

**New Wine New Zealand
SUMMER FESTIVAL POLICY DOCUMENT**

**Excerpts from Policy Document
dated October 2006 (amended 2014)**

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CHILDREN AND YOUTH PROTECTION POLICY AND GUIDELINES

(This is designed to protect the leaders, the children, and the youth)

TO BE READ, UNDERSTOOD AND AGREED TO BY ALL LEADERS

(Note: In this document, 'leader' refers to leaders and/or workers)

A CHILDREN'S AND YOUTH PROTECTION POLICY

1 Welfare of Children and Youth

- 1.1 New Wine NZ recognises the unique status of children and youth, and seeks to ensure that they are respectfully treated as individuals. All leaders, paid and voluntary, must accept that the welfare of the child or youth is paramount. The highest standards towards children and youth will be maintained in all pastoral, counselling, worship, prayer and recreational circumstances.
- 1.2 All leaders who may have contact with children and youth, must have authorized New Wine NZ to obtain a report from the NZ Police Vetting Authority. This requirement is non-negotiable.
- 1.3 Clear recruitment procedures, training and supervision are essential for achieving a high quality service to children and youth participating in New Wine NZ activities.
- 1.4 It is the duty of all people working with children and youth to prevent abuse and unsafe situations from occurring.
- 1.5 All leaders are also required to report any abuse disclosed, discovered or suspected, in line with these procedures.

2 Good Practice Guidelines

- 2.1 It is essential that any child abuse issues are not trivialized or exaggerated, and that the proper steps are followed. Leaders need to be aware that their words and actions may be open to misinterpretation, and therefore they should take great care to avoid situations in which their actions could be misunderstood.
- 2.2 A leader should never pray with, or be on their own with a child or youth in an unsupervised situation.
- 2.3 A leader should never pray with or meet with a child or youth outside the organized activity without another leader being present, and the leader's Team Leader being informed.
- 2.4 A leader is responsible for ensuring that abusive activities (such as bullying, etc.) do not occur.
- 2.5 All steps must be taken to ensure that the site is safe for children, youth and leaders. Any concerns that a leader may have should be reported to the leader's Team Leader, or the event Organiser/Director.

3 Categories of Abuse

- 3.1 Abuse falls into four broad categories, which can be defined as follows
- 3.2 Physical Injury. Any injury to a child or youth caused by a parent or family member, or another person who is responsible for their care, or in loco parentis.
- 3.3 Neglect. A failure to meet a child or youths basic needs for food, warmth, protection and care.
- 3.4 Emotional Abuse. The persistent, severe emotional ill-treatment or rejection that severely affects the emotional and/or behavioural development of a child or youth.
- 3.5 Sexual Abuse. The use of a child or youth to meet an adult's sexual needs.

4 Listening to Claims of Abuse

- 4.1 If a child or youth begins to tell a leader about abuse it is vital that the leader does the following:
 - (a) Do NOT 'promise not to tell anyone' or say 'I'll keep it a secret'.
 - (b) Listen carefully but do NOT ask leading questions, (asking questions is the task of a trained professional), but might say "tell me more."
 - (c) Reassure the child or youth that, by disclosing the abuse, they have done the right thing.
 - (d) Report the child or youth's disclosure immediately in accordance with clause 5.

- (e) As soon as possible, the leader needs to write down what was told by the child or youth, using the child's or youth's own words to describe the abuse, and should pass this report on as per clause 5.
- (f) The leader needs to write down what is said by the leader to the child or youth, and pass this report on as per clause 5.1.

5 New Wine NZ Procedures for Dealing with Allegations of Abuse

- 5.1 New Wine NZ has a duty and a legal obligation to report all allegations of abuse to the relevant statutory and voluntary authorities. Allegations may come directly from a child or youth, or from a fellow team-leader, or from an adult.

Allegations may refer to a family member, or to someone outside the family such as a teacher, youth leader, or pastor, etc.

No group(s) of people are exempt from being abusers or from being abused.

For all leaders, the most important consideration is to safeguard and promote the welfare of the children and youth with whom they come into contact. Any allegations of abuse must be taken seriously. (See clause 2.1).

- 5.2 THEREFORE ALL ALLEGATIONS OF ABUSE MUST BE REPORTED TO THE LEADER'S TEAM LEADER OR DIRECT TO THE NEW WINE EVENT MANAGER.
- 5.3 The Team Leader will inform the New Wine NZ event manager, who (or their nominee) will take up the matter with the relevant statutory and voluntary authorities (Police, or CYFS etc.) which are responsible for investigating allegations of abuse and will inform the Leader of New Wine NZ.
- 5.4 New Wine NZ will collaborate fully with the statutory and voluntary authorities concerned with investigating abuse. It is important to note that it is the responsibility of the Police and/or Social Services (not New Wine NZ) to investigate the truth of any allegation of abuse.
- 5.5 The first person to be told of the abuse may be asked to give a statement to the Police. It is important to remember that what has been disclosed is confidential and should only be shared with others on a need-to-know basis.
- 5.6 After telling of abuse, a child or youth can be distressed, and concerned about what will happen next. They should be reassured that they have done the right thing, and someone should stay with them within the supervised team situation, and pray with them if required.
- 5.7 It is important to remember that the best interests of the child or youth - and the need for the abuse to stop - come before the interests of New Wine NZ or the abuser.
- 5.8 New Wine NZ also recommends that, if abuse is disclosed to a leader, that leader seeks the comfort and support of prayer ministry for themselves, and professional support or counselling.

B GUIDELINES

1 Guidelines for Leadership at New Wine Events

- 1.1 A leader's prime focus is the responsibility for the participants who are under the leader's care.
- 1.2 Each leader may be asked to fill in a personal information form disclosing medical information, especially any medication they are taking, and next of kin.
- 1.3 Leaders are not to be alone with children and/or youth.
- 1.4 The desired ratio of leaders to children is 1 leader for every 5 children or 1 leader for every 8 youth.
- 1.5 Outside of organised games and activities, "rough and tumble" is discouraged.
- 1.6 Prayer ministry is only to be done in full view of others.
- 1.7 No leader is to act as a professional counsellor and must refer any counselling type issues onto the appropriate person(s). The appropriate persons are to be identified at the beginning of a New Wine NZ event, to both leaders and participants.
- 1.8 If a child or youth has a pastoral issue it is most appropriate to refer them back to the leaders from their own parish/youth group. If they are not available please refer them to one of the pastoral support team, nominated for the event. The manager of the New Wine NZ event should advise participants and leaders of any leaders designated to deal with pastoral issues or needs.

- 1.9 Leaders agree that during a New Wine NZ event they will not start a relationship with another leader, and especially not a participant.
- 1.10 First Aid - There shall be a First Aid Kit available at the event, and it is preferable that a person trained in first aid be in the team or is readily available.
- 1.11 There will, as far as is possible, be definite starting and ending times for events and groups.

2 General Expectations for Leadership at New Wine NZ Events

- 2.1 Punctuality, for groups, services and activities.
- 2.2 Care and respect to be shown to the children or youth, their parents or caregivers, and other leaders
- 2.3 All leaders are expected to be encouraging.
- 2.4 If a leader has a job/task to carry out, they should be prepared to do it willingly.

3 Leadership Boundaries for Discipline

- 3.1 Never hit a child or a youth.
- 3.2 Do not shout at children or the youth.
- 3.3 Do not use offensive or belittling language.
- 3.4 Try to use eye contact if possible, remembering though that eye contact is not always appropriate or necessary and can be culturally insensitive sometimes.
- 3.5 Leaders in groups need to be aware of what is happening around them and to be pro-active in keeping order.
- 3.6 Leaders should aim to create a safe nurturing environment to keep disruptions to a minimum.

4 Events Requiring Transport

- 4.1 Written parental permission will be obtained, if an event involves transporting children or youth to and from the event.
- 4.2 No children or youth are to travel alone with a New Wine NZ leader outside of family relationships.
- 4.3 All vehicles used to transport children and/or youth at New Wine NZ events are to be currently warranted and registered.
- 4.4 All drivers are to have held a full license for at least two years and abide with all other road regulations.
- 4.5 Vehicles used are to be fitted with approved seat-belts and to have no more passengers than seat-belts in the vehicle.
- 4.6 All children or youth must use seat-belts while travelling in vehicles.
- 4.7 Drivers must NOT have ANY alcohol or ability impairing drugs in their system when driving leaders and/or participants in New Wine NZ events.

5 Expectations for Children

(Leaders need to convey these to the children.)

- 5.1 Follow instructions.
- 5.2 Do not leave the building or the event without first notifying a leader.
- 5.3 Once in a group, stay to the end (unless a responsible adult informs the group leader otherwise).
- 5.4 No fighting in New Wine NZ activities time.
- 5.5 Show care and respect to other people and possessions.

6 Expectations for Everyone

- 6.1 Safety and boundary issues, along with guidelines, are to be outlined at the beginning of each New Wine NZ event, by the manager of the event, to all leaders and participants.
- 6.2 Respect others in every way, including property, person, faith journey and feelings.
- 6.3 Respect the wisdom and authority of those who are responsible for leading specific sessions and activities.
- 6.4 Respect the environment in which the New Wine NZ event is hosted.
- 6.5 Respect the privacy of others' accommodation and do not enter unless invited.

- 6.6 Do not be alone in an accommodation room with a member of the opposite sex. (Unless married to that person.)
- 6.7 Ensure own safety before dealing with others.
- 6.8 Permission is needed to go beyond the physical boundaries of the camp.
- 6.9 Physical displays of affection between those already in relationships on a New Wine NZ event are to be discreet and tasteful.
- 6.10 Leaders and participants are not at a New Wine NZ event to start a boyfriend/ girlfriend relationship.
- 6.11 If something seems wrong or inappropriate, report this immediately to one of the leaders or the New Wine NZ event manager. If they are not available the leader or participant should report to another adult with whom they are comfortable.
- 6.12 No leader or participant at a New Wine NZ event is expected to deal with an issue they with which are uncomfortable. If someone has a pastoral issue or need they should be referred to a leader from their parish or youth group or one of the people identified at the beginning of the event.

7 Team Eligibility

- 7.1 Anybody in a same sex, de facto or extra marital relationship will not have their team application accepted.
- 7.2 Any application for admittance to a team must meet the standard of 7.1 and additionally, in the estimation of the team leader or Event Manager, must be a person of character, calling, competency in specific areas and specific New Wine culture.
- 7.3 If a team leader loses confidence in a team member's ability, they may withdraw their support of an application and ask the team member to leave the team.

8 Declaration

- 8.1 ALL leaders must have read, agreed to and signed acceptance of the New Wine NZ Children and Youth Protection Policy and Guidelines

HEALTH AND SAFETY POLICY

New Wine NZ, and the Health and Safety in Employment Act (1992), require all persons involved in New Wine NZ events to take all reasonable steps to ensure their own safety and that of others.

The promotion and maintenance of occupational health, safety and loss control is the responsibility of all participants, whatever the level of participation at a New Wine NZ event.

1 Policy

- 1.1 Health, safety, and loss control are an integral part of all events held in the name of New Wine NZ.
- 1.2 New Wine NZ aims to provide a healthy and safe working environment and to conduct all its activities in a safe manner to prevent harm to persons, damage to property or disruption to programmes and processes.
- 1.3 New Wine NZ will do all that is reasonable and within its power to:
 - (a) Provide and maintain a healthy and safe working environment
 - (b) Provide instruction in occupational health and safety, and loss control matters
 - (c) Provide suitable safety devices and protective equipment (where appropriate) to further these aims
 - (d) Promote occupational health and safety standards. As these may vary from between venue and events, it is the responsibility of the organising committee to familiarise themselves with these prior to an event and ensure that they are adhered to.
 - (e) Encourage participation in monitoring improvement and promotion programmes established to enhance health and safety standards
- 1.4 All persons involved in a New Wine NZ event have a duty to cooperate in the maintenance of a safe and healthy environment at all times by:
 - (a) Working safely and effectively with due regard to the effects of their actions on others
 - (b) Adhering to statutory safety regulations, and standard operating procedures and using and maintaining all equipment and facilities provided in the correct manner immediately reporting any unsafe conditions or defects
- 1.5 New Wine NZ Event Managers and all in positions of responsibility are to exercise vigilance, motivation and enforcement of health and safety practices and especially to be alert to the desires of those in their care for a safe work environment.
- 1.6 Safety and loss control demands an attitude of total awareness, involvement and commitment in order to achieve excellence in this important area, which the New Wine Trustees are committed to achieving.

2 Ethical Guidelines

- 2.1 It is recognized that the purpose of Christian ministry is to serve people at their point of need in a selfless way.
- 2.2 These guidelines apply to all who work within or at New Wine NZ Events. They apply where there is a ministry relationship between two or more people.
- 2.3 Acceptable Ethical Guidelines are:
 - (a) Ministry covers a wide range of activities - from informal pastoral care to structured counselling situations.
 - (b) Good ethical behaviour between those who minister and those who are ministered to, is expected at all times.
 - (c) The very nature of New Wine NZ events can make it very difficult to establish appropriate boundaries in ministry relationships.
 - (d) People sometimes expect information shared informally to be as confidential as information shared in a formal counselling / confessional situation.
 - (e) It is recognised that all who minister will at times fail to live up to all aspects of the guidelines. Those who minister and those to whom they minister are called with all Christians to offer each other forgiveness and reconciliation when appropriate.

3 Principles

- 3.1 Every human being has infinite worth and unique value as created in the image of God, irrespective of origin, ethnicity, gender, beliefs, social or economic status, contribution to society or present psychological, physical or spiritual state.
- 3.2 All activities of ministry regardless of their form, should serve the best interests of those who receive them.
- 3.3 Those who minister are responsible to devote objective and disciplined knowledge and skill to aid individuals within the church and wider social setting in their progress in the faith and in the development of their God-given potential as human beings.

4 Responsibilities To Those Being Served

- 4.1 Every person has the right to be ministered to in a relationship of mutual trust, to privacy and confidentiality and to the responsible use of information.
- 4.2 All information divulged by people is the property of those people and their informed consent must be sought if it is to be passed on to any person or organization, including within the ministry team.
- 4.3 When people request information not to be discuss others, this will be honoured unless it is considered they or others are in danger.
- 4.4 Those being ministered to should be informed beforehand about the limits of confidentiality.
- 4.5 Information given in the course of a confession is confidential unless the person gives permission to reveal the information. (See the Evidence Amendment Act 1980, section 31 for further guidelines.)
- 4.6 Confidentiality will need to be breached when there is clear danger to the safety of the person or to any other individual or group. Those being ministered to should be advised of this before hand.
- 4.7 Taking advantage of those ministered to, for purposes of personal, institutional, political or financial gain is not acceptable.
- 4.8 Those being ministered to must be free from the possibility of sexual exploitation or sexual harassment of any kind.
- 4.9 Those ministering need to guard against careless talk and to beware of accepting second-hand information at face value.
- 4.10 Encourage those to being ministered to, to move towards taking appropriate responsibility for their own lives under God.
- 4.11 Acknowledge the limits of any competence and refer those being ministered to, to others when this proves necessary or desirable.

5 Responsibilities To The Church

- 5.1 New Wine NZ is part of the Body of Christ, the Church.
- 5.2 Those involved in ministry at New Wine NZ Events, must:
 - (a) Uphold professional standards of practice in ministry and work for the advancement of professional standards.
 - (b) When offering care to others, must not discriminate on the grounds of colour, race, gender, socio-economic status, age, religious or political belief.
 - (c) Be professional in the time given to the ministry, guarding against both over-commitment and avoidance of responsibility.

6 Responsibilities To Other Ministries

- 6.1 Those involved in ministry at New Wine NZ Events, are expected to:
 - (a) Treat colleagues with respect, consideration, fairness and good faith.
 - (b) Recognise the abilities, expertise and views of colleagues in ministry and value the contributions they make.
 - (c) Respect the professional confidences of colleagues.
 - (d) As appropriate, work and cooperate with colleagues and other agencies of the church and society to serve the best interests of the people being ministered to.
 - (e) Respect the time constraints of those who minister in a voluntary capacity.

PRAYER MINISTRY GUIDELINES

1 Prepare

Give attention to:

- (a) Your relationship with God. Stir up faith, hope and love through prayer and reflection on the Bible. Ensure you are right with God. (Jms 5:14-16)
- (b) Personal hygiene. Check breath, body odour, attire, cleanliness of hands.

2 Pray

- (a) Pray with the same gender and in pairs where possible
- (b) Introduce yourself. Be warm and affirming. Ask open questions. Time is limited so no "life history" or counselling.
- (c) Listen carefully; note body language; pray silently for discernment.
- (d) Inform them, ask permission to lay hands on them. Do not touch inappropriate areas. Do NOT push or lean on people.
- (e) Encourage them to focus on Jesus, to be open and expectant, not to pray themselves. Having their eyes closed can be helpful.
- (f) Bring the person into the presence of God, asking the Holy Spirit to come.
- (g) Watch to see what the Holy Spirit is doing. Bless what God is doing.
- (h) Silence is important. Listen and be alert to what God is saying.
- (i) Avoid eccentricities. Be natural eg no need to shake, shout or use "religious" language. Pray in tongues silently.
- (j) If you believe God has revealed something use it to inform your prayer. If you speak it out, offer it so it can be weighed and received/rejected without embarrassment. No dates, mates, or directive prophecies.
- (k) People occasionally fall to the ground. Help them sit or lie down decently and comfortably. Remain with them as appropriate. If you leave tell them and pray God's blessing and protection.
- (l) If you feel uneasy, seek advice from a team leader. If you break off from praying, let the delegate know you propose to speak to a team leader.

3 Review

Never be afraid to ask common sense questions eg. "Do you understand God to be saying anything?" "Are you aware of God doing anything?" Check what's happening and continue to pray accordingly.

4 Conclude

- (a) Assure the person of God's love for them regardless of the outcome. This is the Holy Spirit's ministry. There is no need to be disappointed if our desired outcome is not apparent. Answers to prayer can be gradual.
- (b) Encourage with any next steps eg. to receive more prayer, scriptures to read, to be in fellowship with other Christians and worship.
- (c) Never advise or imply discontinuation of any treatment or medicine.
- (d) Confidentiality is essential. If you need to take an issue further with a leader or want to share something eg. a healing, you must get permission from the person.

6 After

Ensure you have been prayed with before the conference prayer team disbands and that any necessary debriefing has been done.