



## **HABSR's GIVE-BACK SKILLS SHARING PROGRAMME**

This programme has been established to enable those who have, in the past, benefited from assistance and guidance through HABSR, these beneficiaries now have an opportunity to become mentors and share skills they have acquired, with children who are being cared for, thereby offering inspiration and encouragement to others within HABSR's programmes. This give back skills sharing programme is offered to candidates from the ages of 16 years of age onwards, and the recipients will be all children who are being cared for within HABSRs programmes.

Our programmes include:

- ❖ Safe Parks,
- ❖ Early Childhood Development Centres and
- ❖ Feeding Schemes, as well as
- ❖ Home Based Care and
- ❖ Uthandu Child Care Advocate Programme.

This programme runs for a full year from January to November each year. A total of 4 Hours per week will be needed to be spent within the chosen programme, and quarterly feedback on involvement in the programme needs to be submitted to HABSR. Close contact will be kept with the associated Priest or Supervisor looking after the project. A time sheet will need to be kept and signed off each month.

The intern will have the opportunity to decide what skill he/she would like to share with the project and formulate a set of outcomes. These outcomes will also be able to contribute towards improving service delivery to the programme at the end of their internship.

What is needed to be part of the internship?

1. An application form,
2. copy of ID,
3. Signed Code of conduct and a
4. Police clearance certificate is required for entrance to this programme.

On completion of the internship at the end of the year, a token of appreciation in the form of a certificate of involvement will be presented by the Bishop at a function in late November each year.

## A CODE OF CONDUCT AND GUIDE FOR 'DUTY OF CARE' FOR THOSE IN CONTACT WITH YOUTH, WITHIN THE DIOCESE OF THE HIGHVELD,

### ORIENTATION

- This document serves as an addendum to the CPSA "Pastoral Standards" document (Resolution 5 of Provincial Synod 2002) and as such does not override any regulations set out in the document. This document needs to be read and applied in conjunction with the "Pastoral Standards" document.
- Within this document, the term *Youth care worker* refers to any person who has any responsibility or contact with youth any regular or organised church activity. The term 'youth' is used to describe all young adults, teenagers and children in the care of the Youth Care worker

### PURPOSE

- The church should be the place where youth can come to know the love of God through those who care for and work with them. We have a Biblical mandate to be proactive for the safety and care of youth in our midst. The church's responsibility in ministry with youth requires us to think and act clearly about the issues of care and safety. It is the intention of this document to give Youth care workers core guidelines for duty of care.
- The purpose of this Code of Conduct / Duty of Care document is both to map out the boundaries of acceptable behaviour, and set the standards of behaviour required by all who minister to youth in the Diocese of the Highveld. The code encourages standards of Christian behaviour, and it may be used to establish acceptable behaviour of advocates.
- This code has been drawn up so that the Church and the wider community may have confidence and trust in the standards of behaviour expected by those who are Youth Care Workers.
- A written code is deemed more desirable than unwritten standards as it provides clear criteria for evaluation.

<b>THE CODE</b>
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The Code is divided into six sections. Within each section specific criteria are stipulated. All criteria need to be strictly adhered to.

**1. SELECTION AND APPOINTMENT OF YOUTH CARE WORKERS**

- As part of the church's duty of care it is important that leaders are screened and follow appropriate conduct guidelines. This attempts to provide for suitable leaders demonstrating their commitment to the organisation to which they belong.
- The Diocese is required to use the "Youth Care Workers Application Form" as an acceptable process for screening potential leaders. The duty of care that the church has for the youth entrusted to it needs to be taken seriously and it is this process that helps to honour that trust.

**2. TRANSPORTATION**

- Any leader who transports youth in his/her care from one place to another must be in possession of a valid driver's license and be adequately insured.
- In the case where a driver is transporting any number of youth, must have a PDP (Professional Driving Permit). Such a permit can only be obtained by persons over the age of 21 years.
- Driving while under the influence of drugs and/or alcohol is strictly prohibited at all times.
- Rules of the road and speed limits shall be adhered to at all times.
- It is necessary for the drivers(s) charged with transportation of youth obtain written consent from the parents/guardians of the youth member(s) before such transportation occurs.

**3. CONFIDENTIALITY**

- The exercise of pastoral care involves the development of relationships marked by mutual trust and understanding. An important aspect of pastoral care is confidentiality. Facts and or circumstances discovered by the Youth Care Worker should not normally be disclosed to any other person without the permission of the youth member except in exceptional circumstances such as where abuse of children is taking place (as required by the Constitution of the Republic of South Africa) or where someone is in imminent danger.
- Youth Care workers should advise youth who come for pastoral help, of the duties and responsibilities they as leaders have with respect to disclosure of information, and what level of confidentiality that person can expect.
- There may be situations where there is no legal and / or moral obligation to disclose, but where disclosure in the view of the leader, is necessary in order to avoid the risk of physical, financial or emotional harm or hardship to another person.

- When a Youth Care Worker is in doubt about whether or not to disclose any information, they should seek advice (without referring to the person by name) from the co-ordinator responsible for the particular project.

#### 4. CONDUCT

- Any form of sexual abuse is illegal and shall lead the perpetrator to be liable to prosecution in a court of law.
- Sexual abuse is an umbrella term that may include sexual harassment and or sexual assault within a broad range of inappropriate behaviour having sexual conations.
- All these forms of abuse have common elements which include the following:
  - The asserting of power and dominance, with or without the use of violence by the abuser.
  - The use of force, coercion and threats by the abuser.
  - The debasing and dehumanising of the victim.
  - Experience of a loss of control and the violation of their own bodies, minds and souls by the victim.
  - The leaving of a legacy of hurtful and damaging consequences for the victim, including emotional, physical, social and spiritual injury.
- In addition to sexual abuse, three other categories of abuse are defined. All three must be avoided at all costs.

- *Physical Injury:* Actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child.

- *Neglect:* The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out other important aspects of care, resulting in the significant impairment of the child's health, well-being and or development.

- *Emotional Abuse:* Actual or likely adverse emotional damage inflicted on the child, impacting on their emotional and behavioural development as a result of sustained and or severe emotional ill-treatment or rejection.

- Mandatory Reporting of Abuse:  
Mandatory reporting of abuse is required.

People working with youth in our churches and in church organisations have a legal and moral duty to report suspicions of abuse and disclosure of abuse to the co-ordinator responsible for the programme, who in turn has the duty to report to the parish priest, who will in turn notify the South Africa Police Services (SAPS) and or Statutory Child Protection Services. It is unwise to report any abuse to the parents, as they may be the perpetrator or protecting the perpetrator.

## 5 GENERAL

- Where youth of both sexes are involved, it is preferable to have youth care workers of both sexes.
- A high level of safety should be maintained in all activities. Youth Care Workers should be trained in competency in any activity involving risk. A basic First Aid Kit should always be readily available.
- Youth Care Workers normally should not visit youth or youth in their own homes unless a parent or guardian of the youth member is present and/or the youth care workers visit in pairs.
- All private consultations should be discouraged. All aspects of Youth Care work should be open to observation by parents/guardians and other interested adults.
- Youth Care Workers should seek to foster relationships in which sensitivity and trust enable youth to view them as people in whom they can confide, but they must be aware of the risk of inappropriate overdependence on the part of an individual child.
- Youth Care Workers should be sensitive to the influence their language has on others and accordingly the example they set. They should avoid language that could be received as being offensive, such as blasphemy, swearing, sexual innuendo, harassment and teasing. This includes all communication via cell phone, sms, email, hardcopy or any other method.
- Youth Care Workers should be modest in their dress, be conscious of its influence on others and should teach and encourage those in their care to exercise a similar modesty. Careful consideration should be given to what is appropriate dress in different situations.
- Where one-to-one discussions/interviews is planned consideration should be given to
  - training and maturity of the youth care worker
  - age and sex of both parties
  - parental consent
  - adequate supervision
  - venue

**BREACH OF THE CODE**

- A breach of the code will necessitate action on two levels:
  - i) *Personal level:*  
The offender and the offended parties should be encouraged to work towards reconciliation.
  - ii) *Parish and/or Diocesan level:*  
A decision will be made as to what disciplinary action is required in accordance with Diocesan and Canon law.
  
- Certain misconduct may be actionable under criminal and/or civil law, and will as such be considered as a breach of this code.

I the undersigned.....ID No:.....

Understand and consent to follow these instructions while I am part of the give back skills sharing programme with HABSR.

Signed:..... Date:.....

Witness:..... Date:.....

Parish Priest:..... Date:.....



## GIVE BACK SKILLS SHARING PROGRAMME

***PLEASE USE BLOCK LETTERS***

SURNAME		NATIONALITY	
CHRISTIAN NAMES			
PREFERRED NAME		DATE COMMENCED	
I.D. NO.		TAX REFERENCE NO.	
NAME OF SKILL SHARING			
NAME OF YOUR PARISH			
NAME OF PROGRAMME/PROJECT AND BRIEF OUTLINE OF WHAT YOU WOULD LIKE TO ACHIEVE.			DATE OF BIRTH
RESIDENTIAL ADDRESS			POSTAL ADDRESS
PHONE (home)		PHONE (work)	
PHONE (cell)		Email address	
PRIEST IN CHARGE			
ACCOUNT NAME		ACCOUNT NUMBER	