

Child Protection Policy Checklist for Local Churches

To be filled out annually by the Congregation Child Protection Officer and sent to the Presbytery Child Protection Officer at their request.

In accordance with the PCANZ Child Protection Policy (CPP)

_____ (write your church name here) is carrying out the following:

Tick the boxes for the areas where church complies with the CPP

Recruitment and police vetting

- All of our current volunteers and staff working with children or young people have a clear police vetting report that is under three years old or have a police vetting check in process with the PCANZ office currently.
- All new potential volunteers and staff who will work with children or young people go through the 4-step PCANZ Child Protection Policy Recruitment Process before being appointed to their roles.

Training

Myself, as the Child Protection Officer, and all of our current volunteers and staff working with children or young people :

Have completed the full PCANZ Safety Warrant of Fitness Training incorporating the Child Protection Policy released in December 2018 on _____ (please specify the date of this training) or are scheduled to undertake this training on _____ (please specify the planned date of a future PCANZ Safety Warrant Fitness Training). **Note:** all staff and volunteers must go through the WOF training every three years. If leaders completed the WOF training in 2017 or 2018 they will need to read the CPP and go through Session 3 of the 2019 (or later) video based WOF training in 2019.

- Review the church's health and safety policies and procedures including the PCANZ Child Protection Policy at least annually.

In addition all current volunteers and staff working with children or young people :

- Work through an ethical scenario using the RESP:ND process in the Children's and Youth Ministry Code of Ethics at least four times a year.

Ongoing safety practices

All ministries within the church in which children or young people are involved have:

- Filled in RAMs, hazard and, if necessary, incident forms for all their activities and send these to the church Health and Safety Officer.
- At least one person trained in First Aid present at all of our ministry activities and a First Aid kit on hand.
- All volunteers or staff working with children or young people regularly debrief their ministry activities reflecting on health and safety, ethical practice and any concerns raised regarding child abuse.
- Any suspected child abuse is reported to Oranga Tamariki or the Police and the church Child Protection Officer is informed.

Church leadership

- Our Church leadership read through the PCANZ Child Protection Policy at least annually in detail, discussing its implication for ministries for children and young people and wider church life.
- The safety of children and young people, including the reporting of and responding to child abuse, is a monthly agenda item for our leadership team meetings.

Explanation for any areas of non-compliance

Steps your church is taking to move into compliance for these areas

Declaration

I confirm the above statements to be true to the best of my knowledge as
the _____ (write your church name here) Child
Protection Officer

Name

Signed

Date