

# Cityside Baptist Church Children and Youth Leaders Appointment, Supervision and Protection Policy

Reviewed December 2016

## Purpose

To provide clear guidelines for appointing and supervising people to work with Cityside's children and youth in a leadership or supervision capacity.

To keep our children, youth and all those who work with them safe from inappropriate actions by others.

## Guidelines

1. People working with Cityside children or youth must act according to the guidelines outlined in the *Guidelines for Children and Youth Leaders and Helpers*.
2. A person or people will be designated by Cityside Council to be responsible for liaising with leaders and helpers on the children and youth roster to ensure they know what their role involves and the health and safety requirements. Children and Youth curators and non-Sunday group leaders are responsible for liaising with their helpers to let them know what is planned and how they can be part of it.
3. Group leaders and helpers are expected to use positive behavioural management strategies to promote appropriate behaviour, as outlined in the *Behaviour Management Guidelines*.
4. Children and youth will be supervised effectively at Cityside gatherings and events, as outlined in the *Supervision of Children and Youth Policy*. All Cityside adults are advised to avoid being alone with an unrelated child or youth.
5. Adults or teenagers must have been part of Cityside for at least six months before they are eligible to volunteer as a regular leader, so that there has been some time for other Citysiders to get to know them before they are put into a position of responsibility alongside our children and youth. The people responsible for the leadership of children and youth at Cityside have the right to request referee contact details and to interview the prospective leader if they do not feel they know them well enough, and they also have the right to turn down a volunteer if they do not feel they would be suitable for the role or if they are found to be unsuitable once started.
6. New leaders will be rostered on with more experienced leaders.
7. People who are helping with a group or at an event on a casual basis must only work alongside experienced leaders.

## 8. Police Vetting

All people aged 17 years and older who are pastoral staff, part of children and youth leadership or regularly on the Children and Youth rosters need to be willing to have a police background check to determine their suitability to work with children and youth.

- 8.1. Police Vetting is facilitated by Cityside's Administrator, and processed by the Baptist National Resource Centre which acts as our 'Approved Agency'. The results are sent to Cityside's Minister, who will pass on all non-flagged names to the Administrator, or let the people responsible for the leadership of Children and Youth know the details of any flagged results that could be a cause for concern. The Minister's results will be sent to the chair of the Community Leaders.
  - 8.2. A person who has been convicted of sexual crimes or of any offense involving the harm or exploitation of children will not be permitted to be part of the children and youth ministry.
  - 8.3. The police vetting involves positive photo identification to ensure the person is who they say they are.
  - 8.4. Police vetting is renewed every three years. Cityside's Administrator will keep a record of people who have been vetted and cleared, and will work with the people responsible for the leadership of children and youth to ensure vetting is up to date.
  - 8.5. All personal information resulting from the police vetting is to be kept private and secure by Cityside's Minister, and destroyed once the information has been processed and the forms themselves are no longer needed.
  - 8.6. Applicants may wish to challenge the accuracy of information received by the police vetting process. The applicant will need to resolve any disputes with the appropriate agency. Until the minister hears otherwise it will be assumed that the information received is correct.
9. **If leaders or helpers have any concerns or complaints** about people of any age they are with as part of children and youth ministry, or any other aspects, they can:
- 9.1. Talk or write to the person or people involved if they feel comfortable doing so, to see if they can resolve their concern with them directly. They may wish to ask a support person to be with them.
  - 9.2. Talk to the people responsible for the leadership of children and youth, the Minister or a member of the Cityside Council about their concern.
  - 9.3. Follow the procedures outlined in the *Cityside Concerns and Complaints Policy*.

## Resources

Police Vetting – Vetting Service Request and Consent Form

<https://bcfm.org.nz/images/information/request-and-consent-form%202016.pdf>

Police Vetting – Church Form Schedule

[https://bcfm.org.nz/images/information/Police\\_vetting\\_schedule.pdf](https://bcfm.org.nz/images/information/Police_vetting_schedule.pdf)