**Recruitment**

**and Screening**

**Procedures Manual**





**Version 2.0**

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# About This Document

## Church

Grace Presbyterian Church of New Zealand

## Document Title

Recruitment and Screening Procedures Manual

## Policy Document Management

* + 1. This document was prepared by a Committee appointed by the 2020 General Assembly of the Grace Presbyterian Church of New Zealand as a model to be adopted by member Churches.
    2. The Content Manager for this document is the Secretary of the Administration & Finance Committee of the Grace Presbyterian Church of New Zealand.
    3. This document is be reviewed from time to time and updated to ensure it incorporates changes that may have been made to the GPCNZ Book of Church Order, relevant legislation, related policies and procedures, and considering operational experience.

## Version

* + 1. Revision 0.3 20 September 2021
    2. This revision of the document was adopted by resolution of the Administration & Finance Committee at a meeting held on …………………………….

# About This Procedures Manual

## Purpose Statement

* + 1. The purpose of this manual is to provide guidance to the procedures needed to ensure that only suitable people are engaged in roles involving work with children and young people, as required under the Child Protection Policy.
    2. This manual provides Church leadership with consistent guidelines for:

1. Identity verification of applicants.
2. Interviewing of applicants.
3. Reference checking of applicants.
4. Police vetting of applicants.
5. Evaluation and risk assessment.

## Administration

* + 1. This procedures manual is adopted and owned by the Session.

## Commitment Statement

* + 1. The GPCNZ believes that children are a precious gift from God. God loves our children and expects us to value, honour and protect them for the reputation of Christ and his Church.

## Biblical Principles and Authority

* + 1. This policy identifies the biblical principles governing how we should live together. As such, it is founded on and subscribes to the Word of God as recorded in the Holy Bible. This policy must therefore be interpreted in accordance with the biblical principles as upheld by the GPCNZ.
    2. It is based on the premise that God governs the ‘law above the law of nations’, and desires that we should believe and follow him:

1. God is the Creator of all life, nature, and existence. [Genesis 1].
2. God is the source and therefore arbiter of all truth, wisdom, and knowledge. [John 1].
3. God is the authority for ethics and moral law as contained throughout the Scriptures and as summarised in the Ten Commandments. [Exodus 20].
4. God is the Way, the Truth, and the Life. [John 14:6].
   * 1. It also recognises that everyone should endeavour to act in submission to the governing authorities, since any human authority is subject to the higher authority of God [Romans 13:1-5] except when doing so would be contrary to biblical principles.

## Scope and Application

* + 1. This policy applies to all staff and to all regular attenders, regardless of whether they are members of the Church, regular attenders, employed, stipendiary, or on contract, who are involved in work with children and/or young people.
    2. This policy applies to all volunteers, whether permanent or temporary.

## Context and Background

* + 1. This policy was developed by a committee appointed by resolution of the 2020 General Assembly of the GPCNZ as a model to be adopted by member Churches.
    2. It is intended that this Policy, or a similar adaptation, is adopted by the Session of each member Church of GPCNZ.

## Related Policies and Procedures

* + 1. This Recruitment and Screening Procedures Manual is to be read and understood in conjunction with the following related policy and guidance documents.
    2. Related Policies:

1. Child Protection Policy
   * 1. Related Procedures:
2. Child Protection Procedures Manual

## Relevant Legislation

1. Care of Children Act 2004
2. Children’s Act 2014
3. Children’s (Requirements for Safety Checks of Children’s Workers) Regulations 2015
4. Crimes Act 1961
5. Education and Training Act 2020
6. Employment Relations Act 2000
7. Family Violence Act 2018
8. Human Rights Act 1993
9. Oranga Tamariki Act 1989
10. Privacy Act 2020
11. The United Nations Convention on the Rights of the Child (UNCOROC)

# Recruitment and Screening Procedures

## General Policy Principles

* + 1. To ensure that only suitable people are engaged in roles involving work with children and young people.
    2. To ensure that the risk of child abuse is minimised by carrying out safety checks as set out in the Children’s Act 2014, which includes the mandating Police vetting of all Members, staff, and volunteers before they are permitted to undertake roles involving work with children and young people.
    3. To maintain a safe environment for children and young people by ensuring that all Members, staff, and volunteers who are involved in work with children and young people are vetted at least every five years.

## Identity Verification

* + 1. The identity of applicants must be confirmed with two forms of identification (ID) based on the requirements set out in the Children’s (Requirements for Safety Checks of Children’s Workers) Regulations 2015.
    2. The **Primary Identification** establishes that the applicant’s identity exists. These include the following:

1. Original birth certificate.
2. Passport.
3. Citizenship certificate.
4. NZ certificate of identification.
5. NZ firearms license.
   * 1. The **Secondary Identification** establishes that the applicant’s identity is used in the community. These include the following:
6. Driver license.
7. Marriage certificate.
8. Name change certificate.
9. Kiwi access card, or 18+ card.

## Interviewing

* + 1. Interviews will be carried out by at least two people, approved by Session. For the sake of clarity where it is not practicable to have one interview, there may be separate interviews with the approving persons for the sake of convenience.
    2. During the interview questions will be asked of the applicant to assess their suitability for the position. Questions will include those to assess the views of the applicant on such matters as:

1. Child discipline.
2. Keeping themselves safe.
3. Experience working with children and young people.
4. Qualifications relevant to the position.

## Reference Checking

* + 1. All applicants, whether staff or volunteers, must provide at least two referees, of which one must be from a person not be related to them.
    2. Referees should vouch for the applicant’s integrity, values, attitudes, skills, relationships, and known behaviours.
    3. The provision of referees may be foregone if the applicant is well known and respected in the Church.

## Police Vetting

* + 1. Persons applying for staff or volunteer positions will be vetted using the New Zealand Police Vetting Service at least every five years. Refer to the Police website for details:

<https://www.police.govt.nz/advice-services/businesses-and-organisations/vetting>

* + 1. To use the Police Vetting Service a Church must become registered with the service as an Approved Agency.
    2. Police vetting will take account of information relevant to offences involving family violence, abuse, and other violations of human dignity, irrespective of the time of the offence. It will only take account of offences that make a person unsuitable for working with children and young people. Convictions of a minor nature such as theft, speeding, and parking violations are only flagged for seven years after the offence.
    3. Information about what details the Police will release are available on the Police website:

<https://www.police.govt.nz/advice-services/businesses-and-organisations/vetting/information-about-vetting>

* + 1. Upon receipt of an adverse Police vetting report immediate action should be taken to have the person stood down from any work with children or young persons.
    2. An adverse report does not exclude a person from Church Membership or from serving in other areas of church activity that do not involve work with children or young persons.

## Evaluation and Risk Assessment

* + 1. The Child Protection Officer must report to the Session that the applicant:

1. Is a Member or will become a Member of the Church.
2. Will be a safe person to work with children and young people.
3. Will actively contribute to a culture of child protection and make child safety a priority.
4. Will support and adhere to the Child Protection Policy.
5. Will undergo training.

# Definition of Terms

*The definitions contained in this policy and the related procedure guidelines are subject to and apply insofar as they are not inconsistent with biblical teaching.*

**Adult** means a person who has attained the age of 18 years.

**Child** or **Children** means those under the age of 14 years.

**Child abuse** means the harming, whether physically, emotionally, or sexually, the ill-treatment, abuse, neglect, or deprivation of any child or young person. For the sake of clarity Child Abuse excludes reasonable instruction and discipline by parents or their proxies. And excludes the teaching of the Gospel as contained in the Bible with age-appropriate sensitivity, as carried out and taught by the Church in the past.

**Child protection** means those activities carried out to ensure that children and young people are safe in cases where there is risk of or suspected abuse or neglect.

**Child Protection Officer** means a designated person responsible under delegated authority from Session for administering the Child Protection Policy and associated Child Protection Procedures, including the provision of advice and support where there is concern about a child or a request for advice about the Child Protection Policy and Child Protection Procedures.

**Church** means the Church of GPCNZ that has adopted this policy.

**GPCNZ** means the Grace Presbyterian Church of New Zealand.

**Member** means current communing members of the Church. It also means all baptised members who though adults in age may not yet be communing members.

**Oranga Tamariki** means the Ministry for Children, the statutory agency responsible for investigating and responding to suspected abuse and neglect and for providing a statutory response when children or young people are found to need protection.

**Police** means the New Zealand Police, the statutory agency responsible for the safety of all New Zealanders, and for responding to situations where there is immediate danger.

**Session** means the Session of the Church, or the body appointed by Presbytery to function as a Session.

**Staff** means a paid employee, including those in stipendiary positions.

**Volunteer** means any member, regular attender, staff, non-member, or young person participating in any activities of the Church involving children or young people.

**Young person**/ **Young people** mean those of or over the age of 14 years but under 18 years, subject to reasonable exception.

**Note:**

Where there may be any conflict between the GPCNZ Book of Church Order and the Child Protection Policy and its associated manuals, then the Book of Order shall have primacy.