

# **WT ANGLICANS SAFEGUARDING POLICY AND GUIDELINES**



# Anglican Church Theological Statement, Values and Rights\*

The Church is called by God to love neighbour, as part of God's creation, and to stand alongside and advocate for those at the margins, those less powerful, and those without a voice in our society.

Christian communities should be places where all people feel welcomed, respected and safe. In such communities every human being has infinite worth and unique value as a child of God, irrespective of origin, ethnicity, sex/gender, sexual orientation, age, beliefs, social or economic status, contribution to society, or present psychological, physical or spiritual state.

We recognise that everyone has different levels of vulnerability, that each of us may be regarded as vulnerable at some time in our lives, and that this is understood through our various experiences of culture, religion and community.

As the Anglican Church in Aotearoa New Zealand and Polynesia we seek to honour diversity in our calling and our communities within a Tikanga framework, and through a broad understanding of mission (as defined by the ACC in five marks of mission). We are committed to ensuring these communities are safe and life giving for all.

## Values:

As a three Tikanga Christian community who value diversity, we are called to be and live the gospel good news within the different cultures of the peoples we seek to serve and bring into the fullness of Christ, and we are committed to the following:

- Equality of worth and value of every individual, without discrimination. (Gal 3:28)
- Freedom for all to self-determination, and dignity. (Rom 8:2)
- Justice, grace and care in all our relationships. (Micah 6:8)
- Ministry as being 'other focussed', and always being our best offering. (Matt 9:35-36)
- Always being responsible and accountable for safe practice, through honesty and transparency. (John 8:32)
- Priority for those at risk, and compassion and support for all experiencing any injustice. (Matt 25:40)

## Rights:

As a Church we believe that all those who engage with the ministry of the Church have the right:

- to be treated fairly, with respect and dignity, and without pressure or discrimination;
- to have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural or Tikanga background;
- to choose how to lead their life and be as independent as possible; and to be able to use their chosen language or method of communication;
- to have their needs relevant to the ministry context met;
- to receive pastoral ministry that is respectful and sensitive, recognising any power imbalance within such a relationship;
- to expect church workers will be recruited with care, and will receive training and continuing support in safe practice;
- to be free from unacceptable danger or risk; and to expect that any allegations of mistreatment, abuse, harassment or bullying will be responded to without delay;
- to expect that those who have a duty of care will act in the best interest of those they care for;
- to be helped to find appropriate specialist care, either from the church or secular agencies; to have their privacy respected;
- to have the protection of the law.

*Safety Policy Guideline: General Synod, Anglican Church of Aotearoa, New Zealand and Polynesia*

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# Introduction, Purpose and Scope

The Anglican Diocese of Waikato and Taranaki believe that we have a responsibility to promote the welfare of children, young people and vulnerable adults, and to keep all people safe. We are committed to ensuring they are protected within our organisation from all forms of abuse. The Church is called by God to love, to stand alongside and advocate for those at the margins, those less powerful, and those without a voice in our society.

Christian communities within the Anglican Diocese of Waikato and Taranaki should be places where **all people feel welcomed, respected, and safe**. In such communities, every human being has infinite worth and unique value as a child of God, irrespective of origin, ethnicity, gender, sexual orientation, age, beliefs, social or economic status, ability to contribute, their past contribution to society, or present psychological, physical, or spiritual state. Partnering with children, young people and their parents, carers and other agencies is essential in promoting young people's welfare.

## ***Why do we have a safeguarding policy?***

It is both a legal requirement and our responsibility, as loving Christian communities, to ensure the safety of all people, including young people, vulnerable adults and our stipendiary or employed ministry leaders, and volunteers.

This policy affirms that this Diocese is committed to ensuring our communities of faith are safe and life giving for all people. At all times, best practice must be adhered to.

## ***Who does this policy apply to and where does it apply?***

This policy is for every person involved in ministry leadership, including those ministering to children, young people and vulnerable adults, in this Diocese. This includes all clergy, lay, paid and/or volunteer leaders, assistants, and helpers.

# Screening of Ministers/Workers

*Please also refer to Child and Youth Safeguarding Guidelines and Codes of Conduct, for further information related to workers with these age brackets.*

## ***The Safety Check Process***

**Volunteers:** It is recommended that there be a 6-month minimum period of attendance in the congregation for a volunteer, prior to applying for any leadership or regular ministry role. For exceptions, speak with the Diocesan Safeguarding Coordinator and see further information below.

**Employed or Stipendiary:** A full background screening check may be required. Please contact the [Diocesan Safeguarding Coordinator](#) for further information.

All aspects of the Safety Check must be completed before any person may commence ministry.

The Parish / Ministry Unit must keep a secure record of the Safety Check in a separate file for each applicant and update the Diocese with all personnel who commence work to ensure appropriate communications are provided in a timely manner.

Roles include, but may not be limited to:

1. Any Ordained person who holds a Bishop's Licence

- Stipendiary Clergy, Dean, Bishop
- Self-Supporting Minister / Non-Stipendiary Ministers
- Ordained Chaplains

2. Clergy Church Officers and Lay Ministers

- Licensed Lay Ministers (may include some of the following roles)
- Lay Chaplains
- People seeking ordination training or ordination
- Worship Leaders / Liturgists
- Lay people authorised to provide pastoral care
- Youth worker or leader
- Children's/ Family worker or leader
- Sunday school teacher or leader
- Music leader (where the choir or musical group includes children or vulnerable adults)
- Head Server (where the role includes supervision or training of children)
- Church Wardens
- Parish volunteer driver for vulnerable groups
- Safeguarding Lead
- Diocesan Safeguarding Coordinator
- Mentors / Spiritual Directors / Supervisors appointed by the Diocese.

This is not an exhaustive list. When recruiting into any position, consider if the person will be working at any time with vulnerable adults or children, or managing people who are.

All roles must have a clear and accurate job description and person specification, or a clear role outline for volunteer positions. Clearly identify tasks and responsibilities; this is important so that people have clear boundaries from the outset.

**All applicants must undergo a complete Safety Check, which includes:**

- 1) Volunteer Application Form (Please use the template provided)
- 2) Minimum of 3 Referee Checks (as per application form)
- 3) Interview with an appropriate leader in this setting (e.g. Vicar, Ministry Leader or another person who holds a ministry licence). Include question/s to establish understanding of safeguarding and working with vulnerable people.
- 4) New Zealand Police Vetting and identity verification.
- 5) International Police Certificate, if they have been overseas for at least one year in the past 10 years, or if they do not hold NZ residency.
- 6) Signed Agreement - One of the following, as appropriate, with templates provided by the Diocese:
  - a) Ministry Certificate Covenant
  - b) Licenced Lay Ministry Covenant
  - c) Licenced Clergy Covenant
  - d) Employment Agreement.

These agreements must be reviewed annually.

**Once recruitment has been completed a Safer Recruitment Form must be sent to the Diocese.**

If the volunteer has a regular ministry (other than irregular and fully supervised contact with young people or vulnerable adults) it is recommended that they have an agreed Covenant.

The Bishop's Office will ensure all licenced clergy and lay ministers paperwork is up-to-date, however ministry units must ensure all non-licenced covenants and safety checks are current.

For all (voluntary, stipendiary, or employed) personnel, **the Safety Check is to be refreshed every three years**. This requirement to recheck runs from the date the last Safety Check was completed.

**When updating a Safety Check, the following are required:**

- 1) Confirmation of any changes of officially recorded name,
- 2) A fresh New Zealand Police check, and
- 3) Renewed Ministry Certificate or Licence for Lay Ministry,
- 4) A fresh background screening check is needed every six years, or when moving to a new position.

It is also recommended practice to recheck previous personnel if there has been a significant period of absence.

# Training and Support

## Diocesan Training

We acknowledge that there are a variety of leadership levels and roles, and the training required will depend on their level of responsibility. However, regardless of what role a person holds, anyone who is regularly working with children, young people and vulnerable adults must receive training in safeguarding *at least every three years*.

### All leaders

Every person who holds a licence (clergy and lay) in the Diocese, or Permission to Officiate (PTO), as well as those who are regularly leading, or assisting in the leadership of, ministry with children, young people and/or vulnerable adults, must:

- **Have completed two safety / boundaries modules:**
  - Safety and Boundaries (refreshed every three years)
  - Protection and Abuse (refreshed every three years)
- **Complete a child protection training module**, approved by the Diocese (refreshed every three years).
- **Attend Diocesan training days**, as advertised and appropriate.
- **Receive professional supervision** and spiritual direction (as appropriate to the role)

*Please also refer to the Youth and Children Guidelines, regarding codes of ethic, behaviour, and standards for ministry leadership.*

### Key Leadership Role , e.g. Youth and Families Worker

Every person responsible for planning an event/activity/programme, is also to have completed *appropriate safety-training* and seek opportunities to refresh at least every three years.

It is a requirement to have at least one team member onsite with a current First Aid Certificate, with immediate access to an up to date first aid kit, a mobile phone, and all relevant telephone numbers (e.g. emergency services, nearest medical centre, and emergency contact numbers for all participants).

**A team leader** is someone responsible for **leading a ministry team**, and is to also have completed one additional safety-training module:

- Leading Safe Teams and Appointments (refreshed every three years)

They should also:

- hold a Bishop's licence,
- have an agreed Covenant or Employment Agreement, if appropriate, (reviewed annually) specifying:
  - 1) Role parameters and expectations (including key tasks and hours of work)
  - 2) Accountability
  - 3) Supervision

- 4) Spiritual Direction
- 5) Allowances (if any)
- 6) Reimbursement for expenses (if any)
- 7) Remuneration Rates (if any).

## ***Safeguarding Lead***

Each parish or archdeaconry (depending on your setting) is to have an appointed *Safeguarding Lead* to oversee the safety of the parish (or region), who is to have undertaken training necessary regarding Coordinating Safeguarding.

This person is to liaise with the *Diocesan Safeguarding Coordinator*, for any queries regarding safeguarding people, including children, young people and vulnerable adults.

## ***Diocesan Safeguarding Coordinator***

This role is currently with the *Diocesan Manager* and is responsible for upholding the safeguarding of all people within the Diocese of Waikato and Taranaki. This includes,

- Liaising with the Bishop's Executive Chaplain, ensuring education and training opportunities regarding safeguarding (children, young people, vulnerable adults) are available,
- Liaising with the Diocesan Development Enabler, in promoting youth training opportunities and resources,
- Liaising with ministry leaders / safeguarding leads as required to ensure safeguarding procedures are in place.

*If you have any questions regarding safeguarding, please contact [manager@wtanglican.nz](mailto:manager@wtanglican.nz).*

## ***Use of Helpers / Casual Voluntary Support***

It is understood that for practical purposes it will be necessary from time-to-time to have help from other people to fill in for absentees at late notice, or to provide extra assistance in the crèche on a busy day, for example. These people will be working either in the presence, or under the direct supervision, of Team Leaders and they will not be expected to have undergone the above training or have passed a Safety Check. *However*, if such people become regular helpers (i.e. helping once every two months or more regularly, or appearing on a roster) for any activity, and/or their task involves them being unsupervised for any period of time, the relevant training and Safety Check procedures must be followed.

- *Never leave a casual helper/volunteer unsupervised with children, young people, or vulnerable adults.*



## ***Use of Guest Ministry***

Just as a teacher must stay in a classroom when a visitor is present, so must a Team Leader or a senior team member stay with a visiting worker. As they will be working either in the presence, or under the direct supervision, of Team Leaders and/or senior Team Members, they will not be expected to have undergone the above training or have passed a Safety Check.

### **A Recommended Procedure for inviting Guest Ministry**

- 1) Check Suitability. Get a written or verbal reference provided by an appropriate person (e.g. Safe to Receive), who can attest to the suggested worker's character and relevant skills.
- 2) Get evidence of appropriate qualifications, e.g. instructor's qualification, current first aid certificate; this is crucial with all activities involving a moderate to high degree of risk.
- 3) Issue an Invitation, and once the invitation has been accepted, meet (in person whenever possible) to clarify expectations.

# **Organisational Accountability and Reporting**

## ***Responsibility and Review***

All people in Anglican ministry have a responsibility to ensure that the **highest standards** of conduct are upheld in all they are and do in Christ's name. Information regarding expected standards of ministry for bishops, ministers and office bearers is outlined in [Canon 1 Title D](#). A breach of these is referred to as either unsatisfactory conduct or misconduct. Further information is available on the [Ministry Standards](#) website.

**The Vulnerable Children's Act** requires organisations to ensure that those working with children understand the nature of abuse and neglect. All Churches must now also develop policy for:

- **Defining and Identifying Abuse and Neglect** (*refer to Appendix*)
- **Dealing with Disclosures of Abuse**
- **Recording, Reporting and Responding to Suspected Abuse**

All (stipendiary, employed and volunteer) ministry personnel must have a thorough understanding of this policy and be seen to be practising this policy.

Other resources on best practice are available in guidelines referred to throughout and at the end of this Policy.

This policy should be reviewed:

- Annually
- Following any significant event.

*Please refer to the following sections, and the Appendices, for further information.*

# **Parish / Ministry Unit Safeguarding Responsibilities**

## **1) Implement the Diocesan Safeguarding Policy**

- a) Follow safe recruitment for volunteers and office holders, taking up references and police vetting.
- b) Ensure all church officers know the safeguarding policy and have had the appropriate training.
- c) Follow the Diocesan procedure to deal with safeguarding allegations and suspicions of abuse.

## **2) Appoint a Safeguarding Lead. In some instances, the role can be shared across an Archdeaconry (e.g. between several Ministry Units) in agreement with the Diocese.**

### Safety Lead Role Description

- a) Have an overview of all the church (or archdeaconry) activities involving children and vulnerable adults and have a record of these activities.
- b) Have up to date knowledge of the Diocesan safeguarding policy and guidance, and ensure leaders of activities are aware of and are implementing the guidance.
- c) Liaise with the Vicar/Priest/Dean in Charge or Archdeacon over safeguarding issues.
- d) Report all concerns or allegations against church officers to the [Ministry Standards Registrar](#).
- e) Liaise with Diocesan Safeguarding Coordinator (DSC) as needed.
- f) Attend Diocesan safeguarding training for Safeguarding Leads.
- g) Ensure safeguarding posters are displayed in all church premises and on the church website.
- h) Keep good records of safeguarding concerns, ensure others do this and store securely.

## **3) Make information about reporting a safeguarding concern easily accessible.**

- a) Incidents and complaints information known and visible.
- b) Ministry Standards Commission Poster on display in Church buildings, places of worship and church website.

## **4) Report all safeguarding concerns relating to church officers to the [Ministry Standards Registrar](#).**

**5) Ensure there is a plan in place** so that those who are known offenders or others who may pose a risk to children/vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Coordinator (DSC).

**6) Have up to date risk assessments (RAMS)** completed for regular and occasional activities with children and vulnerable adults.

**7) Complete an annual safeguarding audit for the Diocese.** *This will be reported to the Ministry Unit's Annual General Meeting.*

## ***Diocesan Responsibilities***

- 1) Provide the Safeguarding Policy and Guidance.
- 2) Appoint Diocesan Safeguarding Coordinator (DSC).
  - a) The DSC is a person with the necessary qualifications/skills/experience who can advise and support clergy, employees, and volunteers when they have concerns about abuse or receive a disclosure of abuse as part of their role with the church.
  - b) The DSC reports all concerns or allegations against church officers to the [Ministry Standards Registrar](#).
  - c) The DSC supports and coordinates Ministry Units in making assessments and reporting suspected abuse. The DSC must be informed if any urgent referrals are made by Ministry teams to the Police or Oranga Tamariki.
  - d) The DSC works with Safety Leads and Vicar/Priest/Dean in charge on the plans for known offenders.
  - e) The DSC advises on recruitment when concerns are raised from police vetting and references.
- 3) Provide Safeguarding Training.
- 4) Provide Boundaries Training.
- 5) Safer Recruitment Support.
- 6) Undertake an Annual Audit.

## **Legal Obligations**

### ***Related policies and legislation***

This policy acknowledges all New Zealand / Aotearoa law, including the following legislation:

- Treaty of Waitangi, 1840
- Vulnerable Children Act 2014
- Children, Young Persons, and Their Families Act, 1989
- Care of Children Act 2004
- Domestic Violence Act 1995
- Privacy Act 1993
- Victims' Rights Act 2002
- The United Nations Convention on the Rights of the Child (UNCROC).

## Health and Safety Standards

For information regarding the Diocesan Health & Safety Policy, visit <https://www.wtanglican.nz/health-and-safety/>.

## **Recording, Reporting and Responding to Suspected Abuse**

Any issues of suspected abuse must be taken seriously and handled in an appropriate manner that ensures the individual's safety.

People who work with children can play a vital role in preventing child abuse because, through regular contact, they may get to know the children and families well. Consequently, they may recognise changes in behaviour or appearance, the presence of emotionally disturbed behaviours or the child may trust enough to disclose.

Participation in training is essential for everyone who works on a regular basis with children, young people, and/or vulnerable adults.

Any voluntary, stipendiary, or employed ministry personnel who suspects abuse, or has had a child disclose abuse to them must, as soon as practicable, discuss this with their Team Leader. They must also fully document the suspicion and/or disclosure with a detailed transcript of what was said. Provide details of what was seen with date and times. Give this document to your Team Leader, who will also date and sign the document and progress the report.

Having heard a report from a member of the team, or themselves discovering a suspicion of abuse, the **Team Leader** must, as soon as practicable, discuss this with the appropriate person or organisation.

In the case of a **Team Leader** being involved in the allegation or suspicion, then any voluntary, stipendiary, or employed personnel who suspects abuse or has any concerns, must discuss this directly with the **Safety Lead** and the **Vicar / Minister in Charge**.

Child Abuse is best dealt with by specialist Police Officers who work alongside Oranga Tamariki to investigate concerns of abuse. Early intervention by child protection services reduces harm to victims before the abuse can escalate. It is not our role to prove that abuse or neglect is happening. Our report may add to information that the child protection services already have received from other sources.

Reports of abuse and/or neglect **must be notified as soon as practicable** so that an early assessment of the child's safety can be made.

The **Safety Lead's** priority will always be ensuring the safety of the child, and this may require immediate contact with Oranga Tamariki or Police if they have concerns about the child's immediate safety.

*Also refer to Incidents and Complaints, along with additional information in the Appendices.*

## **Physical Environment Checks**

Our Health and Safety Policy and related documents (that can be downloaded) are available online – <https://www.wtanglican.nz/health-and-safety/>

*Refer to the guidelines for Children and Youth Ministry for additional information.*

# Programme Safety Expectations

Refer to guidelines, links provided at the conclusion of this policy document.

## Incidents and Complaints

If there is an accident or incident which involves a person or people, reporting must be completed at a local level. In some cases, it may be necessary to also advise the Diocesan Manager and/or the Safeguarding Coordinator.

### Accidents

Accident forms are available under [Health and Safety](#) information on our Diocesan website.

### Complaint Process

If you would like to make a complaint, please refer to the following information to see where the complaint needs to go in the first instance.

If the matter is involving a dispute between two people, that is not a breach of Ministry Standards (refer further below), please speak with your Ministry Leader, a member of Vestry, or the Safeguarding Lead in your Ministry Unit. If you believe further action is required, please refer to the Archdeacon or Diocesan Manager. A list of people to contact within the Diocese of Waikato and Taranaki is provided [on the diocesan website – www.wtanglican.nz](http://www.wtanglican.nz).

Please also refer to the Complaints Flowchart, and the Reporting to Safeguarding Concern or Allegation below Ministry Standards Commission information.

**Ministry Standards Commission:** <https://ministrystandards.org>

These ministry standards apply to everyone in licensed Anglican ministry, and to non-licensed office holders, including:

- Ordained ministers (priests, deacons, bishops)
- Licensed lay ministers
- Licensed volunteer leaders
- Trustees
- Elected leaders (vestry, synod, committee, board members) who have signed a declaration
- Licensed youth leaders
- Licensed children's workers.

Misconduct occurs when any person from the above groups of people who is in a leadership, teaching or pastoral role violates boundaries (emotional, sexual, financial) with a parishioner, student, employee, or staff member in a professional relationship.

Anyone can lodge a complaint about a person in the above list. If you have experienced misconduct we encourage you to [make a complaint](#) so that the matter can be investigated.

*(excerpt from Ministry Standards Commission website, October 2023)*

**Ministry Standards Commission Contact Information:** [Website Contact Link](#)

- Email: [registrar@ministrystandards.org](mailto:registrar@ministrystandards.org)
- Phone: 0800 004 031 (messages checked daily by the Independent Registrar)

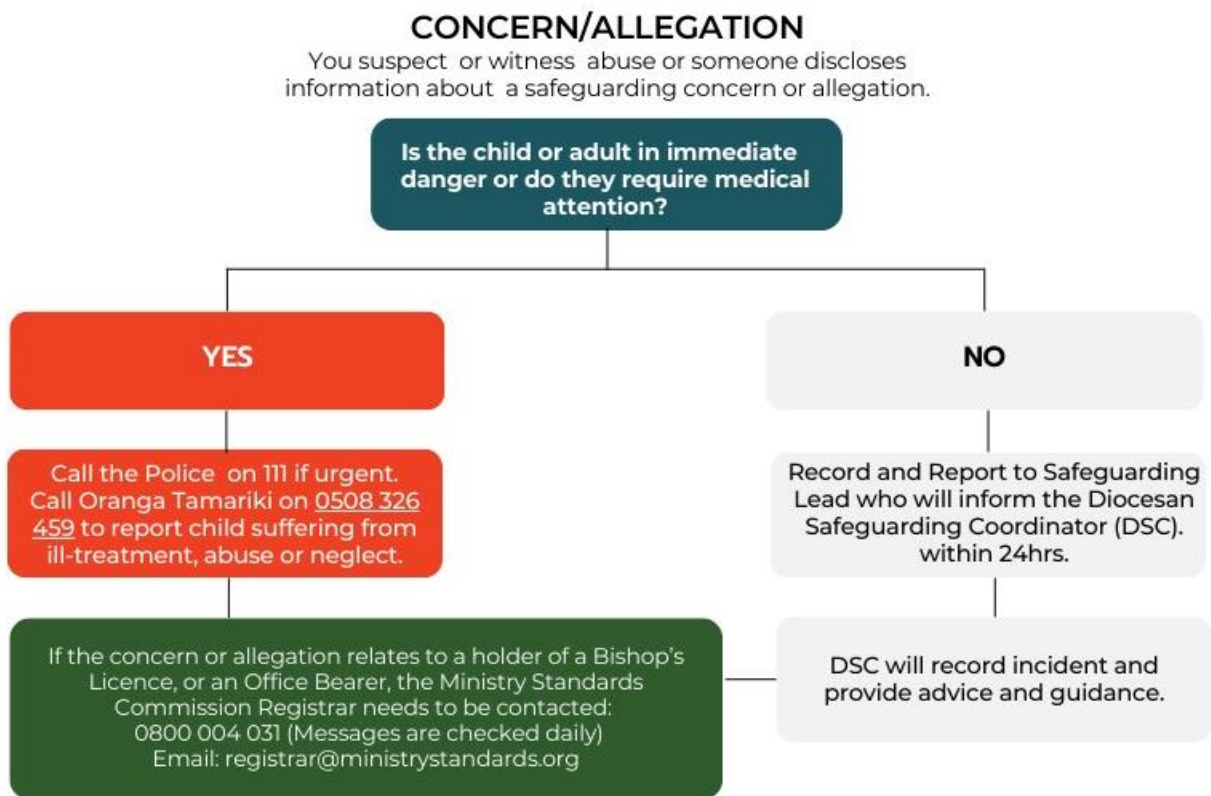
## Safeguarding Concerns

All safeguarding concerns must be reported to your *Safety Lead* and the *Diocesan Safeguarding Coordinator*, within 24hrs.

**Please refer to the flowchart below.**

If the Safety Lead for your Ministry Unit/Archdeaconry and the DSC are unavailable within 24hrs, contact your Archdeacon or the Bishop's PA, [bishopspa@wtanglican.nz](mailto:bishopspa@wtanglican.nz). Contact information for other people within the Diocese leadership team are available on the [website](#).

## Responding to Safeguarding Concern or Allegation



### **In all cases:**

- 1) Respond with care and compassion to the victim/survivor.
- 2) Emergency:
  - a) If the child or adult is in immediate danger of significant harm, contact emergency services on 111.

- b) If a child is suffering ill-treatment, abuse, or neglect, but you do not think they are in immediate danger, contact Oranga Tamariki on 0508 326 459.
- 3) Non-emergency: Contact the Safety Lead or Parish/Ministry Unit leader. They must contact the DSC. If none of your ministry contacts are available, contact the DSC directly.
  - 4) Do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSC or statutory agencies.
  - 5) If the concern or allegation relates to someone who holds a ministry licence or is an office bearer, you can raise the concern/allegation yourself directly to the Ministry Standards Commission Registrar: [registrar@ministrystandards.org](mailto:registrar@ministrystandards.org) / 0800 004 031 (messages checked daily by the independent Registrar).
  - 6) Record details of the concern or allegation. Where it is not possible to make notes at the time, make a written record as soon as possible afterwards or before the end of day. Record the date, time, location, persons present, and how the allegation or concern was received (face to face, phone, letter). Always sign and date the record. Keep it factual. Pass a copy to the Safety Lead. The records should be kept secure and confidential.
  - 7) The Safety Lead will contact the DSC, who will provide advice and guidance and detail the next steps. The DSC will support with contacting statutory agencies.
  - 8) When the concern is relating to anyone in licensed ministry, or to a non-licensed office holder, the DSC will pass the concern directly to the Ministry Standards Commission Registrar (although you can also do this yourself). The DSC will communicate with the Bishop.
  - 9) Title D Standards will be followed, which may include the person being suspended from duties whilst an investigation is taking place.
  - 10) The Bishop (following the advice of the Safety Lead / DSC) will now decide who needs to be brought into the process for:
    - Pastoral support of the survivor and their family.
    - Pastoral support of the accused.
    - Ministry continuance (if needed).
    - Support for the congregation and families involved in the wider pastoral situation, where required.



## Guidelines for Safe Handling of Disclosure

Only a minority of people actively disclose abuse. Most abuse is disclosed accidentally or through observation of behaviour, words and physical appearance. So, when someone does disclose abuse, this needs to be taken seriously.

<b>DO</b>	<b>DO NOT</b>
<b>Stay Calm</b>	X Panic, overreact, be judgmental or make assumptions
<b>Recognise your own feelings</b> , but keep them to yourself	X Express shock or embarrassment or other opinions about what you are told
<b>Listen Carefully</b>	X Investigate or attempt to deal with the situation yourself
<b>Respond appropriately</b> <ul style="list-style-type: none"> <li>• Questions are best left to professionally trained interviewers</li> <li>• Avoid asking questions; if one is needed use open ended questions</li> </ul>	X Ask for more detail X Ask leading questions
<b>Accept what you are told without judgement</b> <ul style="list-style-type: none"> <li>• Take what is said seriously.</li> </ul>	X Discuss belief or disbelief, make assumptions or offer alternative explanations. Never diminish the seriousness of the behaviour or alleged incidents.
<b>Reassure</b> <ul style="list-style-type: none"> <li>• Reassure them that they did the right thing by telling someone</li> <li>• Stay with the individual if they become upset and until they have said all that they wish to say</li> </ul>	X Make the person repeat the story unnecessarily
<b>Inform that you will have to pass information on and to whom</b>	X Make promises you cannot keep (eg that you won't share the information)
<b>Record a factual account</b> <ul style="list-style-type: none"> <li>• Document as soon as possible (same day)</li> <li>• If appropriate, ask whether they mind if you take notes while they talk, so that you capture the information accurately</li> <li>• Attach your written notes to the suspected abuse form documents</li> </ul>	X Delay or keep the information to yourself
<b>Report to safeguarding contact as soon as possible</b> <ul style="list-style-type: none"> <li>• You must report to the Safety Lead asap</li> <li>• Report to DSC within 24 hours</li> </ul>	X Share the information with people who do not need to know
<b>Maintain appropriate confidentiality</b>	X Contact the person about whom allegations have been made
<b>Maintain appropriate boundaries</b>	X Physical or medical examination



## **Non-recent Abuse**

Non-recent allegations of abuse must be treated as seriously as recent allegations. Please refer to the [Ministry Standards Commission website](#) for further information or contact the Diocesan Safeguarding Coordinator.

Support will be provided by the Diocese to those who have been harmed by the Church in the past.

## **Defining and Identifying Abuse and Neglect**

All people working with children, youth and vulnerable adults must receive training in safeguarding to include defining and identifying abuse and neglect, which should be updated every three years. Please contact the DSC if you have any questions regarding this.

## **Pastoral Care**

It is expected that each Parish / Ministry Unit will ensure an appropriate level of pastoral care for all people within their ministry unit, and pastoral support for people within their ministry team. If you are requiring additional pastoral care and support, please do not hesitate to contact your local Vicar and/or Ministry Leader in the first instance.

It is recommended that **anyone involved in a ministry leadership role** should *have Professional Supervision* in place, in addition to *Spiritual Direction* (for those who are licenced to the bishop, either ordained or licenced lay ministers). In some cases, this is mandatory. Lists of people who are available to provide **Spiritual Direction** are available from the Bishop's PA – [bishopspa@wtanglican.nz](mailto:bishopspa@wtanglican.nz).

*For anyone who has a pastoral care concern, including regarding unsafe practice, please contact the [Diocesan Safeguarding Coordinator](#) or the [Bishop's Executive Chaplain](#), and/or review the section on Complaints.*

# Additional Resources, Guidelines and Links

- Volunteer Application Form 2023
- Guidelines and Code of Conduct – Children
- Guidelines and Code of Conduct – Youth
- Health and Safety - <https://www.wtanglican.nz/health-and-safety/>

## **APPENDIX ONE**

### ***Defining and Identifying Abuse and Neglect***

Abuse may be broadly defined as any act that endangers another person's physical or emotional health or development.

Some behavioural signs of abuse:

- 1) In children these could include, regression in development, reluctance to go with a caregiver, sexualised behaviour (this can also occur in children that are highly anxious or can be part of developmentally appropriate exploratory play), inappropriate-for-age sexual knowledge or language, self-harming, low self-esteem, withdrawal from others.
- 2) In abusive adults this could include belittling the child, shouting, frequent criticism, low expression of warmth, very high levels of expectation of a child, over reacting to a child's mistakes, smacking.

*Further information and training will be provided to those who are engaged in ministry with children, youth and vulnerable adults.*

#### **Identifying Abuse**

It is not always easy to recognise that a child is being hurt or is at risk, so abuse is often undetected. There are indicators (signs, symptoms or clues) that when found, either on their own or in various combinations, can point to possible abuse, neglect or family violence.

Indicators can be:

- Physical – such as bruises or burns and relate to a child's physical condition.
- Behavioural – such as a child cringing or flinching if touched unexpectedly; or a caregiver constantly calling a child 'stupid' or 'dumb'. Behavioural indicators can be displayed by a child or by the alleged abuser.

Indicators do not necessarily prove that a child has been harmed. They alert us that abuse may have occurred and that a child may require help or protection. Sometimes indicators can result from life events that do not involve abuse, such as divorce, accidental injury, the arrival of a new sibling, etc.

#### **Psychological Abuse**

Psychological Abuse (also known as Emotional Abuse) is the on-going emotional maltreatment or emotional neglect of a child such as to cause a severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes seeing or hearing about the ill treatment of others.

This includes any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilisation, or any other treatment that may diminish the sense of identity, dignity, and self-worth.

Such abuse is often associated with situations of power imbalance, such as abusive relationships and bullying.

There may be physical indicators that a child is being psychologically abused. Some examples of this are:

- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Prolonged vomiting or diarrhoea

- Has not attained significant developmental milestones
- Dressed differently from other children in the family
- Has deprived physical living conditions compared with other children in the family

There may also be indicators in a child's behaviour that could indicate psychological abuse. Some examples of this are:

- Suffers from severe developmental gaps
- Severe symptoms of depression, anxiety, withdrawal or aggression
- Severe symptoms of self-destructive behaviour – self-harming, suicide attempts, engaging in drug or alcohol abuse
- Overly compliant; too well-mannered; too neat and clean
- Displays attention seeking behaviours or displays extreme inhibition in play
- When at play, behaviour may model or copy negative behaviour and language used at home

There may be indicators in adult behaviour that could indicate psychological abuse. Some examples of this are:

- Constantly calls the child names, labels the child or publicly humiliates the child
- Continually threatens the child with physical harm or forces the child to witness physical harm inflicted on a loved one
- Has unrealistic expectations of the child
- Involves the child in "adult issues", such as separation or access issues
- Keeps the child at home in a role of subservient or surrogate parent

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect is any situation in which a caregiver fails to provide the child with the basic necessities of life to the extent that the person's health and development is, or is likely to be significantly harmed.

There may be physical indicators that a child is being neglected. Some examples of this are:

- Inappropriate dress for the weather
- Extremely dirty or unbathed
- Inadequately supervised or left alone for unacceptable periods of time
- Malnourished
- May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene

There may also be indicators in a child's behaviour that could indicate neglect. Some examples of this are:

- Demonstrates severe lack of attachment to other adults
- Poor school attendance or school performance
- Poor social skills
- May steal food
- Is very demanding of affection or attention
- Has no understanding of basic hygiene

There may be indicators in adult behaviour that could indicate neglect. Some examples of this are:

- Fails to provide for the child's basic needs, such as housing, nutrition, medical and psychological care
- Fails to enrol a child in school or permits truancy
- Leaves the child home alone
- Is overwhelmed with own problems and puts own needs ahead of the child's needs

## **Physical Abuse**

Physical Abuse is a situation in which a child suffers or is likely to suffer significant harm from an injury inflicted by a person.

Physical abuse can be caused from punching, beating, kicking, shaking, biting, burning or throwing the child. Physical abuse may also result from excessive or inappropriate discipline or violence within the family, and is considered abuse regardless of whether or not it was intended to hurt the child. Physical abuse may be the result of a single episode or of a series of episodes.

Injuries to a child may vary in severity and range from minor bruising, burns, welts or bite marks, major fractures of the long bones or skull, to its most extreme form, the death of a child.

There may be physical indicators that a child is being physically abused. Some examples of this are:

- Unexplained bruises, welts, cuts, abrasions
- Unexplained burns
- Unexplained fractures or disclosures

There may also be indicators in a child's behaviour that could indicate physical abuse. Some examples of this are:

- Is wary of adults, or of a particular individual
- Is violent to animals or other children
- Is dressed inappropriately to hide bruises or other injuries
- May be extremely aggressive or extremely withdrawn
- Cannot recall how the injuries occurred or gives inconsistent explanations

There may be indicators in adult behaviour that could indicate physical abuse. Some examples of this are:

- May be vague about the details or the cause of injury and the account of the injury may change from time to time
- May blame the accident on a sibling, friend, relative or the injured child
- Shakes an infant
- Threats or attempts to injure a child
- Is aggressive towards a child in front of others
- May delay in seeking medical attention for a child

## **Sexual Abuse**

Sexual Abuse is a situation in which a person uses power or authority over a child to involve the child in sexual activity. It includes: any touching for sexual purposes; fondling of breasts, buttocks, genitals; oral sex; sexual intercourse; an adult exposing themselves to the child; or seeking to have a child touch them for a sexual purpose. It also includes voyeurism, photographing children inappropriately, involving the child in pornographic activities or prostitution or using the internet and phone to initiate sexual conversations with children.

An adult, an adolescent or a child with greater power can perpetrate sexual abuse. While it may involve a stranger, most sexual abuse is perpetrated by someone the child knows and trusts.

All ministry personnel should be aware of their 'duty of care', which precludes developing a sexual relationship with, or the grooming of a child. A sexual relationship between an adult and a child will always be wrong, unequal and unacceptable.

There may be physical indicators that a child is being sexually abused. Some examples of this are:

- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or faeces
- Sexually transmitted disease
- Unusual or excessive itching or pain in the genital or anal area

There may also be indicators in a child's behaviour that could indicate sexual abuse. Some examples of this in young children are:

- Age-inappropriate sexual play with toys, self, others
- Bizarre, sophisticated or unusual sexual knowledge
- Comments such as "I've got a secret", or "I don't like..."
- Fire lighting by boys
- Fear of certain places e.g. bedroom or bathroom

Some examples of this in older children are:

- Eating disorders
- Promiscuity or prostitution
- Uses younger children in sexual acts
- Tries to make self as unattractive as possible

There may be indicators in adult behaviour that could indicate sexual abuse. Some examples of this are:

May be unusually over-protective of a child.

Is jealous of a child's relationships with peers or other adults or is controlling of the child.

May favour the victim over other children

Demonstrates physical contact or affection to a child which appears sexual in nature or has sexual overtones.