



St John

Here for Life

Title	St John Youth Child Protection Policy
Issued by	Kerry Mitchell, National Youth Manager
Authorised by	Sarah Manley, Director of Community Health Services
Issue date	1 May 2020
Review date	30 April 2023
Reference number	Y1.1
Issue number	02

1. Purpose

- 1.1 The purpose of this Policy is to ensure the safety of young people and the protection of youth leaders in the St John Youth programme.
- 1.2 The objective of this Policy is to ensure that all personnel operate in ways which ensure that young people and youth leaders are protected from harm. This involves being able to recognise and identify signs of abuse and to know how to respond appropriately.
- 1.3 This document contains policy relating to child protection for the purposes of the Children's Act 2014.

2. Legislation/ Codes/ Standards and Priory Rules

- 2.1 This Policy is guided by the following legislation:
 - a. Oranga Tamariki Act 1989 (Children and Young People's Wellbeing Act 1989)
 - b. Children's Act 2014
 - c. Family Violence Act 2018
 - d. Crimes Act 1961
 - e. Privacy Act 1993
 - f. Commissioner Act 2009)
 - g. Health Information Privacy Code 1994
 - h. The Health and Disability Commissioners Code of Health and Disability Services Consumer Rights (A Regulation under the Health and Disability Services Consumer Rights Act 1992)
 - i. Code of Ethics for Youth Work in Aotearoa New Zealand (Ara Taiohi, 2011)

3. Scope

- 3.1 This Policy applies explicitly to youth members, youth leaders, personnel, parents/caregivers, events and activities of and relating to the St John Youth programme.

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 1

- 3.2 This Policy enables youth leaders to act in the best interests of the young people in their care, and to feel confident in challenging poor practice and raising issues of concern.
- 3.3 This Policy will be available on both the St John and St John Youth websites.

4. Guiding Principles

4.1 The Policy and its implementation across St John is guided by the following principles:

4.1.1 All decisions and actions of personnel will be guided by the principle that the welfare and best interests of the child they are interacting with is paramount.

4.1.2 Where appropriate:

- a. Family, whānau, hapū or other culturally recognised family groups of the young person will be consulted
- b. Consideration must be given to the wishes of the young person, so far as those wishes can be obtained
- c. Endeavours must be made to obtain the informed support and consent of the young person and/or their parents, guardians, family or caregivers, where appropriate to do so.
- d. St John is inclusive of all its members, regardless of gender, ethnicity or sexuality. All members will treat all people as equals.

5 Policy

Code of Ethics

5.1 Youth leaders in the St John Youth programme are expected to:

- a. Be a positive role model for young people, both when actively working with young people and in their personal time.
- b. Foster an environment where young people feel safe, supported and celebrated.
- c. Treat all people with respect and dignity.
- d. Perform their work honestly, impartially, competently and efficiently.
- e. Avoid situations which may compromise their integrity, or bring young people, fellow youth leaders, or St John into disrepute.
- f. Be open, honest and accountable to young people
- g. Remain mindful of their status 'in the place of a responsible parent' (in loco parentis) when actively supervising young people.

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 2

- h. Maintain appropriate physical, emotional and sexual boundaries with young people, and assist young people in understanding these boundaries.
- i. Act within the limits of their role and their own personal skills and competencies.
- j. Refrain from using their position to manipulate young people to their political, religious, ethical or cultural beliefs.
- k. Be aware and notify their manager of any circumstances that may affect their ability to work safely and effectively with young people.
- l. Empower young people by providing opportunities for improvement of skills, personal development and leadership development.

Safe Working Practices

5.2 Recruitment

- 5.2.1 Recruitment of leaders must be carried out in accordance with HR2.2 Recruitment and Selection Policy.
- 5.2.2 All youth leaders must consent to a Police Vet during the recruitment process, then every three years during the course of their involvement with St John.
- 5.2.3 Where confusion, questions or reservations arise at any stage of the recruitment process regarding an applicant's suitability to work with young people, it is best to err on the side of caution and decline the application.

5.3 Training

- 5.3.1 All youth leaders must complete the 'Child Protection in the St John Youth Programme' online training and assessment programme. This training ensures they understand the procedures and policies in working with young people in St John Youth.
- 5.3.2 Completion of the 'Child Protection in the St John Youth Programme' training will be recorded in PayGlobal.
- 5.3.3 The Regional Youth Manager will ensure that all paid personnel and volunteers have completed the appropriate training, and certification is recorded accordingly
- 5.3.4 Scenario-based child protection training will be part of youth leader training to encourage youth leaders to discuss and think about child protection issues

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 3

5.4 Supervision of Young People

- 5.4.1 All St John Youth activities will be appropriately supervised and managed to ensure the safety of all young people involved. Youth leaders will follow the procedures for supervision and risk management set out in section 3.1 of the SOP to ensure the safety of young people.
- 5.4.2 Youth leaders are expected to be readily available to the needs of the young people at all times during St John Youth activities or events.
- 5.4.3 Youth leaders must not be under the influence of alcohol or mind-altering substances while fulfilling their role as a youth leader.
- 5.4.4 All St John Youth activities are to be taught and/or managed by at least two adults who have undergone a police vet and completed the 'Child Protection in the St John Youth Programme' online training module. One of these adults must hold the position of Youth Leader, or above.
- 5.4.5 In general, youth leaders should avoid one-on-one contact with young people. If one-on-one contact occurs, youth leaders should refer to section 3.1 of the SOP.
- 5.4.6 Adults who are not members of St John may occasionally assist as a leader, within the guidelines of section 3.2 of the SOP.
- 5.4.7 'Prospective youth leaders' who are waiting for the results of their Police Vet before their official appointment to the role may attend division and off-site activities under supervision, within the guidelines of section 3.3 of the SOP.
- 5.4.8 Youth members who are 'young adults' may be placed in supervisory roles and form part of the adult-young person ratio. The conditions for doing so are set out in section 3.4 of the SOP.

5.5 Communication with Young People

- 5.5.1 All youth leaders and young people must avoid words and actions that are derogatory, discouraging, could be misunderstood or could cause offence (e.g. flirting, inappropriate or offensive language, putdowns, body language, clothing with offensive slogans, and unnecessary or inappropriate touch).
- 5.5.2 Youth leaders and young people are expected to adhere to HR1.16 Use of Social Media Policy.
- 5.5.3 Where youth leaders engage with young people on social media, they must ensure all interactions are appropriate. This includes any comments, photos or posts that the young person may be able to view due to a connection with the youth leader on social media (e.g. friends, followers).

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 4

- 5.5.4 Interactions with young people on platforms that do not retain conversations for future reference (e.g. Snapchat) must not be used to ensure the protection of all involved.
- 5.5.5 St John recommends against youth leaders adding young people on their personal social media accounts. Youth leaders who wish to add young people on social media as friends or followers are advised to create a separate 'St John' social media account to do so.

5.6 Physical Contact

- 5.6.1 Inappropriate physical contact with young people, or contact, which could be viewed as inappropriate, must be avoided at all times.
- 5.6.2 Corporal and physical punishment, e.g. smacking, are unacceptable regardless of the situation.
- 5.6.3 Physical contact between a leader and young person may sometimes be necessary (e.g. demonstrating a first-aid technique). In these situations, leaders should describe what they will do and gain consent from the young person before the interaction.
- 5.6.4 Appropriate and positive physical interactions, such as high-fives, short hugs, or pats on the back, are acceptable when both the young person and the youth leader are comfortable with the interaction.
- 5.6.5 Both young people and youth leaders should remember that different people have different levels of comfort with physical interaction, e.g. hugs. This should be considered before any physical contact occurs.
- 5.6.6 Refer to section 3.5 of the SOP for guidelines regarding restraint.

5.7 Relationships

- 5.7.1 If two young people are in a relationship, their line manager should speak with them about what behaviour standards are appropriate at division, camps and other activities.
- 5.7.2 St John does not condone romantic or sexual relationships between youth leaders and young people.
- 5.7.3 In general, the power imbalance that exists between the young person and youth leader creates a risk of manipulation or abuse. Relationships with a potential power imbalance (e.g. due to a considerable difference in age or rank) are not permitted, for the protection of the young person.
- 5.7.4 In some circumstances, safe and appropriate relationships can form between youth leaders and young people (e.g. an existing relationship between two 17-year-olds where one turns 18). These relationships are the exception and are acceptable where there is transparency between the couple and their manager.

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 5

- 5.7.5 To ensure transparency and the safety of young people, youth leaders who form a relationship with a young person (or are in an existing relationship) must disclose this to their line manager, following the processes in section 3.6 of the SOP.
- 5.7.6 In most circumstances, the parents of the young person should be informed if a relationship develops between a young person and youth leader. Refer to section 5.18 of this Policy for guidance surrounding informing parents/caregivers.
- 5.7.7 A youth leader should not be put in a direct supervisory or leadership capacity of a young person they are in a relationship with (e.g. manager of the young person's Nationals team or assessing the young person's gold badge.)

5.8 Sexual Conduct

- 5.8.1 All St John members in relationships are expected to demonstrate appropriate, professional behaviour while at St John Youth events.
- 5.8.2 Any affection displayed at St John Youth events should be appropriate to the environment and the age of the young people present. Over-the-top or overly passionate displays of affection, especially those with sexual overtones, are not appropriate.
- 5.8.3 Sexual activity is not permitted at any St John Youth event or activity.
- 5.8.4 If sexual activity occurs at a St John Youth event, refer to section 3.7 of the SOP for the procedure in responding to this sort of event.

5.9 Sexuality and Gender Identification

- 5.9.1 St John is inclusive of the sexuality and gender identification of all its members.
- 5.9.2 Refer to "Child Protection in the Youth Programme – Sexuality and Gender Identification Guidelines" for further guidance on this topic.

5.10 Youth Activities and Events

- 5.10.1 Any event or activity involving young people that occurs outside of divisional premises must be organised within the requirements of section 3.8 of the SOP.
- 5.10.2 Any camps or overnight stays involving young people must comply with section 3.9 of the SOP.
- 5.10.3 Any transportation of young people by youth leaders must comply with section 3.10 of the SOP.

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 6

5.10.4 Young people may attend events alongside St John Events personnel to gain real-life clinical experience. The requirements of section 3.11 of the SOP must be adhered to where young people attend such events as clinical personnel.

Child Protection Concerns

5.11 Bullying

5.11.1 All young people have the right to feel safe, secure and accepted at St John Youth. Bullying, harassment or other harmful behaviour between young people is unacceptable.

5.11.2 Youth leaders are expected to role model positive behaviour at St John Youth activities and events, encourage young people to stand up against bullying, and take action to stop bullying when it occurs.

5.11.3 Some forms of bullying can be subtle and difficult to identify. Therefore, youth leaders must endeavour to have good relationships with young people and be alert to the signs that a young person may be experiencing bullying.

5.11.4 Any allegations of bullying or harmful behaviour between young people should be dealt with in accordance with section 3.17 of the SOP.

5.12 Child Abuse

5.12.1 St John Youth is committed to safeguarding young people from abuse.

5.12.2 All leaders must remain vigilant to the signs that a young person is experiencing abuse. Refer to Appendix 1 of this Policy for further information on indicators of abuse.

5.12.3 If youth leaders:

- a. Believe a young person has been or is likely to be harmed, ill-treated, abused (whether physically, emotionally, or sexually), neglected or deprived, or
- b. Have concerns about the wellbeing of a young person

Youth leaders must report their concerns following the processes set out in section 3.18 of the SOP.

5.12.4 All suspicions or concerns of child abuse will be reported to Oranga Tamariki (0508 FAMILY).

5.13 Disclosures

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 7

5.13.1 If a young person makes a disclosure of abuse or other wellbeing concerns to a youth leader, it is essential the youth leader takes what the young person says seriously.

5.13.2 Refer to section 3.19 of the SOP for procedures.

5.14 Reporting

5.14.1 St John is committed to dealing with all complaints and reportable events fairly, confidentially, quickly and legally.

5.14.2 St John encourages the active sharing of information regarding potential and actual child protection concerns with Oranga Tamariki and the Police.

5.14.3 Any youth leader who believes a young person has been or is likely to be, harmed, ill-treated, abused, neglected or deprived, or where there are concerns about the wellbeing of the young person, must report this following the procedures set out in Section 3.18 of the SOP.

5.14.4 Under no circumstances should a youth leader attempt to conduct an investigation or deal with the problem alone.

5.14.5 At any time if the youth leader has concerns, they may contact Oranga Tamariki directly at 0508 FAMILY. The Regional Youth Manager must be informed if this occurs.

5.15 Sharing Information About Children

5.15.1 All young people participating in St John Youth must be aware and consent that, in general, their parents/caregivers will be informed if their youth leaders have concerns regarding the young person's welfare, behaviour or attitudes at St John. This may include:

- a. Disclosures from the young person regarding mental health issues, self-harm, suicidal ideation or other wellbeing concerns
- b. Where the young person has been involved with bullying or harassment at St John, either as the initiator or the target
- c. Where the young person displays a poor attitude or disruptive behaviour at division, camps or other activities
- d. If St John becomes aware that the young person is in a romantic or sexual relationship with a youth leader.

5.15.2 While St John's general policy is to inform the parents/caregivers when we have concerns for a young person, youth leaders may decide not to inform the parents/caregivers. Some reasons not to inform may include:

- a. The concern, misconduct or breach is relatively insignificant and does not require the parents/caregivers to be notified

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 8

- b. The parent/caregiver is the alleged perpetrator of disclosed abuse
- c. It is possible the young person may be intimidated into silence if their parents/caregivers are informed
- d. There is a strong likelihood that evidence will be destroyed by their parents/caregivers
- e. Any other situation where it is believed the young person may be put at greater risk if their parents/caregivers are informed.

5.15.3 If the young person is likely to be put at risk if their parent/caregiver is informed about an issue, the youth leader must inform their line manager, and the Regional Youth Manager if there is a child protection or other high-level concern, to decide on a course of action in the best interests of the young person.

5.15.4 Details of a child protection incident or wellbeing concern involving a young person may only be discussed with leaders or managers directly involved in resolving the issue or supporting the young person. Youth leaders must not idly chat or gossip about such incidents amongst themselves, in order to maintain the privacy of the young person.

5.15.5 The parts of this Policy relating to the disclosure of information apply when personnel need to make decisions to disclose information in response to a situation where there is a serious threat or risk of harm. This Policy does not specifically deal with situations where St John receives a request from another agency to disclose information to them. This Policy should be read together with the Privacy Policy OG 7.1

5.16 Allegations Against St John Personnel

5.16.1 Everyone involved with St John is expected to report any concerns or suspicions about another member. They have the right to do this in confidence and free from harassment. Youth members and leaders should report all concerns following the processes set out in section 3.20 of the SOP.

5.16.2 Managers who receive a complaint must deal with the complaint immediately and sensitively within OGSOP 4.1.1 Complaints Management Standard Operating Procedures.

5.16.3 Any complaints in relation to a youth leader that constitute an allegation of child abuse must be referred to the Regional Youth Manager, who will follow the procedures outlined in section 3.20 of the SOP. St John will cooperate fully with the Police and Oranga Tamariki in any investigations or assessments.

5.16.4 The fact that a person tenders their resignation, or ceases to provide their services, will not prevent an allegation being followed up in accordance with this Policy and the associated SOP.

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 9

5.12 Complaints

5.12.1 Young people or youth leaders wishing to raise a formal complaint should submit their complaint to their line manager or another appropriate manager, in accordance with HR 4.2 Raising a Concern or Complaint (Staff/Volunteer) Policy.

5.12.2 All complaints regarding a child protection matter will be referred to the Regional Youth Manager.

5.13 Investigations

5.13.1 Investigations may be carried out in response to a number of situations, for example, a formal complaint regarding a youth leader's conduct.

5.13.2 Investigations will be conducted by a Regional Youth Manager or Community Programmes Manager as appropriate, in consultation with an HR Advisor.

5.13.3 If a youth member is the subject of an investigation, their parents or caregivers should be informed and continue to be updated as the investigation progresses, unless doing so may compromise the investigation or safety of the young person.

5.13.4 If a youth leader is under investigation, they may be suspended until the investigation is concluded, at the discretion of the Regional Youth Manager.

5.13.5 All investigations must adhere to the following St John Policies and Guidelines:

- HR4.2 – Raising a Concern or Complaint (Staff/Volunteer) Policy
- HR1.3 – Harassment and Bullying Prevention Policy
- HR4.4 – Disciplining with Integrity Policy
- HRG4.2 – Manager Guidelines: Investigation and Escalation Protocols for Workplace Issues
- HRG4.4 – Manager Guidelines: Disciplinary Outcome Consideration
- HR1.7 – Serious Wrongdoing (Whistleblowing) Policy.

6 Roles and Responsibilities

6.1 **Youth Leaders** (i.e all leaders working directly with young people at a division, event or camp) are responsible for:

- The overall safety and wellbeing of the young people they are directly supervising.
- Being aware of and alert to potential indicators of child abuse, neglect, bullying or the risk of any potential harm to a young person.

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 10

- Following reporting procedures outlined in this Policy and associated SOP for all incidents, events or actions that have caused, or could cause, harm to a young person.
- Referring young people to appropriate support services where necessary.
- Making decisions in consultation with the Regional Youth Manager and Oranga Tamariki as to whether or not the matter warrants a Report of Concern.
- Making a Report of Concern of their own volition, where this is clearly required by the circumstances.
- Reporting any changes in circumstances regarding a child protection concern to the Regional Youth Manager and Oranga Tamariki as necessary

6.2 Area and District Youth Managers are responsible for:

- Providing guidance and support to youth leaders in their area or district regarding incidents and issues involving young people
- Being available to youth leaders for consultation and advice regarding wellbeing and child protection concerns.
- Managing low-level or localised incidents in their area or district.
- Ensuring reporting procedures are followed when an incident or concern is raised
- Informing the Regional Youth Manager of all serious incidents or child protection concerns.

6.3 Regional Youth Managers are responsible for:

- Fulfilling the role of Regional Child Protection Officer (RCPO) for the St John Youth Programme. This can be shared on a rostered basis with appropriately trained persons.
- Being available to leaders for consultation and advice on best practice in matters involving young people, including child protection concerns, abuse or any other incident.
- Receiving and managing child protection concerns and general complaints within their region, and closing off resolved issues.
- Remaining informed with current legislative requirements and advise all members regarding updated appropriate actions and responses
- Ensuring reporting procedures are followed when an incident or concern is raised
- Ensuring that training or education is made available to St John personnel, as required
- Monthly reporting of Police Vetting and 'Child Protection in the St John Youth Programme' online training to the National Youth Manager and ensuring a reasonable standard of compliance.
- Maintaining contacts with Oranga Tamariki and Police officers
- Aligning St John Youth activities to this Policy and related documents
- Monitoring, auditing and reporting compliance with this Policy and related SOP to the National Youth Manager.
- Making a Report of Concern to Oranga Tamariki if deemed appropriate, or supporting youth leaders to make a report.
- Keeping clear, confidential, detailed and dated records for child protection events in their region.

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 11

- Confirmation of 'Child Protection in the St John Youth Programme' online training.

6.4 **Community Programmes Managers** are responsible for:

- Being available to Regional Youth Managers for consultation and support regarding child protection issues.

6.5 **National Youth Manager** is responsible for:

- Being available to Regional Youth Manager for consultation and support regarding child protection issues.
- Reviewing and updating this Policy every three years
- Monitoring effectiveness and the continuous improvement of this Policy
- Receiving monitoring and compliance reports from the Regional Youth Manager, and reporting this to the Director of Community Health Services
- Ensuring bi-monthly reviews of the CPP compliance

6.6 **Director of Community Health Services** is responsible for:

- Ensuring this Policy has been reviewed and updated if required
- Issuing this Policy
- Providing reports to the Executive Leadership Team and the Priory Trust Board as required, with the support of the National Youth Manager.

7 Monitoring and Compliance

7.1 Reviewing and updating of this Policy will occur every three years, unless there are changes to legislation, standards, and national codes of conduct.

7.2 Data relating to responses to and compliance with this Policy will be analysed and reported on by the National Youth Leadership Team.

7.3 Reports will include a summary of incident data and trends, the appropriateness of responses and recommendations on improvements.

7.4 The National Youth Leadership Team will audit and report to the Director of Community Health Services on compliance with this Policy and related SOPs, from time to time, as agreed and ensure Line Two Assurances.

7.5 The National Youth Manager will monitor the Policy's effectiveness and recommend changes as required.

7.6 Day to day compliance with this Policy and related SOPs will be monitored by managers.

8 Associated Documents

8.1 The following documents are associated with this Policy:

Policies:

- HR 1.16 Use of Social Media
- HR 2.2 Recruitment and Selection
- HR 5.4 Accident Management
- HR 5.8 Alcohol Host Responsibility
- HR 4.4 Disciplining with Integrity
- EM 6.13 Children and Youth at Events
- HR 1.4 Confidentiality/Privacy Policy

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 12

- OG 10 Vulnerable Children, Young Persons and Adults Protection Policy
- Procedures:**

- YSOP 1.1 - St John Youth Child Protection
- OMP 3.7 Incident Management and Reporting

Forms and other relevant resources:

- Child Protection in the Youth Programme – Sexuality and Gender Identification Guidelines
- Child Protection – Reporting Process Diagram (Appendix 1 of this Policy)
- Youth Issues Management Guide

Policies are accessible on the St John Intranet “Heartbeat” under “How Do I Find Policies”. Policies should not be downloaded and printed - where possible they should be accessed directly from Heartbeat to ensure they are up to date.

9 Definitions

Adult:	Any person aged 18 years or over, who has the potential to interact with a young person under the care of St John. This includes, but is not limited to, youth leaders, St John volunteers or paid personnel, bystanders, patients, parents, teachers, students and guest instructors working with children and young people.
Adult Member	Any member of St John aged 18 years or over.
Appropriate	Suitable or acceptable for the particular situation.
Bullying	Bullying is a form of aggressive or threatening behaviour, which is usually: <ul style="list-style-type: none"> • Deliberate – the bully intends to cause pain or discomfort • Involves a power imbalance – e.g due to size, age, gender or rank • Is a pattern of behaviour over time – usually not a one-off event • Causes short or long-term physical or psychological harm
Child/Young Person	Any person under the age of 18 years.
Child Abuse	Any harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of any child or young person. This includes: <ul style="list-style-type: none"> • Any action that may result in emotional, financial or physical hardship • Any single act or number of acts forming a pattern of behaviour (even if any of these acts, when viewed in isolation, may appear minor or trivial) which may amount to abuse
Child Protection	Any activity or initiative for the purpose of preventing or responding to a specific or suspected incident of child abuse.
Contact	Communication, whether physical or verbal, or through any electronic medium (including writing or visual images).
Harassment	Harassment means to unfairly trouble, upset or annoy another person by picking on them or singling them out for adverse special attention.

St John Youth Child Protection Policy		
Issued by: National Youth Manager	Issue No 02	Doc No 1
Authorised by: Director of Community Health Services	Issue Date: 1/05/2020	Page No 13

In Loco Parentis	Anyone looking after a child or young person on behalf of the parents
Neglect	The persistent failure to meet a child or young person's basic needs, when reasonably able to do so. This may include, but is not limited to: <ul style="list-style-type: none"> • Physical neglect – not providing the necessities of life, e.g. food, clothing, shelter • Emotional neglect – not providing comfort, attention, love • Neglectful supervision – leaving the child without someone safe looking after them • Medical neglect – not taking care of health needs • Educational neglect – allowing chronic truancy, failure to enrol in education, or inattention to special education needs
Personnel	Includes those employed by, or who contract services to St John, including paid and volunteer personnel, members, contractors, observers and group entities managed by St John. Also covers St John Youth adult members and youth members.
Physical Abuse	A non-accidental act resulting in physical harm to a child. May involve hitting, shaking, throwing, burning, biting, poisoning, cutting, strangling or anything else that could cause a physical injury.
Prospective Youth Leader	An adult who has undergone the recruitment process to become a youth leader or divisional aide, and is awaiting the results of their police vet before their appointment to the role is confirmed.
Psychological/ Emotional Abuse	Any act or omission that results in adverse or impaired psychological, social, intellectual and/or emotional functioning or development of a person.
Police Vetting	A series of criminal history and background checks provided by the New Zealand Police.
Sexual Abuse	Sexual abuse can involve, but is not limited to, forcing or enticing a young person to take part in sexual activities. This can involve: <ul style="list-style-type: none"> • Physical contact – e.g. assault by penetration, masturbation, rubbing, kissing or touching outside of clothing • Non-contact – e.g. involving a child or young person in watching sexual images or sexual activity, producing sexual images of the child, or encouraging them to behave in sexually inappropriate ways • Grooming – acts which prepare the child or young person for sexual contact by lowering their inhibition and gaining their trust, whether in person or via social media and the internet.
Sexual Activity	Sexual activity is considered to be any sexual act, including intercourse, genital stimulation, groping, and intensive/prolonged kissing or touching.
SOP	Standard Operating Procedures. In this Policy, use of the term 'SOP' refers to YSOP 1.1 - St John Youth Child Protection Standard Operating Procedures.
Youth Leader	Any adult member of the St John Youth programme
Youth Member	Any member of St John under the age of 18.

St John Youth Child Protection Policy

Issued by: National Youth Manager

Issue No 02

Doc No 1

Authorised by: Director of Community Health Services

Issue Date: 1/05/2020

Page No 14

Appendix 1: Indicators of Child Abuse

Type of abuse:	Physical Indicators – Child	Behavioural Indicators – Child	Behavioural Indicators – Adult
Neglect	<ul style="list-style-type: none"> - Extremely dirty or unbathed - Inappropriately dressed for the weather (e.g. shorts and t-shirt in winter) - Malnourished – undersized, low weight, sickly complexion - Persistent skin disorders and rashes resulting from lack of hygiene 	<ul style="list-style-type: none"> - Lack of attachment to parents - Poor social skills - Steals food - No understanding of basic hygiene - Poor school attendance - Indiscriminately demanding of affection or attention - Left home alone frequently 	<ul style="list-style-type: none"> - Fails to provide for child's basic needs – food, clothing, medical care, etc - Fails to provide adequate supervision for child - Is frequently unaware of child's whereabouts - Demonstrates little involvement in child's life – doesn't attend activities, school events, etc
Physical Abuse	<ul style="list-style-type: none"> - Unexplained bruises, especially on face, lips, mouth, eyes, torso, back, buttocks, back of legs - Unexplained welts, cuts or abrasions - Unexplained burns, especially cigarette burns or identifiable outlines of objects - Unexplained fractures 	<ul style="list-style-type: none"> - Wary of adults - Violent towards other children or animals - Flinches or cringes if touched - Cannot recall how injuries occurred or gives inconsistent explanations - Imitates negative behaviour while playing – e.g. smacks or yells at a doll 	<ul style="list-style-type: none"> - Vague about how an injury was caused, or changes the story - Blames the accident on a sibling, friend, or the child themselves - Is aggressive to the child in front of others - Publicly threatens or attempts to injure the child
Emotional / Psychological Abuse	<ul style="list-style-type: none"> - Bedwetting - Complains frequently of headaches, nausea, abdominal pain, without medical cause - Malnourished - Dressed differently from other children in the family - Pale, emaciated, sunken cheeks - Prolonged vomiting or diarrhoea 	<ul style="list-style-type: none"> - Aggressive or withdrawn - Displays self-destructive behaviours e.g. self-harm, suicidal talk - Almost 'too eager' to please - Appears sad - Imitates negative language or behaviour while playing – e.g. smacks or yells at a doll 	<ul style="list-style-type: none"> - Publicly humiliates child or calls them names - Treats child differently from siblings or peers - Threatens child - Withholds affection - Ignores the child - Refuses to allow child to have unsupervised interaction with friends or peers
Sexual Abuse	<ul style="list-style-type: none"> - Torn, stained or bloody underwear - Bruises, lacerations, redness, swelling or bleeding in genital areas - Excessive or unusual itching in genital areas - Pain experienced in urination 	<ul style="list-style-type: none"> - Age-inappropriate, sexually explicit drawings or play with toys, self or others - Fear of certain individuals - Fear of certain places – e.g. bathroom, bedroom - Refuses to go home or to the home of a friend or relative 	<ul style="list-style-type: none"> - Unusually protective or controlling of the child - Jealous of child's relationships with others - Accuses child of being sexually provocative - Invades child's privacy, e.g. during dressing, in the bathroom - Favours their victim over other children - Demonstrates physical contact or affection with

St John Youth Child Protection Policy

Issued by: National Youth Manager

Issue No 02

Doc No 1

Authorised by: Director of Community Health Services

Issue Date: 1/05/2020

Page No 15

	<ul style="list-style-type: none"> - Pregnancy, especially younger girls 	<ul style="list-style-type: none"> - Comments like “I have a secret” - Describes or hints about sexually abusive activities - Compulsive behaviours, e.g. handwashing - Afraid of being alone with people of a particular sex 	<p>sexual overtones towards child</p> <p><u>Indicators of grooming</u></p> <ul style="list-style-type: none"> - Asks the child to do things in private involving physical contact, e.g. massages - ‘Accidentally’ touches or brushes up against child’s body - Comes into child’s bedroom or bathroom when child is undressed - Looks at or touches child’s body to ‘see how they are developing’ - Asks child to keep any of these things a secret.
--	---	---	---