



## Voice For Life Youth Policy and Procedures

### Policy Statement

This policy and procedures is for the running of Voice For Life Youth groups for high school aged children, which outlines our commitment and approach to the safety of the children and young people in our care. We have an obligation to ensure the wellbeing of children in our care therefore all staff / volunteers / parents and visitors are expected to be familiar with this policy and abide by it.

### Purpose

The goal is to provide safe practices for our volunteers / helpers to follow and provide a safe environment for or children to learn and interact in. All involved in these groups on a regular basis will be required to read the following information and be familiar with it.

### Description of Voice For Life Youth groups

The purpose of these groups is to engage with high school students aged 13-18, to educate them with a strong, pro-life ethic, along with encouraging them to practically engage in pro-life activities within their region.

### Description of Leaders

- **Regional group leaders** – are responsible for arranging a suitable venue for their regional group to meet; being a point of contact for enquires from parents; ensuring a safe and positive environment for youth by implementing the policies and procedures; and keeping focus of the group in line with the aims of Voice For Life. They are police vetted before being appointed.
- **Regional youth leaders** – are responsible for promoting the meetings, and the activities of their regional group; facilitating the regional group meetings; and organising and leading outreach activities which the group has decided upon.
- **Helpers** – are responsible for providing assistance to the regional group leaders and supporting and helping the children in their activities. They report to the regional group leaders and are police vetted.
- **Use of other helpers** - it is understood that for practical purposes it will be necessary from time to time to have help from other people to fill in at late notice for absentees or to provide extra assistance when needed. These people will be working either in the presence of or under the direct supervision of a regional group leader so they will not be expected to have undergone the Police Vetting.

Voice For Life Incorporated Society

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PO Box 12-286, Thorndon, Wellington

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## Procedures for Voice For Life Youth

1. All children will need consent from a parent / guardian to participate in a Youth For Life Youth regional group. The regional group leader will be responsible for obtaining this, along with contact details of the parents / guardians.
2. Regional group leaders and helpers are not to be alone with a child.
3. All physical contact with the children must be to an appropriate level. (For example; if a child falls over, helping them up is appropriate.)
4. Incidents will be recorded in the Incident Register managed by the regional group leader and reported to parents as soon as possible.
5. If there are issues with the behaviour of a child the regional group leader shall be involved. If persistent issues arise the regional group leader will raise this with the parent/guardian. If issues with a child's behaviour are not resolved, the regional group leader can decide whether they can continue as part of the group.
6. Any complaints received in relation to the programme or the helpers, regional youth leaders, or other helpers are referred to the regional group leader, following the complaints process as soon as possible. Any complaints received in relation to the regional group leader are referred to Voice For Life National as soon as possible.
7. At all times, appropriate levels of privacy and confidentiality must be maintained in line with the Privacy Act.
8. If a leader has any significant concerns about the health of a child, including suspected abuse, this must be referred to the regional group leader, who will then inform Voice For Life National as soon as possible. Child Protection policies must be followed.
9. If the fire alarm sounds at any point everyone will evacuate the building and assemble at the dedicated assembly point for the venue. The regional group leader or appointed helper will ensure that the building is clear, and that everyone is present outside.
10. All workers will be familiar with the Child Protection Policy and resources.

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