



Child Protection Policy

1.0 Introduction

Ensuring the wellbeing and safety of children, including prevention of child abuse or maltreatment, is a paramount goal of New Zealand Tag Football Inc. This policy provides guidance about how to identify and respond to concerns about the wellbeing of a child, including possible abuse or neglect.

- 1.1 The process for responding to a concern about a child is attached as Appendix B.
- 1.2 The interests of the child will be the paramount consideration when any action is taken in response to suspected abuse or neglect. This organisation commits to support the statutory agencies (Oranga Tamariki - Ministry for Children) and the New Zealand Police (the Police) to investigate abuse and will report suspected cases and concerns to these agencies as per the process in this policy.
- 1.3 The New Zealand Tag Football Inc Child Protection Advisor (CPA) will be responsible for carrying out the responsibilities outlined in this policy. Staff will not assume responsibility beyond the level of their experience and training. Our organisation commits to ensuring staff have access to the information and training they need.
- 1.4 This policy was authored by New Zealand Tag Football Inc National Development Officer on Wednesday June 18th 2019. NZTFI Board is responsible for the maintenance and three yearly review of this policy. A digital copy can be found on our website at www.nztagfootball.co.nz. The policy is due to be updated on June 18th 2022. It is consistent with Oranga Tamariki - Ministry for Children and Police guidelines and will be updated when new guidance is issued.

2.0 Purpose, Scope and Principles

Our child protection policy supports our staff to respond appropriately to potential child protection concerns, including suspected abuse or neglect. It is our organisation's commitment to protect children from abuse and to recognise the important roles all our staff have in protecting children.

- 2.1 This policy provides a framework and expectations to protect children, including (but not limited to) staff behaviours in response to actual or suspected child abuse and neglect. It applies to all the New Zealand Tag Football Inc staff, including volunteers and part-time or temporary roles and contractors.
- 2.2 In addition to guiding staff to make referrals of suspected child abuse and neglect to the statutory agencies – i.e., Oranga Tamariki - Ministry for Children and the Police – this policy will also help our staff identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.

- 2.4 We also commit to exploring opportunities to work with other providers, including from other sectors, to develop a network of child protection practice in our community.

3.0 Definition of Child 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'.

- 3.1 **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.
- 3.2 **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.
- 3.3 **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.
- 3.4 **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.

4.0 Policy Principles

In implementing this policy we are committed to the following principles:

- 4.1 Creating Quality Fun while you learn
- 4.2 Providing a Safe Place environment for our youth
- 4.3 Upskilling Communication skills & Self Confidence
- 4.4 Mental Awareness & Well Being
- 4.5 Fitness & Motivation through Activation

5.0 Policy Objectives

The aim of this policy is to:

- 1. Improved Fitness & Health Levels
- 2. Positive Motivated Students
- 3. New Knowledge attained through safe learning space
- 4. Willingness to learn more
- 5. Self-confidence more participation



6.0 Codes of Conduct

THE NZTFI PROMISE for Development Officers/Staff/Volunteers/Contractors/Coaches/Managers

- 6.1 Good sport is about positive attitude. As a Development Officer you set the standards.
- 6.2 Play your part to help make each game a success - play fair.
- 6.3 To the best of my ability I will:
- 6.4 Set personal behaviour standards for myself and those I coach to follow
- 6.5 Give each participant the same amount of my attention and time
- 6.6 Provide every participant with the same opportunities to play the game
- 6.7 Never argue with the class encourage good behaviour
- 6.8 Always be positive. Never shout at or ridicule participants
- 6.9. Respect participants efforts regardless of whether they do well or not
- 6.10 Encourage respect amongst the participants
- 6.11 Keep participation in perspective with personal challenge and Enjoyment
- 6.12 Give it your best and not get ugly

Codes of Behavior

THE NZTFI PROMISE for Development Officers/Staff/Volunteers/Contractors/Coaches/Managers

- 7.1 Apply a child-centred approach where all children are treated equally and with dignity
- 7.2 activities should be appropriate for the age and development of the children in your care
- 7.3 Ensure feedback to children is about their performance and not of a personal nature
- 7.4 Use positive and age-appropriate language when talking to children and in their presence.
- 7.5 Creating a safe and open working environment that also reduces risk to staff and volunteers
- 7.6 Exercise/Train/Play/Coach with common sense
- 7.7 Do not send children off to train alone and out of sight and supervision
- 7.8 Ensure that children use appropriate protective gear
- 7.9 Ensure that all physical contact with children is relevant and appropriate to the activity
- 7.10 Seek permission to touch when doing the above
- 7.11 Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years
- 7.12 Ensure that any filming or photography of children is appropriate
- 7.13 Explain the purpose and obtain consent (from parents/caregivers) prior to filming or photographing children
- 7.14 Request parental consent before transporting children in a vehicle - ensure that the vehicle is insured and has a current Warrant of Fitness and registration
- 7.15 Ensure you have parental consent to administer first aid if required
- 7.16 Do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances
- 7.17 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
- 7.18 Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying)
- 7.19 Do not engage in any bullying activity.
- 7.20 Avoiding situations where you are alone with a child



- 7.21 Avoid private or unobserved situations, including being alone with a child in the changing rooms
- 7.22 Avoid entering changing rooms - if you must enter, knock and announce yourself and try to have at least one other adult with you
- 7.23 Avoid driving a child unaccompanied
- 7.24 Do not invite or encourage children to your home
- 7.25 Always have another adult present when staying overnight anywhere with children
- 7.26 Do not share a room with a child, other than your own.

8.0 Roles and Responsibilities of NZTFI Contractor and Staff

- 8.1 It is the responsibility of staff 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.
- 8.2 New Zealand Tag Football Inc will have an appointed a Child Protection Advisor.

This function will be held by:

Lisa Iusitini

NZTFI Child Protection Advisor (CPA)

Mobile: 021 416 878

Email: lisa@nztagfootball.co.nz

9.0 Child Protection Advisor Role and Responsibilities

The NZTFI Child Protection Advisor (CPA) role is managing child protection issues:

- 9.1 Oversee the delivery of the Tag programs ensuring child safety at all times
- 9.2 Screening Staff, Volunteers, Referees, Development Officers, Officials
- 9.3 Ensuring all Tag program participants follow the Codes of Conduct and Behaviour
- 9.4 Recruitment of potential new development officers, referees, volunteers, staff
- 9.5 Deals with complaints allegations and responds to concerns
- 9.6 Responsible for police vetting processes
- 9.7 Produce detailed report or summary for the National Development Officer
- 9.8 Ensure that staff and volunteers are working safely and effectively with children
- 9.9 Identify and respond to any unacceptable behaviour or practices of staff and volunteers
- 9.10 Enable staff and volunteers to analyse their own behaviour and practices against the Code of Behaviour / Conduct so as to minimise the risk of allegations or complaints against that person
- 9.11 Respond in a positive way to concerns raised about any staff or volunteer i.e. via training to improve practices



10.0 Child Protection Procedures

- 10.1 All concerns of potential, suspected or alleged abuse must be brought to the attention of the NZTFI Child Protection Advisor.
 - 10.2 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.
 - 10.3 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?
 - 10.4 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.
 - 10.5 Advise Oranga Tamariki - Ministry for Children or Police promptly when a disclosure is made.
 - 10.6 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 NZTFI Child Protection Advisor
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11.0 NZTFI Development Officer/Staff/Contractors

The NZTFI Development Officer/Staff/Contractor role will ensure we have the following:

- 11.1 Delivery of the Tag Workshops/Programs/Clinics
- 11.2 Communicate with Schools, Community Groups, Trusts, Sports Clubs, Local Council in delivering lunch time and after school tag programs at venues agreed to by all parties.
- 11.3 Ensure Duty of care to all participants who partake in the clinics/workshops
- 11.4 Produce weekly detailed reports and records of the programs
- 11.5 Set up and pack up workshops tag equipment ie- Balls, Tags, Cones, Tag Shorts, Belts, Flags, Sound Equipment, Pop Up Tent, Admin area, Referees, Food & Water, Trailer, Vehicle, Resources
- 11.6 Ensure clinics/workshops are a safe and fun physical learning environment
- 11.7 Report back to the National development officer a summary of the programs
- 11.8 Follow the Codes of Conduct and the Codes of Behaviour
- 11.9 Report to the Child Protection Officer (CPO) if any allegations or concerns are raised.
- 11.10 Recognise the risks inherent in the clinic/workshop;
- 11.11 Recognise when children are at risk and from what;
- 11.12 Take appropriate precautions to manage and limit identified risks;
- 11.13 Respond in an appropriate manner to children who have been harmed or are suspected of being harmed; and
- 11.14 Understand their responsibilities in relation to keeping children safe both in terms of prevention and management of cases that may arise.

12.0 Training

- 12.1 All staff will receive child protection training at the appropriate level for their role.

13.0 Confidentiality and Information Sharing

- 13.1 We will seek advice from Oranga Tamariki - Ministry for Children and/or the Police before identifying information about an allegation is shared with anyone, other than the service manager or designated person. Staff should be aware that:

- 13.2 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.
- 13.3 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.
- 13.4 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

14.0 Child Safe Practice Guidelines

- 14.1 If any form of physical contact is required ask the person’s permission, explain what you are doing and why to both the child and their parents/caregivers.
- 14.2 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.
- 14.3 Where there are mixed teams away overnight, teams should always be accompanied by an adult male and female coach or helper.
- 14.4 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.
- 14.5 Avoid situations where you are alone with a child. While acknowledging that occasionally there may be no alternative, for example, where a child falls ill and has to be taken home. However, one-to-one contact must never be allowed to occur on a regular basis.
- 14.6 Don’t allow physically rough or sexually provocative games, or inappropriate talking or touching.
- 14.7 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 as an appendix is followed.
- 14.8 Ensure that the nature and intensity of training and competition does not exceed the capacity of a child’s immature growing body and ability.
- 14.9 Ensure that use of photographic images and video are aligned to relevant privacy policies.
- 14.10 That the all people responsible for children and young people at any given time should always remain in an alcohol-free state that they can react appropriately to any situation that might arise.



15.0 Allegations made against staff members

15.1 Allegations, suspicions or complaints of abuse against staff, volunteers or representatives of other agencies must be taken seriously and reported to the NZTFI Child Protection Advisor who will deal with them immediately, sensitively and expediently within the procedures outlined in this Section.

15.2 It is not the responsibility of the staff to investigate allegations of child abuse.

15.3 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 **New Zealand Tag Football Inc Executive Board**

Signed:  Date: Wednesday June 15th 2022

Policy developed by: Claude Lusitini
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APPENDIX A: Definitions

Child – any child or young person aged under 17 years and who is not married or in a civil union.
Child protection – activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or are at risk of abuse or neglect.

Designated person for child protection – the manager/supervisor or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about child protection policy.

Disclosure – information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.

Oranga Tamariki - Ministry for Children – the agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need.

New Zealand Police – the agency responsible for responding to situations where a child is in immediate danger and for working with Oranga Tamariki - Ministry for Children in child protection work and investigating cases of abuse or neglect where an offence may have occurred.

APPENDIX B: 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.