

## CSBOP SAFEGUARDING POLICY

### 1. Introduction

Canoe Slalom BOP (CSBOP) is committed to safeguarding the welfare of all paddlers /young people and vulnerable adults participating in CSBOP programmes or events. We recognise the responsibility to promote safe practices that protect paddlers/ young people and vulnerable adults from harm and exploitation while participating in our activities. CSBOP committee members, sub-committee members and employees will work together to embrace difference and diversity and respect the rights of all.

### 2. Aim of this Policy

This policy has been created to provide guidelines for CSBOP committee members, sub-committee members, employees and paddlers to develop an active, positive and responsible attitude to safeguarding by:

- Promoting the health and welfare of athletes/ young people and vulnerable adults by providing opportunities for them to take part in training and events safely.
- Respecting and promoting the rights, wishes and feelings of athletes/ young people and vulnerable adults.
- Promoting and implementing appropriate procedures to safeguard the well-being of athletes/ young people and vulnerable adults and protect them from harm.
- Recruiting, training, supporting and supervising committee members, sub-committee members and employees to adopt best practice to safeguard and protect athletes/ young people and vulnerable adults from harm and to reduce the risk of allegations or complaints against themselves.
- Requiring committee members, sub-committee members, employees and paddlers to adopt and abide by this Safeguarding Policy and procedures.
- Responding to any allegations of misconduct or harm to athletes/ young people and vulnerable adults in line with this policy and these procedures, as well as implementing, where appropriate, the relevant investigative, disciplinary and appeals procedures.
- Regularly monitoring and evaluating the implementation of this Policy and these procedures.

### 3. Related Documents

The following documents and references must be read in conjunction with this policy:

- CSBOP Coaches' Code of Ethics
- CSBOP Participant's Code of Conduct
- CSBOP Safe Driving Policy
- CSBOP Current Constitution
- CSBOP Complaints Procedure
- [Children's Act 2014](#)
- [Worried about a Child? : Oranga Tamariki – Ministry for Children](#)

### 4. Definitions

In this policy and associated procedures the following definitions are used:

A young person is recognised as someone under the age of 18 years.

A vulnerable adult is someone who because of their age, sickness or mental impairment, or because they are in detention, is completely unable to remove themselves from the care or charge of another person. They may still have the mental capacity to make or communicate decisions.

Hereafter referred to as 'athletes'

## 5. Principles

The following principles are designed to ensure the utmost is done to provide a safe environment for all athletes that are members of CSBOP. They provide guidance to those working with athletes by outlining good practice and establishing boundaries in a range of situations. The intention of these principles is to reduce the likelihood of harm to an athlete as well as minimising the risk of an allegation or complaint being made.

### **Applying an athlete-centred approach where all participants are treated equally and with dignity**

- Activities should be appropriate for the age and stage of development of the athletes in our care.
- Ensure feedback to an athlete is about their performance and not of a personal nature.
- Use positive and age-appropriate language when talking to athletes.

### **Creating a safe and open working environment that also reduces risk to committee members, sub-committee members and employees**

- Exercise common sense.
- Ensure that athletes use appropriate protective gear and have appropriate safety protocols in place and that all equipment being used is in good working order.
- Do not send athletes off to train alone and out of sight and supervision.
- Obtain parental consent to take and publish photographs of athletes involved in all CSBOP programmes or events.
- Ensure that any filming or photography of athletes is appropriate. I.e.
  - In kit appropriate to sport and that does not expose them unnecessarily
  - Is never undertaken in changing rooms or space/showers/toilets
  - Should focus on the activity
  - Should not be published with personal details
- Ensure that athletes have appropriate means of returning home after any CSBOP programme or event and are handed over to their caregiver, or other authorised person at the conclusion of the event.
- Ensure prior arrangement is sort before sending an athlete home with someone other than their usual carer.
- Ensure pick up/drop off locations and times are clearly communicated to athletes and relevant care givers.
- Ensure that the vehicle is insured, has a current Warrant of Fitness and registration as per the CSBOP Safe Driving Policy.
- Except in an emergency where it is unsafe to delay, ensure you have parental consent to administer first aid if required.
- Do not use alcohol, cigarettes, electronic cigarettes or vapes in the presence of athletes and do not offer any of these to athletes under any circumstances.
- Do not work or volunteer under the influence of alcohol or drugs.
- Only communicate with paddlers in a way that is relevant to coaching or club administration.

- Do not engage in any intimate, over-familiar communications or sexual relationships with athletes.
- Do not use unnecessary unwanted or inappropriate physical contact eg tickling, unnecessary hugging, grabbing, non-required intimate care.
- Do not allow parents, coaches, other young people, or spectators to engage in any type of bullying behaviour, grooming, manipulation or favouritism activity via any medium.
- Do not encourage, engage in or condone any watching of pornographic or age inappropriate images or literature at any time with young people or vulnerable adults. Those 18 or older must not partake in any such activity at any Canoe Slalom or CSBOP sanctioned programme, training or event.

#### **Maintaining safe situations for athletes**

- Avoid being in space where other are changing wherever possible. Exercise discretion when you or others are changing by the club van or at a paddling venue
- Do not invite athletes into your car or home without their caregivers consent or knowledge, unless clearly relevant to a coaching, administration or protective role
- Always have a female adult present at all camps acting as a chaperone if female under 18 athletes are present, unless there is explicit consent otherwise.
- Do not share a room with athletes other than your own, without caregiver consent.

#### **6. Recruitment and Training Processes for CSBOP Employees and Volunteers.**

CSBOP seeks to protect the health, safety and wellbeing of all people participating in CSBOP programmes and events. To ensure that suitable and appropriate employees and volunteers (including parents) are working with young people or vulnerable adults in Canoe Slalom, a robust recruitment and screening process should be followed for all roles. Screening is also required for staff and volunteers currently engaged in existing roles.

##### **Screening**

The Children's Act 2014 requires all persons who have direct contact with any person(s) under the age of 18 years to be screened. It is the responsibility of CSBOP to undertake the screening process of all current and future employees and volunteers involved in training and/or events and record and review processes involved with the screening.

6.1. Screening is mandatory for all persons currently engaged in the following types of roles:

- Coaches who are employed or contracted by the CSBOP or on a regular voluntary basis.
- Persons appointed by CSBOP to a role in which the person is likely to have regular individual and unsupervised contact with young people or vulnerable adults. This includes regular volunteers.
- Any person appointed by CSBOP to a role or any contractor or volunteer working in the organisation where that person has been the subject of rumour, suspicion or complaints regarding harassment or abuse.
- Safety checks will be repeated every 3 years

6.2. Screening for CSBOP employees will include:

- Interviewing the applicant.
- Must supply CV with work history for at least previous 5 years. Any gaps must be thoroughly investigated.
- Must supply 2 referees who have known candidate for greater than one year and are not related or living in the same household

- Verifying the applicant's application form, identity, qualifications and referees.
  - Obtaining a Police Check or equivalent from their current country of residence for the preferred applicant.
  - Obtaining a Ministry of Justice Criminal check or equivalent from their current country of residence for the preferred applicant.
- 6.3. For camp parents who assist a coach or coaches at an overnight camp all possible steps will be taken to get police checks done in advance. Assisting volunteers that provide one off support at short notice may not be safety checked. But safety checks must be done if parents are in sole charge ie without Coaches present overnight. In addition, unless explicit consent is obtained from caregivers
- Athletes will not share with an adult
  - No mixed gender rooms
  - 14 year olds and above must not share with younger children
  - There must privacy to get changed and use the bathroom
- 6.4. The purpose of the Police Check/ Ministry of Justice Criminal Check or equivalent from their current country of residence is to see whether the person has any previous criminal convictions and/or had any contact with the NZ Police or Police Force of their current residence. If the person has had contact with the NZ Police or equivalent, then the following requirements apply:
- If there is no conviction but the contact with the NZ Police or equivalent (whenever it occurred) involved dishonesty, drugs, threatening behaviour, harassment, violence, or other crimes against a person (e.g. sex offences, assault) then the Safeguarding Officer will provide the person with the opportunity to respond. The response will be provided to CSBOP Chair for a final decision on whether an appointment can be made or a person can continue working within the organisation.
  - If the conviction (whenever it occurred), is one involving dishonesty, drugs, threatening behaviour, harassment, violence, or other crimes against a person (e.g. sex offences, assault) then they must not be appointed to the role.
  - If the conviction is other than those outlined above, and is a matter that does not suggest that the person is a potential risk to CSBOP committee members, sub-committee members, employees and paddlers, then the person may be appointed, subject to satisfaction of other criteria for the role.
- 6.5. If the preferred applicant is not willing to agree to the Police Check/ Ministry of Justice Criminal Check or equivalent from their current country of residence, then CSBOP, shall not appoint that person to such a role.
- 6.6. All information obtained during the course of screening (including any Police or Criminal Checks) is personal information and shall comply with the Privacy Act. It must be kept confidential to the Safeguarding Officer or CSBOP Executive who has been delegated the task of investigating and/or making the appointment. Information collected during the screening about a person who is not appointed to the role, other than a record of the result of any check, must be destroyed within twelve months and not retained by CSBOP unless the applicant agrees for them to do so.

In addition, CSBOP are required under the Vulnerable Children Act, to conduct police vetting for existing staff or volunteers in the roles of the type set out in clause 6.1 in this policy.

## **6. Appoint a Safeguarding Officer (SO)**

An SO shall be appointed for CSBOP and will normally be the Chairperson. The SO will be named and communicated to all CSBOP committee members, sub-committee members, employees and paddlers.

The primary role of the SO is to manage issues surrounding young people or vulnerable adults. Their main duties/responsibilities would include;

- Ensuring that all procedures outlined in this document are understood and adhered to by all committee members, sub-committee members, employees and paddlers.
- Organising promotional activities, training and raising awareness within the organisation.
- Establishing and maintaining the complaints procedure.
- Reporting to the CSBOP Committee as appropriate.
- Acting as the main contact and support for safeguarding matters.
- Keeping up-to-date with developments in safeguarding legislation.
- Liaising with local safeguarding agencies as required.
- Maintaining confidential records of reported cases and any action taken.

## **7. Education and training of employees and volunteers**

In addition to the pre-selection checks, the safeguarding process should include subsequent monitoring and training of employees and volunteers in order to ensure that they are working safely and effectively with young people and vulnerable adults.

- Employee/ volunteer induction is an ideal time to introduce safeguarding training and the procedures set out in this policy.
- Employees/ volunteers should be clear what constitutes inappropriate or unacceptable behaviour.
- Identify any potential risk situations and provide employees/ volunteers with guidelines to ensure every step is taken to remove them from situations where potential for abuse or allegations of abuse could occur.
- Identify and respond to any unacceptable behaviour or practices of employees and volunteers and respond in a positive manner i.e. via training to improve practices.

## **8. Complaint and Investigative process - Breaches of the Safeguarding**

Any person may make a complaint about a person to whom this Safeguarding Policy applies if they consider that a person has, or may have, breached any part of this policy.

Any complaint relating to this policy must be forwarded to the SO and should be dealt with in line with the procedures outlined in the diagrams below in section 9.

## **9. Responding to suspected harm in the nature of physical or sexual abuse**

Physical or sexual abuse is at the most serious end of the harm spectrum and will require an immediate response. In responding to suspected physical or sexual abuse there are a few key principles that should be applied immediately. These are;

- The welfare and interests of the young person or vulnerable adult are the first and paramount considerations.
- Suspected and actual incidences of reported harm should be responded to and recorded accurately and appropriately and as soon as possible.

- Notify the Ministry for Children - Oranga Tamariki 0508 326459 if you are worried about suspected physical or sexual abuse. If you think the young person or vulnerable adult is at immediate risk, the Police should be notified by calling 111.
- The Oranga Tamariki Act 1989 covers circumstances when you may proactively and voluntarily share information with appropriate bodies for the purposes of child welfare. Personal judgement has to be used to decide whether it is necessary. The exception to this being optional is if the Police or Oranga Tamarki make a specific request under section 66 of the Act. The best interests, wellbeing and safety of young people is the priority.

For further guidance and forms for gathering information please see <https://sportnz.org.nz/media/3902/policy-1-child-safeguarding.pdf>

# 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.

## 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](mailto: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.

**Do not undertake an investigation yourself.**

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

## 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.

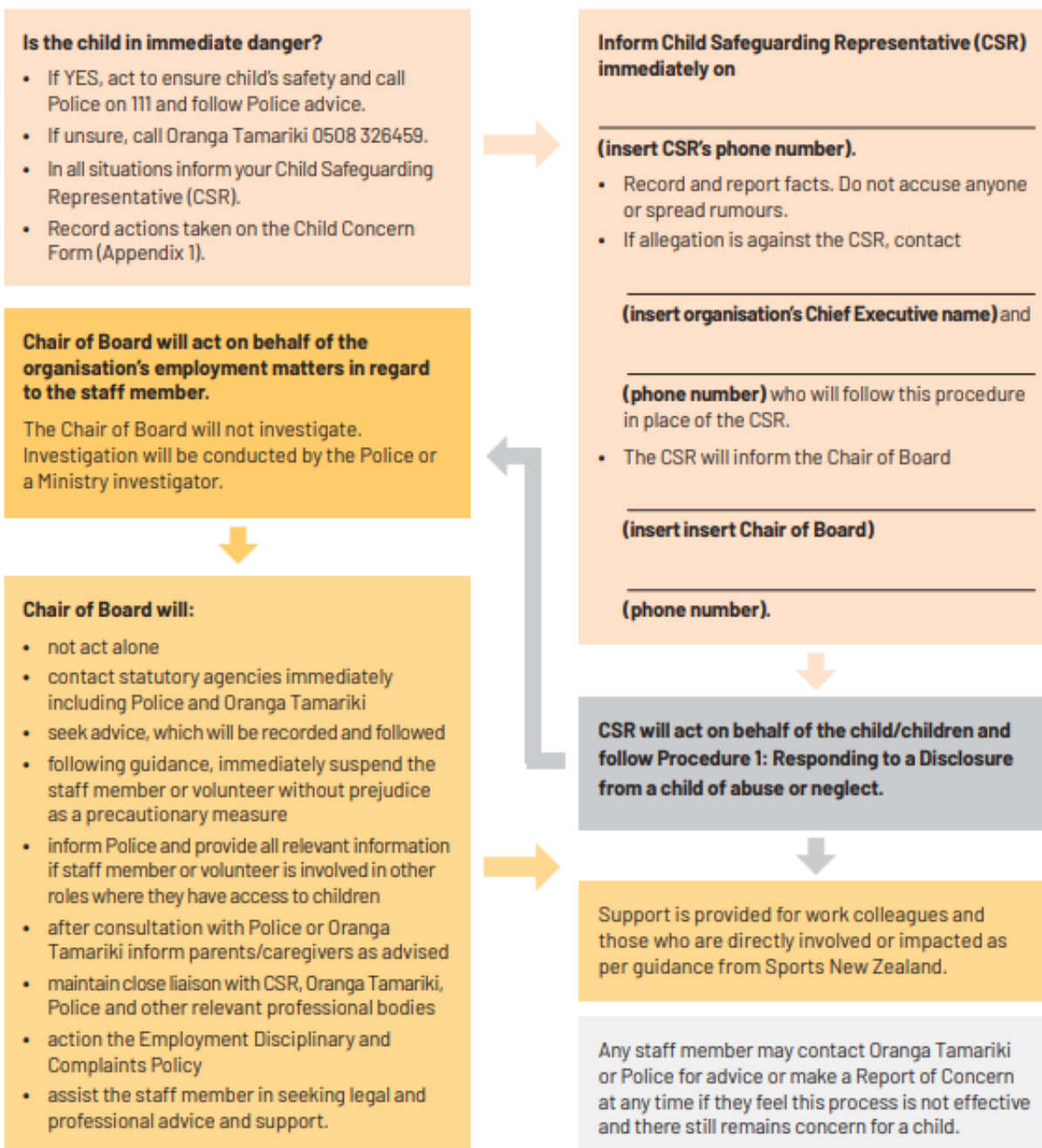
**CSR will retain all completed Child Concern Forms.**

**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.

<https://sportnz.org.nz/media/3902/policy-1-child-safeguarding.pdf>



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



<https://sportnz.org.nz/media/3902/policy-1-child-safeguarding.pdf>



## **10. Managing the rights of the alleged offender**

People who have allegedly acted improperly also have rights e.g. privacy. They also have a reputation and families of their own and it is important to carefully investigate any complaints and follow a robust and fair process.

## **11. Responsibility for monitoring legislative compliance and review**

The SO is responsible for monitoring legislative compliance with this policy. It may be reviewed or amended at any time in line with legislative changes or where specific concerns might be identified about the protection of young people and vulnerable adults that warrants an immediate policy change. Any changes will be communicated by the SO with the canoe slalom community.