

Child Protection Policy Implementation Guidelines

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A. Document Summary

These guidelines have been developed by New Zealand Rugby (NZR) to provide Provincial Unions (PUs) and Clubs with guidance about the steps required regarding child protection in their organisations. The key points are:

- PUs and Clubs are strongly encouraged to implement the Child Protection Policy (section H) in their organisations.
- There are a number of best practise steps that a PU and Club can take to minimise the opportunities for harm to take place which are included in these guidelines and in the Child Protection Policy.
- All Small Blacks coaches are Police vetted by NZR to be able to coach, but it is recommended that PUs and Clubs vet staff and volunteers who have a duty of care for children and young people when providing a service for the organisation.
- It is recommended that every PU appoints a Child Protection Advisor who will be the main point of contact for anyone who has concerns or would like to discuss an issue around the safety of children and young people.
- All those involved with children and young people in rugby should be made aware of the organisation's policy and specifically the steps to report suspected or actual child abuse (Appendix B of the Child Protection Policy).
- These guidelines will be available on the NZR Community Rugby website and will be updated periodically. <http://www.communityrugby.co.nz/safe-play>

B. Child Protection Statement

New Zealand Rugby, its affiliated Provincial Unions and the affiliated Clubs are committed to the prevention of abuse and to ensure the wellbeing of children and young people by providing a safe rugby environment.

PURPOSE OF THESE GUIDELINES

The purpose is to provide PUs and Clubs with the information to be able to implement policy that helps to identify and respond appropriately to concerns of abuse and neglect and to understand their role in the safety of their children and young people.

The guidelines are consistent with, but subject to, the NZR Constitution, regulations and all policy directives of the NZR Board. These guidelines must be interpreted in accordance with the Constitution and regulations. To the extent that there is any inconsistency between these guidelines and the Constitution or regulations, the Constitution and regulations (in that order) will prevail.

The guidelines may be amended by NZR at any time. Amendments will be available on the <http://www.communityrugby.co.nz/safe-play> website.

The guidelines are not enforceable against PUs and Clubs by NZR. However, NZR strongly encourages all PUs and Clubs to implement the Child Protection Policy (section H of these guidelines) to ensure the safety of their children and young people.

SUMMARY OF GUIDELINES INTENT

These guidelines convey a message to all those involved with rugby in New Zealand, now and in the future, that the abuse of children and young people is not acceptable and that all incidents of abuse or suspected abuse are to be reported immediately to the appropriate authorities.



C. Introduction and Duty of Care

INTRODUCTION

The principles of the guidelines are based on our moral and ethical duty to ensure all children and young people can enjoy rugby in a safe environment and as such they reflect current best practice. All those taking part in rugby should be able to do so safe from harm while they are with staff, coaches and volunteers. This is particularly true in respect of children and young people.

The welfare of children and young people is everyone's responsibility, particularly when it comes to protecting them from abuse. Everyone can help in this. Administrators, coaches, parents, team mates and the children and young people themselves.

The common-law principle in loco parentis imposes a duty on a person to provide the degree of care towards children and young people in their care that could be expected from a reasonably careful and prudent parent. This includes taking reasonable measures to prevent foreseeable risks of injury.

Some children and young people have additional vulnerabilities and experience higher rates of abuse, such as those with learning or physical disabilities. It is important to bear this in mind and be extra vigilant in creating a safe culture.

Abuse can occur wherever there are children and young people; at home, at school, in the park, at the club. Sadly, there are some people who will seek to be where children and young people are simply to find opportunities to abuse them. Everyone involved in rugby has a moral responsibility and a part to play in ensuring this cannot occur.

While the welfare of children and young people is our first consideration, the interests of coaches and administrators who support our game also need to be taken into account. It's therefore important to ensure that they are provided with access to confidential advice, guidance and a support path, so that they have confidence to continue to provide a positive contribution to the sport.

The following principles should be followed to ensure that harm is minimised to children and young people who are involved with rugby:

- The child's welfare is paramount. 'Paramount' in this context means the child's right to safety from a suspected or potential harm outweighs any adult's right to participation in an activity or our own discomfort addressing the suspected risk.
- All children and young people, regardless of any disability they have, gender, racial origin, religious belief, sexual identity or social status, have a right to be protected from abuse.
- All those who have a 'Duty of Care' for children and young people in our organisations need to be provided with advice, to raise their awareness of best practice, guidance and support, should they become involved in an abuse situation.

DUTY OF CARE

It is important to have a clear understanding of what a 'Duty of Care' is and how it relates to being responsible for children and young people involved in rugby.

For these guidelines, a 'Duty of Care' means:

“The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible”.

In rugby, safety and keeping people safe is all about risk assessment and minimising the risks involved. In organised activity there is a heightened 'Duty of Care' because we have taken on the responsibility for the children and young people involved. However, the risks involved can be minimised by the quality of control provided by those in charge, based on the steps outlined in these guidelines.

Examples where a 'Duty of Care' may arise are:

- Transporting children and young people to games.
- Care of children and young people during tournaments.
- Care of children and young people during team trainings.
- When you have concerns, a child is being abused or neglected outside of rugby (eg at home or school).

D. Identifying Abuse

This section of the Guidelines provides definitions of abuse and harassment, to assist PUs and Clubs to recognise the different forms of harm that can be inflicted.

ABUSE

The Children, Young Persons and their Families Act 1989 defines child abuse as:

‘...the harming (whether physically, emotionally, sexually) ill-treatment, abuse, neglect or deprivation of any child or young person’.

PHYSICAL ABUSE

Physical abuse is any act that may result in physical harm of a child or young person. It can be bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and induced illness.

In sport this might result if the nature or intensity of training is inappropriate for the age of the child or young person.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, as well as non-contact acts such as involving children and young people in the looking at or production of sexual images, sexual activities and sexual behaviours.

NEGLECT

Neglect is the persistent failure to meet a child or young person’s basic physical and/or psychological needs, causing long term serious harm to their health or development. It may also include neglect of a child or young person’s basic or emotional needs.

Examples may include:

- Not providing adequate food, shelter or clothing.
- Not protecting them from physical harm or danger.
- Not accessing appropriate medical treatment or care.
- Allowing a child or young person to be exposed to the illicit drug manufacturing process.

EMOTIONAL ABUSE, BULLYING AND HARASSMENT

Emotional abuse is the persistent emotional ill-treatment of a child or young person such as to cause severe and persistent adverse effect on their emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising.

It may also include age or developmentally inappropriate expectations being imposed on the child or young person. It also includes the seeing or hearing of ill-treatment of others. In the rugby environment, it may include a parent or coach consistently enforcing or trying to enforce unrealistic expectations over what a child or young person can achieve.



Bullying and harassment in all forms is regarded as unacceptable. Bullying in the context of rugby may include a coach or parent who pushes too hard; adopting a 'win-at-all-costs philosophy'. Bullying can also obviously occur between children and young people. This may include put downs or spreading rumours, exclusion from the rest of the team and forcing a team member to do something excessive that they don't want to do.

ONLINE BULLYING AND HARASSMENT

Online bullying and harassment is on the increase between children and young people. It can be defined as using any online platform to send messages or share material that is intended to cause serious emotional distress to another person. Online platforms include internet sites, email, apps, social media or mobile phones. Examples of online bullying and harassment include:

- Sending or publishing online embarrassing pictures or videos for others to view.
- Online posting of threatening offensive or nasty comments.
- Spreading damaging or degrading rumours.
- Inciting suicide attempts through online posts.

Online bullying has the potential to cause great anxiety and emotional distress to the person who is the target of any comments or statements. Serious incidents fall under the 'Harmful Digital Communications Act' and are punishable under the law.

IS TOUCHING OK?

If a coaching technique would benefit from physical contact, then first ask for the child or young person's permission (e.g. "Would you mind if I held your shoulders to show you what I mean?"). It is useful to take time to explain why and how this is used to the person and their parent or caregiver. Touching is appropriate if it is neither intrusive nor disturbing or for the wrong reason.

WHAT IF YOU ACCIDENTALLY HURT A CHILD?

The incident should be reported immediately to another coach or official in your organisation and record a brief written note about it. You should also inform the child's parents or caregivers, preferably in person. The incident should also be logged on your organisation's Incident Register as part of your Health & Safety obligations.

SIGNS AND INDICATORS OF ABUSE

There may be physical and behavioural signs that raise concern about the welfare or safety of a child and young person. Some examples maybe:

Where the child or young person:

- Discloses incidents of abuse.
- Has an injury for which the explanation seems inconsistent.
- Exhibits concerning behaviour changes, becoming aggressive, withdrawn or unhappy.
- Sexualised language or behaviour that is inappropriate for their age.
- Becomes increasingly neglected looking in appearance.

When coaching physically disabled children or young people and those with learning disabilities, remember they may have added difficulties in communicating if something is happening to them.



E. Good Practices to Minimise Harm

If you have good standards of practice within your organisation, people are more likely to want to be part of it.

NZR recommends that PUs and Clubs review their existing policies and ensure they have a Child Protection Policy in place. This policy should be made available to parents and caregivers when players are registered so that they are widely distributed and understood.

The templated Child Protection Policy (Appendix H) sets out much of the information that is in these guidelines, while also setting out safe practises for child protection that your organisation will follow, and roles and responsibilities.

RECRUITING AND MANAGING VOLUNTEERS

Having good standards of practice within your organisation is likely to encourage more people to join. This includes:

- Screening of volunteers (see Section F - Police Vetting).
- Induction procedures for all volunteers.
- Establishing clear roles.
- Regular checks or supervision of helpers.
- Information about club's rules and operating procedures.
- System for feedback, support and concerns.
- Adequate training to perform the role the volunteer has been recruited to provide (e.g. RugbySmart for coaches, Health & Safety for Event Organisers).

COMMITTEE MEETINGS

It is recommended to have child protection as a standing item on your committee meeting agenda, ideally under Health and Safety, and discuss the following on a regular basis:

- Any activities that have, or have the potential to, breach the Child Protection Policy.
- Any junior camps or team travel activities.
- Any new staff or volunteers involved in dealing with minors.
- Any changes that need to be made or reviews of the Child Protection Policy

CODE OF CONDUCT

Having a Code of Conduct which sets ground rules about what behaviours are acceptable is a good way to proactively encourage a positive environment for your organisation and thereby minimise harm. There are codes for a range of roles on the website <http://www.smallblacks.com/applaud/codes-of-conduct/> which can be adopted for your organisation.



TRAVEL PROCEDURES

All PUs and Clubs should have procedures or policies in place for teams travelling to fixtures, tournaments and camps where children and young people need to spend time away from their home environment under the care of an adult that is not their parent or caregiver. Consent forms must be signed by all parents and caregivers giving permission for the child to attend the event.

General good practise guidelines for children and young people travelling and attending overnight events:

- There should be a lead person who has oversight of the trip, who can distribute information to parents and caregivers and will have access to all necessary contact details.
- Where possible there should be a mix of male and female adults, accompanying children and young people when the event consists of different genders, especially on overnight activities.
- Children and young people of different genders should sleep in separate rooms.
- There should be an alcohol policy in place for all people travelling including adults. Note: The person(s) responsible for the group at any given time should always remain in a state that they can react appropriately to any situation that might arise.
- PUs and Clubs should have processes in place to ensure drivers and vehicles are licensed and in a fit state for their purpose.
- There should be suitably qualified people in place to match the activity planned, i.e. all coaches must've completed a RugbySmart course for that season.

F. Police Vetting

Since 2013 it has been compulsory that all 'Small Blacks' coaches and 'Small Blacks' referees who complete an associate referee course consent to being Police Vetted. Consent to complete the vetting is done via the registration process at the start of each season. A coach is unable to take part in the running of 'Small Blacks' rugby until they have consented to the vetting. Coaches of Secondary School rugby will be required to adhere to the protocols in place at the school they are coaching at.

The main purpose of Police vetting in the context of these guidelines is to protect children and young people from being exposed to those who have criminal history that could put them at risk. It allows organisations to make informed decisions about potential employees, current employees or volunteers regarding their suitability for the role they are undertaking.

NZR recommends PUs and Clubs apply to NZ Police to vet other adults with roles in the 'Small Blacks' environment who interact with children (e.g. team managers)

NZR PROCESS FOR POLICE VETTING

Once the consent to vet is received from coaches and referees into the National Rugby Database upon registration, the names and identification information is systematically extracted from this database and submitted to NZ Police. The authority for NZR to authorise and request a police vet sits with the NZR Head of Community Rugby and the NZR Coach Development Manager.

WHAT INFORMATION IS PROVIDED FROM POLICE VETTING?

Criminal conviction information held by the Ministry of Justice is accessed by the Police under Schedule 5 of the 'Privacy Act 1993' and is released in accordance with the 'Criminal Records (Clean Slate) Act 2004'.

Information released by Police about the person being vetted may include:

- conviction history;
- driving demerit points or suspension of licence;
- family violence information;
- any interaction with Police, including as a victim; and
- information about violent or sexual behaviour that did not result in a conviction.

Information is treated on a strictly confidential basis and access to this information is restricted to the senior NZR Management and the person concerned. In some cases, the local Provincial Union Community Rugby Manager may be advised. No information is provided to local club administrators unless prior consent is provided by the person concerned.

The NZR conducts the vetting procedure in compliance with the requirements of the 'Employment Relations Act', the 'Privacy Act' and the 'Humans Rights Act'. A Memorandum of Understanding exists between NZ Police and NZR specifying the terms and conditions under which NZR conducts the Police vet process.



OFFENCES THAT WILL DISQUALIFY A COACH OR REFEREE FROM SMALL BLACKS RUGBY.

A person who has been found guilty of certain offences against children, young people and others will be automatically disqualified from coaching or refereeing Small Blacks Rugby.

Convictions warranting automatic disqualification are as follows:

- Murder.
- Sexual offences.
- Indecency offences resulting in imprisonment.
- Kidnapping.
- Offences connected with child prostitution.
- Possession or publication of child pornography.
- Assault and/or violence and/or harassment towards a child.
- Possession of drugs for supply resulting in imprisonment.
- Recidivist drink driving resulting in imprisonment.

Where a person is found to have committed one of the above offences, they will be contacted directly by NZR to inform them that they are unable to coach or referee Small Blacks rugby. They will also be told about the process by which they can appeal the decision. This process requires letters of support to be provided by their Club and local community, which will then be presented to the NZR Police Vetting Appeals Group.

NON-SMALL BLACKS VOLUNTEERS AND STAFF

NZR strongly encourages organisations PUs and Clubs to Police vet the following in addition to Small Blacks Rugby:

- Volunteers, coaches, managers and chaperones that have responsibility for children and young people, especially while travelling or when other adults are not present, including representative team fixtures and tours.
- Staff members and officials who will have a 'duty of care' of children and young people.
- New and existing employees who will provide coaching or development to children and young people in schools, at 'cluster' events, or Rippa rugby days.

From July 2017, the NZ Police will be charging \$10 per person vetted. While NZR will continue to provide the service to vet Small Blacks rugby coaches and referees, it is up to the individual PUs and Clubs to vet those recommended above.

BECOMING AN APPROVED AGENCY

Individuals cannot request a Police vet, only organisations can. Each PU or Club needs to register with NZ Police as an approved vetting agency. This can be done through the NZ Police vetting website: <http://www.police.govt.nz/advice/businesses-and-organisations/vetting>



GIVING CONSENT FOR POLICE VETTING

As mentioned above for 'Small Blacks' coaches and referees, the person must give their consent before the vetting process can take place. This requires the person to fill in a consent form which can be found on the website.

NZR gathers permission from 'Small Blacks' coaches to undergo police vetting when they complete a coaching course. PUs and Clubs would be required to apply to NZ Police as an approved agency and manage the process and associated fees to police vet team managers and other roles.

HOW SHOULD THE VETTING INFORMATION BE USED?

The information supplied by the Police will be sent directly to the person who is set up as the contact for that approved vetting agency (i.e. the PU Community Rugby Manager or Junior Club Captain) This information must not be divulged by the contact to any other person except to whom the information relates. If there is no criminal record in the vetting information, the person to whom the information relates shall be notified and the information shall be destroyed.

If the vetting information indicates any kind of criminal history, the organisation will consider the suitability of the appointment (or continuing appointment) of the person while considering:

- the type of offence and its relevance to employment;
- the length of time since the crime was committed;
- the age and maturity now as compared to when the crime was committed;
- the seriousness of the crime;
- the circumstances at the time of any violent behaviour;
- the pattern of crime; for example, a short spate may indicate a 'phase' but a regular pattern may indicate continuing inappropriate behaviour;
- the proximity of the person undergoing vetting to any children/young people, older people or people with special needs. For example, are they likely to have unsupervised access to these vulnerable people? and
- any explanations the vetted person makes in discussions about the vetting information.

NZR has the expertise to provide support in this area through its Small Blacks rugby vetting processes. If a PU or Club is considering a person for a position based on the criminal history information they have received, they can use the conviction criteria shown above as a basis, or contact the NZR Head of Community Rugby to provide guidance. It is important that discretion and confidentiality must be kept at all times while in possession of this information.



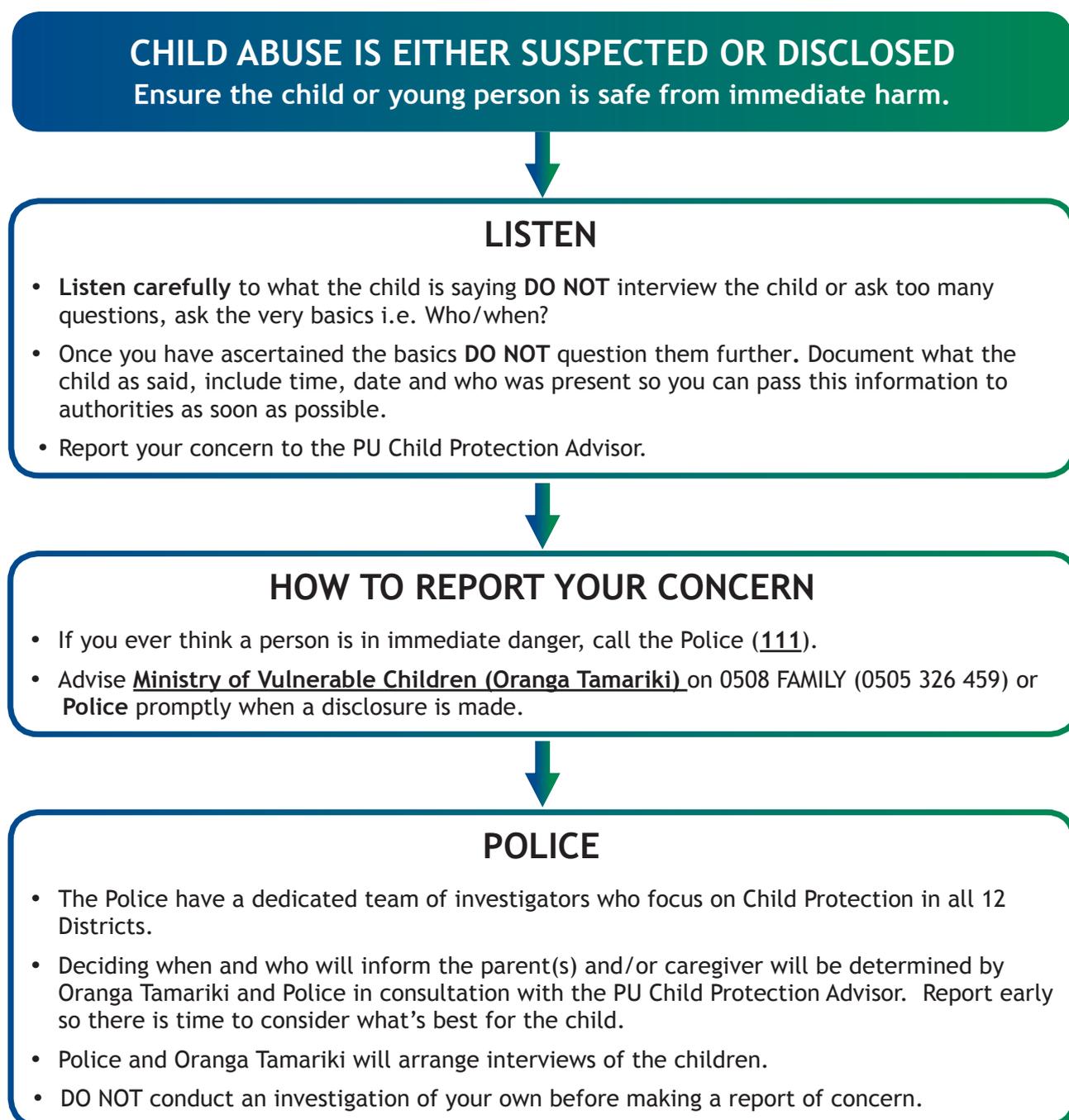
G. Responding to Concerns

In the 'Children, Young Persons and Their Families Act 1989', it is stated:

Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived, may report the matter to a social worker or a constable.

WHAT TO DO IF YOU SUSPECT A CHILD OR YOUNG PERSON IS BEING ABUSED.

The following flowchart provides an illustration of the steps to take if you observe signs and indicators of abuse as outlined in section C:



WHAT IF YOU ARE WRONG?

If in doubt and you have concerns call Oranga Tamariki, they will make the assessment. Section 16 of the 'Children, Young Persons and Their Families Act 1989' provides protection from civil, criminal or disciplinary proceedings for people making a report under Section 15, if the information was provided in good faith.

PU CHILD PROTECTION ADVISOR

Crucial to following this process in the appropriate way is having a Child Protection Advisor appointed who can guide a person through the process. This will ensure confidentiality is maintained and all concerns are acted upon in the correct manner.

Anyone involved in rugby can, and should act, when concerned about the safety of a child. To help navigate what to do in situations where abuse is suspected, it is recommended that every Provincial Union has a Child Protection Advisor appointed who will know:

- The decision-making process when contacted about suspicions of abuse.
- The contact details of Oranga Tamariki.
- The contact details of the local Police.

They will be the main point of contact for anyone who has concerns or would like to discuss an issue around the safety of children and young people.

Other responsibilities of the PU Child Protection Advisor will be:

- Familiarity with these guidelines, the templated Child Protection Policy and any other Child Protection in Sport information that is disseminated to the Provincial Unions.
- Work with Provincial Union Club Developments Officers to communicate the information in these guidelines and support Clubs to implement own Child Protection Policy.

H. Child Protection Policy Template

1.0 INTRODUCTION

Ensuring the wellbeing and safety of children, including prevention of child abuse or maltreatment, is a paramount goal of [Organisation name]. This policy provides guidance about how to identify and respond to concerns about the wellbeing of a child, including possible abuse or neglect.

- 1.1 The process for responding to a concern about a child is attached as Appendix B.
- 1.2 The interests of the child will be the paramount consideration when any action is taken in response to suspected abuse or neglect. This organisation commits to support the statutory agencies (Ministry of Vulnerable Children (Oranga Tamariki) and the New Zealand Police (the Police) to investigate abuse and will report suspected cases and concerns to these agencies as per the process in this policy.
- 1.3 The [Provincial Union] Child Protection Advisor will be responsible for carrying out the responsibilities outlined in this policy. Staff will not assume responsibility beyond the level of their experience and training. Our organisation commits to ensuring staff have access to the information and training they need.
- 1.4 This policy was authored by [Committee name and position] on [enacted date]. [Committee name and position] is responsible for the maintenance and three yearly review of this policy. A digital copy can be found on our website at [web address]. The policy is due to be updated on [update date]. It is consistent with Ministry of Vulnerable Children (Oranga Tamariki) and Police guidelines and will be updated when new guidance is issued.

2.0 PURPOSE, SCOPE AND PRINCIPLES

Our child protection policy supports our staff to respond appropriately to potential child protection concerns, including suspected abuse or neglect. It is our organisation's commitment to protect children from abuse and to recognise the important roles all our staff have in protecting children.

- 2.1 This policy provides a framework and expectations to protect children, including (but not limited to) staff behaviours in response to actual or suspected child abuse and neglect. It applies to all the [Organisation name], staff, including volunteers and part-time or temporary roles and contractors.
- 2.2 In addition to guiding staff to make referrals of suspected child abuse and neglect to the statutory agencies - i.e., Ministry of Vulnerable Children (Oranga Tamariki) and the Police - this policy will also help our staff identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.
- 2.4 We also commit to exploring opportunities to work with other providers, including from other sectors, to develop a network of child protection practice in our community.

3.0 DEFINITION OF CHILD ABUSE

The Children, Young Persons and their Families Act 1989 defines child abuse as '...the harming (whether physically, emotionally, sexually) ill-treatment, abuse, neglect or deprivation of any child or young person'.

- 3.1 Physical abuse is any act that may result in physical harm of a child or young person. It can be but is not limited to: bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness.



- 3.2 Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing or hearing the ill-treatment of others.
- 3.3 Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.
- 3.4 Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs.

4.0 ROLES AND RESPONSIBILITIES OF STAFF

- 4.1 It is the responsibility of staff 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 and ensure that the concern is taken seriously and reported.
- 4.2 [Provincial Union] will have an appointed a Child Protection Advisor. This function will be held by:
[CPA - Name]
[Phone]
[Email]

5.0 CHILD PROTECTION PROCEDURES

- 5.1 All concerns of potential, suspected or alleged abuse must be brought to the attention of the PU Child Protection Advisor.
- 5.2 If a child/young person makes a verbal disclosure to a member of staff it is important that staff take what the member says seriously.
- 5.3 Staff are to listen carefully to what the member is saying and are not to interview them or ask too many questions, ask the very basics i.e. Who/when?
- 5.4 Once the basics have been ascertained, no further questions are to be asked. What the member has said is to be documented, this should include time, date and who was present. This information will be passed onto authorities as soon as possible.
- 5.5 Advise Ministry of Vulnerable Children (Oranga Tamariki) or Police promptly when a disclosure is made.
- 5.6 Deciding when and who will inform the parent(s) and/or caregiver will be determined by Ministry of Vulnerable Children (Oranga Tamariki) and Police in consultation with the PU Child Protection Advisor.

6.0 TRAINING

- 6.1 All staff will receive child protection training at the appropriate level for their role.

7.0 CONFIDENTIALITY AND INFORMATION SHARING

- 7.1 We will seek advice from Ministry of Vulnerable Children (Oranga Tamariki) and/or the Police before identifying information about an allegation is shared with anyone, other than the service manager or designated person. Staff should be aware that:
- 7.2 Under sections 15 and 16 of the Children, Young Persons, and Their Families Act 1989 any person who believes that a child has been or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to Ministry of Vulnerable Children (Oranga Tamariki) or the Police and provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.
- 7.3 When collecting personal information about individuals, it is important to be aware of the requirements of the privacy principles - i.e., the need to collect the information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used; who can see the information; where it is held; what is compulsory/voluntary information; and that people have a right to request access to and correction of their information.
- 7.4 Staff may, however, disclose information under the Privacy Act/Health Information Privacy Code where there is good reason to do so - such as where there is a serious risk to individual health and safety (see privacy principle 11/Code rule 11). Disclosure about ill-treatment or neglect of a child/young person may also be made to the Police or Ministry of Vulnerable Children (Oranga Tamariki) under sections 15 and 16 of the Children, Young Persons, and Their Families Act 1989.

8.0 CHILD SAFE PRACTICE GUIDELINES

- 8.1 If any form of physical contact is required ask the person's permission, explain what you are doing and why to both the child and their parents/caregivers.
- 8.2 Where possible ask parents/caregivers to be responsible for children or young people in changing rooms. Always ensure that whoever supervises does so in pairs.
- 8.3 Where there are mixed teams away overnight, teams should always be accompanied by an adult male and female coach or helper.
- 8.4 If it's necessary to do things of a personal nature for a child, make sure you have another adult accompanying you. Get the consent of the parent/caregiver and if possible the child. Let them know what you are doing and why.
- 8.5 Avoid situations where you are alone with a child. While acknowledging that occasionally there may be no alternative, for example, where a child falls ill and has to be taken home. However, one-to-one contact must never be allowed to occur on a regular basis.
- 8.6 Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
- 8.7 Ensure that any claims of abuse by a child are taken seriously and that the guide to report suspected or actual abuse included in this policy as an appendix is followed.
- 8.8 Ensure that the nature and intensity of training and competition does not exceed the capacity of a child's immature growing body and ability.
- 8.9 Ensure that use of photographic images and video are aligned to relevant privacy policies.
- 8.10 That the all people responsible for children and young people at any given time should always remain in an alcohol-free state that they can react appropriately to any situation that might arise.

9.0 ALLEGATIONS MADE AGAINST MEMBERS OF STAFF

- 9.1 Allegations, suspicions or complaints of abuse against staff, volunteers or representatives of other agencies must be taken seriously and reported to the PU Child Protection Advisor who will deal with them immediately, sensitively and expediently within the procedures outlined in this Section.
- 9.2 It is not the responsibility of the staff to investigate allegations of child abuse.
- 9.3 If the Police decide to undertake a criminal investigation then the member of staff may be suspended, 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.

Ratified by [Committee name and position]

Signed: _____ Date: _____

Policy developed by:
Date reviewed and adopted:
Due date for Policy Review:
File location:

APPENDIX A: Definitions

Child - any child or young person aged under 17 years and who is not married or in a civil union. Child protection - activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or are at risk of abuse or neglect.

Designated person for child protection - the manager/supervisor or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about child protection policy.

Disclosure - information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.

Ministry of Vulnerable Children (Oranga Tamariki) - the agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need.

New Zealand Police - the agency responsible for responding to situations where a child is in immediate danger and for working with Ministry of Vulnerable Children (Oranga Tamariki) in child protection work and investigating cases of abuse or neglect where an offence may have occurred.

APPENDIX B

STEPS FOR REPORTING SUSPECTED OR ACTUAL CHILD ABUSE

CHILD ABUSE IS EITHER SUSPECTED OR DISCLOSED

Ensure the child or young person is safe from immediate harm.



LISTEN

- Listen carefully to what the child is saying **DO NOT** interview the child or ask too many questions, ask the very basics i.e. Who/when?
- Once you have ascertained the basics **DO NOT** question them further. Document what the child has said, include time, date and who was present so you can pass this information to authorities as soon as possible.
- Report your concern to the PU Child Protection Advisor.



HOW TO REPORT YOUR CONCERN

- If you ever think a person is in immediate danger, call the Police (**111**).
- Advise **Ministry of Vulnerable Children (Oranga Tamariki)** on 0508 FAMILY (0505 326 459) or **Police** promptly when a disclosure is made.



POLICE

- The Police have a dedicated team of investigators who focus on Child Protection in all 12 Districts.
- Deciding when and who will inform the parent(s) and/or caregiver will be determined by Oranga Tamariki and Police in consultation with the PU Child Protection Advisor. Report early so there is time to consider what's best for the child.
- Police and Oranga Tamariki will arrange interviews of the children.
- **DO NOT** conduct an investigation of your own before making a report of concern.

THE CHILD PROTECTION ADVISOR FOR

.....

IS (NAME)

