



Health and Safety

When it comes to ministry with children and young people, we believe it is of high importance that ministries are conducted in a safe environment, with workers/volunteers who are adequately trained.

All people who work with children and youth are expected to have a full understanding of the Safety Policy, Procedures and Protocols of the Parish. This includes but is not limited to:

Police Checks:

- All leaders over the age of 18 need to complete a police check. These will be completed through the parish and can be done with the assistance of Mission Resourcing.
- Police checks are also encouraged for any volunteer youth or children workers who are in regular to semi-regular contact with children or youth during programs.

First Aid:

- All leaders are to have access to a First Aid Kit and should complete an entry in the Incident book should they use anything from the kit.
- A First Aid kit should be available for events off site
- All children and youth ministry workers (employed or volunteer) should be encouraged to attain a first aid certificate. This may be done with the financial assistance of the Parish.

Accident / Incident Book;

- All accidents or incidents that occur during any children and youth activities need to be recorded. This includes the date, type of incident and action taken or treatment given.
- The Presbyter or appointed church leader needs to be advised of all such accidents or incidents as soon as possible.
- The reporting of these incidents is crucial, as they assist in creating awareness of hazards and taking steps towards preventing incidents from pre-occurring in the future.

Travel:

- Written permission must be obtained from the parent/guardian before any child and/or young person attend a Parish event beyond the original location.
- Everyone providing transport must be over 18 years of age, have a full licence and a current registered and warranted vehicle with age-appropriate seating.
- Drivers with criminal driving convictions are not able to provide transport unless approval is received from the Presbyter. (It is recommended that drivers with criminal driving convictions complete a defensive driving course before being allowed to provide transport)
- All incidents or reckless driving must be reported to the Leader and Presbyter immediately after travel. This includes but is not limited to
 - Dangerous overtaking
 - Speeding
 - Sharp cornering
 - Tailgating other vehicles
 - Permitting passengers to put their heads or hands out of the window or not wear their seatbelts

Ratios

In order for each individual child or young person to be safely managed, the following leader to child/youth ratio must be observed.

- Leader to child / youth ratios for general activities held at regular venue: **1:10**
- Leader to child/youth ratios for events away from regular venue: **1: 8**
- Leader to child / youth ratios for events that involve water or swimming activities: **1:6**

Risk Assessment and Management (RAMS)

It is a form or sheet completed by the leader before an event or programme. It identifies all the potential risks and what might cause them, puts in place strategies to minimise the risks and identifies an emergency plan.

They should be completed for:

- Trips away
- Events when there could be risk involved e.g going to the pools, climbing scaffolding
- It is recommended to do a RAMS form for your regular activity. This only need to be done once at the start of the year but should be evaluated at least once during the year.

RAMS forms should be kept on file

For more information and extended resources on the above information, visit www.missionresourcing.org.nz/safety