

Child Safeguarding and Protection Policy

1. PURPOSE

This Child Safeguarding and Protection Policy:

- Details Turn and Gymnastic Circle commitment to protecting children and young people in their care.
- Provides staff and volunteers with clear guidance on how to recognise and respond to suspected or confirmed cases of child abuse, unwelcome harassment can be physical and/or threatening behaviour, abuse of power, isolation, discrimination, sexual and/or racial harassment.
- Ensure reported concerns are referred to appropriate child protection agencies or authorities as required.

2. SCOPE

Turn and Gymnastic Circle Child Protection Policy applies to:

- All athletes, coaches, judges, employees, administrators, committee, officials, parents/caregivers, volunteers and club members whether they are in paid or in an unpaid capacity.
- Behaviour occurring both within and outside the course of the club's business, activities and events, when the behaviour involves individuals associated with the club and negatively affects relationships within the clubs' sport and work environment
- The children Turn and Gymnastic Circle provides a service to, their family, caregivers or guardians.
- Support personnel appointed or elected to teams and squads (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers, etc.)
- National coaches and assistant coaches and Gymnastics NZ officials.
- Anyone working on behalf of Turn and Gymnastic Circle, including child protection agencies.

This policy will continue to apply to a person even after they have stopped their association or employment with T&GC if disciplinary action, relating to an allegation against that person, has commenced prior to that person ceasing their association with T&GC.

3. POLICY STATEMENT

Turn and Gymnastic Circle is a gymnastics club providing gymnastics coaching for children and young people. We are committed to:

- Ensuring the safety and wellbeing of children is our primary concern.
- Helping to protect all children regardless of age, disability, gender, race, religious belief, sexual orientation or identity.
- Maintaining focus on a child's best interests when responding to suspected or confirmed abuse.
- Recognising the importance of family and their right to participate in decisions made about their child(ren), unless this would result in an increased risk to the child(ren).
- Encouraging anyone to report suspected or confirmed child abuse to NZ Police or Oranga Tamariki as guided by Turn and Gymnastic Circle Safeguarding and Child Protection Policy. • Turn and Gymnastic Circle Safeguarding and Child Protection Policy is guided by the Children's Act 2014.
- Our Safeguarding and Child Protection Policy relates to and is supported by Code of Conduct policies and procedures.

4. ORGANISATION'S RESPONSIBILITY STATEMENT

Turn and Gymnastic Circle is responsible and accountable for maintaining a workable and robust Safeguarding and Child Protection Policy with information, tools and support that will:

- Ensure the safety and wellbeing of children is considered in all aspects of our business.
- Adopt, implement and comply with this policy. Make such amendments to the Constitution, Rules or Policies necessary for this policy to be enforceable
- Provide a Safeguarding Culture for both children and staff.
- Ensure staff can effectively respond and report concerns.
- Promote a culture where all staff feel confident to challenge poor practice and raise issues of concern.
- Educate staff in Child Protection upon induction and every two years ongoing.
- Create opportunities for staff to be trusted points of contact and positive role models for children and young people in our care.
- Comply with applicable, current legislation and always implement best practice.

- Assign a Safeguarding Lead in the workplace.
- Facilitate organisational connections with local services and agencies that support families.
- Adopting Safeguarding Culture through procedures and a Code of Conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks are completed before starting work with children and young people.
- Sharing information about child protection with children, parents and staff.
- Sharing information about concerns for children and young people with agencies who need to know, and involving parents and children appropriately.
- Providing effective management for staff through induction, supervision, support, and training.
- Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies
- Use appropriate people to receive and manage complaints and allegations [e.g. the Child Advocate, Staff Advocate or the H & S Committee)
- Monitor and review this policy from time to time as appropriate

Turn and Gymnastic Circle - Our Commitment

Turn and Gymnastic Circle is committed to ensuring a Culture of Safeguarding and Child Protection that always promotes the safety and wellbeing of children. We acknowledge that this Safeguarding and Child Protection Policy is in place to assist us with this, and to positively support our workers in such a way which achieves this goal.

Approved By:			
Title:			
Signature		Date Approved	

5. DEFINITIONS

Term	Definition
Bullying	A deliberate form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. A act that is repeated or has the potential to be repeated over time.
Child Abuse & Neglect	The harming (physical, emotional, sexual), ill-treatment, abuse, neglect or deprivation of any child or young person. It includes actual, potential and/or suspected abuse.
Child	Individuals aged 0 – 14 years.
Child Protection	The actions taken to ensure the safety of a child or young person in cases where there is abuse or neglect.
Children's Worker	A person who works in, or provides a regulated service, and the person's work: (a) may involve regular or overnight contact with a child or children (other than children who are co-workers); and (b) takes place without a parent or guardian of the child or children being present.
Core Worker	A children's worker working in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person: (a) is the only children's worker present; or (b) is the children's worker who has primary responsibility for, or authority over, the child or children present.
Cumulative Harm	Cumulative harm refers to the effects of patterns of circumstances and events in a child or young person's life, which diminishes their sense of safety, stability and wellbeing. Cumulative harm is compounded experiences of multiple episodes of abuse or layers of neglect. Constant daily impact on the child or young person can be profound and exponential, covering multiple dimensions of their life.

Cyberbullying	The use of digital technology to bully a person, typically by sending messages of an intimidating or threatening nature.
Safeguard Lead	The person within an organisation who is responsible for providing advice and support to any individual who is concerned about a child or wants advice about the Safeguarding and Child Protection Policy.
Disclosure	Information about abuse or neglect provided by a child, young person, parent, caregiver or any other person.
Emotional Abuse	Any act or omission that results in impaired psychological, social, intellectual or emotional functioning and development of a child or young person.
Family Harm	Any violent act inflicted by one family member on another. It has many forms including physical, sexual, emotional or economic abuse.
Grooming	When someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and/or sexually abuse them.
Intimate Partner Violence	Any behaviour within an intimate relationship that causes physical, psychological or sexual harm to those in the relationship.
Neglect	<p>Any act or omission that results in impaired physical/emotional functioning, injury or development of a child or young person and can include:</p> <ul style="list-style-type: none"> • Physical Neglect – not providing the necessities of life. • Neglectful Supervision – leaving children alone or without someone safe to look after them. • Emotional Neglect – not providing comfort, love and attention the child needs. • Medical Neglect – failure to meet a child’s health needs.

	<ul style="list-style-type: none"> • Allowing chronic truancy, failure to enrol children in school, or inattention to their special education needs.
Non-Core Worker	A children's worker who is not a core worker.

Physical Abuse	Any behaviour or action which inflicts physical harm to a child or young person. It can include unexplained bruises, welts, cuts, abrasions, unexplained fractures or dislocations, burns, poisoning or fabricated illness.
Position of Trust	The relationship between a caregiver (adult, 18 years or older) or peer (for example, Youth Leader) and their charges (child, young person) which means they have or are perceived to have, power, influence or authority as dictated by their role or duties assigned to them by an organisation. A Position of Trust is one of privilege. However, this power and influence can lend itself to abuse in the wrong hands.
Regulated Service	Any of the services listed in Schedule 1 of the Children's Act 2014.
Safety Check	The requirements for safety checks for core and non-core workers are set out in Section 31 of the Children's Act 2014 and regulations made under Section 32 of the Act.
Sexual Abuse	Any act where an adult or more powerful person uses a child or young person for a sexual purpose. It can be direct contact or exposing children to adult materials.
Specified Offence	Any of the offences against the Crimes Act 1961, the Films, Videos, and Publications Classification Act 1993 and the Customs and Excise Act 1996 and listed in Schedule 2 of the Children's Act 2014.
Staff	Any person brought into the organisation to provide services, including paid staff, managers, contractors, volunteers, students on placement and board members.

Vulnerability	Children or young people who are at significant risk of harm to their wellbeing now, and into the future, as a consequence of the environment in which they are being raised, and in some cases, due to their own complex needs.
Whistleblowing	Whistleblowing is the term used when a worker passes on information concerning wrongdoing via an open, transparent and safe working environment where workers feel able to speak up.
Young Person	Individuals aged 15 – 17 years.

6. SAFEGUARD LEAD

Our Safeguarding lead Person for Child Protection is:

Jodie James, Ph 027 847 1931. See Health and Safety Notice Board for contact information of H&S Committee.

Please contact Jodie James with any issues relating to a child’s safety, wellbeing or for guidance regarding the organisation’s Safeguarding and Child Protection Policy. Safeguarding lead responsibilities:

- Identify any barriers to implementation and compliance with the Child Protection Policy and remedy these.
- Ensure the Child Protection Policy and supporting documentation is readily available to all workers.
- Ensure all workers have received regular child protection training as per our Child Protection Policy.
- Communication with staff of any updates.
- Notifying relevant agencies if a child is suffering from suspected or actual abuse or neglect.
- Keep up to date with changes in legislation and review yearly.
- Promote the organisation’s commitment to a culture of safeguarding in conjunction with Management and the Committee.

7. CONFIDENTIALITY & INFORMATION SHARING

Under the Oranga Tamariki 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 a social worker or the Police. No civil, criminal or disciplinary proceedings may be brought against the person who makes the report, provided it is made in good faith.

When gathering, storing or disclosing personal information about individuals, works must comply with the Information Privacy Principles set out in the Privacy Act 1993.

Sharing information to others for the protection of a child is a justifiable breach of confidentiality and, where a vulnerable child is at risk or harm, is a legal duty and reportable to the appropriate authority.

8. SAFEGUARDING CODE OF CONDUCT

This Safeguarding Code of Conduct sets standards and expectations for staff when working with children, directly or indirectly. It guides on appropriate standards of behaviour expected of everyone, not only staff. This Code of Conduct should instil confidence in staff to carry out their roles and to ensure that positive relationships are developed.

EXPECTATIONS:

- Everyone should avoid actions or behaviours which may constitute poor practice or potentially abusive behaviour towards children.
- Any staff engagement or contact with children and young people via the person's position reflects T&GC'S trust and authority placed in the staff member.
- Along with their professional responsibilities, reflects what is known as a 'Position of Trust'.
- Power or influence must not be abused or used to persuade and encourage or intimidate children and young people into certain behaviours or activities.
- The potential for exploitation and harm of vulnerable people means that staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff and individuals must understand this power and the responsibility they must exercise as a result.
- Staff should be aware of their requirement always to maintain the T&GC'S Safeguarding and Child Protection Policy and Safeguarding Code of Conduct requirements.
- Staff must have appropriate professional boundaries, avoiding any engagement or behaviour that could be misinterpreted by others.
- They must report and record any such incident should it occur.
- Turn and Gymnastic Circle forbids any person from using their Position of Trust to instigate or engage in a sexual relationship and sexual behaviour that could constitute grooming (directly or indirectly) a child or young person

from that organisation under 18 years of age. Sexual relationships with a child or young person under the age of 16 are illegal in New Zealand.

- Due to the imbalance of power, this is inclusive of and irrelevant to whether the young person is of a legal consent age (16 in New Zealand).
- A breach in the organisation's Position of Trust may be subject to disciplinary action up to and including dismissal.
- Any breaches of law, including conduct relating to abuse and neglect, will be referred to New Zealand Police.

STAFF MUST:

- Treat all children and young people with respect.
- Set an example of ethical conduct, be a positive role model. • Promote an inclusive culture, across all areas of diversity.
- Respect a child or young person's right to personal privacy.
- Encourage and support children and colleagues to report unacceptable attitudes or behaviour as soon as possible.
- Operate within the organisation's principles, procedures and guidance provided in the Safeguarding and Child Protection Policy.
- Report all allegations, suspicions or actual cases of abuse.
- Avoid situations where they are working alone with a child(ren) whenever possible. Adopt 'open door' practices or work within sight or hearing of others if possible. • Avoid being alone when transporting a child(ren), except in emergencies.
- Know at all times the whereabouts of children in their care.
- Ensure visitors are monitored at all times.
- Wear Turn and Gymnastic Circle coaching clothing to be identified as a coach.
- Set clear professional boundaries, avoid any engagement or behaviour that could be misinterpreted by others.

Staff MUST NOT:

- Have inappropriate physical, verbal, phone or social media contact with children or young people. • Make derogatory remarks in front of children or young people.
- Dismiss or trivialise any child abuse issues raised.
- Show favouritism towards any individual.
- Leave children unattended or alone with unauthorised adults.

- Do not take a child(ren) off-site without written consent from a parent or caregiver.
- Take a chance when common sense, policy or practice deems another appropriate approach.
- Believe “It could never happen here”.
- Use their Position of Trust for any purpose that would be of detriment to children
- Undertake any form of sexual engagement or behaviour in the presence of, between or with an under 18 access or providing organisational services (includes contact/non-contact behaviours).
- Perform any conduct that may question motivation and/or intentions or be open to perceptions of grooming. Includes but is not exclusive to:
 - Giving of personal gifts
 - Encouraging out-of-service/social contact and/or taking children out-of-service facilities eg personal home etc. Being secretive or encouraging secrecy among others.
 - Demonstrate favouritism or exclusion towards children
 - Initiate or participate in any unnecessary, unwanted or inappropriate physical contact eg boisterous games, personal care (when the person is capable of self-care), unnecessary affection, etc.
 - Use behaviour management outside of organisation requirements, including but not exclusive to:
 - Engage in any form of physical punishment/discipline or degrading treatment.
 - Engage in any form of emotional abuse including threats, references, to diversity difference, withdrawal of care necessities etc.
 - Attend work in the possession of/under the influence of drugs or alcohol.

9. RESPONDING TO A DISCLOSURE OR KNOWN/SUSPECTED ABUSE OR NEGLECT

In the event a child or young person discloses abuse the steps below should be followed:

- Believe the child or young person.
- Listen to the child, provide reassurance, ask open questions such as “What happened next?”.
- If the child is distressed, provide appropriate reassurance and engage the child in a supervised activity until they can confidently resume regular activity.
- If the child is not in immediate danger, get them involved in regular activity and explain to them what will happen next.

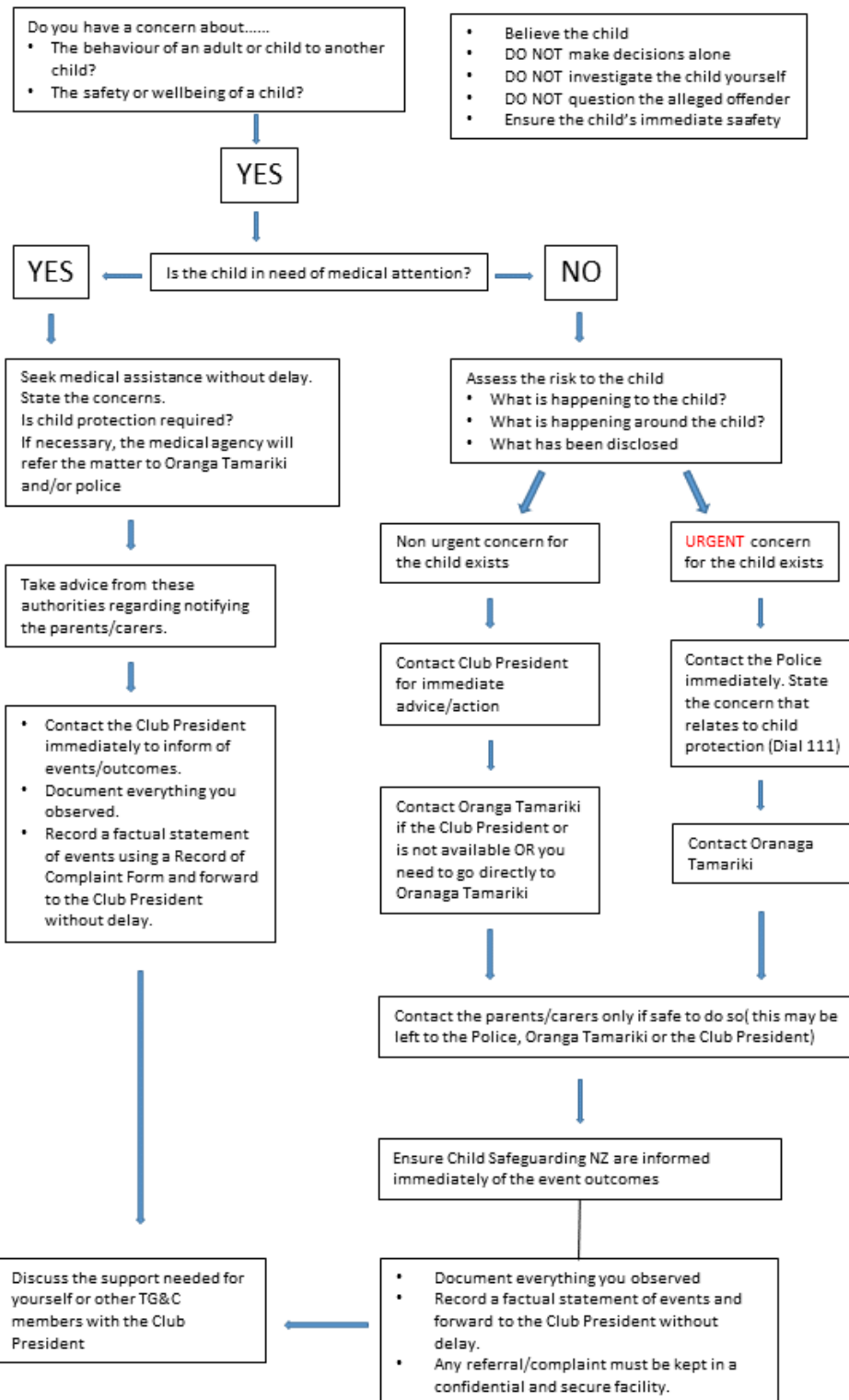
- If the child is in immediate danger, contact the Police, then Safeguarding Lead immediately.
- If staff are permitted to contact Oranga Tamariki or the Police directly provide up-to-date contact details.
- Follow up with the Safeguarding Lead the next working day.
- Record the disclosure in writing and submit to the Safeguarding Lead as soon as possible.
- Details to record include:
 - Make a verbatim record of what the child said.
 - Record: dates, times, locations and names that might be relevant.
 - Record the factual concerns relating to the observations that have led to the suspicion of abuse or neglect.
 - Record the details of any action taken by the worker.
 - Note any other relevant information, such as other children involved or at risk.

If despite making a Report of Concern no action was taken and you are still concerned, restart the process and contact the Club President.

See Guidelines for Responding to Child Protection Concerns Flow Chart

See Record of Complaint to document the alleged complaint. Complete form and give a copy to the Club President. All complaints and relevant information will be archived once any investigations have concluded.

GUIDELINES FOR RESPONDING TO CHILD PROTECTION CONCERNS



10. RESPONDING TO A COMPLAINT OR ALLEGATION MADE AGAINST A WORKER

T&GC takes the welfare of the child of paramount importance in all decision making.

Any allegation of abuse made against a staff member will be given the same level of concern and action as any other situation of suspected abuse and T&GC will not collude with an adult.

Confidential complaints can be made directly to safeguarding@turnandgymnastic.nz this email goes direct to the Safeguarding Leads. Procedure to follow when reporting a complaint/allegation made against a staff member

Flow chart showing procedure

Complete a Record of Complaint form

T&GC will not enter into a Settlement Agreement where Child Safety and Protection is a concern, such a settlement agreement will contradict a Cult of Safeguarding and Child Protection at T&GC.

11. SAFE RECRUITMENT – SAFETY CHECKS FOR NEW EMPLOYEES

The Children's Act 2014 requires a safety check to be completed for every employee who joins an organisation as a core or non-core worker. We recommend that the Children's Act 2014 standards should extend to include volunteers to prevent those who may harm children from gaining a voluntary role within your organisation.

Refer to T&GC Recruitment Policy and Procedures which clearly outline the expectations regarding safety checks relevant to the position.

A safety check of successful applicant who is considered for a role as a children's worker must: • Confirm the identity of the person.

Volunteers are subjected to the same safe recruitment processes as employees.

New staff will be given a copy of the Child Protection Policy with their employment documents.

Staff are made aware of their safeguarding responsibilities; these responsibilities will be incorporated into the staff review process. Failure to meet or comply with safeguarding responsibilities will align with T&GC disciplinary process.

12. SAFE RECRUITMENT – SAFETY CHECKS FOR NEW AND EXISTING EMPLOYEES

Safety checks are ongoing, all core and non-core workers are required to undergo safety checks at least every three years.

Police vetting, safety checks may need to be completed earlier than three years. For example, a safety check may be required if a concern is raised against an individual which instigates a need for re-assessment of their suitability for the role.

Safety check documentation will be filed with an individual's employment records as evidence of compliance with an organisation's Child Protection Policy

13. INDUCTION AND TRAINING OF STAFF AND VOLUNTEERS

All staff and volunteers aged 14 and above will complete appropriate safeguarding and child protection training upon induction and will be updated where required every 2-3 years.

All staff and volunteers aged 16 and above will complete appropriate police vetting upon induction and will be updated where required every 2-3 years.

The level of training should be appropriate to the role a worker has within an organisation. Introduction to the policy, safeguarding and child protection training should be a mandatory component on induction for all staff to:

- T&GC is committed to the continued staff education and training

Support new people joining the organisation in having an opportunity to explore how to work within the guidelines and systems, as well as offer an opportunity for them to ask any questions that help to confirm their understanding.

- Staff will be issued a copy of the Child Protection Policy with their employment documents.
- All staff to complete induction to recognise and respond to any safeguarding or child protection concerns.
- All staff to understand the critical Code of Conduct expectations.
- Where possible staff will complete on-line course with SafeGuarding Organisation.

14. CORE EMPLOYEE EXEMPTION

The Children's Act 2014 requires every core worker must obtain a Core Worker Exemption if that person has a conviction for any specified criminal offence listed in Schedule 2 of the Act.

T&GC will not employ workers that require a Core Worker Exemption for any specified criminal offence listed in Schedule 2 of the Act.

15. RELEVANT LEGISLATION

The Children's Act 2014

Crimes Act 1961

The Films, Videos, and Publications Classification Act 1993 The Customs and Excise Act 1996

Oranga Tamariki Act 1989

The Privacy Act 1993

16. POLICY REVIEW

Health, Safety and Child Safeguarding - Committee Member 2023 - Jason James

The Safeguarding and Child Protection Policy review will be performed every 2-3 years by the Safeguarding Lead or a Review Committee. Staff feedback will be obtained around use in practise of this policy and considered at the review.

Staff will be made aware of any changes to this policy following a review and will be reminded this policy must be followed.

17. RECORD KEEPING

Accurate and factual record-keeping is crucial for your organisation's records and your communications with agencies such as Oranga Tamariki or the Police. You should be able to track a case or look back on what has happened in the past.

All relevant information to any complaint will be collected and collated. The information will be labelled and stored where access is limited to the Child Safeguarding representative(s) and the Club President and for a period of two years, after that time information will be archived and stored with other club documents.