



Child Safety Policy

Policy Statement

Counties Manukau Hockey 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 and exploitation while participating in our activities.

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

In implementing this policy, we are committed to the following principles:

1. The welfare of children is the primary concern.
2. All children, no matter 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.
3. Child protection is everyone's responsibility.

The welfare of children is paramount, any misconduct will not be tolerated at Counties Manukau Hockey (CMHA) and any complaint will be handled appropriately, fairly and promptly.

We encourage you to speak up if you experience or witness behaviour that you consider may breach this policy.

Purpose

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

1. Promoting the health and welfare of children by providing opportunities for them to take part in sport safely.
2. Respecting and promoting the rights, wishes and feelings of children.
3. Promoting and implementing appropriate procedures to safeguard the wellbeing of children and protect them from harm.
4. Supporting staff, members and volunteers to adopt best practice to safeguard the wellbeing of children and protect them from harm.
5. Responding to any allegations of misconduct or harm to children.
6. Implementing the relevant investigative disciplinary and appeals procedures.

Scope

This Policy applies to CMHA personnel (including employees, contractors, players and coaches).

Types of harm

Outlined below are the types of harm that may exist.

Physical injury caused by:

- Environmental conditions
- Unsafe equipment and/or facilities
- Poor technique
- Violent or aggressive behaviour

Social, emotional and cultural:

- Emotional harm occurs when a child's self-esteem is undermined
- Social harm damages the relationship that children have with other children and adults
- Cultural harm occurs when a child's beliefs or practices are not acknowledged or accepted.

Sexual

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities (penetrative or non-penetrative) for example rape, kissing, touching, masturbation as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.

Neglect

- 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. Neglect is a lack of action, emotion or basic needs.

Guidelines for conduct when working with children

All CMHA personnel (including employees, contractors, players and coaches) are to undertake a Safety Check through a provider such as CV Check (NZ), as required by the Vulnerable Children Act 2014.

These protocols provide guidance to those working with children by outlining good practice and establishing boundaries in a range of situations. The intention of these protocols is to reduce the likelihood of harm to a child as well as minimising the risk of an allegation or complaint being made.

1. 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.
2. Creating a safe and open working environment that also reduces risk to staff and volunteers
 - exercise common sense
 - do not send children off to train alone and out of sight and supervision
 - ensure that children use appropriate protective gear
 - 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

- explain the purpose and obtain consent (from parents/caregivers) prior to filming or photographing children
 - request parental consent before transporting children in a vehicle - ensure that the vehicle is insured and has a current Warrant of Fitness and registration
 - ensure you have 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 with a child, on a one-on-one basis, through social media, texting or email, other than for relevant coach/athlete feedback or administration
 - do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying)
 - do not engage in any bullying activity.
3. 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
 - always have another adult present when staying overnight anywhere with children
 - do not share a room with a child, other than your own.

Dealing with Child welfare issues

In dealing with complaints of the types of behaviour outlined in this policy, or behaviour that falls short of our expectations or our values, we will:

- Deal with the matter fairly and as quickly as possible;
- Respect the feelings and views of the complainant;
- Provide a fair process for the respondent to the complaint; and

Process:

- Ensure the child is safe from immediate harm and danger
- Listen to the child and reassure them.
- Record accurately and appropriately any information received/observed. Record facts concisely including:
 - Type of harm
 - Signs and symptoms noted
 - Any particular incidents with dates, times and place
 - Any action taken
- Consult immediately with the person responsible for child safety and People & Culture.
- The complaint will then be assessed fully, promptly and confidentially.
- People & Culture must inform staff or volunteers of any allegations against them.
- Report your concern to the police
- Follow the advice of the police.
- Decide who will inform the parents and provide support to the family.
- Ensure the child is in a safe place.
- The investigation will be handled sensitively and confidentially.

In some circumstances, CMHA may decide that an investigation is necessary even where a formal complaint has not been made.

Other avenues of laying a formal complaint

If your complaint is not resolved satisfactorily or you wish to seek outside assistance you can refer the problem to:

- [Human Rights Commission](#);
- [Netsafe](#); and/or
- [WorkSafe New Zealand](#);

Responsibilities of Managers and Coaches

Managers and Coaches have the following responsibilities to:

- understand what is acceptable and what is not;
- ensure the child/ children is safe from immediate harm
- model appropriate behaviour at all times;
- ensure the personnel within their supervision are aware of this Policy
- listen and seek to fully understand concerns raised;
- intervene in any inappropriate behaviour, and seek to stop it;
- ensure that complainants are not victimised as a result of making a complaint;
- investigate any allegations of personnel; take reasonably practicable steps to prevent the recurrence that has been found to have occurred

Responsibilities of Personnel

Personnel are responsible for:

- Promoting respect for each other.
- Ensure children/ child is safe from immediate harm.
- Not retaliating if an issue is raised and providing support to those who may raise an issue.
- Participating openly and honestly in any discussions or investigations taken.
- Being aware of their own conduct and the potential impacts this may have on others.
- Accepting personal responsibility for their actions.

The Outcome

CMHA personnel found to have breached this policy may be subject to disciplinary action up to and including dismissal or termination of contract.

Possible outcomes of the investigative process:

- A satisfactory mediated outcome
- Disciplinary action imposed for a breach of this policy
- No action taken due to finding no breach of the policy or insufficient evidence
- Action against the complainant (or other person) due to a finding of frivolous, vexatious or malicious allegation.
- Referral to another agency.

Types of actions or penalties that could potentially result from a breach of the policy.

- Written warnings
- Suspension of a person from a role they hold within.

- Banning of a person from activities held by or sanctioned by.
- A direction to complete a reasonable task i.e letter of apology or corrective action
- Referral of the matter to an appropriate authority.
- Ongoing education on the matter.

Vexatious or Malicious Complaints

The purpose of the complaint procedure set out in this policy is to provide an avenue to raise genuine complaints in good faith.

If a complaint was vexatious or maliciously made, then disciplinary action against the complainant may be taken. However, just because a complaint is not upheld does not mean that it is vexatious and / or malicious.

Support Available

You can seek support from:

- Your manager
- Your coach
- EAP (0800 327 669 or www.eapservices.co.nz/booking)
- People & Culture

Relevant Legislation

This Policy takes into account the following legislation:

- Employment Relations Act 2000
- Harassment Act 1997
- Health and Safety at Work Act 2015
- Human Rights Act 1993
- Privacy Act 1993
- Harmful Digital Communications Act 2015
- Crimes Act 1961 – Protection of Children
- Children, Young Persons and their Families Act 1989
- Health and Safety in Employment Act 1992
- Vulnerable Children Act 2014

Breach of Policy

Any breach of this Policy will be taken seriously and could result in termination of employment of the CMHA personnel concerned.

Policy Approved:

Review Date: