

W.O.F REFRESHER CODE OF ETHICS

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We use a code of ethics to bring together guiding principles from the Bible, best practice in children's and youth ministry and from NZ and international law that will help guide our conduct in our specific context of working with children and young people. These codes help us all to be on the same page with the best way to support and minister to children and young people.

Our Church has two codes of ethics that we want you to be familiar with:

- The Presbyterian Church of Aotearoa New Zealand (PCANZ) Code of Ethics – this document has been written primarily for those ministering to adults.
- The Children's and Youth Ministry Code of Ethics (see Workbook Session 1A) - this document focuses on ministry to young people and is the one that we want you to be the most familiar with.

(if unfamiliar with these documents please refer back to Session 1 of the SafetyWOF training)

The Children and Youth Ministry Code of Ethics provide us with:

- an agreed set of guidelines for children/youth ministry/work in Aotearoa to ensure that it is carried out in a safe, skilled, and ethical manner.
- a framework that helps children and youth workers hold each other accountable for our practice, and in doing so protects the credibility of children and youth ministry across Aotearoa.
- a frame of reference from which to develop ethical awareness, to create discussion and debate around ethical issues and to implement good and ethical practice for both children and youth workers and young people.

Ethical Scenarios Exercise

Each person on your team will need a copy of the Code of Ethics "At A Glance" card.

Choose one ethical scenario that relates to your area of ministry and discuss how you and your leadership team would respond. Use the solution to page on the back of this card to record the relevant codes and actions you would take in response to this scenario. By using the solutions page you will reinforce the RESPOND principles.

Children's Ministry Scenario.

"Many of the members of the church youth group have become infatuated with a particularly cute and charismatic five year old boy. Before and after church they play with him, carry him around and call him their "favourite" kid. Sometimes the other children stand by, watching."

Youth Ministry Scenario.

"In a mentoring time with a 13 year old who is relatively new to your ministry confides in you that he is using marijuana regularly and that his older brother (16 years old) and parents are occasionally using P. The student does not want you to tell anyone else about this and says that if you do he will never trust you again."

Team Reflection

Are there any other ethical issues we should discuss?

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Ethical Scenarios Solution Page

Use the 6 key questions and the relevant codes to help you RESPOND to the situation wisely:

RELATIONSHIP - QUALITY RELATIONSHIPS – WHANAUNGATANGA

“How can we strengthen the relationship we have with this child or young person and build greater trust with the wider community?”

Relevant Codes:

Action Taken:

ENVIRONMENT - THE WORLD OF CHILDREN AND YOUNG PEOPLE - TE AO RANGATAHI

“How do our beliefs, values, socio-economic and political contexts etc, influence and inform our ministry?”

Relevant Codes:

Action Taken:

STRENGTHS-BASED - HAKAMANATIA NGA UARA RANGATAHI

“How can we utilise and develop this child or young person’s strengths and protective factors?”

Relevant Codes:

Action Taken:

PARTICIPATION - URUNGA - YOUTH PARTICIPATION

“How can we encourage this child or young person to be actively involved in shaping and contributing to the ministry they are involved in?”

Relevant Codes:

Action Taken:

NETWORKING – MAKING KEY CONNECTIONS – HONONGA

“Who are the other people and organisations this child or young person needs in their life to succeed?”

Relevant Codes:

Action Taken:

DATA - GOOD INFORMATION - HAKAMANATIA TE WHANAKETANGA

“What information do we need to help us make the best decisions and actions possible for the children and young people we serve?”

Relevant Codes:

Action Taken:

W.O.F REFRESHER HEALTH & SAFETY

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WIn the Health and Safety (H&S) at Work Act 2015, each local church is known as a PCBU and has the primary duty of care to ensure the safety and wellbeing of all participants in their care. This will involve the appointment of a Health & Safety Officer. However all workers and volunteers have a responsibility to ensure the health and safety of the participants.

All participants, volunteers, workers and others have a duty of care as follows:

- To take reasonable care for their own health and safety
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others
- Comply as reasonably able with instructions from the key leader.
- Cooperate with any reasonable policy or procedure as has been notified by the Church.

Documentation

Leaders must complete a Risk Analysis Management System (RAMS) form and have all hazards identified as well as action plans to ensure care is taken to eliminate or minimise these hazards. *(If any leader is unsure of how to use these carry out the safety steps they should review the Health and Safety Workbook and Video from the full Safety WOF training)*

You should have the following documentation completed for each of your programmes:

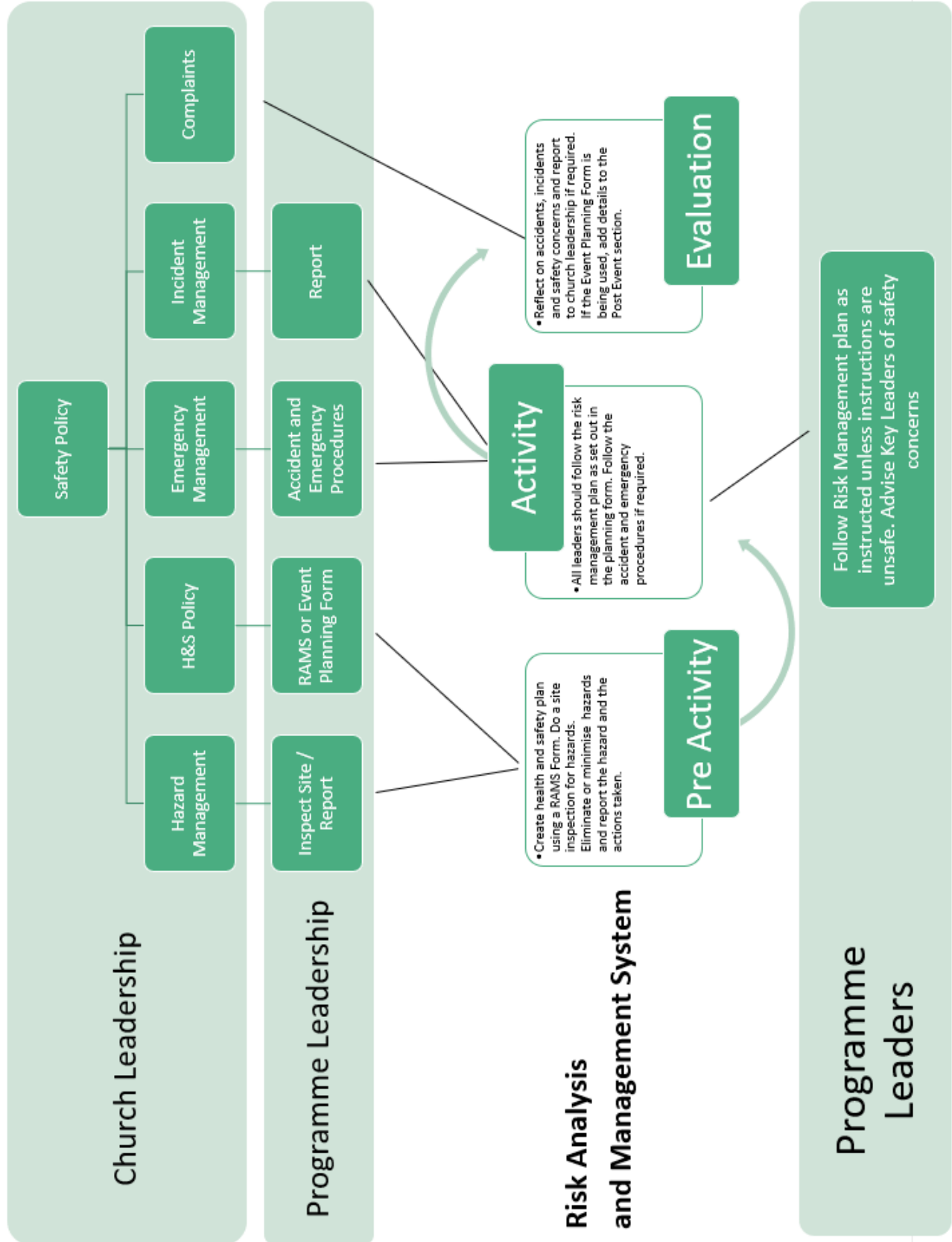
- Risk management plan (RAMS)
- Hazard Inspection
- An accident/incident reporting
- Debrief

Health & Safety Review

As a team, have a brief discussion about how well you are doing in the area of Health & Safety. Use the questions below to guide your conversation.

- Are we using our churches safety policies when we plan and run events?
- Does our church have policies on all the areas we need?
- Do we need to ask for any additional or updated policies from our church leadership?
- Are RAMS, Hazards and Incident forms a regular part of our ministry practices?
- Have we kept a record of all of our H&S Forms from the previous year of ministry?
- Have we noticed any trends in terms of risks, hazards, or incidents?
- In general, how are we doing when it comes to H&S? What, if anything, can we do to improve our H&S processes?

SAFETY RESPONSIBILITY CHART



W.O.F REFRESHER CHILD PROTECTION POLICY

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The Church has a full and active part to play in protecting children and young people from harm. It is the responsibility of the Church to be vigilant, have knowledge and awareness of the indicators of neglect and abuse, whether actual or potential, and to report any concerns, suspicions, or allegations immediately. The Church has a responsibility to take seriously any concern, suspicion or allegation raised.

Where child abuse is known or suspected, everything must be done to ensure the ongoing safety of the child concerned, along with the ongoing safety of any other child who is in close connection to the alleged offender. The child is the primary concern and all other concerns (including the guilt or innocence of the alleged offender) must be secondary. This does not mean that the alleged offender is to be considered guilty without due investigation, but that the child's concerns and safety come first. In no way must any child be left in a harmful, or potentially harmful, situation. Child abuse can involve ongoing, repeated or persistent abuse, or it may arise from a single incident. Child abuse can occur in many different settings and forms and may come to light in a variety of different ways. These can include, but are not limited to:

- Direct or indirect disclosure by the child or someone known to the child;
- Suspicions of abuse by those involved with the child;
- Allegations and/or direct observations or signs displayed in the child's physical or emotional behaviour;
- Direct witnessing of abuse.

When disclosures of abuse come directly from a child, it is important that you take what the child says seriously. This applies irrespective of the setting, or your own opinion on what is being said. When a child tells you what has been happening to them, or when you witness or suspect child abuse, it is important that you, as the adult, remain calm and confident. It's also possible that an adult may disclose their concerns about abuse happening to a child they know.

Indicators of Abuse

(If any leader is no longer familiar with recognising signs of abuse, they should revisit Session 3 of the Safety WOF training)

Ethical Scenarios Exercise

Choose one ethical scenario that relates to your area of ministry and discuss how you and your leadership team would respond. Discuss how the Child Protection Procedures might be outworked in this scenario. You should also refer to the Code of Ethics "At A Glance" card and note which codes would inform your response.

Children's Ministry Scenario

"The holiday programme supervisor comes to tell you that one of the kids in the programme has said that her mum is hitting her and shouting at her. The child is visibly upset."

Youth Ministry Scenario

"One of your single female adult youth leaders lets you know that a 15 year old boy in the youth group is being physically abused at home, and so he has moved into her flat to protect him from the violence."

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CHILD PROTECTION PROCEDURES FLOWCHART

