

Child safeguarding policies and procedures

—
FOR PLAY, ACTIVE
RECREATION AND SPORT
ORGANISATIONS



Introduction

Children's wellbeing in play, active recreation and sport

As the kaitiaki of the play, active recreation and sport system, Sport NZ is committed to supporting organisations to implement best safeguarding practices to ensure the wellbeing of tamariki and rangitahi. Sport NZ aims to make sure that the involvement of tamariki and rangitahi in play, active recreation and sport is kept fun, safe and inclusive for all.

Sport NZ will help organisations promote the wellbeing of children and young people and consider how they can prevent any risk of harm to children and young people and respond accordingly.

- All children have the right to thrive and participate in play, active recreation and sport.
- Children and young people's participation in play, active recreation and sport helps to promote the wellbeing of children.

Children make up a quarter of Aotearoa New Zealand's population. Their needs, rights and views need to be recognised in decisions made across the play, active recreation and sport organisations in Aotearoa New Zealand.

Child safeguarding in play, active recreation and sport

The wellbeing and ability for children and young people to thrive in play, active recreation and sport also requires their safety and welfare is covered too. Children and young people have the right to be free from harm and abuse.

Child safeguarding is the set of actions organisations can take to keep them safe from harm. It is a broad term encompassing the prevention of physical, sexual and emotional abuse, and neglect of children.

Even if good preventive measures are in place, concerns about a child's wellbeing may still arise.

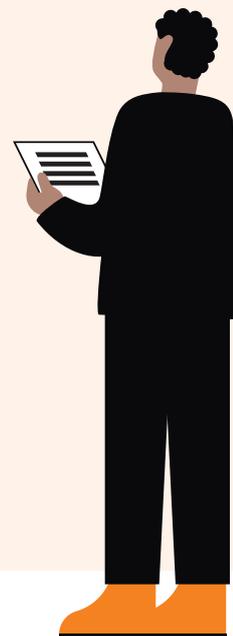
Child protection is an essential part of safeguarding and refers to the action taken in response to a specific concern for a child or children who may be suffering or is/are at risk of suffering harm or abuse. It requires referral to specialised child protection services, law enforcement agencies and expert local organisations that are trained to provide advice and manage cases, if concerns arise.

Sport NZ's commitment

Sport NZ recognise many organisations already have good policies, procedures and training in place and seeks to build on the great work of those organisations, while providing a starting point for some to begin their child safeguarding journey.

These policies are part of Sport NZ's overall commitment to safeguard children and will be supplemented with further guidance, templates, knowledge-sharing and training to support national organisations, together with regional and community organisations.

This a living document that will be updated as needed to reflect legislative and best practice changes and feedback and consultation relating to the practical experience of the organisations within the play, active recreation and sport system.



Who are these safeguarding policies for?

This is a resource for all organisations working to safeguard children in play, active recreation and sport, to help them:

- recognise the needs, rights and views of children to enjoy involvement in play, active recreation and sport
- promote accountability and responsibility for keeping children safe from harm when involved in play, active recreation and sport
- self-assess and inform the development of their safeguarding policies, plans and programmes, including for human resource and training needs
- direct staff to training opportunities and resources to upskill in this area
- support staff and volunteers who provide services, training and programmes to children and young people to apply good practice for effective action.

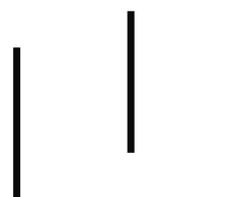


What these policies do not include

These policies do not:

- Replace what organisations currently have in place in terms of policies, procedures and training on child safeguarding, if what is in place is up to date and working well.
- Provide complete guidance for implementation (for example, safeguarding children at tournaments and competitions). While recognising the need for a comprehensive, system-wide approach to safeguarding, these policies and procedures offer information to help organisations focus on a set of principles to build from.
- Address abuse of those over the age of 18. However, proactive efforts by organisations to safeguard children will form a basis to safeguard everyone across the play, active recreation and sport system and will support a culture of respect and zero tolerance for any form of abuse, bullying or harassment within the system*.

*For information relating to Member Protection relating to those over 18 years of age in the play, active recreation and sport system, please refer to Sport NZ's suite of Member Protection Policies.





How to get the most out of these policies

These policies are an interactive tool to assist organisations on their safeguarding journey. Throughout the policies, users can insert details specifically relating to their organisation, including how they work with children.

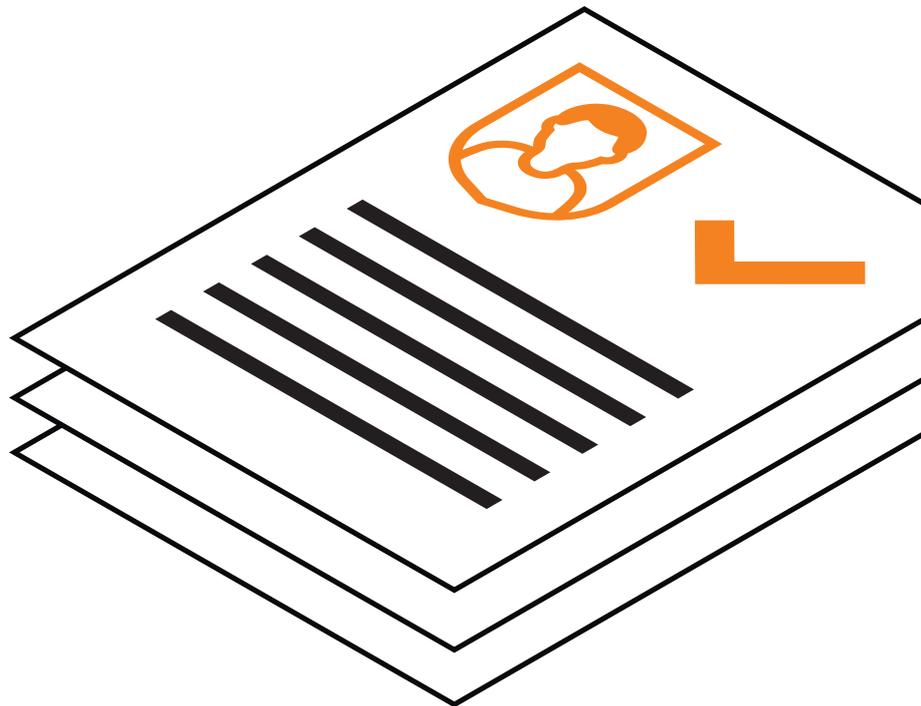
There are also links to external websites for more information.

Organisations intending to adopt the policies should work through each policy to understand the reason behind the policy and how it applies and works for their organisation.

It is important organisations understand what information the policies contain and how to implement them in a real-life situation.

Name of organisation:

Child safeguarding policies and procedures



**Mō tātou, ā,
mō kā uri ā muri ake nei**
For us and our
children after us

The whakataukī (proverb) emphasises our duty of care towards the children that we have amongst us already, and our promise to children in future.

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 actual or suspected child abuse or neglect

PROCEDURE 2

Responding to an allegation of child abuse or neglect by a staff member or volunteer

PROCEDURE 3

Responding to a disclosure from a child of abuse or neglect

APPENDIX 1

Child Concern Form

APPENDIX 2

Indicators of abuse

APPENDIX 3

Body map

POLICY 2

Child Safeguarding Representative Policy

POLICY 3

Information Sharing and Confidentiality Policy

PROCEDURE 4

Information Sharing and Confidentiality Procedures

POLICY 4

Privacy Policy

APPENDIX 4

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 5

Procedures for Safer Recruitment of Employees and Volunteers

APPENDIX 5

Safer Recruitment Checklist for Staff and Volunteers

APPENDIX 6

Questions for Interviewers and referees

APPENDIX 7

Screening Form

POLICY 7

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

APPENDIX 8

Consent Form – Use of Imagery

POLICY 8

Transportation of Children and Young People Policy

POLICY 9

Billeting and Overnight Accommodation Policy

PROCEDURE 6

Missing Child Procedure

POLICY 10

Safe Use of Changing Facilities Policy

Organisation Risk Assessment Form

PROCEDURE 1

Responding to actual or suspected child abuse or neglect

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

- do not put off the moment
- you may need to find a place of privacy
- respond briefly, slowly, and gently
- do not assume there is only one child involved
- do not make decisions alone
- keep calm and reassure
- do not ask leading questions or over questions
- re-engage the child with an activity if appropriate
- take action immediately
- do not promise confidentiality
- find support if necessary
- inform the child what will happen next.

Do not undertake an investigation yourself.

Check in with the child/young person and their whānau (if appropriate).

Is the child in immediate danger?

- If unsure, call Oranga Tamariki 0508 326459.
- If YES, act to ensure child's safety.
- Call POLICE on 111 and follow Police advice.
- RECORD actions taken on Child Concern Form (Appendix 1).

Inform Child Safeguarding Representative (CSR) immediately on

(insert CSR's phone number).

- Record and report facts. Do not accuse anyone or spread rumours.
- CSR and staff member will work together to follow this flow chart procedure.

If no immediate danger, consider whether a Report of Concern to Oranga Tamariki is required.

If unsure, Child Safeguarding Representative (CSR) will contact Oranga Tamariki.

Review and monitor

- CSR and relevant staff member will review all active Child Protection concerns on a weekly basis.
- Every review will consider each stage on this flow chart.
- The review will consider any further necessary action, follow-ups or community child or whānau support referrals.
- New or additional Reports of Concern to Oranga Tamariki may be made at any time.
- Records of all reviews will be retained by the CSR.

Report of Concern required

- CSR and staff member will complete Oranga Tamariki Report of Concern and send by email to contact@ot.govt.nz or call 0508 326459.
- CSR will ensure that full details are provided as per Child Concern Form (Appendix 1).
- CSR will retain a copy and maintain own records that are securely stored.
- CSR will call Oranga Tamariki if no response has been received from them within 3 working days.
- CSR will re-report if concerns are still held.

Record what you have heard/observed on a Child Concern Form (Appendix 1)

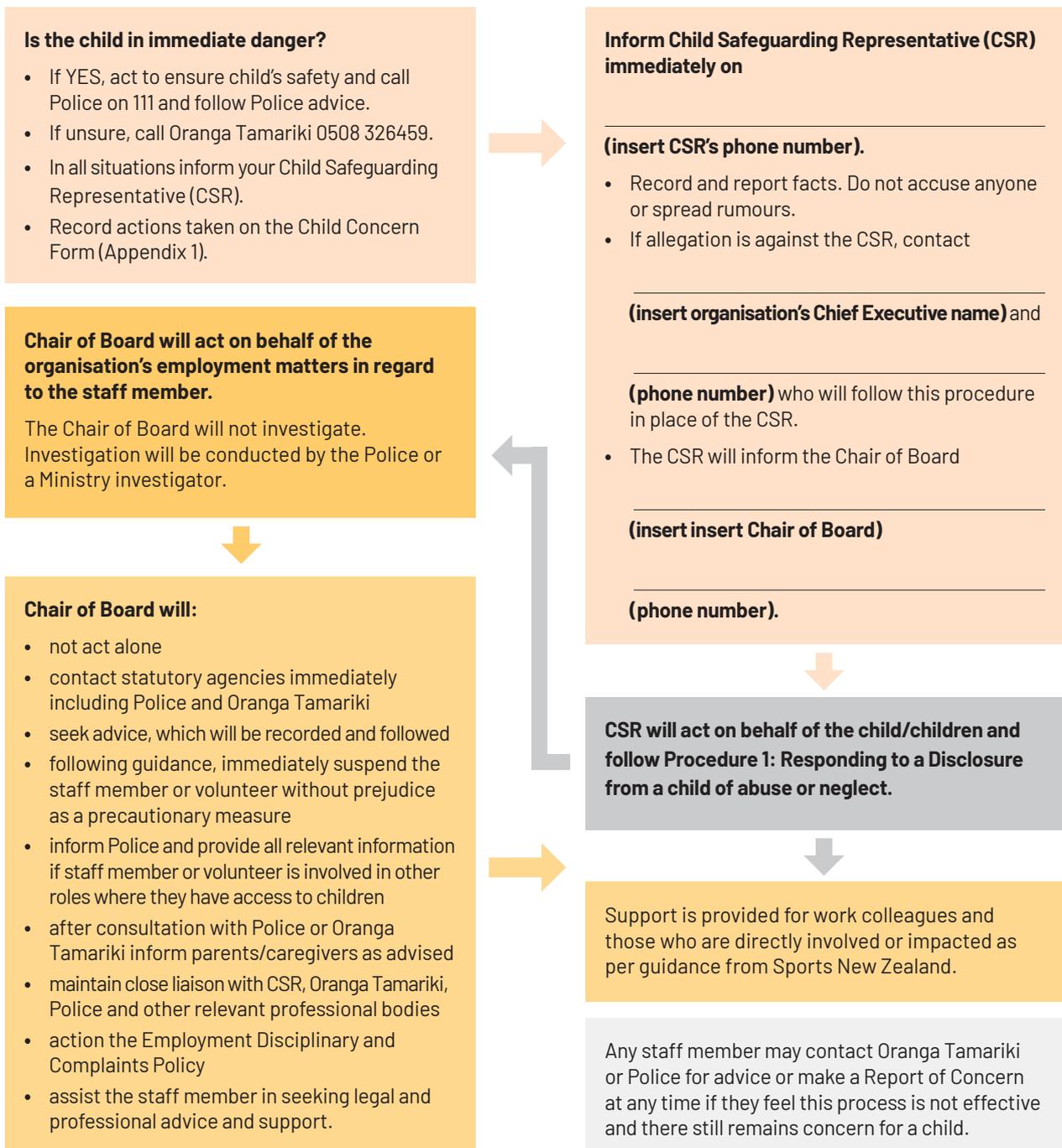
- Make notes as soon as possible.
- Put date, time, place, who was present.
- Use child's words wherever possible.
- Include what you have said to the child.
- Keep information factual.
- Include what led up to the disclosure.

CSR will retain all completed Child Concern Forms.

Staff are expected to follow this procedure. However, any staff member may contact Oranga Tamariki or Police for advice or to make a Report of Concern at any time if they feel this process is not effective and there still remains concerns for a child. Staff must always seek support for themselves.

PROCEDURE 2

Responding to an allegation of child abuse or neglect by a staff member or volunteer



PROCEDURE 3

Name of organisation:

Responding to a disclosure from a child of abuse or neglect

It is vital that you respond in a way that ensures the child or young person feels supported and safe, and that they receive the help they need. You should always follow your organisation's Child Safeguarding Policy and know who to contact at

(insert name of organisation) to share your concerns about a child's safety and wellbeing.

Ways children and young people disclose abuse

- Verbally - by telling you directly or by hints in their conversations.
- Behaviour or actions such as their interests, stories they write, their play or drawings.
- Third-party - this could be a friend of the child telling you, or something you have overheard that concerns you.

All of these are ways that children and young people disclose abuse, and all should be taken seriously and acted upon. If the child or young person discloses abuse that happened in the past, it must be given the same level of response.

It is not your role to investigate - only the Police or Oranga Tamariki can do that. Your role is to gather and share information with your organisation's Child Safeguarding Representative, Oranga Tamariki or the Police.

Consider

- There could be other children or siblings who are also at risk - unknown victims.
- The child may have received threats of punishments or consequences of telling someone.
- The child may be frightened and fearful of the consequences of disclosing.
- The same process must be followed if the disclosure relates to historic abuse.

Things TO SAY when a child discloses

- 'I believe you.'
- 'I am going to help you.'
- 'I will help you.'
- 'I am glad that you told me.'
- 'You are not to blame.'
- "I know you are afraid, but it was right to tell me."
- "This is what I am going to do next...."
- "Is there anyone that I can contact who you would like to be with you right now?"
- "You're not going to get into trouble."
- "Is there anything I can do that would help right now."
- "I can't keep what you have told me a secret; I need to talk to someone who can help me to help you."

DO

- BELIEVE THEM
- reassure the child
- let them know what you are going to do next
- respond effectively
- immediately seek help from your CSR
- share the information
- listen
- make sure the child got help
- ask open questions: **(TEDS)**
 - **T**ell me
 - **E**xplain
 - **D**escribe
 - **S**how me.

Things NOT TO SAY when a child discloses

- 'You should have told someone before.'
- 'I can't believe it!'
- "I'm busy."
- "Don't tell lies."
- 'No not [name], she's a friend of mine.'
- 'I won't tell anyone else.'
- 'Why?'
- 'How?'
- 'When?'
- 'Where?'
- 'Who?'

DON'T

- PUT THE MOMENT OFF
- say anything to criticise or belittle
- promise confidentiality
- accuse anyone
- spread rumours
- investigate
- ask leading questions, such as "Did your [insert person] do that?"
- allow personal doubt to stop you passing on the information to your CSR, the Police or Oranga Tamariki
- do nothing!
- doubt the child or assume they are making it up.

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.

APPENDIX 2

Indicators of abuse

The following are indicators and does not cover every situation.

This list does not mean the child is suffering abuse but may indicate you need to share information with your Child Safeguarding Representative (CSR).

It is essential to be able to recognise indicators in both the child or young person and the adult who may be abusing them. Sometimes it is the behaviour and attitude of an adult towards children and young people that alerts you.

Emotional abuse – child indicators

- overly compliant and apologetic
- looks worried and anxious
- fear of making mistakes, especially if it only happens in the presence of a particular person
- difficulty developing relationships, including poor peer relationships
- demonstrating fear of a parent, caregiver or adult
- reluctance to attend an activity at a particular club or organisation
- inability to cope with praise
- delayed development or regression with no apparent cause
- aggressive behaviour (active or passive)
- attention seeking or risk-taking behaviour
- self-critical
- depression, regularly frightened, anxious and nervous
- tired, lethargic, falling asleep at inappropriate times
- self-soothing habits – hair twisting, sucking, biting, rocking
- clingy, possessive and attention-seeking
- indiscriminate attachment to adults – strong attention, affection seeking or a severe lack of attachment to their own parent/caregiver
- seeks affection and comfort from virtual strangers
- stealing (particularly food) or destroying property
- reluctant or unable to express views when asked
- hanging around outside of hours and not wanting to go home
- developmental delay with an apparent physical cause
- depression, anxiety, withdrawal or aggression
- self-harm, suicidal thoughts or intention, alcohol and drug abuse

- extreme attention-seeking behaviours or extreme inhibition
- running away from home
- nightmares, poor sleeping patterns
- anti-social behaviours
- lack of self-esteem
- obsessive behaviours
- eating disorders
- reluctance to attend an activity at a particular club or organisation.

Emotional abuse – adult indicators

- labels the child as inferior, belittles or publicly humiliates the child
- treats the child differently from siblings or peers in ways that suggest dislike or irritation of the child
- considers it amusing to frighten the child
- lacks empathy for the child
- refuses to help the child
- threatens the child with physical harm or punishment in front of others
- exposure to criminal behaviour
- withholds physical and verbal affection
- isolates the child
- has unrealistic expectations of the child
- inappropriately involves the child in adult problems
- exposes child seeing or hearing, situations of arguing and violence in the home.

Neglect – child Indicators

- dressed inappropriately for the season or the weather
- lack of food, kit or equipment
- often dirty and unwashed
- severe or persistent skin disorders
- inadequately supervised or left unattended frequently or for long periods
- left alone or in the care of an inappropriate adult
- does not receive adequate or timely health care
- underweight or overweight
- lacks adequate shelter
- failure to thrive with no medical reason
- stealing/hoarding of food
- inappropriately dressed - dirty, not the right clothes to keep dry or warm.
- unsupervised – hanging around
- lack of routine in the household – mealtimes and bedtimes
- falling behind in education and sport
- indiscriminate attachment to adults – strong attention, affection seeking or a severe lack of attachment to their own parent/carer/giver
- tired or falling asleep at inappropriate times
- abuse of alcohol or drugs
- aggressive or destructive behaviour
- poor peer relationships, having few friends
- dulled emotional response or lack of expression or enthusiasm
- low self-esteem
- anxiety
- self-soothing behaviour such as rocking and sucking
- running away
- developmental lags with no apparent cause.

Neglect – adult indicators

- puts own need ahead of child's
- fails to provide for child's basic needs
- demonstrates little or no interest in the child's life - does not attend sport and recreational activities or social events
- leaves the child alone or inappropriately supervised
- drug and alcohol misuse
- low mood
- seeks help but fails to carry through with help offered
- late to drop off and collect – may fail to collect the child
- excuses and promises with no improvement in the care of the child.

Physical abuse – child indicators

Especially when unexplained, inconsistent with explanation given or the story changes

- bruises, marks, cuts and abrasions
- burns
- repeated illnesses with no known cause
- blackeyes
- fractures and dislocations
- multiple, bruises, wounds or fractures at different stages of healing
- injuries or fractures in very young children, especially those not yet mobile
- inconsistent or vague explanations regarding injuries
- makes excuses for injury or story changes
- repeatedly injured
- injured but not receiving timely health care
- wary of adults or a particular person
- speaks aggressively to others
- fear and crying
- cringing or flinching if touched unexpectedly
- overly compliant and eager to please
- dresses to hide bruising or injuries
- runs away from home or is afraid to go home
- may regress (e.g. bed-wetting)
- general sadness
- violent to other children or cruel to animals.

Physical abuse – adult indicators

- inconsistent or vague explanations regarding injuries
- threatens or hits the child in front of others
- speaks aggressively to or about the child
- reacts aggressively to questions about a child's injury or well-being
- makes you feel scared or frightened when you enquire about the child's well-being
- appears unconcerned about child's well-being
- states the child is prone to injuries or lies about how they occur
- delays in seeking medical attention
- may take the child to multiple medical appointments and seek medical treatment without an obvious need
- lacks empathy
- is cruel taking delight in overly rough play or taunting the child
- harsh parenting style who supports physical punishment.

Sexual abuse – child indicators

- unusual discharge, or excessive itching or pain in the genital or anal area
- stained or bloody underwear
- any injury, soreness or bleeding in the genital or anal area
- blood in urine or stools
- sexually transmitted infections
- pregnancy
- urinary tract infections
- discomfort in sitting or walking
- age or developmentally inappropriate sexual play, knowledge or language
- refuses to go home, or to a specific person's home, for no apparent reason
- running away from home or going missing
- fear of a person, place, sound or smell
- mood swings or changes in temperament
- secrecy
- exchanging sexualised messages or images
- unexplained gifts, possessions or money that can't be accounted for
- depression, anxiety, withdrawal or aggression
- self-harm, suicidal thought or intention, alcohol and drug abuse
- overly compliant
- extreme attention-seeking behaviours or extreme inhibition
- dresses inappropriately to hide bruising or injuries
- eating disorders
- compulsive behaviours.

Sexual abuse – adult indicators

- favours a particular child
- insists on physical affection
- rough play or tickling games
- invades the child's privacy (e.g. during dressing, in the bathroom)
- manipulates situations to gain time alone with a child or children, for example, offering to babysit, extra coaching or tutoring
- overly interested in a child's sexual development
- prefers to spend time with children and young people rather than adults or people of a similar age.

Intimate partner violence – child indicators

- injuries consistent with physical abuse
- absenteeism from school
- worried and anxious in general or about a parent or siblings
- bullying or aggressive behaviour
- complaints of headaches or stomach ache with no apparent medical reason
- talking or describing violent behaviours
- bullying, aggressive behaviour
- disclosures of violent or emotionally abusive situations
- threats or cruelty to animals.
- substance misuse
- very distressed when witnessing violence
- severely shy, low self-esteem
- argumentative and aggressive
- difficulty concentrating.

Intimate partner violence – adult victim indicators

- physical injuries
- depression or anxiety
- inconsistent explanations for injuries
- fearful
- submissive
- protective of abuser.

Intimate partner violence – perpetrator indicators

- isolates and controls partner and children
- threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children
- minimises and denies own behaviour, or blames the victim for the perpetrator's own behaviour
- stalking victim
- manipulating a person by forcing them to question their thoughts, memories, and events, making them question their own sanity.

Bullying – child indicators

- physical injuries such as unexplained bruises
- problems with eating or sleeping, for example, nightmares, wetting the bed, etc
- self-harm
- belongings getting lost or damaged
- loses interest in school or activity
- not doing as well at school
- being afraid to go to school or activity
- few friendships, not being accepted by their peers
- no longer wants to participate in activities once enjoyed
- asking for, or stealing, money (to give to a bully)
- suddenly changes in behaviour
- thoughts about suicide
- substance misuse.

Cyberbullying – child indicators

- spends a significant amount of time on the computer, and is unwilling to talk about
- seems upset, highly irritable or emotional after being on the computer, or after reading their text messages or email, etc
- frightened of going to school or activity
- constantly checking social media or worrying about comments
- defensive and upset when you ask about social media use
- sudden withdrawal from technology or a sudden change in computer or phone usage including suddenly stops using the computer
- become anxious about phone messages
- suddenly changes friends.

APPENDIX 3

Body map

Name of child:

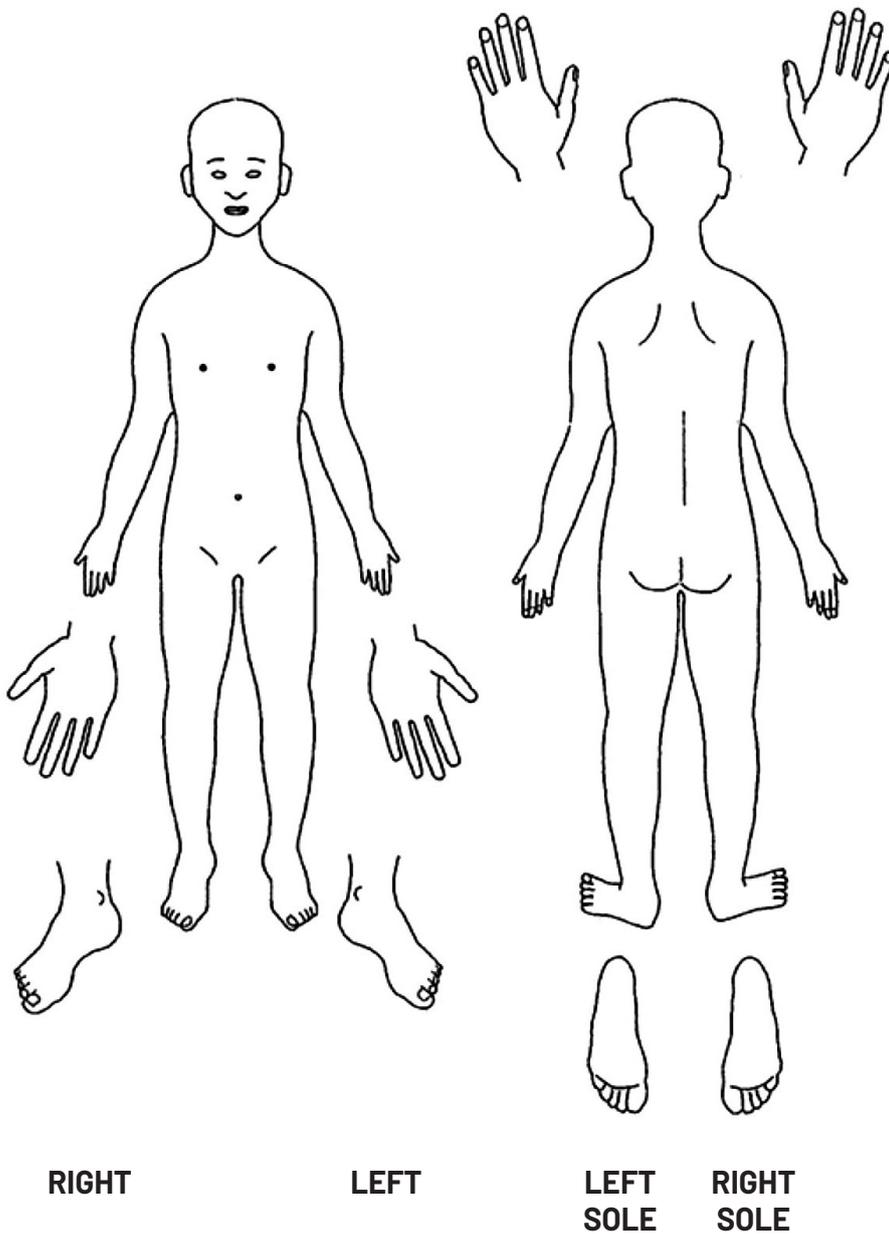
Date of birth:

Date of recording:

Name of person recording:

Designation:

Signature:



Name of child:

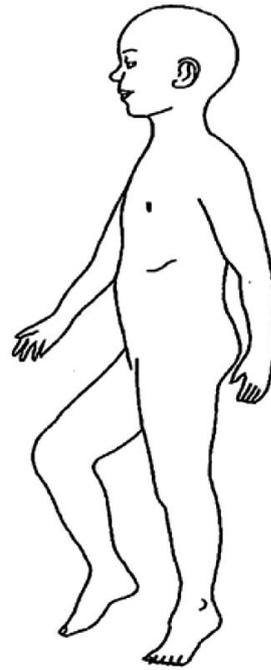
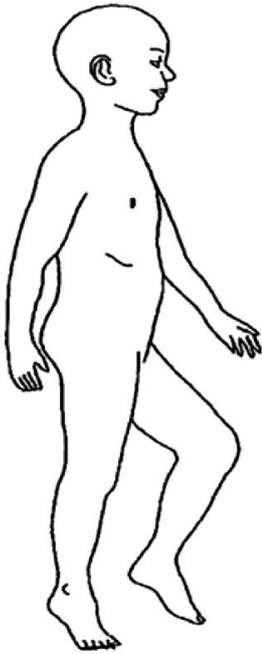
Date of birth:

Date of recording:

Name of person recording:

Designation:

Signature:



RIGHT



LEFT

POLICY 2

Name of organisation:

Child Safeguarding Representative Policy

(Appointment, role and responsibilities)

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.

(insert name of organisation) is committed to embedding safeguarding and child protection in our culture. To support our staff, volunteers and contractors to be able to respond sensitively, effectively and efficiently to concerns, we have appointed two Child Safeguarding Representatives who are responsible for anything concerning child safeguarding or protection.

(insert name of organisation) Child Safeguarding Representatives are:

and

The role of Child Safeguarding Representatives

The role of

(insert name of organisation) Child Safeguarding Representatives is to take responsibility for safeguarding and child protection by:

- raising awareness
- managing concerns (please see Policy 1 Appendices 1-3 on responding to actual or allegations of child of abuse or neglect)
- working with others
- commitment to training.



Raising awareness

- Ensuring the safety and wellbeing of children and young people come first and is of key importance in any decision making.
- Ensuring

(insert name of organisation) safeguarding/child protection policies and Code of Conduct are known, understood and used appropriately.

- Ensuring

(insert name of organisation) safeguarding/child protection and associated policies are reviewed annually, and the procedures are reviewed when in use to ensure they are fit for purpose.

- Ensuring the safeguarding and protection of children and young people is an embedded principle and used in practice.
- Ensuring the safeguarding/child protection and related policies are available publicly so all stakeholders are aware of our safeguarding culture.
- Organising training and ensuring staff are aware of any safeguarding/child protection training opportunities and policies.
- Encouraging a culture of listening to children and young people, and taking into account their needs and feelings.

Working with others

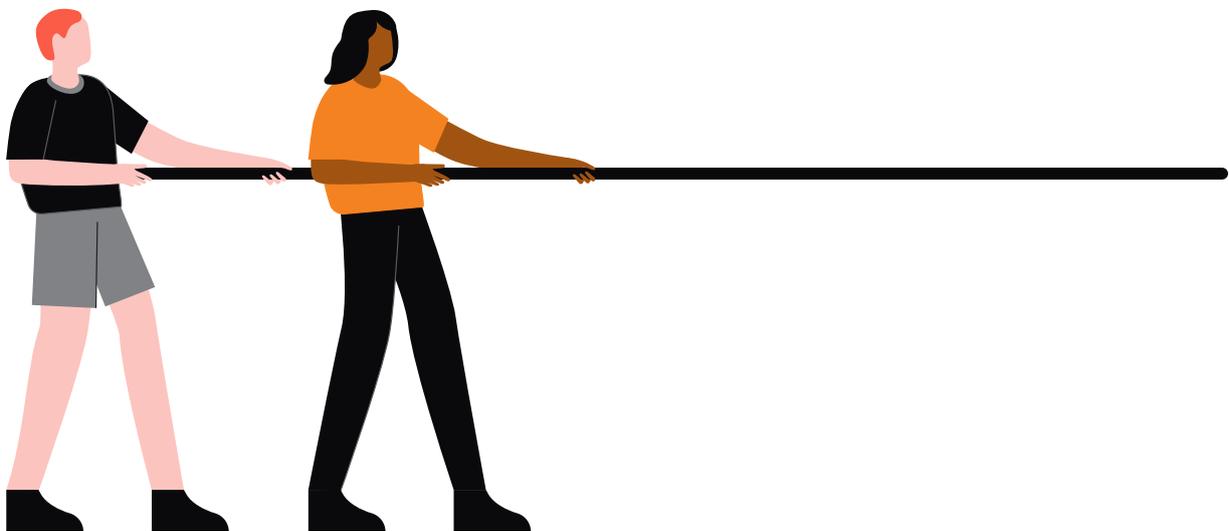
- Ensuring their availability, by putting in place adequate and appropriate cover arrangements for any leave or out of hours situations.
- Acting as a point of contact for

(insert name of organisation) and liaising with Oranga Tamariki, the Police and other relevant agencies.

- Connecting and building relationships with other agencies in the community.
- Acting as a source of support, guidance and expertise for all staff.
- Ensuring contact details for Oranga Tamariki, Police and specialist agencies are maintained and made available to staff.

Commitment to training

- Undertaking initial training for the role to provide them with the knowledge and skills required to carry it out. Such training should be updated at least every two years.
- Maintaining knowledge and skills by taking regular professional development opportunities.
- Keeping up to date with safeguarding and child protection developments.
- Organising and ensuring own supervision is in place and regularly accessed as required.



POLICY 3

Name of organisation:

Information Sharing and Confidentiality 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.

Background to this policy

(insert name of organisation) knows that sharing information is essential to protect the wellbeing and safety of children and young people.

We know that often when there are concerns about a child or young person, people in other organisations also have concerns. If we can pass on information proactively and safely and create a holistic picture of a child or young person's life, it increases the opportunities to get the help they need early.

Our commitment

(insert name of organisation) will always share information about a child or young person with appropriate people or organisations if we have genuine concerns about a child or young person's safety and wellbeing.

We will be proactive when sharing information if we believe it will increase the safety of a child or young person, or it will help assess the risk for a child or young person. In practice, we will request information from organisations, and provide information to other organisations.

We will provide concise information about a child or young person, that is relevant to the concern we hold about them. We will follow our Privacy Policy, all current relevant legislation and guidelines and will ensure the safety of information sharing by always following these procedures.

The safety of the child or young person will always be our first consideration when deciding whether to share information.



The purpose of this policy

This policy:

- Sets out our commitment to sharing information to support the safety and wellbeing of a child or young person.
- Creates procedures to be followed in all situations where

(insert name of organisation) holds information about a child or young person and it is in the best interests of the child or young person to share that information.

- Forms part of our safeguarding culture.

Who this policy applies to

This policy and attached procedures are to be followed by all staff and regular volunteers where there is a concern about a child or young person.

It applies to all children and young people including siblings and associated 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 and procedures will be followed when information is requested by an outside person or agency, or information needs to be shared by

(insert name of organisation).

Circumstances that allow the sharing of information

This information relates to the provisions of the Oranga Tamariki Act 1989. You may be able to share information for other reasons, with other people, under other laws or guidelines (such as the Family Violence Act). You can do these things if it is helpful and in the best interests of the child or young person.

1. **Proactively and voluntarily share with the professionals who will be most able to help children and young people.** As long as you follow the requirements of the provisions, you can proactively and voluntarily share information with a child welfare professional.
2. **Choose how to respond to an information request (unless it is a section 66 request from Oranga Tamariki or Police).** The information-sharing provision section 66C means information can be shared between professionals, not that it must be. You have to use personal judgement to decide whether to share information. The exception is when Police or Oranga Tamariki make a specific request under section 66 (which is different from section 66C - the section which gives you information-sharing abilities).



PROCEDURE 2

Information Sharing and Confidentiality Procedures

Giving information to others about a child or young person

There are two main ways we may give information about a child or young person:

- By making a Report of Concern to the Police or Oranga Tamariki.
- By giving information proactively with other organisations involved in a child or young person's life to increase the safety and wellbeing of that child or young person, or to help assess risk.

Important to remember

1. The best interests, wellbeing and safety of children and young people are always the first and most important thing to consider.
2. Talk with children about sharing their information unless it is not appropriate or possible.
3. If a staff member or volunteer has a concern about a child or young person, they must pass on that information to one of our two Child Safeguarding Representatives. This process is set out in our Child Safeguarding and Protection Procedures.

Assessment procedure

This assessment procedure should be followed by the Child Safeguarding Representative (CSR) when asked to share information:

1. The CSR will assess the need to share information about concerns for a child or young person in accordance with our Child Safeguarding and Protection Procedures.

2. Our CSR will share information with any person or organisation involved in the child or young person's life if sharing that information will increase the safety and wellbeing of the child or young person or help to assess risk.
3. Any staff member or volunteer may make a Report of Concern to Oranga Tamariki or Police at any time if they believe the Child Safeguarding and Protection Procedures are not being consistently followed and the concern for the child or young person remains. If a staff member or volunteer makes a Report of Concern, the CSR must be informed.
4. Any information shared will be recorded by the person giving the information, in

(insert name of organisation)'s Child Concern Form, and held securely with all other records by the CSRs.

5. If new information is given to the CSR about a child or young person, the CSR will reassess the child's safety and actions needed by following the Procedure for Child Safeguarding and Protection.
6. Our CSRs will follow the guidelines set out in our Privacy Policy, the Privacy Act and the Oranga Tamariki Act when sharing information about a child or young person.

For further advice, the Oranga Tamariki information sharing helpline can be contacted:

Phone: 0508 326 459

Email: infosharinghelpline@ot.govt.nz

Website: <https://www.orangatamariki.govt.nz/working-with-children/information-sharing/>

Guide: <https://orangatamariki.govt.nz/assets/Uploads/Information-sharing/information-sharing-Guidance-OT-Act-1989.pdf>

Responding to requests for information

Information will only be shared by one of our appointed CSRs.

Any requests to

(insert name of organisation) to share information about a child or young person must be referred to one of the CSRs who will assess whether it is in the child or young person's best interests to share the information.

1. The best interests, wellbeing and safety of children and young people are always the first and most important thing to consider.
2. Talk with children and young people about sharing their information, unless it's not appropriate or possible.
3. Before sharing information, the CSR will check:
 - they have the consent of the child or young person to share the information, or
 - the information would increase the safety or wellbeing of the child or young person, or
 - the information is being released in line with

(insert name of organisation)'s Privacy Policy.

4. Any information shared must be relevant to the concern or wellbeing of the child or young person.
5. Information will only be shared with authorised individuals or organisations involved in the child or young person's life (i.e. where they have a right to that information).
6. If the identity of the person making the request is unknown to the CSR, this will be verified by:
 - taking the individual's name and organisation's phone number
 - phoning the individual back
 - completing a Google or social media search if necessary.
7. All information given or received is recorded in the Child Concern Form and securely stored.
8. If the CSR decides not to share information, they will record in the Child Concern Form reasons for that as well as details of the request.

9. If new information is given to the CSR about a child or young person, the CSR will reassess the child's safety and actions needed by following the Procedure for Child Safeguarding and Protection.
10. Our CSR will follow the guidelines set out in our Privacy Policy, the Privacy Act and the Oranga Tamariki Act when sharing information about a child or young person.

For further advice the Oranga Tamariki information sharing helpline can be contacted

Phone: 0508 326 459

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Consent of the child, young person or whānau to sharing information

- All parents, caregivers or whānau of a child or young person are provided with

(insert name of organisation)'s enrolment form before their child, or young person becomes a member of

(insert name of organisation).

- Parents, caregivers or whānau are given details of our Privacy Policy and Information Sharing Policy at that time, which explains how and when we will share information about a child or young person to increase their safety and wellbeing. If necessary, the policy will be explained verbally, to ensure it is clearly understood.
- The CSRs will, where it does not pose a risk to a child or young person, always inform the child or young person (if appropriate), and parent, caregiver or whānau before sharing information or if that is not possible, after sharing the information.
- The child or young person's parent, caregiver or whānau will not be informed about the sharing of information if it will place the child at greater risk or harm by doing so.

POLICY 4

Name of organisation:

Privacy 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.

Values

(insert name of organisation) knows you care about how your information is used and shared. It is committed to ensuring your privacy is protected and your information is only used appropriately.

Purpose

This policy aims to help people involved in

(insert name of organisation) understand how their personal information may be used and stored by

(insert name of organisation).

Application

This policy applies to all people providing personal information to

(insert name of organisation). Personal information means information about a person.

Collection, use and storage of personal information

Collecting personal information

When you become a member of, or participate in

(insert name of organisation) activities,

(insert name of organisation) will need to collect some personal information from you (or family/whānau of children). It may also collect other information needed to perform its functions, or where required by law.

Personal information may include your contact details and any other personal information that you provide. For participants, this may also include performance results and health/medical information.

(insert name of organisation) may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which

(insert name of organisation) belongs, and other organisations which are affiliated to it, for example the New Zealand Olympic Committee, Paralympics New Zealand and Drug Free Sport New Zealand.

Using personal information

(insert name of organisation) will never sell your personal information.

Employees of

(insert name of organisation) may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary.

Agents and subcontractors of

(insert name of organisation) may have access to personal information needed to do their work but may not use it for any other purposes.

(insert name of organisation) may be required to share your personal information with the regional organisations and/or national organisations it belongs to, other organisations which are affiliated to it that you belong to or have applied for membership, Drug Free Sport NZ, Sport New Zealand, High Performance Sport New Zealand, the NZ Olympic Committee and Paralympics New Zealand.

Your personal information may be used:

- for

(insert name of organisation) activities and operations
- to consider an employment or volunteer application
- to amend records to remove or update personal information
- for other everyday business purposes that involve use of personal information
- to comply with the law; or protect our rights, property, or safety, or that of our members, or others.

Storing and disclosing personal information

(insert name of organisation) will maintain all reasonable protections against the loss, misuse or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorised use or access to that information.

(insert name of organisation) will keep all physical documents secure, both inside and outside its premises.

(insert name of organisation) will keep electronic personal information secure by making sure its data storage is protected from external sources, maintaining regular back up and applying good security practices.

(insert name of organisation) may use cloud computing. Where used,

(insert name of organisation) will ensure that cloud computing solutions meet good practice security requirements.

Requests for personal information

You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 1993 (or the Privacy Act 2020 when it comes into force). If you want to access or correct your personal information (or your children's), please contact the

(insert name of organisation) Privacy Officer.

(insert name of organisation) will not disclose information about children to family/whānau unless there is a clear legal right to access that information.

Any questions about

(insert name of organisation)'s compliance with the Privacy Act should be referred to the

(insert name of organisation) Privacy Officer.

Breach

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 1993 (or the Privacy Act 2020 when it comes into force).

Reporting a Breach

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the **Complaints Policy and Procedure**.

APPENDIX 2

Name of organisation:

Suggested Statement for Display on Website

The Privacy Act is all about transparency, being upfront and informing people what you may do with their information. It assists with the sharing information, rather than being a barrier to sharing information.

Below is a suggested statement for you to display on your website, in your club room or put into your registration information. It ensures parents, caregivers and whānau know what steps you will take to protect children and young people in your care.

_____ (insert name of organisation) is committed to keeping children and young people healthy and safe. We may share information with appropriate agencies (such as health and education providers or other agencies involved with your child's life) if sharing that information will protect or improve the safety, health or wellbeing of a child.

Our agency by law can always share information with Oranga Tamariki and the Police. Further information can be found in our Child Protection Policy on our website:

_____ (insert website name)

POLICY 5

Name of organisation:

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

**Working with children and young people is a privilege.
They have a fundamental right to be safe.**

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.



Why do we need a Code of Conduct?

A Code of Conduct sets the standards of conduct and behaviour so that:

- children, young people and their parents, caregivers and whānau can expect to feel safe and listened to
- staff and volunteers can promote safe and effective practices in their organisation
- organisations can support their staff and volunteers to provide the safeguarding standards expected by children, young people and their parents, caregivers and whānau.

The reality is that while most of the people who volunteer or seek jobs working with children and young people do so because they genuinely want to help children, there are people who want to abuse or harm children or young people and seek positions of trust to give them access. We must also acknowledge that some people, no matter how keen or experienced they present, are not well suited to work with children and young people based upon their behaviours towards them. These are things we must not shy away from when we build a team of staff and volunteers to offer a sport, recreation, activity or event.

Codes of Conduct are an essential part of a proactive approach to:

- preventing child abuse
- keeping children and young people safe
- treating children and young people with the respect they deserve
- recognising and responding to inappropriate or unacceptable behaviour
- keeping staff or volunteers safe, to ensure play, active recreation and sport continues to be a quality experience
- maintaining the high standards required of our organisation.

Six key considerations to implement a Code of Conduct:

1. Developing a Code of Conduct recognises that different play, active recreation and sports organisations have different levels of risk.
For example, in some sports and activities, it can be necessary to touch children when demonstrating techniques or it is common to have 1:1 training.
2. Training staff and volunteers on the Code of Conduct during their induction, and explaining why it is important.
3. Gaining agreement from staff and volunteers to abide by the Code of Conduct (e.g. signing the Code of Conduct).
4. Reminding staff and volunteers of the Code of Conduct regularly.
5. Making children, young people, parents, caregivers and whānau aware of the Code of Conduct, and how it keeps them safe.
6. Ensure you have a system in place to respond to concerns, enable appropriate investigation, referral to statutory agencies, and HR processes.

Sample Code of Conduct for all staff and volunteers

Your role involves working or volunteering with children and young people. This Code of Conduct will help keep children, young people and yourself safe.

(The term “we” means the organisation,

(insert name of organisation), children, young people and their parents, caregivers/whānau.)

To work with the children and young people in our organisation “we” expect you to:

- Acknowledge the rights of children and young people to be listened to and to thrive and participate in decisions that affect them.
- Encourage enjoyable participation for children and young people in play, active recreation and sport.
- Understand that preventing abuse and protecting children and young people from abuse is the responsibility of everyone.
- Be familiar with and abide by our safeguarding and child protection policy and procedures.
- Report any concerns to your Child Safeguarding Representative (CSR) without delay. These include:
 - poor practice
 - concerning behaviours
 - suspected child abuse
 - allegations of abuse made against a staff member or volunteer
 - bullying and harassment.
- Only undertake a role working with children and young people upon conclusion of Safer Recruitment (Policy 6) elements, including:
 - initial Police vetting and ongoing vetting at required intervals
 - disclosing any known or potential criminal charges or convictions before or during your involvement with the club.
- Have empathy with children and young people.
- Make everyone feel welcome, included, and respected in a manner that is appropriate for their age or stage of development.
- Be a role model for positive behaviour.
- Not ignore abusive or harmful behaviour.
- Accept your “Position of Trust” and understand the importance of maintaining professional boundaries.
- Never use your “Position of Trust” for personal gain or to harm children and young people.
- Never engage in a sexual relationship with anyone under the age of 18 years who is known to you because of your role. (Please note that engaging in any sexual behaviour, with anyone under the age of 16 is illegal in New Zealand.)
- Complete required safeguarding or child protection training.

- Listen to children and young people and believe them if they tell you about abuse or concerning behaviour, and report it to your CSR.
- Listen to concerns raised by parents or caregivers, believe them, and report them to your CSR.
- Always act in the best interest of children and young people. Including reporting the concerning behaviour of someone you trust, or who is more senior than you.
- Ensure parents, caregivers or whānau give informed consent by providing them with detail on:
 - 1:1 working and physical contact
 - trips
 - overnight stays
 - sleeping arrangements
 - travel.
- Only communicate with children and young people directly after gaining written consent from their parents or caregivers.
- If you come across a child or young person out of your work setting, apply the same Code of Conduct to protect yourself and the child or young person.
- Ensure staffing-to-child ratios are at the safe level required and take action to report or stop the activity if not.
- Keep your private life and personal conversations separate and out of earshot or sight of children and young people.
- Always work within the view and hearing distance of others.
- Use only the organisation's own or approved devices to communicate with children and young people.
- Follow your organisation's policy on taking, storage and sharing of images or other personal information.
- Wear ID and uniform or kit when working in your role.
- Use only the approved organisational methods of behaviour management.
- Don't give gifts to children and young people or receive gifts from them or their parents or caregivers, as a way of preventing grooming, manipulation or favouritism.
- Don't engage in any behaviours or conduct that are strategies used in grooming. Such as:
 - offering to babysit or tutor or coach privately
 - acting secretively or encouraging secrets or "special" or exclusive relationships.
- Never leave children and young people unattended.
- Never leave children and young people waiting to be collected alone, or with people who are not an approved staff member or volunteer.
- Do not use any unnecessary, unwanted or inappropriate physical contact such as:
 - tickling
 - grabbing
 - intimate care (when the child or young person can care for themselves)
 - unnecessary cuddling
 - hugging
 - sitting on your knee.
- Never come to work under the influence of drugs or alcohol or in possession of either.
- Speak to your line manager if you find yourself unable to adhere to any aspects of this Code of Conduct.

As a valued member of our team, you have the right to:

- Enjoy the time you spend with us and feel supported to do your role.
- Regular safeguarding and child protection training, systems and support to carry out your role.
- Be informed of your safeguarding and child protection policies, procedures and responsibilities.
- Be listened to.
- Be involved and contribute to safeguarding and child protection decisions.
- Feel welcomed, valued and not judged based upon your race, gender, gender identity, sexuality or ability.
- Be protected from abuse, bullying and harassment.
- Be supported to resolve conflicts.

We expect all of our staff and volunteers to follow this Code of Conduct, and the standards and behaviours contained within it. Should any staff member or volunteer who fails to comply with this Code of Conduct, prompt steps will be taken to resolve the matter. Any breach of these requirements may be subject to disciplinary action up to and including dismissal.

Signature of staff member or volunteer:

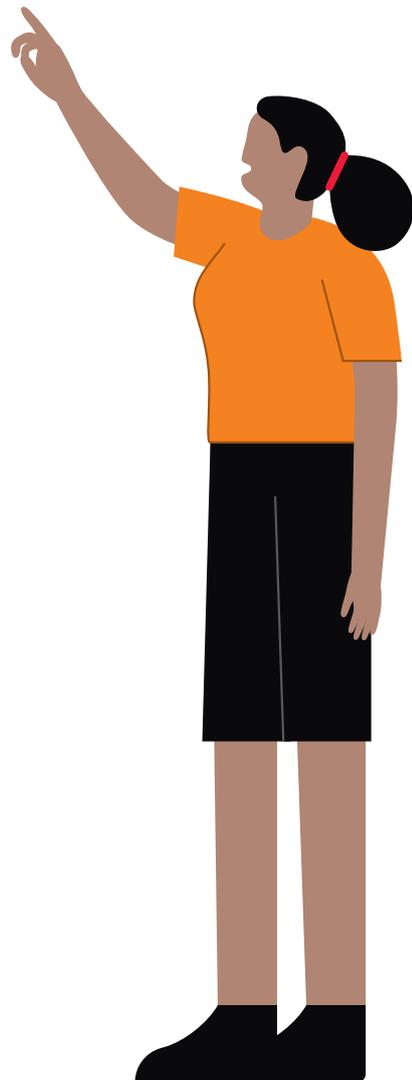
Date:

Print name of staff member or volunteer:

Signature of line manager:

Date:

Print name of line manager:



POLICY 6

Name of organisation:

Safer Recruitment 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.

Safer recruitment is central to the safeguarding of children and young people. As part of our safeguarding culture,

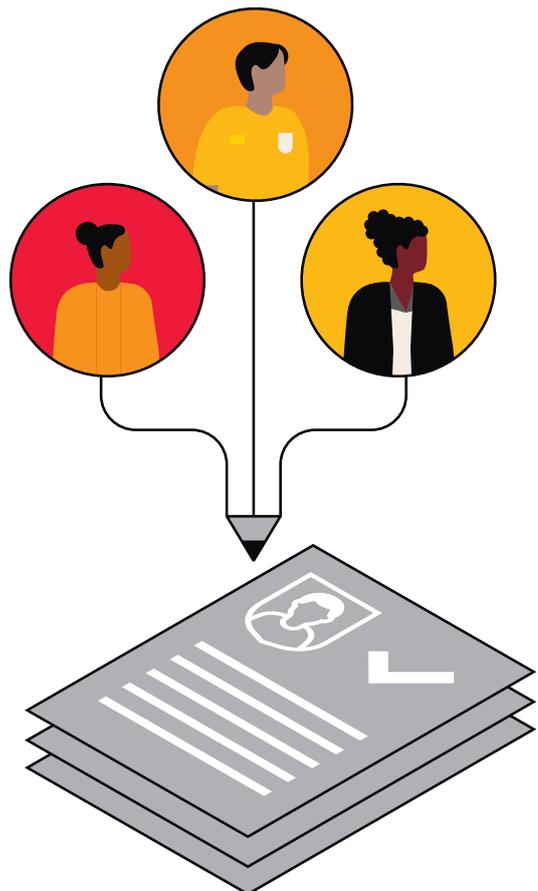
(insert name of organisation) is committed to ensuring all staff and volunteers who work with children and young people are safe and appropriate to work with children. We want children, young people, parents, caregivers and whānau to feel protected and confident that our staff and volunteers have been safely recruited to the highest standard possible.

All possible steps must be taken to prevent unsuitable people from working with children and young people.

We commit to follow the requirements of the Children's Act 2014 for the recruitment of staff.

We commit to go beyond the legal requirements and make sure our volunteers are safely recruited to the same standards. We commit to this as

(insert name of organisation) recognises all our staff and volunteers are in Positions of Trust. This is our duty of care to children and young people.



We want the best outcomes for the children and young people that come to

(insert name of organisation).

We want children and young people to be safe, flourish, and enjoy their sport, recreation or activity.

The purpose of this policy is to:

1. Outline our commitment to protect children and young people from harm, abuse and neglect by a staff member or volunteer of

(insert name of organisation).

2. Reduce the opportunity for a perpetrator of abuse to offend against the children and young people of

(insert name of organisation).

3. To guide the safer recruitment of staff and regular volunteers.

Who the Safer Recruitment Policy applies to

This policy applies to all staff and regular volunteers who are employed or engaged by

(insert name of organisation), whether or not they are paid. The processes of safer recruitment will be followed every time a staff member or volunteer is recruited.

The ability to screen and safety check a volunteer can be more limited than an employee; however, our volunteers often perform similar duties to our employees and have equal access to children and young people. It is essential

(insert name of organisation) safely recruits volunteers using the same standards as we use for our employees, where possible.

Volunteers that provide one-off support will not be safety checked in line with this policy and procedures. Instead, they will always work alongside and be supervised by our fully inducted staff and volunteers.

PROCEDURE 3

Procedures for the Safer Recruitment of Employees and Volunteers

The following procedures must be followed when employing or engaging any person over the age of 18 years old at

(insert name of organisation) in;

- paid employment
- independent contractor
- as a regular volunteer.

There are two different standards of procedures to follow for employees and contractors, and regular volunteers.

Procedures for the safer recruitment of employees and contractors

The organisation will always follow these procedures consistently and will provide to the Board of Trustees or Directors, a completed checklist confirming safer recruitment of an employee or contractor and regular volunteer.

Safer Recruitment Checklist at Appendix 5

Advertising an employment or contracting position

Staff can be employed and engaged by:

1. an advertisement in the local paper
2. an online advertisement
3. word-of-mouth.

Any advertisement should clearly state

(insert name of organisation) is a Child Safe Organisation and all candidates will be safety checked to Children's Act 2014 standards and note the need for the successful applicant to undertake Police vetting and reference checks.

If an enquiry for a position is received verbally,

(insert the appropriate position for example the Manager) of

(insert name of organisation) will inform the person about the culture of child safety within

(insert name of organisation) and the safer recruitment process outlined in these procedures.

The fact a candidate is known personally to anyone associated with the recruitment process or management of the organisation does not reduce or remove the requirements under this policy.



Application forms and CVs

- A job description and key tasks for each position will be available, noting the role is working with children and young people.
- All candidates are required to complete a

(insert name of organisation) employment application form.

- A CV is required detailing full work history for at least the last five years – any gaps require a thorough investigation.
- Up-to-date details of relevant professional associations, licensing bodies, or registration bodies the candidate is accredited by, must be obtained.
- Details of two referees, including one recent previous employer, must be obtained.
- Referees must have known the candidate for a least 12 months and must not be related in any way or living in the same household.

Vetting and screening candidates

The process of vetting and screening candidates is to gather information to gain the best possible insight into the candidate. The process will result in a risk assessment of the person's suitability for the role. This risk assessment will rely upon professional judgement. We recommend a group of people should be involved in the process.

Qualifications

Qualifications will be verified for their legitimacy. If the original document or a certified copy is unavailable during the screening process, the organisation that issued the qualification or certification will be contacted to check the candidate's claim. Any future formal offer made to a candidate will be conditional upon an original or verified copy of the qualification or certification being provided to

(insert name of organisation).

Police vetting

Police vetting is a requirement for all candidates.

Only candidates who agree to Police vetting can be considered for recruitment.

The role will be assessed by the manager to decide whether the employee would be a Core Worker or a Non-Core Children's Worker, and the Police vetting application will be made on this basis.

(A Core Worker means a children's worker who works in a regulated service who works with children and may be the only person present; or has primary responsibility for, or authority over the child or children present.)

Employment will not start until a Police vetting report has been returned, and all safety checks, including risk assessments, are completed.

(insert name of organisation) will not employ or engage anyone with a Schedule 2 Children's Act offence.

If the Police vetting process reveals convictions other than Schedule 2 offences, the organisation will decide, based on the nature of the previous conviction, and the nature of the role, whether the candidate will pose a risk to a child and young person and therefore if they can be employed.

Contacting any professional body the candidate is a member of

This is to:

- obtain any relevant information about the candidate that may affect their application
- to confirm their identity and their current membership status.

Checking a candidate's identity

Verifying the candidate's identity must be completed before any unconditional offers are entered into.

A candidate's identity will be verified by sighting:

- a Primary Identification document AND
- a Secondary Identification document.
One of these must be a photo identification.
- RealMe identity-check.

If the name of the person is different from the identification they produce, the candidate must provide a supporting name change document, which confirms the current name change.

A list of relevant documents for checking identity can be found at <http://www.legislation.govt.nz/regulation/public/2015/0106/latest/whole.html>

Interviews

- All candidates should be interviewed face-to-face before being selected for a role that allows access to children or young people.
- At the interview, it should be stressed that the identity of the successful applicant will be checked, references sought, and a Police vet carried out to check for child related offences.
- A small panel of people will be involved in an interview allowing for multiple perspectives of a candidate. At least one of the panel will be

(insert name of organisation)s Child Safeguarding Representative.

- Interview questions are designed to give information about the:
 - candidate themselves
 - candidate's views on child safe practices
 - candidate's attitudes and behaviours towards children and young people
 - candidate's experience and interactions in working with children.

Example interview questions can be found in Appendix 6

Referees and references

- At least two referees will be contacted.
- Where it is not possible immediately to contact a referee by telephone, questions may be given to a referee to be answered in writing and then followed up by telephone.
- A search for information about candidates on the internet and social media can provide further insight and information that is publicly available. However, this should be treated with caution so as not to intrude on a person's privacy unfairly or unreasonably base an employment or contracting decision on such grounds.

A list of questions to ask referees is at Appendix 6

Evaluation, risk assessment, making a decision and records

- **(insert name of organisation)** will show commitment to equal opportunities in all aspects of employment and contracting, including recruitment.
- Procedures will be fair and free of any bias when screening candidates. The person most suited to the position in terms of skills, experience, qualifications, and ability will be selected.

(insert name of organisation) is committed to employing staff from a diverse range of backgrounds and experience.

- Analysis of the information gathered will be used to assess the risk the candidate would pose to the safety of children and young people if employed or engaged.
- The manager will sign a declaration confirming the candidate does not present a risk to a child or young person.
- This risk assessment is made based on the outcome of safer recruitment information.
- If any risk to children and young people is identified, the candidate will not be employed or engaged in any role.
- Records of the information obtained will be kept along with details of when it was gathered and the date when safety checks need to be carried out again (in three years).
- Unsuccessful candidate details will be disposed of securely after six months.
- No person will be employed or engaged until the full safer recruitment process has been completed, and the Police vet returned.
- Information about all applicants will be kept confidentially in a HR file.

Response to candidates

- All candidates will be notified by phone or letter of the outcome of the recruitment process.
- A written formal offer of employment will be given to the new employee along with an Individual Employment Agreement. Independent contractors will be offered a suitable written contract.

Periodic review

A review of safety checks will be carried out every three years and will include:

1. A renewed Police vet.
2. Confirmation of any name change and relevant documents confirming this.
3. Contacting any professional body the employee is a member of to:
 - obtain any relevant information about the employee that may affect their current role
 - to confirm the identity and the current membership status.
4. A risk assessment.

Procedures for the safer recruitment of volunteers

(insert name of organisation) have a commitment to keep all children and young people safe by safer recruitment of people in a Position of Trust, regardless of whether they are paid staff members or a volunteer.

The ability to screen and safety check a volunteer can be more limited than an employee; however, our volunteers often perform similar duties to our employees and have equal access to children and young people. It is essential

(insert name of organisation) safely engages volunteers by employing the same standards used for recruiting paid staff where possible.

Recruiting regular volunteers

Regular volunteers are usually engaged through word-of-mouth. The same requirements apply, regardless of the fact potential volunteers may be known to people involved in the organisation.

If an advertisement is placed in a local paper or online, this will state that

(insert name of organisation) is a Child Safe Organisation and that all volunteers will be required to be safety checked and Police vetted.

If a volunteer approaches the manager of

(insert name of organisation) offering ongoing support, they will be informed about the culture of child safety within

(insert name of organisation), and informed of the safe engagement process outlined in these procedures.

Completion of the volunteer screening form

All regular volunteers will be required to complete a Volunteer Screening Form at Appendix 7

Screening and Police vetting regular volunteers

- Police vetting is a requirement for all people in a Position of Trust in

(insert name of organisation).

- Only volunteers who agree to Police vetting can be considered for engagement as a volunteer.
- Volunteering will not start until a Police vetting form has been returned.

-

(insert name of organisation) will not have as a volunteer anyone with a Schedule 2 Children's Act offence.

- If the Police vetting process reveals convictions other than Schedule 2 offences, the organisation will decide, based on the nature of the previous conviction, and the nature of the role, whether the volunteer will not pose a risk to a child and young person and therefore can be engaged.

Contacting any professional body the volunteer is a member of

This is to:

- obtain any relevant information about the volunteer that may affect their volunteer role
- to confirm their identity and their current membership status.

Checking a volunteer's identity

Verifying the volunteer's identity must be completed before any unconditional offers are entered into.

A regular volunteer's identity will be verified by sighting:

- a Primary Identification document AND
- a Secondary Identification document.
One of these must be a photo identification.
- RealMe identity-check.

If the name of the person is different from the identification they produce, the candidate must provide a supporting name change document, which confirms the current name change.

A list of relevant documents for checking identity can be found at <http://www.legislation.govt.nz/regulation/public/2015/0106/latest/whole.html>

Referees and references

- At least two referees will be contacted.
- Where it is not possible immediately to contact a referee by telephone, questions may be given to a referee to be answered in writing and then followed up by telephone.
- A search for information about candidates on the internet and social media can provide further information that is publicly available. However, this should be treated with caution so as not to intrude on a person's privacy unfairly or unreasonably base a recruitment decision on such grounds.

A list of questions to ask referees can be found at Appendix 4

Evaluation, risk assessment, making a decision and records

- _____
(insert name of organisation) is committed to recruiting volunteers from a diverse range of backgrounds and experience.
- Evaluation of the information gathered will be used to assess the risk the candidate would pose to the safety of children if engaged.
- The manager will sign a declaration confirming the volunteer does not present a risk to a child or young person. This risk assessment is formed based on the outcome of safer recruitment information. If any risk to children and young people is identified, the volunteer will not be engaged.
- Records of the information gathered will be kept along with details of when it was gathered and the date when safety checks need to be carried out again (3 years).
- No regular volunteer will be engaged until the full safe recruitment process has been completed, and Police Vet returned.

A safer recruitment checklist can be found at Appendix 3

Response to volunteer applicants

- All applicants will be notified by phone or letter of the outcome of the recruitment process.
- Successful volunteer applicants will be given a written outline of the induction process and requirements.
- Information about all applicants will be kept confidentially in a HR file.
- Unsuccessful applicant details will be disposed of securely after six months.

Periodic review

A review of safety checks should be carried out every three years and will include:

- A renewed Police Vet.
- Confirmation of any name change and relevant documents confirming this.
- Contacting any professional body the volunteer is a member of to:
 - obtain any relevant information about the volunteer that may affect their current role and
 - to confirm the identity and the current membership status.
- A risk assessment.



APPENDIX 3

Name of organisation:

Safer Recruitment Checklist for Staff, Contractors and Volunteers

Candidate's full name:

Position:

Employment/Contractor Applicant Confirmation of Identity

Identity confirmation, either by:

1.

Use of an **electronic identity credential** (e.g. The RealMe identity verification service), and a search of personnel record to check that the identity has not been claimed by someone else.

Date:

OR

2.

Following the regulatory process to provide confidence that:

The identity exists (i.e. that it is not fictitious) by **checking an original primary identification document.**

Date:

The identity is a 'living' identity and the potential children's worker uses that identity in the community by **checking an original secondary identity document.**

Date:

The potential children's worker links to the identity either by checking an identity document that contains a **photo**, or by using an **identity referee.**

Date:

Searching **personnel records** to check that the identity has not been claimed by someone else.

Date:

Employment/Contractor Applicant Background and Potential Risk Checks

Activity:

Interview/s of the potential children's worker Date: _____

Qualifications checked Date: _____

Obtained and considered a **work history**, covering the preceding five years, provided by the potential children's worker. Date: _____

Obtained and considered information from at least **two referees**, not related to the potential children's worker or part of their extended family.

Referee name: _____ Date: _____

Referee name: _____ Date: _____

Information sought from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority. Date: _____

Obtained and considered information from a **New Zealand Police Vet** Date: _____

Electronic Media Checked

Risk assessment confirmation

I _____ confirm to the best of my knowledge, based on the information above, this person does not pose a risk to a child or young person.

Signed: _____ Date: _____

APPENDIX 4

Name of organisation:

Questions for Interviewers and Referees

Suggested questions to ask at an interview

Note these questions are child safeguarding focused. Ask questions about qualifications, experience, etc in the usual way.

- What are your previous experiences of working with children and young people?
- What challenges have you encountered when working with children, and how did you overcome these?
- What do you think good practice looks like when working with children?
- Have you ever had an incident involving a child that caused your employer to question your practice or process?
- What do you feel are the main reasons that have led you to want to work with children?
- Tell us about a time when you took action to help protect a child.
- What has your work with children and young people taught you about yourself?
- What steps do you think should be taken if children make allegations against staff/volunteers?
- Have you ever had concerns about a colleague's behaviour or attitude towards the children in their care? How did you deal with this?
- If a child was displaying challenging behaviour, how would you deal with that? Have you had any experience with that type of situation? How did you deal with it?

Questions to ask of referees:

- This role is working with children and young people, do you have any concerns about

(insert name of candidate) working in such a role?

- Would you allow

(insert name of candidate) to care for your children?

- Have you ever felt uncomfortable about

(insert name of candidate)'s behaviour towards children and young people in a previous job? What were your concerns, what did you do, and how was the issue resolved?

- Did you ever have concerns relating to the safety and welfare of children and young people or the candidate's behaviour towards children?
- Would you re-employ this candidate again?

Areas of potential concern

Note to interviewers:

During your selection process, you may hear things about the candidate that cause you concern and which you would then need to explore further with them.

These may include that the candidate:

- Has lack of, or no understanding or appreciation of children's needs or expectations.
- Appears to want the role to meet their own needs rather than the needs of children and young people.
- Uses inappropriate language when talking about children.
- Displays vagueness about their experiences, or has gaps in their application form, and the inability to provide examples to support their answers.
- Is unwilling to follow the rules, procedures or work with others.

APPENDIX 5

Name of organisation:

Volunteer Screening Form

(insert name of organisation) is a Child Safe Organisation. It is our number one priority to keep our children and young people safe.

Please complete the following information:

All our people in a Position of Trust are required to:

1. Be safety checked and screened
2. Be inducted into our child safe culture, policies and standards
3. Attend safeguarding and child protection training.

Name:

Address:

Phone contact numbers:

Details of previous experience:

Tell us a bit about why you would like to volunteer with

(insert name of organisation).

How and when can you volunteer?

Please give us names and contact details of two referees we can contact. Referees must have known you for longer than 12 months, not be a family member or living in the same household as you. One must be a previous employer.

Referee 1:

Referee 2:

Have you had any previous convictions or involvement with the police? Yes No

Please include any information even if no charges have been laid. You are required to complete a police vet.

Please sign below to confirm your consent to _____ **(insert name of organisation)** obtaining information as detailed above to assess your suitability for the role.

Signed:

Date:

POLICY 7

Name of organisation:

Media Policy

(Photographing, Filming and use of Images of Children and Young People)

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.

Background

Capturing images and videos of children and young people is a great way of celebrating achievements and promoting the activity, recreation or sport. Coaches use photographs and videos to assist with coaching and skill development. However, consideration must be given to informed parental consent, the approval of the devices images may be taken on, and how these are stored and used. Consent gained for photographs, or video does not extend to the technology that allows capturing and sharing of images such as via webcams and chat rooms.

Advances in technology that allow us to capture digital images and videos have resulted in the reality that children and young people are at risk of abuse, bullying, cyber-bullying and child sexual exploitation from image sharing. Their right to privacy may be breached, putting high profile or already vulnerable children and young people at risk if not managed correctly.

Images can be shared in a click, or easily printed off and as a result image usage comes with an obligation to ensure the rights and safety of the children and young people captured in images are protected.

The risk comes from:

- Taking inappropriate or illegal images of children and young people.
- Children and young people taking and sharing inappropriate images of their friends and team-mates
- The image and identification of the child or young person in the wording relating to the image may result in them being identified (such as adopted children), contacted or information gained to enable grooming, either face-to-face or via a social media platform.
- Publication or sharing of images inappropriately to exploit, embarrass or harass children and young people.
- Parents and caregivers may give consent but not fully understand which device will be used, who it belongs to, how images and recordings are shared and stored.

The purpose of this policy

The purpose of the policy is to provide guidance to protect and safeguard children and young people and identify any breaches swiftly.

Who this policy and procedures applies to?

This policy applies to all staff, contractors and volunteers providing services for or associated with

(insert name of organisation). The policy 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).

Everyone wishing to film or take photos of children and young people at

(insert name of organisation) has a responsibility to comply with the following guidance.

Safe use of images of children and young people

- All staff members, contractors and volunteers will be made aware of this policy and receive training.
- All children, young people, parents, caregivers and whānau will be made aware of this policy.
- Ensure parental/caregiver/whānau consent is obtained via

(insert name of organisation) Consent Form - Use of Imagery (Appendix 8).

- Verbal consent alone must not be accepted under any circumstance.
- If parental consent is not given, inform approved photographers and staff of any children and young people who must not be photographed.
- Do not publish photographs with the full name(s) of children and young people unless you have written parental consent and you have informed the children, young people, parents, or caregivers and whānau how the photograph will be used.
- Do not use images of children and young people and detailed personal information in publications, including websites or blogs.
- Promote a culture within

(insert name of organisation) that the reporting of breaches of this policy by staff and volunteers is in order to keep children and young people safe.

- Consider the purpose of capturing the image. Is it necessary? Does it benefit the child or young person or

(insert name of organisation)? Could a file image or illustration be used?

Minimising the risk

- Photography in changing rooms, toilets and showers is not allowed under any circumstances.
- Parents, caregivers, whānau and the children and young people must not take images of themselves or other children and young people in a changing room, toilet or shower.
- Children and young people must be dressed in kit related to the sport, recreation or activity and in clothing that does not expose them unnecessarily.
- Images should focus on the activity or sport, rather than individual children and young people where possible.
-

(insert name of organisation) will use an approved photographer to capture images who has undergone recruitment and Police vetting following

(insert name of organisation) Safer Recruitment Policy to comply with The Children Act 2014.

- Ensure the approved photographer has a copy of this policy and provide the photographer on the day with a copy of this policy.
- Check the photographer's identity, the legitimacy of their role, and the purpose and use of the images to be taken.
- Inform parents or caregivers prior to the event that an approved professional photographer will be in attendance.
- Ensure the approved photographer has clear ID that is visible at all times.
- Do not permit or ignore unsupervised access to children or young people by an approved photographer or by any person taking photographs on behalf of

(insert name of organisation).

- Do not permit or ignore one-to-one photo sessions with an approved photographer, or person taking photographs on behalf of

(insert name of organisation).

- Don't permit or ignore photo sessions away from the event – for instance, at a young person's home.
-

(insert name) and

(insert name) are the staff members approved by

(insert name of organisation) to take images of children and young people.

Respecting the rights and wishes of the child or young person

- Inform children and young people prior to the event that an approved photographer will be in attendance. Ask for their consent for photos to be taken.
- Inform children and young people of this policy and safe working practices related to this policy to enable them to alert

(insert name of organisation) of any breaches.

- At the time, prior to capturing the image or recording, obtain verbal consent from the child or young person to ensure they are happy to proceed, even if parental consent was obtained.
- Explain to the child or young person the purpose of capturing the image and how it will be used and stored.
- Offer to show the child or young person the image to ensure they are happy for it to be used prior to sharing or publicising.
- If they decline, do not proceed, even if a parental consent form is signed.
- In situations when parental consent is not given, it must be respected and communicated with staff members to ensure the rights of the child are safeguarded and protected.
- Full names of children and young people should never appear alongside their image on any organisations social media platforms.

Storage and sharing of images

- Photographs or recordings of children and young people must be kept secure and not shared unless for the purpose the image was taken in accordance with the signed parental consent form.
- Photographs and recordings must only be shared with approved staff members, e.g. the person responsible for marketing, social media or newsletters.
- Breaches related to the storage and sharing of images and recordings must be reported to

(insert name of organisation) Child Safeguarding Representative (CSR) immediately.

- Hard copies must be kept in a locked cupboard or drawer.
- Photographs and recordings must not be stored on personal computers, laptops, memory sticks, memory cards or cell phones.

Responding to complaints and concerns

It is important that concerns or allegations related to inappropriate taking or use of images of children and young people are dealt with in the same way as any other child-protection issue. This includes concerns about professional photographers.

Always consult with your CSR and follow

(insert name of organisation) Child Safeguarding Policy.

APPENDIX 6

Name of organisation:

Consent Form – Use of Imagery

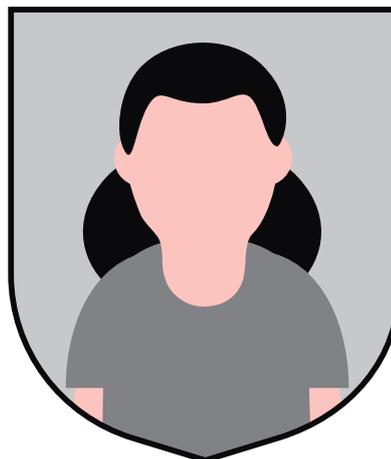
In accordance with

(insert name of organisation)'s Media Policy (Photographing, Filming and use of Images of Children and Young People)

(insert name of organisation) does not permit photographs, video or other images of children and young people under the age of 18 to be taken without the consent of the child or young person's parent or caregiver.

(insert name of organisation) uses photographs and video recordings to celebrate the success of our members and for promotion and marketing purposes. The identification of the child or young person will not be disclosed unless the photograph is used to celebrate individual success. We will always take great care to only show photographs and video recordings that are child-safe and appropriate.

Any advancement in technology leading to new ways in which images may be captured or shared after the date of signing will require a separate consent form to be completed.



To be completed by parent, caregiver or whānau and relates to:

Name of child or young person:

- I give permission for images be used within

(insert name of organisation) for display purposes.

- I give permission for images to be used within other printed publications.
- I give permission for images to be used on the

(insert name of organisation) website.

- I give permission for the above-named to be recorded/filmed for use on the

(insert name of organisation) website.

- I give permission for the above-named's photograph to be used on

(insert name of organisation) social media pages.

- I give permission for the above-named to be recorded/filmed for use on

(insert name of organisation) social media pages.

- I give consent to photographs and images of the above-named only to be captured on devices approved in line with the

(insert name of organisation)'s Media Policy (Photographing, Filming and use of Images of Children and Young People).

- I give consent for photographs and images of the above-named only to be shared by the means detailed in

(insert name of organisation)'s Media Policy (Photographing, Filming and use of Images of Children and Young People).

- I give permission for the above-named's first name only to be published with any photograph.
- I have read or made aware of how photographs or videos will be shared and stored by

(insert name of organisation).

- It is my responsibility to inform

(insert name of organisation) of any changes in the above-named's situation that may result in me denying consent for the capturing, sharing or storing of photographs or video's, or the identification of the above-named alongside such images.

Print name of parent, caregiver or whānau:

Signature of parent, caregiver or whānau :

Date:

POLICY 8

Name of organisation:

Transportation of Children and Young People 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

(insert name of organisation) has a legal responsibility to ensure the safety and wellbeing of children, young people, staff and volunteers engaged in work or activities associated with

(insert name of organisation). This includes the transportation of children and young people.

The purpose of this policy

To ensure that children and young people are safe when travelling when engaged in

(insert name of organisation) activities or events.

To ensure that staff and volunteers work in ways that safeguard children and young people and themselves.

Scope – Who does this policy apply to?

Staff:

This policy applies to all staff who are employed, volunteer (including parents and caregivers), or engaged by

(insert name of organisation), including contractors.

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.

Our commitment

(insert name of organisation) is committed to ensuring we take all reasonable steps to ensure the safety and wellbeing of children and young people when they are travelling to engage in activities associated with

(insert name of organisation).

Minimum requirements

These are the minimum requirements when the activities of

(insert name of organisation) require the transportation of children and young people via staff, volunteers or a commercial organisation such as taxi, or bus companies. The following must be adhered to:

- All drivers and chaperones must have cleared Police vetting and reference checks to the standards required in The Children's Act 2014 and recruited in accordance with

(insert name of organisation) Safer Recruitment Policy.

- All drivers must have a current full New Zealand drivers licence or approved equivalent.
- Any new penalties must be disclosed to

(insert name of organisation).

- If you carry passengers for hire or reward, you need a passenger (P) endorsement. <https://www.nzta.govt.nz/driver-licences/getting-an-endorsement/getting-an-endorsement-pvio/applying-for-a-passenger-p-endorsement/#who-needs-a-passenger-endorsement>
- Staff and volunteers must not consume alcohol or drugs (illegal or prescription where they might impair the driver's ability to safely drive) prior to or during the transportation of children and young people.
- Staff and volunteers who transport or work with children and young people must submit to random alcohol and drugs tests as required by

(insert name of organisation).

- Failing a drug or alcohol test will always result in instant dismissal.
- All vehicles (private and commercial) must:
 - have a current WOF
 - be appropriately insured to be used for business purposes
 - passengers must not exceed the maximum capacity.

- Drivers must ensure seat belts are worn by children and young people while in transit.
- Appropriate child car seats must be used. If a car seat is not available, the driver should not transport a child.
- Speed limits must be adhered to, and weather conditions must be taken into account.
- Parents, caregivers or whānau must give written consent if their child is going to travel in another adult's car.
- Pick up and drop off locations, expected time of departure, and arrivals must be clearly communicated to children and young people staff, volunteers, parent and caregivers well in advance of the event.

(insert name of organisation), relevant staff and volunteers will have up to date contact details of the parents and caregivers of children and young people involved in

(insert name of organisation) activities.

- Contact details of key staff must be communicated to children, young people, parents, caregivers, whānau staff and volunteers well in advance of the event.
- Drivers can remove a child or young person from the vehicle for bad behaviour, but must not leave them unattended. The child or young person's parent, caregivers or whānau, Child Safeguarding Representative (CSR)/line manager or in extreme cases, the Police, should be contacted.

Safe ways of working

Staff, volunteers and contractors must be familiar with

(insert name of organisation) Code of Conduct.

(insert name of organisation) strongly encourages staff and volunteers not to:

- drive a child or young person home or to any other place (other than your own child)
- find yourself left alone with a child or young person in a vehicle or club premises (other than your own child)
- send a child or young person home with another person without prior arrangement and permission from their parent or carer
- substitute an approved driver without prior permission from

(insert name of organisation)

- use your own vehicle to transport children and young people at any time, either to and from a training session or to away matches (other than your old child).

There may be occasions where a child or young person requires transport in an emergency or where not transporting them may place a child or young person at risk. These circumstances must be immediately communicated to parents, caregivers and whānau and a line manager at the time and be recorded and reported to a CSR and parents/caregivers within 24 hours.

If a situation occurs when a driver is unable to avoid being alone in a vehicle with a child or young person, then the driver must ensure that the child or young person is in the back of the vehicle sitting behind the passenger seat.

A risk assessment must be carried out and risk managed before transporting children and young people to an event including:

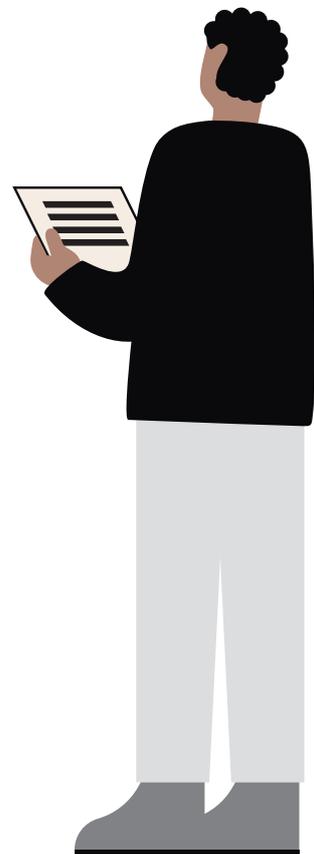
- any particular transportation or health needs of the children and young people
- the safety and appropriateness of the vehicle
- the length and planned route of the journey and rest stops
- weather and traffic conditions
- how many drivers are required to allow regular breaks
- child to adult ratios.

Staff and volunteers must report any safety and child protection concerns in relation to a child, young person, staff member or volunteer to CSR

(insert name) and

(insert name) who is responsible for Health and Safety at

(insert name of organisation).



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 4

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:

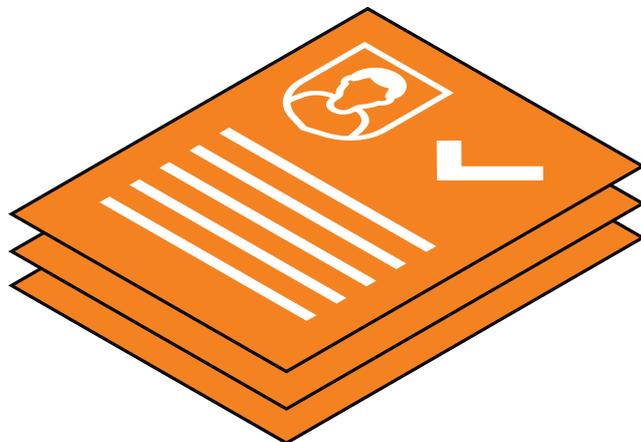
- ring the Police immediately, providing a description, and keep searching the area
- advise the parents, caregivers or whānau of the situation as soon as it is reasonably practical to do so.

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:



POLICY 10

Name of organisation:

Safe use of Changing Facilities 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

All children must be safe in changing facilities where they may be particularly vulnerable to bullying and abuse. Responsible adults will keep children safe and respect appropriate boundaries.

Thinking about how you can effectively meet the needs of all children and young people is important. It's important to consider the facilities that are available, who can access them and whether the environment is safe for children and young people.

We know that children and young people are particularly vulnerable in changing areas. Due in part to various stages of dress/undress and because they are often less supervised than at other times.

There is a risk of child-to-child problems, such as bullying if the changing room is left unsupervised.

The following procedures can help to reduce the risk of misconduct or abuse in changing facilities:

1. Changing facilities should not be used by adults and children/young people at the same time. Where this is unavoidable, there must be access to separate changing, showering and toilet areas.
2. Under no circumstances should adults be undressed in front of children/young people in changing rooms.
3. Staff and volunteers must not change or shower at the same time as children using the same facilities.
4. For mixed-gender activities, separate facilities must be available for boys and girls.
5. If a child or young person feels uncomfortable changing or showering in public, then no pressure should be placed on them to do so.
6. If disabled children and young people need to use changing facilities, make sure they are accessible and that the disabled child or young person and their parent, caregiver or whānau are involved in deciding if and how they should be assisted. Make sure the child or young person is able to consent to the assistance that is offered.
7. The use of mobile phones and/or photographic equipment with video recording capabilities by staff and volunteers and also children and young people themselves should be prohibited under any circumstance in changing facilities.
8. Where no changing facilities are available, children/young people and their parents, caregivers or whānau should be made aware of this prior to the activity taking place.
9. Parents, caregivers or whānau should be discouraged from entering changing facilities unless it is truly necessary. In such circumstances, only a parent of the same sex as the children/young people may enter the changing facility and they should let the supervising adult know about this in advance. At least one member of staff/volunteer of the same sex as the children/young people involved should be present with the parent, caregiver or whānau when other children/young people are in the changing facility.
10. Staff and volunteers, especially those of the opposite sex, should not be in the changing facility when children are undressed.

Organisation Risk Assessment Form

This risk assessment guide provides some examples of potential risk or harm that may occur in play, active recreation or sport when working or volunteering with children or young people. Some examples of risk have been suggested as well as some examples of how the potential risk or harm might be mitigated. The examples don't cover every potential risk or harm and the risk assessment should be reviewed regularly and before new events, activities, tournaments, holiday programmes or trips away, to ensure the best possible plan has been put in place.

We have provided some examples below, but you can easily adapt this assessment to fit with the way your organisation works with children and young people.

Terms used:

- **Potential risk of harm to children** - identified risks of harm to children and young people participating in play, active recreation and sport.
- **Likelihood of harm happening** - the likelihood of the risk occurring: low, medium or high.
- **Required policy, guidance and procedure document** - which policy, procedure or training is required to address the risk.
- **Responsibility** - who is responsible for reducing the risk?

Potential risk of harm to children	Likelihood of harm happening: Low/Medium/High (L,M,H)	Required policy, guidance or procedure document	Who is responsible for handling this issue?	Further action required
Staff/Volunteers/Contractors				
Recruitment of inappropriate people working directly with children		<ul style="list-style-type: none"> • Child Safeguarding Policy • Safer Recruitment Policy and procedures • Screening Form • Sign Code of Conduct • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. proof of qualifications to be confirmed
Lack of training on safeguarding for employees, volunteers		<ul style="list-style-type: none"> • Safer Recruitment and screening process • Sign Code of Conduct • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. proof of qualifications to be confirmed E.g. safeguarding course for coaches to be completed. Coaches sign the code of conduct
Other adults with access to children, contractors, medical staff, physios.		<ul style="list-style-type: none"> • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed • Sign Code of Conduct 		

Potential risk of harm to children	Likelihood of harm happening: Low/Medium/High (L,M,H)	Required policy, guidance or procedure document	Who is responsible for handling this issue?	Further action required
Complaints and discipline				
Concern about behaviour of some adults towards children		<ul style="list-style-type: none"> • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed • Child Safeguarding Policy • Responding to disclosed or suspected child abuse and neglect • Child Safeguarding Representative Policy 		<p>E.g. report concern to safeguarding officer</p> <p>Immediate action needed</p>
Reporting procedures				
Absence of a reporting procedure		<ul style="list-style-type: none"> • Child Safeguarding Representative Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		<p>E.g. map out and establish partnerships with referral agencies</p> <p>Make reporting procedures widely available and publicise list of local agencies and organisations</p>
No Child Safeguarding Representatives appointed		<ul style="list-style-type: none"> • Child Safeguarding Policy • Child Safeguarding Representative Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		<p>E.g. appoint and widely publicise name of Child Safeguarding Representatives</p> <p>Train him/her in the safeguarding role</p>
Not clear who children should talk to or report to if they have concerns		<ul style="list-style-type: none"> • Put up the name(s) of the Child Safeguarding Representatives to inform children of the person's name and his/her role 		<p>E.g. widely publicise name of contact person</p> <p>Train Child Safeguarding Representatives for the role</p>

Potential risk of harm to children	Likelihood of harm happening: Low/Medium/High (L,M,H)	Required policy, guidance or procedure document	Who is responsible for handling this issue?	Further action required
Facilities and accomodation				
Unauthorised access to children's activity areas - to changing rooms, showers, etc.		<ul style="list-style-type: none"> • Safeguarding Policy • Code of Conduct • Safe Use of Changing Facilities Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. clarify responsibilities before session starts
Children sharing same facilities and accommodation with adults		<ul style="list-style-type: none"> • Child Safeguarding Policy • Code of Conduct • Safe Use of Changing Facilities Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. plan ahead to create the safest possible environment
Transport and travel				
Transporting children between venues/training is not safe		<ul style="list-style-type: none"> • Safeguarding Policy • Code of Conduct • Transportation of Children and Young People Policy 		E.g. plan ahead to create the safest possible environment Staff training
Safeguarding checks have not been carried out on any drivers		<ul style="list-style-type: none"> • Safer recruitment for all those who work directly with children • Code of Conduct 		E.g. plan ahead to create the safest possible environment
No guidance for travelling and trips away		<ul style="list-style-type: none"> • Child Safeguarding Policy • Code of Conduct • Safe Use of Changing Facilities Policy • Billeting and Overnight Accommodation Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. Extensive early planning required. Ensure there is a checklist for trips away and ensure there are enough trained and vetted adults to supervise
A child or young person has gone missing		<ul style="list-style-type: none"> • Child Safeguarding Policy • Child Safeguarding Representative Policy • Missing Child Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. Ensure everyone is aware of the Missing Child Policy prior to event, tournaments and trips away

Potential risk of harm to children	Likelihood of harm happening: Low/Medium/High (L,M,H)	Required policy, guidance or procedure document	Who is responsible for handling this issue?	Further action required
Communications and social media				
Inappropriate use of social media and communication by children and young people		<ul style="list-style-type: none"> • Children's Code of Conduct 		Ongoing review
Inappropriate use of social media and communication by adults with under-18s		<ul style="list-style-type: none"> • Child Safeguarding Policy • Child Safeguarding Representative Policy • Media Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		Ongoing review
General behavioural issues (child to child, or adult to child)				
General behavioural issues		<ul style="list-style-type: none"> • Code of Conduct for adults and children 		E.g review and discuss the code(s) of conduct with adults and children Sign Code of Conduct

This risk assessment was discussed and completed by:

on: _____

Signed:

Name:

Role:

Date:

Definitions of words used in this policy or appendices

Bullying is repeated, unreasonable behaviour directed towards a person or a group of people that can have a significant impact on them. It may create a risk to their physical and/or mental health and safety. The person or people acting in this way may not intend to cause harm or may not see their behaviour as bullying.

Candidate means the person being considered for recruitment for employment/a volunteering role.

Child A child is a person under the age of 14.

Child Protection is a reactive approach that is part of a safeguarding process, protecting individual children identified as suffering or likely to suffer serious harm.

Child Safeguarding Representatives (CSR) are the people appointed by

(insert name of organisation) who hold responsibility for our Safeguarding and Child Protection.

Child abuse is the harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person. Child abuse and neglect can occur for a child outside of our organisation (externally), or inside our organisation (internally). It includes actual, potential, and suspected abuse.

Child Safe Organisation is an organisation working with children that promote the safety of children and young people, prevent abuse and have effective processes in place to respond to and report all allegations of child abuse.

Child sexual exploitation is a form of sexual abuse in which a person exploits, coerces or manipulates a child or young person into engaging in some form of sexual activity in return for something the child needs or desires or for the gain of the person perpetrating or facilitating the abuse. This “exchange” could involve the child or young person receiving money, affection, gifts or drugs in exchange for performing sexual activities or having others perform sexual activities on them.

Children’s worker means a person who works in, or provides, a regulated service, and the person’s work—may involve regular or overnight contact with a child, and may take place without a parent, caregiver or whānau of the child, or of each child, being present. All our staff and volunteers at

(insert name of organisation) are children’s workers.

Core Worker means a children’s worker who works in a regulated service who works with children and maybe the only person present; or has primary responsibility for, or authority over the child or children present.

Codes of Conduct are the standards of behaviour and interaction

(insert name of organisation) expect every person in a Position of Trust with a child or young person to follow. Our Codes of Conduct are in a separate document to this policy, and all staff and volunteers will be inducted into these standards.

Contractor A person or business that is paid or instructed by

(insert name of organisation) to provide services to

(insert name of organisation).

Cumulative harm The ongoing effects of abuse and neglect create layers of harm for a child or young person, which can impact on many areas of the child or young person’s life. This can make it difficult for the child or young person to thrive.

Cyber bullying This is usually perpetrated using social media networks, games and mobile phones. This can include spreading rumours, posting nasty or embarrassing messages, images or videos. Children and young people can often feel like there is no escape from this type of bullying which can reach them through technology wherever they are, at any time of the day and night.

Duty of Care ensuring our actions (or omissions) do not harm someone else and protect them from risk or harm.

Driver A person who is legally permitted to transport passengers.

Emotional abuse is sometimes referred to as psychological abuse, emotional abuse is often persistent, and a consistent pattern of behaviour where the child or young person is rejected or threatened. This may include humiliating the child, criticising them, threatening them or having unrealistic expectations of them. Every child or young person who is in an environment of family violence is being emotionally abused simply by being in that environment. Emotional abuse causes severe and adverse effects on children and young peoples’ emotional wellbeing and development.

Early intervention is the process of identifying child vulnerability and risk early, and following a process to put in place supports to strengthen well-being and health of the child and whānau.

Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at some point in the future. Grooming can include communicating or attempting to befriend or establish a

relationship or other emotional connection with a child or young person or their parent or caregiver.

Harassment Sexual harassment and racial harassment are defined in the Human Rights Act 1993 (and Employment Relations Act 2000). They are unlawful ways of treating other people. Sexual harassment means any form of sexual attention or behaviour that is unwanted and offensive to a person, whether it is a serious one-off incident or less serious behaviour that is repeated. Racial harassment occurs when a person is subjected, for reasons of race, colour, nationality or ethnic origin to behaviour that might reasonably be perceived by the receiver to be offensive or unwelcome.

Intimate partner violence or family violence is any behaviour within an intimate relationship that causes physical, psychological or sexual harm to those in the relationship. It may be a single act of violence or a number of acts that form a pattern of abuse. In addition to physical violence, most commonly, family violence relates to specific forms of emotional abuse enabling power and control over victims. Children and young people in homes where family violence is occurring are always victims of family violence. Exposure to family violence is a form of emotional abuse for a child or young person.

Neglect is the persistent failure to meet a child's basic physical or psychological needs, causing long term serious harm to the child's health or development. Neglect can be intentional or unintentional. Neglect is any act or omission, resulting in impaired physical functioning, injury, health, or development of a child or young person. Neglect may also occur in pregnancy via parental substance misuse or family violence.

Non-core children's worker means a children's worker who is not a Core Worker.

One-off volunteer is someone who is brought in on one occasion to fill a role.

Physical abuse is a non-accidental act on a child/young person that results in physical harm. This may be inflicted intentionally or by the inadvertent result of physical punishment, or the aggressive treatment of a child. Physical abuse may involve (but is not limited to) shoving, slapping, hitting, punching, kicking, beating, shaking, throwing, burning, scalding, drowning, suffocating, biting, poisoning, or otherwise causing physical harm to a child or a young person. Physical abuse may also involve fabricating the symptoms of illness or deliberately inducing illness in a child/young person.

Position of Trust describes the relationships where an adult (18 years or older) or a peer (e.g. Young Leader) has, or is perceived to have, power, influence or authority towards a child or young person (under 18 years), by the nature of their role or duties within the organisation. As a result, the power and influence over children and young people can be used to manipulate and abuse.

Regular volunteer means a volunteer who is not paid and who is engaged by

(insert name of organisation) to provide support and assistance to children and young people for more than three sessions within a six month period.

Safeguarding refers to a risk-reducing approach and the steps taken to support wellbeing and prevention of harm to a child/young person.

Safer recruitment is the process of safety checking as laid down in the Children's Act 2014, which

(insert name of organisation) follows for every staff member and volunteer. This process is outlined in our Safer Recruitment Policy and Procedures.

Screening means an internal process for analysing the information gathered and identifying suitable candidates – in this case, those who can be relied on to keep children/young people safe.

Sexual abuse is any act where a child or young person is coerced, forced or enticed to take part in sexual activities (not necessarily involving a high level of violence). This involves a person in a position of trust with power or authority over a child using the child for sexual gratification. Sexual abuse can occur even though the child or young person may not be aware of what is happening or may feel they are giving consent. Sexual abuse is not solely perpetrated by adult males; women and other children or young people (peer-peer) can also commit acts of sexual abuse.

Staff is defined as those who are employed directly by

(insert name of organisation), or volunteers, as well as staff and of partner organisations and contractors while they are working with children in the care and supervision of our organisation.

Transport is any vehicle, privately or commercially owned.

Vetting means the formal process of obtaining checks from the Police vetting service.

Vulnerability a vulnerable child or young person is one who is unable to keep themselves safe from harm or who is at risk of not reaching their full potential and achieving their outcomes without services or additional support. Vulnerable children/young people are at risk of significant harm to their wellbeing now and into the future as a consequence of the environment in which they are being raised, and in some cases, due to their own complex needs.

Young person A person of or over the age of 14 years but under 18 years.

List of legislative instruments and Acts

Te Tiriti O Waitangi (The Treaty of Waitangi) 1840
United Nations Convention on the Rights of the Child (UNCROC) 1989
Care of Children Act, 2004
Children's Act 2014
Crimes Act, 1961
Children (Requirements for Safety Checks of Children's Workers) Regulations 2015
Domestic Violence Act, 1995
Domestic Violence – Victims' Protection Act 2018
Employment Relations Act, 2000
Family Violence Act 2018
Harmful Digital Communications Act 2015
Health and Crimes Amendment Act 2011
Health and Disability Sector Standards Regulations, 2001
Health and Safety Act 2015
Human Rights Act 1993
Oranga Tamariki Act 1989
Privacy Act 1993
The Protected Disclosures Act 2014



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