

POLICY 9

Name of organisation:

Billeting and Overnight Accommodation 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) committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

Background of the policy

Our duty of care to children and young people extends into all their activities. As part of our commitment to keeping children and young people safe, we will ensure in every situation where a child or young person is billeted or accommodated for an overnight travel activity that safety checking and safe practices are used.

We acknowledge the different types of accommodation we may use, require risk assessment and place different demands on supervision requirements.

Purpose of the policy

This policy provides clear guidance to staff and volunteers at

(insert name of organisation) on overnight stays for children or young people.

Scope of this policy

This policy is to be followed by all staff and volunteers working for or associated

(insert name of organisation).

It applies to all children and young people who staff and regular volunteers come into contact with while carrying out their role at

(insert name of organisation). This policy applies to all hosts and accommodation providers.

Billeting and overnight accommodation procedures

Types of overnight accommodation:

Hostels, motels, hotels, backpackers and campgrounds accommodate children and young people in a communal environment where they will interact and be in the presence of the general public. This poses a risk to children and young people that must be assessed and action taken to reduce the risk.

Billets

The use of billets to accommodate children and young people to allow participation in out-of-town play, active recreation and sport activities is a common practice in New Zealand. The risk posed by billeting children and young people is related to them going unaccompanied by a staff member or volunteer into households which are unsafe or inappropriate, potentially exposing them to abuse, unacceptable health and safety risks, frightening situations or danger.

The sad reality is that people who seek to harm children may offer their households to accommodate children and young people, as a way to gain access to them, and as a grooming tactic to enable abuse.

The people in households that billet children and young people are in a Position of Trust and must be vetted to the same standard as staff or volunteers before accommodating children. The desire for the

(insert name of organisation) to participate in an event must not take priority over the safety and wellbeing of children and young people.

(insert name of organisation) should assess the risks posed by billets and then decide if it is a mode of accommodation they wish to continue to use ongoing or in relation to a specific event.

Before billeting arrangements are agreed, the following steps will be followed:

- Police vetting takes several weeks, so start the process early.
- Potential hosts will be informed that

(insert name of organisation) is a Child Safeguarding Organisation and Police vetting standards are in place in a manner that promotes the safety and welfare of the children and young people at

(insert name of organisation) as a priority.

- Any potential host who refuses or challenges a Police Vet will not be considered.
- The address, names and date of birth of all people within the billeting household will be obtained.
- Information relating to the safety and appropriateness of the property will be obtained – such as smoke alarms.
- All adults who live at the billeting property will be Police vetted, and the results viewed before any child or young person is billeted.
- The Child Safeguarding Representative (CSR) will complete a risk assessment on the billeting information and reject any unsafe or inappropriate households.
- If a Children's Act 2014 Schedule 2 offence is revealed, no child or young person will attend the property and details of the offer to billet may be given to the Police for further investigation.
- Any other convictions that are revealed in a Police Vet, the billet host will be considered for their risk to a child

or young person by the CSR before the billeting taking place.

- Placing a child in a billet will not occur until a police vet has been returned and any risk assessed
- If

(insert name of organisation) or the CSR struggles to find suitable billets, then an alternative way of accommodating the team should be sought, rather than placing children and young people in inappropriate households. Cost should not be a consideration if children and young people are at risk.
- At least two children or young people will be billeted at a time.
- Children and young people are not to be billeted alone.
- Sleeping arrangement standards will be mandated:
 - no sharing of a room with an adult
 - no bed sharing
 - no mixed-gender room sharing
 - privacy to get changed and use the bathroom.
 - children and young people will be made aware of these standards
 - hosts, parents, caregivers or whānau will be informed of these standards.
- Parents, caregivers or whānau will be informed of all the details of the billet:
 - who is in the household
 - address
 - contact number of the host
 - contact number of the CSR
 - outcome of the

(insert name of organisation) risk assessment and Police Vet.

- Throughout the billet, the CSR will keep in regular contact with both the child and young person, as well as the billet host.
- Should there be concerns at any time for the safety and wellbeing of the child or young person, they will be immediately removed and placed in other alternative safe accommodation. Parents, caregivers or whānau will be informed of any changes to original plans.
- The desire for

(insert name of organisation) to participate in an event must not take priority over the safety and wellbeing of children and young people and will be communicated effectively to parents and coaches.

PROCEDURE 6

Name of organisation:

Missing Child Procedure

On discovering a child is missing I will:

- immediately make a search of the surrounding area
- request help from people around me
- if I am in a public building, alert the staff of the situation and ask for assistance in searching for the missing child
- if I am in a place where it is possible to seal off exits and access CCTV footage, request this is done immediately
- ensure people involved in the search are given a description of the child and what they are wearing
- reassure the other children in my care, as I am aware that this could become a distressing situation for them.

If the search is unsuccessful, I will:

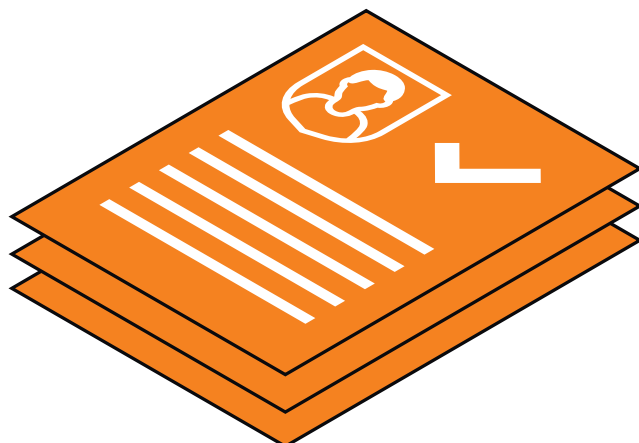
- ring the Police immediately, providing a description, and keep searching the area
- advise the parents, caregivers or whānau of the situation as soon as it is reasonably practical to do so.

After the event, I will review my policy and procedure to establish what went wrong and how it can be avoided in future.

Name of Child Safeguarding Representative or chaperone(s) on duty:

Date of incident:

Reported to:





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sportnz.org.nz

New Zealand Government

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