



Child, Young Person and Vulnerable Adult Protection Policy

Adopted by elders as an Eastgate Policy: 06 May 2025

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STATEMENT OF COMMITMENT

An important way to safeguard children, young people and vulnerable adults is to have comprehensive and effective protection policy.

Eastgate Christian Centre is committed to the prevention of child abuse and to the protection of children and young people. We are equally committed to the protection of vulnerable adults.

This commitment means that the welfare and best interests of the child, young person or vulnerable adults are the prime considerations when any decision is made about suspected child abuse.

1. SECTION ONE: INTRODUCTION

Purpose

- 1.1. This Child and Vulnerable Person Protection Policy ensures that Eastgate Christian Centre operates to protect children and young people and vulnerable adults from harm.
- 1.2. This policy confirms the commitment of Eastgate Christian Centre to the protection of children and young people and vulnerable adults and proceeds to:
 - Outline the standards and principles by which all Church Workers will abide.
 - Define child abuse.
 - Outline the action to be taken by Church Workers where any form of abuse or neglect is known or suspected.
 - Establish what action is required when allegations are made against Church Workers.
 - Outline expectations regarding Church Workers training.
 - Outline expected behaviour of Church Workers.

Guiding Principles

- 1.3. Eastgate Christian Centre buildings, campuses, and activities should be places of safety, free of all forms of abuse as all abuse violates the teachings and principles that underlie Eastgate's belief system.
- 1.4. Eastgate Christian Centre recognises that it has a duty of care for the safety, welfare and well-being of children and young people and vulnerable adults and will act in ways that protect children and young people from all forms of abuse and harm.
- 1.5. Eastgate Christian Centre asserts that all children, young people and vulnerable adults have equal rights to protection from abuse, neglect, and exploitation regardless of their gender, race, religion, political beliefs, age, physical or mental health, sexual orientation, family and social background, and culture, economic status, or criminal history.
- 1.6. The decisions and actions of Eastgate Christian Centre in response to any child protection concern will be guided by the principle of "the welfare and best interests of the child or young person or vulnerable adult".
- 1.7. If in doubt, at any time, contact the following:
 - For suspected or alleged abuse—consult with an Oranga Tamariki duty Social Worker. Child Matters is also available to be contacted for advice (childmatters.org.nz).
 - For alleged abuse by a Church employee—complaints@baptist.org.nz or Child Matters on 07 838 3370.

Scope

- 1.8. This policy applies to all Eastgate Christian Centre Church Workers, the term "Church Worker" is defined in the definitions section below.

Legislation

1.9. This policy has been written in accordance with the following legislation:

- Care of Children Act 2004
- Children's Act 2014
- Crimes Act 1961
- Family Violence Act 2018
- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- Health and Disability Sector Standards Regulations 2001
- Health Information Privacy Code 1994
- Human Rights Act 1993
- Oranga Tamariki Act 1989
- Privacy Act 2020

Review

- 1.10. This policy will initially be reviewed within 12 months of its adoption, and every three years thereafter. This is to ensure it is kept up to date with changes that may have been made to legislation, related policies and procedures, and in light of operational experience.
- 1.11. The overall responsibility for this policy rests with Eastgate Christian Centre's Senior Pastor and Elders.

Definitions

1.12. For the purposes of this Policy the following definitions apply:

"Child" means any person under 14 years of age.

"Child Abuse" can involve ongoing, repeated, or persistent abuse, or may arise from a single incident involving a child or young person. Abuse may take many forms but it can be categorised into four different types:

1. Physical Abuse
2. Sexual Abuse
3. Emotional Abuse—including Spiritual Abuse
4. Neglect

"Child Protection Register" is a record of children and young people who are considered to be suffering, or who are considered to be at risk of suffering, or likely to suffer, abuse or neglect. The register includes information about those child protection concerns, including but not limited to:

- A record of facts, including observations, with time and date.
- What was said and by whom, using the person's words.
- What action has been taken, by whom and when.

All decisions, including if the concern does not require notifying Oranga Tamariki or the Police, with the reasons clearly identified and explained.

The Register must be kept up to date, and its contents must be confidential other than to authorised enquirers. It must be held securely and separately from other Eastgate Christian Centre records. This record will be stored in a locked file held in the church office, with access available only to the Designated Persons named in this Policy.

“Church Worker” refers to any person working or volunteering at, for, or on behalf of, Eastgate Christian Centre in a role that has contact with children and young people. For the purposes of this policy “Church Worker” also refers to the Eastgate Christian Centre Pastors and/or Elders and/or trustees and/or crèche leaders and/or crèche helpers and/or ministry leaders and/or ministry helpers.

“Designated Person for Child, Young Person and Vulnerable Adult Protection” is a person within Eastgate Christian Centre who is responsible for safeguarding children, young people, and vulnerable adults. All Designated Persons are required to undergo child protection training and ensure that child protection is a key focus within Eastgate Christian Centre, both at a strategic level and on a day-to-day basis.

Eastgate Christian Centre has appointed secondary Designated Persons for child protection who are also trained in child protection and can be consulted on child protection matters when required or in the event that the primary Designated Person for child protection is unavailable or if the child protection concern relates to that Designated Person.

As at the date of this policy, the Designated Person for Child Protection for Eastgate Christian Centre is:

Andrew Shudall, Senior Pastor (Pakūranga and Te Kauwhata) 021 306 355

As at the date of this policy, the secondary Designated Persons for Child Protection for Eastgate Christian Centre are:

Alison Hunt (Te Kauwhata) 027 289 6477

Christine Taylor-Agnew (Pakūranga) 027 698 1170

Peter McCartney (Pakūranga) 021 491 772

This team can be contacted via the email safe@eastgatecc.org.nz

“Emotional Abuse” is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a child, young person or vulnerable adult.

“Family Violence” can take many forms and includes not only acts of physical violence, but also intimidating behaviour such as threatening to harm people, pets, or property. Children and young people and vulnerable adults are always affected either emotionally or physically where there is family violence even if they are not personally injured or physically present.

“Grooming” is predatory conduct and can include, but is not limited to, befriending, or establishing an emotional relationship, or other emotional connection, with a child or young person or vulnerable adult, (and can extend to members of the child or young person’s or vulnerable adult’s family or whānau), for the purpose of lowering the child or young person’s or vulnerable adult’s inhibitions and with the objective of sexual abuse.

“Neglect” is characterised as the persistent failure to meet a child or young person’s or vulnerable adult’s basic physical and/or psychological need. This can occur through direct and deliberate action or by omission or deliberate inaction to care for and/or protect the child. It may also include neglect of a child’s, young person’s or vulnerable adult’s basic or emotional needs.

“Oranga Tamariki - Ministry for Children” formally known as Child Youth and Family Services (“CYFS”). Oranga Tamariki is a government ministry dedicated to supporting children and young people in New Zealand whose wellbeing is at significant risk of harm now, or in the future.

“Physical Abuse” is a non-accidental act on a child or young person or vulnerable adult that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning, or otherwise causing physical harm to a child or young person or vulnerable adult. Physical abuse also involves the fabrication or inducing of illness.

“Sexual Abuse” includes acts or behaviours where an adult, older or more powerful person uses a child or young person or vulnerable adult for a sexual purpose.

While it may involve a stranger, most sexual abuse is perpetrated by someone the child young person or vulnerable adult knows and trusts.

It includes any touching for sexual purpose, fondling of breasts, buttocks, genitals, oral sex, sexual intercourse, an adult exposing themselves to the child or young person or vulnerable adult, or seeking to have a child young person or vulnerable adult touch them for a sexual purpose. It also includes voyeurism, photographing children or young people inappropriately, involving the child or young person or vulnerable adult in pornographic activities or prostitution or using the internet and phone to initiate sexual conversations with children or young people or vulnerable adult.

“Spiritual Abuse” is a form of abuse that occurs when a person misleads and maltreats a child or young person or vulnerable adult in the name of God, or in the name of the Church by taking advantage of the child or young person’s or vulnerable adult spirituality and putting them in a state of unquestioning obedience to an abusive authority.

“Vulnerable Adult” refers to any person aged 18 years or older who is, by reason of mental, physical or other disability, age, illness, or who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation. This includes individuals who may be at risk due to their circumstances or environment and encompasses a broad range of vulnerabilities, whether temporary or permanent, regardless of whether they are receiving formal care or support services. For the purposes of this policy, vulnerable adults are given the same consideration and protection as children, with a focus on preventing abuse and ensuring their safety and well-being.

“Young Person” means any person of or over the age of 14 years but under the age of 18 years. The term “young person” can also be extended to include some young adults for certain purposes and as specified in the Oranga Tamariki Act 1989.

2. SECTION TWO: ROLES AND RESPONSIBILITIES

Roles and Responsibilities

- 2.1. Eastgate Christian Centre recognises that all Church Workers have a full and active part to play in protecting children, young people and vulnerable adults from harm. It is a primary responsibility of Church Workers to be vigilant, have knowledge and awareness of the indicators of neglect and abuse, whether actual or potential, and to report any concerns or allegations immediately. Church Workers have a responsibility to ensure that any concern or allegation raised is taken seriously.
- 2.2. Each Church Worker in relevant ministries must receive training and information:
 - Be aware of, and alert to, potential indicators of abuse or neglect.
 - Record a factual account of any concerns they have, or that are brought to their attention.
 - Appropriately seek advice and support from the Designated Person(s) who will then contact external agencies if appropriate.
 - Work in cooperation with the parents and caregivers unless this compromises the safety of the child or young person.
- 2.3. The statutory responsibility to investigate reported allegations of child abuse rests with Oranga Tamariki and the New Zealand Police. No individual or leadership team at Eastgate Christian Centre, including the Designated Person(s) or Pastor/Elders, should investigate allegations of abuse without first seeking advice from complaints@baptist.org.nz to ensure they receive independent, external advice on the process and next steps.

Role of the Designated Person and secondary Designated Persons for Child, Young Person and Vulnerable Adult Protection

- 2.4. The Designated Person/s for Child, Young Person and Vulnerable Adult Protection are to:
 - Be trained in Child, Young Person and Vulnerable Adult protection and undergo refresher training through mechanisms recognised by the Baptist Union of New Zealand.
 - Adopt, implement, comply with, and enforce the Eastgate Christian Centre Child, Young Person and Vulnerable Adult Protection Policy and other related policies and procedures.
 - Ensure that Child, Young Person and Vulnerable Adult protection is a key focus within Eastgate Christian Centre and that appropriate protocols, procedures and training are in place.
 - Ensure that the needs and rights of children and young people and vulnerable adults come first—the safety and wellbeing of each child or young person or vulnerable adult is the paramount consideration in all circumstances.
 - Promote and model appropriate behaviour at all times.
 - Ensure that all allegations are managed appropriately.
 - Ensure, and safeguard, clear, confidential, detailed and dated records on all Child, Young Person and Vulnerable Adult protection concerns.

- Ensure that all members are aware of, have access to, and understand, this Child, Young Person and Vulnerable Adult Protection Policy.
- Ensure that all Church Workers are recruited and delegated responsibilities in accordance with the guidelines identified in this policy.
- Ensure that when a child, young person, or vulnerable adult protection concerns arise, no internal investigation occurs without a decision as to whether or not a response from Oranga Tamariki and/or the New Zealand Police is required. This decision is to be made in consultation with all the designate persons names in this policy and/or an Oranga Tamariki duty social worker.
- All child protection concerns should be discussed with the Designated Persons named in this policy or an Oranga Tamariki social worker.

*Think “What if I am right?”
not “What if I am wrong?”*

3. SECTION THREE: PROCEDURES REQUIRED BY THIS POLICY

The procedures set out in this policy provide guidelines to assist in identifying and responding appropriately to concerns of abuse and neglect.

3.1. The procedures set out below will help Church Workers with:

- The identification of abuse.
- Handling disclosures, whether verbal or behavioural, from a child, young person or vulnerable adult.
- Reporting procedures.

Identification of Abuse

3.2. 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 a 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, physical or emotional behaviour.
- Direct witnessing of abuse.

3.3. The signs and indicators of abuse to a child, may not be immediately obvious or identifiable. **Appendix 1** of this policy sets out a non-exhaustive list of signs and indicators to help identify abuse.

3.4. If a Church Worker is unsure about what might constitute abuse or whether they ought to report an incident, they should ask for advice and guidance from the Designated Person or, failing that, an independent expert social worker or Child Matters www.childmatters.org.nz

3.5. A Church Worker may seek advice from Oranga Tamariki (0508 326 459) regarding child protection concerns at any time.

Responding to Abuse or Suspected Abuse

3.6. When abuse is suspected, disclosed, or witnessed, everything must be done to ensure the ongoing safety of the child, young person or vulnerable adult concerned, along with the ongoing safety of any other child, young person or vulnerable adult who is in close connection with the alleged offender. All other considerations, including the alleged offender's guilt or innocence, must remain secondary to the potential victims' immediate safety. This does not mean that the alleged offender is to be considered guilty without due investigation, but that safety comes first.

3.7. In a situation where any Church Worker believes on reasonable grounds that a child or young person is in immediate danger, or in a situation where they believe that a third party is not prepared to secure the child or young person's safety by contacting a statutory service, the Church Worker, in consultation with the Designated Person(s), will inform Oranga Tamariki or the Police of their concerns.

- 3.8. Eastgate Christian Centre Church Workers will not act alone about concerns of abuse but will consult with any of the Designated Person(s), who will act according to the procedures set out in this policy.
- 3.9. In dealing with an allegation or suspicion of child abuse, Eastgate Christian Centre will respond with sensitivity, objectivity, confidentiality, fairness, and honesty.
- 3.10. **Appendix Two** of this policy sets out an overview of responding to the specifics of child abuse.

Responding to Disclosure of Abuse

- 3.11. Disclosure of abuse may come directly from a child, young person or vulnerable adult. It is important that Church Workers take what is disclosed seriously, and respond in a calm, caring and sensitive manner. This applies irrespective of the setting, or the Church Worker's own opinion on what is being said. If there is information disclosed regarding actual or suspected child abuse Church Workers **must**:

- Stay calm.
- Listen and hear.
- Give time to the child or young person to say what they want.
- Reassure them that they were right to tell.
- Tell the child or young person that they are being taken seriously and that they are not to blame.
- Explain that they have to pass on what the child or young person has told them as soon as they are aware that the child or young person is making a disclosure.
- Give an age-appropriate explanation to the child or young person of what they can expect to happen next.
- Record in writing what was said as soon as possible, using the child or young person's own words where possible.
- Report the concern to the Designated Person(s).

Church Workers **must not**:

- Make the child or young person repeat the story unnecessarily.
- Promise to keep secrets.
- Enquire into the details of the alleged abuse.
- Ask leading questions.

- 3.12. Under no circumstances should Church Workers attempt to conduct an investigation or deal with concerns of abuse without first seeking contacting the Designated Persons named in this policy who will seek advice from complaints@baptist.org.nz or Child Matters (refer to **Appendix 6**) to ensure they receive independent, external advice on the process and next steps.

Harmful Behaviour by One Child, Young Person or Vulnerable Adult Towards Others

- 3.13. It is important to be aware that children, young people and vulnerable adults can harm other people. These behaviours are outside of what may be considered the normal range and can extend to bullying, physical or verbal violence or sexual assault.

- 3.14. Therefore, when inappropriate harmful behaviour is reported then the protection procedures outlined in this policy must be implemented appropriately, including documentation of all such reports and concerns.
- 3.15. If harmful behaviour by one child, young person or vulnerable adult towards another person is alleged or observed, Eastgate Christian Centre Church Workers must consult with the Designated Person/s who will seek external support to respond appropriately.

Reporting Procedures

- 3.16. All Eastgate Christian Centre Church Workers must report concerns or allegations of child abuse or other abuse to the Designated Person/s at the first possible opportunity to best ensure the safety of the child or young person. The Designated Persons will make a decision as to whether to notify Oranga Tamariki.
- 3.17. If an immediate danger is present and urgent response is required to ensure the child or young person's safety, Church Workers should contact the NZ Police and Oranga Tamariki directly and after that inform one of the Designated Persons.
- 3.18. All concerns or allegations of sexual abuse must be reported to Oranga Tamariki or the NZ Police.
- 3.19. When reporting an incident members of Eastgate Christian Centre should:
- Inform the Designated Person as a matter of urgency.
 - Record in writing all conversations and actions taken and keep these records securely in a Child Protection Register.
- 3.20. Effective documentation, including referrals and notifications, must include:
- A record of statements made, including observations, with times and dates.
 - Recording who was present at the time of the report.
 - What was said and by whom, using the person's words.
 - What action has been taken, by whom and when.
 - Who is making the report, and when the report is made date/time.

Keeping the Child, Young Person or Vulnerable Adult's Family Informed and Involved

- 3.21. Wherever possible, the family of the Child, Young Person or Vulnerable Adult should participate in the decisions affecting them and the relationship between them and their family should be maintained and strengthened. When it comes to informing the family and whānau, advice can be sought from Oranga Tamariki, Child Matters or complaints@baptist.org.nz.
- 3.22. Although the family or caregivers of the person will usually be informed of concerns, there may be times when those with parental responsibility may not be initially informed. This may happen when:
- A parent, family member or caregiver is the alleged offender.
 - It is possible that the person who is the focus of the report may be intimidated into silence.
 - There is a likelihood that evidence will be destroyed.

- The person does not want their family members or caregivers involved and they are of an age when they are competent to make that decision. Any decision not to inform the child or young person's family based solely on the child or young person's wish should be made with careful consideration and in consultation with the Designated Persons.

Confidentiality and Information Sharing

- 3.23. The safety of all children, young people and vulnerable adults is paramount and Eastgate Christian Centre has a responsibility to know when and how to share appropriate information with external agencies to protect the safety and wellbeing of children and young people.
- 3.24. All Church Workers are required to adhere to the Privacy Act 2020 and the Health privacy code and the Information Sharing Provisions under the Oranga Tamariki Act 1989, and the Family Violence Act 2018.
- 3.25. Under the Privacy Act 2020, the giving of information to protect a child or young person is not a breach of confidentiality. Principle 11 of the Privacy Act 2020, states that the sharing of personal information is allowed if "disclosure of the information is necessary to prevent or lessen a serious threat".
- 3.26. The Oranga Tamariki Act 1989 places the wellbeing and best interests of children and young people as the first and paramount consideration when it comes to the sharing of information. This principle takes precedence over any duty of confidentiality that is owed to the child or young person, their family, or any person with whom the child or young person is in a domestic relationship with.
- 3.27. Under the Oranga Tamariki Act 1989, if Eastgate Christian Centre Church Workers raise a legitimate concern in good faith about suspected child abuse, which proves to be unfounded on investigation, no civil, criminal, or disciplinary proceedings may be brought against those Church Workers, or against Eastgate Christian Centre
- 3.28. **Appendix 3** of this policy provides an overview of the information-sharing provisions of the Oranga Tamariki Act 1989 and information-sharing considerations.
- 3.29. Advice should be sought from Oranga Tamariki and/or the Police before any information about an allegation that identifies an individual is shared with anyone other than the Designated Person/s.

4. SECTION FOUR: SAFE RECRUITMENT

Safe Recruitment

- 4.1. Eastgate Christian Centre has a responsibility to ensure that those entrusted with ministry to and among children, young people or vulnerable adults are safe to do so. Eastgate Christian Centre is committed to ensuring robust recruitment and appointment processes are in place and followed, which emphasise the importance of safety for all people and ensure that every Eastgate Christian Centre Church Worker working with children, young people or vulnerable adults either directly or indirectly, is safe and suitable to do so.
- 4.2. A safe church environment is expected to include those who may have convictions or concerns about their past behaviour. Safety for them is a pastoral issue involving ensuring they are known, accountable, and correctly supported. Where we are unable to provide a safe environment for them we will communicate clearly. Individuals with such concerns will not be included in contexts of care and supervision of children, youth or vulnerable adults.
- 4.3. All known people who have identified concerns about their behaviour and/or conviction record will have a clear safety plan agreed with the congregation pastor concerned and this will be communicated to the Designated Persons in this policy.
- 4.4. Before making any appointment, Eastgate Christian Centre will complete a robust safety checking process to ascertain the candidate's suitability and safety to work with children at, Eastgate Christian Centre. Depending on the role, this process includes, but is not limited to:
 1. Identify Verification Check—including sighting government issued documentation
 2. Employment Verification Checks
 3. Reference Checks
 4. Professional Membership Checks
 5. New Zealand Policy Vetting Checks
 6. Oranga Tamariki Checks
 7. Risk Assessments

Police Vetting

- 4.5. All Church Workers, including but not limited to relevant ministries and initiatives focused on children, young people, and vulnerable adults and other ministries or activities in our campuses and contexts where children, young people, or vulnerable adults are present, must undergo police vetting. Police vetting will be carried out on all relevant Church Workers over the age of 13 (School Year 9) and will be repeated a minimum of every two years thereafter.
- 4.6. Until the police vetting has been completed and the results have been received, all newly appointed Eastgate Christian Centre Church Workers working with children, young people or vulnerable adults will be supervised in their role by a police-vetted Church Worker and must not work alone or engage in unsupervised ministry duties.
- 4.7. If a person under the age of 16 is working as a Church Worker, that Church Worker will not be permitted to work alone with children and must be supervised by an approved Church Worker, who complies with the requirements of this policy, at all times.

- 4.8. If the candidate has lived in another country in the last five years for six months or more, they must supply a satisfactory background and character check conducted in that country which will usually be supported by a church pastor, employer as well as a police check from the overseas jurisdiction.
- 4.9. Where this proves impossible no one will be approved to work in any context with a child, youth or vulnerable adult without the written and unanimous consent of all Designated Persons in this document. In addition the church elders will also be required to provide approval of the person seeking to participate in ministry before they can participate in that ministry.
- 4.10. A policy report that does not pass an individual as suitable for ministry positions should be notified to all the Designated Persons. Church records will record the outcome of these police reports as “Not Approved” and will only be visible to pastors and required admin staff. This information is regarded as the highest level of confidentiality.
 - Any person ‘not approved’ is deemed vulnerable and must be pastorally cared for to keep them and those around them safe.

Child Protection Training

- 4.11. All Church Workers of Eastgate Christian Centre will be required to be familiar with, and adhere to, the Eastgate Christian Centre Child, Young Person and Vulnerable Adult Protection Policy.
- 4.12. Eastgate Christian Centre will ensure that everyone in the organisation has adequate and appropriate information about child abuse in order to protect children and to recognise and respond when children and young people are at risk. At a minimum, this will include being provided with an overview of the signs and indicators of abuse, as well as a copy of Eastgate Christian Centre’s Child, Young Person and Vulnerable Adult Protection Policy and the procedure for responding to actual or suspected abuse.
- 4.13. The Designated Person and secondary Designated Persons for Child, Young Person and Vulnerable Adult Protection, and all Church Workers working directly with children and young people and vulnerable adults should receive in depth, and updated child protection training to ensure that those roles can be carried out safely and effectively.
- 4.14. Church Workers training on child protection may include an overview of signs and indicators of abuse, as well as the procedure for responding to actual or suspected abuse. This training will include:
 - Roles and responsibilities of Church Workers regarding child protection.
 - Recognising and responding to the signs and indicators of actual or suspected abuse.
 - Ensuring Church Workers receive a copy this Policy, can understand it, and can follow the procedures for reporting a concern.

Support

- 4.15. It is recognised that dealing with child protection cases and concerns can impact the well-being of Church Workers. Eastgate Christian Centre will offer appropriate support to any Church Worker involved with dealing with a child abuse case or concern. This support includes, but is not limited to, counselling services and/or referring the Church Worker to other appropriate agencies.
- 4.16. Where practicable, Eastgate Christian Centre will assist members of the congregation who are victims of child abuse by ensuring that they have access to the appropriate support care.

Educating Parents, Caregivers and Children, Young People and Vulnerable Adults

- 4.17. Eastgate Christian Centre believes that education directed at children and young people and their parents and caregivers is also an important aspect of enhancing their well-being, in addition to training for Church Workers.
- 4.18. Parents, caregivers, children, young people and vulnerable adults part of Eastgate Christian Centre ministries will be made aware of this policy and the procedures flowing out from it, ensuring that those associated with Eastgate Christian Centre know, at a minimum, who to contact in the event of a child protection concern arising.

5. SECTION FIVE: SAFE WORKING PRACTICES

Refer to the Eastgate Christian Centre:

“Safe Working Practices Policy”

“Code of Conduct”

“Digital Technology”

“Supervision Policy”

“Transport Policy”

“Trips and Excursions Policy”

[any/all other relevant policies which exist]

- 5.1. Relationships between adults and children, young people, or vulnerable adults are never relationships of equals. Because of the inherent power imbalance, Church Workers must never use their position for personal influence, control, or gratification. All interactions must protect the dignity, agency, and well-being of the child, young person or vulnerable adults.
- 5.2. Church Workers must, at all times, work for the physical, social, educational, moral and spiritual well-being of the children, young people and vulnerable adults in their care and contact.
- 5.3. Church Workers should always maintain appropriate professional boundaries and avoid behaviour that might be misinterpreted by others. Church Workers who work with children and young people must act in a way that is considered to be safe practice. This includes, but is not limited to:
 - Avoiding one-to-one situations unless they are clearly visible and accountable.
 - Using an open-door policy where possible.
 - Treating all children, young people, or vulnerable adults with respect at all times, regardless of their gender, race, religion, political beliefs, age, physical or mental health, sexual orientation, family and social background, culture, economic status or criminal background.
 - Avoiding circumstances where their behaviour (both verbal and physical) may be misinterpreted as hostile, suggestive, inappropriate, offensive, or neglectful.
 - Promoting an environment where children, young people and vulnerable adults feel safe and comfortable in the care of, or in contact with, Eastgate Christian Centre.
 - Not transporting a child, young person or vulnerable adults, other than their own, alone at any time other than in an emergency situation.
 - Not removing any child, young person or vulnerable adults from Eastgate Christian Centre without prior written consent from the child, young person or vulnerable adults' parent or caregiver—except in an emergency situation.
 - Acting swiftly to ensure that any perceived risk to a child, young person or vulnerable adults is immediately mitigated and reported.
 - Monitoring visitors to Eastgate Christian Centre at all times .
 - Not taking, or displaying, images of children and young people unless they have consent to do so from the child, young person or vulnerable adult's parents or caregivers, and the child or young person, or vulnerable adult themselves if appropriate.
 - Ensuring that all interaction and communication with children and young people, by whatever means, is transparent and open to scrutiny.

Physical Contact

- 5.4. There is a necessity to have a balance between the rights of the child or young person and the need for intervention. Physical contact with children, young people, or vulnerable adults must always be appropriate, limited, and in response to the person's needs—not the adult's. Any contact should consider the individual's age, development, cultural background, and personal preferences, and should be discontinued immediately if the person appears uncomfortable or distressed. Church Workers should always use their professional judgement, observe and take note of the child or young person's reaction or feelings and use a level of contact and/or form of communication that is acceptable to the person concerned for the minimum amount of time necessary.

Communication

- 5.5. All communication between Church Workers and children, young people, or vulnerable adults must take place within clear professional boundaries. This applies to all forms of contact, including verbal, written, digital, or online communication.
- 5.6. Church Workers must not share their own personal information with a child, young person, or vulnerable adult, nor should they seek or respond to personal information from them, except where such information is necessary for ministry purposes and within proper accountability boundaries.
- 5.7. Church Workers should ensure that all communications are transparent and open to scrutiny—including communications being copied to a parent/caregiver, or another appropriate person, and remain open to appropriate scrutiny.
- 5.8. All communication between Church Workers and children, young people, or vulnerable adults must be solely for appropriate ministry purposes. Communication must never serve the personal interests of the Church Worker, nor be used—directly or indirectly—to initiate, encourage, or sustain an inappropriately close, exclusive, or secretive relationship.
- 5.9. If at any time a Church Worker suspects that inappropriate communication has occurred between a Church Worker and a child or young person, this must be immediately reported to the Designated Persons named in this policy.

Private Spaces

- 5.10. Church Workers must not enter private spaces such as toilets, urinal spaces, showers, or changing rooms while they are being used by children, young people, or vulnerable adults unless absolutely necessary for safety or support. In such cases, another appropriate adult must be present, and permission should be sought from those inside before entering.

Photographs and Recordings

- 5.11. Eastgate Christian Centre will prioritise the safety of children and young people when taking photographs and video footage at Eastgate activities, whether intended for internal or external use. This includes, but is not limited to, posting images on social media.
- 5.12. Children and adults have the right to decline to appear in images posted or printed and can request the removal of any photographs or videos from social media or future printed material.
- 5.13. Eastgate Christian Centre will regularly inform parents, caregivers, and congregation members about our practices regarding photography and videography, and ensure they are aware of their rights to opt out or request the removal of images.

Camps, Trips and Excursions

- 5.14. Taking children and young people out of their usual environment can provide them with positive, life-changing experiences that they will remember for the rest of their lives. However, it can also put them at risk and put them into unfamiliar situations. Careful planning and preparation are needed to minimise risks and make the activity a positive experience for each child or young person.
- 5.15. Before any trip, parents and caregivers will be informed by written notice of the details of the trip, including but not limited to:
 - The venue.
 - The method of transport.
 - The date.
 - The time.
 - The contact details of the person(s) responsible during the off-site event.
- 5.16. Parents and caregivers must give written and signed consent for their child or young person to attend any planned off-site event: verbal, implied, or reported consent (including text messages) is not valid.
- 5.17. All adults leading or helping at the off-site event or camp are to be appropriately safety checked or Police Vetted prior to the trip or excursion. Any adults attending will give their assent to the event rules and regulations under the leadership of the person responsible. No individuals who present concerns for the safety of others, especially children, young people or vulnerable adults may be part of Eastgate off-site camps or events.

Transportation

- 5.18. All precautions must be taken to ensure that when transporting children and young people their safety and wellbeing is paramount.
 - Only approved and fully licensed adults (18+) will be responsible for transporting children and young people.

- All adults must be free from alcohol and non-prescription drugs or prescription drugs that may affect their driving ability (indicated in medicine warnings).
 - The vehicle should be insured for carrying passengers for such purposes (those employed by Eastgate are required to inform their insurance company).
- 5.19. All drivers and vehicles transporting anyone for a church event **must comply with New Zealand law at all times:**
- Be roadworthy, have a current Warrant of Fitness, and be registered.
 - The maximum passenger number must not be exceeded.
 - Safety belts and restraints must be in working order and used correctly/as designed.
 - Speed limits and road signs must be obeyed.
- 5.20. Drivers must not deviate from the agreed route and must carry a mobile phone with them at all times in case of emergencies.
- 5.21. Children and young people especially should not be transported when they are the only other person in a vehicle, except in an emergency or as necessary for the health and safety of a child or young person. This can be achieved by:
- Having a central drop-off and pick-up point for trips so there isn't one child or young person left at the end of a trip.
 - Using vans and transporting big groups at once with each vehicle having more than one approved leader/helper.
 - Encouraging caregivers to transport their own child or young person to events.
 - Having agreed contingency plans and protocols should there be a need for last-minute changes.
- 5.22. In circumstances where transporting a child or young person alone is unavoidable due to an emergency situation or where it is required for the health and safety of a child or young person, Church Workers must:
- As a first priority, ensure that the child or young person's parent/caregiver is informed about what is happening and has all the details of the journey.
 - Immediately inform the Designated Person/s of the situation.
 - Ensure that the child or young person sits in the back seat of the vehicle.
- 5.23. All solo child/young person with leader/helper journeys are to be recorded in a written report by the Church Worker to the pastor concerned with a record of the reasons requiring the solo trip, including other details (a note of the time the journey began and ended with a note of route taken, stops etc.).
- This report should be made within the shortest possible timescale of the journey. A report delayed more than 24 hours from the journey and the written report requires the notification of the relevant Designated Persons.
 - Unreported and discovered journeys of this nature are an immediate incident of concern and will elicit an investigation of the circumstances.
 - Any Church Worker initiating and failing to report such a journey as outlined here may be subject to investigation and disciplinary action in accordance with church policy.

Child and Youth Ministries

Crèche Ministry

- 5.24. Crèche services are for children under the age of three years and are designed to be provided without the presence of a child's parent or caregiver. Safe working practices will be followed at all times to protect children from the risk of inappropriate behaviour from Eastgate Christian Centre Church Workers, and any other adult, child, or young person, present.
- 5.25. Where a parent or caregiver is not present, only Church Workers whose role it is to provide care for a child may do so.
- 5.26. Any visitors to the crèche must be approved by the Church Worker responsible for care (see 5.25).
- 5.27. Where possible, open-door policies should be used for all spaces and no Church Worker, or visitor to the crèche, should be left alone with a child.
- 5.28. Except in emergency situations, no child is to be removed from the crèche by anyone other than the child's parents or caregivers, without express written permission.
- 5.29. Except in emergency circumstances, all children will be signed in by a parent or caregiver and should either be signed out by a parent or caregiver or delivered directly to a parent or caregiver by a Church Worker at the end of the session unless expressly authorised by the parent or caregiver otherwise.
- 5.30. The parent or caregiver of the child must complete the Eastgate Christian Centre registration process and ensure that updated contact details are provided to the crèche.
- 5.31. In the circumstances where toileting or nappy changes are required, the Church Worker must deliver the child to the parent or caregiver.

Eastgate Kids Ministry

- 5.32. Eastgate Kids Ministry services are for children aged between three and 10 years old (preschool to school year 6) and are designed to be provided without the presence of a child's parent or caregiver. Safe working practices will be followed at all times to protect children from the risk of inappropriate behaviour from Eastgate Christian Centre Church Workers and any other adult or child present.
- 5.33. Where a parent or caregiver is not present, only Church Workers whose role it is to provide care for a child may do so.
- 5.34. Any visitors to the ministry must be approved by the appropriate Church Worker.
- 5.35. Open-door policies should be used for all spaces where possible. No Church Worker or visitor to the ministry should be left alone with a child.
- 5.36. Except in emergency situations, no child is to be removed from the ministry by anyone other than the child's parents or caregivers without express written permission.
- 5.37. Except in emergency circumstances, all children will be signed in by the approved Church Worker, parent, or caregiver, and should be either signed out by a parent or caregiver or delivered directly to a parent or caregiver at the end of the session unless expressly authorised by the parent or caregiver otherwise.

- 5.38. The parent or caregiver of the child must complete the Eastgate Christian Centre registration process and ensure that updated contact details are provided to the ministry.

Charged and Alive Ministries

- 5.39. Charged (ages 11-13, school years 7-9) and Alive Ministry (ages 14-18, school years 10-13) services are for children and young people and are designed to be provided without the presence of a child's parent or caregiver.
- 5.40. Safe working practices will be followed at all times to protect children and young people from the risk of inappropriate behaviour from Eastgate Christian Centre Church Workers, and any other adult, child, or young person present.
- 5.41. Any visitors to the teen ministry must be approved by the appropriate Church Worker.
- 5.42. Where possible, open-door policies should be used for all spaces and no Church Worker, or visitor to the teen ministry, should be left alone with a child or young person.
- 5.43. The parent or caregiver of the child or young person must complete the Eastgate Christian Centre registration process and ensure that updated contact details are provided to the teen ministry.

Under no circumstances should Church Workers attempt to conduct an investigation or deal with concerns of abuse themselves

6. SECTION SIX: ALLEGATIONS AGAINST EASTGATE CHRISTIAN CENTRE CHURCH WORKERS

Allegations Against Church Workers

- 6.1. Allegations, suspicions, or complaints of abuse against Church Workers will be taken seriously and reported directly to the Designated Person for Child Protection who, along with the Eastgate Christian Centre Pastors and Elders, will deal with them in line with the Eastgate Christian Centre constitution and with reference to the Baptist Union's Complaints Policy. The Designated Person for Child Protection or the Pastor or Elder, as first steps, will make an initial enquiry to complaints@baptist.org.nz to seek advice from an independent, external professional on the process and next steps.
- 6.2. The Church Worker should be given the right to access their own legal and professional advice.
- 6.3. In all child protection cases, Eastgate Christian Centre will cooperate fully with Oranga Tamariki and the Police in their investigations and assessments.
- 6.4. In all cases where abuse is alleged, the Eastgate Christian Centre will consider whether it is appropriate for the Church Worker to be suspended during an investigation. Priority will be given to protecting children or young people. Eastgate Christian Centre will seek advice as to whether this is appropriate.
- 6.5. A person tendering their resignation, ceasing to provide their services to Eastgate Christian Centre, or ceasing their involvement with Eastgate Christian Centre, will not prevent an allegation of abuse against a child or young person being followed up in accordance with these procedures.

Historical Allegations

- 6.6. Eastgate Christian Centre regards its child protection responsibilities with the utmost importance and is committed to initiating the Baptist Union complaints process for any allegation of abuse.
- 6.7. Any person, collective group of persons, advocate, or support person may submit an allegation of historical abuse against Eastgate Christian Centre, either verbally or in writing, directly to the Designated Person for Child Protection.

APPENDICES

APPENDIX 1: POTENTIAL INDICATORS OF ABUSE

The indicators for child abuse and neglect fall into three general categories:

Physical indicators:

Injuries to a child that occur in a pattern or occur frequently. These injuries range from bruises to broken bones to burns or unusual lacerations and are often unexplained or inconsistent with the explanation given.

Behavioural indicators:

The child's actions, attitudes, and emotions can indicate the possibility of abuse or neglect. Behavioural indicators alone are much less reliable than physical indicators, as a child's behaviour may be the result of a variety of other problems or conditions. When observing changes in behaviour, look for the frequency and pattern of the new behaviour, as well as a child's age and stage of development. For example, it is normal for younger children and young people to be wary of adults, as they may have been taught not to talk to strangers. Look for a combination of physical and behavioural indicators.

Caregiver indicators:

Caregivers who abuse, neglect, or exploit children and young people are either unable or unwilling to provide care and protection in an appropriate way. Those who are unable to provide care and protection may be physically unable due to their own medical or health condition. They may be overly stressed, tired, or working under the influence of drugs or alcohol which limits their abilities. Caregivers who are unwilling to provide children and young people with the appropriate level of care and protection may be aware that what they are doing is wrong but continue to act in that way. These caregivers may not view the child as someone who has feelings and emotions and often have the need to control others or have displaced aggression towards weaker persons.

The indicators alone do not prove child abuse or neglect. Likewise, the absence of indicators does not exclude the possibility that abuse is occurring. If any person has concerns about the wellbeing of a child, young person or vulnerable adults, seek advice from the Designated Person(s), Pastor, Child Matters or Oranga Tamariki.

Emotional Abuse Indicators

Physical Indicators:

- Bedwetting or bed soiling with no medical cause.
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains).
- Non-organic failure to thrive.
- Pale, emaciated.
- Prolonged vomiting and/or diarrhoea.
- Malnutrition.
- Dressed differently to other children and young people in the family.

Behavioural Indicators:

- Severe developmental lags with obvious physical cause.

- Depression, anxiety, withdrawal, or aggression.
- Self-destructive behaviour. This can include self-harm, suicide, alcohol, and drug abuse.
- Overly compliant.
- Extreme attention-seeking behaviours or extreme inhibition.
- Running away from home, avoiding attending at school.
- Nightmares, poor sleeping patterns.
- Anti-social behaviours.
- Lack of self-esteem.
- Obsessive behaviours.
- Eating disorders.

Caregiver Indicators:

- Labels the child as inferior or publicly humiliates the child (e.g. name calling).
- Treats the child differently from siblings or peers in ways that suggest dislike for the child.
- Actively refuses to help the child.
- Constantly threatens the child with physical harm or death.
- Locks the child in a closet or room for extended periods of time.
- Teaches or reinforces criminal behaviour.
- Withholds physical and verbal affection.
- Keeps the child at home in role of servant or surrogate parent.
- Has unrealistic expectations of child.
- Involves child in adult issues such as separation or disputes over child's care.
- Exposes child to situations of arguing and violence in the home.

Neglect Indicators

Physical Indicators:

- Dressed inappropriately for the season or the weather.
- Often extremely dirty and unwashed.
- Severe nappy rash or other persistent skin disorders.
- Inadequately supervised or left unattended frequently or for long periods.
- May be left in the care of an inappropriate adult.
- Does not receive adequate medical or dental care.
- Malnourished—this can be both underweight and overweight.
- Lacks adequate shelter.
- Non-organic failure to thrive.

Behavioural Indicators:

- Severe developmental lags without an obvious physical cause.
- Lack of attachment to parents/caregivers.
- Indiscriminate attachment to other adults.
- Demanding of affection and attention.
- Engages in risk taking behaviour such as drug and alcohol abuse.
- May steal food.
- Poor social skills.
- No understanding of basic hygiene.

Caregiver Indicators:

- Puts own need ahead of child's.
- Fails to provide child's basic needs.
- Demonstrates little or no interest in child's life.
- Leaves the child alone or inappropriately supervised.
- Drug and alcohol use.
- Uncontrolled or Addressed Depression.

Physical Abuse Indicators

Physical Indicators:

- Bruises, welts, cuts, and abrasions.
- Burns—small circular burns, immersion burns, rope burns etc.
- Fractures and dislocations—skull, facial bones, spinal fractures etc.
- Multiple fractures at different stages of healing.
- Fractures in very young children.

Behavioural Indicators:

- Inconsistent or vague explanations regarding injuries.
- Wary of adults or a particular person.
- Vacant stare or frozen watchfulness.
- Cringing or flinching if touched unexpectedly.
- May be extremely compliant and eager to please.
- Dresses inappropriately to hide bruising or injuries.
- Runs away from home or is afraid to go home.
- May regress (e.g. bedwetting).
- May indicate general sadness.
- Could have vision or hearing delay.
- Is violent to other children and young people or animals.

Caregiver Indicators:

- Inconsistent or vague explanations regarding injuries.
- May appear unconcerned about child's wellbeing.
- May state the child is prone to injuries or lies about how they occur.
- Delays in seeking medical attention.
- May take the child to multiple medical appointments and seek medical treatment without an obvious need.

Sexual Abuse Indicators

Physical Indicators:

- Unusual or excessive itching or pain in the genital or anal area.
- Torn, stained or bloody underclothing.
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area.
- Blood in urine or stools.
- Sexually transmitted infections.

- Pregnancy.
- Discomfort in sitting or fidgeting as unable to sit comfortably.

Behavioural Indicators:

- Age-inappropriate sexual play or language.
- Bizarre, sophisticated, or unusual sexual knowledge.
- Refuses to go home, or to a specific person's home, for no apparent reason.
- Fear of a certain person.
- Depression, anxiety, withdrawal, or aggression.
- Self-destructive behaviour. This can include self-harm, suicide, alcohol, and drug abuse.
- Overly compliant.
- Extreme attention seeking behaviours or extreme inhibition.
- Dresses inappropriately to hide bruising or injuries.
- Eating disorders.
- Compulsive behaviours.

Caregiver Indicators:

- May be unusually over-protective of the child.
- Accuses the child of being sexually provocative.
- Misuses alcohol or drugs.
- Invades the child's privacy (e.g. during dressing, in the bathroom).
- May favour the victim over other children and young people.

Family Violence Indicators

Indicators in the Child:

- Physical injuries consistent with the indicators of Physical Abuse.
- Bullying or aggressive behaviour.
- Complaints of headaches or stomach aches with no apparent medical reason.
- Talking or describing violent behaviours.

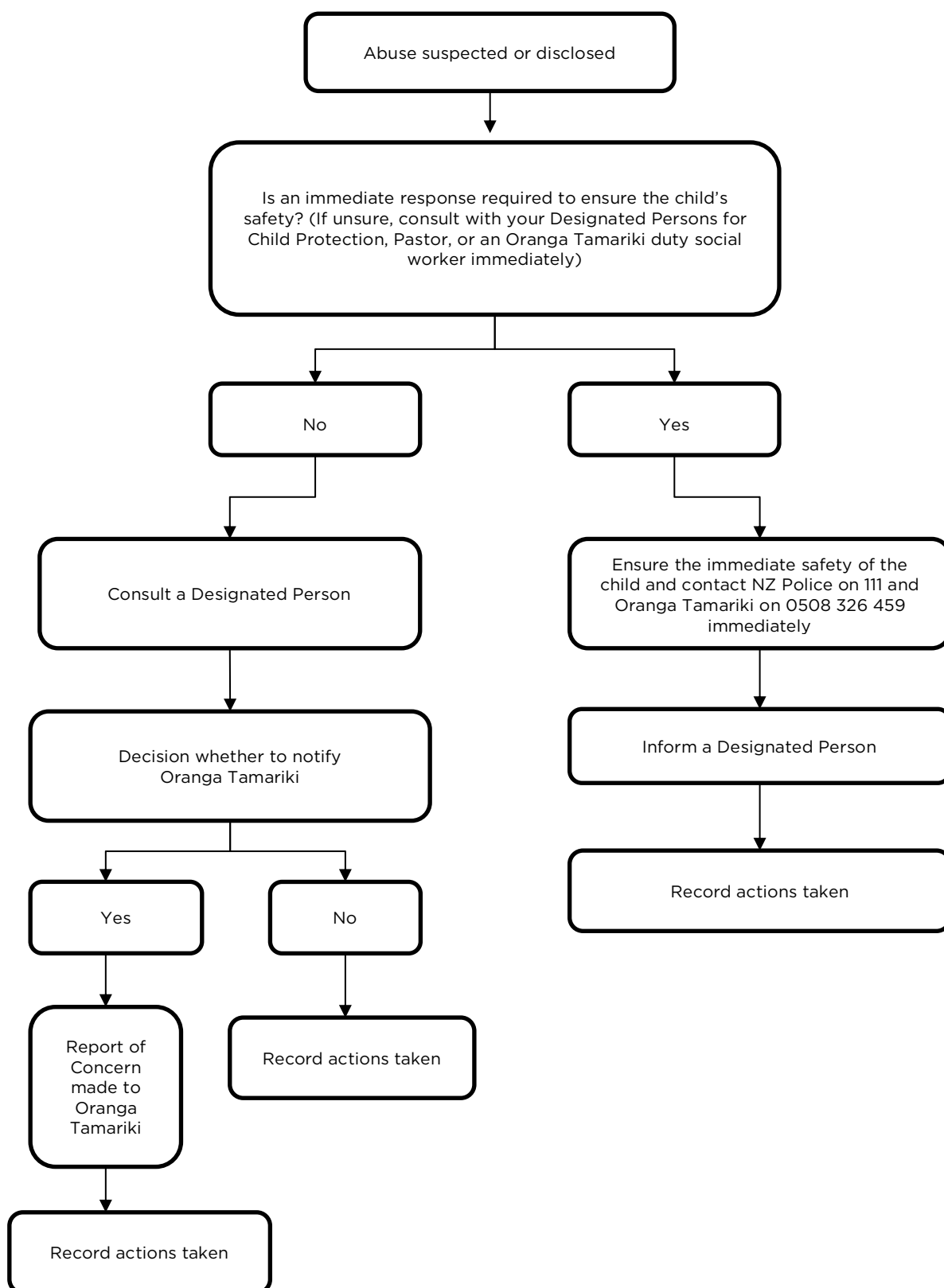
Indicators in the Victim:

- Physical Injuries including: bruising to chest and abdomen, injuries during pregnancy.
- Depression and/or anxiety.
- Inconsistent explanations for injuries.
- Fearful.
- Submissive.

Indicators in the Offender:

- Isolates and controls partner and children.
- Threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children.
- Minimises and denies own behaviour, or blames victim for the perpetrator's own behaviour.

APPENDIX 2: ACTION FLOWCHART



APPENDIX 3: INFORMATION SHARING OVERVIEW

Safety comes first:

If there are concerns about a child, young person or vulnerable adult's safety and well-being, personal information can always be shared with child welfare and protection agencies or independent child protection persons.

The well-being and best interests of a child, young person or vulnerable adults are to be the first and paramount consideration.

Protection when sharing:

If information is shared in good faith, meaning that you are making every effort to do the right thing, and if that sharing complies with the information-sharing provisions, you are protected from civil, criminal, or disciplinary proceedings. (NOTE: Keeping good records about information you have shared and why is important to help demonstrate you shared in good faith.)

Privacy:

The principles of the Privacy Act 2020 must be followed by Eastgate Christian Centre when collecting, storing, using, or disclosing personal information. When there is conflict between the Oranga Tamariki Act 1989 and the Privacy Act 2020, the Oranga Tamariki Act 1989 prevails.

Consider:

Key Principles for Information Sharing

To support the protection and wellbeing of children and young people.

Relevance

Is the information relevant to the risks or concerns?

Only share information that directly relates to protecting the person from harm or addressing specific concerns about their welfare.

Proportionate and Adequate

Is the amount of information appropriate?

Consider both the depth and scope of what is shared. Ensure it is sufficient to assess the potential risk, without overwhelming or disclosing more than necessary.

Accuracy

Is the information correct and reliable?

Make sure what is shared is accurate, up-to-date, and clearly sourced. Be clear about where the information came from—facts, observations, or reports.

Timeliness

Is the information being shared without delay?

Information must be shared promptly. Children, young people and vulnerable adults should not be placed at greater risk because of delayed communication or uncertainty.

Security

Is the information being handled responsibly?

Share only with those who need to know in order to safeguard the child. Treat the information with care, confidentiality, and appropriate permissions.

APPENDIX 4: SAFE WORKING PRACTICES AGREEMENT

Safe Working Practices Agreement

As someone serving in an Eastgate Christian Centre ministry, I WILL:

- Ensure that I have read and understood the Eastgate Christian Centre Child, Young Person, and Vulnerable Adult Protection Policy.
- Treat all children, young people and vulnerable adults with respect at all times, regardless of their gender, race, religion, political beliefs, age, physical or mental health, sexual orientation, family and social background, culture, economic status or criminal background.
- Promote an environment where children and young people feel safe and comfortable in my care and contact.
- Act professionally and maintain appropriate boundaries at all times.
- Avoid circumstances where my behaviour (both verbal and physical) may be misinterpreted as hostile, suggestive, inappropriate, offensive, or neglectful.
- Act swiftly to ensure that any perceived risk to a person is immediately reported to the appropriate Designated Person(s).
- Inform the Designated Person(s) of breaches in safe working practices, regardless of whether this has resulted in the harm of a person.
- Not engage in any unwarranted or inappropriate touching of a child, young person or vulnerable adult.
- Ensure that all communications with children and young people, by whatever methods, are transparent and open to scrutiny.

I certify that I have read, understood, and will comply with the Eastgate Christian Centre Child Protection Policy:

Name: _____

Signature: _____ Date: _____

APPENDIX 5: KEY POINTS TO REMEMBER WHEN REPORTING

Respond

Respond to the person (adult, child, or young person)—accept what they tell you and/or what you see.

Safety

Ensure the safety of the child, young person or vulnerable adults. Always take action in the short term to ensure the immediate safety of the child. This will mean contacting the NZ Police (111) and Oranga Tamariki (0508 326 459) if you think there is an immediate risk to a child or young person.

Record

Record as soon as possible all initial statements, observations, and concerns to avoid misinterpretations or confusion at a later date.

Consult

Do not make decisions alone. Consult with your Child Protection Policy and your Designated Person(s). Oranga Tamariki is always available to give advice.

Report

Decide to act on your concerns. If you have told the person you believe is responsible for taking action and they do not act, take further action yourself.

Support

Seek support for yourself. Responding to a child protection issue can be stressful.

APPENDIX 6: CONTACT LIST

The Eastgate Christian Centre Designated Persons For Child Protection

Whole team contact safe@eastgatecc.org.nz

Andrew Shudall, Senior Pastor (Pakūranga and Te Kauwhata) 021 306 355

Alison Hunt (Te Kauwhata) 027 289 6477

Christine Taylor-Agnew (Pakūranga) 027 698 1170

Peter McCartney (Pakūranga) 021 491 772

Baptist Union of New Zealand

complaints@baptist.org.nz

Child Matters

07 838 3370

Ministry for Children - Oranga Tamariki

0508 326 0459

New Zealand Police

111 (immediate danger) or 105 (non-urgent reports)

APPENDIX 7: TEMPLATE RECORD OF ISSUE OR CONCERN

Record of Issue or Concern

Any person associated with Eastgate Christian Centre who suspects the abuse or neglect of a child or young person or vulnerable adult, or whom a concern has been disclosed to, must complete this form immediately or as soon as possible: within hours not days. It is a tool to assist with recording factual observations in accordance with Eastgate Christian Centre's Child Protection Policy.

Once this form is filled in, it will contain personal information, which will be treated in accordance with the Privacy Act, held securely, and only disclosed in accordance with that Act. This form should be sent/submitted in person immediately to the appropriate Designated Person.

RECORD OF ISSUE OR CONCERN

CONFIDENTIAL - FOR INTERNAL USE ONLY

Child, Young Person or Vulnerable Adults Details

Full Name: _____

Date of Birth: _____

Date of Report: _____ Time: _____

Parent/Guardian Details

Name(s): _____

Contact Information: _____

Nature of Concern

Please describe the concern:

- What is the concern for this child, young person or vulnerable adults?
- What has prompted you to complete this Record of Issue or Concern?

Important: This is a record of the *facts*. Be sure to include:

- Direct observations.
- Specific times and dates.
- Exact words used (by whom and what was said).
- Use the person's *own words* where possible.

Details of report/concern:

Additional Information

- Is there any further relevant context that could help Eastgate Christian Centre or statutory authorities?
- Sometimes isolated incidents appear minor, but may be significant when viewed alongside other concerns.

Additional Notes:

Action Taken

- What action has been taken in response to this concern?
- Were statutory authorities consulted? (If yes, record when and with whom.)
- Why was this action taken or not taken?
- Who took the action, and when?
- Who else has been informed?

Details of Action:

Follow-Up

- Are any further steps required?
- If so, by whom and when?

Follow-Up Details:

Sign-Off

Signed: _____ Date: _____

Full Name: _____

Position/Role: _____

Contact Details: _____