

DRAFT FOR KNOX CHURCH COUNCIL APPROVAL

Knox Church Dunedin

Behavioural and Safe Practices Policy

for people working with children and youth

1. Preamble

1.1 These policies govern the behaviour and safety practices of leaders at programmes and events affiliated with Knox Church where children and young people are present.

1.2 As followers of Jesus who hope in his coming Reign, we are committed to the work of justice and peace in the world. God's peace involves the flourishing of all life and right relationships with God, with ourselves, with one another, and with our world. It is more than just a vision. It is a way of life that calls us to live responsibly in our own lives and in the way we exercise leadership.

1.3 Therefore, as leaders who work with children and youth, we will hold ourselves accountable to practices that both demonstrate to as well as encourage in our children and youth a flourishing life before God and with one another.

1.4 Definitions:

"Children" refers to persons between the ages of 0 and 12, inclusive

"Youth" refers to persons between the ages of 13 and 17, inclusive

"Young people" refers to persons between the ages of 0 and 17, inclusive

2. Alcohol, drugs and smoking

2.1 Leaders will not consume or be under the influence of alcohol or non-medicated drugs when they have responsibility for children or youth

2.2 There will be no alcohol served to people under the age of 18 at any event

2.3 Leaders will demonstrate responsible drinking behaviour at all times

2.4 Leaders will not partake in any use of illegal substances or misuse of mind-altering and other harmful substances

2.5 Leaders will comply with smoke-free legislation

2.6 Leaders will not smoke openly at any event where they have responsibility for children or youth

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2.7 Leaders will not encourage a culture of binge-drinking, smoking, or partaking of illegal substances

3. Harassment and discrimination

3.1 Definitions:

Harassment is any ongoing or repeated behaviour that is unwelcome, intimidating, intrusive or offensive to the receiver. Harassment can take place via many media. This includes cyber-bullying via technology such as email, text, phone, and social media. Harassment includes sexual and racial harassment as well as harassment based on ethnicity, age, disability, gender, sexuality, and religion. Harassment is any behaviour that exposes the victim or victims to physical injury or psychological harm.

Discrimination is where a person is disadvantaged on the grounds of gender, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, or sexual orientation.

3.2 Harassment and discrimination of others will not be tolerated. This includes physical, emotional, sexual, spiritual abuse.

4. Online communications

4.1 Leaders will act with integrity when communicating online, maintain a high standard of conduct, and be vigilant about safety

4.2 Leaders will be aware of preserving confidentiality when communicating online

4.3 No matter who can view it, leaders will not post anything that is inappropriate, offensive, abusive, pornographic, disrespectful, or compromising.

4.4 Leaders, where possible, will set high privacy settings towards all young people under their ministry

4.5 Ministers and employed leadership are encouraged to have two accounts: one for personal and one for professional use

4.6 Leaders should not connect with anyone under the legal age set by that website

4.7 Leaders will use prudent judgement with regard to the time they contact young people through social media

4.8 Leaders should exercise good boundaries. For example, if a child or youth texts the leader after hours and it is not an emergency, the leader will wait until morning to reply

4.9 Leaders will be transparent in interactions

4.10 Leaders are advised not to delete any correspondence in order to provide transparency should a query or complaint arise

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4.11 Interactions whenever possible should be done in an open environment

4.12 Leaders who have regular contact with a young person should ensure their (the leader's) supervisor and the parents of the young person are aware of the contact

4.13 Video chatting with a young person is strongly discouraged

4.14 It is recommended that youth groups create "closed" social media groups, not "hidden", which youth and leaders can join

5. Sexual Safety

5.1 Leader will set appropriate boundaries in their working and personal relationships in accordance with the PCANZ Code of Ethics and PCANZ Children and Youth Ministry Code of Ethics

5.2 There must always be at least two leaders in a room with children or youth

5.3 Leaders should respect young people's personal space and not touch them in a potentially sexual way

5.4 Leaders will not make sexual advances on a young person.

5.5 If a young person makes a sexual advance on a leader, the leader must remove themselves from the situation immediately and inform the Minister of Child Protection Officer

5.6 Extra care and sensitivity will be taken with a young person who has a previous history of being sexually abused

5.7 Extra care and caution will be taken with a young person who has a previous history of sexually abusing other people

6. Driving

6.1 Any driver transporting passengers must hold a valid full driver's license

6.2 Drivers must adhere to the road code

6.3 The vehicle must be road worthy with a current WOF and registration

6.4 All young people must have written consent signed by a parent or guardian to be transported by the driver

6.5 All accidents, near misses, or reckless driving must be reported to the Health and Safety Officer immediately after travelling and recorded in an Incident Form

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6.6 Drivers must not drive recklessly, which includes speeding, fast cornering, unnecessary passing, close tailing of other vehicles, any games with other vehicles, permitting young people to put their heads or hands out of the windows, permitting young people to not wear seatbelts etc.

7. Supervision and ratio

7.1 Children and youth must be supervised by a minimum of two leaders at all times

7.2 At all times, leaders need to consider the nature of the programme activities, the level of risk and adequate leadership presence to ensure the safety of young people

7.3 The following ratios are minimum ratios:

Ages of young people	0-2	2-4	5-13	14-17
Age of leaders	16+	16+	16+	18+
Ratio on site	1:5	1:6	1:10	1:10
Ratio off site	1:5	1:6	1:8	1:8