

## **CHILD PROTECTION POLICY – Waikato Rowing Association**

### **PURPOSE**

We believe every child has the right to have fun, be safe, protected, and free from harm when participating in rowing. Waikato Rowing Association is committed to a safeguarding culture to ensure that everyone has a safe and enjoyable rowing experience. Safeguarding is about keeping all children safe from harm, abuse, violence, exploitation, and neglect by ensuring we recognise and respond appropriately to any suspected or confirmed abuse.

### **SCOPE**

This policy applies to all rowers, staff, volunteers, contractors, and representatives of Waikato Rowing Association (members). For the purposes of this policy and associated procedures, a child is recognised as anyone under 18 years old.

### **POLICY STATEMENT**

Waikato Rowing Association is a regional association supporting children with on and off water rowing training and racing experiences which may be separate to specific club activities, such as Winter development camps for U15-U16 & U17-U18 students. We are fully committed to safeguarding the welfare of children by identifying and responding to vulnerability, child abuse and neglect in an effective and efficient manner.

We recognise the responsibility to promote safe practice and to protect children from harm and to ensure that members are trained and skilled to know the signs of abuse, apply our policies and procedures and act appropriately and effectively in response to a concern or incident.

Members and volunteers will work together to demonstrate a strong organisational child protection culture to ensure that the rights of children are respected.

### **POLICY OBJECTIVES**

The objective of this policy is to ensure all participants of Waikato Rowing Association activities receive the support they need to promote good practice by:

- Promoting the health and welfare of children by providing opportunities for them to take part in sport and physical activity safely;
- Respecting and promoting the rights, wishes and feelings of children;
- Appointing a Designated Safeguarding Person;
- Requiring the adoption and compliance with this Child Protection Policy and associated policies and procedures;
- Promoting and implementing appropriate safeguarding procedures;
- Providing safer recruitment and training to enable members to identify and respond appropriately to suspicion, disclosure or allegations of vulnerability, abuse or neglect, to protect children from harm and to reduce the risk of allegations or complaints against themselves;
- Regularly monitoring and evaluating the implementation of this policy and procedures.

### **DEFINITIONS**

The Oranga Tamariki Act, 1989, defines child abuse as "...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person".  
*(further explanation of these definitions of abuse can be found in Appendix B)*

## **RESPONSIBILITIES**

Ensuring children are kept safe is a shared responsibility concerning anyone involved in the rowing experiences we provide. It is the responsibility of members 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.

## **DESIGNATED SAFEGUARDING PERSON**

Waikato Rowing Association has appointed the following people as Designated Safeguarding Person/s:

Please contact **NAME XXXXX and contact details** with any issues relating to a child's safety, wellbeing or for guidance regarding the club's safeguarding and child protection policy.

The Designated Safeguarding Person/s is responsible for ensuring that child safeguarding and protection is a key focus within Waikato Rowing Association and that appropriate protocols, procedures, and training are in place. Waikato Rowing Association must ensure that a Designated Safeguarding Person is appointed and given appropriate training.

The role of the Designated Safeguarding Person/s is to:

- ensure that the needs and rights of children come first as their safety and wellbeing is paramount.
- ensure clear, confidential, detailed, and dated records on all child protection cases are taken and secure. These must contain all available information relating to the cause for concern and any subsequent action taken, including when it has been decided not to make a notification to Oranga Tamariki or the Police. These records will be kept separate from other records for the purpose of confidentiality.
- establish a close link with the relevant local agencies to ensure clear and effective communication and be a recognised contact within Waikato Rowing Association for agencies to contact regarding concerns.
- ensure that all members are supported appropriately when dealing with child protection concerns.
- consult with the Waikato Rowing Association Committee Chairperson regarding all child protection concerns.

## **CONFIDENTIALITY / INFORMATION SHARING**

We are committed to sharing information as appropriate, therefore if there is a concern about a child, the Designated person and/or Waikato Rowing Association Committee Chairperson will seek advice from Oranga Tamariki and/or the Police before identifying information about an allegation is shared with anyone else.

In addition to seeking advice from Oranga Tamariki and the Police, we will refer to the privacy commission guidelines on sharing information about vulnerable children, to guide decisions on when to share information and talk to parents/whanau/caregivers.

The Designated person will be responsible for ensuring that any information relating to a child protection matter is stored securely online, within a restricted access area. The Designated person will also be responsible for the secure and confidential sharing of relevant information when required.

Under the Privacy Act 1993 and the Children and Young People’s Well-being Act 1989, members will disclose information when there is a good reason to do so. Under sections 15 and 16 of the Children and Young People’s Well-being Act 1989, any person who has a concern that a child has been or is likely to be harmed may report the matter to Oranga Tamariki or the Police and provided the report is made in good faith, no civil, criminal or disciplinary procedures will be brought against them.

### **SAFE WORKING PRACTICES**

When working/dealing with children in rowing, adults need to establish and maintain clear and professional boundaries. The following safe practices are expected at Waikato Rowing Association and ensures that all members are working in ways which reduce any risk to children, themselves and minimises the opportunity for harmful behaviour to occur.

#### **Personal Responsibilities**

<b>Should</b>	<b>Should NOT</b>
Always act, and be seen to act, in the child’s welfare and best interests	Use position of power to intimidate, bully, humiliate, threaten, coerce, or undermine a child
Record and report situations which may give rise to concern from either party	Use status and standing to form or promote relationships which are, or may become, inappropriate or of a sexual nature.
Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described	Display conduct that would lead any reasonable person to question motivation and/or intentions
Always make sure training and racing is appropriate for the age and stage of the child.	

#### **Contact and Communication with Children**

<b>Should</b>	<b>Should NOT</b>
Always inform other colleagues or parents about one on one contact beforehand, assessing the need to have them present or close by	Meet with a child in a remote, secluded area. One on one contact should be avoided.
Obtain parents or caregivers consent before displaying or distributing images of children	Take images ‘in secret’, or take images in situations that may be construed as being secretive or private
Ensure that personal social networking sites are set to private and children are never listed as approved contacts	Engage in communication with a child on a one-one-one basis through social media and texting other than for administration e.g. communicating training times.
Understand that some communications may be called into question and need to be justified	Use language or conduct that gives rise to comment or speculation
Always explain what is happening and seek permission when physical contact is required e.g. first aid or technical guidance.	Touch a child in a way which may be considered indecent

### Camps and regattas

Should	Should NOT
Ensure adults are vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations, particularly on overnight stays or in changing rooms.	Share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with parents or caregivers.
Use an 'open door policy' if entering a child's room. If possible, have another person present.	Share beds with a child.

### SAFE RECRUITMENT

Effective screening which involves a rigorous and consistent process that looks at the information available about a person, can significantly reduce the risk to children and ensure we employ/select the best people for roles within Waikato Rowing Association. Candidates will be assessed to ensure they are a safe person to work with them.

Safe recruitment processes at Waikato Rowing Association include:

- the advert and position description will state the degree of contact and the level of responsibility with children.
- Job application forms will advise candidates if the role is subject to a police vetting check.
- Application forms, interviews and referee checks will be designed to provide the panel with valuable information about the candidate, including their attitudes; and their experiences and relationships in working with children and young people.
- Prospective and existing employees will be made aware that a periodic safety check is part of their employment conditions.
- Adults assisting with camps or overnight stays at regattas will be made aware that periodic safety checks are possible.

### INDUCTION AND TRAINING

To enable Waikato Rowing Association to build a safeguarding culture where the safety of children is paramount, safeguarding training will be provided to all members at least every three years.

Child protection procedures will be included as part of the induction process. All new members will be taken through the child protection policy and associated procedures, advised where they are located online and asked to ensure that they read and understand the content.

All members will be informed promptly of any changes to the child protection policy and associated procedures. Access to annual training opportunities will be provided, particularly to individuals who are working directly with children or who are the designated person.

### HANDLING DISCLOSURES FROM A CHILD

Disclosure of abuse may come directly from the child. In such circumstances it is important to respond in a calm, caring and sensitive manner. It is important that members take what the child says seriously. This applies irrespective of the setting, or the member of member's own opinion on what the child is saying. The child is never to blame in situations of abuse and should be reassured they have done nothing wrong, either in relation to the abuse itself or in reporting it. Children need to

know that members are listening and taking seriously the information divulged. They need members to respond positively to ensure their future protection.

It is important to record what is said at the time, if appropriate, or as soon as possible following the disclosure. It may not be appropriate to enquire into further details at this stage. The child also needs information and an explanation of what will, or is likely to, happen next.

Under no circumstances should a member of members attempt to conduct an investigation or deal with concerns of abuse by themselves.

## **REPORTING A COMPLAINT OR ALLEGATION MADE AGAINST MEMBERS**

Allegations, suspicions or complaints of abuse against members must be taken seriously and reported to the Designated Person who will deal with the allegation immediately, sensitively and expediently within the procedures outlined in this policy and associated procedures.

If the Police decide to undertake a criminal investigation then the member may be suspended as outlined in their individual Employment Agreement or applicable contract, 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.

Any complaint will be considered in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles. Where a complaint is investigated but not substantiated, the findings along with a right of reply should be held on the record.

## **RELEVANT LEGISLATION**

This policy adheres to the following acts:

[The Privacy Act 1993](#)

[The Oranga Tamariki Act 1989 / The Children and Young People's Well-being Act 1989  
Children's Act 2014](#)

[Vulnerable Children \(Requirements for Safety Checks of Children's Workers\) Regulations 2015  
Health and Safety Act 2015](#)

[Employment Relations Act 2000](#)

[Harmful Digital Communications Act 2015](#)

[Family Violence Act 2018](#)

[United Nations Convention on the Rights of the Child \(UNCROC\)](#)

## **POLICY REVIEW**

Changes to this policy must be authorised by the Waikato Rowing Association. This policy will be reviewed and amended if necessary, at least every three years. The Committee may amend the policy at any time that it sees fit.

**This policy is due for review every two years or earlier as required**

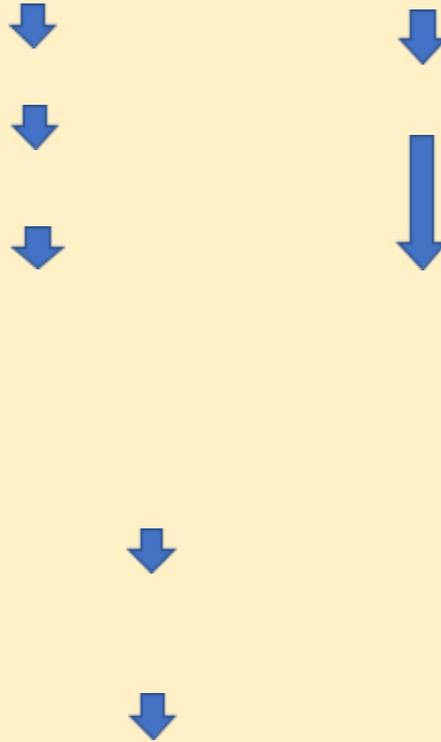
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Chairperson

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Date

Procedure for responding to vulnerability, disclosed or suspected child abuse or neglect



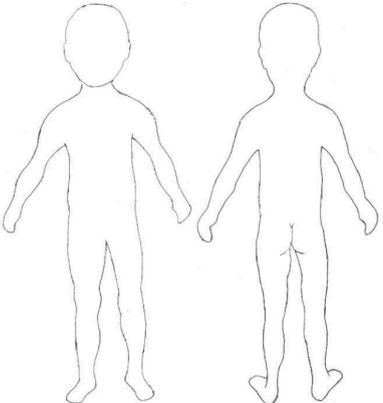
WAIKATO ROWING ASSOCIATION WILL REMAIN CHILD FOCUSED AND NOT COLLUDE WITH ANY ADULT OR ORGANISATION. WAIKATO ROWING ASSOCIATION WILL NOT USE SETTLEMENT AGREEMENTS WHERE THERE ARE CHILD PROTECTION CONCERNS.

**Procedure for responding to allegations or disclosure of child abuse or neglect by members**



## Appendix A: Child Safety Incident Report Form

<b>Child Safety Incident Report Form</b>	
<b>Date and Time of Incident</b>	
<b>Location of Incident</b>	
<b>Your contact details</b>	Name: Organisation: Role: Phone Number: Email Address:
<b>Child's Name</b>	
<b>Child's Date of Birth (or approx. age)</b>	
<b>Child's Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Child's sibling/s details (name/DOB/gender) if known</b>	
<b>Parent's/Carer's Contact Details</b>	Name: Address: Phone Number: Email Address:
<b>Have Parent's/Carer's been notified of this incident?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes please provide details of what was said/actions agreed:
<b>Are you reporting your own concerns or responding to concerns raised by someone else?</b>	<input type="checkbox"/> Reporting own concerns <input type="checkbox"/> Responding to concerns/allegations made by someone else
<b>If responding to concerns raised by someone else, please provide further information about them</b>	Name: Position within the organisation or relationship to the child:  Telephone number:  Email Address:
<b>Please categorise the nature of the incident or concern:</b>	<input type="checkbox"/> Physical abuse

<p>You can tick more than one box</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Emotional/Psychological abuse</li> <li><input type="checkbox"/> Verbal abuse</li> <li><input type="checkbox"/> Sexual abuse</li> <li><input type="checkbox"/> Neglect</li> <li><input type="checkbox"/> Intimate partner violence</li> <li><input type="checkbox"/> Cumulative Harm</li> <li><input type="checkbox"/> Other</li> </ul> <p>.....</p> <p>.....</p>
<p><b>Please describe the incident or concern:</b></p> <p><i>Include relevant information such as the nature of the incident, when it took place, who was involved, whether there are any injuries, the signs and symptoms, any other relevant information. Ensure that this is reported factually or exactly as reported to you.</i></p>	
<p><b>If an injury is present or disclosed by a child</b></p> <p><i>Please indicate where the injury has occurred on the body map, provide details of the injury and the explanation you were given about how the injury happened.</i></p>	
<p><b>Child's account of the incident:</b></p> <p><i>Ensure this is reported word for word as per disclosed by the child. Provide details of any questions you have used and the child's response. Use speech marks.</i></p>	
<p><b>Is it a one-off incident or always occurring?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> One-off incident</li> <li><input type="checkbox"/> Always occurring</li> </ul>

<p><b>Please provide details of any witnesses and their account of the incident or concern:</b></p> <p><i>Include as many witnesses as required relevant to the incident</i></p>	<p>Name:</p> <p>Position within organisation/relationship to the child:</p> <p>Date of birth (if child):</p> <p>Phone number:</p> <p>Email address:</p> <p>Witness statement:</p>
<p><b>Do the incident reporter and/or witnesses wish to remain anonymous?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the responses vary, please confirm who wishes to remain anonymous:</p>
<p><b>Please provide details of all action taken to date:</b></p>	
<p><b>Has the incident been reported to external agencies:</b></p>	<p><input type="checkbox"/> Oranga Tamariki</p> <p><input type="checkbox"/> Police</p> <p><input type="checkbox"/> Any other third party</p> <p>.....</p>
<p><b>Provide further details:</b> <i>Repeat for each external agency who have been notified</i></p>	<p>Name of organisation/agency:</p> <p>Name of contact person:</p> <p>Phone number:</p> <p>Email Address:</p> <p>Agreed action/advice given:</p>
<p><b>Date incident report created:</b></p>	
<p><b>Club member managing incident:</b></p>	
<p><b>Follow up date:</b></p>	

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Please ensure that this record and any associated notes are stored in a confidential and safe place.

**APPENDIX B: INDICATORS OF ABUSE** - From Child Matters

**INDICATORS OF EMOTIONAL ABUSE**

<b>Physical indicators examples</b>	<b>Behavioural indicators examples</b>	<b>Adult behaviour indications examples</b>	<b>Examples in sport</b>
Bed-wetting or bed soiling that has no medical cause	Suffers from severe developmental gaps	Constantly calls the child or young person names, labels the child or publicly humiliates them	Pushing children too hard. Children feel pressure to perform to unrealistically high expectations
Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)	Severe symptoms of depression, anxiety, withdrawal or aggression	Continually threatens the child or young person with physical harm or forces the child to witness physical harm inflicted on a loved one	Bullying and cyber bullying
Prolonged vomiting or diarrhoea	Severe symptoms of self-destructive behaviour – self-harming, suicide attempts, engaging in drug or alcohol abuse	Has unrealistic expectations of the child or young person	Shaming and mocking for poor performance. Children are subjected to repeated criticism, sarcasm, name-calling or racism
Has not attained significant developmental milestones	Overly compliant; too well-mannered; too neat and clean	Involves the child or young person in “adult issues”, such as separation or access issues	Making threats of repercussions
Dressed differently from other children in the family	Displays attention seeking behaviours or displays extreme inhibition in play	Keeps the child or young person at home in a role of subservient or surrogate parent	A child is ignored, excluded, or singled out
Has deprived physical living conditions compared with other children in the family	When at play, behaviour may model or copy negative behaviour and language used at home		Children are made to feel like their value or worth is dependent on their sporting success

**INDICATORS OF NEGLECT**

<b>Physical indicators examples</b>	<b>Behavioural indicators examples</b>	<b>Adult behaviour indications examples</b>	<b>Examples in sport</b>
Inappropriate dress for the weather	Demonstrates severe lack of attachment to other adults	Fails to provide for the child or young person’s basic needs, such as housing, nutrition, medical and psychological care	Failing to ensure children are safe
Extremely dirty or unbathed	Poor school attendance or school performance	Fails to enrol a child or young person in school or permits absenteeism	Exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
Inadequately supervised or left alone for unacceptable periods of time	Poor social skills	Leaves the child home alone	Exposing children to unnecessary risk of injury by ignoring safe practice guidelines
Malnourished	May steal food	Is overwhelmed with own problems and puts own needs ahead of the child or young person’s needs	
May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene	Is very demanding of affection or attention		
	Has no understanding of basic hygiene		

## INDICATORS OF PHYSICAL ABUSE

Physical indicators examples	Behavioural indicators examples	Adult behaviour indications examples	Examples in sport
Unexplained bruises, welts, cuts, abrasions	Is wary of adults or of a particular individual	May be vague about the details of the cause of injury and the account of the injury may change from time to time	If the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
Unexplained burns	Is violent to animals or other children or young people	May blame the accident on a sibling, friend, relative or the injured child or young person	Where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
Unexplained fractures or disclosures	Is dressed inappropriately to hide bruises or other injuries	Shakes an infant. Threats or attempts to injure a child or young person	If athletes are required to participate when injured
	May be extremely aggressive or extremely withdrawn	Is aggressive towards a child in front of others	If the sanctions used by coaches involve inflicting pain
	Cannot recall how the injuries occurred or gives inconsistent explanations	May delay in seeking medical attention for a child or young person	

**Family violence** - Violence or abuse of any type, perpetrated by one family member against another family member, including child abuse, partner abuse and elder abuse

## INDICATORS OF SEXUAL ABUSE

Physical indicators examples	Behavioural indicators examples	Adult behaviour indications examples	Grooming examples
Torn, stained or bloody underclothing	Eating disorders	May be unusually over-protective of a child or young person	Pretending they are someone that they aren't (using a fake photo, fake profiles). Pretending to have a shared interest with you (e.g. a sport, music or other hobby).
Blood in urine or faeces	Promiscuity or prostitution	May favour the victim over other children	Starting a friendship or even an online relationship with you – saying they want to be your boyfriend/girlfriend/partner.
Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area	Uses younger children in sexual acts	Demonstrates physical contact or affection to a child or young person which appears sexual in nature or has sexual overtones	Giving you lots of attention and saying a lot of nice things about you. Buying you gifts online or offline.
Sexually transmitted disease	Tries to make self as unattractive as possible	Is jealous of a child or young person's relationships with peers or other adults or is controlling of the child or young person	Telling you about their own difficulties and problems. Sharing secrets or private information and encouraging you to do as well.
Unusual or excessive itching or pain in the genital or anal area			Offering advice and being overly understanding about something you're going through.

**Examples in sport** - Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a coach, was to misuse their power.

Contacts made within sport and pursued through other routes, such as social media and sexting, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations in order to create opportunities for abuse to take place.

