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**Children’s Ministry Safety Management System Overview for Whangarei Central Baptist Church**

**Purpose**

It is important that children entering our doors will be safe, physically, emotionally and spiritually, so we have put systems in place to facilitate this.

**Children’s Church Enrolment / Registration**

All families that are regular attendees must complete a comprehensive enrolment and registration form, and are encouraged to establish an open and honest dialogue with leaders to ensure that the needs of the child and family are being met. Visitors will fill in details on the back of the roll to ensure that their children are safe.

**Attendance**

All children aged 0-11 need to be signed in for every programme attended. This sign in is to be completed by the parent or caregiver, and may be done at the beginning of the service. Parents are responsible for the supervision of their children until the children’s program starts and again no later than 10 minutes after the service finishes.

Accurate records are kept, as the attendance sheets are used for roll call after an emergency at the assembly area.

Name badges are to be worn by leaders and children.

**Children**

Keeping children safe is a priority in our ministry. To this end we have policies and procedures that cover:

* Supervision
* Child and leader protection
* Behaviour guidelines
* Health and Safety Guidelines

**Leaders**

In line with the importance of keeping children safe, all leaders will be Police checked.

All leaders will have completed a Volunteer information form. All leaders will be familiar with the following policies and have received training as necessary:

* Access to Children Policy and Procedures
* Touching Policy
* Supervision Policy
* Standard of Conduct guidelines
* Guidelines for use of emails and mobile phones
* Guidelines for what to do if a child discloses information to you

Job descriptions are provided for all leaders, both staff and volunteers.

We have a Recruitment, Screening and Appointment of Staff policy for paid positions

**Pastoral Care**

Caring for children and their families is important to our church. We have guidelines covering the pastoral care of both children and their families that address:

* Counselling
* Parent communication
* Phone calls
* Visitation

**Children with special needs**

We believe that all children are part of God’s family. We aim to do all that we can to ensure that children with special needs are welcomed and that their needs are adequately catered for. Every effort is made to include these children into all of our programs. We have policies and procedures in place and maintain clear communication with parents and caregivers of children with special needs.

**OSH Requirements**

We have guidelines and procedures in place to ensure that all buildings and equipment are maintained and used as safely as possible. Policies include:

* Event Safety Planning
* Emergency Procedures
* First aid Checklist
* Safety Checklist
* Annual site risk assessment
* Accident and incident reporting

**Complaints Procedure**

Positive, open and clear communication is required from all leaders and expected from families.

* Families are encouraged to express their views openly to the leader concerned and /or the leader of the ministry area.
* Any issues arising will be dealt with respectfully.
* A complaints form is to be used if mutual agreement is not reached. This will then go to the senior pastor of the church.

**Policies**

The Policies of the Children’s Ministry are to be regularly assessed.

A formal review will be undertaken every two years and signed off by the Children’s Ministry leader. A copy of all policies is kept in the church office and is available to parents and leaders. Policies and procedures are updated as required to reflect current practice.

# Section Two - WCBC Policies

## Children’s Church Enrolment/Registration Policy

All families that are regular attendees must complete a comprehensive enrolment and registration form, and are encouraged to establish an open and honest dialogue with leaders to ensure that the needs of the child and family are being met. A shorter registration form for visitors will ensure that they are not put off while at the same time keeping their children safe.

**Guidelines for Recording Attendance:**

All children need to be signed in for every programme attended. This is completed by the parent, caregiver, the child or a leader, depending on the age of the child. Accurate records are kept, as the attendance sheets are used for roll call after an emergency at the assembly area.

**Registration forms include:**

1. Child’s name, address, phone numbers.
2. Parent’s/caregivers’ names, addresses and contact details
3. Authorised parent/caregiver for pick-up of child
4. Names of adults other than parents/caregivers authorised to pick up child
5. Special instructions regarding access, health problems, allergies, medications
6. Permission to be photographed and videoed
7. Permission to use photos on the church website or in publicity material – this should be a verbal discussion
8. Any other information necessary to provide proper care for the child
9. Permission for pastoral care of child

All information collected will be kept in a safe and secure place to ensure the privacy of children and their families. No one outside the CM will be given access to this information without the prior approval of the CM leader and the knowledge of the parents/caregivers.

## Supervision Policy

**Scope:**

This policy defines the supervision requirements in any given Children’s Ministry situation.

**Rationale:**

This policy is aimed at keeping leaders and children safe from inappropriate behaviour.

**Guidelines:**

1. There will always be at least two leaders present in a room where there is a child present.
2. Those two adults may be married partners provided the formal process of police checks, standards of behavior are followed and the couple are attending the church for at least a year, and understand the importance of an open transparent process of leadership to ensure children’s wellbeing, as determined by the Children’s Ministry leader.
3. The following leader – child ratios must not be exceeded.
4. Teacher : Child Ratios

|  |  |
| --- | --- |
| Children under 2 years | 1:4  e.g. 1 year olds need 1 teacher for every 4 children |
| 3 to 4 years | 1:6 |
| 5 to 8 years | 1:10 |
| 9 to 14 years | 1:20 |

1. On off-site, social outings at least two leaders are present and the leader: child ratio should not exceed 1:8 (primary school aged children).
2. Where the previous guidelines are unable to be met, the activity or outing cannot go ahead, until enough leaders are found.
3. Any counseling of children is always performed in public view. Doors are to be kept open or glass is to be fitted into the doors.
4. Leaders are not to be on their own with a child anywhere at any time.
5. No-one is permitted to visit a child alone. Visits can only occur in pairs.
6. Parents are asked to take their children to the bathroom before the Children’s Ministry programme starts.
7. No leaders are to be involved in the children’s ablutions, with the exception of young children, when absolutely necessary and in sight of another leader.
8. Leader is to check the toilet first before the child goes in then waits at the door until the child is done.
9. Leaders are expected to call a parent should a toddler need a nappy change.
10. All leaders can be clearly identified through nametags.
11. In the case of children with disabilities (mental or physical) individual supervision guidelines suited to the child will be worked out in partnership with the parents/caregivers.

## Policy for Child and Leader Protection

**Scope:**

It is important to keep our children safe from other children and inappropriate actions by adults. This policy prescribes how leaders are to interact and supervise children.

**Rationale:**

All who serve at a church are to be above reproach. The church has a duty to be vigilant in providing protection for those who may be mistreated in any way. That duty includes reporting suspected mistreatment. At the same time it is important to protect the leaders, the children and youth, the administration and the church from negligence or abuse, including wrongful or malicious accusation.

**Procedures:**

1. **Protecting children from other children.**
2. Some children may exhibit inappropriate behaviour towards other children. The following are some unacceptable behaviours:
   * Emotional abuse e.g. taunting
   * Physical abuse e.g. bullying
   * Sexual abuse
3. No form of physical, psychological or sexual abuse is acceptable. Where a child persistently abuses other children, despite behaviour management intervention, his/her parents will be asked to withdraw the child from the programme.

* Examples include any form of assault such as hitting, punching, kicking, biting, pushing, burning and physical restraint

1. Leaders will expect and encourage positive interactions from all children, therefore:

* No put downs
* No name calling/teasing/bullying

1. **Protecting children from inappropriate adult behaviour.**

None of the following behaviours are acceptable:

1. Physical abuse - the deliberate infliction of physical pain or injury.
2. Psychological abuse - the infliction of mental anguish involving actions that cause fear of violence, isolation or deprivation and feelings of shame, indignity and powerlessness. Examples include verbal intimidation and humiliation, shouting or screaming, threats of physical harm, favouritism and belittling another's culture or appearance;
3. Sexual abuse/harassment - the implied threat or actual sexual behaviour which is offensive, inappropriate or detrimental to another person's well being. Examples include deliberate and unwelcome physical or sexual touching, suggestively sexual comments, requests for sexual favours, obscene exposure and the display of pornographic material.
4. Spiritual abuse - is a form of psychological abuse that occurs when a person in religious authority misleads and maltreats a child in the name of God or the church by taking advantage of the child’s spirituality by putting them in a state of unquestioning obedience to an abusive authority.
5. **Steps in protecting both children and adults.**
6. All leaders will go through the recruitment, screening and appointment of staff and volunteers process - nobody to be exempted.
7. The code of standards is to be adhered to.
8. These guidelines are to form the bases of your Children’s Ministry policies and are to be adhered to:

* Supervision guideline for leaders
* Access to children guideline
* Touching guideline
* Training guideline

1. **Identification of child abuse.**

*Information on identifying when a child needs help is available in the booklet*

***“How Can I Tell”*** *from* [*www.childmatters.org.nz*](http://www.childmatters.org.nz)

*Those churches that attended the 2013 Safety Training workshops will have received a copy of this booklet with their manual.*

1. **Reporting of child abuse.**
2. We must protect our children and meet legal requirements to report suspected abuse.
3. Section 15 of the Children, Young Persons, and Their Families Act 1989 Section 15 provides that:

“Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived may report the matter to a Social Worker at CYFS or a member of the Police.”

* When harm is suspected take action immediately.
* Consult with someone experienced, like Children’s Ministry leader or Resource manager or outside agencies (*‘Child Youth and Families’* or *‘Child Matters’*).
* Record details of what you saw, heard and what the child or someone else told you. Include times and dates. If your suspicions are not confirmed as significant, continue to monitor the situation closely in consultation with others (Children’s Ministry leader or Resource manager)
* If your concerns are confirmed and there is immediate danger, report to CYFS and Children’s Ministries Facilitator.
* Inform the Children’s Ministry leader or in their absence the Resource Manager of your actions so that you gain support and follow the proper process.
* The Children’s Ministry leader will take responsibility and report directly to the Resource Manager.

1. **Responding to suspicions and/or allegations against a leader in a church.**
2. If any suspicions of abuse occur, leaders and staff are to first and foremost act in the best interest of the child concerned.
3. Do not protect the church, its “reputation”, any leader or pastor at the expense of the child.
4. All suspicions and/or allegations are to be treated with confidentiality towards all parties.
5. The accused leader will be advised of their rights and asked to seek independent legal advice.
6. The accused leader will be supported and treated with respect. Counselling will be offered to all parties concerned.
7. Please see the Baptist Union Administrator’s Manual for a full description of these procedures.
8. **Steps in responding to a child’s disclosure.**

When a child does share with you that something has happened to them, show your care and concern by:

1. Listening carefully.
2. Tell the child you believe them.
3. Tell the child it’s not their fault, they are not responsible for the abuse.
4. Tell the child you are pleased they told you (abusers threaten or manipulate children to prevent disclosure).
5. Acknowledge it is hard to talk about these things.
6. Do not press for details.
7. Assure the child you will support them.
8. Do not make promises you are not able to keep, i.e. confidentiality.
9. Tell the child certain adults need to be informed who can protect them so the abuse can stop.
10. As soon as is practical, record details of your conversation and contact the Children’s Ministry leader.
11. For confidentiality reasons, a leader is only to report their findings to the Children’s Ministry leader, or in their absence the Resource Manager, and the Police or CYF.
12. Leaders are not to attempt any form of counselling.

## Policy for Child Protection from Sexual, Physical or Verbal Abuse

*The following policy has been written by Liberty Kids OSCAR. They have given permission for churches to use and alter this document to fit their context.*

*A big thank you to Liberty Kids.*

**CHILD PROTECTION**

Whangarei Central Baptist Church is committed to the prevention of child abuse and to the protection of children and young persons. The well-being and safety of children and young people is a primary goal of this organisation.

This commitment means that the interest and welfare of the child or young person will be the primary consideration when any decision is made about suspected abuse. This organisation supports the roles of statutory agencies (the Police and the Department of Child, Youth and Family Services) in the investigation of abuse and will report cases of suspected abuse to these agencies according to the process outlined below.

This organisation will maintain a good working relationship with the statutory agencies and be familiar with the laws which serve to protect children and young persons from abuse. We will consult with these and other agencies who have specialist knowledge to help protect children from abuse. Staff will not assume responsibility beyond the level of their experience and training.

**TRAINING**

Whangarei Central Baptist Church is committed to maintaining and increasing staff awareness of how to prevent, recognise and respond to abuse through appropriate training. As part of their induction, new staff must familiarise themselves with programme policy on child abuse and be encouraged to read any resource material.

**DEFINITION OF CHILD ABUSE**

"Any act by which an individual, institution or society as a whole that interferes with the well-being of a child or young person and deprives that child or young person of his or her rights".

There are four types of child abuse:

1. Sexual abuse occurs when someone uses his or her power over the child, or takes advantage of the child’s trust and respect, to involve the child in sexual activity.
2. Physical abuse is non-accidental injury by somebody and also includes abusive administration of drugs or alcohol to a child.
3. Emotional abuse is when a child’s self-esteem is attacked by somebody to coerce the child into doing what the abuser wants them to do.
4. Neglect is a denial of the basic needs/ rights of nurturing, food and shelter, so that the child fails to thrive. It must be seen as a form of child abuse.

Family violence may be witnessed / experienced by children and involve physical, sexual and emotional abuse.

**PEER ABUSE**

This organisation will ensure that the safety of the child or young person is paramount and no form of physical, sexual or verbal harassment or violence from peers will be sanctioned or minimized in any way.

While the situation is being evaluated the children or young person's concerned will be separated. It is essential to reduce further emotional trauma for the victims who may be fearful and distressed if they are in contact with possible abusers.

In some cases where the abuse has occurred at the programme immediate suspension may be appropriate, as outlined in the behaviour guidance policy.

This organisation will make every effort to keep specific and identifying information as private as possible. Nothing will be passed onto the media from this organisation and parents will be asked to keep information as private as possible.

When an abusing child is enrolled at the programme there will be communication with the management and staff about risks involved. Co-operation of the family will be sought in doing this.

**SUPERVISION GUIDELINES**

*To minimise the risk of actual or alleged abuse in the programme please follow these guidelines.*

1. All staff should examine the opportunities or possible situations there are for staff to be alone with children. This should be avoided wherever possible. If you are alone use extremely careful judgment.
2. Wherever possible an open door policy for all spaces should be used (i.e. not possible for toilets). Staff should be aware of where all children are at all times and check to ensure what they are doing is appropriate.
3. Be aware of situations where children are out of sight together (dens, playhuts etc.) and supervise accordingly.
4. Visitors to the centre should be monitored at all times by programme staff.
5. All volunteers and outside instructors should be monitored by the paid programme staff.
6. If activities require 1:1 physical contact (i.e. classes in swimming, gymnastics etc.) parents and caregivers should be advised.
7. Unless requested by children or parents there is no need to assist school aged children with toileting. If the situation arises ensure that other staff know you are toileting a child/young person, and that parents are informed. At Whangarei Central Baptist children are accompanied to the toilet block and a leader stays in the toilet block, but out of view of the child, until the child is ready to return to their programme, to prevent any interference with the child by other church attendees.
8. Where a child or young person requires assistance, e.g. intellectually or physically disabled, if possible involve the parents/caregivers and outside agencies (such as Special Education Service) to assist. If this assistance is not available, ensure that the staff members are aware of the appropriate procedures when giving assistance.
9. Staff should avoid transporting a child or young person on their own at all times, unless an emergency requires it.
10. Except in an emergency, children and young people are not to be taken from the programme without written parental consent.

**CHILD ABUSE INVESTIGATION**

**PROCEDURE FOR DEALING WITH SUSPECTED CHILD ABUSE**

The interest and protection of the child is paramount in all actions.

If any person (parent or staff) has reasonable cause to suspect child abuse, their first obligation (after ensuring the child is in no immediate danger) is to immediately advise the **Children’s Ministry leader** WITHOUT DELAY. The **Children’s Ministry leader must** advise the Resource Manager as soon as is reasonably possible.

Any adult may contact the Police and or Child, Youth and family WITHOUT DELAY if the situation is deemed serious.

All matters related to individual cases are confidential to those directly involved and should under no circumstances be discussed with other staff, other parents, children or any other person in or outside of the Church, unless specified to do so by the **Children’s Ministry leader.** Failure to observe this procedure of confidentiality may result in disciplinary action being taken.

Full and detailed written records are to be kept (as directed by the Resource Manager) of every related discussion or act or incident which involves parent, child, accused or staff member from the first instance of suspected child abuse.

We are not trained counselors or Social workers. Staff are not to assume responsibility for action or advice beyond the level of their own expertise.

**RECORDING OF INCIDENCES OR CONCERNS**

Recording will be done as soon as possible after each observation or communication. Memory can be unreliable. Recording clarifies thinking and enables accountability.

**All recording will be:**

1. Written
2. Factual
3. Accurate
4. Timely
5. Concise
6. Signed and dated

**The record should reflect:**

1. The seriousness of risk to the child.
2. What appropriate follow-up action is required
3. Who will be responsible for actioning the decisions made.

**Information should include:**

1. Type of abuse suspected
2. Who noticed the abuse, and their relationship to the child
3. Signs and symptoms. For example: physical, emotional, sexual and behavioural.
4. Particular incidences with dates, times and places if possible.
5. Action taken (Report to Police and/or Child, Youth and Family)

**These records will be:**

1. Written individually, to ensure one child’s records are not seen along with others
2. Stored securely in the Resource Manager s locked cabinet (which only they have access to)
3. Destroyed by shredding along with the rest of the child’s records.

**INTERVIEWING**

Under NO circumstances should a child be questioned beyond that which he or she voluntarily discloses. Any disclosure should be recorded as soon as possible.

Care must be taken not to ask leading questions, or undertake actions which are more properly suited to a specialist or Child, Youth and Family or the Police. The Church’s responsibility is to:

1. Gather information, consult, record
2. Ensure that the child is safe.
3. Refer the matter to the appropriate authorities.
4. Continue to observe the child, as a follow up procedure, while they remain in our care. All actions will be completed within a time frame which takes the best interests of the child into account.

**CASES OF SUSPECTED ABUSE BY A STAFF MEMBER**

When it is alleged that abuse has been perpetrated by a member of staff involved with the Church , no attempt will be made to protect the staff member, or organisation, but the matter will be reported as soon as possible to the Children’s Ministry leader, Resource Manager and to the statutory authorities.

While an investigation is being conducted, the staff member under suspicion will be suspended from all duties and responsibilities relating to the care of children in our Church.

While an investigation is in process, the Children’s Ministry leader and the Resource Manager has the responsibility to ensure that the child concerned is not only safe, but is also given continued appropriate support. Similarly, the Church will ensure that the alleged offender is given the support they need, during the time of inquiry, and beyond. This support may come from an outside organisation.

## Touching Policy

**Scope:**

This policy provides direction to leaders regarding appropriate touching.

**Rationale:**

Children need to be touched, but the Standard of Conduct states that inappropriate touching is to be avoided by leaders. Leaders need some clearly defined guidelines in order to feel secure within their roles.

**Guidelines:**

1. Inappropriate touching is bodily contact with any part of the body except:
2. Hands
3. Arms
4. Shoulders
5. Upper Back
6. A child may only sit on a leader’s lap if the child initiates the event. It would be advisable for children over the age of 5 to sit beside the leader.
7. A leader may only hug a child if the child initiates the event.
8. Sideways hugs are best.
9. In the case of a child needing comfort a leader must use their discretion.
10. If a child or their caregiver asks a leader to discontinue contact, this should be done immediately.
11. Be aware of how you are being perceived by the child you may be in contact with, and by others who may be observing you.
12. Be aware that different cultures have different standards for inappropriate touching. Different situations may also demand different standards.
13. Do not kiss or cuddle unwisely or do anything that is potentially sexual.
14. Be aware of children using sexual language or innuendo that is inappropriate for their age.

## Access to Children Policy

**Scope:**

This policy restricts access to children when they are under the care of the Children’s Ministry.

**Rationale:**

This policy provides a procedure to provide appropriate access to children when access is contested.

**Guidelines:**

1. The registration sheet is to be completed before any child is left in the care of the Children’s Ministry team. The registration form will advise who may have access to the child.
2. It is recommended that churches have a check in/out policy, for caregivers to comply with weekly. This is to restrict adult access to children. It also serves in an emergency so the leaders will know how many children are in their care.
3. Caregivers and prospective leaders are welcome to observe and participate in the programme at the discretion of the primary leader of the group, however they must wear a badge of identification. If in the opinion of the primary leader an adult is disruptive or behaving inappropriately, they should be asked to modify their behaviour or leave the room.
4. Children of all ages will be supervised until they are collected by a designated adult. Guardians will provide us with their cellphone number, and any health information that may be necessary to consider for the care of the child when they drop off their child.
5. Name badges that children wear may have the parent’s cellphone on the reverse side so that a leader may contact them if need be during the programme.
6. As a courtesy, guardians should pick their children up within 10 minutes of the service ending

## Policy for Pastoral Care of Children and Families

**Scope:**

1. **Children**

Pastoral care of children tackles two issues:

1. One is the informal practice of listening, supporting, encouraging and befriending children, for their benefit on their spiritual journey.
2. The other is counselling of specific issues in a more formal setting with healing as the main goal. Counselling is not done in isolation from the family but rather as a help and support to the family, who has the primary role of responsibility for their children.
3. **Families**

Pastoral care of families will be defined and limited by the job description of the Children’s Ministry leader and may include caring, teaching and encouraging parents on raising their children to love and serve God.

**Guidelines:**

1. **Counselling**

The counselling of specific issues should only be done if the Children’s Ministry leader is trained in this area. As a guide the Children’s Ministry leader can do an initial counselling session so that the child is referred to the correct counselor that will suit the child’s needs.

1. **Parent Communication**
2. The Children’s Ministry will make every effort to keep parents informed about Sunday programmes and the learning outcomes. This includes other events and programmes that are offered by the church.
3. The Children’s Ministry will provide the parents with communication about misbehaviour or incidents whilst the child is in its care.
4. The Children’s Ministry will always seek permission before children are taken off site.
5. Children will never be contacted without parental consent.
6. Children will never have counselling without parental consent.
7. **Phone Calls**
8. Speak to parents first, asking permission to speak to their child.
9. Disclose the reason for phoning, and the intended content of the conversation to the parent.
10. When speaking to the child, stick to the agreed upon reason and content.
11. Don’t speak for longer than two minutes.
12. After speaking to the child, speak to the parent and share the content of the conversation and thank the parent for being allowed to speak with the child.
13. **Mail**

Children are always delighted to receive mail from their leaders.

1. Always keep the letters or cards short.
2. If possible keep a photocopy for reference.
3. Consider sending the mail care of (c/o) the parents to the child.
4. **Email & texting**
5. Obtain parental approval for texting and /or emailing their child.
6. Always keep the communications short.
7. Avoid detailed personal text “conversations”.
8. Text only at appropriate times.
9. If possible copy the parent in on the texts.
10. If the child has his/her own email always cc. the parents on all correspondence you send and receive.
11. If the parent and child share an email address, then email care of (c/o) the parents to the child.
12. Blind carbon copy (bcc) all correspondence to the Children’s Ministry leader or an elder who oversees the Children’s Ministry.
13. Keep all correspondence confidential.
14. **Visitation**
15. Parent approval for any visits must be sought first.
16. All visitations are to occur with a visitation partner. Never alone!
17. When visiting be on time.
18. Visits should not be longer than an hour.
19. When visiting never be alone with a child - include parents if possible but remember you are visiting the child.
20. All gifts to children (e.g. Birthday), need to be approved by the Children’s Ministry leader or an elder who oversees the Children’s Ministry.
21. All gifts given to children (e.g. Birthday), need to be given in front of parent/s.

## Physical and Verbal Safety Policy

**Scope:**

This policy defines our organisation’s zero tolerance of physical and verbal assault.

**Rationale:**

We are committed to providing a safe place for our children during any activities or events. Therefore the following guidelines are advised.

**Guidelines:**

1. There is a zero tolerance policy towards a leader physically assaulting a young person, another leader, a member of the public, or a parent. If such a situation arises, the CM leader/ pastor will use his /her discretion as to the appropriate course of action.
2. If a young person, another leader, a member of the public, or a parent physically assaults a leader, reasonable self-defence is permitted. However, the force required should be only adequate to cease the physical abuse and not to cause unnecessary injury.
3. The CM leader/ pastor should be immediately notified.
4. He / she will then notify the senior pastor within a 24 hour time frame.
5. If required, the police will be involved.
6. Follow-up will include meeting with all involved parties and working out a suitable solution to the issue.
7. Debriefing will be available.
8. If a young person, another leader, a member of the public, or a parent verbally assaults a leader, it is expected that the leader respond with integrity and respect. The CM leader/ pastor should be immediately notified and an appropriate resolution brought about.

## Policy for Participants with Special Needs and /or Disabilities

**Scope:**

This policy defines the integration requirements of special needs and/ or disabled participants in any given ministry situation.

**Rationale:**

The vast majority of churches are likely to have children with special needs/disabilities wanting to be part of their programme. These children are part of God’s family, and the church family, and should be included in the programme unless there are compelling reasons to exclude them at a particular point in time.

**Procedure:**

1. Every effort needs to be made to include children with special needs into the programmes.
2. The leader must be confident that the child’s needs can be catered for without negatively affecting the child concerned.
3. Full information about the child’s requirements must be obtained from the parents at the time of enrollment/registration.

* Be aware that some parents are very reluctant to reveal that their child has a disability.
* Parents should be made aware of the safety risks of not revealing a child’s disability/special needs.
* A children’s ministry is in a much better position to manage a child and support a family if it is made aware of any special needs/disability.
* It also reduces the chances of socially awkward situations arising such as asking a child to read a passage when they can’t in fact read or write.

1. Each case will be considered individually and every effort will be made to include the child within the limits and resources of the children’s ministry.
2. Reasons for being unable to cater for a child with special needs/disability at a particular point in time might include:

* A current safety risk to them or other children e.g. due to the nature of the facility/activity or teacher : student ratio.
* A likely level of disruption that cannot be accommodated at this point.

It is appropriate to review whether or not a child can be catered for on a regular basis, as these reasons may not always be applicable.

1. The Human Rights Act provides protection for people with disabilities against discrimination and Jesus himself has much to say about addressing the needs of the disabled within the community. It may be possible over time to take steps that would allow the child/children with special needs/disability to participate more fully.

Such steps might include:

* Recruiting more helpers.
* Gaining some skills/knowledge that would assist with management of the child’s needs/behaviour.
* Modifying the building/equipment.
* Having a designated ‘teacher-aid’ available on Sundays or for certain, more challenging activities such as camps/holiday club.
* Including them in other events/ways e.g. providing a music/video tape of songs etc. sung in the Children’s Ministry, developing special programmes e.g. Mainly Music for special needs kids.

## Policy for the Recruitment, Screening & Appointment of Staff & Volunteers

**Scope:**

The scope of this policy, and its accompanying procedures, is to recruit suitable staff and volunteers, so that the church can provide high quality programmes that are both productive and safe.

**Rationale:**

Suitable and competent staff and volunteers are essential to the Children’s Ministry to nurture, love and train each child on their faith journey to becoming a disciple of Jesus. They must display Christian character and a spirit that is aligned with the Children’s Ministry vision and values. The aim is to try to increase the safety of all children and leaders by getting the right people.

With the life pressures of our modern world, ministry leaders or church management may often experience a shortage of suitable people serving in the Children’s Ministry. This must not lead to shortcutting some of the recruitment, screening and appointment processes. It is the responsibility of each church to ensure that the people working with children are safe.

A safe environment for children begins by ensuring that those who work with them are going to do no harm. Given the fact that those people who abuse children will choose to work in a child-focused environment, it is imperative that appropriate actions are taken to ensure that all those working or volunteering in children’s ministry are carefully chosen.

**Guidelines:**

For procedures see Recruitment, Screening and Appointment Guidelines.

## Training Policy

Every job will be done more effectively and competently if a leader is well trained. A well-trained leader will also feel secure and confident in their new role.

Therefore, all new staff, leaders and volunteers will undergo:

1. **Orientation Training**

This training is aimed at giving new leaders and volunteers the information needed to ensure they are able to carry out their jobs/tasks properly and so that they know and understand the values of the ministry.

1. **Ongoing Training**

Additional training will be made available to ensure that leaders and volunteers are kept up to date with ministry development and practices. This will increase skills and knowledge and provide opportunities for professional development. This training may be in-house or through other providers e.g. Carey Baptist College.

1. **Reviews and Accountability**

Performance management is a two way process between the church and staff or volunteer. For paid staff a yearly review will be undertaken in conjunction with the job description. This will include self-reflection, personal development and training. Staff will be appraised by the team leader or church management.

The purpose of the review is to affirm tasks well done, identify areas that need attention and development and/or training for the coming year for ministry and personal growth.

A record of the training that has been undertaken will be kept in the personal file of each staff member and leader.

## Transportation Policy

**Scope:**

This policy governs the transportation of participants in private vehicles.

**Rationale:**

The safety of our children must be of prime importance during any activities that require transportation. Therefore the following guidelines are required:

**Guidelines:**

1. Any driver must have their full license before transporting children. This must be carried with them as required by law.
2. There must be no overloading of vehicles. The law states that the number of seatbelts dictates how many passengers can be carried. This may require planning before the event.
3. When borrowing or hiring vehicles for an event, the leader driving must obey the set policies concerning the use of that vehicle. This may include being over 25 years of age.
4. Any driver of a vehicle must accept full responsibility for any accident or incident and pay the required insurance excess and/or other costs involved.
5. This policy applies to every driver including those not in a leadership role.
6. The vehicles must be registered, road-worthy and have a current Warrant of Fitness.

## Policy for Dealing with a Complaint

Where a complaint is received regarding a leader by a child, their family or their advocate the following procedure is to be followed:

1. Any complaint is to be notified to the Children’s Ministry leader within 24 hours or sooner if possible. If the complaint is regarding the Children’s Ministry leader it is to be notified to an elder or the senior pastor of the church. The elder will, under the same time frame, refer it to the senior pastor.
2. If the allegation involves sexual or physical abuse, or some illegal behaviour, the leader will be asked to step down immediately until a full investigation has taken place. The Children’s Ministry leader will make this decision, or in the case where the complaint is directed at the Children’s Ministry leader the senior pastor will make the decision.
3. Guidelines for a full investigation into the complaint are contained in the church’s guidelines for Sexual Abuse.
4. All parties will have the right to a fair hearing of their viewpoint. Where necessary a mediator will be brought in to ensure fair discussion takes place. Proof or admission of guilt may result in the leader being removed from the leadership team. In some necessary instances the police will be involved in the process.

## Cyber Safety Policy

**Scope:**

The church is responsible for its own computers and the best way to do this is by installing and using protection technologies.

**Rationale:**

The Internet provides wonderful opportunities. It can enhance our children’s lives and deepen their understanding of themselves, their friends, and the global community. The Internet has become an integral part of our society. But it also has a dark side. Care and caution are required to prevent exposure to unwanted material, possible exploitation and loss.

**Procedures:**

1. **Computer Security**

Churches must ensure that all church computers have adequate computer security including firewalls and protections against viruses and spam. Configure your browser to block pop-up ads. Do not install peer-to-peer networking software. Set your search engine preference to filter search results.

1. **Filtering Software**

Filtering software may provide some protection against accidental access. But it will frequently not block the most dangerous “porn traps” because the traps generally access new sites that likely have not yet been detected and blocked.

1. **Time Limiting Software**

Time limiting software can limit access to church computers and it can also be used to enforce time limits.

1. **Monitoring Software**

Monitoring software will help the church discern what is being accessed. It can also be used if the church fears that a child is in significant danger from someone online.

1. **Proxy servers**

Limit access to websites, and downloadable files. The above list is not meant to be exhaustive, and if necessary, consult with an IT expert to ensure safety and legal compliance of Internet access.

1. **Guidelines:**

See Cyber Safety Guidelines

## Policy for Emergencies

**Scope:**

This policy covers the basic emergency procedures relating to the buildings and related facilities.

**Rationale:**

In the event of an emergency the children’s safety and wellbeing will be the prime concern for all children’s leaders. For this to occur the following procedures are to be understood by all leaders.

**Procedures:**

1. **Safety measures for emergencies – general:**
2. All exits are clearly marked by a green and white ‘EXIT’ sign.
3. Evacuation plans and procedures are clearly displayed in each Children’s Ministry room.
4. All exits (including the main corridor) are to be kept free from obstructions at all times.
5. All leaders are to be trained in the church’s emergency procedures.
6. Even though churches are exempt from doing fire drills on Sundays with a congregation, drills should still be practiced by all Children’s Ministry leaders during ongoing training.
7. A record of all fire drills is maintained. This specifies the date, time and staff/volunteers members participating.
8. Emergency/fire procedures are to be practiced with the children that attend the Children’s Ministry every term.
9. An assembly area is to be designated and children and leaders are to know where the designated spot is.
10. **In the event of a fire:**
11. All leaders become fire wardens.
12. On hearing a warning signal alarm, leaders are to move children in an orderly fashion to the assembly area via the nearest safe exit.
13. Have a leader check all rooms, including toilets.
14. Parents need to meet their children at the assembly area, not in the Children’s Ministry location.
15. The Children’s Ministry leaders take the attendance register with them to assembly area, using the attendance sheets systematically check that all are present.
16. One leader is to stay with the children at all times at the assembly area (the nearest pavement to the exit used).
17. The Children’s Ministry leader is to ensure that the Fire/Emergency Service has been called.
18. Children may only return once the all clear is given.
19. **In the event of an earthquake:**
20. Take cover beneath a strong desk or table – drop, cover, hold.
21. Remain calm and give reassurance.
22. Evacuate the area only when instructed to do so or if the building is obviously structurally unsafe.
23. Proceed to assembly area.
24. If outside, instruct children to move clear of buildings, power poles, power lines and trees.
25. Leaders are to stay with children at all times at the assembly area.
26. **In the event of a lockdown:**
27. Leaders stay with the children.
28. On receiving the lockdown instruction, leaders are to move (if required) the children in an orderly fashion to nearest enclosed safe place. This is most likely to be the room they are in. Avoid windows.
29. If possible have a leader check all rooms, including toilets.
30. The Children’s Ministry leader is to use the attendance sheets to systematically check that all are present if movement is possible.
31. The Children’s Ministry leader is to ensure that the Emergency Service has been notified.
32. Normal activity can recommence only after the all clear is given.
33. After the all clear is given parents will meet their children in the usual manner.

# Section Three - Sample Guidelines & Procedures

## Procedure for Police Record Check

The National Resource Centre of the Baptist Churches of New Zealand has entered into a Memoranda of Understanding with the New Zealand Police to submit vetting data electronically on behalf of Baptist churches.

If your church wishes to obtain a Police record check on potential workers and/or volunteers involved in children's and youth ministries, please send the appropriate vetting forms to:

**Personal Assistant to the National Administrator**

**Baptist National Resource Centre**

**P O Box 12149**

**Penrose**

**Auckland 1642**

Since the introduction of the Criminal Record (Clean Slate) Act 2004, it is now possible for a person to be eligible to have their criminal convictions concealed. This is not possible if a person:

1. has been sentenced in the past 7 years
2. has ever served a prison sentence
3. has committed a “specified crime” (mainly sexual in nature)
4. has outstanding fines to pay
5. has ever been indefinitely disqualified from driving.

If the person is applying for a role “predominantly involving the care and protection of, but not predominantly involving the delivery of education to, a child or young person (for example, a foster parent, homestay parent, nanny, social worker or a caregiver of children or young persons)” - then even if the person is otherwise eligible for a “clean slate', the Police can release their full criminal record. This is called an “exception” in the Act. The Police are taking this to apply when a person would be responsible for the day to day, and overnight care of a child or young person. Anyone applying for such a position should be asked to complete a special “exception” form.

However, it is an offense to require a person to disclose or consent to disclosure of their criminal record if they are eligible to have it concealed, or if the role they are applying for does not really constitute an “exception”. The penalties for getting this wrong can involve imprisonment and/or fines up to $20,000, so use all due care.

The Police Vetting Service Request and Consent form is supplied on this disk, along with a Church Schedule (these are masters - to be copied as required). There are three sections:

1. Section 1 – to be completed by you. The applicant’s primary role is caregiving (children/young persons). Your form IS NOT mandatory under the Vulnerable Children’s Act.

2. Section 2: Part one is to be completed by you – the approved agency is NOT your church. Leave this blank and the BU will fill this in. Part two is to be completed by the applicant.

3. Section 3 is only for applicant’s who have lived in Australia.

Vetting application forms MUST be sent to the Baptist National Resource Centre for processing.

**DO NOT SEND DIRECTLY TO THE POLICE.**

**Completing the Forms:**

1. The Vetting form needs to be completed in full by the individual concerned, one per applicant.
2. Only send in the original application.
3. The Baptist National Centre will only process vetting requests that are on the correct vetting form supplied by the Baptist National Centre.
4. Vetting Forms will not be processed if the date of completion is over 1 month.
5. It is the responsibility of each church to verify the identity of the individual (s) concerned. This can be done by sighting the signature and photograph on the applicant’s driving license or passport.
6. All fields on the form MUST BE completed.
7. The Police do not vet persons under the age of 17 years. It is the church’s responsibility to ensure that people under 17 are supervised by an adult when working with children.
8. A **church schedule** must accompany each batch of applications. Because the process involves confidential information it is important that the church nominates an authorised person to receive the disclosure(s).
9. The Baptist National Centre will not process any vetting forms which do not come from a member church of the Baptist Union of New Zealand unless otherwise arranged.

***No information will be retained at the National Resource Centre.***

Churches are reminded of their responsibility under the Privacy Act and we recommend disposal of the information as soon as possible - the Police advise shredding to ensure secure destruction. If you choose this option, please keep accurate records to ensure regular vetting is carried out, the police recommend every 2 -3 years.

*When the disclosures are returned to the church, and an applicant has a record, it should be noted that this is confidential information and should be handled in accordance with the Privacy Act. It should be used only for the purpose for which it was obtained, for example to ascertain that the applicants do not have criminal convictions that would preclude them from working with children and young people.*

## Positive Behaviour Guidelines

We believe that all children need boundaries, which are created and reinforced with gentleness and understanding. We also believe that there will be certain children who need extra attention and encouragement in the area of discipline.

This guideline is to protect the ministry environment while still being sensitive to the needs of each individual child who is created in the image of God.

*Some aspects to take into consideration when writing a policy or procedure are:*

1. **Examples of unacceptable behaviour:**
2. Physically and/or verbally hurting another person
3. Engaging in behaviour that may result in injury to self or others
4. Damaging or defacing property or equipment
5. Inappropriate language
6. Not listening to leaders
7. Disruption of another child’s play or learning
8. **Strategies for leaders when a child becomes disruptive:**
9. Restate the rules to the entire class/ group
10. Walk in the child’s direction, standing near him/her
11. Gain eye contact with the child
12. Lightly touch the child on the shoulder letting him/her know that you care and are aware of his /her behaviour
13. Redirect the child’s actions
14. Change your activity
15. Move the child to a different seat or location in the classroom
16. Another leader who is not teaching up front can move to stand/sit next to the child who is misbehaving
17. **Disciplining principles:**
18. Prevention is better than cure - Discuss with parents any conditions (eg ADHD) and how they want you to handle the child. Pre-briefing is a good idea
19. Good behaviour needs to be reinforced verbally
20. Always focus on the behaviour, not the child
21. Maintain the child’s self-esteem at all times
22. Never smack or touch a child unkindly
23. Do not shout or threaten a child
24. Always be kind and loving towards the child
25. Disruptive behaviour is to be handled in back of the classroom, not in isolation.
26. If the need arises to address the behaviour in private, do it with another leader present.
27. **Handling persistent unacceptable behaviour for preschoolers.**
28. When a preschooler continues to disrupt the class, follow these steps:
29. Move the child to a thinking chair (sitting apart). The thinking chair should be placed where the child can readily observe the rest of the class. The child should not be humiliated or placed in a corner.
30. Tell the child how long he/she will be in the chair and briefly remind him/her why he/she is being disciplined. A good rule of thumb is one minute per year of the child’s age.
31. At the end of the time-out, the leader will approach the child in a spirit of forgiveness and invite him to re-enter the classroom activity.
32. Pray with the child for peace and God’s love to surround them.
33. **Handling persistent unacceptable behaviour for primary school aged children.**

Here are a few things to remember when ministering in a positive way to a child who continues with disruptive behaviour:

1. Encounter him/her on an individual level. Take him/her to the side or back of the room for discipline.
2. Explain the broken rule. Help the child to understand which rule was broken and the importance of following all rules.
3. Encourage repentance. Repent means to turn around. With God’s help, any child can choose repentance and experience a dramatic change in behaviour.
4. Engage in prayer. Pray with the child.
5. Expect God to work in the child’s life. As you place the child in a different geographic location in the classroom, trust that God will help him/her with self-control.
6. **Follow up on unacceptable behaviour:**
7. Any discipline incident is to be recorded on an incident form.
8. Inform the Children’s Ministry leader of the incident.
9. Lovingly inform but do not blame or embarrass parents of the incident and actions taken.
10. In the event the child’s behaviour still does not improve the child’s parent should be invited to attend the class with their child until the behaviour improves.
11. Keep communication open with parents, encourage them, and offer any resources the church has available.

## Health and Safety Guidelines

It is the goal of our church to keep children physically safe during Children’s Ministry programmes and events. While there are many aspects to health and safety this guideline will be focusing on what is most relevant to Children’s Ministry.

All leaders need to know and understand the minimum standards that need to be maintained whilst on the church premises. These standards include:

1. A duty to take all practicable steps to protect themselves and those under their care.
2. To comply with all specific and general safety procedures.
3. Not to willingly interfere with or misuse items or facilities provided in the interests of health, safety and welfare.
4. To report the following conditions to the Children’s Ministry Facilitator:
5. Any hazardous condition or situation.
6. Any sub-standard/dangerous behaviour or conditions.
7. Any accidents, injuries and near misses experienced.
8. And/or take all reasonable action to reduce or eliminate the possibility of recurrence.
9. Children Ministry leader must report hazards identified to Resource Manager

*The following are some guidelines to fulfill this standard:*

1. **Premises**
2. Safety plugs are placed on unprotected power points.
3. Adequate lighting in all areas.
4. Floor coverings are firmly attached.
5. Glass doors or low windows are fitted with safety glass.
6. Windows in children’s areas are to be safe, and secured to prevent children climbing or falling out.
7. There are no poisonous plants in Children’s outdoor or indoor play area.
8. Water, soap and towels for hand washing are available in all toilets.
9. The whole premises (indoors and out) is smoke free at all times.
10. Children do not access the kitchen unless under direct supervision of a leader or adult.
11. All cleaning agents are stored out of reach of children.
12. Child safety locks are used on cupboards and draws, which store items dangerous to children.
13. Emergency and fire evacuation drill practiced by leaders every 12 months.
14. There needs to be a working landline phone on the premises in case of emergencies.
15. **Equipment**
16. Electrical cords and appliances are regularly checked for safety.
17. All heaters are secured.
18. No electrical cords are trailing.
19. All electrical equipment and machinery are inaccessible to children.
20. **Outdoors**
21. Children’s play area gates and fences are child-proof or a system is implemented to keep children safe, near roads and car parks.
22. Sunscreen is made available for use during outdoor programmes.
23. Children are asked to bring hats to the programme when activities are scheduled for outdoors.
24. Pathways and steps are kept clean, clear, and free from mould and moss and are adequately lit at night.
25. All animal encounters are to be directly supervised by leaders.
26. **First Aid**
27. The First Aid kit and children’s medication are stored out of reach of children and are accessible to all leaders. The number of First Aid Kits is to be proportional to the number of children and the location of children on the premises.
28. Containers for clean-up of bodily fluids can be stored with the First Aid kit. First Aid kits are to be taken on all excursions off site.
29. First Aid kit/s are checked and replenished regularly; the checklist is to be signed and dated at least four times a year or in proportion to use.
30. It is recommended that there is always at least one certified first-aider or registered nurse on site.
31. Leaders are made aware of children's medical problems, medication, allergies and disabilities through the children’s church ministry registration form, updated annually.
32. No over the counter medication is to be kept in the first aid kit.
33. **Unwell children**
34. Children who are unwell will be taken to a comfortable, quiet place and their parents will be contacted and asked to collect the child as soon as possible.
35. Should a serious accident occur, to leaders or children, an emergency contact will be notified immediately.
36. An ambulance will be called if necessary.
37. If this is not possible the leader/child will be transported in a private vehicle to a medical facility.
38. Children and leaders with the following symptoms are asked to stay at home for the well-being of all:

* Fever.
* Vomiting and/or diarrhea within the last 24 hours.
* On antibiotics for less than 24 hours.
* Common cold, including green or yellow runny nose.
* Discharge in or around the eyes.
* Excessive coughing.
* Any communicable disease.

1. **Prescription medication**
2. When a child needs prescription medication to be administered, a medication request and record form is to be completed by the parent; including the name of the medication, frequency and dosage levels.
3. Medications are to be administered by the child if he/she is able, if not the Children’s Ministry leader may help.
4. The medication request and records form is to be completed by the Children’s Ministry leader when the medication is dispensed.
5. **Hygiene and cleaning**
6. All surfaces and tabletops are to be washed before food is served.
7. All food to be kept safe either covered in the kitchen, or in the refrigerator.
8. All people handling food to wear disposable gloves.
9. Children and leaders wash their hands after going to the toilet, before and after all eating, and after contact with animals.
10. Cleaning and disinfecting all nursery and pre-school equipment is carried out regularly.
11. All floors/carpets are clean.
12. **Risk Analysis**
13. Identified risks are to be reported to children and leaders immediately and minimized as far as possible.
14. Risks requiring maintenance are to be reported to the Children’s Ministry leader within 24 hours.
15. All hazards are to be documented on the hazard identification and analysis form.
16. All leaders are to take responsibility for reporting potential hazards to the Children’s Ministry leader as they arise.
17. **Checklist**

A checklist for health and safety is in the appendix, and is to be checked regularly.

1. **Supervision identification**
2. All people supervising and/or caring for children should be easily identified through name tags and/or T-shirts or other visible forms.
3. Safe ratios should be adhered to all the time.
4. **Large Events**

A RAM form should be written for each separate event. Contractors of equipment used at events need to give training to volunteers on site.

1. **Other**
2. An incident and accident reporting form is kept at the registration table or in a clear folder with the first aid kit.
3. The incident and accident reporting form can be used by anybody for reporting: accidents, personal injury, safety concerns, complaints, abuse and other.
4. Children are instructed clearly about safety before commencing projects, especially regarding any new or potentially dangerous equipment like hot glue guns.
5. Smoking is not permitted in the buildings at any time.

**First Aid kit suppliers**

1. **First Aid courses and kits**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone** | **Email** |
| St. John | 0800 FIRST AID (0800 347 782) | www.stjohn.org.nz |
| Red Cross | 0800 RED CROSS (0800 733 276) | www.redcross.org.nz |
| A1 First Aid Ltd | 09 8366677 | www.a1firstaid.co.nz |

1. **First Aid kits only**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone** | **Email** |
| Triple One Care | 0800 4 TRIPLE 1  (0800 487 475) | www.tripleonecare.co.nz |
| ProSafety NZ | 080 111 548 | www.firstaidkits.gen.nz |
| OfficeMax | 0800 426 473 | www.ordermax.co.nz |

1. **Complete First Aid Supplies**

www.firstaidkit.co.nz

## Guidelines for Standard of Conduct for Leaders in Children’s Programmes

These guidelines cover - communication, physical safety, spiritual safety, behavior and confidentiality.

1. All people in our care will be looked after in an open and honourable way.
2. Questions will be answered openly and honestly.
3. We encourage open communication about the programme between teachers, parents and children.
4. Parents are encouraged to discuss anything concerning their child with the child’s small group leader and/or the small group team leader and/or the Children’s Ministry leader.
5. In order to safeguard and protect children from abuse, leaders are not permitted to:
6. Take children alone to a solitary or dark place.
7. Visit or counsel alone.
8. Be involved in children’s ablutions (except with young children when absolutely necessary and in sight of other people).
9. Kiss or cuddle unwisely, or do anything that is potentially sexual.
10. On social outings at least two leaders are present and the leader: child ratio should not exceed 1:8.
11. In the event where substantiated sexual abuse is suspected, the matter will be taken to the Children’s Ministries leader who reports to Resource Manager and to the police.
12. Leaders will not put pressure on a child person to make a Christian commitment.
13. If any leader has problems with a child’s behaviour, they will refer the child to the leader of that ministry area, who is responsible to take any appropriate action and to liaise with parents and/or the pastor.
14. Leaders will respect and maintain the confidentiality of any information they receive about either the children in their care or their families.
15. The involvement of a friend or other community resource person is only to happen with the knowledge and approval of the Children’s ministry Facilitator.
16. No leader may be involved in pre-marital sex or be involved in a relationship that is not glorifying to God.

## Accident and Incident Reporting Guidelines and Procedures

In the event of an accident or incident occurring, it is important to ensure that all staff and volunteers are familiar with the procedures. Different procedures will apply for onsite and offsite events.

* + 1. **Children’s leaders and helpers**

1. Need to be familiar with the basic procedures to be followed in the event of an incident/ accident.
2. Need to be familiar with the procedures for responding to and reporting any incident/ accident or serious harm.
3. Planning for an emergency must be part of the routine preparations for any programme/event and its activities.

**2. Participants**

Emergency contact details must be available for all participants.

**3. Information**

1. All permission forms must be suitably stored and kept.
2. Information must be readily accessible in case of an emergency.
3. Offsite activities:

* Emergency information, such as expected duration, specific movements, places where contact can be made and a list of participants, to be left at the church.
* Emergency information to be carried by CM leader and be easily accessible.

**4. Communication**

1. A rapid and effective system for communication needs to be established as part of the emergency planning process.
2. It is strongly recommended that all programme/events and activities take place in areas where there is mobile phone coverage.
3. It is recommended that the CM leaderFacilitator be the person involved in communication.
4. In the event of an incident/accident, the use of mobile phones by participants must be monitored until parents/guardians are informed appropriately.
5. **Procedure to be followed in the event of an accident or incident**
6. Ensure the physical needs of the child have been met.
7. Speak with the parents/caregivers regarding the incident.
8. Complete an Accident and Incident Reporting form.
9. Decide whether changes need to be made to prevent this from happening again.
10. Debrief with all staff and volunteers involved.

## Recruitment, Screening and Appointment Guidelines

*The following guidelines are to be used by the Children’s Ministry leader/pastor or the church administrator for the writing of a policy that fits the context of your church outlining the recruitment procedures for all staff, be they paid or voluntary.*

**Volunteer Leaders**

In the process of recruitment, screening and appointment the church will adhere to legal legislation.

1. The Children’s Ministry endeavours to recruit those who are committed Christians and whose personal relationship with Jesus Christ is growing and maturing.
2. We require that all volunteers be` involved in the church for at least 6 months before they are allowed in any position involving contact with children 0-18 years of age.
3. We require leaders to have been a Christian for more than one year.

**Recruitment Considerations**

1. Is church membership required to serve in Children’s Ministry?
2. Is there a certain age limit for those who wish to serve in the Children’s Ministry?
3. If youth are accepted the Young Volunteer Covenant can be used.
4. Are new leaders paired with more experienced leaders?

**Job Descriptions**

Job descriptions should answer the following questions:

1. What sort of person would fulfill the need?
2. What training or experience is required?
3. Who will they be responsible to?
4. Who will they be responsible for?
5. What will they be responsible for?
6. Each applicant is to be given a job description so that they are able to assess their own suitability.

**Application Pack**

If the applicant wants to proceed with the application, a pack which includes the following documentation, will be given to him/her:

1. Children’s Ministry volunteer application forms:
2. Application forms are an excellent way of gaining information about an applicant.
3. All questions should have direct relevance to the job involved in the ministry position.
4. Principle 11 of the Privacy Act allows for the release of information when the applicant has signed the Disclosure Consent at the bottom of the application forms, thus allowing the release of information.
5. Consent for Disclosure of Information (Police vetting form).
6. Consent for Disclosure of Information with exception (Police vetting form - Act 2004 Clean slate).
7. Standard of conduct for people involved in Children’s Ministry programmes.

**References and Referees Checks**

References should be checked by phone or mail after you have had a successful interview with the applicant. The applicant has chosen his/her own referees, and the referee may want to protect their friend, so keep this in mind during the communication. It is a good idea to ask for references from previous church leadership, previous boss/colleagues. Referees should not be family members of the applicant.

**Police Checks**

It is not enough that the applicant completes the form. Police vetting forms needs to be sent to the Baptist Union for processing. Everyone must go through the Police vetting process including management, staff and volunteers who are 17 years and older, prior to confirmation of appointment and every two years thereafter. Vetting will be undertaken by the Licensing and Vetting Service, Police National Headquarters, in Wellington.

The result of the police vetting will determine the suitability of those to be involved in the Children’s Ministry. In no case can a person who has been convicted of sexual crimes or of any offense involving the harm or exploitation of children be permitted to work in Children’s Ministry – no exceptions.

All personal information is to be kept private and secure.

**Positive Identification**

Positive photo identification is to be made by the Children’s Ministry leader using a NZ Driver’s license or passport. This is to ensure that the applicant is who they say they are. Verify that this is the information completed in the Police vetting form.

**Offer of Employment or Acceptance of a Volunteer**

It is recommended that any appointments be made with a three-month trial period. This will allow the applicant to know their responsibilities and for them to assess their own suitability and responsibilities.

Then at the three-month review the team leader will be able to respond to their suitability and commitment to continue in the position.

**Training**

Every job will be done more effectively and competently if a leader is well trained. A well-trained leader will also feel secure and confident in their new role.

**Orientation Training**

This type of training and information is needed in order for new volunteers and staff to carry out their jobs properly and to know and understand the values of the ministry.

**Ongoing Training**

Additional training is needed to keep leaders up to date with ministry development and practices.

This will also increase their skills and knowledge within their own jobs and to provide opportunities for personal development.

**Reviews and Accountability**

Performance management is a two way process between the church and staff or volunteer. A yearly performance review will be undertaken in conjunction with the job description.

This includes self-reflection, personal self-development, and training. Staff and volunteers are to be appraised by the team leader or church management.

A good review process will result in:

1. Affirmation of tasks done well.
2. Identification of areas that need attention/ be discontinued / or redirected.
3. Development and /or training in the coming year for ministry and personal growth.

**Revocation / Termination (grounds for dismissal)**

In the event of a leader breaching the values, code of standards, procedures or policies the leader must be able to be removed. This is for the safety of the leader, children, parents and other leader.

## Guidelines - If a Child Discloses Information to You

A note of caution; disclosures are often prefaced by a request for a guarantee of confidentiality. You can’t give that guarantee! The best response would be “I can probably keep what you tell me confidential, but if there is a serious risk of harm to you or someone else then I can’t.”

1. What do I do in the moment?
2. Listen to what they say.
3. Avoid in-depth questioning. Allow the child to tell only as much as they want. Pay attention to what the child has actually told you so later you can record what was said.
4. During initial disclosures children will usually be very apprehensive and will monitor your reactions.
5. Say you’re glad they told you.
6. Stay calm.
7. Say you’re sorry it happened.
8. Let them know it’s not their fault (reinforce this again and again!).
9. Regardless of the situation don’t be critical or judgmental e.g. ‘you should have told me sooner’, or ‘why did you let it happen’?
10. Let them know you’ll help where you can.
11. Ensure the young person’s immediate safety.
12. Who do I talk to? Who can I tell and disclose information to?
13. See the attached flow chart for what to do next and who to report this information to.
14. Ensure that you keep this information private – discuss with leadership but not with friends.
15. Next Steps.
16. As leaders we are there to walk along side our children and help them where we can. Remember that we are not trained counsellors or Social Workers. We are therefore not to assume responsibility for actions or advice beyond our level of expertise.
17. Keep in touch with them, as appropriate – ensure you first discuss this with the Children’s Ministry Facilitator.

## Procedure for Reporting Suspicion or Allegation of Child Abuse

**Make detailed notes immediately while information is still fresh.**

(See procedure for record keeping in the policy form)

**If agre**[**cyfcallcentre@cyf.govt.nz**](mailto:cyfcallcentre@cyf.govt.nz)**e0508 FAMILY (0508 326 459) 24 hrs a day**

**If the safety of the child is at risk any adult may contact police or CYFS**

**Any reports or documentation on disclosures of abuse must be kept**

**confidential and secure, with access strictly limited and on a**

**‘need to know’ basis according to your church’s privacy policy.**

**Leaders report to CM Facilitator, who reports to Resource Manager**

**who contacts the Senior Pastor, and CYFS, & Police if this has not happened already**

**The Resource Manager keeps documentation secure and confidential**

If it is the CM Facilitator against whom the suspicion/allegation

is made then contact the Resources Manager.

***See note at the bottom of the page.***

**Notify your next line of authority immediately**

1. If the response made by the Resources Manager is not agreed upon then contact Baptist Children & Family Ministries (09) 5267958.
2. Where it is alleged that the abuse has been carried out by a Leader, the alleged abuser should be withdrawn from the programme/event immediately as per required procedure.

**NOTE: Any adult may contact CYFS or police if the safety of the child is at risk.**

**NOTE:** In cases of suspected or alleged sexual abuse, the Baptist Union Church Administration Manual, *Protocols & Policies for Dealing with Complaints of Sexual Harassment & Sexual Abuse* must be referred to.

## Guidelines for Revocation or Termination of a Leader

This guideline aims to maintain the dignity of all involved. Incident forms must be completed at each step in the following procedure.

1. In the event of a breach of the values, code of standards, procedures or policies, the Children’s Ministry leader/pastor will give the leader a verbal warning of the form: “I feel uncomfortable with how you are displaying the values / meeting the code of standards that you agreed to when applying to become a leader in this ministry.”
2. In the event the leader does not modify their behaviour, they will be verbally warned a second time and then observed by another leader until the Children’s Ministries Facilitator is satisfied their behaviour has changed.
3. If the leader still does not modify their behaviour, they must be stood down from their leadership position for 4 weeks while they consider their position. If following this time they agree to modify their behaviour, then they will be supervised until the Children’s Ministry Facilitator is sure their behaviour has changed.
4. In the case of blatant and/or deliberate disregard (like abuse) of the values, standard of conduct, procedures or policies, the Children’s Ministry Facilitator must immediately stand the leader down from their responsibilities.
5. If they don’t agree to modify their behaviour then they will be verbally dismissed from their leadership position.
6. If necessary, any warning and/or the dismissal can be in writing.
7. If there is disagreement in any situation it may be referred to the elders or leadership for mediation.
8. In the event of a dismissed leader wanting to become a leader again they should re-apply as described in the Screening Process.

## Cyber Safety Guidelines

The following rules of Internet safety are useful guidelines for children:

1. Stop right away if you see anything that is offensive to you.
2. Never give out personal information such as your address, telephone number, parent's work address/telephone number, or the name and location of your school.
3. Never give out your last name.
4. Do not agree to "meet" anyone online without checking with your parents.
5. Do not respond to any mean message that makes you feel uncomfortable. Please tell a parent/teacher/leader straight away.
6. Do not give out your Internet password to anyone [even your best mate] other than your parents.
7. Do not believe anything you read online. Always check with a parent/teacher/leader.
8. Do not send pictures, videos, links or anything that shows your family and you.
9. Do not open e-mail, links, files, pictures, or sounds from people that you don't know or trust.
10. Be a good online citizen and don't do anything that hurts other people or is against the law.

## Guidelines for Appropriate Use of Social Networking Tools

Globalisation, new technologies (e.g. cell phones and the internet) and associated social change are rapidly changing the world in which children live. Social ‘participation’ gives children a sense of belonging and of contributing to decisions that affect them.

These guidelines are specifically designed for children’s workers and leaders who use social networking websites either in a personal or professional capacity. Some common networking websites are Facebook, Twitter, MySpace, Linkedin, Hi+, Bebo, Flickr, MeetUp, YouTube etc.)

The aim of these guidelines is to ensure good practice and safe use of social networking tools particularly the appropriate interaction between a children’s worker or leader and child when using these tools or sites for the safety of the child and the children’s worker or leader.

1. The recommended age for signing up for most social networking sites (Windows Live Spaces, MySpace, Facebook) is usually 13 years and over. If children are under the recommended age for these sites, they must not be allowed to use them.
2. Children’s workers or leaders must not post any content on their personal or work profiles that would be inappropriate for children to know or see. The privacy setting of the site must be set to ensure this content is not accessible to children.
3. Where a profile is being used to contact youth known to a children’s worker or leader, the message box on the profile can be regularly checked by the next level of authority (e.g. CM leader) to ensure safe practice.
4. Where a profile or group may receive friend/membership requests from individuals not already known to the children’s worker or leader, the profiles of the individuals making the request must be checked by the children’s worker before they are accepted.
5. Groups or profiles must include a clear message stating who the profile owner is, their affiliation, how to confirm their identity, and who to contact in the case of any concerns about their conduct.
6. Children’s workers or leaders must make sure youth are aware that adding them as a friend makes information on the youth’s profile accessible to the children’s workers or leaders.
7. Children’s workers or leaders must actively check any discussions they host, and must make sure these online spaces are kept free from bullying and any other inappropriate use.
8. If a children’s worker or leader is concerned about the content of a youth’s profile (e.g. unsuitable profile picture or other images), it is recommended that they contact the youth in a manner that is polite and private, yet in the sight of others. Discussing such instances as they arise on a case-by-case basis with the next level of authority (e.g. CM Facilitator) is recommended. The reporting/complaints mechanism of the site in question may be needed to be used in some cases.
9. Children’s workers or leader must report any concerns about youth’s safety to the next level of authority (e.g. CM Facilitator) and follow the guidelines mentioned \* for responding to suspicion or allegation of emotional or physical abuse in this manual.

## Guidelines for Appropriate Use of Emails and Mobile Phones

1. Children’s workers or leaders must be cautious about comments placed in emails, particularly judgements or evaluations about children’s character or competency—such comments may be used as legal evidence.
2. Sending illegal, harassing, obscene and/or other threatening messages is prohibited.
3. Children’s workers or leaders using mobile phones and email to contact children must not give out the child’s/youth’s personal/private number/s or email addresses to other persons for any reason.
4. Children’s workers or leaders need to maintain professional boundaries when using these means of communication. It is recommended that group text/email may be used (having received permission from parents/guardians). Group emails should also give individuals the opportunity to have their contact details removed from the list by including a statement (e.g. If you wish to be removed from this email list, please contact …).
5. Anything that compromises the children’s worker or leader’s ability to maintain a safe environment and give their full attention to the supervision of children is discouraged. Unless absolutely necessary, making/taking phone calls or sending and receiving texts during a programme/event is discouraged for these reason.

## Risk Analysis and Management including Event Safety Planning Procedure

*The following guidelines are to be used by the Children’s Ministry leader/pastor or the church administrator for the writing of a policy that fits the context of your church outlining the procedures and guidelines covering the planning of events and the analysis and management of risk – for both on and off site activities.*

*See Flow Chart on page 59 to assist with event planning.*

Effective risk management involves selecting the most appropriate strategy for either reducing the risk or controlling the perceived risk of any activity.

**Definitions:**

**Hazard**

Source of danger that could result in an accident if undue care is not exercised.

**Risk**

Chance that a hazard can cause harm, either physically, psychologically or emotionally. The chance of something happening that will have an impact on objectives.

NOTE: A Risk Assessment Management (RAM) plan can be produced and implemented for programmes/events. This process helps in identifying, minimising and managing perceived risks.

**Assessing Risk Factors**

The concept of risk has three elements:

1. The perception that something could happen
2. The likelihood of something happening
3. The consequence if something does happen

To identify risks and safety concerns or potential dangers, three main causal factors need to be considered:

1. **People**

Whether it is taking a group to the beach or on a hike/camp or the under 12s to McDonald’s for a treat, the principles of assessing the potential risks are the same and must be discussed with the leadership team.

**Use the following questions to help identify safety issues when planning for**

**programmes/events:**

1. Children’s workers or leaders qualifications, training and experience:

* Have they previously led or accompanied groups of children in the activity?
* How often? Where? When? What age groups?
* How much experience do the helpers have?
* Have other groups conducted this activity? Where did they go? How did they organise it? Did anything go wrong? What advice can they offer?
* Can the children’s workers or leaders identify foreseeable risks?
* Is the activity, such as high-risk activities (e.g. abseiling, whitewater rafting, etc.) being led by a trained professional instructor?
* Does the children’s worker or leader or a member of the team hold a current First Aid certificate that is applicable for the environment in which the programme/event is to take place (e.g. remote access activities)?

1. Participants requirements and issues:

* Is the programme/event and its activities appropriate to the ages and maturity of the children?
* Have the children done anything similar before?
* How closely do the children need to be supervised? Will constant supervision be maintained? If not, can this be justified? How far away will children’s workers and leaders be?
* How much individual attention do these children need for the programme/event?
* If a child is in difficulty, can other children immediately stop what they are doing while children’s workers, leaders or helpers help the child?
* If the children encounter difficulty, has the programme/event been organised in such a way that children’s workers, leaders and helpers can provide immediate assistance?
* How will the children be organised while participating in the programme/event?
* What is the area/distance over which the children will be spread?
* How familiar are the children with the activity emergency procedures and the implementation of those the procedures by them?
* What are the preparatory activities that have been undertaken?
* Have the children been assessed for any prerequisite skills (e.g. swimming)?
* What plans have been made to deal with incidents/accidents if they occur and what risk management plans have been made?
* What will the children gain from participation in the programme/event and its activities?
* How remote is the programme/event and its activities from sources of assistance (e.g. hikes/camps)?
* How long would it take to get help after an incident/accident?
* How would help be called?
* Have other factors been taken into account, like voluntary participation in programmes/events and phobias?

1. **Equipment**
2. Does the programme/event and its activities require any special equipment?
3. Is the equipment appropriate for the ages of the children?
4. Does the equipment to be used meet safety standards?
5. What can go wrong with the equipment and can this be dealt with?
6. Are there any relevant safety checks that can be carried out on the equipment? Have they been done? Are they current?
7. Are there requirements for any protective clothing? (e.g. bike helmets, flotation devices)
8. Is training required to use any specialised equipment?
9. **Environment**
10. **Sun safety**

Children’s workers or leaders of programmes/events that operate outdoors are required to consider how they will protect children from the effects of the sun. Sunburn could lead to melanoma later in life, no matter what skin type. Being sun smart in New Zealand is crucial as its unique environment (clear skies and closer to the sun in summer) makes people particularly vulnerable to damaging ultraviolet (UV) radiation.

1. **Cold weather safety**

Very cold temperatures, like very hot ones, can be a health hazard. Proper dress and some sensible practices can prevent a lot of the problems associated with cold weather.

1. **Site safety**

All sites and site facilities, including accommodation, food, hygiene and sanitation for all programmes/events are required to meet minimum standards and regulations, and include the provision of fire safety equipment. Children’s workers and leaders must familiarise themselves with the basics of these requirements and check that the site does comply and that all sites used for a programme/event and its activities are appropriate and safe. Consideration needs to be given to both environmental and human dangers associated with the use of the site. The safety of a site should be reviewed regularly.

Location:

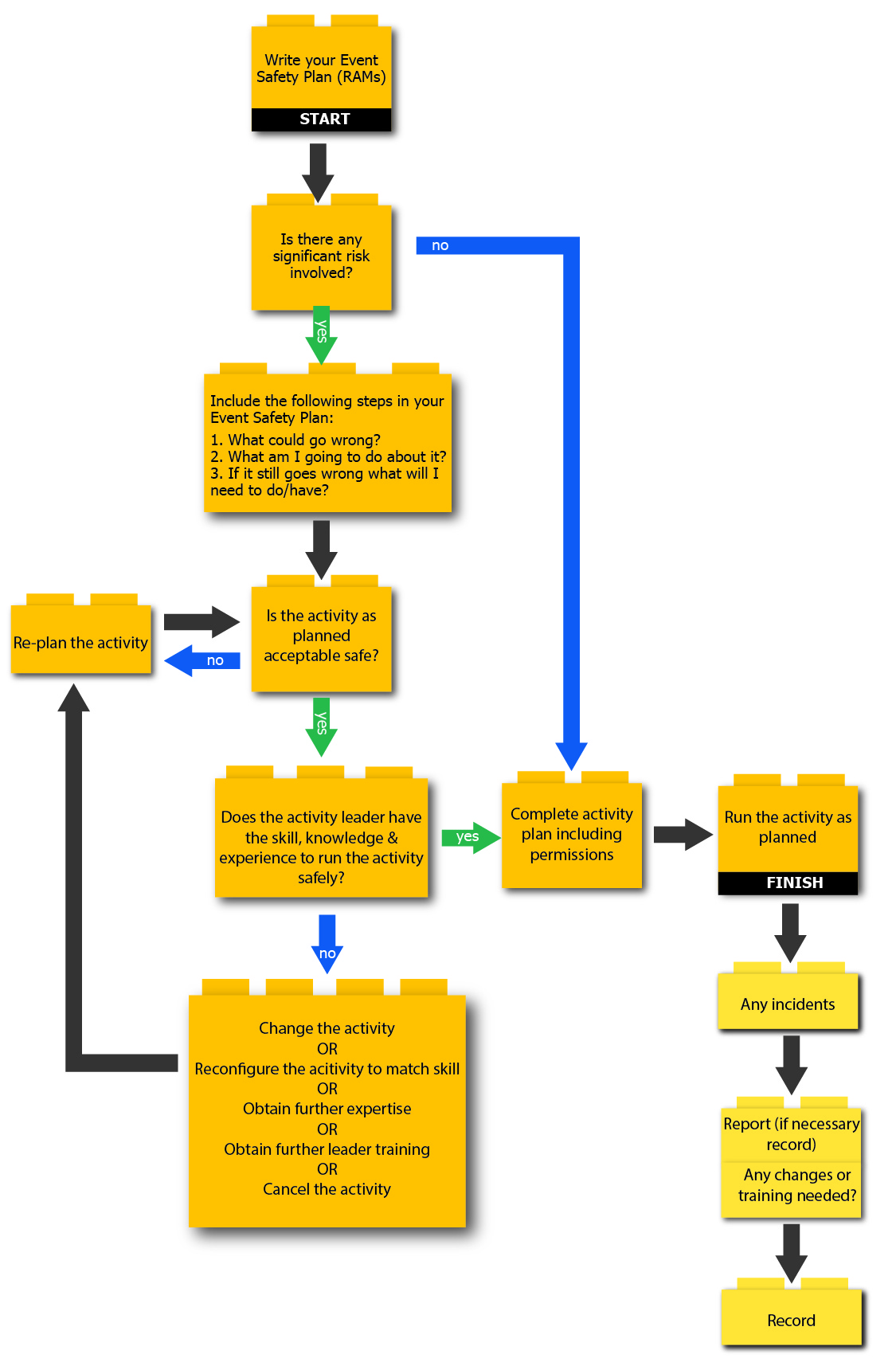
* Where is it and how regularly is it used for the programme/event?
* Is it for beginner participants?
* How familiar is the children’s worker or leader with the location and the expected weather conditions for the time of the year?
* Has advice or permission been sought or gained from the local authorities, if necessary?
* Separate Venue Checklist (in Forms Section) can be used to help identify and minimise risks.

1. **Off-Site Activities**

Communication needs to be made to next level of authority regarding:

* How long the group will be gone for.
* Who is in charge.
* Where the children’s leader will be and how they can be contacted.
* List of children with the children’s leader.

## Off-Site Safety Event Planning Flowchart



## Section Four - Sample Job Descriptions

## SAMPLE JOB DESCRIPTION - Children’s Ministry Team Facilitator

**(INSERT NAME) Baptist’s Vision:** Whole Lives, Whole Communities

**Our Values**

**Enjoying God:** delighting in the triune God, creatively worshiping Him, treasuring the Scriptures.

**Friendliness:** exuding the unconditional love and acceptance of Jesus, fostering authentic grace-based friendships.

**Outwardly-focused:** because Jesus ‘came to seek and save the lost’ we will constantly look for ways to partner with Him – in word, sign and deed – to help people connect with God, finding true life and purpose in Him.

**Empowering:** through servant leadership we empower Christ followers to discover and use their God-given talents, gifts and dreams in the work of extending His kingdom.

*Along with being passionate about our vision and values, each \_\_\_\_\_\_BC staff member is expected to demonstrate the following competencies:*

1. **Lives in a way that honours the Lord Jesus Christ and keeps Him central**

* Has a simple, pure devotion to Christ – and continually desires to grow in faith and friendship with God while realising this is a life-long journey of obedience in one direction.
* Understands that ‘ministry’ is partnering with God – and thus flows out of a friendship with Him – as Jesus said, “apart from Me you can do nothing” of eternal value (cf John 15:1-8).
* Embraces Jesus’ passion for the lost and the least and keeps this in view at all times.

1. **Acts with Integrity**

* Acts with integrity, consistency and judgement.
* Trusts and is trusted.
* Operates transparently.

1. **Is a Team Player**

* Is seen as a team player and can represent own interests yet be fair to other groups.
* Can be candid with peers while encouraging collaboration.
* Is trusted and supported by peers.
* Ensures their approach to collaborative issues is appropriate and positive.
* Seeks to preserve the unity of the Spirit in the bond of peace – i.e. understands that unity is a precious gift from God flowing out of the love and humility we show each other.

1. **Has Energy and Drive**

* Believes in self to make a difference.
* Makes decisions and follows through (is faithful in small and big things).
* Is resilient, sets and achieves challenging goals.

**Title: Children’s Ministry Team Facilitator.**

**Insert relevant file for current role**

**Purpose:**

Develop, co-ordinate and maintain the goals and strategies’ for the Children’s Ministry.

**Location:**

\_\_\_\_\_\_\_\_\_\_Baptist Church. Suitable office space will be made available. (Note this space may be shared with other part-time staff and volunteers.) It is expected some work will be undertaken from home.

**Reports to:** Senior Pastor (who is part of the eldership team)

**Financial Responsibility:**

Approves expenditure on behalf of the church for Children’s Ministry budget items.

**Days of Work:**

Flexible, to average 20hr per week, incorporating weekly staff meetings

**Management Responsibilities:**

Children’s Ministry paid staff, leadership and encouragement of the Children’s Ministry volunteers and helpers.

**Key Responsibilities:**

1. To Co-ordinate all \_\_\_\_BC Children’s evangelistic programmes and initiatives. In conjunction with the Senior Pastor, develop a plan for Children’s Ministries, consistent with the vision and values of \_\_\_\_\_BC.
2. To Implement a programme of supervision, training and mentoring for the Children’s Ministry leaders that facilitates, develops and enhances their effectiveness in ministry with children.
3. To Encourage the development of Children’s Ministry programmes in/for the wider community.
4. (eg. School Holiday Programmes, Light Party, Movie Nights, etc.).
5. Maximise our existing connections with the community e.g., Playgroup, Mums Space etc.
6. ICONZ Adventure (7-10 yr old boys), ICONZ For Girls (IFG: 6-10yr old girls), ICONZ.
7. Extreme (11-13 yr old boys), and Bible in Schools [existing or possible connections with four local primary schools].
8. In cooperation with the Senior Pastor and the \_\_\_\_BC Music Team Leader, develop and implement a strategy for regular children’s participation in church services and other aspects of church life.
9. In dialogue with the Senior Pastor, a programme of continuing personal development and growth will be established.

## SAMPLE JOB DESCRIPTION – Associate Pastor – Children & Family

**(INSERT NAME) Baptist Church**

**Position:** Associate Pastor – Children & Family

**Remuneration:** Paid Full time

**Purpose of the Position:**

To partner with parents within \_\_\_\_\_\_\_\_\_ Baptist Church in discipling their children, and coordinating evangelistic programmes for children in the wider community. To provide support and education for families.

**Reports to:** Senior Pastor

**Responsible for:** Children’s Ministry paid staff and voluntary Children’s Ministry Leaders.

**Authorities:**

1. **Financial:** May approve expenditure on behalf of the church for Children’s and Family Ministry budget items.
2. **Leadership:** Is responsible for the strategic planning for the Children’s and Family Ministry of the church.

**Key Responsibilities:**

1. **Vision:** Develop, with the Senior Pastor, a vision for the future of the church’s ministry to children and families, and a strategic plan to implement it consistent with the overall

vision of the church.

1. **Leadership:** Implement a programme of supervision, training and mentoring for Children’s Ministry leaders that facilitates, develops and enhances their effectiveness in ministry to children.
2. **Sunday Children’s Church:** Develop and implement a programme of Biblical teaching that proclaims the Gospel in an exciting and relevant way to children. Ensure that all safety policies and protocols are in place and adhered to.
3. **Pastoral:** Develop a partnership with parents that encourages them to give spiritual guidance to their children in the home and offers them resources and help to do this.
4. **Worship:** In cooperation with the Senior Pastor, develop and implement a strategy for regular children’s participation in church services and other aspects of the church’s life.
5. **Evangelism:** Develop and implement programmes for children and families in/for the wider community that present the message of the gospel, and identify the presence of the church in the community. (e.g. Holiday Programmes, Mainly Music, etc.)
6. **Personal Development:**  Implement a programme of continuing personal development and growth. Reporting - Prepare a brief written report for the Senior Pastor on the activities of the previous month - using the headings in the “Key Responsibilities” section. A monthly meeting with the senior pastor is held to discuss the ministry.

## SAMPLE JOB DESCRIPTION – Small Group Leader

**(INSERT NAME) Baptist Church**

**Sunday Children’s Ministry**

**Job Description:** Small Group Leader

**Main Purpose:**

To further the spiritual development of the people in your group through small group activities, good role modelling and development of personal relationships. To contribute to the small group leaders team by being diligent in preparation and participating in relevant training.

**Expectations of you:**

1. To build a relationship with each person in your small group by:

* Praying regularly for them.
* Being thoroughly prepared for small group activities.
* Giving encouragement by word and deed.
* Role modelling a love for Jesus and the church.
* Supporting the programme enthusiastically.
* Having FUN with them.

1. To be a team player by:

* Being thoroughly prepared for small group activities.
* Attending training events.
* Notifying the small group team leader in good time if you are unable to be there.
* Supporting, encouraging and helping out other team members.
* Arriving 30 minutes before service for prayer and briefing.

**Qualifications:**

* + 1. You have a personal and growing relationship with Jesus Christ.
    2. You are keen to see people develop in spiritual maturity.
    3. You are committed to insert name Baptist as your church community.
    4. You belong to a cell/ small group or similar.
    5. You are able to work as part of a team.
    6. You are prepared to learn and participate in training and preparation.

**Time requirements:**

1. Arrive 30 minutes before a service for prayer and briefing
2. Supervise the children during the service
3. Attend training sessions.
4. Time for prayer and preparation

**Our commitment to you:**

You are supported by a team of administrative staff and volunteers who:

* Prepare training events that help you prepare for sessions coming up and give you all that you need for the next block of lessons.
* Acquire, prepare and pack all the resources you need for the lesson each week.
* Provide teaching in the children’s ministry session that gives a great foundation for the activities you have prepared to do with your group.
* Provide small group relievers for the Sunday that you might be ill or unavoidably absent.
* Do all we can to make sure you are serving according to your gifting.

## SAMPLE JOB DESCRIPTION – Teaching Team

**Whangarei Baptist Church**

**Sunday Children’s Ministry**

**Job Description:** Teaching Team

**Main Purpose:**

To further the spiritual development of children in your group through teaching the Bible creatively, enthusiastic up front role modeling and development of rapport with the children. To contribute to the teaching team by being diligent in preparation and participating in relevant training and meetings.

**Expectations of you:**

1. To teach the Bible creatively by:

1. Reading your Bible regularly and studying the Bible passage to be taught.
2. Being thoroughly prepared for teaching meetings by reading the lessons
3. beforehand.
4. Role modelling a love for Jesus and the church.
5. Supporting insert name of ministry enthusiastically.
6. Having FUN with the children.

2. To be a team player by:

1. Being thoroughly prepared for teaching.
2. Attending training events.
3. Notifying the teaching team leader in good time if you cannot make it on a Sunday.
4. Supporting, encouraging and helping out other team members.
5. Arriving 45 minutes before service for prayer and briefing.
6. Helping to tidy away props after the service, once the children have left.

**Qualifications:**

1. You have a personal and growing relationship with Jesus Christ.

2. You are accountable to a small group or similar.

3. You are keen to see children learn more about what God has to say to them through the Bible.

4. You are committed to insert name Baptist as your church community.

5. You are able to work as part of a team.

6. You are available to attend meetings about regularly according to the year plan.

7. You are prepared to learn and participate in training and preparation.

**Time requirements:**

1. Arrive 45 minutes before a service for prayer and briefing and technology and prop check.
2. Teach during large group time (time out during small group time for a break).
3. Training and preparation evenings.
4. Time for prayer and preparation.

**Our commitment to you:**

1. You are supported by a team of administrative staff and volunteers who:
2. Prepare training events that help you prepare for sessions coming up and give you
3. all that you need for the next block of lessons.

## SAMPLE JOB DESCRIPTION – Pastor, Children & Family Ministries

**(INSERT NAME) Baptist Church**

**Position Description:** Pastor, Children & Family Ministries

**Responsible to:** Senior Pastor

**Status:** Full-Time Pastoral Staff

The mission of \_\_\_\_\_\_\_\_ Baptist Church

*(Fill in for your church)*

**Primary Purpose of the Role:**

The Pastor of Children & Family Ministries is empowered to lead and have oversight of all facets of \_\_\_\_\_\_Baptist Church that impact upon children and families (in the wider sense). Specifically this includes oversight of all programmes that involve children from age 0 – Year 6 and the discipling of parents and caregivers that enables them to be the primary source of spiritual direction for their children and others in their care.

\_\_\_\_\_\_\_\_\_ Baptist Church has a strong community focus and so developing and leading various ways of interacting with the wider community is a vital part of this role.

**Scope/Authority**

**Budget:** As approved by the Church.

**Paid Staff:** Recruit as approved by the Senior Pastor.

**Volunteers:** Recruitment of appropriate voluntary team members to fulfill ministry roles.

**Major Areas of Responsibility**

The main ingredients of this role include, but are not limited to, the following areas:

1. Developing and outworking a comprehensive vision for the operation of an effective and leading ministry to children and families . This includes:

* Showing initiative in the ongoing analysis of various models of ministry to children and families and designing a contextually appropriate model for \_\_\_\_\_\_\_\_\_\_\_BC.
* Presenting a comprehensive vision that encourages the participation of staff, volunteers, and the wider faith community in the growth and development of this ministry area.

Taking leadership in curriculum design and implementation. This includes:

* Sourcing and implementing appropriate and modern curriculum that appropriately disciples children in an active faith journey, relevant to the issues faced in current times.
* Creatively designing the physical presentation of \_\_\_\_\_\_\_\_\_ BC children’s and family spaces to provide a location that is welcoming, inspiring, and a place where kids love to be!

## SAMPLE JOB DESCRIPTION – Children & Families Leader

**(INSERT NAME) Baptist Church**

**Position:** Children & Families Leader

**Supervisor:** Senior Pastor

**Remuneration:** Paid 30 hours per week

**Position Purpose:**

To help fulfil the vision and mission of the church by overseeing the Children and Families Ministries and building, leading, training and supporting a team of key leaders ministering among the Children and Families.

**Attributes of Children & Families Leader:**

1. A clear call from God into ministry at (INSERT NAME) Baptist Church with children and families.
2. Love for children and families - able to get alongside to lead and inspire, build relationships and trust.
3. Qualified by the Holy Spirit for this ministry (1 Tim 3:1-13, 1 Tim 5:17-20, Titus 1:6).
4. Set a worthy example of a Christ-follower in all manner of speech, character and conduct.
5. Have the gift of leadership as part of his/her spiritual gift-mix, demonstrated leadership abilities and proven experience of team leadership and delegation.
6. Be self-motivated with great interpersonal skills to be able to motivate others and communicate well.
7. Be well organised to manage a range of events.
8. Be diligent in prayer and fasting to seek God’s direction for the Children & Family Ministries.
9. Take initiatives to grow in spiritual maturity (e.g. meets regularly with a spiritual director).
10. Take initiatives to grow in leadership (e.g. attends seminars/workshops on Children’s Ministry).

**Skills of Children & Families Leader:**

1. Teaching and/or some theological training.
2. Experience in working with and teaching children.
3. Proven ability to lead teams and empower others.
4. Knowledge of resources available for Children’s Ministry

**Major Responsibilities / Key Results Areas:**

1. **Children & Families Ministry Leadership**

**Goal:**

To contribute to church leadership, and to develop a clear vision for Children & Family Ministry.

**Desired Results:**

The Children & Families Leader -

1. Participates on the Staff Team (1-2 hours/fortnight) and Ministry Leaders Team (1 evening/month) in the overall leadership and management of ministry in the church.
2. Seeks God for a vision for growth of Children’s Ministry at INSERT NAME Baptist Church and effectively communicates that vision to church leaders, children’s ministry leaders, the children themselves, their parents and the wider congregation.
3. **Leadership of Children’s Sunday Programmes**

**Goal:**

To build, train and lead a team of leaders/helpers for Sunday morning

Children’s programmes for children aged 0 -10/11years

**Desired Results:**

The Children & Families Leader -

1. Identifies new leaders and integrates them into the leadership teams of Sunday morning programmes.
2. Helps develop the gifts and skills of each leader through training, mentoring, resourcing and personal support
3. Oversees the planning, leadership, and resourcing of the programmes. Manages the safety of all personnel, children and facilities.
4. Assists the Senior Pastor and Worship Coordinator in planning worship services that relate to people of all ages (especially children & families) – includes during the school holidays
5. Actively encourages, trains and equips parents as the primary spiritual caregivers and helps them take ownership of their children’s spiritual growth (in conjunction with other church staff and events)

The Children & Families Leader has the choice to engage with any pastoral matters that emerge with children and/or their families or refer them to the Pastoral Care Coordinator or Senior Pastor for appropriate action and care.

This role is a growing one and more responsibilities and commensurate remuneration could be added in the future e.g. outreach events for children and families, faith at home initiatives, etc.

## SAMPLE JOB DESCRIPTION – Children & Families Pastor

**(INSERT NAME) Baptist Church**

**Position Description:**  Children’s and Families Pastor

**Area of Responsibility:** Pastor for Children and Families

This will include the role of Ministry Team Leader of children and families work and

associated pastoral and administrative roles.

**Responsible to:** Senior Pastor and Elders Board.

Primary accountability is to the Senior Pastor, then to the Elders but ultimately to the congregation.

**Hours of Work:** Paid fulltime position of 40 hours per week.

**Review:** Open call subject to an annual review.

**Church Vision & Mission Statement:**

\_\_\_\_\_\_\_\_\_\_ Baptist Church is a community of hope, growing and reaching out with the love

of Jesus.

**Children & Families Ministry Vision & Mission Statement:**

The Children and Families Ministry helps facilitate interest in and support for children and families who are both within our church and also living in the surrounding areas, bringing both the good news of Jesus Christ and practical help.

**Position Purpose:**

To help fulfil the vision and mission of the church by co-ordinating the Children and Families Ministries. This includes equipping families across many nationalities, as they foster their children’s faith, building, leading, training and supporting a team of key leaders ministering among the children and families and being an advocate for children.

|  |  |
| --- | --- |
| **Major Responsibilities and KeyTasks** | **Expected Outcomes** |
| **Leader of Children & Families Ministry**  **Goal:**  “to contribute to church leadership, and to develop a clear vision for Children and Family Ministry” | * Meets regularly with the Senior Pastor. * Attends staff meetings and Ministry Team Leaders meetings to contribute to the overall leadership and management of ministry in the church. * Builds up and coordinates a team within the portfolio of Children and Families Ministry. * Seeks God for a vision for growth of Children’s Ministry at \_\_\_\_\_\_\_\_\_Baptist * Church and effectively communicates that vision to church leaders, children’s ministry leaders, the children themselves, their parents and the wider congregation. * Oversees all children based ministry within the church . |
| **Leadership of Children’s Sunday Programmes**  **Goal:**  “To build, train and lead a team of leaders/helpers for Sunday morning \_\_\_\_\_\_\_Baptist Kid’s programmes for children. | * Recognises existing leaders and identifies new leaders and integrates them into leadership teams of Sunday morning programmes. * Helps develop the gifts and skills of each leader through training, mentoring, resourcing and pastoral care. * Oversees the planning, staffing, leadership and resourcing of the programmes at \_\_\_\_\_ which includes preschool, primary and intermediates. * Liaises with youth leaders to ensure effective transition for intermediates. |
| **Worship Services**  **Goal:**  “to integrate children into worship services” | * Liaises with the senior pastor about integrating children into Sunday morning services. |
| **Community Outreach**  **Goal:**  “to oversee and develop the interface between \_\_\_\_\_ and families in the community.” | * Ensures the effective implementation of a school holidays programme if deemed appropriate. * Liaises with existing ministries in the church – especially with follow up of families. * Develops and maintains other special focus community children’s events. E.g. Easter, Christmas, Light Party. * Assists with funding applications as necessary. |
| **Pastoral Care**  **Goal:**  “to befriend and support parents both inside  the church and in the community” | * Actively gets alongside and encourages and equips parents as the primary spiritual caregivers and helps them mature in their faith as they develop their children’s spiritual growth. * Visits church families. * Organise parent training events within the life of the church. * Works in conjunction with other pastoral staff in the care of families. |
| **Positive Team Membership**  **Goal:**  “to enhance the involvement of children and  families in all activities in the church” | * Liaises with other Ministry Team Leaders to ensure that planned events involving children and families are appropriate, complement each other and enhance the overall ministry of the church. |
| **Ongoing development**  **Goal:**  “to insure that the role of the Children and Families Pastor evolves to meet the changing needs of the church” | * Perform other tasks (not specifically listed above), to meet the changing needs of the church, as directed by the Senior Pastor * To adapt as this role grows within a growing church. * To complete training and up skilling as the opportunities arise. |

**Desired Attributes of a Children & Families Pastor:**

1. A **clear call** from God into ministry at \_\_\_\_\_\_\_\_\_Baptist Church with children and families (preferably already attending).
2. **Heart for children** – Mark 10:14 “Let the Children come to me, and do not hinder them for the Kingdom of God belongs to such as these.”
3. **Love for families** – Able to get alongside to lead and inspire, build relationships and trust.
4. **Sensitivity and respect** towards international culture groups.
5. **Qualified by the Holy Spirit** for this ministry (1Tim. 3:1-13; 1Tim. 5:17-20; 1Peter 5:1-4)
6. Have the **gift of leadership** as part of his/her spiritual gift-mix, demonstrated leadership abilities and proven experience of team leadership and delegation.
7. To be **self-motivated** with great **interpersonal skills** to be able to **motivate others** and **communicate well** across a range of ages and nationalities.
8. **Have confidence, energy and a warm personality.**
9. Be **well organised** to manage a range of events.
10. To be **diligent in prayer**, to seek God’s direction for the children and families ministries.
11. Take initiatives to grow in **spiritual maturity**.
12. Take initiatives to **grow in leadership**.

**Skills of Children and Families Pastor:**

1. Some appropriate professional training; preferably an appropriate teaching or theological qualification.
2. Experience in working with, teaching children.
3. Proven ability to lead teams, empower and work positively with others and knowledge of, or ability to, access resources available for Children’s Ministry.

Note:

Appointment to this position is subject to a satisfactory Police check.

# Section Five – Forms

## Registration and Enrolment Form

**Name of Church:** Whangarei Central Baptist Church

Please complete this form before your child/ren attend the children’s programme, if you are planning to attend our programmes on a regular basis.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child’s Name | Surname | Birthdate | Boy/Girl | School Year | Age |
|  |  |  |  |  |  |
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Address:

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Postal Address (if different):

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| --- | --- | --- |
|  | Father | Mother |
| Name of Parents/Guardians |  |  |
| Contact Home Number |  |  |
| Mobile |  |  |
| Email |  |  |

People authorized to collect your child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permission for photographs: YES/NO

Permission for Pastoral Care: (Pastoral Care policies are available upon request)

|  |  |  |  |
| --- | --- | --- | --- |
| Phone Calls | Mail | Emails | Visitation |
| Yes/No | Yes/No | Yes/No | Yes/No |

**Additional Information:**

Other information that may be relevant to the Children’s Ministry leadership team (e.g. allergies, medical conditions, custody issues, behavioural issues, communication needs):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If medication is required during the programme a signed request is required with name of medication, dosage and time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This information will be kept for the purpose of providing the appropriate care for your child/ren, and to advise you of upcoming children’s events. All information will be stored securely and will not be released to a third party without your permission.

Please notify us of any changes to this information.

Thank you very much.

## Incident or Accident Reporting Form

An incident that requires reporting is any event that involves any of the following:

* Accident – 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 Standard of Conduct
* Misbehaviour or circumstances which threaten the safety of leaders or children
* Complaints
* Unresolved disputes
* Allegations of misconduct or abuse by leaders

**Reporting**

Name of person reporting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date reported: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person receiving report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of incident (circle)**

Accident Personal Injury Safety Concerns Complaint Abuse Other

**Description of Events - include who, where, what and witnesses:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Give details of follow-up with parents/caregivers/leaders:**

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**Analysis**

Is this type of incident? (circle) new old one-off on-going

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?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Children’s Ministry Volunteer Information Form

(Please complete and use space over the page if required)

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age (optional): \_\_\_\_\_\_\_\_\_

How long have you been attending this church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Experience: (with children or other experience relevant to the position you are applying for)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please give a brief testimony of your faith journey so far:

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Why do you wish to participate in Children’s Ministry?

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Please list your three main:

Strengths:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Weaknesses:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Situations:

1. Have you ever been convicted of or pleaded to a crime? Yes / No

2. Are there any health issues we need to be aware of in order for you to fulfil this role? Yes / No

3. Is there anything in your personal history we should be aware of before you start working with children? Yes / No

4. Have you ever abused a child or been accused of abuse? Yes / No

(If you answered yes to any of these questions, please explain on additional page of paper overleaf).

Please give the name, address and phone number of two contactable references (Not relatives):

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you involved in any other areas of ministry? Yes / No

If yes, what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verification of Truthfulness:

I affirm, to the best of my knowledge, that the information on this application is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

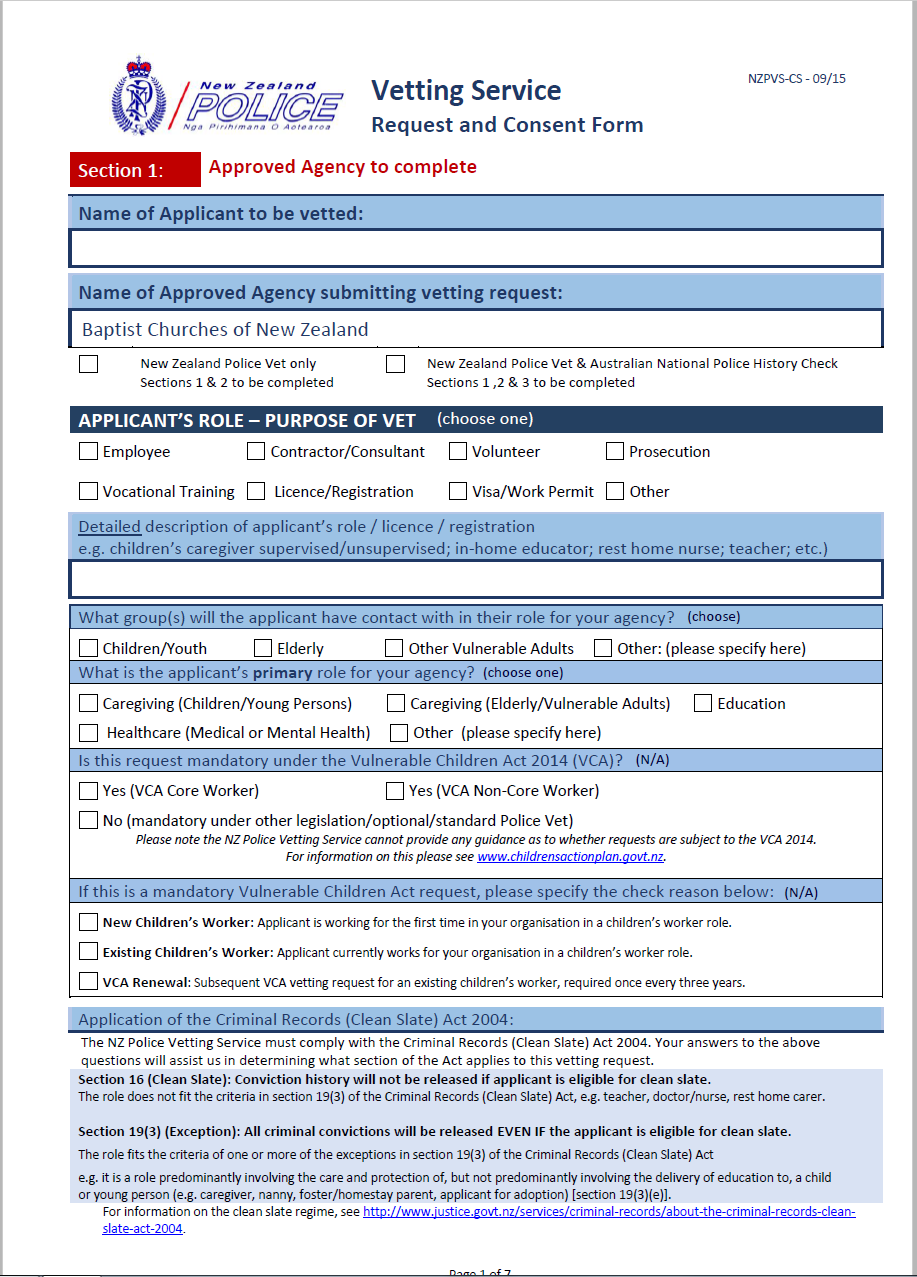
Disclosure Consent:

I give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Baptist Church to make such enquiries of such people as it considers necessary to assess my suitability for appointment to the position I am requesting.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

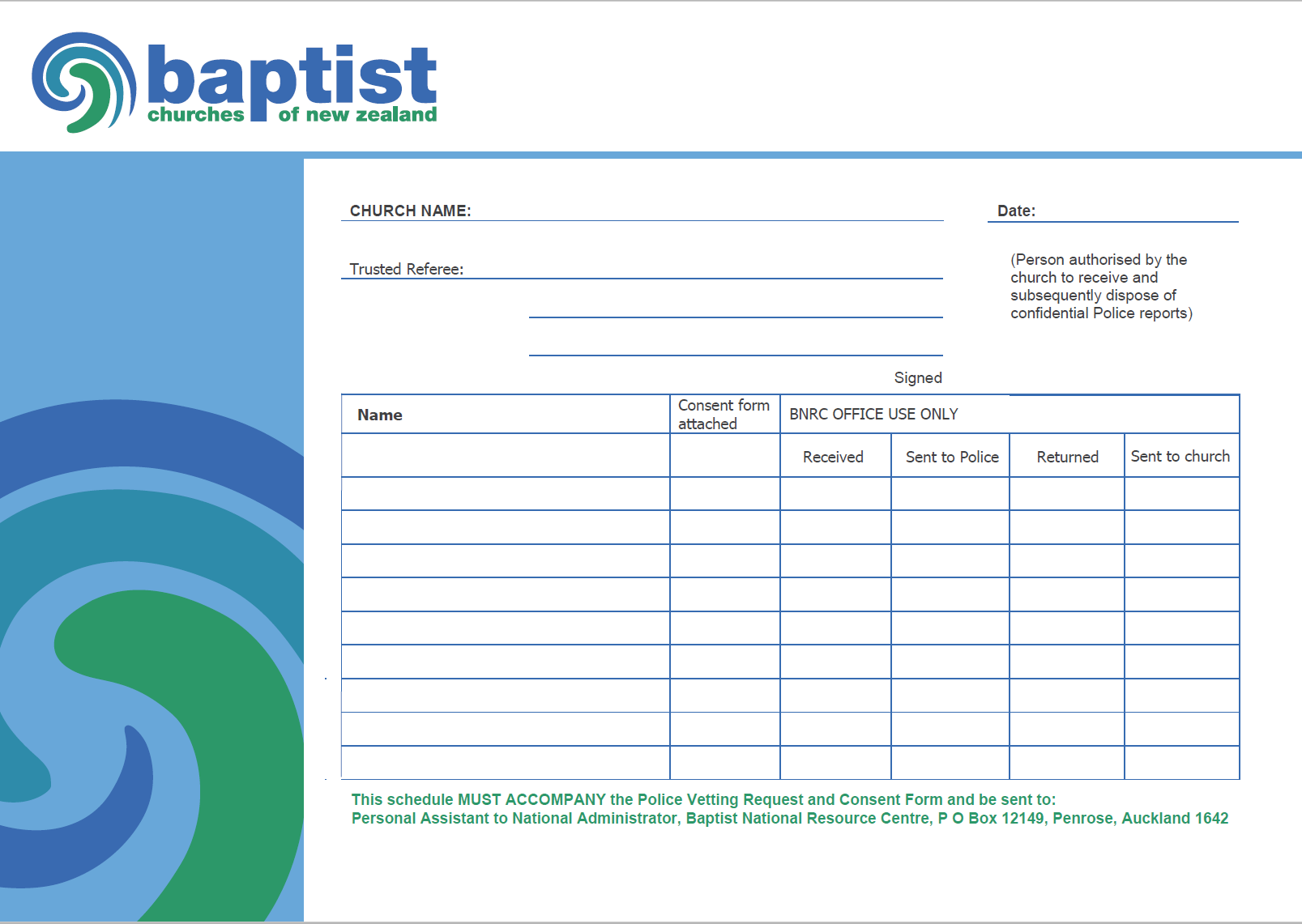
## Police Vetting – Church Form for Vetting Application

*(Downloadable version available on the disk)*



## Police Vetting – Church Form Schedule

*(Downloadable version available on the disk)*



## Record of Ongoing Training and Development Form

Name of Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record of staff/volunteer Training and Development** | | | | |
| **What training was given**  **e.g. First Aid Safety Guidelines;**  **Conferences Attended** | **How training was given** | | | **Sign &**  **date** |
| **Face to face** | **Training**  **manual** | **Other or**  **video** |
|  |  |  |  |  |
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## Standard of Conduct for People Involved In Ministry Programmes

**Whangarei Central Baptist Church**

**Communication, Physical safety, Spiritual safety, behaviour, confidentiality**

1. All people in our care will be looked after in an open and honourable way.

− Questions will be answered openly and honestly.

− We encourage open communication about the programme between teachers, parents, young people and children.

− Parents are encouraged to discuss anything concerning their child with the child’s small group leader and/or the small group team leader and/or the Children’s Ministry Leader/Pastor.

2. In order to safeguard/protect children from abuse leaders are not permitted to:

− Take young people alone to a solitary or dark place

− Visit or counsel alone

− Be involved in children’s ablutions (except with young children when absolutely necessary and in sight of other people).

− Kiss or cuddle unwisely, or do anything that is potentially sexual.

On social outings at least two leaders are present and the leader: child ratio should not exceed 1:8

In the event where substantiated sexual abuse is suspected, the matter will be taken to the pastor and to the police.

3. Leaders will not put pressure on a child/young person to make a Christian commitment.

4. If any leader has problems with a child’s behaviour, they will refer the child to the leadership of that ministry area, who is responsible to take any appropriate action and to liaise with parents and/or the pastor.

5. Leaders will respect and maintain the confidentiality of any information they receive about either the children in their care or their families.

6. The involvement of a friend or other community resource person is only to happen with the knowledge and approval of the ministry leader.

I agree to abide by the above standard of conduct.

Name printed in full, signed and dated:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Young Volunteer Covenant

**For Year 7-9 students serving in Children’s Ministry**

* I understand that in my serving role I am doing work for the kingdom of God. I agree to conduct myself in a manner that will be pleasing to Jesus Christ.
* I understand that as a young volunteer, I am here to assist in carrying out the mission of the ministry that I volunteered to serve with.
* I understand that considerable responsibility comes with providing a safe and enjoyable time for the people involved in this ministry.
* I understand that as a young volunteer, I am a vital part of the team, therefore the adult leaders must be able to count on me.
* I understand how important it is to contact my ministry supervisor to notify them if I will not be able to serve. I understand that leaders need to know two days prior to my serving time that I will be absent, unless my absence is due to illness or unexpected change in family plans, then I will contact my leader as soon as possible.
* I understand that to give my best to those I am serving I need to be prepared. I commit to doing any preparation required of me to fulfill my role, e.g. reading, Bible study, attending meetings, preparing resources.
* I understand that as I help in my ministry, I am expected to treat others as Jesus would treat them if He were here in my place. This includes leaders, parents, children and other young volunteers.
* I understand that the adults in the ministry are there to assist me and if I need help discerning which is the appropriate way to proceed, I am committed to seeking their assistance.
* I understand the importance of being fed spiritually, emotionally and relationally. I know that learning the principles in the Bible and growing more like Jesus is important to my growth. I understand the best way to achieve this growth is through regular attendance in a youth small group and regular attendance at worship services. I will do my best to attend.
* I understand that my ministry leaders will provide me with additional training and coaching intended for growth of my abilities in any areas appropriate to my service in this ministry. I commit to participate in this training.
* I understand that if at any time my conduct becomes less than what is expected of me, corrective action steps will be taken. These steps may include verbal warning with instruction on how to conduct myself, written warning, parental notification and, if necessary, dismissal from the ministry.

**Volunteer**

I have read and understand the Standard of Conduct.

I understand the expectations that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Baptist Church has of me as a Young Volunteer.

I am committed to doing my best to fill these expectations.

Volunteer’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent**

I understand the commitment that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Baptist Church expects of my son/daughter as stated in the Young Volunteer Covenant, and I accept the responsibility of keeping him/her accountable in fulfilling these expectations.

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

## Interview Script - Referees

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of caller and date of call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant) has applied for a position with us, and gave your name as a referee. The position (Applicant) has applied for, involves….

How long have you known (Applicant)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your relationship with (Applicant)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How well do you know (Applicant)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What would you suggest are the (Applicant’s) strengths? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are (Applicant’s) personal interests? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell me about (Applicant’s) community interests. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you describe (Applicant’s) personality? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did adults and children react to (Applicant)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you describe (Applicant) around his or her friends? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What sort of discipline does (Applicant) use with children? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does (Applicant) act when she/he is angry? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever had any reason to be concerned about the applicant’s behaviour with children?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does (Applicant) act when she/he is angry with a child? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you know of any complaints ever being made about (Applicant)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has (Applicant*)* ever been accused of sexually abusing a child? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever had cause to suspect (Applicant’s*)* honesty in any way? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you leave your own children in (Applicant’s) care? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you recommend (applicant*)* for a position as (whatever position you are wanting to fill)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for taking the time to speak with me. Is there anything else that you think I might find helpful in making a decision to appoint (Applicant)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Management Checklist for Applicant Recruitment

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Requirements for recruitment** | **Date** | **Sign** |
| Applicant a committed and growing Christian |  |  |
| Been attending church for at least 6 months |  |  |
| Been a Christian for at least one year |  |  |
|  |  |  |
| **Requirements for screening** | **Date** | **Sign** |
| Job description given |  |  |
| Application pack given:   * Application Form * Consent to Disclosure * Consent to Disclosure with exception * Standard of conduct |  |  |
| Interview with applicant – if applicable  Name of 1st Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of 2nd Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of 3rd Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| References and referees checked |  |  |
| Positive identification made (ID or passport) |  |  |
| Police check completed and sent to BU |  |  |
|  |  |  |
| **Offer of Employment or Acceptance of Volunteer** | **Date** | **Sign** |
| Acceptance of applicant |  |  |

## Leader Review Form – Paid Staff

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review done by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate the Key results areas: (grade using) 1 Always – 5 Never

|  |  |
| --- | --- |
| Key results (taken from Job Description):   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Rating |
| Affirmation of tasks done well | |
| Identification of areas that need attention / be discontinued / or redirected | |
| Development and /or training to be undertaken in the coming year for growth personal and ministry | |

Key results comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Pastoral Care Form

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone Calls** | **Time from/to Date** | **Content of phone call** | **Pastoral Care Provider** |
| Spoke to:  Parent  Child |  |  |  |
| Spoke to:  Parent  Child |  |  |  |
| **Mail** | **Date** | **Photocopy Attached** | **Pastoral Care Provider** |
| Mailed to:  Parent  Child |  |  |  |
| Mailed to:  Parent  Child |  |  |  |
| **Email** | **Date** | **C/C & Copy to** | **Sent By** |
| Emailed to:  Parent  Child |  |  |  |
| Emailed To:  Parent  Child |  |  |  |
| **Visitation** | **Date & Duration** | **Reason for visit** | **Two Pastoral Care**  **Providers** |
| Permission from: |  |  |  |
| Permission from: |  |  |  |

## Safety Checklist for Children’s Ministry Area

|  |  |  |
| --- | --- | --- |
| Check | Yes/No | Comments |
| **Children’s Meeting/Classrooms**  Safety plugs in place  Floor coverings – attached and clean  All heaters and fans are secure and out of reach of children  No electrical cords trailing  All aisles are clear  All lights are adequate and operational  All children’s toys/equipment are clean/good condition  Blind/curtain cords hooked up |  |  |
| **Nursery**  No small objects in room/on floor  Safety plugs in place  Floor coverings – attached and clean  All heaters and fans are secure and out of reach of children  No electrical cords trailing  All lights adequate and operational  All children’s toys/equipment are clean/good condition  Blind/curtain cords hooked up |  |  |
| **Outdoors**  Children’s play areas are safe/secure  Sandpit – covered and clean  Water activities supervised  Asphalt play area safe |  |  |
| **Toilets**  Soap, toilet paper and clean towels available  Nappy changing facility  Hot water at 40 degrees or less |  |  |
| **First Aid Kit and Clean-up Container**  Inaccessible to children  Checked at least 4x per year  One person has a first aid certificate  All forms in clear folder with pen |  |  |
| **Kitchen**  Kitchen inaccessible to children  Rubbish removed at least once a week  All cleaning agents - out of reach of children  Surfaces clean  Tea towels washed daily |  |  |
| **Emergency**  Evacuation procedures clearly displayed  Exit signs are visible to all  Exits and fire doors unobstructed  Telephone is in an accessible location |  |  |
| **Hallways and stairs**  No storage in traffic areas  Handrails in good condition  All lights adequate and operational |  |  |
| **Food hygiene and safety**  Children wash hands before eating  Adults wash hands before handling food  Food table clean or covered  Hot drinks kept away from children |  |  |

Checked By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Checklist: First Aid Kit and Clean Up Container

(Note quantity and expiry dates)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date and signature of Check** |  |  |  |  |
| Assorted plasters |  |  |  |  |
| Assorted gauze bandages |  |  |  |  |
| Sterile gauze swabs |  |  |  |  |
| Non stick dressings |  |  |  |  |
| Triangular bandage |  |  |  |  |
| Sterile saline solution |  |  |  |  |
| Sterile eye pads |  |  |  |  |
| Disinfectant |  |  |  |  |
| Antiseptic wipes |  |  |  |  |
| Stainless steel bowl |  |  |  |  |
| Disposable gloves |  |  |  |  |
| Scissors |  |  |  |  |
| Tweezers |  |  |  |  |
| Safety pins |  |  |  |  |
| Snap lock plastic bags |  |  |  |  |
| Glad wrap |  |  |  |  |
| First Aid manual |  |  |  |  |
| Bucket with lid |  |  |  |  |
| Latex gloves |  |  |  |  |
| Plastic bags |  |  |  |  |
| Carpet/floor cleaner |  |  |  |  |
| Disinfectant |  |  |  |  |
| Fluid absorbent or Baking soda |  |  |  |  |
| Disinfectant (Janola) wipes |  |  |  |  |
| Disposable face masks |  |  |  |  |
| Paper towels |  |  |  |  |
| Dustpan and brush |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Medication Request and Record Form

**Holiday Programme**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| To be completed by Parent | | | | | |
| Date of  request | Name of  Medication | Frequency of  Medication | Time to be  given | Dosage | Parent to Sign |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| To be completed by Children’s Ministry Leader | | | | | |
| Date | Name of  Medication | Frequency of  Medication | Time given | Dosage | Administered by  and CML sign |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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## Record of Orientation Training Form

**Holiday Programme**

Name of Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record of staff/volunteer Training and Development** | | | | |
| **Training Given** | **Method of Training** | | | **Sign & date** |
| **Face to face** | **Training manual** | **Other or video** |
| Ministry vision   * Goals for the ministry * Value of the team * Value of the parents |  |  |  |  |
| Expectations of leader including   * Standard of Conduct * Job description * Interaction with children and parents |  |  |  |  |
| Programme operation   * Registration and attendance sheets * Check-in and check-out process |  |  |  |  |
| Behaviour Management   * Positive discipline techniques * Reporting |  |  |  |  |
| Health and Safety   * Use of checklist * Medication request and record form * First aid kits * Clean up container * Unwell children * Hazard Identification form |  |  |  |  |
| Pastoral Care   * Procedures * Form |  |  |  |  |
| Child and leader safety   * Inappropriate adult behaviour * Supervision policy * Touching policy * Assess policy * Identification and reporting of child abuse * Responding to a child’s disclosure * Cyber safety – 10 rules |  |  |  |  |
| Emergency Procedures   * Evacuation * Fire, earthquake, other |  |  |  |  |
| Other  Incident and accident forms |  |  |  |  |

## Travel Plan Form

This plan can be filled in prior to commencement of journey

|  |  |
| --- | --- |
| **Programme/Event Name:** | **Centre:** |
| **Children’s Worker:** | **Children’s Leader:** |

|  |  |
| --- | --- |
| **Driver/s name/s** | **Licence number and type** |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |
| **Number of passengers:** | **Vehicle registration number:** |
| Vehicle ownership (tick) Private Rental | Type of vehicle (tick) Car Van Bus Other |

|  |
| --- |
| **Travel Details (can include departure and arrival details and times, rest stops etc.)** |
|  |

## Venue Checklist

Place logo here

|  |  |
| --- | --- |
| **Programme/Event Name:** | **Location:** |

|  |
| --- |
| **Check** |
| Venue suitable for the programme/event and its activities and adequate space available |
| Venue secure |
| Clear boundaries identifying the area being used |
| Advice and information sought from relevant authorities (organizers, venue manager) |
| First Aid equipment easily available and location known |
| Fire extinguishers, fire safety instructions and emergency exits and location known |
| Participants briefed on emergency and evacuation procedures (fire, earthquake) |
| Venues clear of any hazards present (e.g. electrical, broken windows/floorboards etc.) |
| Outdoors clear of hazards (e.g. broken glass, holes, slipperiness, etc.) |
| Up to date weather forecast obtained and appropriate measures planned in response to predicted weather |
| Possible environmental dangers considered |
| Possible human dangers considered (e.g. interaction with the general public) |
| Other relevant Safety Guidelines: Checklists considered |
| Offsite activities (Fill in separate ‘Venue’ check list for offsite venue/s if required) |
| Communication been made to appropriate authorities regarding:   * How long will group be gone for * Who is in charge * Where will main children’s workers or leaders be and how can they be contacted * List of children in the group |

## Hazard Identification and Analysis Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard and potential harm**  **identification** | **Risk Category:**   * **High** * **Medium** * **Low** | **Practicable to:** | | | **Controls required (including existing)** | **Person responsible** | **Date of Action** | **Completed by** |
| **Eliminate**  **Yes/No** | **Isolate**  **Yes/No** | **Minimize**  **Yes/No** |
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## Risk Assessment Management (RAM) Form

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| --- | --- | --- | --- | --- |
| **Programme/Event:** | | **Centre:** | | |
| **Activity/Activities:** | | **Date/s:** | | |
| **Description of venue:** | | **Prepared by:** | | |
| **Aim/purpose:** | | **Checked by:** | | |
|  | | | | |
| **Risk** | **Risk Evaluation** | | **Prevention** | **Emergency Plans** |
| Consider physical, emotional, mental and spiritual events that may occur | Low/Medium/High  (Refer Risk Matrix, below) | | How will you attempt to ensure the risk doesn’t happen | What will you do if it does happen |
| **People Risks** | | | | |
|  |  | |  |  |
| **Equipment Risks** | | | | |
|  |  | |  |  |
| **Environment Risks** | | | | |
|  |  | |  | |

|  |
| --- |
| Steps taken to minimise risk: (Contingency plans, actions, recommendations etc.) |
| Skills required by staff: |
| Safety equipment required: |

1 Low 2-3 Medium 4-5 High

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Consequences | | |
| Likelihood |  | Minor | Moderate | Major |
| Unlikely | 1 | 2 | 3 |
| Possible | 2 | 3 | 4 |
| Likely | 3 | 4 | 5 |