrolment Forms
- Behaviour Management Policy
- Accident and Incident Procedure
- Accident and Incident Forms

PSYCHOLOGICAL SAFETY

Definition:

Anything that causes mental anguish, including feelings or fear, shame, humiliation, indignity, powerlessness.

e.g. verbal intimidation and humiliation, shouting or screaming, threats of physical harm, favouritism and belittling another's culture (including racism) or appearance, silent abuse (allowing the misuse of power by other people, by doing nothing).

Prevention Guidelines:

To prevent or minimise any of the above from happening, behaviour guidelines for both our CHILDREN'S LEADERS and our CHILDREN need to be set up.

- Our leaders should sign, own and understand a code of conduct for working with children.
- We should have appropriate behaviour management guidelines in place for our leaders.
- We should have boundaries and consequences in place for our children regarding unacceptable behaviour.
- Children are clear about behaviour expectations at our programmes.
- We should train and encourage professional development in behaviour management procedures.
- Children and parents are encouraged to voice their concerns.

Sample Policies/Risk Management Strategies to promote psychological safety:

- Code of Conduct
- Behaviour Management Policy
- Protecting Children from Other Children Policy
- Professional Development Policy
- Complaints Procedure Policy

SEXUAL SAFETY

Definition:

Any sexual behaviour, whether implied or actual, which is inappropriate or offensive.

e.g. Deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.

Prevention Guidelines:

- We set clear boundaries for people working with children regarding appropriate and inappropriate touching.
- Our children's leaders are reference checked
- Our children's leaders are police checked
- Our children's leaders sign a declaration of criminal conviction
- Our children's leaders are trained in recognising the symptoms of child abuse
- Our children's leaders are aware of the importance of reporting suspected child abuse

Sample Policies/Risk Management Strategies to promote psychological safety:

- Protecting Children from Inappropriate Adult Behaviour
- Protecting Adults working with Children
- Recruitment Policy
- Police Check Form
- Staff Details and Declaration Form
- Complaints Procedure Policy
- Reporting Suspected Child Abuse Policy

INDICATORS OF ABUSE

Child abuse can remain a secret for some time because people who work or live with children don't readily detect child abuse because they are unaware of the behavioural and emotional signals that accompany abuse.

Behavioural indicators of physical abuse:

- Hostile aggressive behaviour toward others
- Fear of parents and other adults
- Destructive behaviour (self, others, property)
- Unexplainable bruises, fractures
- Burns, facial injuries (often reoccurring)
- Sexually transmitted diseases

Behavioural indicators of psychological (emotional) abuse:

- Severe depression
- Withdrawal from activities
- Severe lack of self-esteem
- Threatens or attempts suicide
- Potential speech or eating disorders
- High need for adult approval
- Extreme passive/aggressive behaviour

Behavioural indicators of sexual abuse:

- Advanced sexual knowledge or behaviour
- Depression – often crying without reason
- Promiscuous behaviour
- Withdrawal from activities, running away
- Walking or sitting difficulties
- Bruising, bleeding in the genital area
- Frequent headaches, stomach aches
- Extreme fatigue

RESPONDING TO SUSPECTED CHILD ABUSE

Each church will need to decide on a process for reporting suspected child abuse that is appropriate to their context. Below is a sample policy for responding to suspected child abuse.

Abuse suspected

CONSULT in confidence

(manager, minister, co-workers as appropriate and outside agencies)

and

RECORD

(give details of what you saw and heard or suspect with dates)

If your suspicions are not confirmed as significant, continue to:

MONITOR the situation closely in consultation with others.

If your concerns are confirmed:

REPORT the suspected abuse to the New Zealand Children and Young Persons Service, Police or another appropriate agency and

INFORM the church management of your actions so that you gain **SUPPORT**

SAFETY AND PROTECTION POLICY

of _____ Presbyterian Church

This policy exists to ensure the safety and well being of all the children and youth in our care. The policy is also designed to protect leaders, of activities and programmes involving children and youth, from allegations that can arise from careless and unwise behaviour.

Safety and Protection Mission Statement:

“We will seek to ensure that children and youth in our care are nurtured and cared for in a safe environment and are protected from any potential harm.”

This church is committed to keeping the law and will therefore operate in accordance with Occupational Safety and Health requirements, the Human Rights Act and the Privacy Act and other relevant legislation. This church is also committed to being an agent of healing and justice and to prevention of abuse: spiritual, emotional (psychological), physical and sexual abuse.

Recruitment and appointment process:

This applies equally to “volunteers” as to any paid worker:

- All those who want to work with children through this church will undergo a suitable screening process including an interview process and reference checks.
- A condition of appointment will be that applicants must respond to questions about whether they have ever committed or been accused of any acts of child molestation or abuse.
- No-one who has sexually abused a child will ever be appointed.
- Appointees must sign a declaration of commitment that divulges any criminal conviction (or pending) and acknowledges willingness to adhere to the Code of Ethics and the Code of Conduct for those working with children and young people.
- Appointees must provide personal contact details.

- Appointees will be given a job description.
- It is compulsory for paid employees to be police checked every three years.
- It is recommended that volunteers working with children be police checked.

Protective boundaries for leaders, children, parents and the church, endorsed and implemented by this church:

- **Leaders will abide by the requirements of the leadership of this church including acceptance of the principles of the Code of Ethics for Pastoral Care and the Code of Conduct for those working with children and young people**
- Protective strategies are in place to protect children and young people including:
 - *“Teaching” in an open environment to which parents and other teachers have free access.*
 - *Preventing visitors from accessing children without the supervision of an approved leader.*
 - *Supervising children at all times and preventing them from playing in dangerous places.*
 - *Avoiding being alone with one child unless they are within sight of others.*
 - *Not touching children on any part of their body that would normally be covered by swimming togs.*
 - *Not kissing or tickling a child or doing anything that is potentially sexual.*
 - *Keeping parents fully informed about church programmes including starting and finishing times.*
 - *Being aware of and following the church process and procedures for reporting any suspected abuse to the appropriate legal authority [i.e. Child, Youth and Family or Police]*
 - *Maintaining sensitivity and confidentiality in disclosing sexual abuse.*

Strategies, policies and procedures are in place to ensure physical, psychological, sexual and spiritual safety of children and youth. Staff and volunteers are aware of these and receive training in ensuring safety.

CODE OF ETHICS

A Code of Ethics is not about practical guidelines for behaviour. It's a set of values, principles, important standards that can not be taken for granted.

Ethical guidelines for Children's workers

A. How we conduct ourselves towards those in our care

1. I will deal truthfully with others. I will encourage open discussion and respect others.
2. I will refrain from using 'bad' language (swearing) when associating with children.
3. I will respect other people's privacy. Anything shared in confidence will remain confidential unless there is a clear danger to someone. I will let people know about these limits.
4. I will recognise that all people are made in God's image. Everyone is special to God and I will not discriminate between them for any reason.
5. I will not take advantage of people, either for my own benefit or for the benefit of others.
6. I will not become emotionally dependent or intimately involved with anyone that is in my care. I will not abuse, harass or exploit anyone.
7. I see that I can't do everything. I won't try to do things such as formal counselling until I have proven competence in that area. I will refer people to those who do.

B. Accountability to our employer

1. I will take a professional approach to my job, always seeking to do the best I can do.
2. I will be responsible about the time I spend in ministry, spending neither too much nor too little.

C. Responsibilities to our colleagues

1. I will be helpful to other church workers. I will treat them with respect, courtesy and good faith.
2. I will appreciate what other people are doing in ministry by remembering them in prayer and encouraging them. I will respect the fact they are busy too and have commitments in other areas.
3. If conflicts do occur, I will deal with them sensibly and do something about them. I will ask the appropriate people to help sort things out and seek reconciliation.
4. I will do something about colleagues who are not doing their jobs or who are behaving in an unethical way. I will use the appropriate channels to do this.

D. How we take care of ourselves

1. I will make sure I eat properly, get enough sleep and stay reasonably fit.
2. I will make sure I am always accountable to someone in ministry.
3. I will make sure I have a support network in place.
4. I will make sure I participate in opportunities for spiritual growth.
5. I will make sure I participate in opportunities for in-service training.
6. I will make sure I have times of recreation, refreshment and renewal.

CODE OF CONDUCT FOR THOSE WORKING WITH CHILDREN

A code of conduct gives practical guidelines for those working with children.

Leader's responsibilities towards children

1. Ensure the safety and well being of all children in your care.
2. Make certain that all activities are undertaken with sufficient suitably qualified staff and approved resources.
3. Treat all children as individuals, with dignity and sensitivity, avoiding favouritism, respecting their culture, their home background, their age and their physical and mental abilities.
4. Neglect, harassment, bullying, sarcasm, and bad language are unacceptable, as is any degree of physical, emotional, mental or spiritual abuse,
5. Respect children's privacy at all times, particularly where activities include sleeping, changing of clothing, bathing and ablutions.
6. Remain in sight of others, even if out of hearing, when dealing with an individual child. Avoid unaccompanied and unobserved activities and inappropriate physical contact.

Leader's responsibilities towards parents/guardians

1. Take the time to know all parents/guardians.
2. Keep parents/guardians informed, inviting them to participate in or observe the programmes being provided.
3. Find out if children have any special needs or medical requirements.
4. Obtain written consent from parents/guardians prior to undertaking activities off centre premises.

Leader's responsibilities to the Church

1. Conduct yourself in a manner in keeping with Christian principles and ethics.
2. Be a healthy role model.
3. Be educated in the recognition of the warning signs and symptoms of abuse.

Leader's responsibilities to self

1. Keep contact with the Minister or person in charge for support and advice
2. Avoid placing yourself and your co-workers in compromising situations and protect yourself from actions that may be misconstrued.
3. Support your colleagues, and develop good relationships with them.
4. Report to the Minister or person in charge any anxieties you have regarding questionable behaviour of any person participating in children's programmes.
This is to safeguard the integrity of leaders from potential accusations of abuse.



Download up-to-date application and consent forms from:

<http://www.presbyterian.org.nz/for-parishes/employing-and-managing-staff/police-checks>

1. Anyone who is paid to work with children, youth and families must undergo a police check prior to their appointment. The Presbyterian Church also strongly encourages police checks for volunteers working with vulnerable people.
2. The mandate for this comes from the minutes of General Assembly 2006 section 06.047 h
3. The rationale for this mandatory requirement for a police check for lay workers in positions with pastoral responsibilities is that it is one way in which the Church can minimise, though not necessarily eliminate, the likelihood of more vulnerable members of society being put at risk by individuals whose behaviour may be detrimental to others' safety and wellbeing.
4. The requirement for police checks to be done does not exempt Sessions/Parish Councils and Presbyteries/UDCs from working through thorough recruitment and appointment processes.
5. Sessions/Parish Councils and Presbyteries/UDCs should, as part of the application process, obtain appropriate consents and declarations from all prospective appointees. (See "Sample declaration form for prospective lay workers"). If applicants are not willing to sign this form then they should not be interviewed or appointed.
6. Applicants should be asked to supply the names and contact details of 2-3 people who may be approached as confidential referees. Sample questions for referees and further information is available from the Presbyterian website: www.presbyterian.org.nz under employment.
7. Following an interview, the successful applicant should be asked to fill in an official consent form for police check, photocopied onto your church letterhead. The consent form (See "*Consent to disclosure of information*") should be sent to the Assembly Office, with the application form (See "*Police check application form*".) from the Session/Parish Council Clerk or Presbytery/UDC Clerk.
8. Care must be taken to explain to the applicant the reasons for the police check and to outline the process.
9. The police check process takes time: a month needs to be allowed from the date of mailing the application and consent forms. It may be done more quickly but your time frame must allow the month.
10. If an offer of appointment is made prior to the results of the police check being known the offer can only be conditional and is subject to the result of the police check.
11. If the police check does reveal that a person has criminal convictions that need not automatically preclude the person being appointed.
12. The operative regulations in the Book of Order are 86A and 86B, as amended by the 2002 General Assembly.



1. Make sure that you are familiar with all the details of the requirements so that the process works smoothly.
2. The person designated to manage the police check process on behalf of the congregation or presbytery should complete an application form (*See "Police check application form".*)
3. This would normally be the Session or Parish Clerk or Minister in the case of a parish, or the Presbytery Clerk in the case of a presbytery. The application form can be used for more than one police check request.
4. Ask the prospective lay worker(s) to complete an official consent form (*See "Consent to disclosure of information"*) This should be photocopied onto your church letter-head before they complete it. This must be filled in by hand and signed by the person concerned. You should use one form per person. The **original** must be forwarded to the Assembly Office for passing on to the NZ Police Vetting Service. **Only originals NOT copies will be processed.**
5. Before you send a consent form, please check:
 - The date and place of birth have been entered
 - The Person is over 17 years of age
 - The form has been signed within 3 months
 - That you are using the new form with the Presbyterian Church of Aotearoa New Zealand Code (P30173) on it.
6. Fill in a stamped, self-addressed envelope for the return of the completed police check.

Mail to: Margaret Fawcett (Margaret@presbyterian.org.nz)
Presbyterian Church of Aotearoa NZ
PO Box 9049, Wellington, 6141
Include:
 - the application form
 - the consent form(s)
 - the stamped, self-addressed envelope
7. The NZ Police require up to 20 working days to process requests for police checks. Please allow 30 working days to elapse from the date you mailed the police check request to the Assembly Office. You may get a response more quickly but allow the full time quota in your planning.
8. If you have not had a response after 30 days you can contact the Assembly Office to enquire as to progress. Do not contact the NZ Police directly as they have asked that all communication between the police and the Presbyterian Church be through the Assembly Office.
9. In order to meet the obligations of the Privacy Act and to safeguard the integrity of the process police check information will be dealt with by mail not email or fax. Email and fax may be used for general enquiries about process but not for specific information about people.
10. Police checks for prospective paid lay workers can be sent individually. Applications for police checks will be sent, once a week, to the NZ Police vetting service. If you require police checks for volunteers please arrange to do all the checks in one batch.
11. For further information contact Margaret Fawcett at PCANZ: Ph (04) 801 6000 Email: margaret@presbyterian.org.nz



**Current APPLICATION FORM
FOR A POLICE CHECK
and POLICE CONSENT FORM**

can be downloaded from

**[http://www.presbyterian.org.nz/for-parishes/
employing-and-managing-staff/police-checks](http://www.presbyterian.org.nz/for-parishes/employing-and-managing-staff/police-checks)**

DECLARATION FORM FOR PROSPECTIVE LAY WORKERS



Presbyterian Church
of Aotearoa New Zealand

Affirmations and acknowledgements

Working for the Christian church places a person in a position of trust. As part of your application you are required to make the following affirmations and give consents.

1. If appointed I will accept the authority and discipline of the Presbyterian Church of Aotearoa New Zealand, as exercised through the Presbytery within whose bounds I work, and will uphold the polity, teaching and doctrine of the Presbyterian Church of Aotearoa New Zealand while I hold the position.
2. I have/have not been convicted of any criminal offence involving violence or sexual abuse.

Comment: _____

3. I have/have not been disciplined by any church for any unethical or unprofessional behaviour.

Comment: _____

4. *I consent to the Presbyterian Church seeking verbal or written information about me from the referees whose names I have supplied and from representatives of employing bodies with whom I have worked and authorise the information sought to be released. (The applicant will be advised of any approaches made to any such referees/representatives who have not been named in this application form before any approach is made.)*
5. *I consent to the Presbyterian Church undertaking a police check here in New Zealand and in any country where I have lived/worked.*

To the best of my knowledge the statements given are correct and I understand that if any false or misleading information is given or material fact suppressed my application will not be processed or if appointment my appointment may be terminated.

Signed: _____ Date: _____

SAMPLE SAFETY AND PROTECTION POLICIES

All these are SAMPLE policies that can be adapted to meet the unique needs of your church’s programmes

	AUTHOR	ACTION
SAFETY AND PROTECTION POLICY	KIDS FRIENDLY	COMPULSORY
PHYSICAL SAFETY –ENVIRONMENT, BUILDINGS, EQUIPMENT		
Health and Safety Policy	KIDS FRIENDLY	RECOMMENDED
Hazard Checklist	KIDS FRIENDLY	RECOMMENDED
PHYSICAL SAFETY - ACTIVITIES		
Emergency Response Plan	KIDS FRIENDLY	COMPULSORY
First Aid Procedures Policy First Aid Checklist	KIDS FRIENDLY	RECOMMENDED
Administering Medication Policy Medication Consent Form Record of Medication Administered	KIDS FRIENDLY	RECOMMENDED
Accident and Incident Procedure Accident and Incident Report Form	KIDS FRIENDLY	RECOMMENDED
Permission Slips Form	KIDS FRIENDLY	RECOMMENDED
Enrolment Policy Enrolment Form	KIDS FRIENDLY	RECOMMENDED
Staff Training Policy Training Record	KIDS FRIENDLY	RECOMMENDED
Leader to Children Ratio Policy	KIDS FRIENDLY	RECOMMENDED
Risk Assessment and Management Strategy (RAMS) RAMS Form	PYM	RECOMMENDED
Excursion Policy	KIDS FRIENDLY	RECOMMENDED
Transporting Children Policy	KIDS FRIENDLY	RECOMMENDED
INFORMATION POLICIES		
Complaints Procedure	KIDS FRIENDLY	RECOMMENDED
Information Policy	KIDS FRIENDLY	RECOMMENDED

PSYCHOLOGICAL AND SEXUAL SAFETY		
Code of Conduct	PCANZ	RECOMMENDED
Code of Ethics	PCANZ	RECOMMENDED
Recruitment Policy	KIDS FRIENDLY	RECOMMENDED
Police Check Policy Police Check Procedure and Application Form	PCANZ	RECOMMENDED for volunteers COMPULSORY for paid staff
Professional Development Policy	KIDS FRIENDLY	RECOMMENDED
Staff form and criminal conviction declaration	KIDS FRIENDLY	RECOMMENDED
CHILD MANAGEMENT POLICIES		
Child Behaviour Management Policy	KIDS FRIENDLY	RECOMMENDED
Protecting children from inappropriate adult behaviour	KIDS FRIENDLY	RECOMMENDED
Protecting children from other children	KIDS FRIENDLY	RECOMMENDED
Protecting adults working with children	KIDS FRIENDLY	RECOMMENDED
Reporting suspected child abuse	KIDS FRIENDLY	COMPULSORY

To receive copies of specific sample policies, please contact:

Jill Kayser

Kids Friendly Coach

100 St Heliers Bay Road

Auckland 1071

Tel: 09-5854008, 027-2103784

Email: jill@kidsfriendly.org.nz



Kids Friendly Resource Feedback Form

Please return completed form to:

Kids Friendly, c/o St Heliers Presbyterian Church, 100 St Heliers Bay Road, Auckland or email your comments to jill@kidsfriendly.org.nz

The name of your church:

--

The Kids Friendly Resource you are responding to:

--

Who made use of this resource:

Name	Designation

What did you find helpful about this resource?

--

Is there any information you require that this resource did not provide?

--

For further information contact:

Jill Kayser, Kids Friendly, 09-5854008; 027-2103784, jill@kidsfriendly.org.nz

You can download more copies of this Risk Management booklet from the Church website:

<http://presbyterian.org.nz/for-parishes/health-and-safety>

Presbyterian Church of Aotearoa New Zealand

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**PO Box 9049, Te Aro, Wellington 6141,
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Phone number: (04) 801 6000

Fax number: (04) 801 6001

Email - info@presbyterian.org.nz

Website: www.presbyterian.org.nz



**Presbyterian Church
of Aotearoa New Zealand**