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| Title | YP 2 Youth Safeguarding Policy |
| Issued by | Kerry Mitchell, National Youth Manager |
| Authorised by | Pete Loveridge, Deputy Chief Executive – Community Health |
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| Issue number | 02 |

1. Purpose

- 1.1 The purpose of this Policy for Hato Hone St John (HHSJ) is to ensure that the organisation operates in such a way as to protect members of the HHSJ Youth Programme and the interests of HHSJ 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, 3rd edition (published by Korowai Tupu, Wellington, 2020)
 - c. Crimes Act 1961
 - d. Family Violence Act 2018
 - e. The code of Health and Disability Services Consumers' Rights (A Regulation under the Health and Disability Commissioner Act 1994)
 - f. Health Information Privacy Code 2020
 - g. Health and Safety at Work Act 2015
 - h. Oranga Tamariki Act 1989 (Children and Young People's Wellbeing Act 1989.
 - i. Privacy Act 2020
 - j. Care of Children Act 2004
 - k. Employment Relations Act 2000
 - l. Human Rights Act 1993
- 2.2 This policy is guided by the Hato Hone St John Integrity Charter – Te Mana O Te Pono.

3. Scope

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- 3.1 This Policy applies to young people in the context of the Hato Hone St John Youth Programme.
- 3.2 This Policy applies to all HHSJ personnel when interacting with young people in the Hato Hone St John Youth Programme
- 3.3 This Policy must be read in conjunction with the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure.

4. Guiding Principles

- 4.1 This Policy and its implementation across HHSJ is guided by the following principles:
 - a. All decisions and actions of HHSJ personnel will be guided by the principle that the welfare and best interests of the youth member are paramount.
 - b. HHSJ is inclusive of all its members, regardless of what identity groups they belong to. All members will treat all people as equals.
 - c. All services provided by HHSJ 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.
 - d. This Policy enables HHSJ personnel 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

5. Policy

Code of Ethics

- 5.1 HHSJ personnel are expected to follow the St John Youth Code of Ethics as outlined in Section 4.1 of the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure.

Supervision of Youth Members

- 5.2 HHSJ Personnel should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. HHSJ Personnel who work with young people must act in a way that is considered to be safe practice, as outlined in Section 4.3 of the Hato Hone Youth Programme Safeguarding Standard Operating Procedure
- 5.3 All efforts must be made to ensure that the HHSJ environment is safe for young people and any visitors to an activity must be approved by the appropriate HHSJ Manager and supervised at all times.
- 5.4 To ensure the safety of youth members and leaders, all Hato Hone St John personnel must follow the prescribed ratios for the supervision of all Hato Hone St John Youth activities as outlined in the Ratios section 4.4-1.10 of the Hato Hone Youth Programme Safeguarding Standard Operating Procedure.

Safe Recruitment and Training

- 5.5 HHSJ 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 HHSJ personnel is safe and suitable to be associated with an organisation committed to the protection of young people.

Use of Digital Communication Tools

- 5.6 Communication with youth members should take place within clear and explicit professional boundaries. This includes the wider use of technology. HHSJ personnel must not share any intimate or excessively personal information with a youth member. They should not request, or respond to, any personal information from a youth member other than that which is appropriate as part of their professional role. HHSJ personnel must ensure that all communications are transparent and open to scrutiny.
- 5.7 HHSJ does not permit HHSJ personnel to add/follow youth members on personal social media accounts after they are appointed into a youth leader role, where the sole nature of their relationship is a youth leader – youth member relationship.
- a. HHSJ personnel who wish to add youth members on social media as friends or followers must create a separate 'HHSJ' social media account to do so.
 - b. Where youth leaders engage with youth members on social media, they must ensure all interactions are appropriate. This includes any comments, photos or posts that the youth member may be able to view due to a connection with the youth leader on social media (e.g. friends, followers).

Physical Contact & Restraint

- 5.8 HHSJ personnel should always use their professional judgement before engaging in physical contact or restraint of a youth member.
- 5.9 Appropriate standards of physical contact and restraint are outlined in section 4.29-4.37 of the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure.

Relationships

- 5.10 It is essential that all HHSJ personnel involved in the St John Youth Programme maintain appropriate relationships with youth members involved in the programme.
- 5.11 Appropriate standards of relationships are outlined in section 4.38-4.40 of the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure.

Sexual Conduct

- 5.12 Any affection displayed at Hato Hone St John Youth events must 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.

- 5.13 Appropriate standards of sexual conduct are outlined in section 4.41-4.43 of the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure.

Youth Activities and Events

- 5.14 Any event or activity involving young people that occurs outside of divisional premises must be organised within the requirements of section 4.11 and 4.12 of the Hato Hone St John Youth Programme Standard Operating Procedure.
- 5.15 Young people may attend events alongside HHSJ 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.
- 5.16 HHSJ personnel transporting youth members on behalf of Hato Hone St John must abide by the Hato Hone St John Driving Policy (OG6 Driving and Vehicle Use).
- 5.17 Requirements for the transportation of youth members by HHSJ personnel are outlined in section 4.60-4.66 of the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure.

Bullying

- 5.18 HHSJ does not tolerate any form of bullying, incivility, discrimination, or harassment. Any form of bullying between young people should be addressed as outlined in 4.69-4.78 of the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure.
- 5.19 Bullying involving HHSJ personnel should be handled according to HR SOP 4.4 C Managing Bullying, Harassment, Discrimination and/or Incivility.

Child Protection Concerns

- 5.20 When child abuse is suspected, disclosed, or witnessed, everything must be done to ensure the ongoing safety of the youth member concerned, along with the ongoing safety of any other youth member who is in close connection to the alleged offender. In all cases, the youth member is the primary concern, and all other concerns (including the guilt or innocence of the alleged offender) must be secondary. This does not mean that the alleged offender is to be considered guilty without due investigation, but that the youth member's safety comes first.
- 5.21 HHSJ personnel 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.
- 5.22 HHSJ personnel will not collude to protect an adult or an organisation.

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Self-Harming Behaviour

- 5.23 It is important to be aware that young people can harm themselves, however many young people who self-harm are not suicidal. They can be using self-harming (like cutting) to block, express, or process emotions or thoughts that are too big for them to handle. A young person who self-harms should not be handled in the same way as a young person who is specifically suicidal. If an immediate response is required to ensure the youth member's safety, contact 111 straight away, then advise the **Regional Youth Manager**.
- 5.24 Self-harming behaviours and being adjacent to self-harming behaviours can be distressing for both the youth member, and for personnel. It is important that HHSJ personnel consider their own care and seek help and support whilst maintaining confidentiality. Counsellors and supervisors are good options for personnel.
- 5.25 Reference can also be made to the HHSJ "Youth Issues Management Guide".
- 5.26 Refer to the Self-Harming Behaviours section (points 4.88 to 4.95) of the SOP for more information.

Suicidal Ideation

- 5.27 When a youth member identifies thoughts of suicide this must be taken seriously. If an immediate response is required to ensure the youth member's safety, call 111 straight away, then advise the Regional Youth Manager.
- 5.28 Suicidal ideation and being adjacent to suicide can be distressing for both the youth member, and for personnel. It is important that HHSJ personnel consider their own care and seek help and support whilst maintaining confidentiality. Counsellors and supervisors are good options for personnel.
- 5.29 Reference can also be made to the HHSJ "Youth Issues Management Guide".
- 5.30 Refer to the Suicidal Ideation section (points 4.96 to 4.100) of the HHSJYPSOP for procedures.

Reporting and Triaging

- 5.31 All HHSJ personnel must use the triaging framework outlined in Appendix One to determine the appropriate course of action for incidents involving youth members.

Confidentiality

- 5.32 The safety of young people is paramount, and HHSJ has a responsibility to know when and how to share appropriate information with external agencies and whānau to protect the safety and wellbeing of young people.
- 5.33 All personnel are required to adhere to the Privacy Act 2020 and the information sharing provisions under the Oranga Tamariki Act 1989, and the Family Violence Act 2018.

- 5.34 Under the Privacy Act 2020, the giving of information to protect young people is not a breach of confidentiality if “disclosure of the information is necessary to prevent or lessen a serious threat”.
- 5.35 Refer to Section 4.107-4.112 of the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure for further information.

Allegations Against HHSJ Personnel

- 5.36 Concerns may be raised regarding HHSJ personnel. 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 personnel 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.
- 5.37 Any personnel tendering his or her resignation, or ceasing to provide their services to HHSJ, will not prevent an allegation of abuse against a youth member being followed up.
- 5.38 Please refer to Section 4.113-4.121 of the Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure for further information.

Investigations

- 5.39 It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice an official Police or Oranga Tamariki investigation.
- 5.40 Investigations may be carried out, where there is no police or Oranga Tamariki involvement, 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.
- 5.41 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 youth member.

6 Roles and Responsibilities

- 6.1 HHSJ is responsible for ensuring that all personnel involved in the youth programme, understand, and adhere to, this policy and have undertaken the appropriate safeguarding training.

7 Monitoring and Compliance

- 7.1 Reviewing and updating of this Policy will occur every two years, unless there are changes to legislation, standards, and national codes of conduct.
- 7.2 A biennial audit of this policy by an external auditor will take place in

conjunction with an audit of YP 1 Youth Policy.

- 7.3 Day to day compliance with this Policy and related SOPs will be monitored by the National and Regional Youth Managers.

8 Associated Documents

- 8.1 The following documents are associated with this Policy:

Policies:

- YP 1 Youth Policy
- HR4.4 Conduct and Performance
- HR1.7 Protected Disclosures (Whistleblowing) Policy.
- HR 1.6 Use of Information and Communication Technology
- HR 2.2 Recruitment Policy
- OG 10 Vulnerable Children, Young Persons and Adults Protection Policy

Procedures:

- HR SOP 4.4 B Managing Misconduct
- HR SOP 4.4 C Managing Bullying, Harassment, Discrimination and/or Incivility
- YSOP2 Hato Hone St John Youth Programme Safeguarding Standard Operating Procedure

Forms and other relevant resources:

- Safeguarding in the Youth Programme – Sexuality and Gender Identification Guidelines
- Safeguarding – Reporting Process Diagram (Appendix 1 – incidents in the SOP)
- Youth Issues Management Guide
- Integrity Charter Te mana o te pono

Policies are accessible on the HHSJ 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.

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9 Definitions

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| Adult: | Any person aged 18 years or over, who has the potential to interact with a youth member under the care of HHSJ. This includes, but is not limited to, youth leaders, HHSJ volunteers or paid personnel, bystanders, patients, parents, teachers, students and guest instructors working with children and young people. This does not include youth members aged between 18 and 19. |
| Appropriate | Suitable or acceptable for the particular situation. |
| Bullying | Whether bullying is physical, verbal, or social (relational), four widely accepted factors can be used to identify it <ul style="list-style-type: none">• Bullying is deliberate - harming another person intentionally• Bullying involves a misuse of power in a relationship• Bullying is usually not a one-off - it is repeated, or has the potential to be repeated over time• Bullying involves behaviour that can cause harm - it is not a normal part of growing up. |
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| 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: <ul style="list-style-type: none">i. Physical Abuseii. Sexual Abuseiii. Emotional Abuseiv. 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 person such as to cause severe and persistent adverse effect on the person's self- esteem and emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a 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 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. |
| Grooming | “Grooming” is predatory conduct and can include, but is not limited to, befriending, or establishing an emotional relationship, or other emotional connection, with a youth member, (and can extend to members of the youth member’s family or whānau), for the purpose of lowering the youth member’s inhibitions and with the objective of abuse. |
| 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 youth member on behalf of the parents |
| Neglect | is characterised as the persistent failure to meet a 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 person. It may also include neglect of a person’s basic or emotional needs. |
| Oranga Tamariki - Ministry for Children | formerly 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 | “Personnel” refers to any person working at, for, or on behalf of, HHSJ and includes, but is not limited to, persons employed directly by HHSJ, irrespective of whether they are paid or voluntary, whether they are contractors, or whether they are working on a full time, part time, casual, or temporary basis. For the avoidance of doubt, the term or “personnel” includes, but is not limited to, HHSJ adult members, prospective youth leaders, youth leaders 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 youth member. 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 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. |
| Restraint | Physical restraint, in relation to a youth member, means to use physical force to prevent, restrict, or subdue the movement of a youth member (or any part of their body) against their will. |

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| Sexual Abuse | is an act or acts that result in the sexual exploitation of a person, whether consensual or not. Sexual abuse can be committed by a relative, a trusted friend, an associate, or someone unknown to the person. Sexual abuse includes situations where the adult seeks to have the person touch them for a sexual purpose, and where they involve the 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 - HHSJ Youth Safeguarding Standard Operating Procedures. |
| Youth Leader | Any 18+ adult member of the HHSJ Youth programme, who holds an appointed leader or officer role. |
| Youth Member | Any member of the HHSJ Youth Programme under the age of 19 who holds a youth member role. Personnel older than 19 years of age are not permitted to be in a Youth Member role and if wanting to stay involved in the Youth Programme must undergo the Youth Leader recruitment process. |

Appendix 1: Indicators of Child Abuse

| Type of abuse: | Physical Indicators – Child | Behavioural Indicators – Child | Behavioural Indicators – Adult |
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| 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 |
| | <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 |

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| 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 - Comes into child's bedroom or bathroom when child is undressed - Looks at or touches child's body to ‘see how they are developing’ <p>Asks child to keep any of these things a secret.</p> |
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