



SQUASH
EASTERN

CHILD PROTECTION POLICY

APPENDIX – D

TRY IT. PLAY IT. LOVE IT.

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POLICY STATEMENT

Squash Eastern is fully committed to safeguarding the welfare of all children in its care. We recognise the responsibility to promote safe practice and to protect children from harm, abuse and exploitation while participating in our activities.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

This policy is based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters, which affect them, should they wish to do so.
- Our organisation will work in partnership together with children and parents/carers to promote the welfare, health and development of children.

POLICY OBJECTIVES

The aim of this policy is to promote good practice through:

- Promoting the health and welfare of children by providing opportunities for them to take part in squash activities safely.
- Respecting and promoting the rights, wishes and feelings of children.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruiting, training, supporting and supervising staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Requiring staff, members and volunteers to adopt and abide by the Child Protection Policy and procedures.
- Responding to any allegations of misconduct or abuse of children in line with the Policy and procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitoring and evaluating the implementation of this Policy and procedures.

PROCEDURES

1. Screening

As part of our duty of care, we must ensure that suitable and appropriate employees and volunteers (including parents) are engaged to work with children. When recruiting people to engage with children we will ensure that there is robust recruitment process that includes:

- creating a role description;
- developing candidate specifications;
- advertising the position;
- an application process
- following up on referees;
- interviewing; and
- screening (e.g. police vetting) as required for specific positions.

2. Appointing a Child Protection Officer

A Child Protection Officer (CPO) shall be appointed to manage child protection issues by:

- Ensuring that child protection procedures are understood and adhered to by all members;
- Organising promotional activities, training and raising awareness within the organisation;
- Establishing and maintaining the complaints procedure;
- Regularly reporting to the Board/Executive Committee/Management;
- Acting as the main contact for child protection matters;
- Keeping up-to-date with developments in child protection legislation;
- Liaising with local child protection agencies;
- Maintaining confidential records of reported cases and any action taken; and
- Regularly monitoring and reviewing existing policies and procedures.

3. Good Practice Protocols

The protocols provide guidance to those working with children by outlining good practice and establishing boundaries in a range of situations.

- Applying a child-centred approach where all children are treated equally and with dignity.
- Activities should be appropriate for the age and development of the children in your care.
- Ensure feedback to children is about their performance and not of a personal nature.
- Use positive and age-appropriate language when talking to children and in their presence.

Creating a safe and open working environment

- Ensure that all physical contact with children is relevant and appropriate to the activity.
- Seek permission to touch when doing the above.
- Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years.
- Ensure that any filming or photography of children is appropriate. (Obtain consent prior to filming or photographing & explain purpose e.g. to promote course etc).
- Request parental consent before transporting young people in a vehicle. (Ensure vehicle is insured & has current WOF).
- Ensure you have school / parental consent to administer first aid if required
- Do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances.
- Do not engage in communication on a one to one basis through social media or email other than relevant coach/trainee feedback or administration.

- Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).
- Do not engage in any bullying activity.
- Avoiding situations where you are alone with a child.
- Avoid private or unobserved situations, including being alone with a child in the changing rooms.
- Avoid entering changing rooms. If you must enter, knock and announce yourself and try to have at least one other adult with you.
- Avoid driving a child unaccompanied.
- Do not invite or encourage children to your home

4. Codes of behavior

A code of behavior sets out an organisation's expectation of its employees, volunteers and supporters. These codes can be developed to cover a variety of roles including coaches, players, officials, parents and supporters and administrators. They will also reinforce the good practice protocols.

An effective code of behavior:

- identifies risk factors;
- addresses risk factors;
- is developed collectively with those who are expected to follow the code;
- is clear and unambiguous; and
- is widely promoted and used within your organisation.

Complaint and internal discipline procedures for breaches of the code procedures should be developed in conjunction with the code of behavior and also be widely distributed and promoted.

5. Dealing with allegations, responding to concerns.

In accordance with members' responsibility to act on any serious concerns, the following should be brought to the attention of the CPO

- any instance where policy is breached or good practice guidelines are not followed.
- Any disclosure by a child that abuse or harm is occurring.
- Any suspicions or concerns about a child being subject to abuse.

Where concerns about poor practice are reported.

Poor practice involves actions that are contrary to the good practice guidelines provided by our organisation and increase the risk of harm to children.

- Initial concerns should be discussed with your CPO (in the absence of a CPO the board or executive of your organisation should be notified).
- Consider the allegation and where there is a legitimate concern provide a written notice to the individual(s) involved.
- If the poor practice is continued or repeated poor practice following a written notice then enact disciplinary procedures. This may include expulsion from your organisation.
- Consider actions across all circumstances for example – classroom, microcourt programmes.

Where abuse is suspected or reported

The welfare and interests of the child or young person are the first and paramount considerations.

- Ensure the child is safe from immediate harm
- Consult immediately with nominated CPO/person-in-charge
- As soon as possible, record accurately and appropriately the information received

Records should be factual (not opinion or hearsay) and concise and include:

- 1.The nature of the allegation
- 2.Who noticed/disclosed the abuse and their relationship to the child
- 3.Details of any witnesses
- 4.Signs and symptoms noted (including behavioural change)
- 5.Any particular incidents with dates, times and places (if possible)
- 6.Any action taken

Further Action

- Consult with other others as necessary – do not work alone
- Avoid questioning the child beyond what has already been disclosed
- Do not question or counsel the alleged offender
- Do not investigate/presume expertise unless very experienced and qualified to do so.
- Notify Child Youth and Family or the Police.

Policy Review

This Policy and Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within the **Squash Eastern coaching programme**.

Following any issues or concerns raised about the protection of children within the **Squash Eastern coaching programme**.

In all other circumstances, at least every twelve months.

ADDITIONAL GUIDANCE

Squash Eastern coaching programme will:

- Treat everybody with respect
- Set an example we would wish others to follow
- Where possible consider activities that involve more than one adult being present or within sight and hearing of others
- Be aware that on occasions our actions may be misinterpreted by others even if they were well intentioned
- Respect a child's right to personal privacy
- Provide time and attention for children to talk to us
- Encourage children to respect and be courteous to others
- Intervene to stop any inappropriate verbal or physical behaviour
- Have a pre-arranged policy for the safe collection of children after the Squash Eastern coaching and training events have finished
- Ensure that any suspicions or allegations of abuse are REFERRED not INVESTIGATED
- Only refer and seek support from other agencies for those identified under the child protection policy
- Complete Personal Profile and vetting pro-formae (if applicable – see attached.)

APPENDIX 1: RELEVANT LEGISLATION

There are numerous pieces of legislation relating to the protection of children less than 18 years that may impact on sport and recreation providers.

Vulnerable Children Act 2014

The overarching purpose of the child protection policies is to provide information and processes to improve the identification and reporting of child abuse and neglect.

- The requirement for child protection policies applies “as soon as is practicable” for government-funded service providers, except for schools which will be subject to this requirement at a later date – within two years.
- Embedding the new child protection policies will take time and the National Children’s Directorate will support each sector to improve their practice.
- As part of this process, each government agency will guide organisations in their sector on how to assess their current policies and ensure they meet the new expectations.
- We want to ensure all organisations implement high quality policies that safeguard the children accessing their service.

Health and Safety in Employment Act 1992

- This Act deals with the health and safety obligations of an employer to its employees. If a child is an employee of the sports club, the general health and safety obligations of employers under the Act will apply.
- There is also an obligation to ensure the safety of volunteers (some of whom may be children) while they undertake the work activity.
- Employers will be held vicariously liable to a third party for acts of its employees. For example, if an employee coach breached a sports club’s duty of care to a child member, the club can be liable.

Privacy Act 1993

- Sports clubs gather certain personal information about members. The Privacy Act governs the collection and use of personal information where a person's identity is apparent from the information.

Crimes Amendment Act – Protection of Children

- The key purpose of this amendment to the Crimes Act 1961 is to ensure that children are adequately protected from assault, neglect and ill-treatment.
- The amendment places greater responsibility on adults (parent or persons in place of a parent) who have actual care or charge of a child to take reasonable steps to protect that child from injury. While 'a person in place of a parent' is not defined in the Act it appears possible that sports club personnel could at times be considered to be 'a person in place of a parent'. For example, when taking children away to an event or tournament.
- The amendment also compels people who live with a child and those who are in frequent contact with children and know, or ought to know, that the child is at risk of death, grievous bodily harm or sexual assault to take reasonable steps to protect the child from that risk.

Other relevant legislation includes:

- Income Tax Act 2007;
- Minimum Wage Act 1983;
- Equal Pay Act 1972;
- Smoke Free Environments Act 1990;
- Sale of Liquor Act 1989;
- Human Rights Act 1993;
- New Zealand Bill of Rights Act 1990; and Care of Children Act 2004.

APPENDIX 2: PERSONAL PROFILE / FORM

To be completed by all new volunteers/employees.

Personal Details:

First name:

Surname:.....

Date of Birth:..... Telephone No :

Address:

.....

Email:.....

Occupation: Currently Employed: YES/NO

Declaration – I have read and understood the organisation’s Child Protection Policy and agree to CONFIDENTIAL vetting procedures. I agree to inform Squash Eastern of any change in circumstances.

Referees – Please provide the names and addresses of TWO responsible persons for reference purposes. Referees should not be related to you and, where possible, should have knowledge of your ability to conduct yourself appropriately in the proximity of children. All references will be taken up. You should secure prior agreement of referees before providing their names

Referee 1	Referee 2

APPENDIX 3: VETTING CHECKLIST

Name of Volunteer/Employee:

This Checklist and a Child Protection profile form must be completed for all new volunteers/employees in the SQUASH EASTERN programme who have substantial access to children.

- Have you explained the need for vetting to the potential volunteer/employee? YES / NO
- Have you given the volunteer/employee an opportunity to read your Child Protection Policy and discussed any issues arising out of this with him/her? YES / NO
- Have you set up a personal file for the potential volunteer/employee? YES / NO
- Has the volunteer/employee completed a Child Protection Personal profile Form? YES / NO (Please attach the completed form to this checklist)
- Have you carried out appropriate vetting? YES / NO
- Were the results satisfactory? YES / NO
- Have you taken up two written references? YES / NO (Please attach the references to this checklist)
- Have you followed up these references with either a telephone call or conversation? YES / NO (Please attach a written record with full details including the date of the call or conversation to this checklist)
- Has the above individual been approved as a volunteer/employee with Squash Eastern YES / NO (You must be able to answer YES to questions 1-8 above before you sign this form)

Signed:

Dated:

Name (in block capitals):