

Child & Vulnerable Adult Protection Policy

Additional References: SportNZ, Safe Sport for Children & Crimes Amendment Act 2011.

Policy Statement

Cycling Southland is committed to the prevention of child abuse and to the protection of children & vulnerable adults and young people. The well-being and safety of children & vulnerable adults and young people is important to our organisation.

This policy acknowledges that Cycling Southland has a responsibility both under legislation and in society to provide a safe environment that ensures all children & vulnerable adults participating in our events/programmes/activities:

- Are treated with dignity and respect.
- Are free from physical, emotional and sexual abuse.
- Are entitled to physical and emotional well-being.
- All those who come into contact with children & vulnerable adults, vulnerable adults and families in their everyday work, including those that do not have a specific role in relation to safeguarding children & vulnerable adults, have a duty to safeguard and promote the welfare of children & vulnerable adults and vulnerable adults.

Scope

This policy covers all Cycling Southland staff, whether paid or voluntary, including those contracted staff.

Purpose

The purpose of this policy is to:

- Ensure Cycling Southland provides services in a manner consistent with section 6 of the Children & vulnerable adults Young Persons and Their Families Act 1989 and the Vulnerable Children Act 2014;
- Provide guidelines and training for Cycling Southland staff who work with children, vulnerable adults and young people;
- Raise awareness of the importance of our role in maintaining the safety, welfare, and interests of any vulnerable adult, child or young person we come into contact with through work;
- Identify procedures for staff to follow should a suspected case arise, or an accusation be made about inappropriate behaviour by a staff member by providing training, support, and guidance to staff;
- Identify external agencies to be contacted, the services they provide and the appropriate reporting procedures.

Definitions

- **Child and Young Person:**
For the purpose of this policy a child is recognised as someone under the age of 18 years. (updated from 16yrs in the Crimes Amendment Act 2011).
- **Staff:**
Anyone working for Cycling Southland on a casual, fixed-term, part-time, fulltime, contracted or voluntary basis.
- **Child abuse:**
Means the harming (whether physically, emotionally, or sexually), ill treatment, abuse, neglect, or deprivation of any child or young person.” (Section 2, Children & vulnerable adults and Young Persons Amendment Act, 1994).
- **Vulnerable Adult:**
Means a person unable, by reason of detention, age, sickness, mental impairment, or any other cause, to withdraw themselves from the care or charge of another person.

Statutory Considerations

The following pieces of legislation are considered in the creation of this policy. They are:

- The Human Rights Act 1993
- The Privacy Act 1993
- The Employment Relations Act 2000
- The Vulnerable Children Act 2014
- Crimes Amendment Act 2011

Procedures

Cycling Southland’s commitment to the well-being and safety of the child, young person or vulnerable adult means that the interest and welfare of the child, young person or vulnerable adult will be the primary consideration when any decision is made about suspected abuse.

Professional ethics will provide the basis of all processes and actions taken. The privacy of those concerned will be respected.

Cycling Southland supports the roles of statutory agencies (Police and Oranga Tamariki – Ministry for Children) in the investigation of abuse and will report cases of suspected abuse to these agencies according to the processes outlined in this policy. Deciding who will inform the parent or caregiver will be the responsibility of the General Manager in consultation with the statutory agency involved.

Vetting and Screening

All volunteer and paid coaches, managers, and anyone travelling with a Cycling Southland team to an event will ideally be required to undergo Police Vetting.



The police vetting process will be undertaken by two key personnel within the organisation (an appointed executive board member to apply and receive results who will pass the results onto the General Manager to manage staff sign-offs).

Where any staff or potential recruit is found to have serious convictions, they will be restricted or excluded from roles that involve working alone with, or with primary responsibility for children & vulnerable adults.

Using police vetting information

Cycling Southland will use police vetting information when considering someone's suitability for a position. But there are restrictions on what can be done with the information received.

The organisation must:

- Explain the police vetting process to the applicant.
- Keep the personal information confidential and secure;
- Let the applicant see information received from Police;
- Provide an opportunity for the applicant to correct information or provide an explanation;
- Securely destroy information provided by Police when the purpose of the vetting check has been completed.

Awareness

Cycling Southland is committed to establishing and increasing staff awareness around abuse and neglect, so they can respond appropriately and accordingly.

Cycling Southland will ensure that all staff members are familiar with and know how to access this Child & Vulnerable Adult Protection Policy;

Cycling Southland will encourage all staff to read Child & Vulnerable Adult Protection resource materials.

Types of abuse

Sexual abuse "is any act or acts that results in the sexual exploitation of a child or young person, whether consensual or not".

Emotional abuse "is any act or omission that results in impaired physical functioning, injury and / or development of a child or young adult".

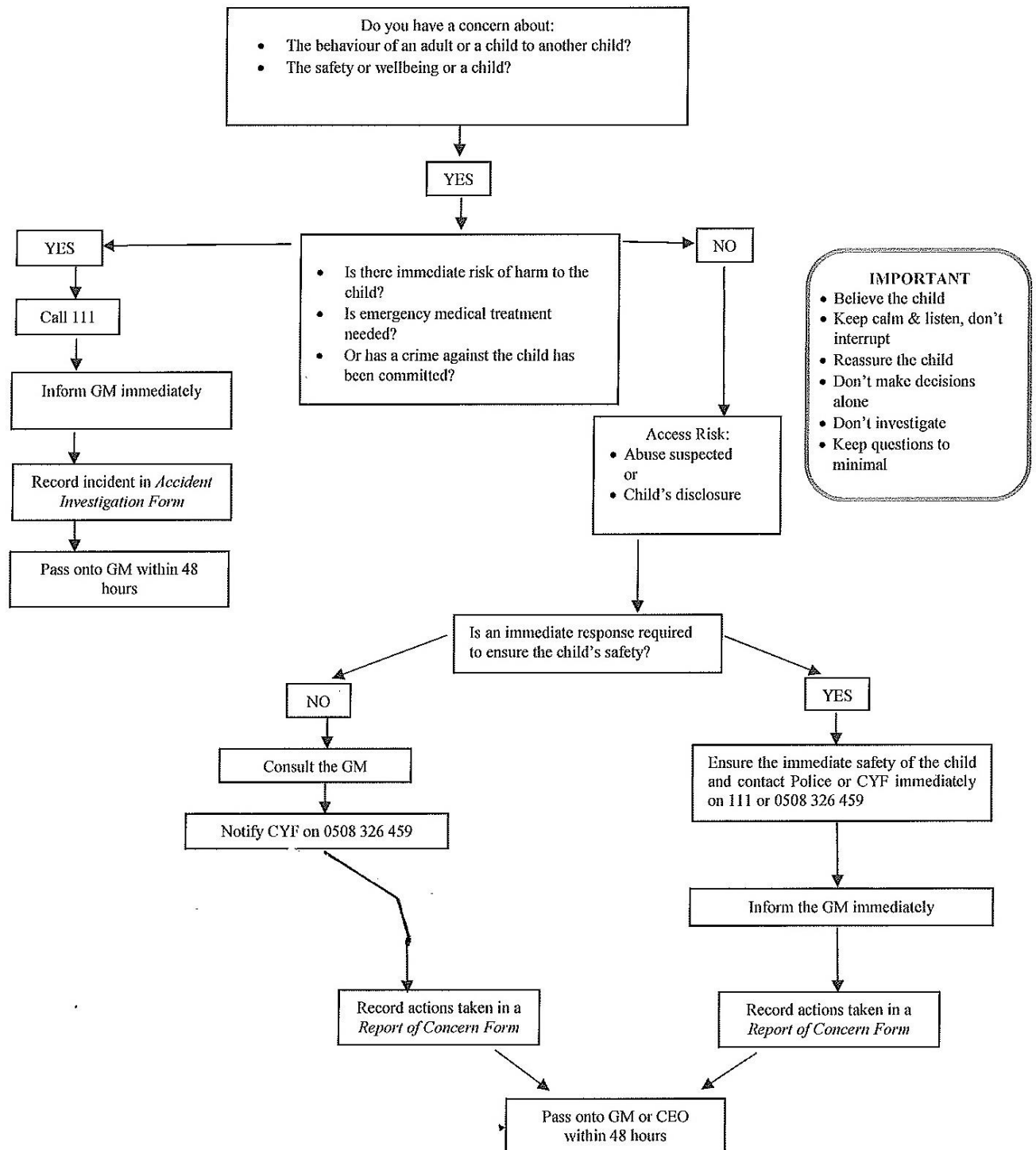
Neglect "is any act or omission that results in impaired psychological, social, intellectual and / or emotional functioning and development of a child or young person".

Physical abuse "is a non-accidental act on a child that results in physical harm".

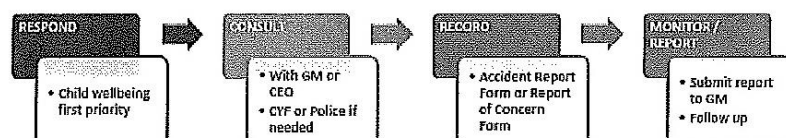
Cumulative harm "is the existence of compounded experiences of multiple episodes of abuse or 'layers' of neglect. The unremitting daily impact on the child can be profound and exponential, covering multiple dimensions of the child's life".

CYCLING SOUTHLAND CHILD & VULNERABLE ADULT PROTECTION POLICY

Responding to a disclosure/concern about child abuse procedure



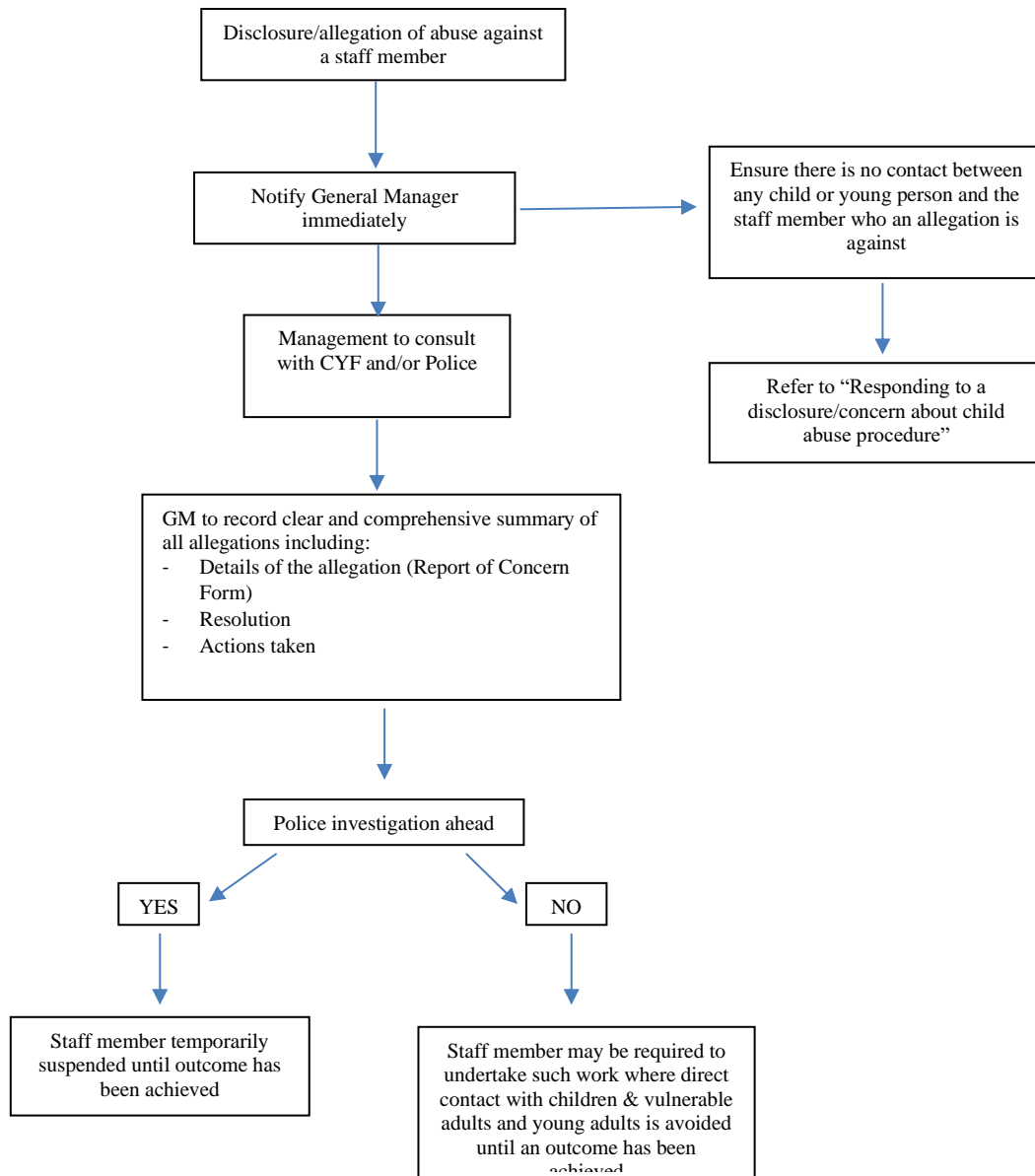
ALWAYS FOLLOW THE STEPS...



Next review date: December 2021

CYCLING SOUTHLAND CHILD & VULNERABLE ADULT PROTECTION POLICY

Responding to an allegation of abuse made against a staff member



ALWAYS FOLLOW THE STEPS...





1. Contacts and Information

Agencies

Child Youth and Family Services

www.cyf.govt.nz

0508 326 459

New Zealand Police – Southland

www.police.govt.nz/about-us/structure/police-districts-southern

03 211 0400

Employment Assistance Programme (EAP)

www.eapservices.co.nz

0800 327 669

Websites

Child Matters

www.childmatters.org.nz

Ministry of Social Development

www.msd.govt.nz/what-we-can-do/families/index.html

Working for Families

www.workingforfamilies.govt.nz

Family Services Directory

www.familyservices.govt.nz/directory

Community Link

www.workandincome.govt.nz/about-work-and-income/community-link/index.html

Strengthening Families

www.strengtheningfamilies.govt.nz

2. Related Documents

Document	Location	Designed for
Record of Concern	M:\Policies & Procedures\Child & Vulnerable Adult Protection	Staff who witness or suspect abuse
Accident and Incident Report Forms	G:\A1 Health & Safety folder\Accident forms	Staff who witness or suspect abuse

Appendix A – Code of Behaviour and Good Practice for Staff

- All staff members have a duty to raise concerns, without prejudice to their own position, about behaviour by staff, managers, volunteers, students, or others, which may be harmful to those in their care.
- Staff are required to report any accident, incident of abuse, or cause for concern which arises in the course of their work with children & vulnerable adults.
- Staff are required to take all reasonable measures to ensure that all children & vulnerable adults can participate fully and safely in their activity programmes.
- Staff should avoid inappropriate physical contact with children & vulnerable adults. Any contact must be participant initiated, with consent, and done to meet the needs of the person's physical or emotional needs only.
- Staff should minimise situations where they are alone with a child or vulnerable adult. Where discretion is required, ensure another member of staff is aware of what you are doing.
- Staff should not forward any personal details of the child, vulnerable adult or family to a third party, except when requested by the Police or social services.
- If a member of staff feels that they may be at risk from becoming the subject of unwarranted allegations in connection with a child, young person or vulnerable adult, they should alert the General Manager immediately.

Appendix B – Good Practice Protocols

These protocols provide guidance to those working with children & vulnerable adults by outlining good practice and establishing boundaries in a range of situations.

Applying a participant-centred approach where all children & vulnerable adults are treated equally and with dignity.

- Activities should be appropriate for the age and development of the children & vulnerable adults in your care.
- Ensure feedback to children & vulnerable adults is about their performance and not of a personal nature.
- Use positive and age-appropriate language when talking to children & vulnerable adults and in their presence.

Creating a safe and open working environment.

- Ensure that all physical contact with children & vulnerable adults 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 & vulnerable adults is appropriate. (Obtain consent prior to filming or photographing & explain purpose e.g. to promote course etc).
- Request parental consent before transporting young people in a vehicle. (Ensure vehicle is insured & has current WOF).
- Ensure you have parental consent to administer first aid if required.
- Do not use alcohol in the presence of children & vulnerable adults and do not offer alcohol to children & vulnerable adults under any circumstances.
- Do not engage in communication on a one to one basis or otherwise through social media or email other than relevant coach/trainee feedback or administration.
- Do not allow parents, coaches, other children & vulnerable adults, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).
- Do not engage in any bullying activity.

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 & vulnerable adults to your home.
- Always have another adult present when staying overnight anywhere with children & vulnerable adults. Same sex chaperones should be used.
- Do not share a room with a child, other than your own.

Appendix C – Behaviour Management Guidelines

Children & vulnerable adults are expected to behave within the following guidelines:

- To behave in such a manner that does not impinge on the rights of enjoyment of others, or damage equipment or property;
- To follow staff, coaches and designated volunteers instructions;
- To follow club rules;
- To remain in the area of the programme, as defined by the staff, unless authorised by a staff member or parent to leave;
- To behave in a non-abusive manner.

If a staff member considers a child's behaviour beyond the behaviour management resources at the programme, they may call on the parent or caregiver to remove that child for that day without delay, notifying the General Manager.

Appropriate behaviour by children & vulnerable adults is rewarded by:

- Verbal recognition! Praise.
- Special privileges - e.g. helping with the equipment, getting more turns at activities.

If a child's or vulnerable adults behaviour is inappropriate, the following management options may be used by staff:

- Verbal reprimand, with preferred behaviour stated;
- Natural and logical consequences, (e.g. picking up what has been thrown down, not able to use that activity for a set length of time);
- Loss of privilege;
- Use of time out (e.g. the child is asked to remain in an area sitting for a short length of time to consider other ways of behaving in situations);
- If time out is required twice in a session, the child's parent/caregiver will be telephoned and asked to come and collect their child straight away;
- If stood down a second time, the child's right to attend the remainder of the programme or event may be waived.

If stood down three times, the child or adult may be excluded for following programme or events scheduled. The General Manager and parent/caregiver will discuss the matter; the child's space in the programme is not guaranteed. The child's behaviour and any disciplinary procedures will be recorded on the Accident Investigation Report Form.

The decision to stand down or exclude is taken after other options have been explored with the child and parent/caregiver and General Manager.

All staff, including volunteers will not use punitive discipline at any time (e.g. the staff will not isolate, hit or ridicule a child).



Extreme Behaviours

If a child's behaviours are considered to be extreme (i.e. a serious safety risk to themselves, other children & vulnerable adults or staff) consideration may be given to expelling the child without right of return and without following above. The Programmes & Development Coordinator, and parent/caregiver will discuss the matter; the child's place in the Cycling Southland programme or event is not guaranteed. Parent/caregivers may reapply at a later date.

Name:.....Signed:.....Date:.....