



Child Youth Protection Policy

1. Policy

Wellington Hockey is committed to good practice that safeguards all children and young people participating in hockey. Wellington Hockey staff and volunteers recognise and accept their responsibility to provide an environment that promotes the safety of the child always.

Purpose

The purpose of this policy is to contribute to a safe and secure environment for the Wellington Hockey community, Wellington Hockey will require selected personnel to undergo police vetting.

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

Principles

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

To achieve this, we will

- Develop an awareness of the issues that may lead to children being harmed.
- Provide opportunities for children to participate in hockey safely.
- Adopt child/youth protection guidelines for players and all adults working at or on behalf of Wellington Hockey. Adult workers include coaches, managers, officials, parents, and volunteers.
- Recruit, train, support and supervise staff and volunteers to adopt best practice to safeguard and protect children from harm and to reduce the risk of allegations or complaints against themselves.
- Respond to any allegations of misconduct or harm to children in line with this policy and these procedures, as well as implementing, where appropriate, the relevant investigative disciplinary and appeals procedure.
- Regularly monitor and evaluate the implementation of this policy and these procedures.



2. Protocols for Providing Safe Hockey for Children

The following protocols is to provide a safe environment for children to play hockey. They provide guidance to those working with children and boundaries in a range of situations:

Ensure children are treated equally and with dignity through a child-centred approach

- Activities should be appropriate for the age and stage 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.
- All children are to be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. All children should be involved in activities in an integrated and inclusive way.

Creating a safe and open working environment that also reduces risk to staff and volunteers:

- Ensure that all equipment and facilities comply with safety regulations.
- Do not send children off to train alone or out of sight or supervision.
- Obtain consent from parents/guardians prior to filming or photographing children. Also obtain parent/guardian consent to publish photographs and videos on children involved in Wellington Hockey led programmes.
- Ensure that start and finish times are communicated with parents/guardians and are adhered to so that children are not left unsupervised.
- Ensure that children are collected by a parent/guardian or other authorised person at the end of the activities.
- Request parental consent prior to transporting children in a vehicle.
- Except in an emergency when it is unsafe to delay, ensure you have parental consent to administer first aid if required.
- 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 use alcohol, cigarettes or electronic cigarettes, or drugs in the presence of children and do not offer any of these to children under any circumstances.
- Ensure that all physical contact with children is relevant and appropriate to the activity.
- Do not engage in any intimate or sexual relationships with people under the age of 18 years.
- Do not engage in any bullying activity.
- Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying).

Avoiding situations where you are alone with a child

- Avoid private or unobserved situations, including being alone with a child in the changing rooms, driving a child unaccompanied, team accommodation rooms, offices etc.
- Do not invite or encourage children to your home without their parent/guardian.
- Always have another adult present when needing to meet for a one on one with children.
- Do not share a room with a child other than your own in the absence of their parent/guardian.



3. Definitions

This section of the policy provides definitions of abuse and harassment, to assist staff and volunteers recognise the different forms of harm that can be inflicted on children.

The Children and Young Persons and their Families Act 1989 defines child abuse as:

"...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect or deprivation of any child or young person."

Emotional Abuse, Bullying and Harassment

Emotional abuse is the persistent emotional ill-treatment of a child such as causing severe and persistent effect on their emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, threatening, exploiting or terrorising.

Emotional bullying may be verbal or through social media and texting, aimed at another person/s including name-calling, insults, teasing, sectarian/racist comments; or it may be indirect by spreading malicious gossip, rumours or exclusion from a social group.

Physical bullying includes hitting, kicking, taking or damaging belongings, or any other type of attack.

Online bullying can be defined as using any online platform to send messages or share material that is intended to cause serious emotional distress to another person. Online platforms include internet sites, email, apps, social media or mobile phones. Examples of online bullying include:

- Sending or publishing online embarrassing pictures or videos for others to view.
- Online posting of threatening offensive or nasty comments.
- Spreading damaging or degrading rumours.
- Inciting suicidal attempts through online posts.

Online bullying has the potential to cause great anxiety and emotional distress to the person who is the target of any comments or statements. Serious incidents fall under the 'Harmful Digital Communications Act' and are punishable under the law.

Physical Abuse

Physical abuse is any act that may result in physical harm of a child. It can be bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning, and induced illness.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, 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 their health or development.

Examples may include:



- Not providing adequate food, shelter or clothing.
- Not protecting them from physical harm or danger.
- Not accessing appropriate medical treatment.
- Allowing a child to be exposed to the illicit drug manufacturing process.

4. Identifying Child Abuse and Neglect

Signs and Indicators of Abuse

There may be physical and behavioural signs that raise concern about the welfare or safety of a child and young person. Some examples may be:

Where the child or young person:

- Discloses incidents of abuse.
- Has an injury for which the explanations seem inconsistent.
- Exhibits concerning behaviour changes, becoming aggressive, withdrawn or unhappy.
- Sexualised language or behaviour that is inappropriate for their age.
- Becomes increasingly neglected looking in appearance.

Every situation is different and it's important to consider all available information about the child and their environment before reaching conclusions. For example, behavioural concerns may be the result of life events, such as divorce, accidental injury or the arrival of a new sibling etc.

5. Responding to Suspected or Disclosed Child Abuse

If disclosure of abuse or neglect is made

- Listen to the child.
- Reassure the child.
- Ask open-ended prompts – e.g., “What happened next?”

If the child is visibly distressed provide appropriate reassurance and re-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.

If the child is in immediate danger contact the NZ Police immediately.

As soon as possible formally record the disclosure. Discuss any concern with the CEO or the designated person for child protection.

Notify Child, Youth and Family promptly if there is a belief that a child has been, or is likely to be, abused or neglected.

- Phone: 0508 Family (0508 326 459) email: cyfcallcentre@cyf.govt.nz

Disclosure/allegation of child abuse by a WHA staff member

As per disclosure process, up to 'formally recording the disclosure'.



The CEO is to be notified. The CEO is to consult with Child, Youth & Family or the NZ Police. Child, Youth and Family or the CEO is to advise the employee and seek a response (depending on outcomes of discussions with statutory agencies). The employee will be advised of their right to seek support/advice from union or other appropriate representatives. The CEO is to contemplate removal of employee from the programme environment, subject to the employment contract.

We commit not to use 'settlement agreements', where these are contrary to a culture of child protection. Some settlement agreements allow a member of staff to agree to resign provided that no disciplinary action is taken, and a future reference is agreed. Where the conduct at issue concerned the safety or wellbeing of a child, use of such agreements is contrary to a culture of child protection.

6. Confidentiality

- Wellington Hockey will seek advice from the Ministry for Children (Oranga Tamariki) and/or the Police before identifying information about an allegation is shared with anyone, other than the service manager or designated person.
- Under sections 15 and 16 of the Children, Young Persons, and Their Families Act 1989 any person who believes that a child has been or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to the Ministry for Children (Oranga Tamariki) or the Police and provided the report is made good faith, no civil, criminal or disciplinary proceedings may be brought against them.
- When collecting personal information about individuals, it is important to be aware of the requirements of the privacy principles – i.e., the need to collect the information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used; who can see the information; where it is held; what is compulsory/voluntary information; and that people have a right to request access to and correction of their information.
- Staff may, however, disclose information under the Privacy Act/Health Information Privacy Code where there is good reason to do so – such as where there is a serious risk to individual health and safety (see privacy principle 11/Code rule 11). Disclosure about ill-treatment or neglect of a child/young person may also be made to the Police or Ministry for Children (Oranga Tamariki) under sections 15 and 16 of the Children, Young Persons, and their Families Act 1989.

7. Safe Recruitment Processes for Staff and Volunteers

Wellington Hockey seeks to protect the health, safety and wellbeing of all people participating in hockey. To ensure that suitable and appropriate staff and volunteers (including parents) are working with children in hockey, a robust recruitment and screening process should be followed for all roles.

Screening

- The Vulnerable Children's Act requires all persons who have direct contact with any person(s) under the age of 18 years to be screened.
- Wellington Hockey will undertake the screening process and manage all applications, recording and review processes involved with the screening.
- Screening is mandatory for those seeking appointment to the following roles:



- Wellington Hockey employees.
- Coaches (volunteer or paid) appointed by Wellington Hockey.
- Team managers and personnel appointed by Wellington Hockey for all representative teams.
- Persons appointed by Wellington Hockey to a role that is likely to have individual and unsupervised contact with participants under the age of 18.
- Screening is recommended for those persons appointed by Wellington Hockey to a role in which that person is likely to have direct contact with participants under the age of 18 years but where such contact is supervised at all times by another adult.

Screening shall include

- Interviewing the applicant.
- Verifying the applicant's application.
- Obtaining a Police check for the preferred applicant (refer WHA's Police Vetting Policy).
- Obtaining a Ministry of Justice Criminal check for the preferred applicant.

8. Appointment of a Child Protection Officer

The Child Protection Officer (CPO) shall be the Chief Executive Officer, Wellington Hockey, and be communicated to the hockey community and placed on the WHA website. The primary role of the CPO is to manage child protection issues. Their main duties/responsibilities will include:

- Ensuring that child protection procedures are understood and adhered to by all members and staff.
- Organising training opportunities and raising awareness within the organisation.
- Establishing and maintaining the complaints procedure.
- Reporting to the Wellington Hockey Board as appropriate.
- Acting as the main contact and support for child protection matters.
- Keeping up to date with child protection legislation.
- Liaising with child protection agencies when required.
- Maintaining confidential records for reported cases and any action taken.
- Regularly monitoring and reviewing existing policies and procedures.

9. Education and Training of Staff and Volunteers

In addition to the recruitment and screening process, the child protection process should include subsequent monitoring and training of staff and volunteers in order to ensure that they are working safely and effectively with children:

- Staff/volunteer induction is an ideal time to introduce the child protection policy.
- Staff/volunteers should be clear what constitutes inappropriate or unacceptable behaviour.
- Identify any potential risk situations.
- Identify and respond to any unacceptable behaviour or practises of staff and volunteers and respond in a positive manner i.e. training to improve practises.
- Wellington Hockey will endeavour to work with external agencies to provide appropriate training/workshops for staff and volunteers.
- All staff and volunteers will be required to sign off on the 'Adult Behavioural Form' attached to this policy.



10. Guidelines for good practice

Wellington Hockey will ensure the best of its endeavours to:

- Proper supervision of children playing hockey and a satisfactory ratio of coaches or managers per child or young person.
- A safe environment for children within the Wellington Hockey facility.
- Support to members who report accusations of abuse or inappropriate behaviour.
- Suspected abuse information is treated confidentially.
- Appropriate action is taken if members breach standards of reasonable behaviour.
- The implementation and maintenance of a coach / manager / volunteer register.

Wellington Hockey has the right to:

- Expect all members to comply with its behavioural requirements.
- Expect all child / youth members to maintain standards of reasonable behaviour.
- Take appropriate action if members breach the behavioural requirements or Child / Youth policy.
- Expect all members to undertake appropriate training when advised to.
- Expect leaders or people put into positions of responsibility not to abuse members physically, emotionally or sexually.
- Take appropriate action in the event of accusations.
- Acquire pre-appointment suitability checks on all employees, coaches, managers and volunteers.
- Maintain records on individuals during their time of appointment.

Is Touching OK?

If a coaching technique would require benefit from physical contact, then first ask for the child or young person's permission (e.g. 'Would you mind if I held your shoulders to show what I mean?') It is useful to take time to explain why and how this is used to the person and their parent/guardian. Touching is appropriate if it is neither intrusive nor disturbing or for the wrong reason.

What if You Accidentally Hurt a Child?

The incident should be reported to another coach, manager, official, or Wellington Hockey and record a brief written note about it. You should also inform the child's parents or guardians, preferably in person. The incident should also be logged on your organisation Incident Register as part of the Health & Safety obligation.

11. Related Documentation and Review

This policy will be reviewed at least every three years.

Review Time Frame: Three Years

Review Date: July 2018

Next Renewal: July 2021



Adult Behavioural Requirements

Wellington Hockey is committed to delivering a positive culture and experience to the hockey community. All employees, coaches, managers and volunteers are encouraged to demonstrate exemplary behaviour in order to protect players (including young people and children) in their care; and themselves from false allegations.

Employees, coaches, managers and volunteers at Wellington Hockey are expected to adhere to the following statements:

- I will respect the rights, dignity and worth of every person and treat everyone equally within the context of our sport
- I will place the wellbeing and safety of the player or child above the performance, and follow guidelines laid down by Wellington Hockey and Hockey New Zealand
- I will develop an appropriate working relationship with players based on trust and mutual respect, and will empower players to develop decision making capabilities. I will not exert undue influence to obtain personal benefit or reward
- I will encourage and guide players to accept responsibility for their own behaviour and performance
- I will always promote the positive aspects of hockey and never condone rule violations or the use of prohibited substances
- I will aim to make hockey enjoyable and will promote fair play. I will give constructive feedback and encourage achievement rather than negative criticism
- I will recognise the developmental needs and capacity of children/young people and manage them appropriately
- I will abide by Wellington Hockey's position on bullying
- I will consistently display a high standard of behaviour and appearance and will be an excellent role model in front of children and young people. This includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people
- I will always work in an open environment. If I need to meet one-on-one with a young team member, I will do so with another adult.
- I will maintain a safe and appropriate distance from the young people in my care, recognising the sensitivity of environments such as changing facilities, toilets, accommodation etc.
- If any form of manual or physical support is required I will provide it openly, and consider the wishes of parents/carers, or involve them where appropriate
- My communication with children or young people under my care will be limited specifically to the needs of the team and enabling me to carry out my role with Wellington Hockey. I will not conduct communications of a personal or intimate nature with any child/young person in my care, either personally or via phone, texting or social media

I will immediately report any accusations made against me or my colleagues to Wellington Hockey

Recognising the inequality of a relationship between adults and children/young people, the following practices are never to be sanctioned by employees, coaches, managers and volunteers:

- Engaging in rough, physical or sexually provocative games
- Sharing a room/bath/shower with a child/young person
- Allowing or engaging in any form of inappropriate touching



- Personal communication about matters outside the team – including verbal, phone, texting and social media
- Making sexually suggestive comments to a child/young person
- Spending time alone with a child/young person away from others. This includes driving a child/young person alone unless accompanied by another person
- Undertaking personal care of a child/young person, including inviting or allowing a child to your home. Ensure that a parent or carer is responsible for personal care
- Allowing children/young people to use foul, sexualised or discriminatory language unchallenged
- Allowing bullying of any type to take place without taking the appropriate action
- Reducing a child/young person to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted on

Any misdemeanours or general misbehaviour must be addressed by the immediate coach or manager and reported verbally to the appropriate person at Wellington Hockey. Parents will be informed.

Signed:

Date: