



General Introduction and Overview to the PCANZ Safety Warrant of Fitness

FACILITATOR'S GUIDE



Presbyterian Church
of Aotearoa New Zealand

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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.

INTRODUCTION

Welcome to the *Presbyterian Church of Aotearoa (PCANZ) Children's and Youth Leaders Safety Warrant of Fitness (WOF)*.

As a Church we are a gathered people, we are called to love our neighbour and to share the Gospel. We meet together; we engage with our local community, we make Jesus known. To be faithful to Christ's teaching, we should never be harming each other in our church community or other people we engage with. We should be known as people who love God and others.

We must be committed to:

- Caring, nurturing, and respecting all children and young people that we are pastoring
- Safeguarding and protecting all children, young people and adults when they are vulnerable
- Ensuring all facilities and equipment meet Health and Safety standards
- Training all those with any pastoral responsibility for young people, including the use of police vetting
- Establishing safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse

VIDEO-BASED TRAINING

This video-based training, launched in September 2019, has been designed to be a video-based interactive training. Ideally, Presbyterian churches throughout New Zealand will gather their Children/Family and Youth Ministry team members and together, either over several evening sessions or one day, and complete the training.

These videos and associated workbooks have been written to support those who are in leadership and/or have responsibility for and/or are working with children and young people in the PCANZ. Specifically, it provides the training required by the *PCANZ Child Protection Policy (CPP)* Section 10. Training, that requires that:

“All employees and volunteers who work with children or young people, including congregational and presbytery safety offices, are required to undertake the following training:

- a) The Church's Safety Warrant of Fitness training day, within the first 12 months of appointment and every three years thereafter;
- b) An annual refresher course of the Church's Child Protection Policy and local church health and safety policies for the relevant employees and volunteers in congregations”¹

It is hoped that this training will also assist each Children's and Youth ministry as they develop their own policies and procedures and that it is useful for further guidance and reference.

¹ Presbyterian Church of Aotearoa New Zealand (PCANZ) **Child Protection Policy**: Supplementary Provision to the Book of Order. Issued by the Council of Assembly 11 December, 2018, p.5.

OVERVIEW

This *Children's and Youth Leaders Safety Warrant of Fitness (WOF)* training consists of the following videos, workbooks and documents:

- The PCANZ Child Protection Policy Overview – Video
- Presbyterian Church of Aotearoa (PCANZ) Child Protection Policy – Supplementary Provision to the Book of Order: Issued by the Council of Assembly 11 December 2018
- Session 1: Ethical Practices – Red Workbook
- Video 1: Ethical Practices
- The Children and Youth Ministry Code of Ethics at a Glance Handout
- Session 2: Health and Safety – Green Workbook
- Video 2: Health and Safety
- Session 3: Recognising and Responding to Child Abuse and Safe Recruitment – Blue Workbook
- Video 3: Abuse and Safe Recruitment
- Safety Policies and Procedures: Reference Documents – Orange Workbook
- WOF Participation Certificate – to hand out on completion of the training

You are welcome to print any of these documents but consider if any or all your participants could interact with them digitally if they have a tablet or iPad or laptop.

PREPARATION FOR THE TRAINING

- Decide if you are going to run the sessions on one day e.g., Saturday, or over 3 individual days. Lock in the date(s)!
- Decide on the venue – this could be either a church lounge, or held at someone's home. It will depend on the number attending and the space available.
- Advertise the dates of the training to your team, as well as specifically inviting your team members to the training.
- Appoint a facilitator to run the training. This person doesn't require any specialised skills to take this training. All of the teaching content is presented in the videos and workbooks. The facilitator simply needs to have access to a computer and be able to download the videos. You will also need a screen big enough to display the videos so that everyone can see.
- The facilitator will need to be able to START and STOP the videos during the presentation as we pause for discussion and information to be completed in the Workbooks.
- If you are using paper copies of the Workbooks these will need to be printed prior to each session. Colour copies (or at a minimum Colour copy of the Cover Page) will help participants quickly identify which Workbook is being used with each video training.

Dear Facilitator,

Thank you for your willingness to host the *Presbyterian Church of Aotearoa New Zealand (PCANZ) Children's and Youth Leaders Safety Warrant of Fitness (WOF)*.

The three sessions are:

Session 1: Introduction to the Child Protection Policy and Ethical Practice

Session 2: Health and Safety

Session 3: Recognising and Responding to Child Abuse and Safe Recruitment

Workbooks

Workbooks have been made to support the teaching videos for each session.

Note: Printable copies of documents and workbooks have been made to download for each member completing the training. It may be that you and your team decide to work entirely off electronic copies. That is fine by us! Although we have included spaces to write in the workbooks, you and your team may decide to fill them in electronically, print only one copy and fill it in collectively, or print enough copies for each participant. We are aware the workbooks will involve some colour printing (at a minimum the cover page) however, including colour differentiation of the workbooks seemed the easiest and quickest for participants to identify which supporting documents they required for each video.

Groups

Throughout each of the videos, participants will be asked to divide into groups for discussion of the topics. At these points you may need to pause the video so that the chairs can be rearranged. Guidelines for the size of the group are generally given in the video: Ideally groups are no bigger than 6 people per group but depending on the number attending your session you may need to arrange the groups so that there is as even a distribution of people as possible. Generally, the groups are based on ministry area, that is those involved in Preschool Ministry are together, those in Children's Ministry, Youth, etc. You may find that some of your team are involved in more than one area. In this case, suggest they join the group they work with the most, or think they need to do the most learning in. The key here really is that everyone is in a group and has an opportunity to listen and participate. It is hoped that you will also participate in a group. In some cases, the group may need to continue watching the video for further instructions, rather than move to another area for discussion.

Instructions for Activities

We are hoping that each video and the supporting Workbooks and Instructions are self-explanatory, however as a Facilitator you will need to 'gauge the room' to see when you need to communicate any additional points that are not included or explained within the WOF Workbook.

The *Real* Learning Happens through the Activities

Encourage your groups to work through the activities and scenarios earnestly. We have worked hard to try and make these activities as practical and realistic as possible. Going through them in-depth is the best way for participants to apply the important principles of the WOF training to their ministry settings.

If you have any questions, please feel free to contact either PYM or Kids Friendly for help.

These training videos can be downloaded from: <http://safetywof.org.nz>

SESSION 1: INTRODUCTION TO CPP AND ETHICAL PRACTICE VIDEO AND WORKBOOK

These instructions support the **2 videos: Introduction to CPP** and **Ethical Practice**

Length of Session: Approximately 1.5 Hours: (Video -Introduction to CPP - 6 minutes and Video 1 Ethical Practices - 30 minutes + Discussion and Group Time)

Resources for this Session:

- The PCANZ Child Protection Policy – Supplementary Provision to the Book of Order – we suggest you email this to people to read through before the first training session.
- Ethical Practice Workbook Session 1 (Red)
- The Children and Youth Ministry Code of Ethics at a Glance Handout
- The Suggested Solutions to Ethical Scenarios Handout - Hand these out to each group when they are doing the Ethical Scenarios for Group Work exercises
- Each team member will need a pen/pencil to fill in the workbooks

You are welcome to print any of these documents but consider if any or all your participants could interact with them digitally if they have a tablet or iPad or laptop.

• **NOTE TO FACILITATOR**

- Introduction to CPP – this short video will orient your group to the PCANZ Child Protection Policy (CPP). If you are using paper copies of the documentation it will be helpful to have a copy of this in your hand, or on your individual screens if you are viewing the documents electronically.
- You could consider asking your participants to watch the short introduction to the CPP video and read through the PCANZ Child Protection Policy prior to coming along to the first session training.
- Video 1 – Ethical Practices begins with a general introduction to the Ethical Practices workbook, and an overview of the Contents section. After this general introduction orient yourself and your team to the Workbook at **A Bible Mandate for Ethical Practice** below.

Pause/Play:

- Generally, the video narrators give instructions when the video needs to be paused for discussion time or to complete an activity. As a Facilitator, you will need to judge when it is time to draw the discussion to a close, or to bring the group back together after an activity. Some groups will progress through the tasks faster than others – try to find a mid-point to draw the group back together. It may be a “best guess” at times for how long to spend on a task but keep in mind that a shorter session is often better than a longer session, and that as a team you could re-schedule another time to meet if a particular situation needs further discussion.
- In some scenarios you will need to Pause the video while the participants divide into groups. For the group teaching example, Scenario about Peter on page 9, the participants still need to be able to see the video. Instructions are generally narrated and can then be followed by the group.

These instructions support **Video 2 – Health and Safety**

Length of Session: Approximately 1 ½ hours (Video 17 minutes + Discussion and Group Time)

Resources for this Session:

- Health and Safety Workbook Session 2 (Green)
- Safety Policies & Procedures – Reference Documents (Orange) – It isn't necessary to print this large document off for everyone. We suggest you print 1 copy per 6 people as a reference and or make it available digitally.
- Any current Health and Safety policies from your church (if applicable) as these will be referenced during the training
- Each team member will need a pen/pencil to fill in the workbooks

You are welcome to print any of these documents but consider if any or all your participants could interact with them digitally if they have a tablet or iPad or laptop.

Pause/Play:

- Generally, the video narrators give instructions when the video needs to be paused for discussion time or to complete an activity. As a Facilitator, you will need to judge when it is time to draw the discussion to a close, or to bring the group back together after an activity. Some groups will progress through the tasks faster than others – try to find a mid-point to draw the group back together. It may be a “best guess” at times for how long to spend on a task but keep in mind that a shorter session is often better than a longer session, and that as a team you could re-schedule another time to meet if a particular situation or exercise needs further discussion.

These instructions support **Video 3 – Abuse and Recruitment**.

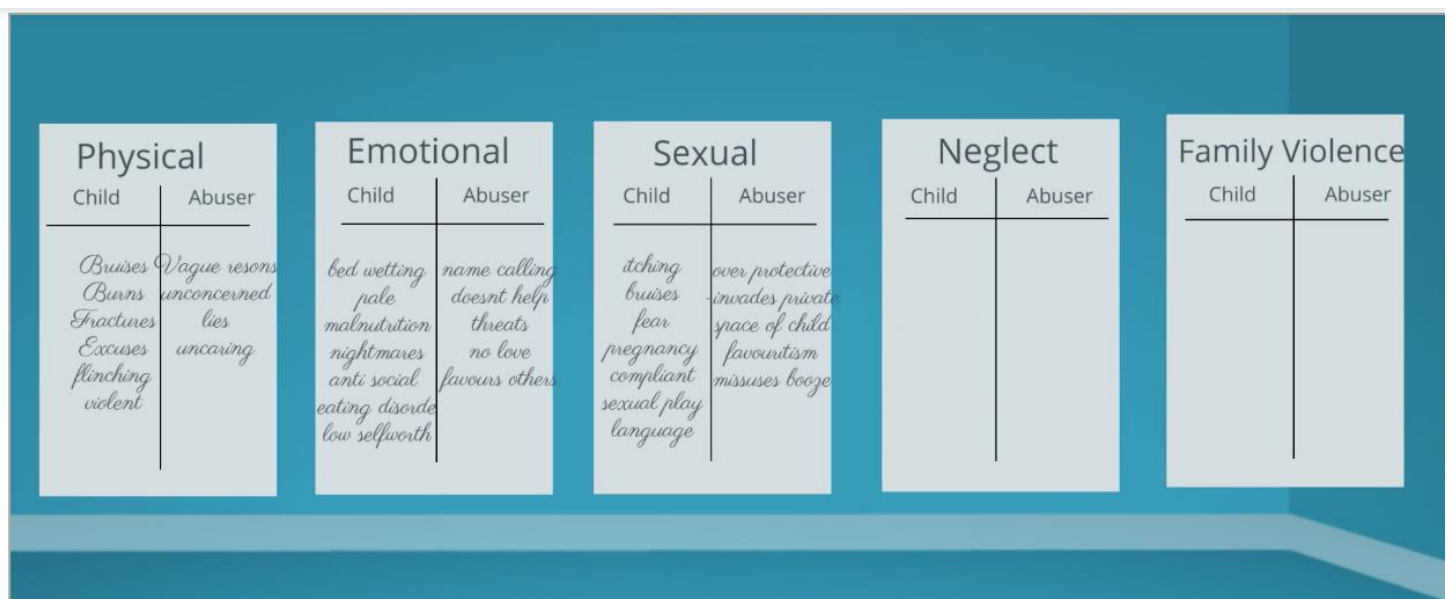
Length of Session: Approximately 1 ½ - 2 hours (Video - 20 minutes + Discussion and Group Time)

IMPORTANT: *The material in this Session may trigger some uncomfortable memories or emotions for participants. Guidelines as to how to care for people if this happens are included in the video.*

Furthermore, after the Recognising Abuse and Neglect Group Activity, the video includes an opportunity for participants to think about the children and young people they work with and to reflect if they may have seen some indicators of abuse. This reflection may trigger some emotions for participants or raise some active concerns if they think of current children who may have shown some indicators of abuse. It would be helpful to continue watching the video as it will provide some further guidance as to how we need to Respond and Report these concerns.

Resources for this Session:

- Recognising and Responding to Child Abuse and Safe Recruitment Workbook Session 3 (Blue)
- The PCANZ Child Protection Policy – Supplementary Provision to the Book of Order
- The Children’s and Youth Ministry Code of Ethics Workbook Session 1A (Yellow)
- Each team member will need a pen/pencil to fill in the workbooks
- Five large pieces of paper e.g. A3 size with the centralised headings: Physical, Emotional, Sexual, Neglect, Family Violence. Below the headings draw a line down the middle of the page so that you have two columns. Head up the left column with ‘Child’ and the right column with ‘Indicator in the Perpetrator’. **Note:** *You will see in the video and in the screenshot below that we have used the term ‘Abuser’ but on the video the narrators use the term “Perpetrator” and ‘Indicators in the Perpetrator’.* If you have a large group consider attaching these sheets to the walls of the room where they can be easily seen and written on, otherwise put them on a table or the floor.
- Several markers for writing on the paper (at least 5), Blu-tac/Pins for attaching the paper to wall/noticeboard



Pause/Play:

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- In some scenarios you will need to Pause the video while the participants divide into groups. Instructions as to whether the group needs to still be able to see the video or whether they can split off into separate spaces will be given on the video.

GRADUATION

It's a great idea to celebrate and acknowledge the participants who go through this training. We suggest that you hold a mini graduation ceremony either at the end of Session 3 or perhaps an even better suggestion is that you hold it as part of one of your church gatherings so that the whole church community can acknowledge the important work that these volunteers and staff are doing.

WOF completion certificates are available for download at www.safetywof.org.nz/training. We suggest you print these onto light A4 card. As the facilitator you are welcome to sign and date these yourself.

PYM AND THE NATIONAL CHILDREN'S AND FAMILY TEAM ARE HERE TO HELP!

CONTACT US WITH ANY QUESTIONS

Please feel free to contact us if you have any questions regarding the delivery of the WOF training, or any questions regarding the interpretation and implementation of the *Child Protection Policy*.

SEND US YOUR FEEDBACK

We would greatly appreciate your feedback on your experience of facilitating the WOF training. You can email us or leave feedback at www.safetywof.org.nz/training

MANAGE YOUR OWN DATABASE

We don't require you to send us a list of the participants you have trained. We want local churches to manage their own databases and take ownership of ensuring that all required personnel are trained.

May the Lord bless you and your church as you bless the children and young people in your community