

IBPC KIDS FRIENDLY HEALTH, SAFETY AND PROTECTION POLICIES, CHECKLISTS AND FORMS

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**ISLAND BAY PRESBYTERIAN CHURCH KIDS FRIENDLY
HEALTH, SAFETY AND PROTECTION POLICY**

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

IBPC 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.”

Island Bay Presbyterian 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.

Island Bay Presbyterian Church is also committed to being an agent of healing and justice and to prevention of abuse: spiritual, emotional (psychological), physical and sexual abuse.

IBPC Health and Safety Policy Statement

Island Bay Presbyterian Church is committed to maintaining a safe and healthy working environment for the safety and health of our employees and other persons in the workplace. Health and safety is everyone’s business, and everyone is expected to share in our commitment to avoid all accidents and incidents that may cause personal injury, property damage, or loss of any kind. Every employee is expected to act safely at all times to ensure their own welfare and that of their fellow employees and others in the workplace.

PHYSICAL SAFETY POLICY

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

NB: 'Equipment' refers to all office, garden, maintenance, sports and play equipment, kitchenware and appliances, other electrical appliances (incl. TV, vacuum cleaner etc)

To prevent physical injury on our premises the following policy is in place.

1. Keeping our buildings/environment/equipment safe

- Appropriate equipment for maintaining a satisfactory level of health and safety is provided. This includes cleaning gear and a First Aid Kit
- Health and safety issues are regularly monitored. Every effort is made to ensure users are not exposed to unmanaged or uncontrolled hazards and that they are informed of any hazards and how to deal with them
- Hazards are recorded on the *Accident, Incident and Hazard Forms*, which are kept in the Office
- The *Equipment Log* records when/where/by whom equipment was bought. It is kept in the Office
- All equipment is securely stored to prevent misuse
- Users are properly trained and supervised in using equipment on the property
- All equipment is regularly cleaned and/or disinfected or bleached
- All equipment is regularly inspected and repairs/replacements are made as necessary
- Cleaning agents, medicine, and any other poisonous substances are kept in cupboards that are inaccessible to children
- All surfaces and table tops are cleaned before and after food is served
- Rubbish and discarded food is put in the appropriate rubbish bins in the kitchen and disposed of weekly
- Gates and fences are child-proof
- An *Emergency Response and Evacuation Plan* is in place and is explained to all users
- Fire and smoke alarms, and fire extinguishers are installed and regularly tested
- Emergency Exits are checked at regular intervals to ensure that:
 - They are kept clear of obstacles at all times
 - Emergency exit doors are not locked, barred, or blocked at any time
 - Smoke control and fire stop doors are kept closed. (Use of "hold-open devices" that comply with the Building Code are permitted).
 - Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.
 - Flammable liquids or materials are not stored near or within any part of the building used as a means of escape from fire
- There is adequate interior and exterior lighting
- Lights, heaters and other electrical appliances are well secured
- There are safety plugs in all accessible power points
- Smoking is not permitted in the building or anywhere on the Church premises. Smoke free zone signs are displayed prominently

- Alcohol and drugs are not permitted on the property. Users may request permission to bring alcohol onto the premises for functions by writing to Parish Council
- All accidents and incidents on our premises are recorded by the person in charge of the programme on *Accident, Incident and Hazard Forms* kept in the Office. This should be done and the Minister informed within 12 hours. Practicable steps are taken to prevent these events from happening again
- An *Accident, Incident and Hazard Form* is filled out in any event involving the following:
 - accident with moderate or serious injuries
 - moderate or significant damage to property or equipment
 - **‘near misses’ which may have caused any of the above**
 - serious or ongoing breach by leaders of our *Code of Conduct of Working with Children and Young People*
 - behaviour or circumstances which threaten the safety of leaders or programme participants
 - complaints
 - unresolved disputes
 - allegations of misconduct or abuse by our staff and leaders

2. Keep our activities safe

- An evacuation drill is practised once a term
- A First Aid Kit is available and checked/replenished regularly. External users are required to have their own First Aid Kit.
- Leaders are trained in First Aid and risk management
- *Enrolment forms* (with pertinent information) and rolls are kept for all children participating in our programmes. *Permission forms* are required for extra activities, including trips
- Attendance records are kept for each session. Leaders are aware of who is at IBPC activities and where children are at all times.
- No child may leave without the permission of a leader
- Leaders and helpers are aware of children's medical problems, medication, allergies and disabilities
- IBPC comprises an indoor and outdoor area. At all times each area is fully supervised and children are within the sight and sound of the leader
- A minimum of two leaders/helpers supervise activities at all times
- The ratio of children to leader/helper is 1:10, 1:8 for trips or 1:6 for water and swimming activities
- All leaders/helpers counted for the staff/child ratio are 16 years of age or older. Helpers under the age of 16 are actively supervised by a person over the age of 16 years at all times
- The management and overall site supervision is carried out by an adult (20 years or over)
- Children may only play in fenced areas away from roads
- Procedures are in place for responding to incidents and accidents (see above section)
- A *Child Behaviour Management Policy* is in place
- A *Child Abuse Management Policy* is in place

PSYCHOLOGICAL AND SEXUAL SAFETY POLICY

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

Sexual Safety Definition: Any sexual behaviour, whether implied or actual, which is inappropriate or offensive. This includes deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.

Fundamental Principles

- Every child and young person is entitled to be safe from sexual harassment or abuse.
- It is recognised that the effects of harassment or of sexual abuse can be far reaching and seriously damaging to the emotional, psychological, physical, and spiritual health of the victim.
- It is recognised that the investigation of serious harassment or sexual abuse (particularly where criminal offending or abuse of children or young persons is involved) requires the expertise of people or agencies with appropriate training and experience and the necessary statutory powers. Consideration must be given to involving such people or agencies in serious cases at the earliest possible time, especially in cases where the allegation that a criminal offence has been committed or where the complainant or victim is under 17 years of age.
- Persons making a complaint are entitled to:
 - be treated with respect and have their complaint taken seriously and be acted upon as true, unless and until such time as it is clear the allegation is unfounded or untrue.
 - all reasonable/necessary support including pastoral care, to help them through the process and to aid in their recovery from the effects of the harassment or abuse.
 - be given a copy of the policy and or protocols of the Church (or PCANZ Guidelines) covering sexual harassment/abuse or criminal offending.
 - be kept safe from further harassment or abuse including any unnecessary further emotional or psychological trauma inconsistent with the need to investigate or deal with the complaint
 - a prompt response to the allegation
 - be fully advised of the options available to them
 - be kept informed of the progress of the response or investigation
 - have their views considered before their allegation is handed on to any outside agency
- Every person complained against shall be entitled to
 - be dealt with in a manner that is fair and just, having regard to the circumstances, nature and seriousness of the complaint
 - be informed at the earliest appropriate time, having regard to the circumstances, nature and seriousness of the complaint, of the substances of the allegation against them
 - be provided with an appropriate level of support
- If as a result of a complaint being made it is believed that the safety of others may be at risk, the wishes of the complainant or victim regarding the response of the church or organisation to the complaint or disclosure, must be weighed against other factors in deciding upon any course of action.

- The general principle must be that the wellbeing, protection and safety of others must always be considered and that in the case of children or young persons it shall be the first and paramount consideration.
- That in the case of suspected or known abuse of children or young persons under 17 years, the Child, Youth and Families Service (CYFS) should be advised / involved immediately with any subsequent disciplinary action being addressed by the Island Bay Presbyterian Church as a consequential issue.

To prevent or minimise any of the above from happening, the following behaviour guidelines are in place for both our children's leaders and our children.

- Leaders and helpers sign, own and understand the requirements of the leadership of this church including acceptance of the principles of the *IBPC Code of Ethics for Pastoral Care*, and the *Code of Ethics and the Code of Conduct for Working with Children and Young People*
- The *Child Behaviour Management Policy* is in place for our leaders. This sets out boundaries and consequences for our children regarding unacceptable behaviour
- Children are clear about behaviour expectations at our programmes
- Leaders and helpers are trained and encouraged in professional development in behaviour management procedures
- Children and parents are encouraged to voice their concerns
- Teaching is done in an open environment to which parents and other teachers have free access
- Visitors do not have access to children without the supervision of an approved leader or helper
- Leaders and helpers avoid being alone with one child unless they are within sight of others
- Children are not touched on any part of their body that would normally be covered by swimming togs
- Children are not kissed or tickled or anything that is potentially sexual
- Parents are kept fully informed about church programmes including starting and finishing times
- All leaders and helpers over 18 years of age (paid and voluntary) are reference checked, police checked and must sign a declaration that they do not have a criminal conviction. They must also 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 allowed to work with children and young people
- Leaders are trained in recognising the symptoms of child abuse and understand the importance of reporting it. The *Child Abuse Management Policy* sets out the procedure for reporting suspected abuse to the appropriate legal authority (i.e. Child, Youth and Family or Police)

CHILD ABUSE/NEGLECT MANAGEMENT POLICY

IBPC Leaders know what abuse and neglect are, and how to recognise the signs:

Abuse is harming a child:

- physically (eg, giving them hidings)
- emotionally (eg, yelling or swearing at them, shaming or rejecting them)
- sexually (eg, involving them in sexual activities).

Neglect is failing to meet a child's physical and emotional needs – that is, not giving them the care, supervision, love and attention they need to grow up safely and happily (eg, failure to provide food, warm clothing or health care).

When parents might need extra support

Some things make life extra hard for parents, and sometimes that can lead to problems for the kids:

- money problems, being out of work
- overcrowding or housing struggles
- parents seem over-stressed
- child with special needs
- isolated from friends, family and whānau
- parents fighting and yelling
- history of depression or other mental illness
- parents separating.

Early help can stop things getting worse down the track. Keep an eye on the situation and offer help and support where you can, inform the minister and pastoral care team who can also arrange help.

Early signs of abuse and neglect

These include problems that need to be checked out:

- parent has a drug, alcohol or gambling problem
- parent does not engage with their child or has a difficult relationship with them
- child doesn't have enough clothes on and is often cold and hungry
- child has unexplained or changeable emotions (eg, withdrawn or depressed)
- parents frequently yell at, swear at or shame a child
- child seems scared of a particular adult.

Serious signs of abuse and neglect

Signs that a child's safety and wellbeing is in danger include:

- child tells someone they have been abused (eg, have been hit, touched or are frightened)
- young child home alone or unsupervised near roads or water
- child threatened with hidings and/or regularly hit by an adult
- child exposed to violence between adults in the house
- baby or toddler left unsupervised in cot or car seat for long periods of time
- baby or child with unexplained or untreated injuries.

Procedure for IBPC intervention:

- If abuse or neglect is suspected, consult the Minister, Children and Families Worker, or the IBPC Contact Person (see next section on IBPC Contact Person info)
- Record details of what is seen and heard or suspected, with dates
- If suspicions are not confirmed as significant, continue to monitor the situation closely in consultation with others – if appropriate, suggest the family might like to seek help– undertake a parenting course, find an organisation that could support their particular situation (eg Birthright for single parents, CCS for families with disabled children) or phone a helpline:
 - Parent Help – 0800 568 856
 - Child, Youth and Family – 0508 326 459
 - Are You OK – 0800 456 450 (Family Violence Information Line).

If your concerns are confirmed:

- 1) Report the suspected abuse to the Minister, the Children and Families Worker, or the IBPC Contact Person
- 2) They will report to the Island Bay Presbyterian Church Parish Council; and potentially Child, Youth and Family Services (CYFS); and the Police or another appropriate agency
- 3) **If the situation involves a child under the age of 16 years** it is required by law to report this to the Police. However make sure that the person (complainant) understands that this. Child Youth and Family will also be contacted. At this point all details will be provided to Island Bay Presbyterian Church Parish Council so that both the complainant and contact person/s can receive support.

IBPC COMPLAINTS PROCEDURES

Complaints Procedure - general

Island Bay Presbyterian Church's response to complaints regarding leaders and programmes at IBPC are detailed below.

- People wishing to lodge a complaint are asked to speak to the leader in charge of the programme.
- If this leader is unable to deal with the complaint immediately she/he will make an appointment with the person.
- The leader will attempt to rectify the problem, but if a mutual agreement is not reached, the *Children and Families Worker* will be called in and consulted. All complaints are recorded and copied to the Minister who will respond appropriately in writing.
- Complaints are usually few and minor and can be dealt with on the spot by chatting to the leaders/helpers involved. People are encouraged to voice any queries or concerns they may have.

Complaints Procedure – sexual abuse or harassment

In the case of sexual abuse or harassment allegations against IBPC leaders, the Island Bay Presbyterian Church has the following action plan in place:

Church Contact Person

Our church has appointed a contact person to receive on behalf of the church, complaints / accusations/ or reports of sexual offending made against any person(s) in leadership positions of the church's ministries.

- Anyone with concerns or complaints of sexual harassment /abuse should feel free to approach the church's contact person for advice and information; ...i.e. any person who believes they have been sexually harassed or abused, or a person against whom allegations have been made.
- The role of the contact person(s) is to listen to what the enquirer has to say, and to provide information as to the options available to deal with the problem, and explain what each option will involve, so that the enquirer can make an informed decision as to their course of action.
- The wishes and feelings of the person making the enquiry will be respected.
- If the enquirer wishes only to talk and not take further action, that will be taken into account, but if it becomes apparent that the safety of others is an issue then appropriate action will be taken.

The Island Bay Presbyterian church contact person:

1. NAME Elaine Langton
PHONE 0212098174

Guidelines for ‘Contact People’ appointed to receive complaints/accusations of sexual abuse/harassment

Contact People:

- Are familiar with this policy and have advice and information from Child Youth and Family on how to deal with child abuse reporting
- Are mature people who are respected in both the church and the community; approachable and able to handle confidences
- One male and one female Contact Person – they may be a married couple, but not necessarily.
- Are not in leadership roles in the Church

Their role is to be an initial contact that people may approach if they have any concerns regarding improper or immoral behaviour within programmes offered by the Island Bay Presbyterian Church. This could pertain to present or past situations.

When approached, they show sensitivity to what they are told, no matter how strange, shocking or even implausible the report may sound. They act carefully and cautiously, take nothing for granted. Every ‘victim’ or ‘complainant’ should feel that they are being listened to and believed.

If the report comes from a third party, nothing is done until the victim or complainant has been spoken to in person to confirm the report.

Records of all approaches are kept (names, dates, time etc). Contact people need to be confident that they have reliable and correct information before pursuing any further. If the initial contact is made to only one of the Contact People, permission must be sought to involve the other. In a genuine situation the ‘victim’ has the right to say who should know what has happened especially in the initial stages.

Before involving others, Contact People must ensure:

- They have as much reliable information as possible
- They have obtained the permission of the ‘victim’ or ‘complainant’ as to the further involvement of others.

It may well be that the person merely wants someone to know about a situation so that future events can be monitored. Maybe there are only suspicions, not real concrete evidence. The Contact Person becomes the repository of such suspicions so that a trusted person can watch out for future developments e.g. someone sees an apparently innocent contact between a children’s leader and child. They just want to make someone aware of the situation. Whether it is reported to Island Bay Presbyterian Church Parish Council will be at the Contact Person’s discretion. But the Contact Person is now aware and needs to be watchful. If it is reported to others, make sure that the informant knows that this information is being passed on, even if anonymity is preserved.

Once the Contact Person is sure the information is reliable, a written and signed statement is best, then

discuss all the options with the 'victim' or 'complainant'. The reason for this is that, in these situations, the victim needs to be given back their sense of 'control.' Contact People should not be surprised if the person (complainant) merely wants to be heard, but not have any further action taken. There are a number of different reasons why this may happen.

If the situation involves a child under the age of 16 years it is obligatory to report this to the Police. However make sure that the person (complainant) understands that this is required by law. Child Youth and Family will also be contacted. At this point all details will be provided to Island Bay Presbyterian Church Parish Council so that both the complainant and contact person/s can receive support.

CHILDREN'S LEADER AND HELPER RECRUITMENT POLICY

- In order to ensure the safety and well being of all children and young people participating in IBPC programmes, it is necessary that leaders and helpers involved in helping to run these programmes be approved and appointed by Parish Council.
- It is preferable that Parish Council know the prospective leader/helper and have a representative on the interview panel
- All leaders and helpers over 18 years of age (paid and voluntary) are reference checked, police checked and must sign a declaration that they do not have a criminal conviction. They must also 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 allowed to work with children and young people.
- Applicants must be asked to sign the *Declaration form for prospective lay workers*. If they do not sign this then they should not be interviewed or appointed.
- Applicants should 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.
- Following an interview, the Parish Council Clerk manages the police check process on behalf of the congregation for the successful applicant.
- Leaders and helpers sign, own and understand the requirements of the leadership of IBPC including acceptance of the principles of the *IBPC Code of Ethics for Pastoral Care*, and the *Code of Ethics and the Code of Conduct for Working with Children and Young People*.
- Volunteers are not expected to assume the responsibilities of permanent paid staff

All new appointments receive:

1. The *Code of Conduct and Code of Ethics for Working with Children and Young People*. This gives them a clear understanding of their responsibility, limits of responsibility and expectations of their work and behaviour
2. Welcome pack including policies
3. Opportunities for professional development
4. First aid training if necessary
5. All paid appointments also receive a written contract, job description and have an annual performance review

POLICE CHECK POLICY & PROCEDURE

- 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.
- Anyone who is paid or volunteers (unpaid) to work with children in government-funded organisations (ie they receive government funding – eg. Kiddiccino) must also undergo a Police check prior to their appointment, or, immediately, if working with children. This Police check is coordinated by the Island Bay Presbyterian Church, and must be done 3-yearly.

THE PROCESS FOR POLICE CHECKS

- Individuals undergoing a Police check will need to supply a copy of either their passport or drivers licence to the Parish Council Clerk along with their **Police Check Consent Form**.

http://presbyterian.org.nz/sites/public_files/hr/Police_check_consent_form.pdf

- The Session Clerk completes an **Application for a Police Check Form** (one form per batch of consent forms)

http://presbyterian.org.nz/sites/public_files/hr/Application_for_Police_check.pdf

- The Parish Council Clerk sends the original Consent forms to the Presbyterian National Assembly Office along with one Application Form, and a stamped, self-addressed envelope for the return of the completed police check:

Presbyterian Church of Aotearoa NZ
PO Box 9049
Wellington

Before sending the consent form to National Office, 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 correct Consent Form and Application Form, you are advised to print off copies of the forms on the National Presbyterian website each time.

NOTES

- 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.
- If the police check does reveal that a person has criminal convictions that need not automatically preclude the person being appointed.
- 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.
- 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.

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 Working with Children and Young People

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.
7. Avoid unaccompanied and unobserved activities and inappropriate physical contact.

Leader's responsibilities towards parents/guardians

1. Take the time to know all parents/guardians, developing a relationship of trust and accessibility.
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, ethics and values of IBPC.
2. Be a healthy role model.
3. Use material acceptable to the Minister for instruction in the Christian faith, teaching and training.
4. Report regularly to the Minister. Be educated in the recognition of the warning signs and symptoms of abuse.

Leader's Responsibility to Colleagues

1. Develop positive relationships with and support your colleagues.
2. Avoid placing your colleagues in compromising situations and protect them from actions that might be misconstrued.

Leader's Responsibility to Self

1. Be willing to attend training and planning meetings.
2. Maintain regular contact with the Minister to get support and oversight for your ministry.
3. Avoid placing yourself in compromising situations and protect yourself from actions that might be misconstrued.
4. Report any anxieties you have regarding questionable behaviour of any person participating in IBPC's Children's Ministry.
5. Be part of a spiritual support group.

EMERGENCY RESPONSE AND EVACUATION PLAN

Island Bay Presbyterian Church aims to have at least one earthquake and fire drill each term.

In the event of a fire:

- The Office Administrator, Minister or Group Leader becomes the Fire Warden
- The Fire Warden is identified by wearing the jacket and hat found in the hose reel cabinet in the Hall/Lounge foyer.
- Fire extinguishers are located in the kitchen, in the church foyer, by the sound desk in the church, and in the office hallway, and at the top of the stairs to the upstairs attic room.
- A fire hose is located in the cabinet in the hall/lounge foyer and in the foyer in the church.
- Fire alarm buttons are located above the fire hose cabinet, opposite the office door, and in the church foyer. **Note: They are not connected to the Fire Brigade – you will still need to ring 111**

On hearing the alarm or on being informed there is a fire the Fire Warden must:

- 1 Ensure all groups in the Centre **begin evacuation** via nearest safe exit and wait in the car park. Walk, DO NOT RUN. Activate alarm if not already going
- 2 **Ensure Fire Service notified**
 - Use a safe phone
 - Ring 111
 - Ask for Fire Service and tell them there is a fire
 - Give address: 88 the Parade, Island Bay, Wellington
- 3 **Fight the fire** only if safe to do so or life is threatened
- 4 **Check that building is vacated.**
 - especially toilets, attic room, walk in cupboards, vestry
 - ensure assistance given to all who need it eg old, young, disabled, delegate this if necessary
 - account for all group members where possible
- 5 **Close all doors** to minimise smoke and fire spread
- 6 **Liaise with Fire Service**
 - the location of fire, building assistance register and location of any persons still caught in building
- 7 **Notify Church authorities** from a safe phone.
Property Task Group:
Graeme Mahoney 021 1622936

IBPC has an emergency supply kit which is kept in the church in the pulpit in a 240L wheelie bin. It is for use by any group which happens to be on the premises during a natural disaster and contains the following list.

There is also a 500L water tank outside the kitchen door. The key for the water tank is located on top of the cupboards above the ovens.

Emergency supplies

- 2x torches (+ spare batteries)
- 20x hour long light sticks
- 3x survival whistles
- 60 x survival blankets
- 2x tarpaulins
- 1x comprehensive first aid bucket
- 3x leather gloves
- 3x dust goggles
- 60x dust masks
- 2x hard hats
- 1x polypropylene rope
- 1x sledge hammer
- 1x duct tape
- 1x utility knife
- Purifications tablets
- 3x wool blankets
- 1x 500ml sanitiser
- 50x Large plastic bags
- 1 pack sanitary pads
- 1 box latex gloves
- 24x toilet rolls
- Shovel
- 1x scissors
- 1x pen and pad of paper
- 1x 7L buckets
- 1x bottle of janola
- 1x packets of candles
- 10x packets of matches
- Tins of food
- 2x Tin opener
- Chocolate/sweets

Emergency back pack – located on the top of the fridge

- First aid kit
- 1x torch + spare batteries
- 1x AM/FM portable radio
- Current directory of IBPC church members

IBPC EMERGENCY CONTACT PLAN

In the event of a wide-spread natural disaster, IBPC has the following plan to contact members to ensure their safety and well-being.

In the first instance we will try to make phone contact with everyone using the IBPC directory.

If phones are down or there is no reply we have the following plan in place:

On the wall in the office is a map of Island Bay, with our members' homes marked on it.

Green spots = self sufficient

Orange spots = may need help

Red spots = will almost definitely need help

When it is safe to do so, people with green spots who live within walking distance of those with red or orange spots will try to physically check on them.

FIRST AID POLICY AND PROCEDURES

A copy of this document is in all First Aid Kits.

- Wash hands and lower arms thoroughly before and after treating patient.
- Surgical gloves must be worn before dealing with any wound involving blood.
- Gloves and other materials that have come into contact with blood should be placed in a plastic bag, sealed and placed in the green wheelie bin.
- Wash wounds with Dettol diluted with five parts warm water in metal bowl provided.
- Cover wound as necessary.
- Record all first aid administered in the *First Aid Notebook* which is kept in the First Aid Kit

FIRST AID CHECKLIST

The permanent first aid kit is kept in the kitchen cupboard beside the microwave.
A portable first aid kit is kept in the office.

Items in the first aid kit:

Savlon antiseptic cream
cotton wool
plasters (50)
plaster strip (fabric)
gauze pads
tape for sticking gauze pads
Antihistamine cream
thermometer
scissors
stainless steel bowl
crepe bandages (3)
Betadine antiseptic ointment
Panadol tablets
Panadol liquid
sterile water
sling
disposable gloves
pins
matches
needles
tweezers
sanitary pads

CHILD BEHAVIOUR MANAGEMENT POLICY

At Island Bay Presbyterian Church we share and care for everything and everyone.

Children's behaviour and response to this behaviour by leaders is guided by this "rule" or motto.

Examples of Unacceptable Behaviour

- Physically and verbally hurting another person.
- Damaging or defacing property or equipment.
- Inappropriate language
- Not listening to caregivers

Handling of Unacceptable Behaviour

- Explain to the child why their behaviour is unacceptable (cite the rule to remind them of the behaviour guideline).
- Show them the proper way to behave.
- Praise the proper behaviour when it occurs.
- If this does not change the behaviour or the behaviour is sufficiently serious, involve the Leader in Charge who will:
 - Remove the child from activities for "time out" for as many minutes as his/her age. The "time out" position is to be within sight and sound of the activities but uninteresting in itself, ie. the child is isolated from activities and other children but not banished.
 - Explain what is happening and why.
 - Provide comfort and reassurance, if appropriate, to the other children.
 - Re-inforce what is acceptable behaviour when "time out" is finished.

Handling Persistent Unacceptable Behaviour

- Keep a record of incidents.
- Inform parents of incidents and actions taken.
- Seek advice.

Disciplining Principles

- Always focus on the behaviour not the person.
- Maintain the child's self esteem at all times.
- Never smack.
- Do not shout.
- Maintain confidentiality.

FOOD POLICY

For some programmes, food for children is provided.

This will include 2 or 3 items from the following list:

- Fresh Fruit – Mandarin, pear, apple, banana
- Dried fruit – Raisins, apple, apricots
- Plain biscuits
- Crackers
- Plain pretzels

Children may bring their own lunchboxes if preferred.

Water is provided for children.

For most programmes, the last session of each term/end of year is a shared meal/snack with families contributing food, including treat foods.

Food allergies are noted on enrolment forms. While IBPC is not a nut-free zone, people are discouraged from bringing food containing nuts. It is the individual's responsibility, not IBPC's responsibility to ensure that they do not eat food which they are allergic to.

ACCIDENT, INCIDENT AND HAZARD REPORT FORM

Name of person reporting incident: _____

Date reported _____

Person receiving report: _____ Date: _____

Type of incident (*circle*)

Accident Personal Injury Safety Concerns Complaint Hazard Other

Date/s of incident: _____

Incident/issue description:

Who was involved? _____

Where did it happen? _____

What happened? _____

—

Names of witnesses? _____

How did you respond to/deal with those involved?

Give details of follow-up with parents/caregivers if relevant

Analysis (*circle*)

Is this type of incident? New or Old? One-off or Ongoing?

Has this type of incident been increasing? Yes No

Have appropriate steps been taken to address this incident? Yes No

If “no”, what needs to be done? _____

SUNDAY CLUB ENROLMENT FORM

NAME OF CHILD.....

AGE.....DATE OF BIRTH.....SCHOOL.....

FATHER'S NAME..... TEL NO'S.....

HOME ADDRESS.....EMAIL.....

MOTHER'S NAME.....TEL NO'S.....

HOME ADDRESS.....EMAIL.....

ALTERNATIVE CONTACT.....TEL NO.....

CHILD'S DOCTOR.....TEL NO.....

ADDRESS.....

(In the event of a child being injured, we will contact those nominated on the enrolment form and if deemed necessary take him/her to Island Bay Medical Centre or Adelaide Rd After Hours)

HAS YOUR CHILD ANY ALLERGIES, DIETARY RESTRICTIONS, ILLNESSES, SPECIAL NEEDS OR PROBLEMS WE SHOULD BE AWARE OF?.....

PEOPLE AUTHORISED TO COLLECT YOUR CHILD/REN? (Please inform us of any special access/custody issues and any friends/relatives who may collect them. Please alert us to anyone who may NOT collect your child)

.....

DO YOU AGREE TO YOUR CHILD BEING TAKEN ON SUPERVISED LOCAL OUTINGS? YES / NO
(Specific permission forms will be sent out at the time eg to school to play on the fields, to local parks or beaches)

DO YOU AGREE TO YOUR CHILD BEING TRANSPORTED FROM SCHOOL IN PRIVATE CARS YES / NO
(Cars have current WOF and registration. Drivers are licensed. Each child is restrained)

Signed.....Date.....(Parent/Guardian)

If any of the above information changes please inform the Sunday Club Leaders

PERMISSION FORM

Name of Event: _____

Name of youth/children participating _____

Please supply details of :

Special Medical Needs (eg Asthma, Diabetes etc)

Special Dietary requirements (vegetarian, allergies etc.)

Parent/ Caregiver Name: _____

Emergency Contact Number () _____

Declaration:

I (Parent/Care Giver) hereby give permission for _____ to go on this trip and empower the Island Bay Presbyterian Church Youth Group/Sunday Club leaders to be able to give permission for any medical procedures to be done should an emergency arise and I can't be contacted above at the alternate/emergency number.

Signed Parent/Caregiver _____

**CHILDREN'S LEADER AND HELPER REFERENCE CHECK
FORM**

Referee telephone check (two referees should be contacted prior to appointment)

Applicant: _____

Check done by: _____

Date: _____

Position applied for: _____

Referee Name: _____

Address: _____

Telephone: _____

Relationship to applicant: _____

How long has known applicant: _____

Suitability for position: _____

Communication effectiveness:

Related experience:

Strengths/Weaknesses:

Reliability/Trustworthiness:

Any concerns:

Relevant details about applicant's background:

CHILDREN'S LEADER AND HELPER TRAINING POLICY AND RECORD

All leaders and helpers (paid and volunteer) attend relevant training courses when appropriate. A record is kept of who attended training and the topics covered by the training.

DATE TRAINING HELD:

ATTENDED BY:

DECLARATION FORM FOR PROSPECTIVE LAY WORKERS

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.

- 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.
- I have/have not been convicted of any criminal offence involving violence or sexual abuse.

Comment: _____

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

Comment: _____

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- 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.)

- 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: _____