POLICY 4

# Child Protection Policy

## Purpose

We believe every child has the right to have fun, be safe, protected, and free from harm when participating in rowing at our club. Invercargill Rowing Club is committed to a safeguarding culture to ensure that everyone has a safe and enjoyable rowing experience. Safeguarding is about keeping all children safe from harm, abuse, violence, exploitation, and neglect by ensuring we recognise and respond appropriately to any suspected or confirmed abuse.

## Scope

This policy applies to all rowers, staff, volunteers, contractors, and representatives of Invercargill Rowing Club (members). For the purposes of this policy and associated procedures, a child is recognised as anyone under 18 years old.

## Policy Statement

Invercargill Rowing Club is a rowing club providing children with on and off water rowing training and racing experiences. We are fully committed to safeguarding the welfare of children by identifying and responding to vulnerability, child abuse and neglect in an effective and efficient manner.

We recognise the responsibility to promote safe practice and to protect children from harm and to ensure that members are trained and skilled to know the signs of abuse, apply our policies and procedures and act appropriately and effectively in response to a concern or incident.

Members and volunteers will work together to demonstrate a strong organisational child protection culture to ensure that the rights of children are respected.

## Policy Objectives

The objective of this policy is to ensure all members of Invercargill Rowing Club receive the support they need to promote good practice by:

- Promoting the health and welfare of children by providing opportunities for them to take part in sport and physical activity safely;
- Respecting and promoting the rights, wishes and feelings of children;
- Appointing a Designated Safeguarding Person;

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- Requiring the adoption and compliance with this Child Protection Policy and associated policies and procedures;
- Promoting and implementing appropriate safeguarding procedures;
- Providing safer recruitment and training to enable members to identify and respond appropriately to suspicion, disclosure or allegations of vulnerability, abuse or neglect, to protect children from harm and to reduce the risk of allegations or complaints against themselves;
- Regularly monitoring and evaluating the implementation of this policy and procedures.

## Definitions

The Oranga Tamariki Act, 1989, defines child abuse as "...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person".

## Responsibilities

Ensuring children are kept safe is a shared responsibility concerning anyone involved in the rowing experiences we provide. It is the responsibility of members to be vigilant, have knowledge and awareness of the indicators of neglect, potential or actual abuse and to report any concerns, suspicions or allegations of suspected abuse immediately and ensure that the concern is taken seriously and reported.

## Designated Safeguarding Person

Invercargill Rowing Club has appointed the following committee members as Designated Safeguarding People:

Please contact club committee members Nigel Jack, or Emily Cullen, with any issues relating to a child's safety, wellbeing or for guidance regarding the club's safeguarding and child protection policy.

The Designated Safeguarding People is responsible for ensuring that child safeguarding and protection is a key focus within Invercargill Rowing Club and that appropriate protocols, procedures, and training are in place. Invercargill Rowing Club must ensure that a Designated Safeguarding Person is appointed and given appropriate training.

### The role of the Designated Safeguarding Person/s is to:

- ensure that the needs and rights of children come first as their safety and wellbeing is paramount.
- ensure clear, confidential, detailed, and dated records on all child protection cases are taken and secure. These must contain all available information relating to the cause for concern and any subsequent action taken, including when it has been decided not to make a notification to Oranga Tamariki or the Police. These records will be kept separate from other records for the purpose of confidentiality.

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- establish a close link with the relevant local agencies to ensure clear and effective communication and be a recognised contact within Invercargill Rowing Club for agencies to contact regarding concerns.
- ensure that all members are supported appropriately when dealing with child protection concerns.
- consult with the Invercargill Rowing Club Committee Chairperson regarding all child protection concerns.

## Confidentiality / Information Sharing

We are committed to sharing information as appropriate, therefore if there is a concern about a child, the Designated person and/or Invercargill Rowing Club Committee Chairperson will seek advice from Oranga Tamariki and/or the Police before identifying information about an allegation is shared with anyone else.

In addition to seeking advice from Oranga Tamariki and the Police, we will refer to the privacy commission guidelines on sharing information about vulnerable children, to guide decisions on when to share information and talk to parents/whanau/caregivers.

The Designated People will be responsible for ensuring that any information relating to a child protection matter is stored securely online, within a restricted access area. The Designated people will also be responsible for the secure and confidential sharing of relevant information when required.

Under the Privacy Act 1993 and the Children and Young People's Well-being Act 1989, members will disclose information when there is a good reason to do so. Under sections 15 and 16 of the Children and Young People's Well-being Act 1989, any person who has a concern that a child has been or is likely to be harmed may report the matter to Oranga Tamariki or the Police and provided the report is made in good faith, no civil, criminal or disciplinary procedures will be brought against them.

## Safe Working Practices

When working/dealing with children in rowing, adults need to establish and maintain clear and professional boundaries. The following safe practices are expected at Invercargill Rowing Club and ensures that all members are working in ways which reduce any risk to children, themselves and minimises the opportunity for harmful behaviour to occur.

## Personal Responsibilities

| Should | Should NOT |
|---|---|
| Always act, and be seen to act, in the child's welfare and best interests | Use position of power to intimidate, bully, humiliate, threaten, coerce, or undermine a child |
| Record and report situations which may give rise to concern from either party | Use status and standing to form or promote relationships which are, or may become, inappropriate or of a sexual nature. |

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| | |
|---|---|
| Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described | Display conduct that would lead any reasonable person to question motivation and/or intentions |
| Always make sure training and racing is appropriate for the age and stage of the child. | |

## Contact and Communication with Children

| Should | Should NOT |
|---|---|
| Always inform other colleagues or parents about one on one contact beforehand, assessing the need to have them present or close by | Meet with a child in a remote, secluded area. One on one contact should be avoided |
| Obtain parents or caregivers consent before displaying or distributing images of children | Take images 'in secret', or take images in situations that may be construed as being secretive or private |
| Ensure that personal social networking sites are set to private and children are never listed as approved contacts | Engage in communication with a child on a one-one-one basis through social media and texting other than for administration e.g. communicating training times |
| Understand that some communications may be called into question and need to be justified | Use language or conduct that gives rise to comment or speculation |
| Always explain what is happening and seek permission when physical contact is required e.g. first aid or technical guidance | Touch a child in a way which may be considered indecent |

## Camps and regattas

| Should | Should NOT |
|---|---|
| Ensure adults are vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations, particularly on overnight stays or in changing rooms. | Share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with parents or caregivers. |
| Use an 'open door policy' if entering a child 's room. If possible, have another person present. | Share beds with a child. |

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## Safe Recruitment

Effective screening which involves a rigorous and consistent process that looks at the information available about a person, can significantly reduce the risk to children and ensure we employ/select the best people for roles within Invercargill Rowing Club. Candidates will be assessed to ensure they are a safe person to work with them.

Safe recruitment processes at Invercargill Rowing Club include:

- the advert and position description will state the degree of contact and the level of responsibility with children.
- Job application forms will advise candidates if the role is subject to a police vetting check.
- Application forms, interviews and referee checks will be designed to provide the panel with valuable information about the candidate, including their attitudes; and their experiences and relationships in working with children and young people.
- Prospective and existing volunteers will be made aware that a periodic safety check is part of their employment conditions.
- Adults assisting with camps or overnight stays at regattas will be made aware that periodic safety checks are possible.

## Induction and Training

To enable Invercargill Rowing Club to build a safeguarding culture where the safety of children is paramount, *safeguarding training will be provided to all members at least every three years.*

Child protection procedures will be included as part of the induction process. All new members will be taken through the child protection policy and associated procedures, advised where they are located online and asked to ensure that they read and understand the content.

All members will be informed promptly of any changes to the child protection policy and associated procedures. Access to annual training opportunities will be provided, particularly to individuals who are working directly with children or who are the designated person.

## Handling Disclosures from a Child

Disclosure of abuse may come directly from the child. In such circumstances it is important to respond in a calm, caring and sensitive manner. It is important that members take what the child says seriously. This applies irrespective of the setting, or the member of member's own opinion on what the child is saying. The child is never to blame in situations of abuse and should be reassured they have done nothing wrong, either in relation to the abuse itself or in reporting it. Children need to know that members are listening and taking seriously the information divulged. They need members to respond positively to ensure their future protection.

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It is important to record what is said at the time, if appropriate, or as soon as possible following the disclosure. It may not be appropriate to enquire into further details at this stage. The child also needs information and an explanation of what will, or is likely to, happen next.

Under no circumstances should a member of members attempt to conduct an investigation or deal with concerns of abuse by themselves.

## Reporting a Complaint or Allegations made against Members

Allegations, suspicions or complaints of abuse against members must be taken seriously and reported to the Designated People who will deal with the allegation immediately, sensitively and expediently within the procedures outlined in this policy and associated procedures.

If the Police decide to undertake a criminal investigation, then the member may be suspended as outlined in their individual Employment Agreement or applicable contract, without prejudice, as a precautionary measure. It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal investigation.

Any complaint will be considered in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles. Where a complaint is investigated but not substantiated, the findings along with a right of reply should be held on the record.

## Relevant Legislation

This policy adheres to the following acts:

- The Privacy Act 1993
- The Oranga Tamariki Act 1989 / The Children and Young People's Well-being Act 1989
- Children's Act 2014
- Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015
- Health and Safety Act 2015
- Employment Relations Act 2000
- Harmful Digital Communications Act 2015
- Family Violence Act 2018
- United Nations Convention on the Rights of the Child (UNCROC)

## Policy Review

Changes to this policy must be authorised by the Invercargill Rowing Club Committee. This policy will be reviewed and amended, if necessary, at least every three years. The Committee may amend the policy at any time that it sees fit.

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# Procedure for responding to vulnerability, disclosed or suspected child abuse or neglect

**DISCLOSURE – HOW TO RESPOND**

- **Do not put the moment off.**
- **Don't make decisions alone.**
- **Take action immediately.**
- Believe the child.
- Be kind.
- Find a place of privacy.
- Respond briefly, slowly and gently.
- Keep calm and reassure, don't judge.
- Find support if necessary.
- Do not ask leading questions or over question.
- Do not assume there is only one child involved.
- Inform the child what will happen next.
- Don't promised confidentiality.
- Re-engage the child with an activity if appropriate

**CLUB MEMBERS ARE EXPECTED TO FOLLOW THIS POLICY** however any member may contract Oranga Tamariki or Police for advice or to make a Report of Concern at any time if they feel this process is not effective and there still remains concern for a child.

**IS THE CHILD IN IMMEDIATE DANGER?** If unsure, call Oranga Tamariki 0508 326459 for advice.

**YES** → Act to ensure child's safety and inform DSP.

**NO**

**CONSULT IMMEDIATELY** the Designated Safeguarding Person (DSP)

Name: Kate Watkinson 021 033 7626, Nigel Jack 021 192 1775, Rachel Greenwood 0277599025
DSP and Club President will work together to follow this flow chart procedure.

Consider whether **A REPORT OF CONCERN TO ORANGA TAMARIKI IS REQUIRED**

**REPORT OF CONCERN REQUIRED:**

- DSP will complete Oranga Tamariki Report of Concern and send by email to contact@ot.govt.nz
- DSP will retain a copy and maintain own records that are securely stored.
- DSP will call Oranga Tamariki if no response has been received from then within 3 working days.
- DSP will re-report if concerns are still held.

**REVIEW & MONITOR**

- DSP and relevant Club President will review all active Child Protection concerns on a weekly basis.
- Every review will consider each stage on this flow chart.
- Review will consider any further necessary action, follow ups or community child or whanau support referrals.
- New or additional Reports of Concern to Oranga Tamariki may be made at any time.
- Records of all reviews will be retained by the DSP.

**RECORD** what you have heard/observed on a Child Safety Incident Report Form

- Make notes as soon as possible
- Dates, time, place, who was present
- Use child's words wherever possible
- Include what you have said to the child
- Keep information factual
- Include what led up to the disclosure

DSP will retain all completed Child Protection Forms

IRC WILL REMAIN CHILD FOCUSED AND NOT COLLUDE WITH ANY ADULT OR ORGANISATION. IRC WILL NOT USE SETTLEMENT AGREEMENTS WHERE THERE ARE CHILD PROTECTION CONCERNS.

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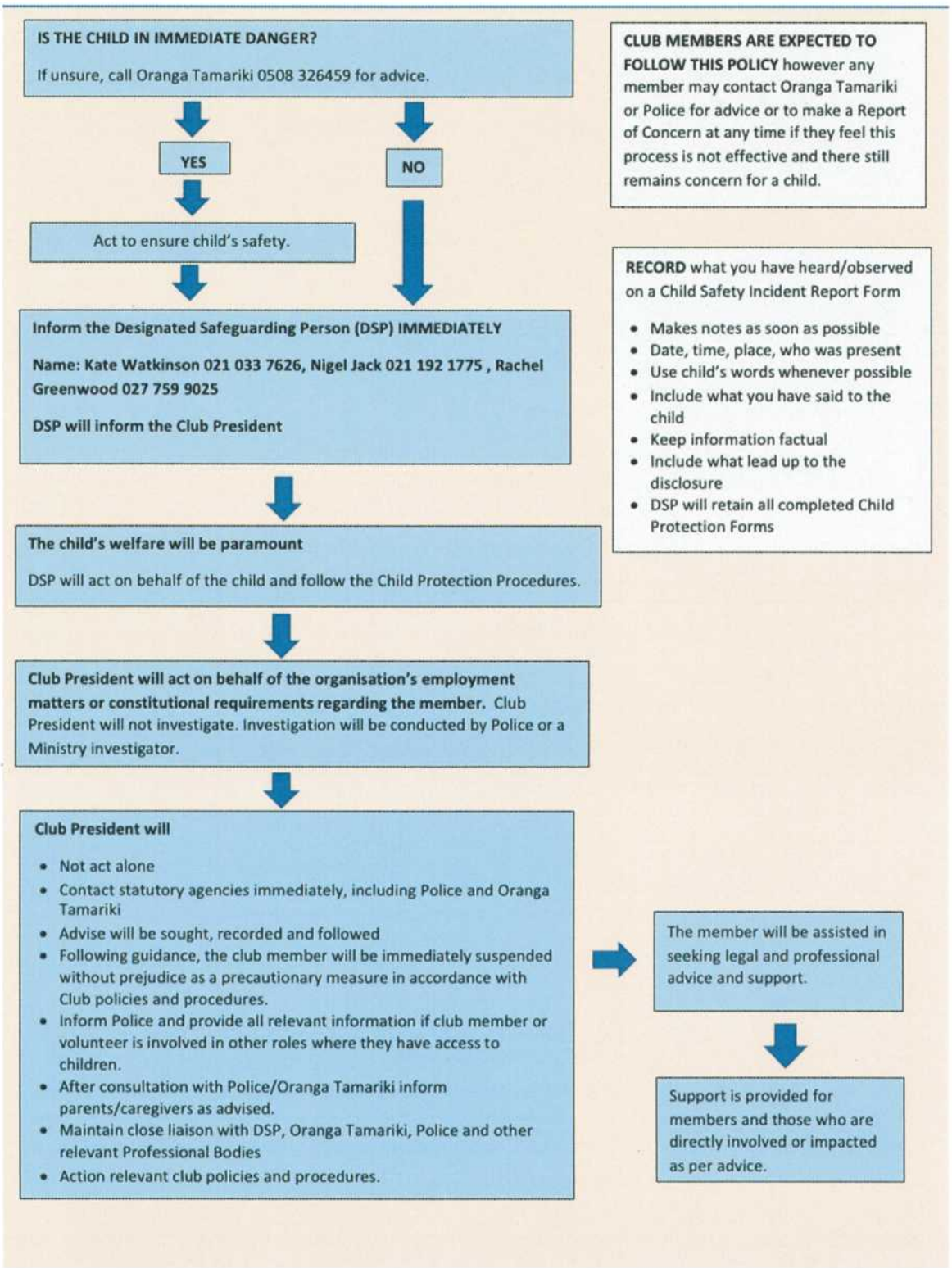
# Procedure for responding to allegations or disclosure of child abuse or neglect by members

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## Appendix A: Child Safety Incident Report Form

| Child Safety Incident Report Form | |
|---|---|
| **Date and Time of Incident** | |
| **Location of Incident** | |
| **Your contact details** | Name:<br>Organisation:<br>Role:<br>Phone Number:<br>Email Address: |
| **Child's Name** | |
| **Child's Date of Birth (or approx. age)** | |
| **Child's Gender** | ☐ Male ☐ Female |
| **Child's sibling/s details (name/DOB/gender) if known** | |
| **Parent's/Carer's Contact Details** | Name:<br>Address:<br>Phone Number:<br>Email Address: |
| **Have Parent's/Carer's been notified of this incident?** | ☐ Yes ☐ No<br><br>If yes please provide details of what was said/actions agreed: |
| **Are you reporting your own concerns or responding to concerns raised by someone else?** | ☐ Reporting own concerns<br>☐ Responding to concerns/allegations made by someone else |
| **If responding to concerns raised by someone else, please provide further information about them** | Name:<br>Position within the organisation or relationship to the child:<br><br>Telephone number: |

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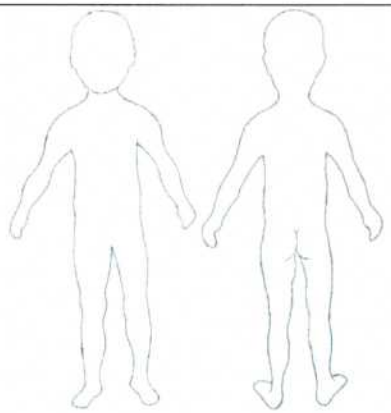
| | |
|---|---|
| | Email Address: |
| **Please categorise the nature of the incident or concern:**<br><br>You can tick more than one box | ☐ Physical abuse<br>☐ Emotional/Psychological abuse<br>☐ Verbal abuse<br>☐ Sexual abuse<br>☐ Neglect<br>☐ Intimate partner violence<br>☐ Cumulative Harm<br>☐ Other<br>..... |
| **Please describe the incident or concern:**<br><br>*Include relevant information such as the nature of the incident, when it took place, who was involved, whether there are any injuries, the signs and symptoms, any other relevant information. Ensure that this is reported factually or exactly as reported to you.* | |
| **If an injury is present or disclosed by a child**<br><br>*Please indicate where the injury has occurred on the body map, provide details of the injury and the explanation you were given about how the injury happened.* |  |
| **Child's account of the incident:**<br><br>*Ensure this is reported word for word as per disclosed by the child. Provide details of any questions you have used and the child's response. Use speech marks.* | |
| **Is it a one-off incident or always occurring?** | ☐ One-off incident<br>☐ Always occurring |

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| | |
|---|---|
| **Please provide details of any witnesses and their account of the incident or concern:**<br><br>*Include as many witnesses as required relevant to the incident* | Name:<br><br>Position within organisation/relationship to the child:<br><br>Date of birth (if child):<br><br>Phone number:<br><br>Email address:<br><br>Witness statement: |
| **Do the incident reporter and/or witnesses wish to remain anonymous?** | ☐ Yes ☐ No<br><br>If the responses vary, please confirm who wishes to remain anonymous: |
| **Please provide details of all action taken to date:** | |
| **Has the incident been reported to external agencies:** | ☐ Oranga Tamariki<br>☐ Police<br>☐ Any other third party ..... |
| **Provide further details:**<br>*Repeat for each external agency who have been notified* | Name of organisation/agency:<br><br>Name of contact person:<br><br>Phone number:<br><br>Email Address:<br><br>Agreed action/advice given: |
| **Date incident report created:** | |
| **Club member managing incident:** | |

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| | |
|---|---|
| **Follow up date:** | |

Please ensure that this record and any associated notes and stored in a confidential and safe place.

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# APPENDIX B: INDICATORS OF ABUSE - From Child Matters

## INDICATORS OF EMOTIONAL ABUSE

| Physical indicators examples | Behavioural indicators examples | Adult behaviour indications examples | Examples in sport |
|---|---|---|---|
| Bed-wetting or bed soiling that has no medical cause | Suffers from severe developmental gaps | Constantly calls the child or young person names, labels the child or publicly humiliates them | Pushing children too hard. Children feel pressure to perform to unrealistically high expectations |
| Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains) | Severe symptoms of depression, anxiety, withdrawal or aggression | Continually threatens the child or young person with physical harm or forces the child to witness physical harm inflicted on a loved one | Bullying and cyber bullying |
| Prolonged vomiting or diarrhoea | Severe symptoms of self-destructive behaviour – self-harming, suicide attempts, engaging in drug or alcohol abuse | Has unrealistic expectations of the child or young person | Shaming and mocking for poor performance. Children are subjected to repeated criticism, sarcasm, name-calling or racism |
| Has not attained significant developmental milestones | Overly compliant; too well-mannered; too neat and clean | Involves the child or young person in "adult issues", such as separation or access issues | Making threats of repercussions |
| Dressed differently from other children in the family | Displays attention seeking behaviours or displays extreme inhibition in play | Keeps the child or young person at home in a role of subservient or surrogate parent | A child is ignored, excluded, or singled out |
| Has deprived physical living conditions compared with other children in the family | When at play, behaviour may model or copy negative behaviour and language used at home | | Children are made to feel like their value or worth is dependent on their sporting success |

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INDICATORS OF NEGLECT

| Physical indicators examples | Behavioural indicators examples | Adult behaviour indications examples | Examples in sport |
|---|---|---|---|
| Inappropriate dress for the weather | Demonstrates severe lack of attachment to other adults | Fails to provide for the child or young person's basic needs, such as housing, nutrition, medical and psychological care | Failing to ensure children are safe |
| Extremely dirty or unbathed | Poor school attendance or school performance | Fails to enrol a child or young person in school or permits absenteeism | Exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration |
| Inadequately supervised or left alone for unacceptable periods of time | Poor social skills | Leaves the child home alone | Exposing children to unnecessary risk of injury by ignoring safe practice guidelines |
| Malnourished | May steal food | Is overwhelmed with own problems and puts own needs ahead of the child or young person's needs | |
| May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene | Is very demanding of affection or attention | | |
| | Has no understanding of basic hygiene | | |

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INDICATORS OF PHYSICAL ABUSE

| Physical indicators examples | Behavioural indicators examples | Adult behaviour indications examples | Examples in sport |
|---|---|---|---|
| Unexplained bruises, welts, cuts, abrasions | Is wary of adults or of a particular individual | May be vague about the details of the cause of injury and the account of the injury may change from time to time | If the nature and intensity of training or competition exceeds the capacity of the child's immature growing body |
| Unexplained burns | Is violent to animals or other children or young people | May blame the accident on a sibling, friend, relative or the injured child or young person | Where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty |
| Unexplained fractures or disclosures | Is dressed inappropriately to hide bruises or other injuries | Shakes an infant. Threats or attempts to injure a child or young person | If athletes are required to participate when injured |
| | May be extremely aggressive or extremely withdrawn | Is aggressive towards a child in front of others | If the sanctions used by coaches involve inflicting pain |
| | Cannot recall how the injuries occurred or gives inconsistent explanations | May delay in seeking medical attention for a child or young person | |

**Family violence** - Violence or abuse of any type, perpetrated by one family member against another family member, including child abuse, partner abuse and elder abuse

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INDICATORS OF SEXUAL ABUSE

| Physical indicators examples | Behavioural indicators examples | Adult behaviour indications examples | Grooming examples |
|---|---|---|---|
| Torn, stained or bloody underclothing | Eating disorders | May be unusually over-protective of a child or young person | Pretending they are someone that they aren't (using a fake photo, fake profiles). Pretending to have a shared interest with you (e.g. a sport, music or other hobby). |
| Blood in urine or faeces | Promiscuity or prostitution | May favour the victim over other children | Starting a friendship or even an online relationship with you – saying they want to be your boyfriend/girlfriend/partner. |
| Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area | Uses younger children in sexual acts | Demonstrates physical contact or affection to a child or young person which appears sexual in nature or has sexual overtones | Giving you lots of attention and saying a lot of nice things about you. Buying you gifts online or offline. |
| Sexually transmitted disease | Tries to make self as unattractive as possible | Is jealous of a child or young person's relationships with peers or other adults or is controlling of the child or young person | Telling you about their own difficulties and problems. Sharing secrets or private information and encouraging you to as well. |
| Unusual or excessive itching or pain in the genital or anal area | | | Offering advice and being overly understanding about something you're going through. |
| **Examples in sport -** Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.<br>In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a coach, was to misuse their power.<br>Contacts made within sport and pursued through other routes, such as social media and sexting, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations in order to create opportunities for abuse to take place. | | | |

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