

INTRODUCTION

The Anglican Diocese of Waiapu is legally required, and has a responsibility as a loving, Christian community to ensure the safety and promote the wellbeing of children, young people and adults including our stipendiary or non-stipendiary clergy, employees, and our volunteers.

1. PURPOSE

The purpose of this policy is to provide a framework for clergy, employees, and volunteers to:

- Prevent or minimise the risk of intentional harm and/or neglect of children, young people and adults while they are engaging with all Diocesan services and programmes through:
 - Attention to recruitment (see sections, 8.1, 8.2, 8.3, 8.4).
 - Education and Training (see sections 9.1, 9.2, 9.3).
 - Supervision (see section 10.1).
 - Ongoing Review and Risk Assessment (see sections 11.1, 11.2, 11.3) the adoption of:
 - An annual safety review in each Ministry Unit of the diocese.
 - A risk assessment at the beginning of any new ministry undertaken by any Ministry unit of the diocese (See the Procedures Manual for a template).
- Report any suspicion of any form of abuse or ill-treatment (see sections 5.3, 5.5, 5.6 and 7.1).
- Respond to actual or suspected incidents of abuse, complaints, allegations, concerns, or disclosure of abuse (see section 5.7, 5.8, 7.1).
- Keep the people served by the Diocese of Waiapu, and those who serve them, safe, recognising that there will be a great diversity amongst those groups.
- Establish what action is required when allegations are made against clergy, employees, and volunteers (see the Procedures Manual and the provisions of Title D).
- Adhere to safe working practices (see sections 5.4, 5.6, 5.7, 5.8 & 5.9).

Document Name	Revision	Document Status	Owner	Date Approved	Approver	Review Frequency	Next Review Date
Safeguarding Policy	Version 2	Approved	Diocesan Registrar	17/3/2023	Standing Committee	Annually	17/3/2024

2. APPLICATION

This policy applies to every person assisting in a regular or significant ministry in the Anglican Diocese of Waiapu. This includes all clergy (stipendiary and non-stipendiary), volunteer leaders, and employees, and is to be read in conjunction with the Constitution/te Pouhere and canons of the Anglican Church in Aotearoa New Zealand and Polynesia (including Title D) and the canons of the Diocese of Waiapu. This policy does not cover general health and safety matters, but it is specific to the prevention or minimisation of the risk of intentional harm and/or neglect. This policy excludes Diocesan entities such as Anglican Care Waiapu who are required to maintain and review their own safeguarding/child protection policies and procedures.

3. DEFINITIONS AND ABBREVIATIONS

Diocese of Waiapu	The Eastern portion of the North Island of NZ bounded by 176 degrees longitude, west at Lake Taupo to Mount Ruapehu and the Ruahine Range to gorge of Manawatu River, thence eastward to South side of Cape Turnagain, containing 42,004 square kilometres. The current Bishop is the Right Reverend Andrew Hedge.
Clergy	All Anglican clergy within the Diocese of Waiapu are covered by this policy, whether deacons, priests, or bishops, and whether they hold a licence, a permission to officiate, or a letter of authority.
Volunteer	Someone who undertakes regular or significant ministry in the Anglican Diocese of Waiapu who does not receive a payment. For some ministry roles a lay licence may be required. Volunteers include Office Bearers within parishes.
Employee	A person working for the Diocese of Waiapu, including an employee, contractor, consultant, student, or associate, whether working on a full time, part time, casual or temporary basis.
Safety	In the context of this policy means freedom from intentional harm and/or neglect.
Whanaungatanga	Relationship, kinship, sense of family connection - a relationship through shared experiences and working together which provides people with a sense of belonging. It develops as a result of kinship rights and obligations, which also serve to strengthen each member of the kin group. It also extends to others to whom one develops a close familial, friendship or reciprocal relationship.
Manaakitanga	The process of showing respect, generosity, and care for others.
Title D, Of Standards	Is the relevant Provincial Canon of the Anglican Church in Aotearoa New Zealand and Polynesia and includes Canon I, Of standards of ministry for bishops, ministers, and office bearers; Canon II, The Ministry Standards Commission and its Registrar; and Canon III Of the maintenance of ministry standards.

4. DEFINITIONS OF ABUSE TYPES

- 4.1 **“Child abuse”** is the harming, whether physically, emotionally, or sexually, ill treatment, abuse, neglect, or deprivation of any child or young person (Oranga Tamariki Act 1989). Child abuse may occur within religious, spiritual, ministerial, pastoral, or administrative contexts.
- 4.2 **“Cumulative harm”** is the compounded experiences of multiple episodes of abuse or ‘layers’ of neglect. The unremitting impact on the person can be profound and exponential, covering multiple dimensions of the person’s life.
- 4.3 **“Emotional abuse”** is when a person’s emotional, psychological, or social well-being and sense of worth is continually battered, and can result in impaired psychological, social, intellectual and/or emotional functioning and in the case of a child or young person their development.
- 4.4 **“Family harm”** is violence within a family and can be between adults, children, adult and child, adult and elderly person etc.
- 4.5 **“Intimate partner harm”** is physical, emotional, sexual or other abuse by someone with whom a person had or has some form of intimate relationship, such as marriage or cohabitation.
- 4.6 **“Neglect”** is any act or omission that results in impaired physical functioning, injury, and/or development of a person.
- 4.7 **“Physical abuse”** is a non-accidental act on a person that results in physical harm to a person.
- 4.8 **“Physical restraint”** is using physical force to prevent, restrict, or subdue the movement of a person’s body or part of the person’s body.
- 4.9 **“Sexual abuse”** is any act or acts that result in the sexual exploitation of a person whether consensual or not.
- 4.10 **“Elder abuse”** is a single, or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to an older person.
- 4.11 **“Financial/material abuse”** is the use of property/financial affairs for personal gain and to the detriment of the other person’s welfare.
- 4.12 **“Abuse of authority”** occurs where a church worker by unreasonable actions or threats undertaken, in bad faith, in the exercise of their ministry over others causes or may cause serious physical, emotional or mental harm to another.

5. GUIDING PRINCIPLES

- 5.1 The Diocese of Waiapu recognises that all persons are created in the image of God. **Jesus himself showed a special care and concern for children and those who are vulnerable.**
- 5.2 The Diocese of Waiapu is committed to the safety and wellbeing of all people and seeks to safeguard them from harm or abuse. Any allegations of abuse must be taken seriously and dealt with fairly ensuring the safety of those involved.
- 5.3 The Diocese of Waiapu has a duty of care to all people with whom it engages. In particular, failure to report a care and protection concern about a child is a breach of that child's human rights.
- 5.4 In situations where there is an imminent threat of death or serious physical harm the police will be called.
- 5.5 The Diocese of Waiapu is committed to acting without fear or hesitation when there is abuse disclosed and/or suspected, in terms of all applicable legislation of the NZ Government, the Anglican Church in Aotearoa New Zealand and Polynesia, and the Diocese of Waiapu, and this policy.
- 5.6 The Diocese of Waiapu is committed to working in partnership with families/whānau and the community. This will be done using whānaungatanga and manaakitanga to produce the best possible outcomes for the person and to secure the safety and work towards continuous improvement in the wellbeing of children, young people and adults.
- 5.7 The Diocese of Waiapu recognises the culture of the family/whānau, its importance, and the rights of family/whānau to participate in decision-making about their children.
- 5.8 The Diocese of Waiapu is committed to open and transparent relationships with those engaging with its services, including being willing to share concerns about safety issues with family/whānau unless this would result in an escalation of risk to the person and/or clergy, employees and volunteers.
- 5.9 The Diocese of Waiapu is committed to promoting a culture where clergy, employees, and volunteers are confident that they can constructively challenge poor practice and raise issues and concerns without fear of reprisal.
- 5.10 Any engagement undertaken by the Diocese of Waiapu will adhere to the principles of partnership, protection, participation, and the rights and responsibilities accorded by Te Tiriti o Waitangi.

6. ROLES AND RESPONSIBILITIES

- 6.1 It is the responsibility of Bishop of the Diocese of Waiapu, or his/her delegated representative, to ensure:
 - That this policy is followed.
 - That adequate procedures, resources and employee are in place to ensure that this policy is implemented.

- That this policy is reviewed by Standing Committee annually.
 - That independent or external advice is accessed where appropriate to support the implementation of this policy.
- 6.2 There shall be a Diocesan Safeguarding Risk Manager, a designated and suitably qualified person to oversee compliance with this and other relevant policies in the Diocese. That person will be responsible for administering the safety and well-being system relevant to this policy, including ensuring that the required checks and training have been carried out, and record-keeping is accurate, updated and secure. The Diocesan Safeguarding Risk Manager will report annually to Synod.
- 6.3 A Safety Co-ordinator shall be appointed for each Archdeaconry to oversee the safety of ministry offered within the Archdeaconry, including each Ministry Unit's annual reviews and Risk assessments.

7. GENERAL

- 7.1 Any disclosure of alleged abuse will be managed in accordance with the procedures outlined in the Diocese of Waiapu Safeguarding Procedures Manual. This includes reporting, recording and responding to suspected abuse.

8. RECRUITMENT

- 8.1 Clergy, employees, and volunteers are carefully recruited and selected with the principles of this policy in mind.
- 8.2 This policy will be provided in a pre-application pack to applicants for any position within the Diocese of Waiapu, signed, and returned with other application documents before an interview is offered.
- 8.3 Interviews for any position with the Diocese of Waiapu will include questions relevant to this policy.
- 8.4 Before beginning the ministry covered by this policy the appropriate level of checks will be carried out as follows:
- Identity verification.
 - Checks in accordance with the criteria for NZ Police vetting (all clergy, employees and volunteers working with children, youth or vulnerable adults or conducting home visits) or Ministry of Justice criminal record checks (Op shop workers, parish administrators, wardens and treasurers).
 - International Police Certificate if they do not hold NZ residency.
 - Two or more referee checks and if church attendance in that ministry unit is less than 6 months a referee check from the leader of their previous ministry unit is required.
 - Interview.
 - Evaluation and risk assessment.

All safety checks are to be refreshed every three years.

9. EDUCATION AND TRAINING

- 9.1 It is acknowledged that there are a variety of leadership and ministry roles within the Diocese and the training required will depend on the level of responsibility. The training available to and required for each role is contained in the Procedures Manual.
- 9.2 Clergy, employees, and volunteers are to be appropriately trained in this policy, and are aware of accompanying procedures and guidelines.
- 9.3 Safeguarding training appropriate to the role will be required for clergy and volunteers at least every three years.

10. SUPERVISION

- 10.1 All clergy, employees, and volunteers who undertake regular or significant ministry within the Diocese of Waiapu will have regular supervision, planned in consultation with their Archdeaconry Safety Co-ordinator, and appropriate to their role.

11. ONGOING REVIEW / RISK ASSESSMENT

- 11.1 Each ministry unit will have an annual review and risk assessment.
- 11.2 Before a significant new ministry is begun, a risk assessment will be carried out in conjunction with the archdeaconry safety coordinator and the Diocesan Safeguarding Risk Manager.
- 11.3 All safety checks are to be refreshed every three years.

12. APPLICABLE LEGISLATION AND DOCUMENTS

- [Employment Relations Act \(2000\)](#)
- [Human Rights Act \(1993\)](#)
- [Privacy Act \(2020\)](#)
- [Health Act \(1956\)](#)
- [Children's Act 2014](#)
- [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)
- [Oranga Tamariki Act 1989](#)
- [Crimes Act 1961](#)
- [Domestic Violence Act 1995](#)
- [Care of Children Act 2004](#)
- [New Zealand Public Health & Disability Act 2000](#)
- [All parts of Title D https://anglican.org.nz/Resources/Canons](https://anglican.org.nz/Resources/Canons)
- [Diocese of Waiapu Safeguarding Procedures Manual \(to be developed\)](#)