

Facilitator:

Before the workshop:

Order workbooks for the participants via <https://bds.bahai.org.nz>

Complete Workshop Registration Form (Appendix G)

If under 18, let the participant know they will need a parent or guardian signature on one of their forms

At the workshop:

Ensure the participants complete **Individual Assurance Form 1** in workbook

Arrange for obtaining the parent or guardian signature for those **under 18**

Where an applicant is not a member of the Bahá'í community, they must provide character references from at least 2 people who have known them for two years or more to the Local Assembly of jurisdiction

After the workshop:

Mail the completed **Individual Assurance Form 1** to the relevant Assembly

Email the Registration form to National Office and the relevant Local Spiritual Assembly

Note: A participant may have a criminal record and can choose not to become accredited and thus not work with children or youth. The offense may not be related to child abuse, and the Assembly could conceivably decide that this person is now safe to work with children.

If under 18:

Submit to Local Spiritual Assembly:

Individual Assurance Form 1 with parent/guardian signature

Local Spiritual Assembly:

Once the Assembly receives the documents from the facilitator, the Assembly will consider whether or not it has any reason to believe the participant is not safe to work with children. Then the Assembly fills out the **Assembly Assurance Form 2**.

The completed Assembly Assurance Form 2 and Form 1, along with supporting character references (where necessary) for each participant is submitted to the National Office.

The Assembly is advised to **keep copies of all paperwork** received from workshop participants.

National Office:

When the individual completes the accreditation process and is approved by the National Spiritual Assembly, **a letter and an accreditation card are mailed to them**. A **copy of this letter** is also **emailed to the Local Assembly**, the **Regional Child Protection Officer** and **Regional Institute Boards**.

All forms and any further advice are obtainable from the National Office 09-522-4123 or nationaloffice@bahai.org.nz

APPENDIX G: CHILD PROTECTION WORKSHOP REGISTRATION FORM

Please ensure this form is received by the National Spiritual Assembly by post or via email. The postal address is P.O. 99373, Newmarket Auckland 1149. Further information can be obtained by contacting nationaloffice@bahai.org.nz or 09-522-4123.



Facilitator:	Date of training:
Venue:	

	Baha'i (B) or Public (P)	Full Name of participant	Address	Phone	Email	Under 18, parental consent needed (Y/N)	2 character references needed (Y/N)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

INDIVIDUAL ASSURANCE STATEMENT FOR CHILD PROTECTION ACCREDITATION

I, Mr/Ms _____ (1) (print your full name)

Of _____ (address and occupation)

born on ____ / ____ / ____ sincerely declare that:

"I understand that children are the most precious treasure a community can possess, and that they are a trust no community can neglect. I will honour this trust and state now before witnesses that I will be uncompromising and vigilant in my commitment to the protection and safety of the children entrusted to my care."

To this end I confirm that:

- 1. I do not have a criminal conviction in New Zealand, or elsewhere, for:
- a crime against a minor, or;
- violence (including domestic violence); or
- sexual assault; or
- drug trafficking; or
- other serious offence; or
- other offence involving children.

I have never been investigated for, and nor have I or am I facing any charges for any of the above matters.

- 2. If there are any changes in regard to the above I will immediately notify my Local Spiritual Assembly or the National Spiritual Assembly of the Bahá'ís of New Zealand Inc.

I confirm that the statements in this declaration are true in every particular.

_____ (2)

Declared at _____ on _____ of _____, 20____
(Place) (Day) (Month) (Year)

Before me, _____ (3)

_____ (4)

- (1) Here insert name, address and occupation of person making the declaration.
(2) Signature of person making the declaration.
(3) Signature of person before whom the declaration is made (e.g. facilitator).
(4) Here insert full name, qualification and address of person before whom the declaration is made (in printed letters).

Note: Where an applicant is not a member of the Bahá'í community, they must provide character references from at least 2 people who have known them for two years or more.

Parent/Guardian Consent for those under 18 years of age

I have read and understood the above volunteer child protection declaration provided by my child and confirm that the information is true and correct.

Name (please print):.....

Signature of parent/guardian:..... Date: ____ / ____ / ____

APPENDIX I: INSTITUTIONAL ASSURANCE STATEMENT - FORM 2

When there is no Assembly in the area, an Auxiliary Board member or a member of a Regional Institution may sign the form

In accordance with the Child Protection Policy of the National Spiritual Assembly all institutions arranging activities for children or youth not yet 18 must complete the following steps when wishing to ask a person to care for, supervise, or to teach children or youth (under the age of 18) in any capacity at any location.

A PERSON IS NOT AUTHORIZED TO TEACH, CARE FOR, OR SUPERVISE CHILDREN OR YOUTH FOR, OR ON BEHALF OF THE BAHÁ'Í COMMUNITY, UNTIL THEY RECEIVE THEIR ACCREDITATION FROM THE NATIONAL SPIRITUAL ASSEMBLY.

* The Bahá'í Institutions referenced on this form are under no obligation to give assurance. If the institution feels uncertain about the person, or there is insufficient information to place the person in charge of children it is permissible decline to give assurance, or to pass concerns to the National Spiritual Assembly.

INSTITUTIONAL ASSURANCE STATEMENT - Form 2

Name of Assembly / Auxiliary Board member/ Regional Institution

Name of Applicant seeking accreditation in the Child Protection Policy

a) This individual is:

- Enrolled as a Bahá'í (Go to b-1) NOT enrolled as a Bahá'í (Go to b-2)

b-1) We state that we have known _____ for at least one year (or have obtained references from an institution, or character referees that have known the person for two years).

b-2) Two character references (Where an applicant is not a member of the Bahá'í community, they must provide character references from at least 2 people who have known them for two years or more.)

To our knowledge, based on the information available to us, we are not aware of anything in his /her history that would cause a concern in regard authorising him/her to teach, care for, or supervise children. We make this statement having carefully considered our responsibility to ensure the protection of children who come into our care and supervision.

Checklist that the following steps have been followed:

- Completed Individual Assurance Statement (Form 1) received.
- Character references obtained where necessary.
- Institutional Assurance form (Form 2) is completed.
- Send the completed Individual Assurance Statement (Form 1) and the Institutional Assurance form (Form 2) to the National Spiritual Assembly.

By signing this form, the Local Spiritual Assembly/ Auxiliary Board / Regional Institution confirms that the above steps have been followed and the information is accurate.

Signed on behalf of the Local Spiritual Assembly/ Auxiliary Board / Regional Institution:

Full Name and Signature: _____ Date: _____