

# PCANZ PRESBYTERY CHILD PROTECTION OFFICER MANUAL



**Disclaimer:**

This document is intended as a resource for the Church. The Book of Order and its subordinate standards contain the Church's official rules and directions. Any perceived conflict between the information contained in this resource and the Church's Book of Order and subordinate standards is entirely unintentional. Furthermore, the New Zealand law supersedes any rules or directions that may be perceived as conflicting.

Kia ora

Thank you for agreeing to take on the very important role of Child Protection Officer in your Presbytery. This is a very simple but important role to ensure that key aspects of our *Child Protection Policy (CPP)* are being implemented at a local church level in your Presbytery.

## Who is suitable to be a Presbytery Child Protection Officer?

### What is required

We see the Presbyterian Child Protection Officer role as a relatively simple one that requires some administrative capabilities and ideally some relational connection with local Church Child Protection Officers.

### What isn't required

The role requires no formal qualifications and no specific working backgrounds. Some experience in church councils or children's or youth ministry might be advantageous but they are not necessary to perform this role well.

## What the role entails

From the *Child Protection Policy* **Section 7 Responsibilities:**

### *a) Presbytery Child Protection Officers*

*Each presbytery must appoint a Child Protection Officer who is responsible to ensure that the Church's Child Protection Policy is implemented within all congregations and bodies in the presbytery and to support the congregation Child Protection Officers*

As a bare minimum the Presbytery Child protection Officer role entails:

1. Contacting every church or other body under the PCANZ on the Presbytery database and enquiring if they have any ministry to children or young people.

**Section 6** of the CPP states:

*This Policy applies to every part of the Church including, but not limited to, ministers, lay workers, church councils, presbyteries, Presbyterian campsites, the Assembly, synods, trusts and other bodies that oversee, work with and/or care for people under the age of 18. This Policy must be applied when people in the Church have responsibility for children and young people.*

2. Compiling a database or adding to an existing database information regarding 1.
3. Informing any church within the Presbytery that doesn't currently have a ministry to children or young people that they are obligated to notify the Presbytery immediately if this situation changes.
4. Requesting that each applicable church submits the *Child Protection Policy Checklist for Local Churches* form (see more information below) at least annually at a time of your choosing.
5. Follow-up with any applicable church that doesn't comply with 4.
6. Contact PYM or Kids Friendly staff if you require any assistance.

## What the role doesn't entail

You don't need to be an expert in interpreting the CPP or delivering the WOF training. As the CPP and the new video-based version of the WOF training are still in their infancy we encourage you to forward any questions regarding the interpretation and implementation of the CPP and the running of the WOF video-based training to the PYM or Kids Friendly staff.

## Child Protection Policy Check List for Local Churches

This is a separate document which can be downloaded alongside this manual from the CPP Officer Resource section at <http://safetywof.org.nz/cpp-officer-resources/>

This checklist provides a summary list of the actions a local church must take to comply with the PCANZ Child Protection Policy.

We have recommended to Presbytery Child Protection Officers that they request this Checklist to be filled out by the Church Child Protection Officer and submitted to the Presbytery at least once a year and use it as a tool to gauge the compliance of a church regarding the PCANZ child protection policy.