

POLICY 1

Name of organisation:

Child Safeguarding Policy

Commitment to Te Tiriti o Waitangi

(insert name of organisation) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

(insert name of organisation) is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

Child Safeguarding Policy background

Working with children and young people is a privilege. Children and young people have the right to thrive in safe and supportive environments within the play, active recreation and sport system.

Play, active recreation and sport is a vital part of life. It offers fun, great pride, a sense of achievement and is a positive influence in the lives of many children and young people, including building self-esteem, resilience, routine, teamwork and a sense of belonging. However, the wellbeing of children and young people in play, active recreation and sport also requires their safety and welfare being covered.

To achieve this

(insert name of organisation) has embraced policies and practices that support and protect children and young people.

We acknowledge that every person involved in

(insert name of organisation) has a legal and moral responsibility to protect children and young people from abuse and neglect. Children and young people have a right to take part in

(insert nature of activity or sport) at

(insert name of organisation) in a safe environment and to receive the support they need if they are at risk or vulnerable.

Every childhood is important, and every child and young person has the same rights to enjoyment, to have their views considered and to be free from abuse. All children and young people, regardless of their backgrounds have the right to access the support they need. It is crucial all children and young people are in the care of safe and skilled adults at

(insert name of organisation) who are supported, trained and guided by effective policies, procedures and standards.

The purpose of this policy

This policy gives details of

(insert name of organisation) commitment to the protection of children and young people. The policy:

1. Sets standards to protect children and young people, our staff, volunteers and contractors.
2. Contains procedures for our staff, volunteers and contractors to guide them in identifying and reporting child abuse and neglect to meet our obligations under the Children's Act 2014.
3. Creates a mandatory requirement for all staff, volunteers and contractors to report any concern about the safety of a child or young person, no matter how small they believe it may be, to one of our Child Safeguarding Representatives (CSRs).
4. Appoints our CSRs and sets out their role and responsibilities.
5. Provides details of the other procedures in place that are to be followed by all staff, volunteers and contractors at all times.
6. Ensures

(insert name of organisation) creates a safe environment and that all staff know what to do if there are concerns about a child or young person.

Scope – who does the policy apply to?

Staff:

This policy applies to all staff who are employed, volunteer or are engaged/contracted by

(insert name of organisation), including board members.

The term "staff" will be used in this policy and procedures to cover all the people named above.

Children and young people:

This policy applies to all children and young people up to 18 years of age who are taking part in

(insert name of organisation) activities. It also applies to any other children, who may not be directly taking part in

(insert name of organisation) activities, but who staff may have contact with, such as child spectators or siblings.



(insert name of organisation) wants all children and young people to have a positive and enjoyable experience of

(insert activity or sport) and is committed to providing a safe and child-centered environment where children and young people are protected from abuse that may occur inside or outside the organisation.

We do this by having a full range of standards, codes and policies with trained and safe people working with children and young people. We are committed to having an embedded culture of safeguarding and child protection in place, which goes beyond compliance.

To children and young people:

- We commit to always putting children and young people's welfare first in every decision we make.
- We will ensure all children and young people feel respected, listened to, valued and encouraged to enjoy and participate in their sport, recreation or activity.
- We will appoint a Child Safeguarding Representative to ensure concerns are dealt with quickly, sensitively, effectively and consistently.
- We will provide safe people to work with children and young people.
- We will provide staff and volunteers who are well trained and confident to respond to any concerns for the safety of a child or young person.
- We will listen to and believe children and young people.

To parents, caregivers and whānau

- We will support and respect the vital role parents, caregivers and whānau play in the lives of their children, while always making sure the safety of the child or young person is our priority.
- We will have open, transparent and honest communication with parents, caregivers and whānau about all aspects of their child's welfare, as long as we can keep the child or young person safe while we do that.
- We will raise any concerns we have as soon as we have them, and offer referrals to community services that might be able to help a family through times of difficulty and change.
- We will be available and approachable to listen to any concerns a parent, caregiver and whānau may have about their child while they are involved in (insert name of organisation) activities.
- We will take every concern about a child or young person's safety seriously and respond consistently and effectively.
- We will provide staff and volunteers who are well trained and confident to respond to any concerns for the safety of a child or young person.

To staff, contractors and volunteers:

- We will ensure all staff are inducted to our child safeguarding culture.
- We will provide clear expectations, policies and procedures to support keeping children, young people, staff, contractors and volunteers safe and protected from harm.
- We will provide support and regular training to ensure these expectations can be met.
- We will provide adequate supervision so staff, contractors and volunteers always know who they can talk to, and the process involved, if they have a concern about a child or young person.

Our embedded child safeguarding culture includes the following policies and procedures and supporting documents:

POLICY 1

Child Safeguarding Policy

PROCEDURE 1

Responding to disclosed or suspected Child Abuse and Neglect

APPENDIX 1

Child Concern Form

POLICY 2

Child Safeguarding Representative Policy

POLICY 3

Information Sharing and Confidentiality Policy

PROCEDURE 2

Information Sharing and Confidentiality Procedures

POLICY 4

Privacy Policy

APPENDIX 2

Suggested Statement for Display on Website

POLICY 5

Code of Conduct for People Working or Volunteering with Children and Young People



POLICY 6

Safer Recruitment Policy

PROCEDURE 3

Procedures for Safer Recruitment of Employees and Volunteers

APPENDIX 3

Safer Recruitment Checklist for Staff and Volunteers

APPENDIX 4

Questions for Interviewers and referees

APPENDIX 5

Screening Form

POLICY 7

Media Policy (Photography, Filming and use of Images of Children and Young People)

APPENDIX 6

Consent Form - Use of Imagery

POLICY 8

Transportation of Children and Young People Policy

POLICY 9

Billeting and Overnight Accommodation Policy

PROCEDURE 4

Missing Child Procedure

POLICY 10

Safe Use of Changing Facilities Policy

Organisation Risk Assessment Form

PROCEDURE 1

Name of organisation:

Responding to Disclosed or Suspected Child Abuse and Neglect

If you see or hear about a child who is in immediate danger, don't wait - and don't assume someone else is acting. Contact the Police on 111 or Oranga Tamariki on 0508 326 459.

Where you are concerned there are signs of possible abuse or neglect:

- Talk with the child or young person (and their whānau if appropriate) and listen to them.
- Ensure the child is safe from immediate harm.
 - If your concerns remain inform your Child Safeguarding Representative (CSR) as soon as possible.
- As soon as possible, record your concerns. (The CSR should also be responsible for ensuring this has been done once they are notified.)

Records should be factual and can include:

1. the nature of the concern
2. who noticed/disclosed the abuse and their relationship to the child
3. signs and symptoms noted (if any)
4. any particular incidents with dates, times and places (if possible)
5. any action taken.



Do not undertake an investigation yourself. Check in with the child/young person and their whānau (if appropriate).

APPENDIX 1

Child Concern Form

The purpose of this form is to capture your concerns about the child/young person. The form is to be completed by staff or volunteers as soon as concerns are raised.

It is not your role to investigate concerns.

Completed forms are to be shared with your Child Safeguarding Representative (CSR) within one working day.

If the child is in immediate danger, please contact the Police on 111.

Child or young person's details (to be completed by staff/volunteer – please complete much as possible)

First name:

Surname:

Date of birth:

Address of child:

Who the child lives with:

Siblings or associated children's names:

Age or date of birth:

Who do the siblings live with:

Car registration numbers that may help identify the child/adult:

School attended:

Parent or caregivers (if known)

Caregiver 1

First name:

Surname:

Address if different from the child:

Relationship to the child:

Phone number:

Email address:

Caregiver 2

First name:

Surname:

Address if different from the child:

Relationship to the child:

Phone number:

Email address:

Guidance on information to include:

- The reasons you are concerned
- What you have heard, observed, or been told
- What you have said
- Who was present
- Factors that increase the risk to the child
- Observations not opinions
- A timeline or known history of events relating to the child or situation
- Dates and times
- Any injuries or marks
- If you have spoken to the child/young person or their parents/caregivers/whānau
- If you have spoken to anyone else about your concern
- What actions have you taken
- If reporting your concern increases the risk to the child or young person, or staff members.

Child Safeguarding Representative action and review (to be completed by CSR)

Name of Child Safeguarding Representative:

Date form received:

Action taken – give details:

Report of Concern made to Oranga Tamariki Report of Concern made to the Police

Copy of Report of Concern made for your own records:

Date for follow up with Oranga Tamariki or the Police:

Additional Designated Person informed: Yes No

If yes, who:

Date of next review:

Detail your plan of getting back to the staff member who completed this form:

Record details of phone call and advice – include date, time and details of the person you spoke to:

Child Safeguarding Representative signature:

Date:



Level 1, Harbour City Centre
29 Brandon Street
Wellington 6011, New Zealand
PO Box 2251 Wellington 6140
Phone: +64 4 472 8058

sportnz.org.nz

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