



## Child Protection Policy 2021

### 1.0 Introduction

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. Ensuring the wellbeing and safety of children, including prevention of child abuse or maltreatment, is a paramount goal of Campbells Bay Tennis Club. 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 Club commits to support the statutory agencies (Oranga Tamariki - Ministry for Children) 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 Campbells Bay Tennis Club Executive Committee will be responsible for carrying out the responsibilities outlined in this policy. Volunteers will not assume responsibility beyond the level of their experience and training. Our Club commits to ensuring volunteers have access to the information and training they need.

1.4 This policy was authored by President of Campbells Bay Tennis Club in September 2021. Tash Bartlett (President) is responsible for the maintenance and three yearly review of this policy. It is consistent with Oranga Tamariki - Ministry for Children and Police guidelines and will be updated when new guidance is issued.

### 2.0 Purpose, Scope and Principles

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

2.1 This policy provides a framework and expectations to protect children, including (but not limited to) volunteer behaviours in response to actual or suspected child abuse and neglect.

2.2 In addition to guiding volunteers to make referrals of suspected child abuse and neglect to the statutory agencies – i.e., Oranga Tamariki - Ministry for Children and the Police – this policy will also help our volunteers identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.

2.3 All Kiwi Tennis Staff or Contractors who work at Campbells Bay Tennis Club are aware of, and have been trained in, the Kiwi Tennis Child Protection Policy 17/4/2019. Whilst this document is for the purpose of the Club's volunteers, if there are concerns about Kiwi Tennis Staff and Contractors, this document supports our Club Members to respond appropriately to potential child protection concerns.



## 3.0 Definition of Child Abuse

The Oranga Tamariki Act / Children's and Young People's Well-being 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 Volunteers

4.1 It is the responsibility of volunteers 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 All Concerns will be reported to the President of Campbells Bay Tennis Club (Tash Bartlett) or the Police.

Tash Bartlett

Email : [tashbart@gmail.com](mailto:tashbart@gmail.com) Number: **021 0224 8939**



## 5.0 Child Protection Procedures

5.1 If a child/young person makes a verbal disclosure to a volunteer it is important that the volunteer take what the member says seriously.

5.2 Volunteers 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/Where?

5.3 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 needs to be presented to the Campbells Bay Tennis Club President or any member of the Campbells Bay Tennis Club Executive Committee immediately, as well as advising Oranga Tamariki - Ministry for Children or Police promptly when a disclosure is made, if comfortable to do so. Otherwise, this will be done by the President of the Campbells Bay Tennis Club (Tash Bartlett).

5.4 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 President of Campbells Bay Tennis Club (Tash Bartlett).

## 6.0 Training

6.1 All volunteers will receive child protection training at the appropriate level for their role. At a minimum this means awareness of this document and encouragement to complete the [Sport NZ Child Protection in Play, Active Recreation and Sport e-learning module](#).

## 7.0 Confidentiality and Information Sharing

7.1 We will seek advice from Oranga Tamariki - Ministry for Children and/or the Police before identifying information about an allegation is shared with anyone, other than the President or Executive Committee of Campbells Bay Tennis Club.

7.2 Volunteers should be aware that: Under sections 15 and 16 of the Oranga Tamariki Act 1989/ Children's and Young People's Well-being 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 Oranga Tamariki – Ministry for Children 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 Volunteers 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 Oranga Tamariki – Ministry for Children under sections 15 and 16 of the Oranga Tamariki Act 1989/ Children’s and Young People’s Well-being 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 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.

8.3 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.

8.4 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.

8.5 Ensure that use of photographic images and video are aligned to relevant privacy policies.

8.6 Be mindful when using the Club or other shared bathrooms as facilities should not be used by adults and children / young people at the same time. Under no circumstances should adults be undressed in front of children/young people in changing rooms and Volunteers must not change or shower at the same time as children using the same facilities. Volunteers, especially those of the opposite sex, should not be in the changing facility when children are undressed.

8.7 All drivers and chaperones must have cleared, or be in the process of clearing, Police vetting and reference checks to the standards required in The Children’s Act 2014. All drivers must have a current full New Zealand drivers licence or approved equivalent. Drivers must ensure seat belts are worn by children and young people while in transit. Speed limits must be adhered to, and weather conditions must be taken into account. Parents, caregivers or whānau must give consent if their child is going to travel in another adult’s car. Campbells Bay Tennis Club strongly encourages 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. 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.

8.8 That 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 Club Volunteers or Kiwi Tennis Staff / Contractors

9.1 Allegations, suspicions or complaints of abuse against Kiwi Tennis Staff, Club Volunteers or representatives of other agencies must be taken seriously and reported to the President of Campbells Bay Tennis Club 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 volunteer to investigate allegations of child abuse.

9.3 If the Police decide to undertake a criminal investigation then the volunteer may be suspended from the Club, 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

Signed: Date:

<b>Policy developed by:</b> Tash Bartlett
<b>Date reviewed and adopted:</b> 15 September 2021
<b>Due date for Policy Review:</b> 15 September 2024
<b>File location:</b> Campbells Bay Tennis Club Google File



## Appendix A: 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 as 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.



## Appendix B: Campbells Bay Tennis Club Pledge

### 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.