



# Child Protection Policy

## Principles

All those who come into contact with children and families in their everyday work, including those that do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children.

It is important that all members of staff working with children under the age of 18 read and understand this policy.

## Goals

The purpose of this policy is to:

- Provide guidelines and training for Volleyball New Zealand staff who work with children and young people.
- Raise awareness of the importance of our role in maintaining the safety, welfare, and interests of any child or young person we come into contact with through work.
- Identify procedures for staff to follow should a suspected case arise or an accusation be made about inappropriate behaviour by a staff member by providing training, support, and guidance to staff.
- Identify external agencies to be contacted, the services they provide, the internal Child Protection Liaison, and the appropriate reporting procedures.

## What is Child Abuse?

### Definition

*“Any act by which an individual, institution, or society as a whole that interferes with the wellbeing of a child or young person and deprives that child or young person of his or her rights”.*

*“Child abuse means the harming (whether physically, emotionally, or sexually), ill treatment, abuse, neglect, or deprivation of any child or young person.” (Section 2, Children and Young Persons Amendment Act, 1994)*

### Forms of Child Abuse

- **Sexual abuse** includes acts or behaviours where an adult, older, or more powerful person uses a child for a sexual purpose.



- **Emotional abuse** occurs when a child's emotional, psychological, or social wellbeing and sense of worth is continually battered.
- **Neglect** is a pattern of behaviour which occurs over a period of time and results in impaired functioning or development of a child. It is the failure to provide for a child's basic needs.
- **Physical abuse** can be caused from punching, beating, kicking, shaking, biting, burning, or throwing the child. It can also result from excessive or inappropriate discipline or violence within the family.

For examples of signs of abuse and neglect, see page 31 of the Recognition of Child Abuse and Neglect 2001 resource developed by Child, Youth and Family (CYF). For staff working directly with children signs and symptoms training will be provided by the Child Protection Liaison Officer (CPLO).

### **Procedural Guidelines**



## What to do if Abuse is Alleged or Suspected:

### **1. RESPOND**

- If there is an immediate risk of harm to the child, emergency medical treatment is needed, or a crime against a child has been committed, staff should call 111 and inform the CPLO.
- If a child makes a disclosure, react calmly and show that you are listening and concerned.
- Take what the child has said seriously and allow the child to continue at his/her own pace, without interrupting.
- Do not give assurances of confidentiality but explain that the information will need to be passed on to those that need to know. Tell the child what will happen next and offer reassurance that the issue will be taken seriously.
- Keep questions to an absolute minimum, only to establish and clarify what the child is saying and not to investigate; this is the role of the Police and Social Services.



## **2. RECORD**

- When suspicions or disclosures occur, make a comprehensive record of what was said and done. The record should include the following:
  - A verbatim record of the child's account of what occurred, in their own words, and should not include the assumptions or opinions of others. This record could be used later in a criminal trial and needs to be as accurate as possible.
  - A description of any visible injury.
  - Date, time, and place of the alleged incident, of the conversation, and any other potentially useful information.
- You should transfer all notes to the *Incident Report Form* (printed on orange paper) keeping all original notes attached to the form, as they may be needed as evidence. At the earliest opportunity, pass this form to the CPLO who will store it in a secure location. Forms should be retained for a period of 50 years.

## **3. CONSULT**

- Following a suspicion or disclosure, inform your line manager and/or CPLO of what has happened and what (if any) actions you have taken in response to the incident. Never work alone, investigate, or question the alleged offender or contact the child's family without prior approval from CYF. The next steps must be made in consultation with the CPLO and any actions documented. For further guidance and support, staff can consult Volleyball New Zealand's Child Protection Policy and contact support agencies such as the Employment Assistance Programme (EAP).

## **4. MONITOR/REPORT**

- Once an Incident Report Form has been completed, the CPLO and CEO will assess whether a Report of Concern should be made to CYF/Police. If a report is lodged the CPLO will await further contact and guidance from CYF/Police with regards to staff:
  - Informing parents, staff, and organisation (responsible for child).
  - Talking to the child.
  - Contacting the alleged offender.
- The Crimes Amendment Act (No 3) 2011 states that any person closely connected with a child (or vulnerable adult) who is being neglected or maltreated and does not take action to protect this child (or vulnerable adult) is liable to prosecution.



## What to do if an Allegation is made against a Staff Member

- If an allegation is made against a staff member, their line manager, and CPLD will respond to the concern by:
  - Consulting with the CEO, Board of Trustees, CYF, and/or Police.
  - Ensuring there is no contact between the child or young person and the staff member who the allegation is against.
- Where a criminal investigation is in place, the staff member will be temporarily suspended until an outcome has been achieved. Suspension is not punitive but a safety measure for both the staff member and the child.
- In the case of an allegation where the Police are not involved, the staff member may be required to undertake such work where direct contact with children is avoided until an outcome has been achieved.

## Contacts and Information

### Agencies:

Child, Youth and Family Services	<a href="http://www.cyf.govt.nz/">http://www.cyf.govt.nz/</a>	0508 326 459
New Zealand Police – Dunedin Central	<a href="http://www.police.govt.nz/district/phonebook/sid/72">http://www.police.govt.nz/district/phonebook/sid/72</a>	03 471 4800
Employment Assistance Programme (EAP)	<a href="http://www.eapservices.co.nz/">http://www.eapservices.co.nz/</a>	0800 327 669

### Websites:

Child Matters	<a href="http://www.childmatters.org.nz">http://www.childmatters.org.nz</a>
Ministry of Social Development	<a href="http://www.msd.govt.nz/what-we-can-do/families/index.html">http://www.msd.govt.nz/what-we-can-do/families/index.html</a>
Working for Families	<a href="http://www.workingforfamilies.govt.nz/">http://www.workingforfamilies.govt.nz/</a>
Family Services Directory	<a href="http://www.familyservices.govt.nz/directory/">http://www.familyservices.govt.nz/directory/</a>
Community Link	<a href="http://www.workandincome.govt.nz/about-work-and-income/community-link/index.html">http://www.workandincome.govt.nz/about-work-and-income/community-link/index.html</a>
Strengthening Families	<a href="http://www.strengtheningfamilies.govt.nz/">http://www.strengtheningfamilies.govt.nz/</a>



### **Code of Behaviour and Good Practice for all Staff**

- Staff are required to take all reasonable measures to ensure that all children can participate fully and safely in their activity programmes.
- Staff are required to report any accident, incident of abuse, or cause for concern which arises in the course of their work with children.
- Where children with a disability are participating in activity programmes, staff should ensure they have catered for all their needs, including such things as; the inclusion of relevant support person(s), the provision of appropriate equipment, and suitable skill level of activities to suit the child's ability and interest. Wherever possible, programmes should be inclusive and engage children in mainstream activities.
- Measures will be taken to ensure a child's safety by minimising or eliminating factors that could lead to injury, including such things as; bullying, all forms of abuse, extreme weather, and unsafe equipment and/or facilities.
- Staff should not forward any personal details of the child or family to a third party, except when requested by the Police or social services.
- The photographing or videoing of children at an event or activity session should only take place with prior permission from the parents or caregivers.
- All staff members have a duty to raise concerns, without prejudice to their own position, about behaviour by staff, managers, volunteers, students, or others, which may be harmful to those in their care.
- If a member of staff feels that they may be at risk from becoming the subject of unwarranted allegations in connection with a child or young person, they should alert their line manager immediately.

### **Health and Safety Guidance for Programme Deliverers**

*Before an Event or Programme:*

- Programme or event organisers should be the lead contact for child protection issues.
- Staffing ratios must be one staff member to 10 children with events covered by a minimum of two staff members (staffing can include external staff members such as teachers and coaches).
- The *Event Safety Action Plan* should be completed prior to an event or session, identifying potential hazards and measures to be taken to ensure the safety of participants (first aid provisions and equipment checks).



- Staff should ensure they are aware of the evacuation procedures present within the venue being used for their event or programme.
- For events that are the main responsibility of Volleyball New Zealand (e.g. Stride, Ride & Slide), relevant participant information must be gathered:
  - Numbers attending.
  - Emergency contacts.
  - Medical information (e.g. EpiPen).
  - Individual requirements (e.g. support required or any behavioural issues that could put other participants at risk).
- For school events and programmes, the school must take full responsibility for the health and safety of their children. Key school representatives must complete and sign the *Event Information and Consent form*.
- Where staff are delivering sports sessions within the school setting, always ensure a teacher is present throughout the duration of the session.
- All programme deliverers, including external coaches and Volleyball New Zealand volunteers who work with children through Volleyball New Zealand events/programmes, should have a Police check prior to delivery, proof of a relevant coaching certificate, and have read and understood this policy.
- When recruiting volunteers, assess their suitability for working with children, ensure they have been through the full Volleyball New Zealand volunteering process including Police vetting, and are fully supervised during events and for at least the first two sessions of a programme.
- Ensure individuals and groups have made their own arrangements for safe transport to and from events/programmes.

*During the Event or Programme:*

- On the day, programme or event organisers should have access to all of the above participant information.
- Staff should avoid situations where they are alone with a child. Where discretion is required, ensure another member of staff is aware of what you are doing.
- Staff should be aware of where children are at all times and check to ensure their activities are appropriate.



- Any visitors, volunteers, or external instructors should be monitored by Volleyball New Zealand members of staff, and/or school and community sport staff members.
- Unless requested by a parent or carer, there is no need to assist school-aged children with toileting. If the situation arises, ensure another member of staff is aware and that parents are informed.
- Staff should avoid inappropriate physical contact with children. Any contact must be child initiated, with consent, and done to meet the needs of the child's physical or emotional needs only.
- Staff members should only transport children under the age of 18 alone by car if prior permission (preferably in writing) has been given by a parent or caregiver.
- If first aid is required during the event, this should be done by a trained first aider.
- If first aid is administered an *Accident/Incident Register* should be completed and a follow up call is recommended to check on the child's recovery.
- Volleyball New Zealand will not tolerate bullying and/or discrimination of any sort. This message should be made clear during the induction session of the event with external members of staff and instructors and a person identified for children to talk to during the session.
- Section 6 of the Children, Young Persons and their Families Act 1989 states that the welfare of a child is paramount. Legislation allows any individual to physically restrain a child if they feel that child is at risk of harming themselves or another child.

### **Training and Support**

Volleyball New Zealand recognises the need for all relevant staff members to receive training and guidance in child protection to ensure that every child is kept safe from harm.

Volleyball New Zealand will ensure that all staff working with children and young people:

- Receive child protection training as part of their staff induction with the Child Protection Policy present in the Employee Handbook.
- Have access to refresher training and ongoing support; CPLO to maintain records.



- Are trained in how to ensure a child is safe from harm; all staff will be first aid trained and have Police vetting checks completed prior to contact.
- Are trained in how to recognise child abuse and neglect and how to respond appropriately; training workshops delivered by CPLO.
- Are trained in how to protect themselves and their actions from accusations of inappropriate behaviour/child abuse; training workshops and policy guidelines.
- Can speak directly with their line manager for guidance and support.
- Can speak directly with the CPLO for guidance and support.
- Have access to relevant resources and information.
- Are aware that records are to be located and maintained in a secure and confidential location.

**Related Documents**

<b>Document</b>	<b>Location</b>	<b>Completion By</b>
Event Safety Action Plan		Event Organiser
Accident/Incident Register		Health and Safety Committee/Staff
Information and Consent Form		Schools/Organisations
Incident Report Form		Staff who witness or suspect abuse