



## **Child Protection Policy**

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## **1. INTRODUCTION**

Auckland Water Polo Centre (referred to hereafter as AWP) has developed this Policy to reinforce its commitment to providing an environment for children that is safe, free from harassment and abuse, and promotes respectful and positive behaviour and values. This policy outlines AWP's commitment to child protection and recognises the important role and responsibility of all our staff (including contractors and volunteers) in the protection of children. It includes AWP's expectations when child abuse is reported or suspected. This policy will provide a guide for what to do should this occur.

This policy is part of AWP's proactive approach to promoting appropriate behaviour within our sport. The purpose of this Policy is to:

- Maintain a safe environment for children involved in Water Polo in the Auckland region
- Guide children and young people involved in Water Polo in the Auckland region who need to seek guidance if they observe or experience any form of abuse.
- Provide guidance to those who have concerns around the wellbeing and safety of children and young people.
- Provide coaches, administrators, officials, volunteers and parents/supporters with good practice information about protection of children in water polo in the Auckland region.

This Policy is in accord with NZWP's code of conduct.

## **2. WHO THIS POLICY APPLIES TO**

This Policy applies to the following people when under the jurisdiction of AWP (which includes direct involvement in any competition administered by AWP):

- Persons appointed or elected to the AWP Executive and its Sub-Committees
- Contractors, employees and/or volunteers of AWP
- Support personnel attached to teams and squads (both volunteers and paid persons) eg. Managers, sports trainers, etc.
- Coaches and assistant coaches
- All athletes and organisations who are members of or affiliated with AWP.
- Parents, guardians and spectators at AWP events, functions or trainings

## **3. RESPONSIBILITIES OF THE ORGANISATION**

AWP will:

- 3.1 Adopt, implement and comply with this policy
- 3.2 Publish, distribute and promote this policy to all whom this policy applies to. This policy will be on AWP's website for all to access
- 3.3 Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies
- 3.4 Promote and model appropriate standards of behaviour at all times
- 3.5 Promptly deal with any observed or reported signs of abuse or disclosures, breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner
- 3.6 Apply this policy consistently

- 3.7 Monitor and review this policy from time to time as appropriate on an annual basis or whenever timely before this

#### **4. INDIVIDUAL RESPONSIBILITIES**

Individuals bound by this policy are responsible for:

- 4.1 Making themselves aware of this policy and complying with its standards of behaviour
- 4.2 Placing the safety and welfare of children above other considerations
- 4.3 Being accountable for their own behaviour
- 4.4 Following the procedures outlined in this policy regarding child protection concerns
- 4.5 Co-operating in providing an environment that supports the protection of children

#### **5. CHILD PROTECTION**

AWP has a responsibility to ensure that appropriate policies and procedures are established to safeguard all children from any threat of, or form of abuse or harassment while participating in any aspect of our sport under their control, or use the policies/procedures to act upon suspicions of abuse and neglect (outside or inside the organisation).

For the purpose of this policy, children are defined as under 18 years of age (in accordance with the CYF's description of a child or young person as being under the age of 18 years). AWP aims to foster an environment within the sport that ensures the safety and wellbeing of all children. An awareness of this policy amongst all involved with children and young people in water polo also assists in reducing risk to our clubs, coaches, officials, volunteers and parents/supporters. Adults should at all times establish and maintain appropriate professional boundaries in their relationships with children in water polo.

In the situation where parents/caregivers of an AWP member/child are in a parental dispute over a child, or where an allegation of child abuse has taken place, AWP must have an official third party confirmation (ie. Lawyer, CYF's, Police or the Courts) with regards to withholding or excluding information from either parent/caregiver at either parent/caregivers request. The third party does not need to disclose the specific nature of the child safety concern.

#### **6. DEFINITIONS**

The following definitions apply to this policy:

**Abuse** – the harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of any child

**Neglect** – the persistent failure to meet a child's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development

**Child** – any child or young person aged under 17 years, and who is not married or in a civil union

**Child protection** – activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or the risk of abuse or neglect

**Designated person for child protection** – the manager/supervisor or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about the child protection policy

**Disclosure** – information given to a staff member by the child, parent or caregiver or third party in relation to abuse or neglect

**Child, Youth and Family** – the agency responsible for investigating and responding to suspected abuse and neglect and for providing a statutory response to children found to be in need of care and protection

**New Zealand Police** – the agency responsible for responding to situations where a child is in immediate danger and for working with Child, Youth and Family in child protection work, including investigating cases of abuse or neglect where an offence may have occurred

**Children’s services** – any organisation that provides services to children or to adults where contact with children may be part of the service. These organisations should have child protection policies. Organisations that provide services to adults who may be caring for or parenting children should also consider developing a policy, e.g., adult mental health and addiction services

**Safer recruitment** – following good practice processes for pre-employment checking which help manage the risk of unsuitable persons entering the children’s workforce

**Standard safety checking** – the process of safer recruitment that will be mandatory for organisations covered by the Vulnerable Children Act 2014

**Workforce restriction** – a restriction on the employment or engagement of people with certain specified convictions under the Vulnerable Children Act 2014

**Children’s workforce/children’s workers** – people who work with children, or who have regular contact with children, as part of their roles

**Physical abuse** – any acts that may result in the physical harm of a child or young person. It can be, but is not limited to: bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness.

**Sexual abuse** – any acts that involve forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. Sexual abuse can be, but is not limited to:

- Contact abuse: touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the child to perform such acts on the perpetrator or another, involvement of the child in activities for the purposes of pornography or prostitution
- Non-contact abuse: exhibitionism, voyeurism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviours or comments.

**Emotional abuse** – any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development. This can include:

- Patterns of isolation, degradation, constant criticism or negative comparison to others. Isolating, corrupting, exploiting or terrorising a child can also be emotional abuse.
- Exposure to family/whānau or intimate partner violence.

**Neglect** – neglect is the most common form of abuse, and although the effects may not be as obvious as physical abuse, it is just as serious. Neglect can be:

- Physical (not providing the necessities of life, like a warm place, food and clothing).
- Emotional (not providing comfort, attention and love).
- Neglectful supervision (leaving children without someone safe looking after them).
- Medical neglect (not taking care of health needs).
- Educational neglect (allowing chronic truancy, failure to enrol in education or inattention to education needs).

## **7. PRACTICE GUIDELINES**

Good practice amongst contractors, coaches, officials and volunteers means:

- The safety and wellbeing of children/young people must be paramount at all times
- Athletes are treated with dignity and respect
- Always working in an open environment avoiding private or unobserved situations and encouraging open communication
- At any 'away' competitions, coaches should not enter children's rooms or invite children/young people into their room (other than the child's own parents/caregivers) in the absence of other children or other adults.
- At any 'away' competitions, it is recommended that team managers have an awareness of how to safeguard children in water polo
- Concerns regarding protection of children/young people are referred and dealt with according to the steps within this policy
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and and/or other medical treatment
- Ensuring any form of abuse or sexual harassment directed at a child from others, whether this is from another child or adult, is challenged and referred to AWP, CYF or Police
- Knowing and understanding this policy
- Where a coach believes it is necessary to use touch with an athlete in order to correct or demonstrate technique, it is important that they:
  - Ensure the child is made aware of the purpose of the contact and gives consent;
  - Consider the appropriateness of the ways in which technique is corrected involving touch, and
  - Ensure this is not conducted in an isolated environment

All coaches, officials and volunteers must ensure

- They never take, or are in the presence of, children/young people in secluded places where they will be alone, irrespective of gender
- They do not share a room with a child other than their own
- They never use inappropriate language or allow other children to use inappropriate language unchallenged (eg. innuendo, sexualised connotations, culturally or racially offensive comments)
- They never cause an athlete to lose self-esteem by humiliating or undermining the individual
- They never make sexually suggestive comments or actions to or in the vicinity of a child/young person, even in fun

- They never engage in rough, physically or sexually provocative games, and
- They never engage in or allow unchallenged, any form of abuse or sexual harassment as described in this policy

The relationship between coaches/officials who hold a position of trust and responsibility with athletes, particularly, but not limited to those under 18 years, must be professional and appropriate at all times.

Please Note: it is the responsibility of the parent/caregivers to ensure their children are not left alone at a training or competition venue without adult supervision. The exception to this is when a team is at an “away” competition/tour and an adult such as the Team Manager is acting as loco parentis on behalf of AWP.

## **8. HANDLING CONCERNS/DISCLOSURES**

As a trusting adult, disclosures of abuse or sexual harassment may be made to you by the person affected or another person, or you may directly observe concerning behaviour. The following is a guide to handling disclosures or concerning observations:

- If you have observed behaviour by another person to a child that causes you concern, firstly ensure the child is not in immediate danger. You do not have to discuss this with the child/young person but can contact AWP in the first instances (contact details are available on the AWP website ([aucklandwaterpolo.co.nz](http://aucklandwaterpolo.co.nz)), CYF (0508 326 459) or the Police to seek advice.
- At any time you are able to report concerns to AWP, CYF or the Police. Your referral to these agencies may be anonymous
- At any time you can bypass AWP and go directly to CYF or the Police if you have any child safety concerns
- Any investigation into the nature of the concern must only be managed by an external statutory agency. Your role is not to investigate but to gather information and pass it on to a statutory agency like CYF/Police. Please contact CYF or the Police should this need arise.

## **9. TAKING IMAGES OF CHILDREN**

Images or videos of children can be used inappropriately or illegally. Any device that has the ability to take/record images or videos is included in this policy, including the use of telescopic or zoom lens and mobile phones. Vigilance is encouraged to ensure the use of photography or video with children is appropriate. It is possible for images or video to be taken with any device without the knowledge of the subject.

AWP require all its members to be vigilant in changing rooms and other areas of the pool and to report immediately any concerns arising from the taking or recording of images or video. AWP prohibits the use of camera phones, videos and cameras inside changing areas, showers and toilets. The use of these devices in these areas will always result in an investigation.

Always be vigilant for people who don't appear to be relatives or friends of those who are playing water polo, but seem to spend a lot of time videoing or taking images of them. Report these incidents to the event organisers or the pool management immediately.

Spectators need to exercise caution when recording videos or images that include children who are not their own. Particular caution is needed when considering uploading these onto any

electronic device or website. AWP recommends that all individuals and associations, wherever possible, obtain permission from a child's parent/guardian when sharing images or videos of a child that is not their own.

When using images of a child, AWP will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. They will not display any information about hobbies, likes/dislikes, school, etc. as this information can be used as grooming tools by paedophiles or other persons. The exception to this is where:

- Information given to AWP by the player's parents/caregivers for uploading on a player profile, and
- Where a parent/caregiver submits information or images to be uploaded on the athlete's player profile on its website or gives consent for AWP to use their own images and player names on their website or Facebook page.

It is important to note that an athlete may be under an external agency's protection order that may not be known to another parent, coach, volunteer or official photographer. Images of this nature may compromise the safety of the person.

## **10. SOCIAL MEDIA/NETWORKING AND THE INTERNET.**

AWP acknowledges the contribution social networking websites, such as, but not limited to, Facebook and Instagram, make in promoting and celebrating the sport of water polo. We expect all people, bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

Children and young people are some of the biggest users of social media and must also know how to use these platforms appropriately within the sport of water polo. Social media postings, blogs, status updates and tweets:

- Must not use offensive, provocative or hateful language
- Must not be misleading, false or injure the reputation of another person
- Should respect and maintain the privacy of others

### **Children & Communications**

Many children and young people communicate using electronic and social networking platforms, of which many modes are available to them. Ideally, communication should be conducted between the coach/another adult and the parent of the child, however, if anyone bound by this policy needs to communicate directly with the child/athlete, they need to observe the cautions stated below:

AWP recommends the following cautions:

- If coaches/managers use phone text or social networking means to communicate directly with children, content should remain brief and directly related to sport, avoiding any social comment
- Any electronic communication by a coach/manager with a child remains professional and relevant
- Do not include personal information of oneself or others in social media channels
- Do not use offensive, provocative or hateful language or images
- Use your best judgement – do not publish something that makes you feel the slightest bit uncomfortable and never write/publish if you are feeling emotional or upset

- Always ask for a person’s permission before posting their picture on a social networking forum
- Never comment on rumours, do not deny or affirm them or speculate about rumours, and
- Always use electronic and social network forums to add value and which promotes the sport in a positive way

## **11. LEGAL/PRIVACY ISSUES**

When disclosures or observations of child abuse are made that fall in the remit of this Child Protection Policy, those to whom disclosure is made are required in all circumstances to follow the procedures outlined. All those involved in dealing with issues of Child Protection are required to respect the provisions of confidentiality which relate to their responsibility. The Privacy Act 1993 and the Health Information Privacy Code 1994 authorises disclosure of information necessary to prevent or lessen serious and imminent harm to any individual (to the extent necessary) to statutory social workers or the Police.

The Children, Young Persons and their Families Act 1989 also gives way to privacy under certain circumstances. These deal with the reporting of child abuse (Section 15) and protection of an individual from proceedings (disciplinary, civil and criminal) when disclosing child abuse to either a CYF social worker or the Police (Section 16). The Children, Young Persons and their Families Act 1989 states that concerns can be passed on based on a ‘belief’ that abuse/neglect may be occurring. Upon request in writing, information can or must be released to a CYF social working, police officer or care and protection co-ordinator (Section 66 CYF Act 1989).

## **12. OTHER RELEVANT POLICIES**

Some of the policies that contribute to the welfare of all those involved in our activities include:

- AWP Code of Conduct
- AWP Drug Policy
- AWP Constitution
- AWP Regulations

## **13. SCREENING AND VETTING REQUIREMENTS**

Child abusers often seek to work with children. Robust and consistent screening and vetting will help you assess whether people are suitable to work with children. The following outlines the screening and vetting processes which should be undertaken by all clubs affiliated with AWP in respect of those who work, coach, supervise or have regular unsupervised contact with children under the age of 18 years.

For all new appointments of paid or unpaid employment or contracting of coaches and the appointment of team managers for “away” competitions, clubs are required to:

1. Carry out an Identity Verification – this is where proof is required for people to verify who people say they are, including previous identities
2. Check a person’s referees (preferably at least 2), verbal or written, about his/her suitability for the role
3. Obtain a signed consent form from the applicant for a check of Justice records (often referred to as Police Vetting)
4. Undertake the check of Justice records



5. Make an assessment as to whether the person may be suitable to work with people under the age of 18 years if the person doesn't agree to a records check, after explaining why it is a requirement of this Policy. If unsatisfied, do not appoint them
6. This information should be updated and reassessed every three years
7. Protect the privacy of the person who is checked and maintain confidentiality of any information obtained through the checking process, and
8. Return all information or paperwork to the person if they are not appointed

Those who have conviction(s) for child sex offences or violent crimes against children are not permitted to work with children at clubs affiliated to AWP.

#### 14. RESPONDING TO A CHILD WHEN THE CHILD DISCLOSES ABUSE

**Listen to the child** - Disclosures by children are often subtle and need to be handled with care, including an awareness of the child's cultural identity and how that affects interpretation of their behaviour and language.

**Reassure the child** - Let the child know that they are not in trouble and have done the right thing. While reassuring the child it is important that you do not agree 'not to tell anyone'.

**Ask open ended prompts** - e.g. "What happened next?" Do not interview the child (do not ask questions beyond open prompts for the child to continue).

**If the child is visibly distressed** - Provide appropriate reassurance and engage in appropriate activities under supervision until they are able to participate in ordinary activities.

**If the child is not in immediate danger** - Re-involve the child in ordinary activities and explain what you are going to do next.

**As soon as possible formally record the disclosure** - Record:

- Word for word, what the child said.
- The date, time and who was present.

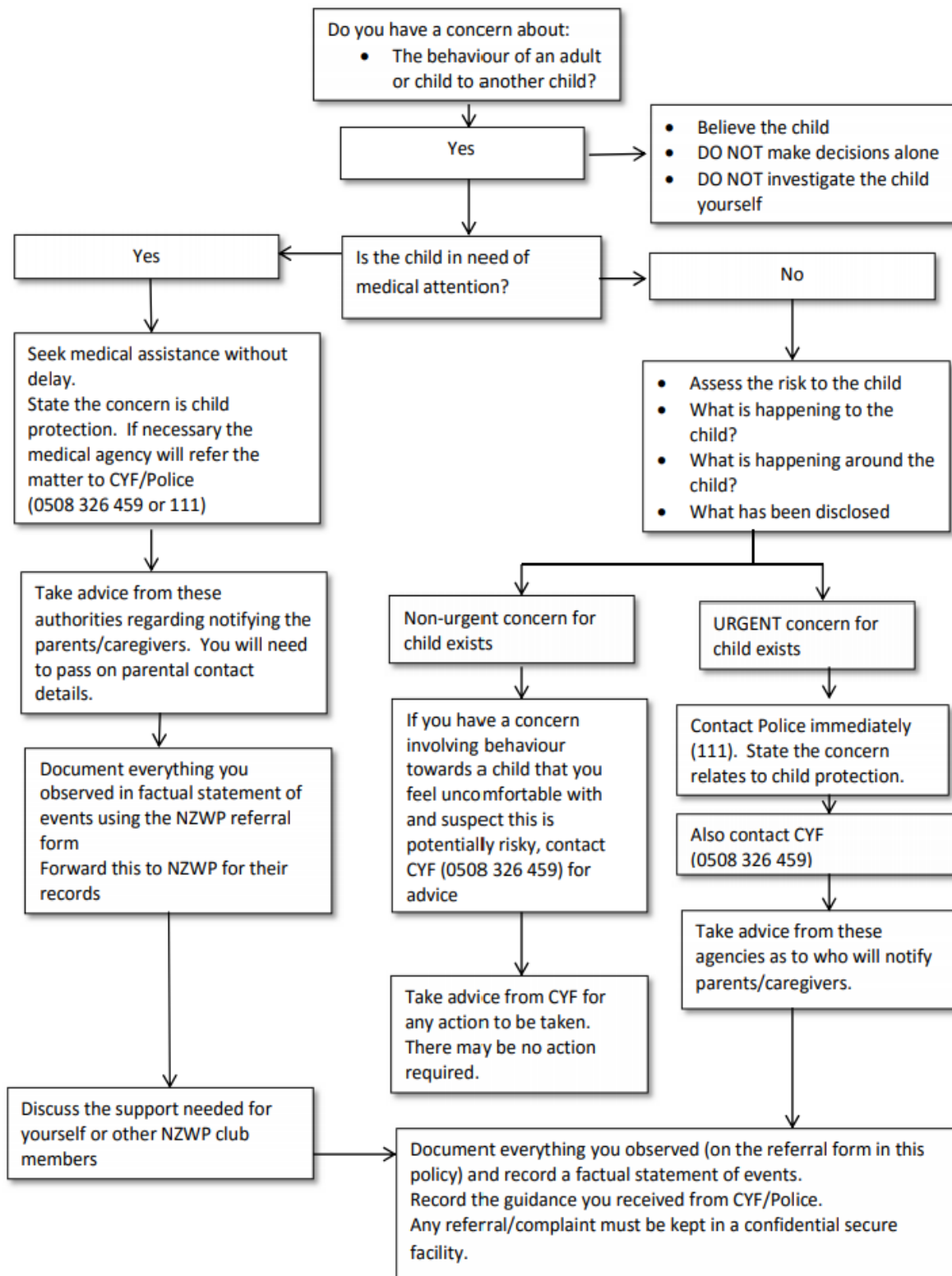
#### 15 RECORDING AND NOTIFYING CHILD, YOUTH AND FAMILY OF SUSPECTED CHILD ABUSE OR NEGLECT:

What process to follow	For example	Key considerations
Recording	Formally record: <ul style="list-style-type: none"> <li>• Anything said by the child.</li> <li>• The date, time, location and the names of any staff that may be relevant.</li> <li>• The factual concerns or observations that have led to the suspicion of abuse or neglect (e.g., any physical, behavioural or developmental concerns).</li> <li>• The action taken by your organisation.</li> <li>• Any other information that may be relevant</li> </ul>	Relevant information can inform any future actions.
Decision making	Discuss any concern with the manager/supervisor or the	No decisions should be made in isolation

	designated person for child protection	
Notifying authorities	<p>Notify Child, Youth and Family promptly if there is a belief that a child has been, or is likely to be abused or neglected.</p> <p>A phone call to the National Contact Centre is the preferred initial contact with Child, Youth and Family (see below) as this enables both parties to discuss the nature of the concerns and appropriate response options.</p> <p>Phone: 0508 Family (0508 326 459)</p> <p>Email: <a href="mailto:cyfcallcentre@cyf.govt.nz">cyfcallcentre@cyf.govt.nz</a></p>	<p>Child, Youth and Family will:</p> <ul style="list-style-type: none"> <li>• Make the decision to inform the parents or caregivers, in consultation with our organisation.</li> <li>• Advise what, if any, immediate action may be appropriate, including referring the concern to the Police</li> </ul>
Following the advice of Child, Youth and Family	Child, Youth and Family advice will include what, if any, immediate action may be appropriate, including referring the concern to the Police	Child, Youth and Family is responsible for looking into the situation to find out what may be happening, whether our organisation needs to work with the family/whānau or put them in touch with people in their community who can help.
Storing relevant information	<p>Securely store:</p> <ul style="list-style-type: none"> <li>• The record of the concern.</li> <li>• A record of any related discussions (including copies of correspondence, where appropriate).</li> <li>• A record of any advice received</li> <li>• The action your organisation took, including any rationale.</li> <li>• This concern with any earlier concerns, if the notification is based on an accumulation of concerns (rather than a specific incident).</li> </ul>	Records assist in identifying patterns

## APPENDIX A

### RESPONDING TO CHILD SAFEGUARDING CONCERNS



**APPENDIX B**

**RECORD OF COMPLAINT**

This form is used in association with the flow chart in this policy under 'Responding to Child Safeguarding Concerns'. If kept by AWP, this will be in a secure/locked location.

Complainant's Name -----	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: -----												
Complainant's Contact Details	Phone:  Email:  Club:													
Child's Contact Details (if applicable)	Name:  Date of Birth:  Address:  Name of parents/caregivers if known: Name of siblings if known: Region Association: Club / School:													
Complainant's Role / Status	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Administrator/Volunteer</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Parent</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Athlete</td> <td style="border: none;"><input type="checkbox"/> Spectator</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Coach/Assistant Coach</td> <td style="border: none;"><input type="checkbox"/> Support Personnel</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Employee (paid / unpaid)</td> <td style="border: none;"><input type="checkbox"/> Other</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Official</td> <td></td> </tr> </table>		<input type="checkbox"/> Administrator/Volunteer	<input type="checkbox"/> Parent	<input type="checkbox"/> Athlete	<input type="checkbox"/> Spectator	<input type="checkbox"/> Coach/Assistant Coach	<input type="checkbox"/> Support Personnel	<input type="checkbox"/> Employee (paid / unpaid)	<input type="checkbox"/> Other	<input type="checkbox"/> Official			
<input type="checkbox"/> Administrator/Volunteer	<input type="checkbox"/> Parent													
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<input type="checkbox"/> Coach/Assistant Coach	<input type="checkbox"/> Support Personnel													
<input type="checkbox"/> Employee (paid / unpaid)	<input type="checkbox"/> Other													
<input type="checkbox"/> Official														
Name of Person Complained About (Respondent)	Name:  Club:  <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18													
Nature of Complaint (Category/Basis/Grounds)  Can tick more than one box	<table style="width: 100%; border: none;"> <tr> <td style="width: 5%; border: none;"><input type="checkbox"/></td> <td style="border: none;">Sexual harassment</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Sexual</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Verbal abuse</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Physical abuse</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Child abuse</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Other -----</td> </tr> </table>		<input type="checkbox"/>	Sexual harassment	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	Verbal abuse	<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>	Child abuse	<input type="checkbox"/>	Other -----
<input type="checkbox"/>	Sexual harassment													
<input type="checkbox"/>	Sexual													
<input type="checkbox"/>	Verbal abuse													
<input type="checkbox"/>	Physical abuse													
<input type="checkbox"/>	Child abuse													
<input type="checkbox"/>	Other -----													
Date of Alleged Incident	-----													
Location of Alleged Incident	<input type="checkbox"/> Competition <input type="checkbox"/> Other <input type="checkbox"/> Training     ----- --													

<p>Description of Alleged Incident. Facts as stated by complainant (do not include opinion or conjecture)</p> <p>Please use separate sheet if required</p>	
<p>Witnesses</p>	<p>Name (1):</p> <p>Contact Details:</p> <p>Name (2):</p> <p>Contact Details:</p> <p>Name (3):</p> <p>Contact Details:</p>
<p>Interim Action Taken (if any) of Attempted Information Resolution, or to ensure child's safety</p>	
<p>Government Agency Contacted (if applicable)</p>	<p>Who:</p> <p>When:</p> <p>Advice Provided:</p>
<p>Complainant:</p>	<p>Name: -----</p> <p>Signature: -----</p> <p>Date: -----</p>

This record and any notes must be kept in a confidential and safe place.