



Christian Youth Camps Inc

# Child Protection Policy

V2

2026

### Development of Policies

*The Christian Youth Camps Inc. Camp Director is responsible for ensuring that policies and procedures are appropriately written and maintained.*

*Policies and procedures are continually monitored, updated and created as needs arise. Policies and procedures are kept in the Holiday Camp file in the camp office. Electronic and paper copies are available on request.*

*The Christian Youth Camps Inc. Camp Director is responsible for developing and enforcing all safety and emergency policies and procedures under the guidance of the board of CYC.*

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Version	Amendments Made	Date
1		November 2023
1.2	3.1 Change Board to Committee	May 2026
1.2	3.1.1 Updated to current mission which matches the cyc website.	May 2026
1.2	3.1.2 Updated to current vision which matches the cyc website	May 2026
1.2	6.2 Changed ministry to program. Changes teens camp to leaders	May 2026
1.2	7.1 Changed ministry to program.	May 2026
1.2	7.2 Changed ministry to program.	May 2026
1.2	7.3 Changed ministry to program.	May 2026



## 1.0 Purpose

- 1.1 This policy exists to provide staff, volunteers, and the public with an understanding of our stance on child protection and the different measures we implement to keep our tamariki and rangatahi safe, both here at CYC and when they go home. It provides guidelines and instructions to ensure consistency when dealing with child protection situations for staff, aims to prevent abuse in any form taking place at CYC, and seeks to make sure CYC youth return to safe homes.

## 2.0 Scope

- 2.1 This policy applies to Christian Youth Camps Inc employees, volunteers, contractors, guests, clients, visitors, and anyone else representing or attending CYC camps, whether off site or on site.

## 3.0 Policy Statement

### 3.1 *About Us*

Christian Youth Camps (CYC) Ngāruawāhia is a private organization, run with the oversight of the CYC Committee and the members of the CYC Incorporated Society. CYC's constitution is based on biblical Christian values for the advancement of the Christian faith. This forms the foundation of CYC's special character.

CYC's priority is to run school holiday camps for kids and teens, as well as programs for leadership development and discipleship training, to help young people grow in Christian faith and character.

#### 3.1.1 *Mission*

Our Mission at Christian Youth Camps Ngāruawāhia is to provide provide excellence in camp "facilities programs and activities" that support a range of adventure-based learning experiences where young people can develop their hauora; led and nurtured by a Christ-centered team.

#### 3.1.2 *Vision*

Our vision is to be leaders in Christian centered outdoor education and recreation in New Zealand; presenting young people with the gospel of Jesus Christ, providing opportunities for them to grow to their full, God-given potential.

- 3.2 CYC has zero tolerance to any form of neglect or abuse in any context. This policy, in conjunction with our Holiday Camp Policy and Procedures, Leaders' Manual, Staff Manual, Employment & Volunteer Contracts, CYC Policy on Police Checks, and more, explain and keep all CYC Staff and volunteers accountable at all times for the safety of children when working with guest groups or as a part of a CYC run activity or event. These also outline our commitment for the safety and wellbeing of all children that are a part of CYC run events or activities.



- 3.3 CYC's Child Protection Policy should be read in conjunction with a range of government legislation, listed in '12. Relevant Legislation'.

## 4.0 Definitions

CYC – Christian Youth Camps Inc

*Staff &/or Employee* – includes but is not limited to any person who is paid and works on behalf of Christian Youth Camps Inc in any capacity. Also includes those contracted to CYC.

*Volunteer* – any person who undertakes a voluntary role at CYC, who is unpaid. This includes but is not limited to camp leaders, camp parents, international volunteers, board members, etc.

*Guest/Client* – any person legally using CYC Inc property and grounds with an earlier booking/registration.

*Child/Tamariki/Rangatahi* – defined as any person under the age of 18.

*Oranga Tamariki* – Also known as the Ministry for Children, they are the government department of NZ that is responsible for the wellbeing of children, especially for vulnerable children and at risk youth.

*Child Protection* – “An activity or initiative or project designed to protect children from any form of harm, particularly arising from child abuse or neglect.” - Child Matters NZ

*Child Abuse* – “The harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person.” - Oranga Tamariki Act, 1989

*Emotional Abuse* – “...any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a child.” - Child Matters NZ

*Neglect* – “...any act or omission that results in impaired physical functioning, injury and/or development of a child. It may also include neglect of a child's basic or emotional needs. Neglect is a lack: of action, emotion or basic needs.” - Child Matters NZ

*Physical Abuse* – “...a non-accidental act on a child 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 child.” - Child Matters NZ

*Sexual Abuse* – “...an act or acts that result in the sexual exploitation of a child, whether consensual or not.” - Child Matters NZ

*Reasonable Grounds for Belief* - verified facts or information or sufficient evidence to support the suspicion or probability of an incident taking place.

## 5.0 Types & Indicators of Abuse

5.1 Below are the indicators for the 4 different types of abuse from Child Matters NZ.

5.2 *Emotional Abuse*

5.2.1 There may be **physical indicators** that a child is being emotionally abused. Some examples of this are:



- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Prolonged vomiting or diarrhoea
- Has not attained significant developmental milestones
- Dressed differently from other children in the family
- Has deprived physical living conditions compared with other children in the family

5.2.2 There may also be **behavioural indicators** that child or young person is being emotionally abused. Some examples of this are:

- Suffers from severe developmental gaps
- Severe symptoms of depression, anxiety, withdrawal or aggression
- Severe symptoms of self-destructive behaviour – self-harming, suicide attempts, engaging in drug or alcohol abuse
- Overly compliant; too well-mannered; too neat and clean
- Displays attention seeking behaviours or displays extreme inhibition in play
- When at play, behaviour may model or copy negative behaviour and language used at home

5.2.3 There may be **indicators in adult behaviour** that could indicate emotional abuse. Some examples of this are:

- Constantly calls the child or young person names, labels the child or publicly humiliates the child
- Continually threatens the child or young person with physical harm or forces the child to witness physical harm inflicted on a loved one
- Has unrealistic expectations of the child or young person
- Involves the child or young person in “adult issues”, such as separation or access issues
- Keeps the child or young person at home in a role of subservient or surrogate parent

## 5.3 *Neglect*

5.3.1 There may be **physical indicators** that a child or young person is being neglected. Some examples of this are:

- Inappropriate dress for the weather
- Extremely dirty or unbathed
- Inadequately supervised or left alone for unacceptable periods of time
- Malnourished
- May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene

5.3.2 There may also be **behavioural indicators** that child or young person is being neglected. Some examples of this are:

- Demonstrates severe lack of attachment to other adults
- Poor school attendance or school performance
- Poor social skills



- May steal food
- Is very demanding of affection or attention
- Has no understanding of basic hygiene

5.3.3 There may be **indicators in adult behaviour** that could indicate neglect. Some examples of this are:

- Fails to provide for the child or young person's basic needs, such as housing, nutrition, medical and psychological care
- Fails to enrol a child or young person in school or permits absenteeism
- Leaves the child home alone
- Is overwhelmed with own problems and puts own needs ahead of the child or young person's needs

## 5.4 *Physical Abuse*

5.4.1 There may be **physical indicators** that a child or young person is being physically abused. Some examples of this are:

- Unexplained bruises, welts, cuts, abrasions
- Unexplained burns
- Unexplained fractures or disclosures

5.4.2 There may also be **behavioural indicators** that child or young person is being physically abused. Some examples of this are:

- Is wary of adults or of a particular individual
- Is violent to animals or other children or young people
- Is dressed inappropriately to hide bruises or other injuries
- May be extremely aggressive or extremely withdrawn
- Cannot recall how the injuries occurred or gives inconsistent explanations

5.4.3 There may be **indicators in adult behaviour** that could indicate physical abuse. Some examples of this are:

- May be vague about the details of the cause of injury and the account of the injury may change from time to time
- May blame the accident on a sibling, friend, relative or the injured child or young person
- Shakes an infant
- Threats or attempts to injure a child or young person
- Is aggressive towards a child in front of others
- May delay in seeking medical attention for a child or young person

## 5.5 *Sexual Abuse*

5.5.1 There may be **physical indicators** that a child or young person is being sexually abused. Some examples of this are:

- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area



- Blood in urine or faeces
- Sexually transmitted disease
- Unusual or excessive itching or pain in the genital or anal area

5.5.2 There may also be **behavioural indicators** that child or young person is being sexually abused. Some examples of this are:

- Age-inappropriate sexual play with toys, self, others
- Bizarre, sophisticated or unusual sexual knowledge
- Comments such as “I’ve got a secret”, or “I don’t like uncle”
- Fire lighting by boys
- Fear of certain places e.g. bedroom or bathroom

5.5.3 Some examples of this in older children or young people are:

- Eating disorders
- Promiscuity or prostitution
- Uses younger children in sexual acts
- Tries to make self as unattractive as possible

5.5.4 There may be **indicators in adult behaviour** that could indicate sexual abuse. Some examples of this are:

- May be unusually over-protective of a child or young person
- Is jealous of a child or young person’s relationships with peers or other adults or is controlling of the child or young person
- May favour the victim over other children
- Demonstrates physical contact or affection to a child or young person which appears sexual in nature or has sexual overtones

## 6.0 Responsibilities

6.1 As an organisation, we recognize the crucial role our staff plays in safeguarding children from harm. It is our primary responsibility to remain vigilant, possess knowledge, and maintain awareness of the indicators of neglect and abuse, whether actual or potential, and to ensure the immediate reporting of any concerns, suspicions, or allegations. We are committed to taking seriously and addressing any raised concerns, suspicions, or allegations to uphold the safety and well-being of the children in our care.

6.2 Designated Person for Child Protection Officer

The Program Coordinator is our designated Child Protection Officer and when not working the Leaders Coordinator will take on the duties and responsibilities of this position. This role will be aided by the Camp Director when needed, and when the Director is detained the Board Chair will assist when required.

## 7.0 Responding & Reporting Abuse/Suspected Abuse



- 7.1 It is the responsibility of all volunteers and staff to report suspected abuse to the Program Coordinator, Camp Director, or Board Chair IMMEDIATELY! When a child or young person discloses abuse, this needs to be taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child or young person, and also to ensure your actions do not jeopardise any legal action against the abuser.
- 7.2 If a disclosure is made to a volunteer or staff member:
- Do not ask a camper to repeat a story or insist they tell more than they are willing to.
  - Treat this matter in a sensitive and confidential manner.
  - Offer reassurance and friendship in a sensitive way.
  - Let them know you need to tell someone else
  - Do not attempt to counsel the camper, but rather take the matter straight to the Program Coordinator or Camp Director.
  - They will then walk through reporting process with volunteer/staff member.
- 7.3 If a disclosure is made to the Program Coordinator, Director, or Board Chair:
- Do not insist that the camper tell more than they are willing to.
  - Treat this matter in a sensitive and confidential manner.
  - Offer reassurance and friendship in a sensitive way.
  - Let them know you may need to tell someone else.
  - Listen to the child or young person and accept what they say.
    - Look at the child or young person directly, but do not appear shocked.
    - Don't seek help while the child or young person is talking to you.
    - Reassure them that they did the right thing by telling someone.
    - Assure them that it is not their fault and you will do your best to help.
    - Let them know you need to tell someone else.
    - Let them know what you are going to do next and that you will let them know what happens.
    - Be aware that the child or young person may have been threatened.
  - Write down what the child or young person says in their own words – record what you have seen and heard also (from volunteer/staff).
    - Make certain you distinguish between what the child or young person has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
  - Tell Director or Board Chair as soon as possible.
  - Refer to Oranga Tamariki - Ministry for Children, or the Police.
  - After making the referral to Oranga Tamariki - Ministry for Children, or the Police, look after yourself. Discuss the matter with your manager, supervisor or relevant person.
- 7.4 Important notes:

- The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to the child or young person.
- Dealing with an allegation that a professional, staff member, foster carer or volunteer has abused a child or young person is difficult but must be taken seriously and dealt with carefully and fairly.

## **8.0 Managing Allegations Against Staff/Volunteers**

- 8.1 All staff and volunteers have a responsibility to understand what constitutes as appropriate behaviour in relation to children and to maintain this behaviour, as is outlined in the Code of Conduct (located in Employee Agreements), the Staff Manual, Leaders Manual, Holiday Camp Policy and Procedures, Child Protection Policy, and more.
- 8.2 The Director must immediately assess risk before allowing contact between staff member/volunteer and the person making the allegation. A person specific risk assessment will be done by the Director in conjunction with the CYC Board, to determine what level of access that person should have, if any, to members of the public in their capacity as a member of staff or volunteer at Christian Youth Camps Inc. This will most likely mean suspension and temporary hold of full pay until internal or external investigation is complete.
- 8.3 In all child protection cases whether involving a CYC employee or volunteer, CYC will cooperate fully with both Oranga Tamariki and the Police in their investigations and assessments.
- 8.4 If the Police decide to undertake a criminal investigation, then the employee or volunteer may be suspended pending Police investigation results. It is important that no internal investigation is undertaken, and no evidence is gathered that might prejudice the criminal, or Oranga Tamariki's investigation.
- 8.5 If there is insufficient evidence to pursue a criminal prosecution, then an internal disciplinary investigation may still be undertaken, subject to internal disciplinary procedures outlined in the Employment Contract. This includes improper conduct listed under misconduct and serious misconduct.

## **9.0 Recruitment of New Employees/Selection of Volunteers**

### **9.1 Selection of Volunteers:**

All volunteers must apply through our application process found on our website. Once they have applied, they will be emailed through further information about the application process, including police check, 2 reference checks, and further interviewing to get to know the applicant if not already known by CYC. To be offered a position volunteers must first pass the risk assessment. If between the ages of 13 and 16 the volunteer may have to attend the Leaders in Training Program, and all teenage volunteers must attend 1 leader's training a year. Before undertaking any volunteering at CYC, Volunteers must complete all required paperwork and read all policies and manuals.

## 9.2 Selection of Employees:

All employees can apply directly through email, in person, or in response to a job advertisement. All potential employees once short listed will be formally interviewed in person or via a video call (if not in the country), 3 references will be contacted in some way shape or form (with 2 being kept on file), a CV and Cover letter must be obtained, and Police Check completed, and a risk assessment conducted. Before or during Induction all required reading for organisation must be read and understood.

## 10.0 Training

### 10.1 Induction

All CYC Employees and Volunteers undertake a full induction at the start of their role.

#### 10.1.1 Induction of Volunteers:

Induction of Volunteers happens at the beginning of every Holiday Camp on the Sunday afternoon/evening before camp starts. This includes where to find things, who to ask help from or go to with problems, what is expected, and reminders of policies that need to be adhered to within the Leaders Manual, as well as what to do if a child discloses abuse to them.

#### 10.1.2 Induction of Employees

Induction of Employees starts on the first day of employment, and requires all new employees to go through the induction checklist with their supervisor and the Director. This includes reading over relevant policies and procedures, completing documentation, health and safety training, emergency training procedures, specific job training, and other information.

### 10.2 Further Training

We take personal development and further learning seriously at CYC. That's why we have a focus on growing our staff and volunteers to be the best that they can be in their roles and in turn it promotes the protection and safety of our guests and children that attend our camps.

#### 10.2.1 Training of Volunteers

Specific child safety training is undertaken at inductions but is taught more in depth during twice yearly Leadership Training Weekends. During this time, we go in depth into the practical application of the Leader's Manual and get in guest speakers to do workshops on how to better care for and protect children within our care.

#### 10.2.2 Training of Employees

On top of Induction Training, staff also receive other forms of training. All employees undergo First Aid Training, as well as hazard identification and management, and all staff that have direct daily contact with children undergo child safety training. Further, instructors receive job-specific training on activities, kitchen staff receive training in food safety, maintenance receives training on pool testing and dangerous goods handling, and much more.

## **11.0 Transportation of Children**

At Holiday Camps transportation will typically occur by foot.

In certain situations, staff or volunteers may agree to transport children. These situations include but are not limited to, transportation to or from the bus pickup/drop off, offsite camps like Snow Camp, and other out trips for our teen leaders, during Leaders Training programs.

If Vehicles are being used, whether belonging to camp, part of a contracting service, or a personal vehicle, the following criteria apply:

- All drivers must be FULLY LICENSED in the appropriate class. Drivers on their learners or Restricted licenses may NOT drive camp clients off-site, even with an instructor.
- Copies of Staff and Volunteer Drivers' Licenses will be kept on file.
- Vehicles must have a current WOF/COF and be registered.
- Checks should be performed on all vehicles before use. (Oil, water, lights, tyres etc.)
- Drivers must adhere to New Zealand road laws, especially speed-limits.
- Maximum seats not to be exceeded.
- Vehicle must be insured.

A designated member of staff will be appointed to plan and provide oversight of all transportation arrangements and respond to any difficulties that may arise. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as a supervisor. When it is not practicable to have a second employee/volunteer accompany the 2:1 rule applies, meaning there must always be another person (whether child or adult) in the car unless express permission is given verbally by parent/guardian of the child.

There will be occasions when employees/volunteers are expected or asked to transport children as part of their duties. It is inappropriate for employees/volunteers to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the Director and has been agreed with the parents/caregivers verbally. There may be occasions where the child or young person requires transport in an emergency situation or where not transporting the child may place the child at risk. Such circumstances must always be recorded and reported to the Ministry Coordinator or Director, and parents and caregivers.

## **12.0 Relevant Legislation**

- Children's Act 2014
- Oranga Tamariki Act 1989
- Employment Relations Act 2000
- Care of Children Act 2004
- Human Rights Act 1993
- Privacy Act 2020
- Health and Safety Act 1956
- Health and Safety at Work Act 2015



## 13.0 Related Documents

### 13.1 Child Protection Report of Concern Coversheet

Details of person filling out form:

Name: \_\_\_\_\_ Organisation: Christian Youth Camps Inc

Role: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Details of any other witness/es:

Name: \_\_\_\_\_

Role: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Circle what applies:	Incident happened on site / Report of past incident from child / concern from volunteer or other person
Date and time of Report/incident:	
Location:	On site / Off Site (if so where)
What Camp/Event:	
Child's Name:	
Child's Gender:	
Parent/Carers Details:	Name: Address: Phone Number:
Have Parent's/Caregiver's been notified of this incident?	YES / NO If yes provide details of what was said, and actions agreed:
Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting Own Concerns / Reporting someone else's concerns
Who is it being reported to?	
Attach any notes or correspondence:	
<b>Details of incident or concerns:</b> <i>Include relevant information such as the nature of the incident, when it took place, who was involved, whether there are any injuries, the signs and symptoms, any other relevant information. Ensure that this is reported factually or exactly as reported to you. REMEMBER- LISTEN, REASSURE, ASK OPEN QUESTIONS</i>	
Follow Up:	
Date of case being closed:	



13.2

## Induction Checklist

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Commencement Date: \_\_\_\_\_ Department: \_\_\_\_\_

General	Completed
Welcome	
Company History/Important Historical Information	
Products/Services CYC Provides	
Organisational Structure (who oversees what & who to go to for certain issues)	
Mission, Vision, Values, & Statement of Faith	

Documentation	Completed
Employment Agreement signed/initialled	
House/Work Rules	
Read Staff Manual	
Completed IRD Form	
Completed KiwiSaver Form	
Completed Employee Personal Details Form (incl. all required personal info e.g., CV, Police Check, Photo ID, x2 References, Copy of First Aid Cert & other relevant training docs)	
Bank Account Information Provided	
Time Sheets and How to Fill them in Correctly	
Keys/Security Codes & Access Limitations Discussed	

Health & Safety	Completed
Workplace OSH Policy and Requirements Discussed	
Location of Manuals and First Aid Kits Shown	
Accident and Incident Reporting Explained	
Current Hazards/Risks and Management (and where to write down new ones)	
PPE Requirements for Different Work	
Read All Required Reading Including: Staff Manual, Ops Manual, Workshop Policies & Procedures, Activity SOPs, RAMs, & Ops, Kitchen Policies & Procedures, Holiday Camp Policies & Procedures, Leaders Manual, Vehicle Policy, Human Resource Policy	
Drug & Alcohol Policy	

Emergency Procedures	Completed
First Aid Arrangements (Do they need training)	
Evacuation Procedures (in Ops Manual)	
Assembly Points/Areas	
Warden Responsibilities	
Alarms	
Emergency Drills	
Fire Extinguishers (where to find & how to use)	

Building/Property & Staff	Completed
Introduction to Manager/Supervisor	
Introduction to Team/Other Staff	
Tour of Buildings/Worksite (staffroom, parking, pigeonholes, toilets, telephones/personal cell, building access, visitors)	
Danger Areas	
Notice Boards	
Show Workstation/Desk/Workshop	
Security on Site	
Company Equipment (Who can use, how to use, maintenance, storage, vehicles)	
Private Equipment	

Job Training (Where Applicable)	Completed
Job Training - Programmes etc.	
Performance Standards	
Study Time/Course Attendance Expectations	
Fees/Expenses Expectations	
Certifications/Qualifications	

Further Information	Completed
Start & Finish Times of Work Expectations/Punctuality	
Rosters	
Hours at Work/Additional Hours/Overtime	
Salary/Wages (Pay Rate, Frequency, How Paid)	
Allowances/Expenses/Reimbursements (Staff Purchases)	
Absence from work	
Meal & Rest Breaks	
Holiday Entitlements/Sick/Bereavement Leave (where to find and how to fill time off slips)	
Staff Benefits (Staff Shelf in Fridge)	
Notifying delays/Workload Issues	
Procedures for Terminating Employment	
Information on Employment Relationship Problems & Disputes Procedures	
Uniform, Work Boots, Personal Presentation, Grooming, Conduct in & out of Camp	
How Performance Issues are Addressed	
Vehicles and Logbooks	
Alarm Codes	

Comments \_\_\_\_\_

I have read the Staff Manual, including any other required reading, and understand all the information provided. I have also had time to seek independent advice.

\_\_\_\_\_  
(Employee Name) (Employee Signature) (Date)

### Induction Carried Out By:

\_\_\_\_\_  
(Company Representative Name) (Signature) (Date)