

Ministry Management

Accident and Emergency Procedures



Incidents can include

- Accident
- Moderate or serious injuries
- Moderate or significant damage to property or equipment
- 'near misses' which may have caused any of the above
- Fights (physical or verbal involving shouting and abuse)
- Disappearance from programme without the knowledge of leaders

Process can be

Accident

Incident

Ensure the safety of people, including any injured, without risking own safety.

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First aid leader and support person assess injured person/s, seek whatever medical help is needed, including calling an ambulance and provide first aid where able. Support person call parents.

Other leader guide the rest of group, removing them from scene, calming those who need it and distracting all - run a game, talk, pray, sing, whatever is needed & appropriate

Leader to separate those involved in incident and start conversations to resolve incident

If necessary, call police/occupational health and safety/property manager/vicar...

Other leader guide the rest of group, removing them from scene, calming those who need it and distracting all - run a game, talk, pray, sing, whatever is needed & appropriate

Within 24 hours if haven't already inform your leaders (youth worker if they weren't there) vicar, parents/caregivers and fill out an incident report.

Within the week debrief with appropriate person/s

Ensure ongoing support and follow up with families and young people affected

Serious or ongoing breaches by Youth Group leaders of the Code of Conduct, Criminal activity of leaders or programme participants (while in YG programme), Behaviour or circumstances which threaten the safety of youth leaders or participants, Serious complaints, Unresolved disputes & Allegations of misconduct or abuse by youth leaders may need to go through the Anglican Complaints Process.

For more information - <https://ministrystandards.org>

The Auckland Diocese has an outside support provider who will walk with people through the complaints process. The organisation is called the Ripples Project and their website is <https://www.ripples.co.nz>

You can also call the Diocesan office and speak to staff you know there as a first port of call if you would prefer.