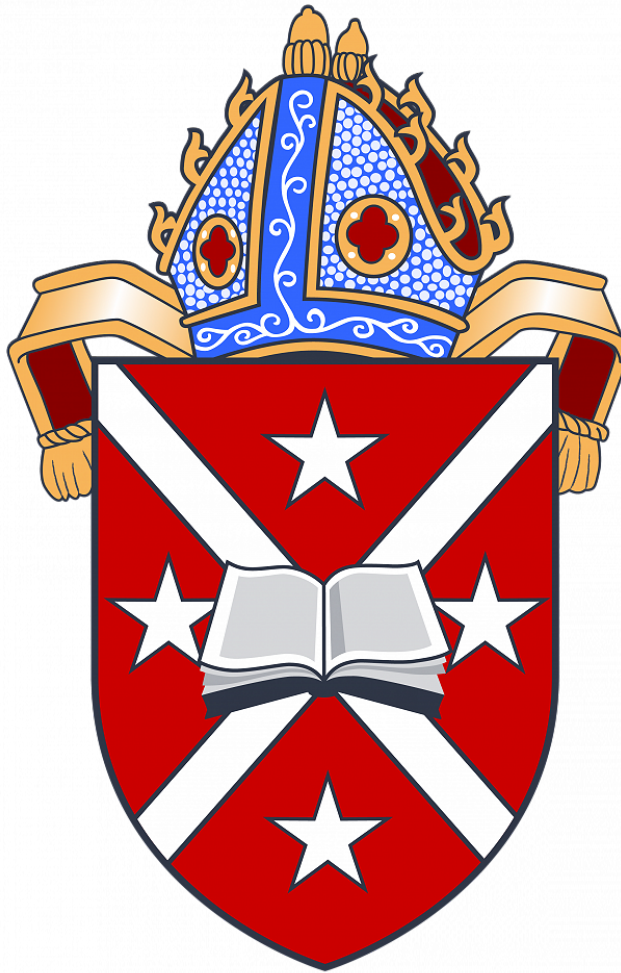


Diocese of Dunedin

Safeguarding Policy, Guidelines and Procedures



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The Diocese of Dunedin

Diocesan Safeguarding Advisor

safe@caldsouth.org.nz
0800 237 239

www.caldsouth.org.nz/safeguarding

Safeguarding Policy

Introduction

The Anglican Church in Aotearoa, New Zealand and Polynesia believe that we have a responsibility to promote the welfare of all children, young people, and vulnerable adults, and to keep them safe. We are committed to protecting them from all forms of abuse. The Church is called by God to love, to stand alongside, and to advocate for, those at the margins, those less powerful, and those without a voice in our society.

Christian communities within the Anglican Dioceses of New Zealand should be places where all people feel welcomed, respected, and safe. In such communities, every human being has infinite worth and unique value as a child of God, irrespective of origin, ethnicity, gender, sexual orientation, age, beliefs, social or economic status, ability to contribute, their past contribution to society, or present psychological, physical or spiritual state.

Partnering with children, young people and their parents, carers and other agencies is essential in promoting young people's welfare.

Purpose - Why do we have a safeguarding policy?

It is both a legal requirement and our responsibility as loving Christian communities, to ensure the safety of our young people, our vulnerable adults, our stipendiary or employed ministry leaders, and our volunteers.

This policy affirms that this Diocese is committed to ensuring our communities of faith are safe and life-giving for all people. At all times we will adhere to best practice, to ensure the safety of all children, young people, and vulnerable adults.

Scope - Whom does this policy apply to and where does it apply?

This policy is for every person regularly assisting in ministry in this Diocese. This includes all clergy, lay, paid, and/or volunteer leaders.

Responsibility and Review

All (stipendiary, employed, and volunteer) ministry personnel must have a thorough understanding of this policy and be seen to be practising this policy, guidelines and procedures.

This policy works in conjunction with:

- Title D of Standards
- Diocese of Dunedin Code of Pastoral Practice
- Diocese of Dunedin Guidelines on Best Practice for Pastoral Ministers
- Diocese of Dunedin Code of Ethics

This policy will be reviewed annually and following any significant event.

The Vulnerable Children's Act requires organisations to ensure that those working with children understand the nature of abuse and neglect.

Guidelines

The Diocese of Dunedin is committed to the safeguarding of children and vulnerable adults and will provide guidance and procedures which must be followed by all paid and unpaid roles in our churches and across the Diocese. The areas covered will include:

- Safer Recruitment, selection and induction
- Code of Pastoral Practice
- Safeguarding Training and Boundaries Training
- Responding to concerns, allegations and disclosures of abuse involving children and vulnerable adults
- Ministry Unit roles, responsibilities and safe practices

Definitions

Child

The Vulnerable Children's Act 2014 Part 1 5(1) defines a child as an individual up to the age of 18 years of age, who is not married or in a civil union.

Vulnerable Adult

The Crimes Act 1961 Part 2 (1) defines a Vulnerable Adult as a person unable by reason of detention, age, sickness, mental impairment, or any other cause, to withdraw him or herself from the care or charge of another person.

Abuse

The harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of a

child or vulnerable adult.

Emotional/Psychological Abuse

Emotional abuse is the ongoing emotional ill-treatment of a child or vulnerable adult causing severe and persistent adverse effects on the person's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorizing a child or vulnerable adult. It may feature age or developmentally inappropriate expectations being imposed. It also includes seeing or hearing about the ill-treatment of others.

Spiritual Abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context, manipulating peoples' emotional responses (guilt, shame, fear) for the benefit of the church or individual. Spiritual abuse can be used to legitimise or justify other forms of abuse or harmful cultures.

Physical Abuse

Physical abuse is any non-accidental act on a child or vulnerable adult that results in physical harm. It includes, but is not limited to, beating, shaking, poisoning, burning or scalding, drowning, suffocating, biting, grabbing hard enough to leave a mark, throwing a person, strangulation, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child or vulnerable adult.

Sexual Abuse

Sexual abuse of vulnerable adults includes rape and sexual assault or sexual acts to which the vulnerable adult has not or could not consent or was pressurised into consenting.

Sexual abuse involves forcing or enticing a child 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. Sexual abuse also includes exposing children to sexting and grooming.

Sexting refers to the act of sending sexually explicit photographs or messages electronically.

Grooming is deliberate actions by which an offender befriends and establishes an emotional connection with a child or vulnerable adult to lower their inhibitions in order to sexually abuse the person. The relationship is usually maintained in secrecy.

Online abuse is the use of the internet and other electronic communication to target, groom and abuse children or vulnerable adults. Adults may target chatrooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are

particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

Neglect

Neglect is the persistent failure to meet a child or vulnerable adult's physical and/or psychological needs, causing long term serious harm to their health or development. It is the persistent failure to provide a person's basic necessities of life such that their health and development are affected. It includes failure to provide adequate food, housing, health care, adequate clothing, personal hygiene, hygienic living conditions, timely provision of medical treatment, adequate supervision, education. It may occur in pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Family Violence

Family violence covers a broad range of controlling behaviours, commonly of a physical, sexual and/ or psychological nature that typically involve fear, intimidation or emotional deprivation. It occurs within a variety of close interpersonal relationships, such as between partners, parents and children, siblings, and in other relationships where significant others are not part of the physical household but are part of the family/whānau and/or are fulfilling the function of family/whānau.

Common forms of violence in families/whānau include:

- spouse/partner abuse (violence among adult partners)
- child abuse/neglect (abuse/neglect of children by an adult)
- elder abuse/neglect (abuse/neglect of older people aged approximately 65 years and over, by a person with whom they have a relationship of trust)
- parental abuse (violence perpetrated by a child against their parent)
- sibling abuse (violence among siblings).

Financial Abuse

Financial abuse is behaviour towards a person that controls, restricts or removes their access to money, economic resources or participation in financial decisions. It includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Self-harm

Deliberate and voluntary physical self-injury (that is not life-threatening and is without any conscious suicidal intent), in an attempt to cope with strong feelings such as anger, despair or self-hatred. It may be by direct means including cutting and burning but could also be by engaging in serious risk taking behaviours such as alcohol/substance abuse, recklessly dangerous physical activities and/or unsafe promiscuity. (NB: Some cases of self harm may be an indication of sexual abuse.)

Indicators of potential abuse and neglect

It is not always easy to recognise that a person is being hurt or is at risk, so abuse is often undetected. There are indicators (signs, symptoms or clues) that when found, either on their own or in various combinations, can point to possible abuse, neglect or family violence. Indicators do not necessarily prove that an individual has been harmed. They alert us that abuse may have occurred and that a child or vulnerable adult may require help or protection. Sometimes indicators can result from life events that do not involve abuse, such as divorce, accidental injury, arrival of a new sibling, etc.

Physical signs - Unexplained injuries, burns, fractures, unusual or excessive itching, genital injuries, sexually transmitted diseases, looking rough and uncared for, dirty, without appropriate clothing, underweight, untreated medical conditions including skin conditions (e.g. persistent nappy rash, bed sores)

Behavioural concerns - Age inappropriate sexual interest or play, fear of a certain person or place, eating disorders/substance abuse, disengagement/neediness, aggression, change in/unexplained behaviour and eating habits

Emotional concerns - Sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm

Developmental delays - Small for their age, cognitive delays, falling behind in school, poor speech and social skills

Neglectful supervision - Out and about unsupervised, left alone, no safe home to return to, drowsiness (due to overmedication), unusual withdrawals from bank accounts or decisions around property or other assets, unpaid bills and/or not enough money for necessities

Related Policies and Legislation

This policy acknowledges the following related New Zealand/Aotearoa legislation:

- Te Tiriti o Waitangi - Treaty of Waitangi, 1840
- The Oranga Tamariki Act 1989 with an accompanying title of the Children's and Young People's Well-being Act 1989.
- United Nations Convention on the Rights of a Child, 1989
- Domestic Violence Act, 1995
- Vulnerable Children's Act, 2014
- Crimes Act 1961
- Evidence Act 2006
- Employment Relation Act 2000
- Privacy Act 1993

Date Approved: 5th April 2022

Date for review: October 2022

Safeguarding Guidelines and Procedures

Parish/ Ministry Unit/ Cathedral Safeguarding Responsibilities

1) Implement the Diocesan Safeguarding Policy

- a) Follow safe recruitment for volunteers and office holders, taking up references and police vetting.
- b) Ensure all church officers know the safeguarding policy and have had the appropriate training.
- c) Follow the Diocesan procedure to deal with safeguarding allegations and suspicions of abuse.

2) Appoint a Ministry Unit Safeguarding Officer (MUSO). In a few instances, the MUSO will be shared between Ministry Units in agreement with the DSA.

MUSO Role Description

- a) Have an overview of all the church activities involving children and vulnerable adults and have a record of these activities.
- b) Have up to date knowledge of the Diocesan safeguarding policy and guidance and ensure leaders of activities are aware of and are implementing the guidance.
- c) Liaise with the Vicar/Priest/Dean in Charge over safeguarding issues.
- d) Report all concerns or allegations against church officers to the Ministry Standards Registrar.
- e) Liaise with Diocesan Safeguarding Advisor as needed.
- f) Attend Diocesan safeguarding training for MUSO's.
- g) Ensure safeguarding posters are displayed in all church premises and on the church website.
- h) Keep good records of safeguarding concerns, ensure others do this and store securely.

3) Make information about reporting a safeguarding concern easily accessible.

- a) Poster to have on display in Church buildings, places of worship and church website.

4) Report all safeguarding concerns relating to church officers to the Ministry Standards Registrar.

5) Ensure there is a plan in place so that those who are known offenders or others who may pose a risk to children/vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Advisor (DSA).

6) Have up to date risk assessments (RAMS) completed for regular and other activities with children and vulnerable adults.

7) Complete an annual safeguarding audit for the Diocese. This will be reported to the Ministry Unit's Annual General Meeting.

Diocesan Responsibilities

1) Provide the Safeguarding Policy and Guidance

2) Appoint Diocesan Safeguarding Advisor/s (DSA)

- a) The Diocesan Safeguarding Advisor (DSA) is a person with the necessary qualifications/skills/experience who can advise and support clergy, employees and volunteers when they have concerns about abuse or receive a disclosure of abuse as part of their role with the church.
- b) The DSA reports all concerns or allegations against church officers to the Ministry Standards Registrar.
- c) The DSA supports and coordinates Ministry Units in making assessments and reporting suspected abuse. The DSA must be informed if any urgent referrals are made by Ministry teams to the Police or Oranga Tamariki.
- d) The DSA works with MUSO's and Vicar/Priest/Dean in charge on the plans for known offenders.
- e) The DSA advises on recruitment when concerns are raised from police vetting and references.

3) Provide Safeguarding Training

4) Provide Boundaries Training

5) Safer Recruitment Support

6) Undertake an Annual Audit

Safer Recruitment

Safety Checks must be completed when recruiting into paid and voluntary roles that will work with children and vulnerable adults. For voluntary personnel, it is recommended that there be a 6 months minimum period of attendance in the congregation, prior to applying for any leadership/ministry role.

These roles include:

Clergy	Church Officers and Lay Ministers
<p>Any Ordained person who holds a Bishop's Licence</p> <ul style="list-style-type: none"> • Stipendiary Clergy, Bishop, Dean • Self -Supporting Minister / Non-Stipendiary Ministers • Locally Ordained Clergy • Ordained Chaplains 	<ul style="list-style-type: none"> • Licensed Lay Ministers • Lay Chaplains • People seeking ordination training or ordination • Worship Leaders / Liturgists • Lay people authorised to provide pastoral care • Youth worker or leader • Children's/ Family worker or leader • Sunday school teacher or leader • Music leader where the choir or musical group includes children or vulnerable adults • Head Server - where the role includes supervision or training of children • Church Wardens • Parish volunteer driver for vulnerable groups • MUSO (Ministry Unit Safeguarding Officer) • DSA (Diocesan Safeguarding Advisor) • Safeguarding Trainers • Mentors / Spiritual Directors / Supervisors appointed by the Diocese
<p>This is not an exhaustive list. When recruiting into any position, consider if the person will be working with vulnerable adults or children or managing people who are.</p>	

All roles have a clear and accurate job description and person specification, or a clear role outline for volunteer positions. Clearly identify tasks and responsibilities. This is important so that people have **clear boundaries** from the outset.

Use of Helpers and Guest Ministry

They must be working either in the presence, or under the direct supervision, of Team Leaders or those who have completed the training and safety check.

If such people become regular helpers for any activity, and/or their task involves them being unsupervised for any period of time, the relevant training and Safety Check procedures must be followed.

Safety Check

All aspects of the Safety Check must be completed before any person may commence ministry. Keep a secure record of the Safety Check in a separate file for each applicant.

1. Application form (Please use the template provided)

2. Minimum of 3 Referee Checks (please use the template provided)

- Including a previous Ministry Referee Check (if any)
- Volunteers - if church attendance in your Ministry Unit is less than 6 months, one of the three Referee Checks must be from the Leader of their previous Church (if previously attended a church).
- Stipendiary or Employed personnel, a previous Work History Referee Check

3. Interview with an appropriate leader in this setting (e.g. Vicar, Ministry Leader or another person who holds a ministry licence). Include question/s to establish understanding of safeguarding and working with vulnerable people.

4. New Zealand Police Vetting and Identity verification (Vetting type is for a Non-Core Worker)

5. International Police Certificate, if they do not hold New Zealand residency.

6. Signed Agreement (Template provided)

Any concerns raised during the recruitment process must be discussed with the DSO prior to consideration of appointment.

Once recruitment has been completed a Safer Recruitment Form must be sent to the Diocese.

Three yearly updates - runs from the date of the last Safety Check

- 1) Confirmation of any changes of officially recorded name
- 2) An updated New Zealand Police vet

It is also recommended practice to recheck previous personnel if there has been a significant period of absence and redo the Safety Check when taking up a new role elsewhere in the Diocese.

Safeguarding Training

Training must be undertaken as part of induction into a new role and new starters must have completed Level 1 training within 3 months and Level 2 and 3 as applicable to their role.

Training is to be refreshed every 3 years. Diocesan Safeguarding Advisors and Safeguarding Trainers will receive relevant training, supervision and Continuing Professional Development.

Ordinands must have completed this training prior to ordination.

All safeguarding training will:

- show how safeguarding is central to our Christian faith.
- cover safe working, processes and procedures, including case studies relevant to role/context.
- encourage reflection on how people respond to allegations and situations of abuse, e.g. disbelief, silence, anger, distress and outline appropriate ways to respond to allegations that support people who have been abused.

Level 1: Safeguarding Basic Awareness (3 hours) [How to react to a disclosure and procedure for responding to abuse.](#)

Level 2: Safe Working (3 hours) [Safe running of groups, one to one and over social media.](#)

Level 3: Leadership (3 hours) [Safe recruitment and safe working for leaders.](#)

Role (Volunteer/paid)	Level
All Clergy; Stipendiary/ Non Stipendiary/ Self supporting/ Locally ordained	1, 2 & 3
Worship Leaders / Liturgists / Licensed Lay Ministers / Mentors / Spiritual directors	1, 2 & 3
Chaplains	1, 2 & 3
MUSO	1, 2 & 3
Church Warden	1, 2 & 3
Vestry and Chapter members	1
People seeking ordination training or ordination	1, 2 & 3
Music Group / Choir Leaders	1, 2 & 3
Leaders/Supervisors of work with children or vulnerable adults (voluntary or paid)	1, 2 & 3
People working/volunteering with children, young people and or vulnerable adults	1, 2
Educators / Mentors / Spiritual Directors / Supervisors	1, 2 & 3

It is recommended that all volunteers in church communities are encouraged to do level 1.

Boundaries Training

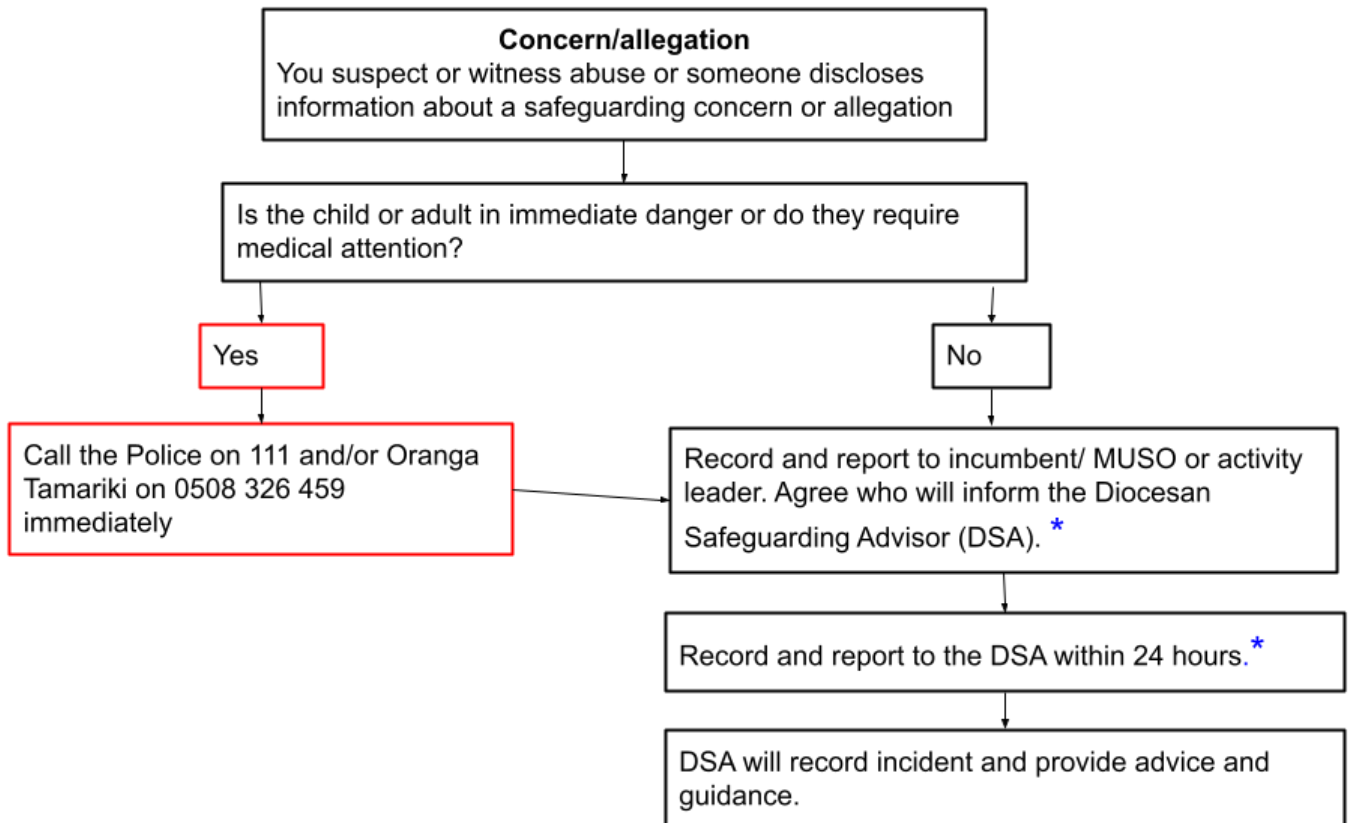
Boundaries training must be completed every 3 years by everyone who holds a Bishop's Licence.

Boundaries Training will cover:

1. Canon 1, Title D Legislation, Code of ethics, Code of Pastoral practice
2. Learning from the Royal Commission
3. Spiritual Abuse
4. Understanding power in ministry and leadership
5. Describing boundaries in life and ministry
6. Internet and Social Media
7. Privacy and Confidentiality

Responding to every Safeguarding Concern or Allegation

Quick Reference



***If the concern or allegation relates to someone who holds a Bishop's licence or is an office bearer the DSA must report this allegation to the National Ministry Standards Registrar. You can also raise the concern/ allegation yourself directly to the Ministry Standards Registrar:**

Ministry Standards Registrar
PO Box
87188, Meadowbank
Auckland 1742

registrar@anglicanchurch.org.nz
<https://ministristandards.org/>

All safeguarding concerns must be reported to the DSA (0800 237 239/safe@calledsouth.org.nz) within 24 hours. If the MUSO/incumbent or the DSA are not available within 24 hours contact one of the Diocesan Archdeacons or Diocesan Office, (03) 488-0820.

If you have a serious concern and have been unable to contact any of the above do not delay: get in touch with statutory services.

In all cases:

1. Respond well to the victim/ survivor
 - Ensure they feel listened to and taken seriously
 - Explain who the information will need to be shared with (Church Officers and statutory services)
2. **Emergency:** If the child or adult is in immediate danger of significant harm contact the emergency services on 111 and or Oranga Tamariki on 0800 326 459.
3. **Non-emergency:** Contact the Ministry Unit Safeguarding Officer (MUSO), incumbent or activity leader. They must contact the DSA. If none of your local Ministry contacts are available contact the DSA directly.

All safeguarding concerns must be reported to the DSA (0800 237 239/safe@calledsouth.org.nz) within 24 hours. If the MUSO/incumbent or the DSA are not available within 24 hours contact one of the Diocesan Archdeacons or Diocesan Office, (03) 488-0820.

If you have a serious concern and have been unable to contact any of the above do not delay: get in touch with statutory services.


4. Do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies. If the concern or allegation relates to someone who holds a Bishop's licence or who is an office bearer, you can raise the concern/ allegation yourself directly to the Ministry Standards Registrar:

Ministry Standards Registrar

registrar@anglicanchurch.org.nz

**PO Box
87188, Meadowbank
Auckland 1742**

5. Record details of the concern or allegation (see template below). Where it is not possible to make notes at the time, make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received (face to face, telephone, letter). Always sign and date the record. Keep it factual. Pass a copy to the DSA. The records should be kept secure and confidential.

 2022 Suspected Abuse Record Form.docx

6. The DSA will provide advice and guidance and detail the next steps. The DSA will support with contacting statutory agencies. When the concern relates to someone who holds a Bishop's Licence or is an office bearer the DSA will pass the concern directly to the Ministry Standards Registrar. The DSA will communicate with the Bishop or Archbishop.

7. When the safeguarding allegation or concern relates to someone who works/volunteers in the ministry unit the Title D standards will be followed which may include the person being suspended from duties whilst an investigation is taking place.

8. The Bishop or Archbishop (with the advice of the DSA and MUSO) will now decide who needs to be brought into the process for:

- pastoral support of the survivor and their family,
- pastoral support of the accused,
- ministry continuance (if needed),
- support for the congregation and families involved in the wider pastoral situation, where required.

Guidelines for safe handling of disclosure

Only a minority of people actively disclose abuse. Most abuse is disclosed accidentally or through observation of behaviour, words and physical appearance. So when someone does disclose abuse, this needs to be taken seriously.

<u>DO</u>	<u>DO NOT</u>
Stay Calm	Panic, overreact, be judgmental or make assumptions
Recognise your own feelings, but keep them to yourself	Express shock or embarrassment or other opinions about what you are told
Listen Carefully	Investigate or attempt to deal with the situation yourself
Ask questions for clarification <ul style="list-style-type: none"> Use open questions 	Ask leading questions
Believe <ul style="list-style-type: none"> Take what is said seriously Accept without judgement what they say 	Make assumptions or offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents
Reassure <ul style="list-style-type: none"> Reassure them that they did the right thing by telling someone Stay with the individual if they become upset and until they have said all that they wish to say 	Make the person repeat the story unnecessarily
Inform that you will have to pass information on and to whom	Make promises you cannot keep (eg that you won't share the information)
Record a factual account <ul style="list-style-type: none"> Document as soon as possible (same day) If appropriate, ask whether they mind if you take notes while they talk, so that you capture the information accurately Attach your written notes to the suspected abuse form documents 	Delay or keep the information to yourself
Report to safeguarding contact as soon as possible <ul style="list-style-type: none"> You must report to the DSA within 24 hours 	Share the information with people who do not need to know
	Contact the person about whom allegations have been made
	Do a physical or medical examination

Non-recent abuse

Non-recent allegations of abuse must be treated as seriously as recent allegations. If the respondent is working with children/ vulnerable adults in either a paid or voluntary capacity, the DSA will make a referral to the statutory services and the Ministry Standards Registrar as appropriate.

Support will be provided by the Diocese to those who have been harmed by the church in the past:

Have you been harmed by the church?

We recognise that the church has been involved in harming people, and that this harm can affect us for a lifetime. We do not want these tragedies to be “swept under the carpet” but for us to face up to our responsibilities to and in the past, as well as making the present and future a safe place. Harm done in the past cannot be undone, but we want to know about it and to listen. If you would like to talk about harm done to you in the past Sue is ready to listen.

Contact phone number:

This number will be answered by Sue on 0800 003 728

This number will be answered by Sue on Mondays, Wednesdays and Fridays from 2 to 5 pm

The phone will be on answerphone at all other times (and if Sue is unable to talk on the above days).

Additional Resources and Templates

Safeguarding Audit Form: [2022 Safeguarding Audit](#)

Volunteer Application Form: [2022 Volunteer Application Form.docx](#)

Volunteer Reference Check Template: [2022 Volunteer Reference Check Template.docx](#)

Volunteer Agreement Template: [2022 Volunteer Agreement Template.docx](#)

Suspected Abuse Record Form: [2022 Suspected Abuse Record Form.docx](#)

Risk Analysis Management Template: [2022 Analysis Management System Template.docx](#)

Hazard Notification Form: [2022 Hazard Notification Form.docx](#)

Incident Reporting Form: [2022 Incident Reporting Form.docx](#)

Safeguarding Concern Poster: [Keeping our Space's Safe Poster.png](#)

Ministry Standard Posters: [ministry-standards-commission-poster---gold.pdf](#)

