



**North Harbour  
Seventh-day Adventist  
Church**

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## **Summary of:**

# **Guidelines and Policies for the Care of Minor Persons and Children's and Youth Workers**

## **IT IS OUR PROMISE THAT:**

While under the care of the department all minors will be looked after in an open way, adhering to the guidelines set out in the policy (*see 'Guidelines and Policies for the Care of Minor Persons and the Protection of Children's and Youth Workers'*)

While under the care of the church leaders, children will not be allowed to play on the roadway grassed areas or any other public place in an unsupervised manner.

Volunteers are not permitted to:

- Take children alone in a solitary or dark place
- To visit a child at home while the child is alone
- Be involved in toileting except with pre-schoolers and then only in an open setting
- To kiss a child inappropriately or do anything that is potentially sexual
- To touch children in areas that would normally be covered by swimwear
- Drivers will not transport children without at least one other person (can be another minor) in the vehicle.

Our first priority is to ensure the safety of all minors in our care is protected, and to safe guard them and the volunteers involved from any danger of abuse.

**CHURCH BOARD  
JUNE 2007**

**D R A F T**

# **North Harbour SDA Church**

## **Guidelines and Policies for the**

### **Care of Minor Persons and the Protection of**

#### **Children's and Youth Workers**

#### ***What is Child Abuse***

Legally the definition for child abuse means the harming (whether physically, emotionally or sexually), ill treatment, abuse, neglect or deprivation of any child or young person (Section 2, CYP Amendment Act 1994)

#### **Physical Abuse**

Defined as any act or acts that result in inflicted injury to a child or young person. It may include, but is not restricted to:

Cuts, bruises, fractures, head injuries, burns.

Regardless of motivation any injury deliberately inflicted results in a child being physically abused.

#### **Sexual Abuse**

Defined as any act or acts that result in the sexual exploitation of a child or young person, whether consensual or not. It may include but is not restricted to:

Non-contact abuse, exploitation, suggestive behaviors or language, exposure to pornographic material, contact abuse.

#### **Emotional / Psychological Abuse**

Any act or omission that results in impaired psychological, social, intellectual, and/or emotional functioning and development of the child or young person. It may include but is not restricted to:

Rejection, isolation or oppression, inappropriate and continued criticism, threats, expectations of or toward the child, exposure to violence, corruption or effects of substance abuse.

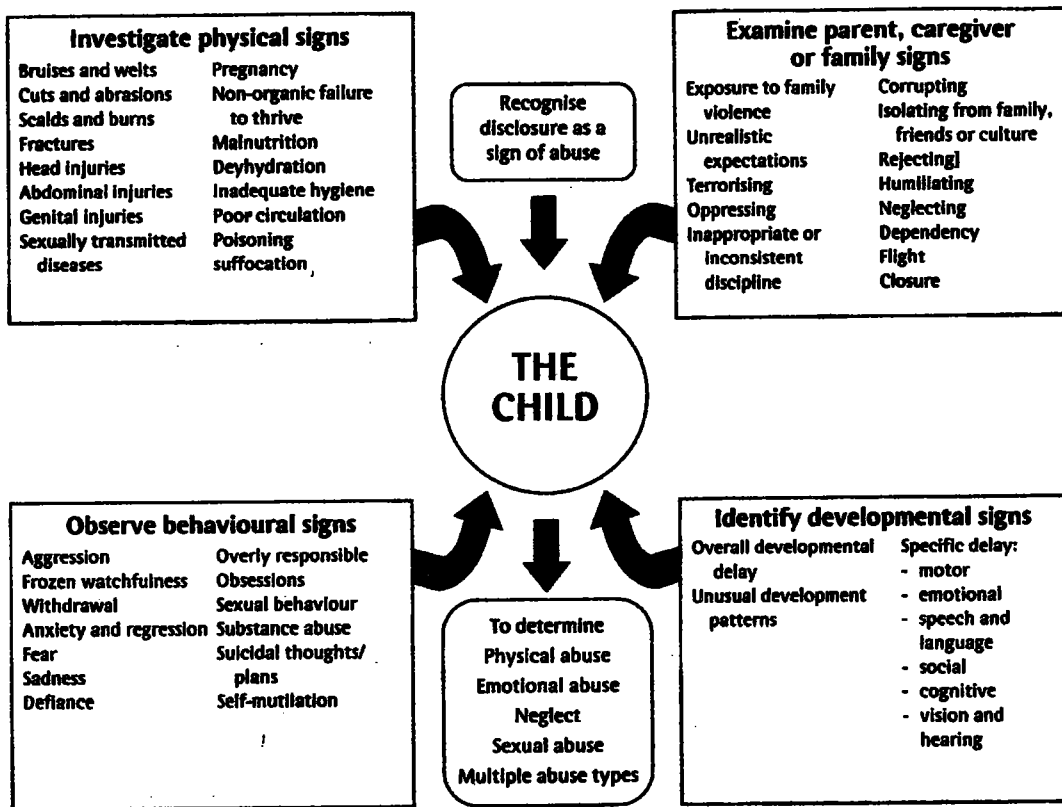
#### **Neglect**

Neglect is any act or omission that results in impaired physical functioning, injury and/or development of a child or young person. It may include but is not restricted to:

Physical neglect, neglectful supervision, failure to seek medical advice or treatment, abandonment, refusal to assume parental responsibility.

**DRAFT**

# Signs of Abuse and Neglect



This chart is a checklist for recognising abuse.

These signs are a guideline only and may be non-specific to abuse. They may indicate conditions other than abuse and neglect so need to be looked at in the context of the child's entire situation.

## Your Responsibility

As a leader with ongoing contact with adults leading children and children themselves it is your responsibility to be aware and make your team aware of the signs for abuse and to report any suspicions of child abuse or abusing, whether or not it may have occurred on church premises, directly to the Departmental Director.

Threats of violence against others or threats to harm oneself although a grey area need to be treated as serious and reported along with any other suspicions of abuse.

## ***Reporting Procedures of Suspected Abuse***

1. Any employer, volunteer, or facilitator who suspects any form of child abuse **shall immediately** report such suspicions verbally and in writing to the departmental leader.
2. No employer, volunteer, or facilitator will conduct any investigation or attempt to solve the problem independently.

The written report will be dealt with in accordance with church and legal requirements. Including reporting to Department of Child, Youth and Family Services, the NZ Police or Adventist Support as appropriate.

## ***General Guidelines for the Care of Minor Persons***

Adults will ensure the safety and well-being of each child – health will be promoted, well-being nurtured, children kept safe from harm.

Adults will provide and ensure equitable opportunities for each child, irrespective of age, gender, ability, ethnicity or background.

Each child will be shown respect and dignity. Children will be affirmed as an individual, as a capable person and a competent learner.

Adults will ensure sensitive and positive guidance strategies are used. No child receiving guidance will receive any form of ill treatment, solitary confinement, immobilization, or deprivation of food, drink, warmth, shelter or protection. Harsh or belittling language or treatment is inappropriate.

Adults will model appropriate behavior and ensure relationships are positive and encouraging.

Adults will respect children's preferences and where/when appropriate involve children in the decision making process.

The following instructions are practical actions that you can take to help ensure a safe environment:

1. Observe the environment and equipment for unsafe situations and remove children from potentially dangerous situations.
2. Observe all persons who have contact with children for any abusive, unsafe or questionable conduct. Immediately report any type of this behavior to the departmental director.
3. Follow the '2 adult' rule. There must be 2 adults present when supervising one or more children.
4. Do not allow persons who do not meet the screening criteria to have contact with the children.
5. Adhere to the guidelines given for appropriate contact with minors.

## ***Appropriate and Inappropriate Contact with Minors***

	<b><u>Appropriate</u></b>	<b><u>Inappropriate</u></b>
<b>Security</b>	<ol style="list-style-type: none"> <li>1. Minimum of 2 care providers at all times.</li> <li>2. Supervision or witness of any contact of same or opposite sex.</li> </ol>	<ol style="list-style-type: none"> <li>1. Care providers alone with a child.</li> <li>2. Sustained time with same or opposite sex without supervision or witness.</li> </ol>
<b>Discipline</b>	<ol style="list-style-type: none"> <li>1. Praising good behavior.</li> <li>2. A firm gentle voice addressing the 'offense'.</li> </ol> <p>Age appropriate 'time outs' or withdrawal from activity.</p>	<ol style="list-style-type: none"> <li>1. Corporal punishment of any kind.</li> <li>2. Any words or tone that causes the child to think he/she is the problem rather than the behavior being addressed.</li> </ol> <p>Any words that could cause feeling of condemnation or shame in a child about any aspect of their person... including references to physical, emotional, mental or social position in life.</p>
<b>Physical Contact</b>	<ol style="list-style-type: none"> <li>1. Contact of:               <ul style="list-style-type: none"> <li>• Non-demanding or threatening gentle touch of shoulders, hands, arms, head or back</li> <li>• Sitting child on leg (appropriate for kindergarten age and below)</li> </ul> </li> <li>2. Physical contact, which expresses affirmation and is not done for the satisfaction or pleasure of the care provider.</li> </ol>	<ol style="list-style-type: none"> <li>1. Physical contact of:               <ul style="list-style-type: none"> <li>• Demanding hugs or kisses</li> <li>• Touching areas usually covered by swimming costume.</li> <li>• Seductive or suggestive contact</li> </ul> </li> <li>2. Physical contact of any kind, which is done for the pleasure or satisfaction of the care provider.</li> <li>3. Any touching used to express power or control over a child.</li> </ol>
<b>Bathroom Procedures</b>	<p><b><u>At ANY age:</u></b></p> <ol style="list-style-type: none"> <li>1. Bathroom doors are left open</li> <li>2. Supervising as age appropriate.</li> <li>3. Assistance given as needed, preferable by the same sex.</li> </ol> <p>Infant, Toddler</p> <ol style="list-style-type: none"> <li>1. Nappy change or toileting should be done with doors open and when possible by a person of the same sex.</li> </ol>	<p><b><u>At ANY age:</u></b></p> <p>Being alone in a closed bathroom</p>