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**Athletics Waikato-Bay of Plenty Inc.**

**Child and Vulnerable Adults Protection Policy – TEMPLATE**

May 2024

**1.0 Purpose**

At **XXXX Club** we believe that everyone in sport has the right to have fun, be safe, protected, and free from harm when participating in events at our club. Not only while enjoying the Athletics experience but in all on and off the field environments the club is involved in. **XXXX Club** is committed to a safeguarding culture to ensure that everyone has a safe and enjoyable Athletics experience. We recognise our responsibility to ensure Athletics is a Safe Sport keeping everyone safe from harm, abuse, violence, exploitation, and neglect by ensuring we recognise and respond appropriately to any suspected or confirmed forms of abuse.

**2.0 Scope**

This policy applies to all staff, volunteers, contractors, and representatives of **XXXX Club**. For the purposes of this policy and associated procedures, a child is recognised as anyone under 18 years old, and a vulnerable adult has a mental or physical impairment that means that they need care from another person.

**3.0 Policy Statement**

**XXXX Club** is an Athletics club providing members with Athletics experiences. We are fully committed to safeguarding the welfare of children and vulnerable adults by identifying and responding to vulnerability, abuse, and neglect in an effective and efficient manner.

We recognise the responsibility the club to promote a Safe Sport environment. To protect everyone in the sport from harm and to ensure that club Members are trained and skilled to know the signs of many forms of abuse. Then to apply our policies and procedures and act appropriately and effectively in response to a concern or incident.

Everyone in the club will work together to demonstrate a strong organisational protection culture to ensure that the rights of everyone including children and vulnerable adults are respected.

**4.0 Policy Objectives**

The objective of this policy is to ensure all members of **XXXX Club** receive the support they need to promote good practice by:

* Promoting the health and welfare of children and vulnerable adults by providing opportunities for them to take part in sport and physical activity safely.
* Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
* Appointing a Designated Safeguarding Person.
* Requiring the adoption and compliance with this Safe Sport Child and Vulnerable Adult Protection Policy and associated policies and procedures.
* Promoting and implementing appropriate safeguarding procedures.
* Providing safer recruitment and training to enable members to identify and respond appropriately to suspicion, disclosure or allegations of vulnerability, abuse or neglect, to protect everyone from harm and to reduce the risk of allegations or complaints against themselves.
* Regularly monitoring and evaluating the implementation of this policy and procedures.

**5.0 Definition**

The Oranga Tamariki Act, 1989, defines child abuse as “…the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person”.

*(further information of these indicators of abuse can be found in Appendix B)*

For the purposes of this policy, this definition can be extended to include vulnerable adults and everyone at our club.

**6.0 Responsibilities**

The commitment to ensure all children and vulnerable adults are kept safe, is a shared responsibility concerning anyone involved in all of the athletics experiences we provide as a club. It is the responsibility of all members to be vigilant, have knowledge and awareness of the indicators of neglect, potential or actual abuse and to report any concerns, suspicions, or allegations of suspected abuse immediately. Ensuring that the concern raised is taken seriously and reported.

**7.0 Designated Safeguarding Person**

**XXXX Club** has appointed the following person/s as Designated Safeguarding Person/s:

|  |  |  |
| --- | --- | --- |
| Name | Designation | Contact |
|  |  |  |
|  |  |  |

In the first instance please contact **NAME XXXXX and contact details** with any issues relating to a child or vulnerable adult’s safety, wellbeing or for guidance regarding the club’s child and vulnerable adult protection policy.

The Designated Safeguarding Person/s is responsible for ensuring that the child’s/vulnerable adult’s safeguarding and protection is a key focus within **XXXX Club,** and that appropriate protocols, procedures, and training are in place. **XXXX Club** must ensure that a Designated Safeguarding Person is appointed and given appropriate training.

The role of the Designated Safeguarding Person/s is to:

* ensure that the needs and rights of children and vulnerable adults taking part in club activities come first as their safety and wellbeing is paramount.
* ensure clear, confidential, detailed, and dated records on all child and vulnerable adult protection cases are taken and held in a secure location. These must contain all available information relating to the cause for concern and any subsequent action taken, including when it has been decided not to make a notification to the Police. These records will be kept separate from other records for the purpose of confidentiality.
* establish a close link with the relevant local agencies to ensure clear and effective communication is paramount.
* ensure that everyone involved are supported appropriately when dealing with child and vulnerable adult protection concerns.
* consult with the **XXXX Club Committee Chairperson** regarding all child and vulnerable adult protection concerns.

The Athletics NZ Young Person’s Lead is Athletics New Zealand’s designated child

protection officer, (CPO), and has responsibility for child protection issues as they relate to

Athletics NZ activities, and activities run under the auspices of Athletics NZ. This person is the main contact for any issues relating to child safety and protection.

**8.0 Confidentiality / Information Sharing**

We are committed to sharing information as appropriate, therefore if there is a concern about a child or vulnerable adult, the Designated Safeguarding Person and/or **XXXX Club Committee Chairperson** will seek advice from the Police before identifying information about an allegation is shared with anyone else.

In addition to seeking advice from the Police, we will refer to the privacy commission guidelines on sharing information about vulnerable children or adults, to guide decisions on when to share information and talk to parents/whanau/caregivers.

The Designated Safeguarding Person will be responsible for ensuring that any information relating to a child or vulnerable adult protection matter is stored securely online, within a restricted access area. The Designated Safeguarding Person will also be responsible for the secure and confidential sharing of relevant information when required.

Under the Privacy Act 1993 and the Children and Young People’s Well-being Act 1989, members will disclose information when there is a good reason to do so. Under sections 15 and 16 of the Children and Young People’s Well-being Act 1989, any person who has a concern that a child has been or is likely to be harmed may report the matter to the Police and provided the report is made in good faith, no civil, criminal or disciplinary procedures will be brought against them.

In the interests of this policy the same definition stated above will be applied across to vulnerable adults as well.

**9.0 Safe Working Practices**

When working/dealing with children and vulnerable adults in athletics, everyone involved in the club’s activities needs to establish and maintain clear and professional boundaries. The following safe practices are expected at **XXXX Club** and ensures that all members are working in ways which reduce any risk to children or vulnerable adults, themselves and minimises the opportunity for harmful behaviour to occur.

**Personal Responsibilities**

|  |  |
| --- | --- |
| **Should** | **Should NOT** |
| Always act, and be seen to act, in the child/vulnerable adult welfare and best interests | Use position of power to intimidate, bully, humiliate, threaten, coerce, or undermine a child/vulnerable adult. This includes all forms of media or communication platforms. |
| Record and report situations which may give rise to concern from either party | Use status and standing to form or promote relationships which are, or may become, inappropriate or of a sexual nature. |
| Be aware that even well-intentioned physical contact may be misconstrued by the child/vulnerable adult, an observer or by anyone to whom this action is described | Display conduct that would lead any reasonable person to question motivation and/or intentions |
| Always make sure training and competition is appropriate for the age and stage of the child/vulnerable adult. | Intimidate or discredit athletes before they compete. Whether the person is from your club or another. |
| Be aware of difficulties some children/vulnerable adults have around menstruation and changing body types. | Never allow an athlete to compete if they are injured, without the approval of a medical professional. |
| Coach or train children and vulnerable adults with a second adult present | Coach or train an athlete in a position that is able to be viewed by others |

**Contact and Communication with Children or Vulnerable Adults**

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| --- | --- |
| **Should** | **Should NOT** |
| Always inform other colleagues or parents about one on one contact beforehand, assessing the need to have them present or close by | Meet with a child/vulnerable adult in a remote, secluded area. One on one contact should be avoided.  |
| Obtain parents or caregivers consent before taking, displaying or distributing images of children or vulnerable adults. | Take images ‘in secret’, or take images in situations that may be construed as being secretive or private |
| Ensure that personal social networking sites are set to private and children are never listed as approved contacts | Engage in communication with a child/vulnerable adult on a one-one-one basis through social media and texting other than for administration e.g. communicating training times. |
| Understand that some communications may be called into question and need to be justified | Use language or conduct that gives rise to comment or speculation |
| Always explain what is happening and seek permission when physical contact is required e.g. first aid or technical guidance. | Touch a child/vulnerable adult in a way which may be considered indecent |

**Camps and Competitions**

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| --- | --- |
| **Should** | **Should NOT** |
| Ensure adults are vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations, particularly on overnight stays or in changing rooms. | Share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with parents or caregivers. |
| Use an ‘open door policy’ if entering a child/vulnerable adult’s room. If possible, have another person present.  | Share beds with a child/vulnerable adult. |

**10.0 Safe Recruitment**

Effective screening during recruitment, which involves a rigorous and consistent process that looks at all the information available about a person, can significantly reduce the risk to children or vulnerable adults and ensure we employ/select the best people for roles within **XXXX Club**. Candidates will be assessed to ensure they are a safe person to work with them.

Safe recruitment processes at **XXXX Club** include:

* the advert and position description will state the degree of contact and the level of responsibility with children/vulnerable adults.
* Job application forms will advise candidates if the role is subject to a Police vetting check.
* Application forms, interviews and referee checks will be designed to provide the panel with valuable information about the candidate, including their attitudes; and their experiences and relationships in working with children, young people and vulnerable adults.
* Prospective and existing employees will be made aware that a periodic safety check is part of their employment conditions.
* Adults assisting with camps or overnight stays at camps or competition will be made aware that periodic safety checks are possible.

**11.0 Induction and Training**

To enable **XXXX Club** to build a safeguarding culture where the safety of children and vulnerable adults is paramount, safeguarding training shall be provided to all members at least every three years.

Child and vulnerable adult protection procedures will be included as part of the induction process of the club. All new members will be taken through the Child and Vulnerable Adult Protection Policy and associated procedures, advised where they can be located online and on site. They will be asked to sign that they have read and understood the content.

All members will be informed promptly of any changes to the Child and Vulnerable Adult Protection Policy and associated procedures. Access to annual training opportunities will be provided, particularly to individuals who are working directly with children/vulnerable adults. These individuals can be, but not limited to, the Club Chairperson/President, Designated Safeguarding Person, Lead Coach, Club Captain, any other volunteer in the club. The more people that can be trained the more robust the policy will be adhered to and maintained.

The Designated Safeguarding Person must complete at least 2 of the following courses in the first 12 months of taking on the position, they will then be required to complete at least 1 course each year thereafter. This is to ensure that they keep up to date with current practices/policies. This list of courses below is but an example of some sources of education. It is acknowledged in this policy that there are many other course/professional development opportunities not listed here. Any courses/professional development opportunities attended by the Designated Safeguarding Person needs to be approved by the club and recorded in a meeting as being completed.

Sport New Zealand – Integrity Education

<https://sporttutor.nz/pages/external-dashboard.jsf?menuId=1104&amp;locale=en-GB&amp;client=sportNZ#/?dashboardId=1815579>

World Athletics – elearning – A account will need to be created

<https://elearning.worldathletics.org/access/login>

World Athletics – Safeguarding documents

[https://worldathletics.org/about-iaaf/documents/member-federation-resource-centre?\_gl=1\*q9novz\*\_ga\*MTU5MzQwNjQ4LjE3MDUyODUzNzU.\*\_ga\_7FE9YV46NW\*MTcwNTI4NTM3NC4xLjEuMTcwNTI4NTQ2My4wLjAuMA](https://worldathletics.org/about-iaaf/documents/member-federation-resource-centre?_gl=1*q9novz*_ga*MTU5MzQwNjQ4LjE3MDUyODUzNzU.*_ga_7FE9YV46NW*MTcwNTI4NTM3NC4xLjEuMTcwNTI4NTQ2My4wLjAuMA)

**12.0 Handling Disclosures from a Child or Vulnerable Adult**

Disclosure of abuse may come directly from the child/vulnerable adult. In such circumstances it is important to respond in a calm, caring and sensitive manner. It is important that the club takes what the child/vulnerable adult is saying seriously. This applies irrespective of the setting, or what the person hearing the disclosure opinion(s) may be on what the child/vulnerable adult is saying. The child/vulnerable adult is never to blame in situations of abuse and should be reassured that they have done nothing wrong, either in relation to the abuse itself or in reporting it. Children and Vulnerable Adults need to know that members are listening to them and taking seriously the information divulged. They need people to respond positively to ensure their future protection.

It is important to record what is said at the time, if appropriate to do so, or as soon as possible following the disclosure. It may not be appropriate to enquire into further details at this stage. The child/vulnerable adult also needs information, reassurance that they are being heard and an explanation of what will, or is likely to, happen next.

Under no circumstances should a member of the club attempt to conduct an investigation or deal with concerns of abuse by themselves. Especially in the case of a sexual incident, this needs to be forwarded to trained professional.

**13.0 Reporting a Complaint or Allegation made against Members**

Allegations, suspicions, or complaints of abuse made against members must be taken seriously and reported to the Designated Safeguarding Person who will deal with the allegation immediately, sensitively and expediently within the procedures outlined in this policy and associated procedures.

If the Police decide to undertake a criminal investigation, then the member may be suspended as outlined in their individual Employment Agreement or applicable Code of Conduct, without prejudice, as a precautionary measure. It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal investigation.

Any complaint will be considered in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles. Where a complaint is investigated but not substantiated, the findings along with a right of reply should be held on the record.

**14.0 Relevant Legislation**

This policy adheres to the following acts:

[The Privacy Act 1993](http://www.legislation.govt.nz/act/public/1993/0028/latest/whole.html#DLM296639U)

[The Oranga Tamariki Act 1989 / The Children and Young People’s Well-being Act 1989](http://www.legislation.govt.nz/act/public/1989/0024/latest/DLM147088.html)

[Children’s Act 2014](http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html)

[Vulnerable Children (Requirements for Safety Checks of Children’s Workers) Regulations 2015](http://www.legislation.govt.nz/regulation/public/2015/0106/latest/whole.html)

[Health and Safety Act 2015](http://www.legislation.govt.nz/act/public/2015/0070/52.0/DLM5976660.html)

[Employment Relations Act 2000](http://www.legislation.govt.nz/act/public/2000/0024/112.0/DLM58317.html)

[Harmful Digital Communications Act 2015](http://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html)

[Family Violence Act 2018](http://www.legislation.govt.nz/act/public/2018/0046/latest/whole.html)

[United Nations Convention on the Rights of the Child (UNCROC)](https://www.msd.govt.nz/about-msd-and-our-work/publications-resources/monitoring/uncroc/)

**15.0 Policy Review**

Changes to this policy must be authorised by the **XXXX Club Committee**. This policy will be reviewed and amended, if necessary, at least every three years. The Committee may amend the policy at any time that it sees fit.

**This policy is due for review DATE or earlier as required**

Chairperson Date

**Procedure for responding to vulnerability, disclosed or suspected child abuse or neglect**

**REVIEW & MONITOR**

* DSP and relevant Club President will review all active Child/Vulnerable Adult Protection concerns on a weekly basis.
* Every review will consider each stage on this flow chart.
* Review will consider any further necessary action, follow ups or community child or whanau support referrals.
* New or additional Reports of Concern to Oranga Tamariki/Police may be made at any time.
* Records of all reviews will be retained by the DSP.

**IS THE CHILD/VULNERABLE ADULT IN IMMEDIATE DANGER?** If unsure, call Oranga Tamariki 0508 326459 for advice.

**RECORD** actions taken on Child Safety Incident Report Form

**DISCLOSURE – HOW TO RESPOND**

* **Do not put the moment off.**
* **Don’t make decisions alone.**
* **Take action immediately.**
* Believe the disclosure.
* Be kind.
* Find a place of privacy.
* Respond briefly, slowly and gently.
* Keep calm and reassure, don’t judge.
* Find support if necessary.
* Do not ask leading questions or over question.
* Do not assume there is only one victim involved.
* Inform the complainant what will happen next.
* Don’t promise confidentiality.
* Re-engage with an activity if appropriate.

**NO**

**YES**

Act to ensure child’s safety and inform DSP.

**CALL POLICE o 111:** Follow Police advise0

**RECORD** what you have heard/observed on a Child/vulnerable adult Safety Incident Report Form

* Make notes as soon as possible
* Dates, 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

DSP will retain all completed Child Protection Forms

**CONSULT IMMEDIATELY** the Designated Safeguarding Person (DSP)

Name:

Phone Number:

DSP and Club President will work together to follow this flow chart procedure.

XXX CLUB WILL REMAIN CHILD/VULNERABLE AULT FOCUSED AND NOT COLLUDE WITH ANY ADULT OR ORGANISATION. XXX CLUB WILL NOT USE SETTLEMENT AGREEMENTS WHERE THERE ARE CHILD PROTECTION CONCERNS.

**CLUB MEMBERS ARE EXPECTED TO FOLLOW THIS POLICY** however any member may contract 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 concern for a child/vulnerable adult.

**REPORT OF CONCERN REQUIRED:**

* DSP will complete Oranga Tamariki Report of Concern and send by email to contact@ot.govt.nz
* DSP will retain a copy and maintain own records that are securely stored.
* DSP will call Oranga Tamariki if no response has been received from then within 3 working days.
* DSP will re-report if concerns are still held.

Consider whether **A REPORT OF CONCERN TO ORANGA TAMARIKI OR POLICE IS REQUIRED** If unsure, DSP will contact Oranga Tamariki/Police

**Procedure for responding to allegations or disclosure of child/vulnerable adult abuse or neglect by members**

**The child/vulnerable Adult’s welfare will be paramount**

DSP will act on behalf of the child/vulnerable adult and follow the Child Protection Procedures.

Act to ensure child/vulnerable adult’s safety.

**CALL POLICE on 111:** Follow Police advise

**Club President will act on behalf of the organisation’s employment matters or constitutional requirements regarding the member.** Club President will not investigate. Investigation will be conducted by Police or a Ministry investigator.

**Inform the Designated Safeguarding Person (DSP) IMMEDIATELY**

**Name:**

**Phone Number:**

**DSP will inform the Club President**

**Club President will**

* Not act alone
* Contact statutory agencies immediately, including Police and Oranga Tamariki
* Advise will be sought, recorded and followed
* Following guidance, the club member will be immediately suspended without prejudice as a precautionary measure in accordance with Club’s policies and procedures.
* Inform Police and provide all relevant information if club member or volunteer is involved in other roles where they have access to children or vulnerable adults.
* After consultation with Police/Oranga Tamariki inform parents/caregivers as advised.
* Maintain close liaison with DSP, Oranga Tamariki, Police and other relevant Professional Bodies
* Action relevant club policies and procedures.

The member will be assisted in seeking legal and professional advice and support.

**IS THE CHILD IN IMMEDIATE DANGER?**

If unsure, call Police/Oranga Tamariki 0508 326459 for advice.

**RECORD** actions taken on Child Safety Incident Report Form

**NO**

**YES**

**CLUB MEMBERS ARE EXPECTED TO FOLLOW THIS POLICY** however any 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 concern for a child.

**RECORD** what you have heard/observed on a Child Safety Incident Report Form

* Makes notes as soon as possible
* Date, time, place, who was present
* Use child’s words whenever possible
* Include what you have said to the child
* Keep information factual
* Include what lead up to the disclosure
* DSP will retain all completed Child Protection Forms

Support is provided for members and those who are directly involved or impacted as per advice.

As a member of this club, I have read and understood this Safe Sport Child and Vulnerable Adults Protection Policy and associated documents. By signing below, I will uphold the intent, actions and directions of this policy whilst a member of **XXXX Club**

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| Name | Signature | Date |
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