



Child Safety and Safeguarding Policy

Date Approved	16 June 2026
Approved By	CTFC Board
Safeguarding Champion	Phillipa Jarvis-Purcell
Replaces	Child Safety Policy (April 2019)

Application

This policy applies to all Club members, coaches, employees, officials, referees, Board members, volunteers, and all people working on behalf of Cashmere Technical Football Club (CTFC), whether paid or unpaid.

Purpose

The purpose of this policy is to enable CTFC to provide a safe, positive, and inclusive environment for all members, particularly children, young people, and vulnerable adults to participate in football, and to set out the Club's commitment to safeguarding and protecting the welfare of those in our care.

This policy aligns with the New Zealand Football Safeguarding Policy (2026) and supersedes the Club's Child Safety Policy (2019).

Our Commitment

CTFC is committed to:

- Providing a safe and enjoyable football environment for all participants
- Implementing safe and inclusive practices across all Club activities
- Ensuring that children, young people, and vulnerable adults are safeguarded in the delivery of football
- Providing a clear framework for reporting and responding to safeguarding concerns
- Appointing a Safeguarding Champion to oversee the requirements of this policy
- Regularly reviewing this policy to ensure it remains current and fit for purpose

Definitions

The following definitions apply throughout this policy:

Child	Any person aged 16 years or under.
Young person	Any person aged between 16 and 18 years.
Vulnerable adult	An adult with a mental or physical impairment that means they need constant care from another person.
Safeguarding concern	A suspicion or evidence that a child, young person, or vulnerable adult is at risk of, or has been subjected to, abuse, neglect, or exploitation.
Poor practice	Behaviour that falls below expected standards but does not necessarily place a child, young person, or vulnerable adult at

	immediate risk of harm. Poor practice may be one-off or occasional and is often without malicious intent.
Safeguarding Champion	The designated Club person responsible for managing the police vetting process, championing good safeguarding practice, and acting as the first point of contact for safeguarding concerns.

Safe Practices

All adults working with children, young people, or vulnerable adults at CTFC must:

Coaching, training and instruction

- . Ensure activities are appropriate for the age and development of the participant
- . Use positive, respectful, and age-appropriate language at all times
- . Ensure children, young people, and vulnerable adults train within sight and under adult supervision
- . Ensure all physical contact is relevant, appropriate, and necessary to the activity

One-on-one interactions

- . Avoid one-to-one or private and unobserved situations with children, young people, or vulnerable adults, including online interactions
- . Where one-on-one situations are unavoidable, ensure at least one other person or player is present
- . Avoid one-on-one communication via social media, text, or email except for relevant coaching feedback or administration purposes

Changing rooms

- . Knock and announce yourself before entering changing rooms and where possible have another adult present
- . Adults and children, young people, or vulnerable adults must not share changing facilities at the same time

Transportation

- . Adults should not transport a child alone unless absolutely necessary and only with prior written parental consent
- . Wherever possible, have at least two children or two adults in any vehicle
- . Ensure all passengers wear seatbelts and that the vehicle is roadworthy and registered

Overnight stays and travel

- . Obtain written consent from parents or guardians outlining trip details, accommodation arrangements, and emergency contacts
- . Adults and children or young people must have separate sleeping areas
- . Children and young people should be grouped by age where possible, with no adult sharing rooms with minors

Photography and imagery

- . Ensure all filming or photography of children or vulnerable adults is appropriate.
- . Obtain consent from parents or caregivers before taking or publishing photographs of children or young people
- . All use of images must comply with CTFC's Social Media and Online Safety Policy

General conduct

- . Do not drink alcohol, smoke, or use electronic cigarettes in the presence of children or vulnerable adults

- Do not bully or place unnecessary pressure on children, young people, or vulnerable adults

Police Vetting

CTFC undertakes police vetting for all paid staff and volunteers who have contact with people under the age of 18 or vulnerable adults, in line with NZF Safeguarding Policy (2026) guidance.

This includes:

- All coaches involved with persons under the age of 18
- All managers involved with persons under the age of 18
- All board members
- Any other staff or volunteers involved with persons under the age of 18

Police vetting is conducted through the NZF Police Vetting System. CTFC covers the cost of this process for all required participants.

The vetting process requires individuals to:

- Complete an online vetting form via the NZF Police Vetting System
- Provide identification documents to the Club's Safeguarding Champion for verification
- Await clearance before commencing or continuing in their role where practicable

Police vetting should be renewed every three years. CTFC's Safeguarding Champion is responsible for maintaining records of vetting status and renewal dates.

All police vetting results are treated as strictly confidential and will be stored securely in accordance with CTFC's Privacy Policy and the NZF Police Vetting System requirements.

Safeguarding Champion

CTFC will appoint at least one Safeguarding Champion. The current Safeguarding Champion is: Phillipa Jarvis-Purcell

The Safeguarding Champion is responsible for:

- Championing good safeguarding practice across the Club
- Managing the police vetting process, including verifying identity documents
- Acting as the first point of contact for matters related to poor practice
- Maintaining up-to-date records of police vetting for all relevant staff and coaches
- Registering as the Club Safeguarding Champion in the NZF Police Vetting System and completing required training
- Liaising with the NZF Safeguarding Manager and any Federation Safeguarding Advisor as required

The Safeguarding Champion can be contacted via email Phillipa@ctfc.nz

Poor Practice vs Safeguarding Concerns

It is important that all Club staff, coaches, and volunteers understand the distinction between poor practice and a safeguarding concern, as this determines how a matter is managed and escalated.

Poor Practice

Poor practice refers to behaviour that falls below expected standards but does not place a child, young person, or vulnerable adult at immediate risk of harm. Examples include:

- Favouring some children over others or excluding less skilled participants
- Using inappropriate or negative language
- Failing to properly supervise children during training

- . Coaching or managing a participant in a private, isolated, or unobserved setting, particularly where only one child or young person is present, including your own child.

If you are the only coach present, CTFC encourages:

- . Holding training sessions in publicly visible locations where other parents, caregivers, or members of the public are able to observe
- . Welcoming parents and caregivers to stay and watch training sessions
- . Where practical, arranging buddy coaching where two coaches share sessions

Poor practice should be raised with the Safeguarding Champion and addressed through corrective feedback and additional training. If not addressed, repeated poor practice can escalate into a safeguarding concern.

Safeguarding concerns

A safeguarding concern arises when there is a suspicion or evidence that a child, young person, or vulnerable adult is at risk of, or has been subjected to, abuse, neglect, or exploitation. Examples include:

- . Physical, emotional, or sexual abuse
- . Neglect of a child's basic needs
- . Inappropriate or exploitative relationships
- . Grooming or any behaviour that could constitute criminal conduct
- . A disclosure from a child indicating abuse or harm

If you are unsure whether a situation constitutes poor practice or a safeguarding concern, err on the side of caution and seek advice from the Safeguarding Champion.

Reporting Safeguarding Concerns

All Club staff, coaches, and volunteers are required to report any safeguarding concerns promptly.

The following reporting pathway applies:

1. Raise the concern with the Club Safeguarding Champion in the first instance
2. The Safeguarding Champion will assess the concern and escalate to the NZF Safeguarding Manager or Federation Safeguarding Advisor as appropriate
3. Where there is an immediate or imminent risk of harm, report directly to NZ Police and/or Oranga Tamariki — do not wait

To report a concern to NZF directly:

- . Online: nzfootball.co.nz/about/safeguarding
- . Email: safeguarding@nzfootball.co.nz

CTFC does not conduct its own investigations into suspected child abuse. Where abuse is suspected or disclosed, the matter must be reported to the appropriate statutory authorities (Oranga Tamariki and/or NZ Police).

All concerns and reports will be handled confidentially, fairly, and in accordance with this policy. No person reporting a concern in good faith will be disadvantaged as a result.

Mandatory Reporting

All CTFC staff, coaches, and volunteers working with children, young people, or vulnerable adults are expected to act as mandatory reporters in relation to safeguarding and welfare concerns.

This means:

- . You must report any concern about the safety or welfare of a child, young person, or vulnerable adult — do not assume someone else will
- . You must not investigate concerns yourself or attempt to manage them informally where a safeguarding concern is indicated

- . You must not disclose information about a concern to the alleged perpetrator or to other parties not required to know

Training and Education

CTFC encourages all staff, coaches, and volunteers to complete safeguarding training. The following resources are available:

- . NZF Learn — nzfootball.co.nz
- . FIFA Guardians Safeguarding Essentials Course
- . Sport Integrity Commission — Te Kahu Rauniu resources

The Safeguarding Champion is required to complete training as part of their registration in the NZF Police Vetting System.

Breaches of This Policy

Any breach of this policy by a Club member, employee, coach, volunteer, or official will be treated seriously. Depending on the nature and severity of the breach, the Club may:

- . Require additional training or supervision
- . Refer the matter for formal disciplinary process under the Club's Anti-Harassment, Bullying and Discrimination Policy or employment procedures
- . Report the matter to NZF, Mainland Football, NZ Police, or Oranga Tamariki as appropriate
- . Terminate the engagement or employment of the person concerned

Policy Review

This policy will be reviewed annually by the CTFC Board, or earlier if required by changes to NZF policy, legislation, or operational circumstances. The Board is responsible for ensuring this policy remains current and aligned with NZF safeguarding standards.

Key Related Documents

- . NZF Safeguarding Policy (2026)
- . CTFC Privacy Policy
- . CTFC Police Vetting Procedure
- . CTFC Social Media and Online Safety Policy
- . CTFC Travelling Teams Policy
- . CTFC Health and Safety Policy
- . CTFC Anti-Harassment, Bullying and Discrimination Policy
- . CTFC Code of Conduct

Key Contacts

Role	Contact
CTFC Safeguarding Champion	Phillipa Jarvis-Purcell - Phillipa@ctfc.nz
NZF Safeguarding Manager	safeguarding@nzfootball.co.nz
Oranga Tamariki	0508 326 459 orangatamariki.govt.nz
NZ Police (emergency)	111