

# TARANAKI GOLF

## Child Protection Policy

### 1.0 Purpose

The Purpose of this Child Protection Policy (CPP) is to provide an environment of safety and wellbeing for children whilst under the care of the Taranaki Golf Association (TGA) Staff, Contractors and Volunteers (Staff) during golf and golf related activities - including travel and overnight trips. The Policy also provides guidelines to TGA Staff, Contractors and Volunteers to protect themselves against being put into potentially compromising situations. This policy provides guidance about how to identify and respond to concerns about the wellbeing of a child, including possible abuse or neglect. The process for responding to a concern about a child is attached as Appendix A.

### 2.0 Definition of Abuse

The Oranga Tamariki Act / Children's and Young People's Well-being Act 1989 defines child abuse as '...the harming (whether physically, emotionally, sexually) ill-treatment, abuse, neglect or deprivation of any child or young person'.

- 2.1 Physical abuse is any act that may result in 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.
- 2.2 Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing or hearing the ill-treatment of others.
- 2.3 Sexual abuse involves forcing or enticing a child or young person 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.
- 2.4 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

### 3.0 Child Safe Practice Guidelines

- 3.1 If any form of physical contact is required ask the child's permission, explain what you are doing and why to both the child and their parents/caregivers.
- 3.2 Where possible ask parents/caregivers to be responsible for children or young people in changing rooms. Always ensure that whoever supervises does so in pairs.
- 3.3 On the occasions when children under TGA supervision are on overnight stays there shall always be a minimum of 2 accompanying adults.
- 3.4 Where there are mixed teams away overnight, teams should always be accompanied by an adult male and female coach or helper.
- 3.5 When minors are part of a senior team and are away overnight, consideration must be taken where the allocation of sleeping arrangements is concerned.
- 3.6 The parent/caregiver of a child selected for a TGA team or to partake in an event where travel and or overnight stays are required shall receive an itinerary from the TGA.
- 3.7 Children who are part of a TGA team or invited to partake in an event where travel and or overnight stays are required must provide written approval from their Parent/Caregiver.
- 3.8 If Children are to be placed in billets the TGA shall ensure the Parent/Caregiver are aware of this arrangement.
- 3.9 If it's necessary to do things of a personal nature for a child, make sure you have another adult accompanying you. Get the consent of the parent/caregiver and if possible the child. Let them know what you are doing and why.
- 3.10 Avoid situations where you are alone with a child. Whilst acknowledging that occasionally there may be no alternative, for example, where a child falls ill and has to be taken home, one-to-one contact must never be allowed to occur on a regular basis.
- 3.11 Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
- 3.12 Ensure that any claims of abuse by a child are taken seriously and that the guide to report suspected or actual abuse included in this policy is followed.
- 3.13 Ensure that the nature and intensity of training/coaching and competition does not exceed the capacity of a child's immature growing body and ability.
- 3.14 Ensure that the use of photographic images and video are aligned to relevant privacy policies.
- 3.15 That those responsible for children and young people at any given time should remain in an alcohol & drug free state so that they can react appropriately to any situation that might arise.

- 3.16 The TGA reserves the right to carry our Police Vetting checks on Staff/Contractors and Volunteers who are likely to be involved in direct contact with Children. In all instances the TGA shall inform any person that a Police Vetting check is required prior to requesting a check be carried out.
- 3.17 In the instance that a person objects to a vetting check being carried out , they shall not be permitted to be involved in any activities, events etc. where the care of children is required.

## 4.0 Roles and Responsibilities of Staff

- 4.1 It is the responsibility of staff to be vigilant to 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.
- 4.2 Taranaki Golf Association will have an appointed a Child Protection Advisor. This function will be held by: Executive Officer - Nick Northam 0274 126 103 [nick.n@taranakigolf.co.nz](mailto:nick.n@taranakigolf.co.nz)

## 5.0 Child Protection Procedures

- 5.1 All concerns of potential, suspected or alleged abuse must be brought to the attention of the Child Protection Advisor.
- 5.2 If a child/young person makes a verbal disclosure to a member of staff it is important that staff take what the member says seriously.
- 5.3 Staff are to listen carefully to what the member is saying and are not to interview them or ask too many questions, ask the very basics i.e. Who/When/Where?
- 5.4 Once the basics have been ascertained, no further questions are to be asked. What the member has said is to be documented, this should include time, date and who was present. This information will be passed onto authorities as soon as possible.
- 5.5 Advise Oranga Tamariki - Ministry for Children or Police promptly when a disclosure is made.
- 5.6 Deciding when and who will inform the parent(s) and/or caregiver will be determined by Ministry of Vulnerable Children (Oranga Tamariki) and Police in consultation with the Child Protection Advisor.

## 6.0 Confidentiality and Information Sharing

- 6.1 We will seek advice from Oranga Tamariki - and/or the Police before identifying information about an allegation are shared with anyone, other than the service manager or designated person. Staff should be aware that:
- 6.2 Under sections 15 and 16 of the Oranga Tamariki Act 1989/ Children's and Young People's Well-being 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 Oranga Tamariki - Ministry for Children or the Police and provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

- 6.3 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.
- 6.4 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 Oranga Tamariki - Ministry for Children under sections 15 and 16 of the Oranga Tamariki Act 1989/ Children's and Young People's Well-being Act 1989

## **7.0 Allegations made against members of Staff**

- 7.1 Allegations, suspicions or complaints of abuse against staff, volunteers or representatives of other agencies must be taken seriously and reported to the Child Protection Advisor who will deal with them immediately, sensitively and expediently within the procedures outlined in this Section.
- 7.2 It is not the responsibility of the staff to investigate allegations of child abuse.
- 7.3 If the Police decide to undertake a criminal investigation then the member of staff may be suspended, 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.

**Ratified by**

**Kenneth Durrant Chair Taranaki Golf Association**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**This Child Protection Policy Shall be reviewed within 12 months of the date of signing**

## APPENDIX A: Steps for reporting suspected or actual child abuse

### CHILD ABUSE IS EITHER SUSPECTED OR DISCLOSED

- Ensure the child or young person is safe from immediate harm.

### LISTEN

- **Listen carefully** to what the child is saying **DO NOT** interview the child or ask too many questions, ask the very basics i.e. Who/when?
- Once you have ascertained the basics **DO NOT** question them further. Document what the child as said, include time, date and who was present so you can pass this information to authorities as soon as possible.
- Report your concern to the PU Child Protection Advisor.

### HOW TO REPORT YOUR CONCERN

- If you ever think a person is in immediate danger, call the Police (**111**).
- Advise **Ministry of Vulnerable Children (Oranga Tamariki)** on 0508 FAMILY (0505 326 459) or **Police** promptly when a disclosure is made.

### POLICE

- The Police have a dedicated team of investigators who focus on Child Protection in all 12 Districts.
- Deciding when and who will inform the parent(s) and/or caregiver will be determined by Oranga Tamariki and Police in consultation with the PU Child Protection Advisor. Report early so there is time to consider what's best for the child.
- Police and Oranga Tamariki will arrange interviews of the children.
- **DO NOT** conduct an investigation of your own before making a report of concern.