
SAFEGUARDING PROCEDURES MANUAL



SAFEGUARDING PROCEDURES

Please find below resources around the safeguarding matters which need to be followed by the Diocese.

The Safeguarding Policy which was approved by Standing Committee on 17 March 2023 is available on the Intranet.

It is important that this manual is shared with all managers, clergy, wardens, and vestry/parish council, to ensure that everyone is aware of what needs to occur and when.

Please ensure that if you have any queries, that you contact me:

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1. Training Procedures Manual

In accordance with the Safeguarding and Risk Policy, this Procedures Manual has been developed to outline the safeguarding procedures. This information is also held within the Guidelines shared with parishes in November 2022.

As with any new policy, training is required to enable the policy to be enacted as soon as possible after the policy is approved. It is acknowledged that the initial training requires a commitment of time.

There are two levels of training – Level One and Level Two. To determine who should attend which level of training, it has been identified through researching other provinces' material on their safeguarding training and in consultation with the Leadership Group and the Bishop of Waiapu.

The following people have been identified for the two training levels.

Level One

- Clergy
- Licensed Laity
- Wardens
- Vestry/Parish Council
- Readers
- Welcomers
- Morning Tea Providers
- Employees
- Volunteers
- Music Groups/Choir

Level Two

- Clergy
- Licensed Laity
- Wardens
- Vestry/Parish Council

The training is made up of information sharing, case studies, resources, and discussions. There is no pass or fail component to this training. There will also be a pre course reading and some other material on the processes which will allow attendees to familiarise themselves with why we make safeguarding an important part of the church and will allow for feedback on the processes.

2. Training components

Level One

Introduction: Why safeguarding is seen as one of the most important aspects of our church life. Includes information about previous cases from within the Anglican Church in Aotearoa/New Zealand and from overseas provinces. Looks at the theological basis for why safeguarding is important.

Vulnerable Adult Abuse: Looks at who might be a vulnerable adult in our community. Uses some case studies to consider what might be indicators. Provides information on adult abuse. Gives us ideas of how we might be able to support the person involved.

Child Abuse and Neglect: Similar to the above topic, explores what child abuse and neglect might look like. Considers case studies and provides information on child abuse indicators and how we should deal with disclosures.

Impacts of Child Abuse and Neglect: Looks at how abuse and neglect can impact on the child's brain development and what this might mean later in life.

Grooming and Bullying: Covers aspects of grooming and what to look out for. Information on internet safety is discussed here also. This section also looks at bullying and gaslighting and how this can impact both adults and children.

Care for Victims and Respondents: While we need to care for victims, we also have a duty of care to those who abuse. This session looks at what we, as churches would do to look after the two different parties in these cases.

The Importance of Listening: Some information sharing on active listening and some practice of same. Understanding that to get the whole story you need to listen to the whole story.

Impacts of Abuse on secondary victims and communities: Situations of abuse or harm within the church is likely to have impacts on the church community and secondary victims. An exercise will be undertaken to consider who might be a secondary victim and what we can do to support those people.

Confidentiality: Discussing when confidentiality is not absolute – such as when there is a danger to a person's life, danger to others, ongoing abuse etc.

Processes: Looking at the different process and getting an idea of what we need to do in different situations. Forms are also provided for risk assessment in some situations as well as safety plans.

Level Two

Forgiveness: Considering forgiveness from a theological perspective.

Understanding Power: What is power – includes exercise on what is positive power. Different types of power are explored and discussed.

Effective Leadership: Who has leadership within the church. Who do people perceive as leaders.

Safe Practices: Ensuring everything we do is done safely and that we do not overstep our roles which might create more harm.

Our roles within the church as set out in the guidelines are to:

- Provide support where there is abuse.
- Implement effective responses to abuse.
- Adopting and promoting standards for the practice of ministry.
- Assessing suitability for Ministry
- Promoting a culture of safety

Training will continue to be adjusted to meet the needs of the church and from the feedback received and it will be required that all those as outlined in Levels One and Two above will be required to undertake refresher training every three years.

Training will be held in person so that support can be provided to any who find the training challenging or triggering.

3. Safeguarding Training Framework

Safeguarding training will be split into two levels of training. The levels outlined below relate to both Vicar Led Parishes and Local Shared Ministry Parishes. Level One has the bulk of the training but needs to be undertaken before we move into Level Two.

Level One

Delivery	Face-to-face training by Safeguarding Manager and Ministry Educator.
Outcomes	<ul style="list-style-type: none">▪ Understand safeguarding in a church context.▪ Be able to recognise the signs and indicators of abuse.▪ Understand the impacts of abuse on victims and others.▪ Recognise your own responsibilities to report abuse.▪ Listening▪ Know what actions to take if you witness abuse or someone tells you about abuse.▪ Understand the boundaries of confidentiality.
Required Participants	<ul style="list-style-type: none">▪ Clergy▪ Licensed laity▪ Liturgists

	<ul style="list-style-type: none"> ▪ Wardens ▪ Vestry/Parish Council ▪ Readers/Welcomers/Morning tea providers ▪ Choirs/music groups ▪ Employees ▪ Volunteers ▪ Anyone from the parish interested in attending.
Training Method	<ul style="list-style-type: none"> ▪ Information sharing ▪ Case studies ▪ Resources made available.
Pre-Requisite	<ul style="list-style-type: none"> ▪ Before attending training, a pre course reading will be sent out together with the draft processes which will come up for discussion during the training. It would be good if you could have read and considered these prior to coming to training.
Time Commitment	<ul style="list-style-type: none"> ▪ Approximately six hours which could be offered in one session or in two sessions of just over three hours each.

Level Two

Delivery	Face-to-face by Safeguarding Manager and Ministry Educator.
Outcomes	<ul style="list-style-type: none"> ▪ Forgiveness ▪ Understanding Power ▪ Effective Leadership ▪ Safe Practices
Required Participants	<ul style="list-style-type: none"> ▪ Clergy ▪ Licensed laity ▪ Wardens ▪ Vestry/Parish Council
Training Method	<ul style="list-style-type: none"> ▪ Information Sharing ▪ Case studies ▪ Resources made available.

Pre-requisite	<ul style="list-style-type: none"> ▪ Has attended Level One training.
Time Commitment	<ul style="list-style-type: none"> ▪ Approximately 2.5 hours for this Level Two work.

4. Complaints Process - Title D Ministry Standards

The chart below offers a guide to the complaints process of the Ministry Standards Commission.

The complainant is the person who makes a complain

The subject is the person who has suffered the action that led to the complaint.

The Respondent is the person who is being complained about.

The Independent Registrar is the lawyer who assesses complaints and recommends the appropriate action.

Complaint Received

All complaints are sent to the Registrar - registrar@ministrystandards.org - who assesses the complaint to determine what happens next. No complaints are assessed by the leaders or office holders of your church, your Diocese or Hui Amorangi. Any representative of the Anglican Church who receives a complaint must forward that complaint directly to the Registrar.

1. The Registrar determines whether the complaint meets the criteria for failure to uphold ministry standards, or if it is a case of unsatisfactory conduct or misconduct.
2. Both unsatisfactory conduct and misconduct require the Anglican Church to take action to prevent the cause of the complaint happening again.
3. The Registrar will use the information provided by the complainant to respond to their complaint. The Registrar will share details of the complaint with the person complained about (the respondent) for their response but will not share the complainant's contact details with that person.

Complaint Dismissed

Some complaints will be lodged and registered with no further action taken. The following are complaints that refer to actions or incidents that do not come under the jurisdiction of the Church's Ministry Standards Commission:

- The complaint does not indicate a failure of ministry standards.
- The complaint does not provide enough evidence to proceed with.
- The complaint has been made by a person who does not have the right to make the complaint on another's behalf.
- The complaint has been heard, assessed, and responded to before.
- The complaint does not concern a person in licensed ministry in the Anglican Church in Aotearoa, New Zealand, or Polynesia
- The complaint relates to a matter that happened more than three years ago unless:
 - The complaint concerns sexual misconduct.

- The complaint concerns a criminal conviction imposed within the last three years.
- The registrar finds there was a good reason the complainant couldn't come forward within three years, in which it can be extended to six years.

Unsatisfactory Conduct

The registrar will find some complaints show evidence of "unsatisfactory conduct". These complaints will then go to the bishop who licensed the person complained against (the Respondent).

Unsatisfactory conduct is when a person has failed to offer exemplary behaviour in their dealings with those in their care but does not include abuse of any kind.

If the complaint is about a bishop, then the Registrar refers the complaint to the archbishop of the tikanga where the bishop is licensed.

The licensing bishop of the person complained about needs to take action in cases of unsatisfactory conduct.

The licensing bishop can require the person complained against to take part in:

1. **A process of reconciliation** carried out in accordance with the principles of the relevant Tikanga (this may include apologising for unsatisfactory behaviour, making amends for that behaviour and undergoing training or making other changes to avoid any repeat of the behaviour).
2. **A full investigation** into the complaint (as in a legal inquiry) followed by a public statement on the unacceptable nature of the offence, which will be issued by the bishop or archbishop.
3. **Mandatory training** or counselling for the person who failed ministry standards to prevent them repeating the offence in future.

Misconduct

The registrar will find some complaints show evidence of misconduct.

Misconduct is when a person in Anglican ministry has demonstrated an intentional, significant or continuing failure to meet ministry standards. Sexual misconduct, sexual abuse and financial dishonesty are examples of misconduct.

Where the misconduct relates to matters that constitute a criminal offence, the registrar and licensing bishops or archbishops are obliged to advise the complainant to take their complaint to the Police or other appropriate agencies.

Where the Registrar considers that the conduct, if proven, would amount to "misconduct" the complaint will enter a legal process for further investigation and a tribunal hearing.

Legal support

The complainant is not expected to pay a lawyer to put forward his or her own case of misconduct.

Instead, the church appoints a legal advocate to prosecute the complaint on behalf of the complainant. This advocate must be a barrister or solicitor of the High Court of New Zealand and must have at least seven years' experience.

Likewise, respondent (the person complained against) is not expected to defend themselves. They may engage their own lawyer to defend them.

A tribunal will determine whether there is misconduct or not and make appropriate recommendations. Where the tribunal cannot find sufficient evidence to identify the misconduct, the complaint will be dismissed.

If the tribunal finds misconduct, then one or more of following four recommendations will be made in the following order of seriousness:

- **Admonition:** – a formal order or injunction which goes on the respondent's file. For example, an order may be a restraining order or a protection order to prevent the person contacting or hurting the complainant, or an injunction which can stop the person complained against repeating any specific behaviour, or for example, selling a property that is relevant to a case of financial misconduct.
- **Suspension:** – this prevents the person complained against from serving in their ministry role for a set length of time.
- **Deprivation of Office:** – this removes the person complained against from serving in any ministry role for a set period of time. They are then required to meet specific requirements before, or if they can minister again.
- **Deposition:** – this permanently removes the professional status of an ordained minister and removes their right to exercise any ministry in the Church.

To see the full set of regulations for how complaints to the Anglican Church in Aotearoa, New Zealand and Polynesia are received, you can go to the website for Ministry Standards. <https://ministrystandards.org/about-the-complaint-process>

Independent complaints process and likely outcomes

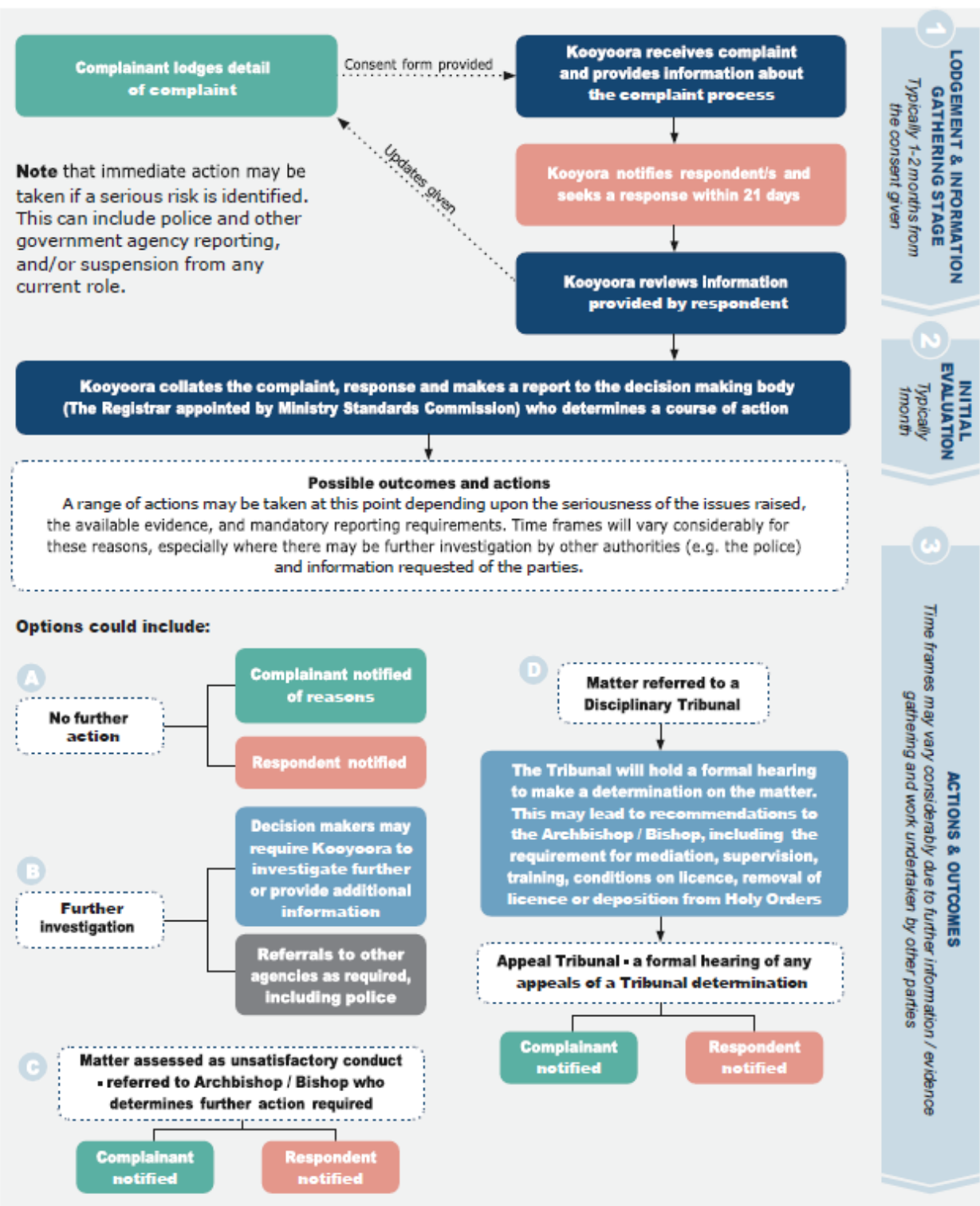


Anglican Church of Aotearoa New Zealand and Polynesia

Te Hahi Ki Aotearoa, Ki Niutireni, Ki Nga Moutere O Te Moana Nui a Kiwa

Key

- Complainant
- Respondent
- Other party
- Kooyoora
- Church bodies



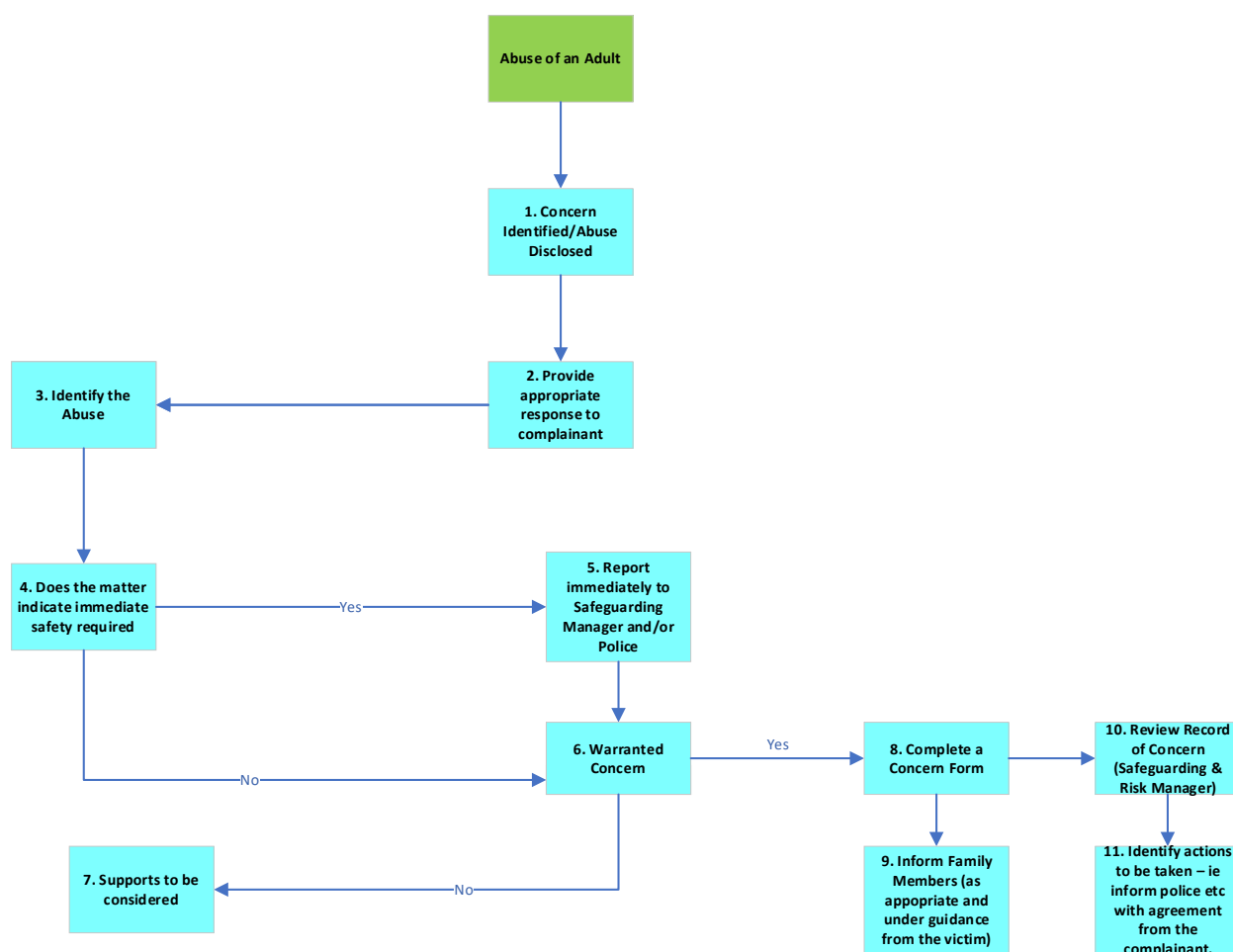
5. Abuse of Adults Procedure

This procedure implements the Diocese of Waiapu policy on Safety and Wellbeing of All (Safeguarding Policy).

Abuse comes in many forms, and it is about the behaviour which causes harm to another person or is undertaken with the intention of causing harm to another person. The purpose of this procedure is to ensure that any suspected abuse of adults is identified and responded to appropriately to protect and support the potential victim.

Please follow the flowchart below when reporting abuse on an adult.

Flowchart



Advice is available from several sources such as Women's Refuge Agencies, Police, Citizens Advice Bureau, and Aged Care.

No action should be taken unless agreed to by the complainant of abuse, however, complainants should be encouraged and supported to ensure that they can take action and remain safe doing so.

Abuse of Adults Procedure

Who	Step	Description/Rules
Clergy/Staff/ Volunteers	1. Receive disclosure or identify concerns	Offer support to the complainant immediately by asking if they have someone they would like contacted to be with them at this time.
Clergy/Staff/ Volunteers	2. Listen 3. Identify 4. Consider	<p>Listen to what the complainant wants to tell you and identify the form of abuse that is being described. Consider whether the abuse is occurring from within the complainant's family, circle of friends or from an external source:</p> <p>Depending on the type of abuse consider whether the complainant should be encouraged to seek:</p> <ul style="list-style-type: none"> • Police assistance • Medical Assistance • Women's Refuge
Clergy/Staff/ Volunteers	5. Advise	Contact Safeguarding and Risk Manager and advise of the situation.
Safety and Risk Manager	6. Concern	Determine whether concern is warranted and discuss further with clergy/staff/volunteer who holds that concern.
Clergy/Staff/ Volunteers Support Person	7. Attend	<p>Consider what supports can be put in place for complainant and identify a support person suitable to complainant.</p> <p>Any meetings with services where the complainant requires a support person to assist.</p>

Who	Step	Description/Rules
Clergy/Staff/ Volunteers	8. Complete a Concern Form	Complete the form and refer to the Safeguarding and Risk Manager.
Clergy/Staff/ Volunteers Support Person	9. Inform family members	Have the complainant determine who they want to be advised of the situation (if anyone).
Safeguarding & Risk Manager	10. Review Concern	Consider the content of the concern and determine if the matter is a concern or possible Police matter.
Safeguarding & Risk Manager	11. Consider	Whether a complaint needed to be made under the processes for those covered by Title D or for those covered by a Code of Conduct and assist the complainant to make those complaints.

Key Relevant Documents:

- Diocese of Waiapu Safeguarding and Risk Policy
- Diocese of Waiapu Policy on Managing Unsafe Parishioners
- Safeguarding Record Keeping Procedures
- Concern Form

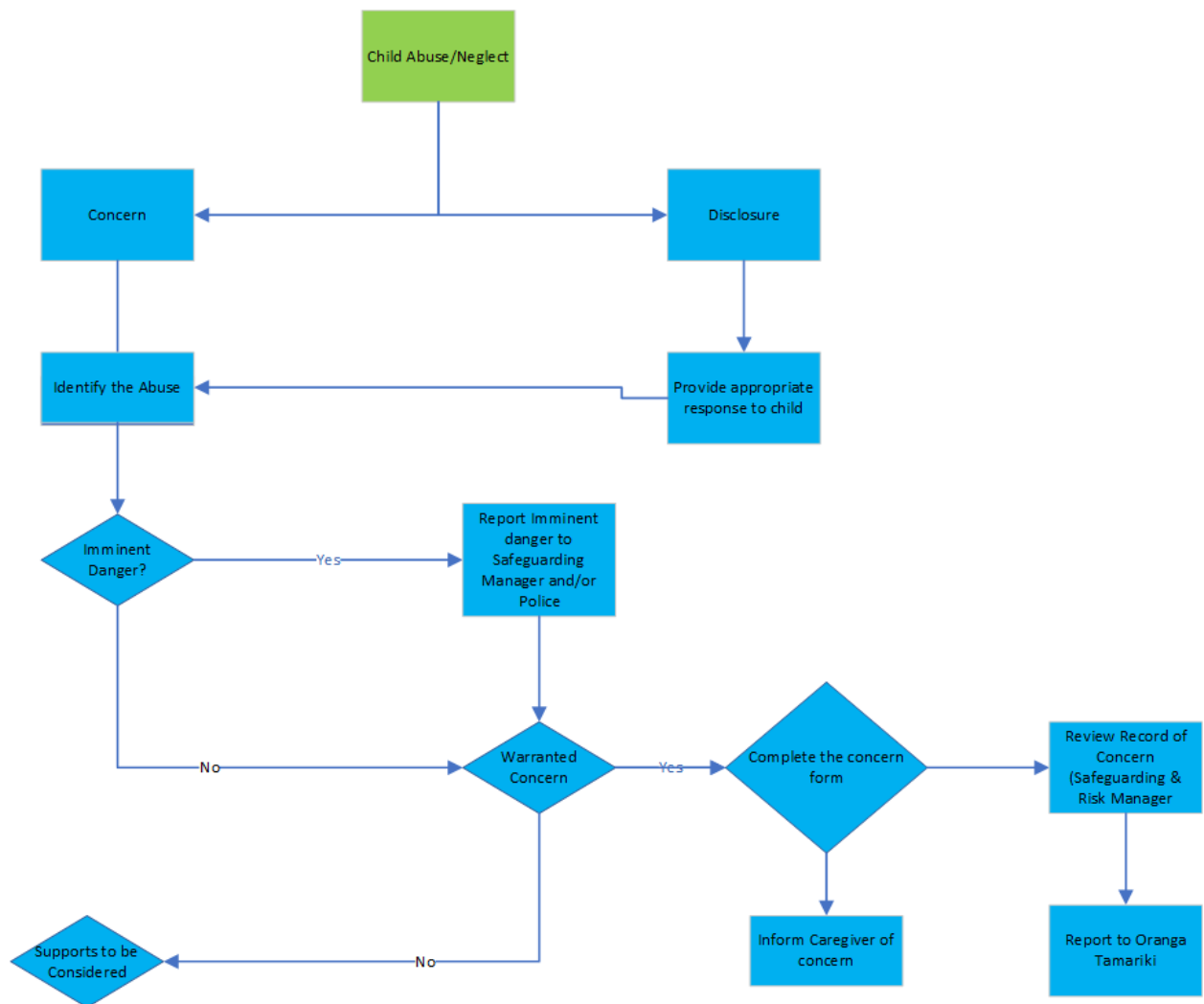
6. Child Abuse and Neglect Procedure

This procedure implements the Diocese of Waiapu Policy on Safety and Wellbeing of All (Safeguarding Policy).

Abuse comes in many forms, and it is about the behaviour which causes harm to another person or is undertaken with the intention of causing harm to another person. In the case of abuse or neglect of children, the behaviour towards the child is more often by an adult but can be perpetrated by another child.

Below is a flow chart which shows the procedure to be followed.

Flowchart



At any time, anyone (clergy, employees, and volunteers) who has concerns about the safety of a child can contact Oranga Tamariki on 0508 326 459 to receive advice or speak with your manager and/or the Safeguarding and Risk Manager.

Section 16 of the Oranga Tamariki Act 1989 states that no civil, criminal, or disciplinary proceedings can be brought against anyone making a report of concern to Oranga Tamariki so long as they have acted in good faith.

When a child discloses being harmed by another child, both children should be considered within the process for ensuring their safety. You also need to consider that children can harm themselves or attempt suicide. If a child discloses thoughts of suicide, this needs to be immediately communicated to the manager and the Safeguarding Risk Manager and a call should be made to the Mental Health Crisis Team at the local hospital.

Child Abuse and Neglect Procedure

Who	Step	Description/Rules
Clergy/Staff/ Volunteers	1. Receive child abuse disclosure or concern	<p>If a child makes a verbal disclosure, it is important that staff members and volunteers take what the child says seriously. This applies irrespective of the setting, or the staff member or volunteer's own opinion of what the child is saying.</p> <p>Under no circumstances should a member of staff or volunteer attempt to investigate or deal with concerns regarding child abuse alone. Time is of the essence when a child's safety is at risk.</p> <p>Staff members and volunteers should respond to disclosed or suspected abuse by following these instructions and the flowchart without delay.</p>
Clergy/Staff/ Volunteers	2. Provide appropriate response	<p>If a child discloses information regarding actual or suspected child abuse, you must:</p> <ul style="list-style-type: none"> • Stay calm. • Listen to and hear what the child has to say. • Give time to the child to say what they want. • Have a friendly manner and reassure the child it was right to tell. • Tell the child that they are being taken seriously and that they are not to blame. • Explain that you have to pass on what the child has told them as soon as you are aware that the child is making a disclosure. • Give an age-appropriate explanation to the child of what

Who	Step	Description/Rules
		<p>the child can expect to happen next.</p> <p>Staff members and volunteers must not:</p> <ul style="list-style-type: none"> • Make the child repeat the story unnecessarily. • Promise to keep secrets, or confidentiality in this instance. • Enquire into the details of the alleged abuse. • Ask leading questions or questions in a way that introduces words, phrases, people's names, or concepts. • Indicate disbelief, disgust, or surprise in the child's disclosure. • Try to correct, confront, change, challenge, or influence what the child says. <p>If an indirect disclosure is made, for example "I don't like my step-mum" or "I don't want to go home" and you need a bit more information, you can use an open-ended question such as "How come?" or T.E.D (tell, explain, describe). DO NOT use closed or leading questions or question extensively.</p>
Clergy/Staff/ Volunteers	<p>3. Identify child abuse</p> <p>4. Is the child in imminent danger</p>	<p>For assistance in identifying child abuse concerns, follow the Identifying Child Abuse Guidelines and inform/consult with your manager or the Safeguarding and Risk Manager.</p> <p>Determine if the situation is such where the child is receiving abuse and it is being witnessed by you, or you have concerns that they are in danger if they go home with their caregiver.</p>

Who	Step	Description/Rules
Clergy/Staff	5. Report Imminent Danger to Police, Oranga Tamariki, or other parties and inform Manager and Safety and Risk Manager.	<p>If the child is in imminent danger or risk of continued harm the Clergy, staff member or volunteer must immediately call Police or Oranga Tamariki, followed by making a Report of Concern. Please note that the Police are the organisation who can take immediate action to ensure the safety of a child. Oranga Tamariki can only ensure safety having been through a Family Court process.</p> <p>If the child or young person poses a serious threat to the safety of themselves or others, move the other children to safety and call the police immediately on 111.</p> <p>If the child is in imminent self-harm/suicidal danger phone the mental health team at the local hospital or the Police on 111.</p> <p>If the abuse is being perpetrated by a person from the clergy, staff member or volunteer, immediately ensure that the suspected individual does not have any contact with the child who is the subject of the allegation and raise immediately with manager and/or Safeguarding Risk Manager so a risk assessment can be undertaken to determine what level of access, if any, that person should have to other children.</p> <p>No-one has the authority to prevent a parent or caregiver from collecting their child from a programme even when imminent danger is identified.</p> <p>It is critical that the Police and OT are provided with the child's full name, DOB if available, the parent/ caregivers full name, and the address they live at. Followed by "word for word" what the child had disclosed.</p>

Who	Step	Description/Rules
Volunteer		<p>Any other information such as the licence plate of the vehicle the parent or caregiver is driving is also helpful for the police.</p> <p>Inform your immediate manager or the Safety and Risk Manager who will follow the next steps in the procedure. If neither are available and the child is in imminent risk, contact the Police immediately.</p>
Clergy, Staff Member, Manager	6. Fill out the Concern Form	<p>Clergy, staff members or volunteers who have concerns about child abuse or receive a disclosure should complete Concern Form and must consult immediately with the Safeguarding and Risk Manager.</p> <p>For a child abuse disclosure from a child, document as specifically as possible what the child said and the responses that you made and any clarifying questions asked (word for word and remember to put the date, time, place and who was present).</p>
Safeguarding and Risk Manager	7. Review the Concern Form	<p>Review form prepared by clergy, staff member/manager, ensuring content provides the required information. Work with the clergy, staff member, volunteer to include any additional information required.</p>
Clergy/Staff Member	8. Inform caregiver of concern	<p>Although the parent or caregiver of the child will usually be informed of concerns, there may be times when those with parental responsibility may not be initially informed. This may be when:</p> <ul style="list-style-type: none"> • The parent or caregiver is the alleged perpetrator. • It is possible that the child may be intimidated into silence.

Who	Step	Description/Rules
		<ul style="list-style-type: none"> There is a strong likelihood that evidence will be destroyed. The child does not want their parent or caregiver involved and they are deemed competent to make that decision. <p>Informing them would put others at risk, such as the referrer and other children or staff.</p>
	9. No further action	If it is determined that there are no concerns that require follow up, then the concern will be closed with no further action.
	10. Supports to be considered	If it is agreed that support is required but the situation does not warrant a report of concern to Oranga Tamariki, a decision can be made about approaching the family/whānau for permission to make a referral to a local social service with specialised knowledge in the area of concern.
Safeguarding and Risk Manager	11. Refer to Statutory Agencies – Oranga Tamariki and/or Police	<p>Report of Concern will be made to Oranga Tamariki by email to contact@ot.govt.nz.</p> <p>Reports of Concern received by staff and made to Oranga Tamariki are to be kept on a Care and Protection Register in a secured folder. This ensures confidentiality and allows for easier identification of patterns of concern. The integrity of the information in the Care and Protection Register is the responsibility of the Safeguarding and Risk Manager and will be overseen by the Diocesan Registrar.</p> <p>Staff will continue to provide the Safeguarding and Risk Manager with all information related to a child</p>

Who	Step	Description/Rules
		protection issue. Staff members will provide to the Safeguarding and Risk Manager all case notes, emails, copies of texts or any other information relating to any concerns raised. This includes all reports relating to concerns whether they have been forwarded to Oranga Tamariki or not.

Key Relevant Documents

- Diocese of Waiapu Safeguarding and Risk Policy
- Safeguarding Record Keeping Procedures
- Concern Form

7. Home Visiting/Working Alone Policy

Purpose

The Anglican Diocese of Waiapu is legally required and has a responsibility as a loving Christian community, to ensure the safety and wellbeing of all those who receive a service as well as those who perform the service in situations where home visits or working alone are required. This policy is for situations of lone working including home visiting and working with vulnerable groups alone.

Application

All clergy (stipendiary and non-stipendiary), volunteers and employees.

Definitions and Abbreviations

ADOW	Anglican Diocese of Waiapu
Children	From age 0 – 17
Clergy	All Anglican Clergy within the Diocese of Waiapu whether deacons, priests or bishops, and whether they hold a licence, a permission to officiate or a letter of authority.
Pastoral Care	The Ministry of providing emotional, social and spiritual support.

Employees	A person working for The Diocese or Parish, including an employee, contractor, consultant, student, or associate, whether working on a full time, part time, casual, or temporary basis.
Volunteer	A person who freely offers their time to support the work of the Parish or Diocese.
Vulnerable Groups	All people who are in need of special care, support or protection because of age, disability or risk of abuse or neglect.
Home Visit	Refers to a visit at the home of the parishioner.
Children's Programme	Any programme delivered to children including Sunday School, music groups, Messy Church etc.

Policy

1. No home visits, including pastoral care, should be carried out by anyone who has not received the appropriate vetting or completed the safeguarding training.
2. No first initial meeting or home visit, including pastoral care, should be carried out by a person alone unless the person being visited is well known to the parish.
3. All home visits including pastoral care should have a risk assessment undertaken prior to commencement.
4. If you are undertaking home visits you must ensure someone knows where you have gone and when you are expected to return. They should be contacted if your return is delayed.
5. No programmes involving children should be held (when parents are not present) without the number of adults to children ratio as outlined by the Ministry of Education.
6. All group programmes need to have the relevant risk assessments completed prior to commencing the programme.
7. If working alone, ensure that you have a secure space where you can observe people approaching. In some circumstances consider securing the entry to the building to ensure your personal safety and security of the facility.
8. Always carry a mobile phone when working alone.

Key Relevant Documents

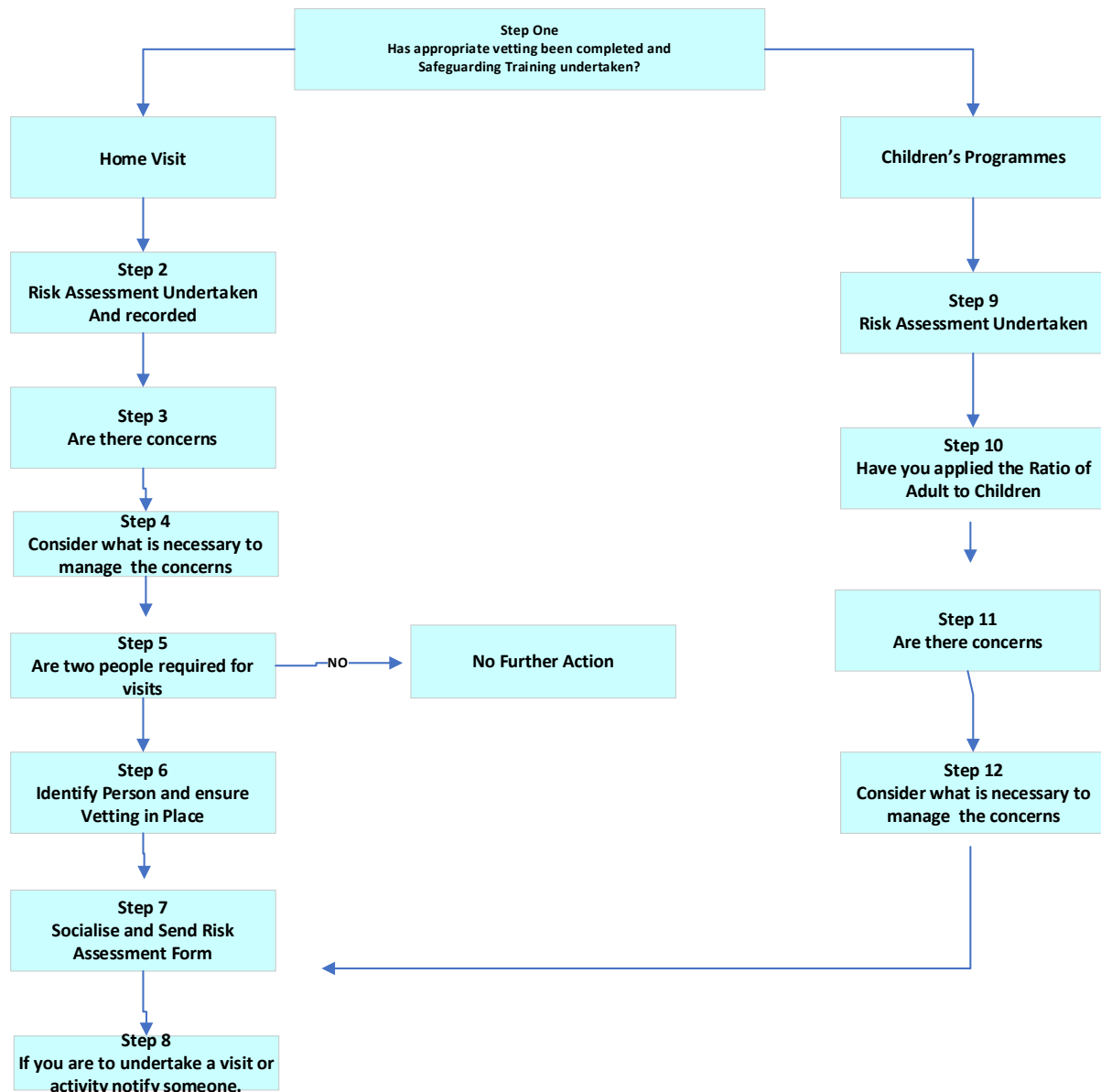
- Safeguarding and Risk Policy
- Ministry of Education Ratio's (<https://www.education.govt.nz/early-childhood/licensing-and-regulations/regulation-44a>)
- Procedures for Home Visiting and Working Alone.
- Anglican Communion Safe Church Commission Guidelines
- Risk assessment form.
- Concern/Disclosure Form

Home Visiting and Working Alone Procedure

This procedure implements the Diocese of Waiapu Policy on Safety and Wellbeing of All (Safeguarding Policy) as the Sub Policy of Home Visiting and Working Alone.

It is in place to ensure the safety all who are providing services to the church community when they are home visiting or working alone.

Flowchart



Procedure for Home Visiting and Working Alone

Who	Step	Description/Rules
Clergy/Manager	1. Vetting & Training	Ensure the person who is appointed to carry out the task has undertaken the appropriate vetting and has attending the Safeguarding Training.
Visitor and Clergy or Manager	2, 3 and 4 Risk Assessment undertaken	<ul style="list-style-type: none"> Undertake a risk assessment of the visit to be undertaken. Identify Concerns Use the Home Visiting Risk Assessment Checklist and ensure that concerns are addressed on the form. <p>(Form attached as an Appendix to this document).</p>
Clergy/Manager	5 and 6 Identify second person to attend visit.	A first home visit needs to be undertaken by two people if it is to a location or family which is unknown to the person visiting. If a second person is attending, ensure their vetting has been completed and is up to date.
Clergy/Manager	7. Risk Assessment Form	Risk Assessment form to be sent to Safeguarding and Risk Manager
Clergy/Manager	8. Undertake your visit.	Undertake the visit or activity. Ensure that someone knows where you are going, what time to expect your return and who to contact if you do not return as expected.
Children's Programmes		
Clergy/Manager	9. Vetting	Ensure the person who is appointed to lead the programme has received appropriate vetting and safeguarding

Who	Step	Description/Rules
		training
Clergy or Manager and Programme Leader	10. Confirm adult to child ratio	Confirm whether parents are involved and if not ensure you have a ratio as outlined. Ratio is set at 2:10 for under 2-year-olds and 2:20 for over 2-year-olds.
Clergy or Manager and Programme Leader	11. Identify concerns	Identify concerns and record these within a risk assessment.
Clergy or Manager and Programme Leader	12. Manage concerns	Record and implement how you will manage any of the identified concerns with the risk assessment.
Clergy or Manager and Programme Leader	13. Risk Assessment Form	<ul style="list-style-type: none"> • Socialise the risk assessment with the Programme members. • Send a copy of the Risk Assessment form to the Safeguarding and Risk Manager.

Key Relevant Documents

- Anglican Diocese of Waiapu Policy for the Safety and Wellbeing of All (Safeguarding Policy)
- Home Visiting /Working Alone Policy
- Ministry of Education Ratios ([https:// www.education.govt.nz/early-childhood/licensing-and-regulations/regulation-44a](https://www.education.govt.nz/early-childhood/licensing-and-regulations/regulation-44a))
- Anglican Communion Safe Church Commission Guidelines
- Risk Assessment Document.
- Concern/Disclosure Form

8. Managing Unsafe Parishioners Policy

Purpose

The Anglican Diocese of Waiapu has a responsibility as a loving Christian Community, to ensure the safety and wellbeing of all those who receive a service as well as those who perform the service in situations where it is known that there is a Parishioner who may be a risk to the community. The purpose of this policy is ensuring that all of the church community are kept safe from members who are known to be a risk to others.

Application

All Clergy (stipendiary and non-stipendiary), Wardens and Vestry/Parish Council.

Definitions and Abbreviations

ADOW	Anglican Diocese of Waiapu
Clergy	All Anglican Clergy within the Diocese of Waiapu whether deacons, priests or bishops, and whether they hold a licence, a permission to officiate or a letter of authority.
Unsafe Parishioner	Someone who has a criminal conviction or is known for violence (physical or emotional), sexual abuse of children or sexual violation of adults, family harm.
Risk Assessment	The identification of risk and the building of a safety net to compensate for the risk.
Wardens	The Church Wardens hold roles with the Vestry or Parish Council which roles include the collecting or records for the church; to collect, attest and record collections made to the church; to take care of the church buildings and their contents; to keep the parish roll up to date, to prepare audited/reviewed annual accounts for the Parish AGM and to be available for members of the Church to speak to them of any matters of concern. They, together with the Vicar, act in an executive management role.

Policy

1. When a person of concern is identified within the Parish or through any of the Ministries associated with the Parish, a risk assessment should be completed between the Clergy or if appropriate the Wardens or a combination of the two as well as the person of concern.
2. All information must be held in confidence and should not be shared with anyone other than those working with the person of concern.
3. An implementation plan outlining the conditions of the person's association with the church will be written up and kept by the Clergy/Wardens and the person of concern. The types of conditions that may be included would be attendance at particular services; attendance at social functions but each implementation plan will be written to meet the needs of all concerned.
4. When the person of concern fails to adhere to an agreed safety plan, then a meeting between the parties of the plan together with the Safeguarding and Risk Manager will be set up to discuss the situation. The consequences of failure to adhere to the safety plan may result in the person of concern not being able to attend church services or gatherings in the future.

Key Relevant Documents:

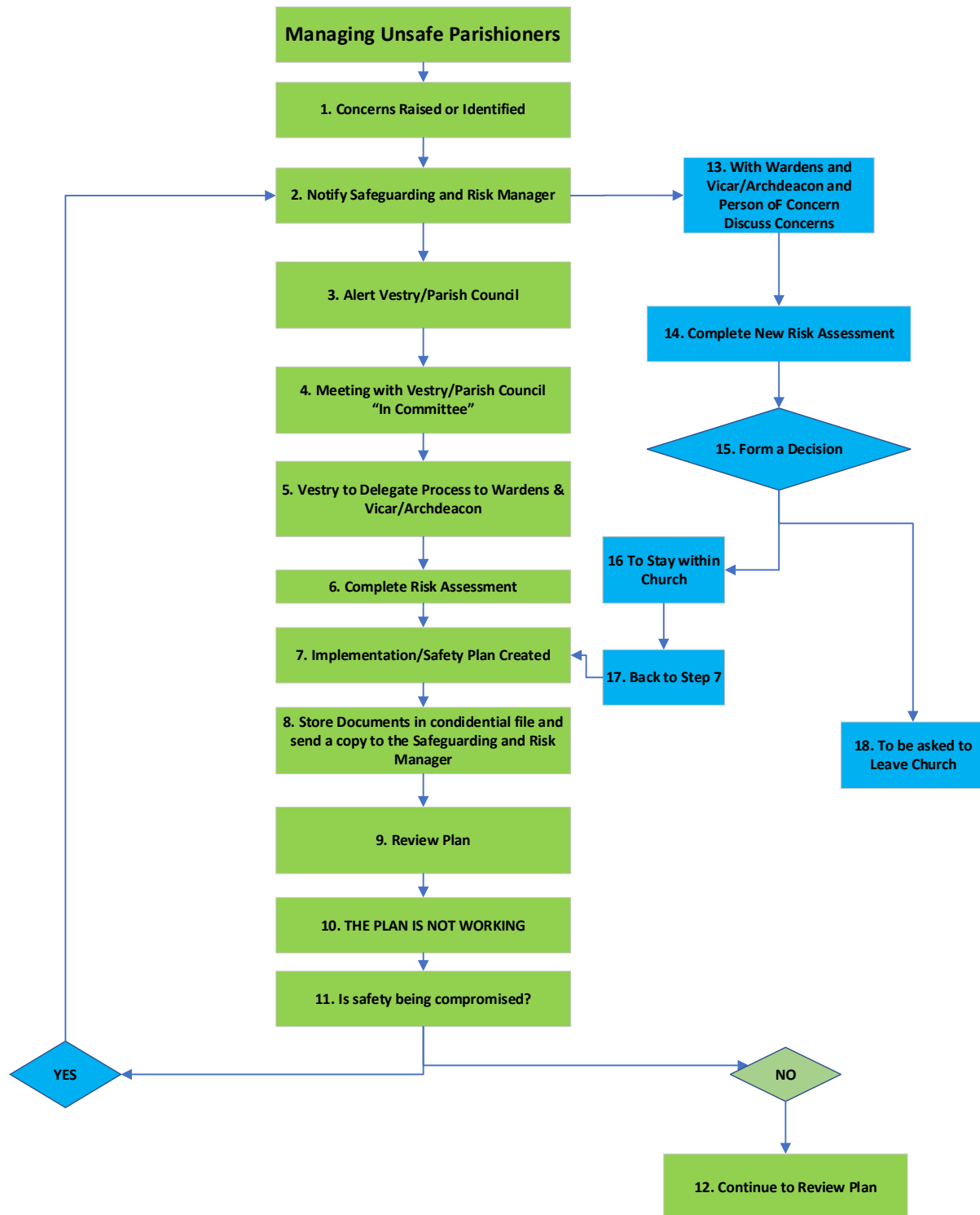
- Diocese of Waiapu Safeguarding and Risk Policy
- Record Keeping Policy.
- Anglican Communion Safe Church Commission Guidelines
- Procedures for Managing Unsafe Parishioners
- A guide for Vestries, and Wardens (March 2021), Anglican Diocese of Waiapu Website.

9. Managing Unsafe Parishioners Procedure

Purpose

- This procedure implements the Diocese of Waiapu Policy on Safety and Wellbeing of All (Safeguarding Policy) as the Sub Policy of Managing Unsafe Parishioners.
- It is in place to ensure the safety of all who are providing services to the church community and responding appropriately in the situation there is a concern about a potentially unsafe parishioner.

Flowchart



Procedure for Managing Unsafe Parishioners

Who	Step	Description/Rules
Clergy/Wardens/Vestry or Parish Council	1. Concerns raised or identified.	Detail the information received and keep clear records. Check with the person providing the information that you have this information recorded accurately.
Clergy/Wardens/Vestry or Parish Council Safeguarding and Risk Manager	2. Notify Safeguarding and Risk Manager as early as possible	Safeguarding and Risk Manager will be able to assist with the process
Wardens/Clergy	3. Alert Vestry/Parish Council	Work with the Safeguarding and Risk Manager to Consider if Vestry/Parish Council is too wide as a group (will depend on context)
Wardens/Clergy	4. Meeting with Vestry/Parish Council	At this time the meeting to be held "In Committee"
Vestry/Parish Council	5. Vestry/Parish Council to delegate process to Wardens and Vicar (or Archdeacon)	Use the suggested template for a motion to Vestry to give effect to the above.
Clergy/Wardens/Person of Concern Use Safety and Risk Manager if that is deemed necessary.	6. Complete risk assessment as per the form attached to	Risk assessment needs to be clearly written and understood by all parties. It needs to ensure that the safety needed to address the risk is recorded.

Who	Step	Description/Rules
	this procedure.	
Clergy/Warden/ Person of Concern	7. Implementation/Safety Plan to be developed (form attached to this procedure)	<p>The implementation/safety plan must be written between the parties with an understanding of who will monitor the plan to ensure it is met.</p> <p>The plan needs to include actions if the agreements detailed in the plan are breached (step 9).</p>
Clergy/Wardens	8. Documents to be stored in a confidential place. *See below	Copy of the risk assessment and implementation/safety plan to be kept securely in a confidential file at the Parish and a copy sent to the Safeguarding and Risk Manager.
Clergy/Wardens/ Person of Concern	9. Review of Implementation/Safety Plan	The plan should be reviewed at three monthly intervals to ensure it is working and remains applicable.
Clergy/Wardens/ Person of Concern/Safety and Risk Manager	10. If the Plan is not working	Identify how this is not working and what impact it has on the Church community and the person of concern.
Clergy/Wardens/ Person of Concern and Safety and Risk Manager	11. Is safety being compromised ?	<p>If Yes, notify the Safeguarding and Risk Manager and go back to Step 2 of this procedure</p> <p>If No continue to review the plan and go to step 12.</p>
Clergy/Wardens/ Person of Concern	12. Review safety plan	Review safety plan regularly and at least three-monthly intervals.

Who	Step	Description/Rules
Clergy/Wardens/ Person of Concern	13. Discussion of concerns	With all parties, discuss what the concerns are.
Clergy/Wardens/ Person of Concern	14. Complete New Risk Assessment	Risk assessment needs to be clearly written and understood by all parties. A copy needs to be sent to the Safety and Risk Manager
Clergy/Warden/Safety and Risk Manager	15. Form a decision	Keep a record of the decision made. Discuss the decision with the person of concern.
Clergy/Warden (and others the group deem necessary)	16. Decision Decision 1 - to stay within the church community Decision 2 - to leave the church community.	Inform the person of concern of this decision.
Clergy/Warden/ Person of Concern	If Decision 1 complete a new implementation/safety plan	Store in confidential file and send a copy to Safety and Risk Manager
Clergy/Warden/Person of Concern	If Decision 2 advise the person of concern with the decision	Store decision in confidential file and send copy to Safety and Risk Manager. Discuss with person of concern the need to advise any other church they may attend if we are made aware that this has occurred.

*It is very important that the documents are kept and only shared with people who need to know. This would include any new Vicar or Wardens. It needs to be considered that should the person of concern leave the district or attend a new church; a conversation should be had with them advising that it would be helpful if we had permission to pass on the information to another area or church. At that point the records held in the Parish can be destroyed.

Key Relevant Documents:

- Diocese of Waiapu Safeguarding and Risk Policy
- Diocese of Waiapu Policy on Managing Unsafe Parishioners
- Safeguarding Record Keeping Procedures
- Template on motion to delegate to Wardens and Vicar/Archdeacon
- Risk Assessment Form
- Implementation Plan Form

10. New Ministry Policy

Purpose

The Anglican Diocese of Waiapu has a responsibility as a loving Christian community, to ensure the safety and wellbeing of all those who receive a service as well as those who perform the service. The purpose of this policy is to ensure that all of the church community are kept safe when new Ministry is designed, set up and started.

Application

All Clergy (stipendiary and non-stipendiary), wardens and vestry together with anyone employed or volunteering for new Ministry.

Definitions and Abbreviations

ADOW	Anglican Diocese of Waiapu
Clergy	All Anglican Clergy within the Diocese of Waiapu whether deacons, priests or bishops and whether they hold a licence, a permission to officiate or a letter of authority.
Wardens	The Church Wardens hold roles with the Vestry or Parish Council which roles include the collecting or records for the church; to collect, attest and record collections made to the church; to take care of the church buildings and their contents; to keep the parish roll up to date, to

	prepare audited/reviewed annual accounts for the Parish AGM and to be available for members of the Church to speak to them of any matters of concern. They, together with the Vicar, act in an executive management role.
Vestry/Parish Council	Those members elected to assist the Wardens and Clergy to manage the administration of the Church. In Co-operating Parishes, referred to as Parish Council
Employees	A person working for The Diocese or Parish, including an employee, contractor, consultant, student, or associate, whether working on a full time, part time, casual, or temporary basis.
Volunteer	A person who freely offers their time to support the work of the Parish or Diocese.
New Ministry	Any programme being considered to be set up within a Parish or Archdeaconry. Examples of these would be Messy Church, Children's programmes, Rest Home ministry, Prayer groups, Op Shops, youth groups, family, youth or children's camps, prayer and home groups, music groups.

Policy

1. When a Parish is considering a new Ministry, they are required to undertake an assessment of the new Ministry to ensure the programme meets the requirements of the Safeguarding and Risk Policy.
2. All leaders of the new ministry need to have been vetted as per the Safeguarding and Risk Policy.
3. Any risks associated with the new ministry will need to be identified and a safety plan put in place to ensure that the risks are addressed.

Key Relevant Documents

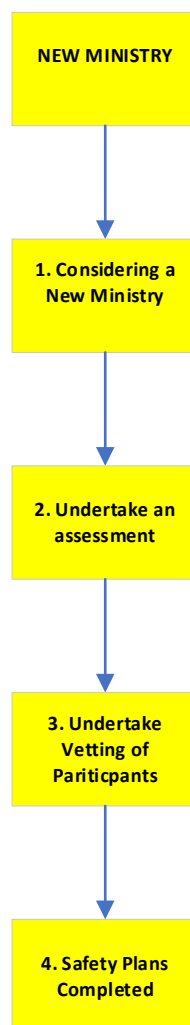
- Safeguarding and Risk Policy
- Code of Conduct
- Title D
- Home Visiting/Working Alone Policy
- Managing Unsafe Parishioners Policy
- Record Keeping Policy
- Training Policy
- New Ministry Procedures

11. New Ministry Procedure

Purpose

- This procedure implements the Diocese of Waiapu Policy on Safety and Wellbeing of All (Safeguarding Policy) as the Sub Policy of Managing Unsafe Parishioners.
- It is in place to ensure the safety of people participating in or who are providing new ministry to the church community.

Flowchart



Procedure

Who	Step	Description/Rules
Clergy/wardens'/ employees/ volunteers	1. Assessment carried out	<p>Complete an assessment of the proposed new ministry to ensure it meets, not only the needs of the Parish but also complies with policies relating to safeguarding and health and safety. The assessment should cover such things as:</p> <ul style="list-style-type: none"> • Who will be involved? • What will they be involved in? • What vetting is required or has already been completed? • Any new risks or hazards that require consideration? <p>These assessments should be recorded and kept in a safe place.</p>
Clergy/wardens'/ managers	2. Vetting undertaken	<p>All those involved in the new ministry must have the vetting undertaken outlined in section 8.4 of the Safeguarding and Risk Policy.</p> <p>Vetting is undertaken by the Diocesan office.</p> <p>The results of vetting must be received before the person commences with the new ministry.</p>
Clergy/wardens'/ managers	3. Risks identified	<p>Any risks identified with regard to Safeguarding need to be discussed with the Safeguarding and Risk Manager. If it is agreed that risks can be managed, then a safety plan needs to be developed to ensure that all parties are aware of what needs to occur.</p>

Key Relevant Documents

- Title D
- Home Visiting/Working Alone Policy
- Managing Unsafe Parishioners Policy
- Training Policy

12. Safeguarding Record Keeping Policy

Purpose

The Anglican Diocese of Waiapu has a responsibility as a loving Christian community, to ensure the safety and well-being of all those who receive a service as well as those who perform the service. This policy is to ensure that records are kept accurately and confidentially, and any notifications required to be made are completed with accuracy and timeliness in accordance with current legislation.

Application

All clergy (stipendiary and non-stipendiary), wardens, employees and volunteers.

Definitions and Abbreviations:

ADOW	Anglican Diocese of Waiapu
Clergy	All Anglican Clergy within the Diocese of Waiapu whether deacons, priests or bishops, and whether they hold a licence, a permission to officiate or a letter of authority.
Wardens	The Church Wardens hold roles with the Vestry or Parish Council which roles include the collecting or records for the church; to collect, attest and record collections made to the church; to take care of the church buildings and their contents; to keep the parish roll up to date, to prepare audited/reviewed annual accounts for the Parish AGM and to be available for members of the Church to speak to them of any matters of concern. They, together with the Vicar, act in an executive management role.

Employees	A person working for the Diocese or Parish, including an employee, contractor, consultant, student or associate, whether working on a full time, part time, casual or permanent basis.
Volunteers	A person who freely offers their time to support the work of the Parish or Diocese.
Active Records	Any documents relating to the matters of safeguarding within the Diocese and are current and active.
Archived Records	Any documents relating to the matters of safeguarding with the Diocese and are no longer required for current use, but with permanent or continuing value relating to the history and activities of the Diocese.
Electronic Records	Those records which are held within a database, on email or similar and must be managed with the same care as other records.
Management of Records	<p>Files should be stored on shared drives rather than “H” drives where the information is not retrievable when the owner is not available. There does need to be clear security around who can access these documents.</p> <p>Records should not be held on personal electronic devices, personal drives or personal cloud storage, USB flash drives, CD/DVD, portable hard drive.</p>
Notifications	When it is required that a report of concern is made to Civil Authorities about concerns held in the Diocese.
Confidentiality	Recognising that confidentiality is not absolute and there are times when information shared will need to be passed on to others.

Policy

1. If someone discloses abuse or there is a suspicion that abuse is occurring, clergy, lay people, wardens, employees, and volunteers must take responsibility for doing something about the concern.

2. All matters relating to Safeguarding and Risk Management need to be recorded accurately and within 24 hours and referred to the Safeguarding Manager within 48 hours.
3. If a person is in danger of imminent harm the police must be called immediately.
4. The creation, collection, use, retention, and disposal of information will comply with New Zealand legal requirements and in particular the Privacy Act, 2000.
5. Any records containing personal information must be held securely and confidentially in a locked cupboard or filing cabinet. People responsible for storing information must ensure there are safeguards in place that are reasonable in the circumstances to prevent loss, misuse, or disclosure of personal information.
6. Before responding to a request to release information related to safeguarding the Safeguarding Manager must be consulted. Generally, an organisation must provide access to the personal information it holds about someone if the person in question asks to see it. In some situations, an organisation may have good reason to refuse a request for access to personal information. For example, the information may involve an unwarranted breach of someone else's privacy or releasing it may pose a serious threat to someone's safety.
7. The Safeguarding Manager will retain all information related to individual safeguarding concerns electronically within password protected files. This may be both active and historical information.

Key Relevant Documents

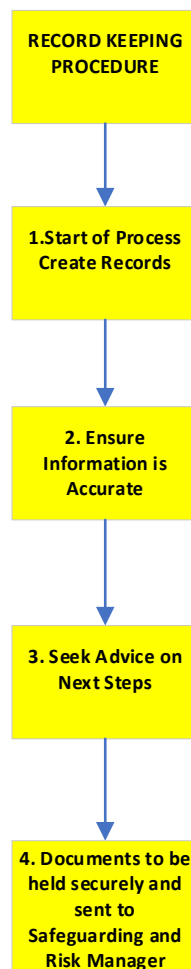
- Safeguarding and Risk Policy
- Record Keeping Procedures
- Procedures covering:
 - Home Visiting/Working Alone
 - Managing Unsafe Parishioners
 - Title D
 - Code of Conduct
 - New Ministry
 - Child Abuse and Neglect
 - Adult Abuse
- Privacy Act 2020 and Privacy Principles

13. Safeguarding Record Keeping Procedure

Description

- This procedure implements the Diocese of Waiapu Policy on Safety and Wellbeing of All (Safeguarding Policy) as the Sub Policy of Record Keeping and Notification.
- It is in place to ensure that all records are kept appropriately and confidentially.
- All staff including Clergy as well as Wardens and volunteers must adhere to this policy.
- The creation, collection, use, retention, and disposal of information will comply with regulatory requirements.

Flowchart



Procedure

Who	Step	Description/Rules
<p>Clergy, wardens, employees, volunteers</p> <p>Safeguarding & Risk Manager,</p> <p>Complainant, Respondent</p>	<p>1. Creation of Records</p>	<p>Full and accurate records must be created and maintained to support the administrative and legal requirements necessary to document events.</p> <p>Records must be:</p> <ul style="list-style-type: none"> • In an accessible form for future reference • Adequate for the purposes for which they are kept. • Authentic and provide evidence of activity, including content, context, and structure; and • Legible, readily identifiable, and retrievable. <p>If a disclosure is made, note the setting and anyone else who was present during the disclosure.</p> <p>Ensure the notes are made as soon as possible if not during the meeting.</p> <p>Use the person's own words and phrases.</p> <p>Do not add your opinion.</p> <p>Be aware that your report may be required later as part of a legal action.</p> <p>Relevant forms as available should be used.</p> <p>(See Do's and Don'ts of reporting mistreatment)</p>
	<p>2. Ensure information correct.</p>	<p>Once recorded, the information should be shared with the person involved in the record to ensure that all relevant information has been captured.</p>

Who	Step	Description/Rules
		<p>If there is disagreement in what has been recorded, and this cannot be resolved, there needs to be a further note recorded on a separate document to be attached to the original document.</p> <p>Both parties need to sign and date the documents.</p>
	3. Seek Advice	Consider seeking advice on what the next steps should be. Consult with your manager, clergy or Safeguarding and Risk Manager.
		Once completed, the documents need to be held in a secure confidential place.

Key Relevant Documents

- Record Keeping and Notifications Policy
- Procedures covering:
 - Home Visiting/Working Alone
 - Managing Unsafe Parishioners
 - Title D
 - Code of Conduct
 - New Ministry
 - Abuse of children
 - Abuse of Adults
- Concern/Disclosure Form
- Do's and don'ts of reporting mistreatment (attached)
- Risk Assessment Documents
- Implementation Plan for Safety

14. Safeguarding Training Policy

Purpose

The Anglican Diocese of Waiapu, is legally required and has a responsibility as a loving Christian community, to ensure the safety and wellbeing of all those who receive a service as well as those who perform the service. This policy is to outline the training required to ensure that we have a Safe Church Community.

Application

All clergy (stipendiary and non-stipendiary), office holders, employees and volunteers.

Definitions and Abbreviations

ADOW	Anglican Diocese of Waiapu
Clergy	All Anglican Clergy within the Diocese of Waiapu whether deacons, priests or bishops and whether they hold a licence, a permission to officiate or a letter of authority.
Office Holders	Those members who hold an office within parishes such as Vestry or Parish Council Members.
Employees	A person working for the Diocese or Parish, including an employee, contractor, consultant, student or associate, whether working on a full time, part time, casual or temporary basis.
Volunteer	A person who freely offers their time to support the work of the Parish or Diocese.

Policy

1. Training in the following areas will be undertaken by all clergy, office holders, employees and volunteers:
 - Introduction
 - Theology of Safe Church or Safeguarding
 - Child Abuse and Neglect
 - Impacts of Child Abuse and Neglect
 - Vulnerable Adult Abuse

- Grooming
 - Impact of Abuse on Secondary Victims and Communities
 - The importance of Listening to Victims of abuse.
 - Confidentiality
 - Theology of care in the context of abuse
 - Forgiveness
 - Care for Victims and those who abuse
 - Processes
 - Understanding Power
 - Effective Leadership
2. All those who are subject to Title D shall attend Title D training, as outlined by General Synod, ensuring their understanding of their responsibilities under Title D.
 3. Employees and volunteers will have training on Code of Conduct and understanding their responsibilities under that Code.

Key Relevant Documents:

- Safeguarding and Wellbeing of All Policy
- Anglican Communion Safe Church Commission Guidelines
- Safeguarding Training Procedures.

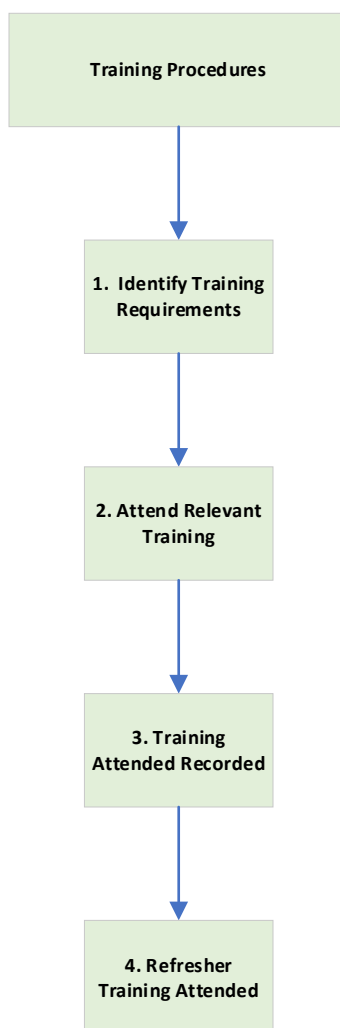
15. Safeguarding Training Procedure

Purpose

This procedure implements the Diocese of Waiapu Policy on Safety and Wellbeing of All (Safeguarding Policy).

The purpose of this procedure is to ensure that people providing a service to the church community have undergone relevant training to keep themselves and those they work with safe. This includes all clergy, licensed laity, office bearers, employees and volunteers within the church and church activities.

Flowchart



Procedures

Who	Step	Description/Rules
Clergy/managers	1. Identify what training is required for each person.	Ensure that the appropriate level of training is facilitated for all those identified in accordance with the Safety and Wellbeing of All policy. Ensure that those who require the training are supported to attend. Ensure all new people providing services their training needs are

Who	Step	Description/Rules
		identified as part of their orientation to the role.
Clergy/vestry/ wardens/employees /volunteers	2. Attend training	Attend relevant training and participate to ensure a thorough understanding of the topics.
Safeguarding and Risk Manager	3. Record Attendance	Ensure that all who attend have this recorded against each module. Prepare certification for completing the modules.
Clergy/vestry/wardens/ employees/volunteers	4. Refresher Training	As agreed in The Safeguarding and Wellbeing of All Policy, refresher training will be required every three years.

Key Relevant Documents

- Safety and Wellbeing of All Policy
- Safeguarding Training Policy

16. Appendices

Appendix A: Safeguarding Concern/Disclosure Form

CONFIDENTIAL	
Brief Summary of Concern/Disclosure: <i>(to be completed by person receiving/observing the concern or hearing disclosure).</i>	
Name of person receiving concern/disclosure	
Current role	
Name of Service/ Provider/ Parish	
Name of complainant <i>(and if appropriate, age)</i>	
Name of respondent	
Date received	
Background: <i>(what were the circumstances around the concern)</i>	
Names of any witnesses	
Investigation process	
Consulted with Safeguarding Risk Manager	Yes/No
Date	

Action to be Taken: <i>(to be determined by Safeguarding and Risk Manager in consultation with others)</i> <ul style="list-style-type: none"> ▪ Referral to outside agency. Which? ▪ Referral to Police ▪ Referral to Ministry Standards ▪ Other _____
Outcomes/Findings

Recommendations

Action	Responsible	Date
Signed by Complaint Investigator:		
Date: ../...../.....		

Attach additional notes, witness notes and confirmed statements.

This report is confidential and is to be distributed only to:

Safeguarding and Risk Manager

Appendix B: Home Visiting Risk Assessment and Safety Plan

Parish	
Name of person to be visited	
Address of person to be visited	

Risk Assessment	Safety Plan
<p>Does the person being visited have a history of violence or threatening behaviour?</p> <p>Yes/No/Unknown</p> <p><i>If yes, please detail below.</i></p>	<p><i>Consider: Should the visit occur at a different venue; Is a second person needed; Have we done some homework on the purpose of the visit.</i></p>
<p>Is the person being visited a risk to themselves?</p> <p>Yes/No/Unknown</p>	
<p>Who will be present during the visit? Does anyone living in the house have a history of violence or threatening behaviour?</p> <p>Yes/No/Unknown</p> <p><i>If yes, please detail below.</i></p>	<p><i>What is known about who lives in the home; Should the visit occur at a different venue; Is a second person needed.</i></p>
<p>Does anyone who visits the adult have a history of violence or threatening behaviour?</p> <p>Yes/No/Unknown</p> <p><i>If yes, please detail below.</i></p>	<p><i>As above</i></p>

Risk Assessment	Safety Plan
<p>Does the person being visited have any vulnerabilities that would make it inappropriate for them to be visited alone?</p> <p>Yes/No/Unknown</p>	
<p>Does the person being visited have any health problems that may cause unpredictable behaviour?</p> <p>Yes/No/Unknown</p> <p><i>If yes, please detail below.</i></p>	
<p>Are there any health risks associated with visiting the person at home? (<i>Examples might be dangerous pets, smoking, intravenous drug use</i>)</p> <p>Yes/No/Unknown</p> <p><i>If yes, please detail below.</i></p>	
<p>Is the person's home in a well-lit area?</p> <p>Yes/No/Unknown</p> <p><i>Please detail below any difficulties you are aware of.</i></p>	
<p>Is there easy access to the home, more than one exit? Are doors obstructed and not easily opened?</p> <p>Yes/No/Unknown</p> <p><i>If yes, please detail below.</i></p>	

Risk Assessment	Safety Plan
<p>Are there any other risk factors or hazards (including mental health, substance/alcohol misuse?)</p> <p>Yes/No/Unknown</p> <p><i>If yes, please detail below.</i></p>	
<p>Please provide any further information you think is important.</p>	

Completed by	
Role	
Signed	
Date	

- Send copy to Safeguarding Risk Manager

Appendix C: Risk Assessment & Safety Plan of Unsafe Parishioners

Parish	
Name of person of concern	
Address of person of concern	

Note: This document is to be completed by Clergy and the Person of Concern or by a Warden and the Person of Concern. A support person can be part of the assessment as support for the Person Concern. Safeguarding and Risk Manager can be consulted if required.

It is important that whoever is undertaking the risk assessment, they spend some time considering what needs to be identified and how they might ask the questions around this.

Risk Identification	Safety Measure (things that would negate the risk)
<p>Define the risks that the person of concern poses:</p> <p>Determine when risky behaviour last occurred.</p> <p>Does the person of concern accept that they could be or are a risk to others.</p>	
<p>Gather information about the person of concern's history (childhood, marriage, relationships, drug and/or alcohol use)</p>	
<p>Does the person of concern have any mental health or intellectual disabilities:</p>	

Discuss with the person of concern whether they are capable to identifying risk for themselves and what would those risks be?	
Is the person of concern able to set boundaries for themselves.	

Completed by	
Role	
Signed	
Date	

- Send copy to Safeguarding Risk Manager

Appendix D: Implementation Plan for Safety

Parish	
Name of person of concern	
Address of person of concern	

Risk Identification	Safety Measure (things that would negate the risk)
<i>(See examples given on following page)</i>	<i>(See examples given on following page)</i>

Completed by	
Role (Vicar or Warden)	
Signed	
Date	

- Send copy to Safeguarding Risk Manager

Examples:

Risk (examples)	Safety (examples)
Convicted Paedophile	<ol style="list-style-type: none"> 1. <i>Does not attend a church service where children are present.</i> 2. <i>Does not attend social events where children are present.</i> 3. <i>In circumstances beyond control and children are present, identify someone to be with the person of concern at all times.</i> 4. <i>Does not volunteer for any role within the church or its other missions.</i>
Identified risks of person towards children	<i>As above</i>
Known or have caused family harm:	<ol style="list-style-type: none"> 1. <i>Identify if the person who has been harmed still attends church and discuss with them what they would like to have happen.</i> 2. <i>If they are happy for the person of concern to continue to attend services, ensure that the victim has support with them at all times.</i> 3. <i>Person of concern is required not to speak to or in any way impede the victim of violence.</i>

Appendix E: Adult Abuse/Neglect Indicators

Indicators of Psychological Abuse

Psychological abuse usually happens because there is fear or emotional distress for those being targeted. This can include bullying, controlling, manipulating threats like: “You won’t see your grandchildren again if you don’t...! It is behaviour that causes mental anguish, stress or fear. For example:

- ridicule or threats.
- harassment or humiliation
- preventing choice or decision-making
- withholding affection.

Financial Abuse

Financial abuse can include misusing bank cards, forcing house mortgage deposits, taking possessions, or taking over financial authority. A loan or a guarantor signature can be “given” under duress or coercion, such as: “Just sign here Dad: If we don’t get back to the bank today, we will lose our house...”

It is illegal or improper use of money, property, or other assets. For example:

- unauthorised taking of money or possessions.
- misuse of power of attorney
- failure to repay loans.
- use of home and/or utilities without contributing to costs
- scams that rely on establishing a relationship with the older person with the intention of exploiting their savings and/or assets, e.g. romance scams.

Physical Abuse

Physical abuse is not always obvious unless hitting or pushing is noticed. Bruises can be hidden beneath clothing and complaints about pain are excused; for example: “Stop moaning, just watch where you are going and lift your feet - then you won’t trip up.”

It is the infliction of pain, injury or use of force. For example:

- hitting, pushing, rough handling
- over-medication
- inappropriate use of restraints or confinement.

Neglect

Neglect involves not providing the care an older person needs to keep well and involved, like: "You don't need hearing aids. No one talks to you with your smelly pants."

It is not providing for physical, emotional or social needs. For example:

- inadequate food, clothing, shelter
- lack of social contact, support
- health needs not attended to.

Self-neglect occurs where an older person is not caring for themselves adequately.

Institutional Abuse

Institutional abuse happens when an agency's practices or protocols are not respecting what older people need and are inflexible, such as: "Carers can only shower in the mornings, twice a week."

It is policy or accepted practice within an organisation that disregards a person's rights or causes harm. For example:

- lack of respect for a person's culture or customs
- Inappropriate rationing of continence products
- inflexible routines e.g. breakfast at 8 am in the dining room.

Sexual Abuse

Sexual abuse includes any inappropriate touching or any sexual advances without consent.

It is non-consensual sexual acts or exploitive behaviours. For example:

- inappropriate touching
- sexual acts with someone unable to give consent.

Elder Abuse

Physical elder abuse is the intentional use of force against an elderly person. It includes hitting, shoving, kicking, or physically restraining an older adult.

Signs of physical elder abuse include:

- Cuts or scrapes
- Broken bones
- Bruises

- Burns
- Dislocated joints
- Head injuries.
- Sprains

There are also signs beyond the injuries themselves that could mean an older person has suffered from physical abuse. These signs include:

- A pattern of hospitalisation for the same or similar injuries
- Delayed medical care for an injury.
- Poor explanations for the elder's injury from care providers
- Trips to different emergency rooms (to possibly avoid suspicion)

If an older person you love has been injured, make sure to ask caregivers how the injury happened and if it's being treated promptly. Any uncertainty could mean that the injury stems from physical abuse.

Recognising elder abuse

It can be difficult to identify elder abuse – people may not understand that what's happening is wrong, or they may be afraid to speak out.

Abusers are often someone the older person depends on for support or care. They often live with the person or are someone close to them – a family member, friend, or a neighbour.

Watch out for:

- fear of a particular person or people
- worry, anxiety or irritability.
- depression or withdrawal
- disturbed sleep
- changes in eating habits
- suicidal thoughts
- shaking, trembling, or crying
- rigid posture
- expressing helplessness, hopelessness, or sadness
- reluctance to talk openly or letting others speak for them.
- avoiding contact with a specific person (or refusing to make eye contact or speak to them).

Older people can be more at risk of abuse if they:

- are in financial hardship.
- have poor health.
- suffer from mental illness or dementia.
- depend on others to help them take care of themselves or get around.
- don't have friends or family close by or have conflict or dysfunction in their family relationships.
- have older or adult children or dependents with a disability or health issue.
- had limited education.



Appendix F: Identifying Child Abuse Guideline

Emotional abuse

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

Physical Indicators

- Bed-wetting or bed -oiling with no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Failure to thrive.
- Pale, emaciated.
- Prolonged vomiting and/or diarrhoea
- Malnutrition
- Dressed differently to other children in the family.

Behavioural Indicators

- Severe developmental lags without obvious physical cause
- Depression, anxiety, withdrawal, or aggression
- Self-destructive behaviour. This can include self-harm, suicide, alcohol, and drug abuse.
- Overly compliant
- Extreme attention-seeking behaviours or extreme inhibition
- Running away from home, avoiding attending school
- Nightmares, poor sleeping patterns
- Anti-social behaviours
- Lack of self-esteem
- Obsessive behaviours
- Eating disorders

Caregiver Indicators

- Labels the child as inferior or publicly humiliates the child (e.g. name-calling).
- Treats the child differently from siblings or peers in ways that suggest dislike for the child.
- Actively refuses to help the child.
- Constantly threatens the child with physical harm or death.
- Locks the child in a closet or room for extended periods of time.
- Teaches or reinforces criminal behaviour.
- Withholds physical and verbal affection.
- Keeps the child at home in role of servant or surrogate parent.

- Has unrealistic expectations of child.
- Inappropriately involves child in adult issues such as separation or disputes over child's care.
- Exposes child to witnessing, either seeing or hearing, situations of arguing and violence in the home.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing long-term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs. Neglect is a lack of action, emotion or basic needs.

Physical Indicators

- Dressed inappropriately for the season or the weather.
- Often extremely dirty and unwashed
- Severe nappy rash or other persistent skin disorders
- Inadequately supervised or left unattended frequently or for long periods.
- May be left in the care of an inappropriate adult.
- Does not receive adequate medical or dental care.
- Malnourished - this can be both underweight and overweight.
- Lacks adequate shelter.
- Failure to thrive.

Behavioural Indicators

- Severe developmental lags without an obvious physical cause
- Lack of attachment to parents/caregivers
- Indiscriminate attachment to other adults
- Poor school attendance and performance
- Demanding of affection and attention
- Engages in risk-taking behaviour such as drug and alcohol abuse.
- May steal food.
- Poor social skills
- No understanding of basic hygiene

Caregiver Indicators

- Puts own need ahead of child's.
- Fails to provide child's basic needs.
- Demonstrates little or no interest in child's life - does not attend school activities, social events.
- Leaves the child alone or inappropriately supervised.
- Drug and alcohol misuse.
- Depressed

Physical abuse

Physical abuse is a non-accidental act on a child that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also involves the fabrication or inducing of illness.

Physical Indicators (often unexplained or inconsistent with explanation given):

- Bruises, welts, cuts, and abrasions
- Burns - small circular burns, immersion burns, rope burns etc.
- Fractures and dislocations - skull, facial bones, spinal fractures etc.
- Multiple fractures at different stages of healing
- Fractures in very young children, especially those not yet mobile

Behavioural Indicators

- Inconsistent or vague explanations regarding injuries
- Wary of adults or a particular person
- Vacant stare or frozen watchfulness
- Cringing or flinching if touched unexpectedly.
- May be extremely compliant and eager to please.
- Dresses inappropriately to hide bruising or injuries.
- Runs away from home or is afraid to go home.
- May regress (e.g. bed-wetting)
- May indicate general sadness.
- Is violent to other children or animals.

Caregiver Indicators

- Inconsistent or vague explanations regarding injuries
- May appear unconcerned about child's wellbeing.
- May state the child is prone to injuries or lies about how they occur.
- Delays in seeking medical attention.
- May take the child to multiple medical appointments and seek medical treatment without an obvious need.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities (penetrative and non-penetrative, for example, rape, kissing, touching, masturbation) as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities, and sexual behaviours.

Physical Indicators

- Unusual or excessive itching or pain in the genital or anal area
- Torn, stained or bloody underclothing.
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area.
- Blood in urine or stools
- Sexually transmitted infections
- Pregnancy
- Urinary tract infections
- Discomfort in sitting or fidgeting as unable to sit comfortably.

Behavioural Indicators

- Age-inappropriate sexual play or language
- Bizarre, sophisticated, or unusual sexual knowledge
- Refuses to go home, or to a specific person's home, for no apparent reason.
- Fear of a certain person, place, sound, or smell
- Depression, anxiety, withdrawal, or aggression
- Self-destructive behaviour. This can include self-harm, suicide, alcohol, and drug abuse.
- Overly compliant
- Extreme attention seeking-behaviours or extreme inhibition
- Dresses inappropriately to hide bruising or injuries.
- Eating disorders
- Compulsive behaviours

Caregiver Indicators

- May be unusually over-protective of the child.
- Accuses the child of being sexually provocative.
- Misuses alcohol or drugs
- Invades the child's privacy (e.g. during dressing, in the bathroom)
- May favour the victim over other children.

Appendix G: Intimate Partner Violence

Intimate partner violence or family violence includes threatening to harm people, pets, or property, and causes family members to live in fear. Children are always affected either emotionally or physically where there is family violence even if they are not personally injured or physically present.

While some men experience violence from partners and family members, women and children are the most likely victims of family violence.

Indicators in the child

- Physical injuries consistent with the indicators of physical abuse
- Absenteeism from school
- Bullying or aggressive behaviour
- Complaints of headaches or stomach-aches with no apparent medical reason
- Talking about or describing violent behaviours

Indicators in the victim

- Physical Injuries including bruising to chest and abdomen, injuries during pregnancy.
- Depression and/or anxiety
- Inconsistent explanations for injuries
- Fearful
- Submissive

Indicators in the perpetrator

- Isolates and controls partner and children
- Threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children.
- Minimises and denies own behaviour or blames victim for the perpetrator's behaviour.

Appendix H Do's and Don'ts of Reporting Mistreatment

Handout: *What should you do and not do when someone discloses to you*

DO:

- Stay Calm – remember this is an important conversation with someone who may be more anxious than you are.
- Make sure that the person is safe from immediate risk.
- Listen positively to what they are saying and take it seriously.
- Accept what is being said (this is not the same as deciding whether the allegation is true or not – others will address this later).
- Avoid leading the person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said. This is particularly important when dealing with vulnerable children and adults who may succumb to suggestive questioning.
- Be aware of interpreting what the person is saying, especially if they have learning or physical disabilities which affect their ability to communicate.
- Be aware of the possibility that medical evidence may be required.
- With an adult discuss and negotiate what you will do next and why.
- With a child, determine whether the matter needs to be addressed through a Statutory Agency and consult with the Diocesan Risk Manager about the next steps.
- Ascertain the wishes of the person about what they want to do or to have happen. Be clear that this may be outside of your control if they are children.
- Explain boundaries of confidentiality, i.e. that you have a duty of care to report matters of alleged abuse and that the information will only be shared on a need-to-know basis.
- If it is a matter that you are bound to report (child abuse) inform them that you are duty bound to do so.
- Report to the Diocesan Safeguarding Manager.
- Write down what was said by the person disclosing as soon as possible.

Remember:

- You must not attempt to deal with the problem alone.
- The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously.
- Under no circumstances should anything be done, that might be construed as an investigation of the allegation, as action of this nature may contaminate evidence should a formal investigation by either the police or Oranga Tamariki be instigated.
- In the first instance the allegations should be reported to the diocesan safeguarding manager.
- Anyone has the right to contact Oranga Tamariki or the Police, but the diocesan safeguarding manager must be informed and is always available for consultation.

- If necessary, he/she will liaise with Oranga Tamariki or the Police on your behalf.
- Failure to observe these guidelines may leave a vulnerable child or adult unprotected against further abuse.

DO NOT:

- Press the person for more details; this will be done later.
- Stop someone who is freely recalling significant events (for example don't say "hold on we'll come back to that later" as they may not tell you again)
- Be judgmental or voice your own opinion.
- Do not promise to keep secrets: you cannot keep this kind of information confidential.
- Contact the alleged abuser.
- Pass on the information to anyone other than those with a legitimate need to know such as the Diocesan Safeguarding Manager.