



Title	YP 2 Child Protection Policy
Issued by	Kerry Mitchell, National Youth Manager
Authorised by	Sarah Manley, DCE Community Health & Iwi Engagement
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1. Purpose

- 1.1 The purpose of this Policy for Hato Hone St John is to ensure that the organisation operates in such a way as to protect young people from harm.
- 1.2 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. Children's Act 2014
 - b. Code of Ethics for Youth Work in Aotearoa New Zealand (Mana Taiohi by Ara Taiohi, 2019)
 - c. Crimes Act 1961
 - d. Family Violence Act 2018
 - e. Health and Disability Commissioners Code of Health and Disability Services Consumer Rights (A Regulation under the Health and Disability Commissioner Act 2009)
 - f. Health Information Privacy Code 1994
 - g. Oranga Tamariki Act 1989 (Children and Young People's Wellbeing Act 1989, Public Act No 30.
 - h. Privacy Act 2020

3. Scope

- 3.1 This Policy applies to all St John staff members.
- 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.

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4. Guiding Principles

- 4.1 This Policy and its implementation across St John is guided by the following principles:
- All decisions and actions of St John staff will be guided by the principle that the welfare and best interests of the young person are paramount.
 - St John is inclusive of all its members, regardless of gender, ethnicity or sexuality. All members will treat all people as equals.
 - All services provided by St John for the safety and wellbeing of young people adhere to the principles of partnership, protection and participation, and the rights and responsibilities accorded by Te Tiriti o Waitangi.

5. Policy

Code of Ethics

- 5.1 Youth leaders in the St John Youth programme are expected to:
- Be a positive role model for young people, both when actively working with young people and in their personal time.
 - Foster an environment where young people feel safe, supported and celebrated.
 - Treat all people with respect and dignity.
 - Perform their work honestly, impartially, competently and efficiently.
 - Avoid situations which may compromise their integrity, or bring young people, fellow youth leaders, or St John into disrepute.
 - Remain mindful of their status in the place of a responsible parent (in loco parentis) when actively supervising young people.
 - Maintain appropriate physical, emotional and sexual boundaries with young people, and assist them in understanding these boundaries.
 - Refrain from using one's position to manipulate young people into political, religious, ethical or cultural beliefs.
 - Be aware and notify their manager of any circumstances that may affect their ability to work safely and effectively with young people.
 - Empower young people by providing opportunities for the improvement of skills, and in personal development and leadership.

Safe Working Practices

- 5.2 All St John youth leaders are expected to engage in some basic safe working practices. For example:
- Avoiding situations where they are alone with a young person.
 - Ensuring that they are visible to others when with a young person.
 - Using an open door policy where possible.
 - Avoiding circumstances where their behaviour (both verbal and physical) may be misinterpreted as hostile, suggestive, inappropriate, offensive, or neglectful.

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- Monitoring visitors to St John premises at all times.
- Not taking, or displaying, images of young people unless they have been given consent from the young person’s parents or caregivers, and the young person themselves if appropriate.

Safe Recruitment and Training

- 5.3 St John is committed to applying rigorous recruitment, employment and selection processes which emphasise the importance of the protection of young people, and which ensure that every member of St John staff is safe and suitable to be associated with an organisation committed to the protection of young people.
- 5.4 Before making any appointment, St John will complete a robust safety check process to ascertain the candidate’s suitability. This process includes, but is not limited to:
- Identity verification check
 - Employment verification check
 - Reference check
 - Professional membership check
 - New Zealand Police vetting check
 - Risk assessment
 - Interview(s) with the applicant
- 5.5 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.
- 5.6 All new offers of employment and employment agreements will remain conditional on receiving satisfactory results from the Police vetting. Until such time as the Police vetting process has been completed and the results have been received, all newly appointed St John staff (including volunteers) working with young people, will be supervised in their role and will not be permitted to work alone or carry out any alternative duties.
- 5.7 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.
- 5.8 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.
- 5.9 Completion of the ‘Child Protection in the St John Youth Programme’ training will be recorded in PayGlobal.
- 5.10 The Regional Youth Manager will ensure that all paid personnel and volunteers have completed the appropriate training, and certification is recorded accordingly.

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- 5.11 St John will ensure that all staff are given appropriate training, covering basic awareness of child protection in order to protect young people and to recognise and respond when young people are at risk.
- 5.12 Staff training on child protection will 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 responsibility of staff regarding the protection of young people.
 - Recognising and responding to the signs and indicators of actual or suspected abuse.
 - Ensuring staff receive a copy this Policy, can understand it, and can follow the procedures for reporting a concern.
- 5.13 Staff will receive updated child protection training a minimum of every three years.

Supervision of Young People

- 5.14 St John Youth activities provide young people with positive experiences, and teaches them vital skills that can last a lifetime. These activities are designed to be provided without the presence of a young person's parent or caregiver. Safe working practises will be followed at all times to protect young people from the risk of inappropriate behaviour from St John staff and any other adult or young person present.
- 5.15 All efforts must be made to ensure that the St John environment is safe for young people and any visitors to an activity must be approved by the appropriate St John Manager and supervised at all times.
- 5.16 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.
- 5.17 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.
- 5.18 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.
- 5.19 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.
- 5.20 Adults who are not members of St John may occasionally assist as a leader, within the guidelines of section 3.2 of the SOP.
- 5.21 '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.

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5.22 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.

Communication with Young People

5.23 Communication with young people should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phone, text messaging, emails, digital cameras, videos, web-cams, websites, social networking and blogs.

5.24 St John staff should not share any intimate or excessively personal information with a young person. They should not request, or respond to, any personal information from a young person other than that which might be appropriate as part of their professional role. St John staff should ensure that all communications are transparent and open to scrutiny.

5.25 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).

5.26 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).

5.27 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.

5.28 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.

Physical Contact & Restraints

5.29 Inappropriate physical contact with young people, or contact, which could be viewed as inappropriate, must be avoided at all times.

5.30 Corporal and physical punishment, e.g. smacking, are unacceptable regardless of the situation.

5.31 Youth leaders should only restrain a young person in extreme circumstances or an emergency, in order to protect the young person from harming themselves or others. Any restraint must be reported to the Regional Youth Manager immediately, with a written report of the incident emailed to the Regional Youth Manager within 24 hours.

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- 5.32 Physical contact between a youth 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.
- 5.33 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.
- 5.34 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.

Relationships

- 5.35 Where two young people are in a relationship prior to one of them becoming a leader, if they intend to maintain the relationship, they need to advise the Regional Youth Manager to discuss the situation and develop clear boundaries. These new leaders should not be put in charge of the other person in the relationship at any Youth events.
- 5.36 It is unacceptable for members who are already leaders in our programme to become involved in relationships of an emotional or intimate nature with someone who is a youth member in our programme.
- 5.37 Sexual activity is not permitted at any St John Youth event or activity.
- 5.38 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.
- 5.39 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.

Youth Activities and Events

- 5.40 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.
- 5.41 Young people may attend events alongside St John Event Health Services personnel to gain real-life clinical experience. The requirements for this are outlined in the 'events' section of YM 1 Youth Manual.

Child Protection Concerns

- 5.42 When abuse of a young person is suspected, disclosed or witnessed, everything must be done to ensure the ongoing safety of the young person concerned, along with the ongoing safety of any other young person who is in close connection to the alleged offender. In all cases, the young person is the primary concern and all other concerns (including the guilt or innocence of the alleged offender) must be secondary. This does not mean that the alleged offender is to

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be considered guilty without due investigation, but that the safety of the young person comes first.

5.43 St John staff will not act alone about concerns of abuse but will consult with the Regional Youth Manager, the National Youth Manager, or an Oranga Tamariki Duty Social Worker.

5.44 In a situation where it is believed that a young person is in immediate danger, or in a situation where it is believed that a third party is not prepared to secure the safety of the young person by contacting a statutory service, the St John staff member will inform Oranga Tamariki and the Police of their concerns, if necessary or not sure staff may consult with an appropriate Youth Manager. St John staff will not collude to protect an adult or an organisation.

Identifying abuse

5.45 Any member of St John staff may directly witness child abuse or have allegations, made by a young person or an adult, relayed to them. St John staff should be alert and aware of the fact that abuse of a young person can occur in many different settings and forms and may come to light in a variety of different ways. These can include, but are not limited to:

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

5.46 The signs and indicators of abuse may not be immediately obvious or identifiable. Appendix One of this Policy sets out a non-exhaustive list of signs and indicators to help identify abuse of young people.

5.47 If a member of St John staff is unsure about what might constitute abuse of a young person, they should ask for advice and guidance from the Regional Youth Manager. If the Regional Youth Manager is unavailable for advice and guidance, then staff should consult with the National Youth Manager or a Duty Social Worker at Oranga Tamariki (0508 326 459).

5.48 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.

5.49 Refer to section 3.18 of the SOP for procedures.

Reporting

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

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- 5.51 All staff must report concerns or allegations of abuse against a young person to the Regional Youth Manager at the first possible opportunity to best ensure the safety of the young person. If the Regional Youth Manager is unavailable, or if the concern involves the Regional Youth Manager, then consultation should occur with the National Youth Manager or an Oranga Tamariki Duty Social Worker. A decision will be made as to whether to notify Oranga Tamariki. If an immediate response is required to ensure the young person's safety, St John staff should contact the NZ Police and Oranga Tamariki directly.
- 5.52 All concerns or allegations of sexual abuse must be reported to Oranga Tamariki and the NZ Police.
- 5.53 When reporting an incident staff must:
- Inform the Regional Youth Manager as soon as possible
 - Record in writing all conversations and actions taken and keep these records securely in the specified protection file.
- 5.54 Effective documentation, including referrals and notifications, must include the following:
- 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
- 5.55 All decisions, including if the concern does not require notifying Oranga Tamariki and/or the Police, must be recorded in writing and kept securely in a specified protection file with the reasons clearly identified and explained.
- 5.56 St John encourages the active sharing of information regarding potential and actual child protection concerns with Oranga Tamariki and/or the Police.

Sharing Information About Children

Keeping Family and Whānau Informed and Involved

- 5.57 Wherever possible, a young person's family and whānau should participate in the decisions affecting that young person and the relationship between the young person and their family and whānau should be maintained and strengthened.
- 5.58 Although the parent or caregiver of a young person will usually be informed of concerns, there may be times when those with parental responsibility may not be initially informed. This may happen in circumstances when:
- the parent or caregiver is an alleged offender
 - it is possible that the young person may be intimidated into silence
 - there is a strong likelihood that evidence will be destroyed
 - the young person does not want their parent or caregiver involved and they are 16 years or older, and of sufficient mental capacity, to be deemed competent to make that decision. Any decision not to inform the young person's parent or caregiver based solely on the young person's wish should only be made after careful consideration and in consultation with the Regional Youth Manager, and National Youth Manager and/or an Oranga Tamariki Duty Social Worker.

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5.59 Where staff engage with parents or caregivers, and family or whānau members in circumstances where abuse is suspected, witnessed, or disclosed, they must inform them of this Policy and the procedures contained therein. In these circumstances staff must ensure that, wherever possible, they work in partnership with parents or caregivers, and family or whānau, and support them throughout the process. St John staff must be aware of the need for sensitivity during what will be a distressing time for the entire family and whānau unit.

Confidentiality and Information Sharing

5.60 Under the Privacy Act 2020, the giving of information to protect young people 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".

5.61 Under the Oranga Tamariki Act 1989, if a legitimate concern is raised in good faith by a member of St John staff about suspected abuse of a young person, which proves to be unfounded on investigation, no civil, criminal or disciplinary proceedings may be brought against that member of staff.

5.62 Refer to the St John Child Protection SOP, section 3.15, and the St John "Youth Issues Management Guide".

Suicidal concerns and self-harming behaviour

5.63 It is important to be aware that young people can harm themselves. When a young person identifies thoughts of suicide, or self-harming behaviour, this must be taken seriously. If an immediate response is required to ensure the child's safety, contact the NZ Police and the local Mental Health Crisis Team straight away, then advise the Regional Youth Manager.

5.64 Self-harming behaviours and suicidal ideation and being adjacent to self-harming behaviours and suicides, can be distressing for both the young person, and for staff. It is important that St John staff consider their own care and seek help and support whilst maintaining confidentiality. Counsellors and supervisors are good options for staff.

5.65 Reference can also be made to the St John "Youth Issues Management Guide".

Allegations Against St John Personnel

5.66 Concerns may be raised regarding St John staff. These may be as a result of behaviour within the workplace, or of behaviour within their home environment. Allegations, suspicions or complaints of abuse against staff will be taken seriously and reported directly to the Regional Youth Manager who, in consultation with the National Youth Manager and HR Advisor, will deal with them immediately, sensitively and expediently.

5.67 In the event of an allegation of abuse by a member of staff, a report of concern will be made to the Police and/or Oranga Tamariki.

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- 5.68 When there are suspicions of abuse by St John staff, the rights of both the staff member and the young person must be attended to. This means that the safety of the young person is of first concern, and that the member of staff must have access to legal and professional advice, in accordance with the Employment Relations Act.
- 5.69 Any St John staff member against whom an allegation is made will be immediately stood down from all St John Youth activities, until all investigations and assessments have been complete.
- 5.70 In all protection cases, St John will co-operate fully with both Oranga Tamariki and the Police in their investigations and assessments.
- 5.71 It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice any criminal or Oranga Tamariki investigation. If there is insufficient evidence to pursue a criminal prosecution, then an internal disciplinary investigation may still be undertaken subject to internal disciplinary procedures. In these circumstances the Regional Youth Manager, HR Advisor or National Youth Manager will inform the complainant of the process to be followed, what information will be taken into consideration, and when the internal investigation is likely to be complete.
- 5.72 A staff member tendering his or her resignation, or ceasing to provide their services to St John, will not prevent an allegation of abuse against a young person being followed up.
- 5.73 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. All complaints regarding a child protection matter will be referred to the Regional Youth Manager.

Investigations

- 5.74 Investigations may be carried out in response to a number of situations, for example, a formal complaint regarding a youth leader's conduct. Investigations will be conducted by a Regional Youth Manager or the National Youth Manager as appropriate, in consultation with an HR Advisor.
- 5.75 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.

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6 Roles and Responsibilities

- 6.1 St John is responsible for ensuring that all staff understand, and adhere to, this policy and have undertaken the appropriate child protection training.
- 6.2 Each member of staff must:

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- be aware of, and alert to, potential indicators of abuse or neglect
- adhere to this Policy and the associated Child Protection SOP
- record a factual account of any concerns they have, or that are brought to their attention
- appropriately seek advice and support from the Regional Youth Manager, National Youth Manager, or an Oranga Tamariki Duty Social Worker, and contact external agencies if appropriate
- work in co-operation with the parents and caregivers, unless this compromises the safety of the young person.

6.3 The statutory responsibility to investigate allegations of abuse against young people rests with Oranga Tamariki and the NZ Police. No member of the St John staff, including the Regional Youth Manager or National Youth Manager, are permitted or mandated to investigate allegations of abuse.

National Youth Manager/Regional Youth Managers

6.4 The overall responsibility for the implementation of this policy rests with the St John National, and Regional, Youth Managers.

6.5 The role of the National, and Regional, Youth Managers is to ensure:

- the needs and rights of young people come first, as the safety and wellbeing of each young person is the paramount consideration in all circumstances
- the protection of young people is a key focus within St John and that appropriate protocols, procedures and training are in place
- the St John Child Protection Policy is effectively implemented throughout the Youth Programme
- all St John Youth staff are familiar with the Child Protection Policy and its procedures, as well as those procedures set out in the SOP
- all St John Youth staff receive appropriate training ensuring they are skilled, confident, competent and well supported in meeting their protection responsibilities
- that all St John staff are supported appropriately when dealing with protection concerns
- that all cases of abuse, or suspected abuse, or allegations, are handled in a consistent and thorough manner
- that cases of abuse, or suspected abuse, are reported to Oranga Tamariki and the NZ Police
- that there is no internal investigation without appropriate consultation and a decision whether a response from Oranga Tamariki and/or the Police is required.
- that appropriate strategies for recording and reporting incidents of abuse, or suspected abuse, or allegations, are kept. All information relating to the cause for concern, decisions and actions taken, including if the concern does not require notification to Oranga Tamariki or the NZ Police, must

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be recorded in writing and kept securely in a young person protection file with the reasons clearly identified and explained

- that link with the relevant local agencies is established and maintained where applicable
- that they are recognised as a contact within St John for agencies to contact regarding concerns
- that all staff are recruited and employed in accordance with the guidelines identified in the St John Child Protection Policy and the St John Recruitment and Selection Policy.
- that Regional Youth Managers consult with the National Regional Manager and/or an Oranga Tamariki Duty Social Worker, for advice and support.

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.

7.2A biannual audit of this policy by an external auditor will take place in conjunction with an audit of YP 1 Youth Policy.

7.3Data relating to responses to and compliance with this Policy will be analysed and reported on by the National Youth Leadership Team. Reports will include a summary of incident data and trends, the appropriateness of responses and recommendations on improvements.

7.4Day 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:

- YP 1 Youth Policy
- HR4.2 – Raising a Concern or Complaint (Staff/Volunteer) Policy
- HR1.3 – Harassment and Bullying Prevention Policy
- HR4.4 – Disciplining with Integrity Policy
- HR1.7 – Serious Wrongdoing (Whistleblowing) Policy.
- HR 1.16 Use of Social Media
- HR 2.2 Recruitment and Selection
- HR 4.4 Disciplining with Integrity
- OG 10 Vulnerable Children, Young Persons and Adults Protection Policy

Procedures:

- CPSOP Child Protection Standard Operating Procedure
- OMP 3.7 Incident Management and Reporting
- HRG4.2 – Manager Guidelines: Investigation and Escalation Protocols for Workplace Issues
- HRG4.4 – Manager Guidelines: Disciplinary Outcome Consideration

Forms and other relevant resources:

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- 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
Young Person	Any person under the age of 18 years.
Child Abuse	Can involve ongoing, repeated or persistent abuse, or may arise from a single incident. Child abuse may take many forms but it can be categorised into four different types: <ol style="list-style-type: none"> Physical Abuse Sexual Abuse Emotional Abuse Neglect
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).
Emotional abuse	is the persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effect on the young person’s self- esteem and emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a young person. It may also include age or developmentally inappropriate expectations being imposed on young people and their social competence undermined or eroded over time. A young person can also experience emotional abuse by being exposed to a dysfunctional environment which includes seeing or hearing the ill treatment of others, including but not limited to being exposed to family violence.

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Family violence	can take many forms and may include, but is not limited to, actual physical violence (to a person, pet or property), threats of physical violence (to a person, pet or property), psychological, economic or sexual abuse. Young people are always affected either emotionally or physically where there is family violence even if they are not personally injured or physically present.
Harassment	Harassment means to unfairly trouble, upset or annoy another person by picking on them or singling them out for adverse special attention.
In Loco Parentis	Anyone looking after a child or young person on behalf of the parents
Neglect	is characterised as the persistent failure to meet a young person'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 young person. It may also include neglect of a young person's basic or emotional needs.
Oranga Tamariki Ministry for Children	formally known as Child Youth and Family. Oranga Tamariki is a Government Ministry dedicated to supporting young people in New Zealand whose wellbeing is at significant risk of harm now, or in the future.
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	is a non-accidental act 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 young person. Physical abuse also involves the fabrication or inducing of illness.
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	is an act or acts that result in the sexual exploitation of a young person, whether consensual or not. Sexual abuse can be committed by a relative, a trusted friend, an associate, or someone unknown to the young person. Sexual abuse includes situations where the adult seeks to have the young person touch them for a sexual purpose, and where they involve the young person in pornographic activities or prostitution.
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.

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Young Adult	refers to any person under the age of 18 years, but over the age of 16 years
Youth Leader	Any adult member of the St John Youth programme
Youth Member	Any member of St John under the age of 18.

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 	<ul style="list-style-type: none"> - Lack of attachment to parents - Poor social skills - Steals food 	<ul style="list-style-type: none"> - Fails to provide for child's basic needs – food, clothing, medical care, etc

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	<ul style="list-style-type: none"> 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"> - 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 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 - Pregnancy, especially younger girls 	<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 - 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 	<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 sexual overtones towards child <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

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			<ul style="list-style-type: none"> - 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.
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