

**Carlton Redcliff's Hockey Club**  
**Child and Youth Protection Policy, March 2021- DRAFT**

<b>Date Reviewed</b>	<b>July 2021</b>
<b>Responsibility</b>	<b>Club President and elected Committee members</b>
<b>Review Frequency</b>	<b>Every 3 years</b>
<b>Next Review Date</b>	<b>July 2024</b>

12<sup>th</sup> March 2021 – Email from CHA

The CYP policy does extend to clubs, under policy purpose we include the following section:

*“This policy applies to all people involved in Canterbury Hockey including employees, administrators, coaches, managers, officials, volunteers, parents, and young people.”*

Clubs are covered under the “volunteers” section. **However, we would encourage Clubs to also have their own CYP policy.** You are welcome to use our policy as a basis to create your own. In regards to police vetting, we are currently in the process of rewriting this policy as well. In particular we’re looking at how other sports codes manage police vetting, and how we can manage this centrally. We’ll be putting out a survey in the next club bulletin around this and hopefully have some clear guidance by the end of March.

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## 1. Policy Purpose

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Carlton Redcliff's Hockey Club has responsibility to keep players safe from harm. The club provides coaching and supervision for players under the age of 18, hence, safe guidelines for coaches & managers need to be adhered to for safety of all children/tamariki. The vulnerable children act 2014 has set the parameters for all organisations who work with children/tamariki and youth under 18 to have child safety policies in place. The purpose for this guide/policy is for the safety and protection of all children/tamariki and youth who are associated as a player/member/coach with Carlton Redcliff's Hockey club.

The purpose of this policy is to:

- Provide the overarching principles that guide our approach to Child & Youth Protection.
- Assist everyone involved in Carlton Redcliff's Hockey to identify abuse and neglect.
- Facilitate and guide the clubs child & youth safety and protection culture.

We have a responsibility to keep young people safe from harm. We will do this by implementing awareness and processes about learning to foster a safe and secure environment – both for young people and the adults in the club (Adults include coaches, managers, officials, parents/caregivers and volunteers.) who work alongside and care for youth.

We will ensure careful recruitment, selection of coaches, managers and volunteers in the club.

We will ensure that all disclosures of alleged harm and abuse are acknowledged, and appropriate action is taken to ensure the safety of young people who make disclosures.

We will keep child/youth protection policies under regular review.

The following information has been sourced and modified from:

- [www.justice.govt.nz](http://www.justice.govt.nz)
- **Sport NZ - Safe sport for Children document**
- **Vulnerable Children Act 2014**
- **Canterbury Hockey Association & New Zealand Hockey Child Youth Protection Policy**

The Carlton Redcliff's Hockey club acknowledges that harmful practices have no place in children's sport as documented from Sport NZ in their 'safe sport for children document':

- Children have a right to participate in sport and recreation that is safe and where they are protected from harm
- Children should feel respected, valued and encouraged to enjoy their participation and to reach their full potential

- **Sport and recreation organisations have a duty of care** when it comes to children and should take steps to ensure that children can participate safely in the activities they provide.
- A child represents anyone **under the age of 18 years**

Carlton Redcliff's Hockey Club supports the following statement and is committed to safe sport and recreation for children.

*"Harm can take many forms including: physical harm from engaging in a physical activity, emotional abuse, bullying, putdowns, inappropriate cultural practices, physical and sexual abuse, and other harmful practices. Developing awareness will minimise harm and create a safe culture in the club. All adults need to be aware of language, conduct, personal space, creating a safe environment and culture in the teams they are involved with including being prepared for injury, updated contact lists, updated first aid kits, awareness of health issues for players, knowledge of medication, anaphylactic responses etc."*  
(Sport NZ – safe sport for children document)

## 2. Safe Recruitment

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Coaches & Managers are to be selected with care. Declaration of past convictions, cases pending and agreement to have a NZ Police Check completed is a pre-requisite before taking on a coaching or manager position from 2022. All Coaches, Managers, and other volunteers must agree to abide by the Child/Youth Protection Policy. Carlton Redcliff's recognises that it relies heavily on the time and commitment freely given by volunteers and without this, the opportunities for children and young people to participate in the sport of hockey would be severely limited. Carlton Redcliff's Hockey Club will ensure good recruitment procedures by:

- Selection of the coach is an appropriate match in skills and character to fit for the team
- Obtaining the person's permission to enable Carlton Redcliff's Club to undertake a NZ Police Check

## 3. Safety checking

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The Vulnerable Children's Act 2014 has changed the way people who work closely with children are checked. Employers/Agencies/Schools/Clubs are responsible for safety checking. All Coaches/Managers with the Carlton Redcliff's Hockey club will be required to be Police vetted. Coaches/Managers names will be registered via the club and vetting forms will be emailed to complete.

## 4. Prevention & Supervision

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Coaches and Managers will take practical steps to protect youth while they are taking part in Club training, games and other club organised events.

Coaches and Managers will be aware of where youth are and what they are doing and will be aware of what other adults are doing during training, games and organised events.

Sound supervision procedures are in place to protect youth. These include ensuring that:

- Youth are in designated areas where supervision can easily occur.
- That one-to-one contact or discussion with a youth does not occur behind closed doors.
- Awareness of visitors or supporters and the interaction with youth and not putting themselves in a situation of unsupervised interaction with youth.
- Supervision and safety guides in place during training
- Awareness of physical safety at venues
- Awareness of toilet facilities that are out of sight or out of the turf designated area Encourage tamariki to use toilets prior or after training to avoid disruption in training. If toilet facilities are required follow the buddy system rule of 3 to avoid children being on their own.
- Club and coaches to communicate with parents/caregivers that they are responsible for drop off & pick-ups of their children to all trainings and at no time may a child be dropped and left on their own prior or post training sessions.
- Coaches to remain on site until all tamariki are collected following the rule of 3 and ensure a buddy stays with the player alongside the coach/manager.
- Coaches are to follow the 3 person rule at all times in all situations and not be in a situation of being one on one with a child.

## 5. Early Intervention

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The induction and training provided for coaches/managers to be aware and understand early warning signs of abuse or neglect, and staff are encouraged to listen to youth carefully should incidents of harm be disclosed.

All coaches and managers are encouraged to discuss any concerns with the Club President who will inform elected committee members to navigate a safe process and who will determine:

- If advice will be sought from Child, Youth and Family (CYF)

- If a report of concern will be made to Child, Youth and Family or the Police
- If any other action will be taken

If abuse or neglect is suspected, or a youth discloses abuse, record information that was shared by the child, observations of the child's affect and using only the language and terminology that the young person says.

If a youth discloses abuse to their coach or manager they are to advise the Committee who will follow due process. Where required a report of concern should be made to Child, Youth and Family or the Police. This will depend on the context of the child, their immediate safety and the family to be informed. If a family member is cause of the harm then a sensitive and appropriate plan will be implemented.

## **6. Reporting Concerns to a Statutory Agency**

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All cases of suspected Child Abuse will be responded to in a manner which best ensures children's immediate and future safety. Safe parents/caregivers who are not alleged to be doing the harm can be informed of the disclosure.

The following steps are to be followed:

1. Record when a youth tells you a safety issue. A member of the club committee should be consulted immediately.
2. Believe the youth. Do not investigate the youth yourself. Do not question or counsel the alleged offender. Do not make decisions alone. If your suspicions have not been confirmed as significant, continue to monitor the situation closely in consultation with others. If concerns are confirmed report.
3. Advise a committee member of their concerns so decisions can be made as to who will seek advice from Child, Youth and Family or the Police to find out what steps should be taken.
4. After consultation with NZ Children and Young Persons Service and/or the Police, will find out who will be responsible for informing the parents of the youth.
5. Canterbury Hockey will provide support outside of their organisation for staff if there is a need.

As a member of the public any staff member has the right to report abuse directly to the police or Child, Youth and Family, in accordance with Section 15 of the Children, Young Persons, and Their Families Act 1989.

The wellbeing and safety of the youth will be the primary concern when any decision or action is taken regarding concerns about a youth's wellbeing.

The club is not required to seek parental permission to report their concerns however a sensitive, rational process will always be considered.

## **7. Responding to Allegations**

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An initial report of any incident must be written down in full, as soon as possible. The Club President will be informed and discuss with appointed committee members. Privacy and Confidentiality of all parties must be considered and respected in due process.

Where appropriate, the Club President or appropriated committee member will discuss the incident as soon as practical with the coach/manager or other possible witnesses. The details of the incident(s) will be considered before any decision is made. Where there is an allegation of a physical or sexual harm and where there is some substantive evidence that an instance of child abuse may have taken place, the committee will make all decisions in the best interest of the child and their family. Advice may be sort from Child, Youth and Family by the committee. Where there are reasonable grounds to suspect that an instance of child abuse has taken place, that staff member shall be suspended whilst a process is decided.

- Management will take into account the advice of Children, Young Persons Family Service, or other support agencies as to whether police will be advised unless it is clear that a criminal offence has taken place, in which case Management will advise the Police directly.
- Staff will be advised of their rights to seek independent legal advice.
- The Parent of the young person (or young people) affected will be advised as soon as possible after investigations are reasonably complete, unless deemed by the Board to be inappropriate.

## **8. Behaviour of Coaches/Managers and members**

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All Club members involved with children and young people are required to understand and sign a Code of Behaviour Form (see Appendix 1).

Coaches and Managers are expected to be supportive, non-abusive and to present themselves as a positive role model. Many young people have affectionate natures and express themselves freely, regardless of the situation and the youth's culture and nature. Staff must avoid inappropriate physical contact.

- To be safe and respectful at all times

- In making physical contact with young people, adults should be guided by the principle that they will do so solely in order to meet the youth's physical or emotional needs.
- Touching should not be initiated to gratify the adult needs. Young people should not be asked to take care of adult physical or emotional needs.
- If any youth initiates physical contact in the seeking of affection, reassurance, or comfort, it is appropriate to respond in a manner suitable for that youth's development stage and needs. It is not appropriate to force any form of unwanted affection or touching on a youth.
- Coaches and Managers should avoid being alone with a youth.
- Coaches and Managers must be aware of where all youth are at all times.
- Clothing should facilitate job performance (i.e. be appropriate for participating in activities, be safe, be appropriate for role modelling to young people).
- Personal visitors and telephone calls shall not interfere with responsibilities of supervision.
- Staff must acknowledge their emotional and physical limitations and request support and/or relief when necessary.
- Confidentiality must be maintained at all times.
- Explicit content or "Adult" topics of conversation should not take place within hearing of the young people.
- Staff should maintain a professional relationship with families with respect to confidentiality, objectivity, and conflict of interest.
- On Club trips adults should not share accommodation with a young person unless an appropriate plan is in place that follows safe guidelines.
- Coaches and managers should not communicate about their personal matters with players via verbal, phone, texting, and social media

### **Language**

- Use appropriate, respectful humour when coaching and supervising all players
- No put down comments
- Establish a safe team culture based on affirmation, encouragement, constructive and appropriate feedback in a calm and mana enhancing manner

### **Toilets**

- Young people should not be present when staff use the toilet and bathroom facilities.

## 9. Duty of care

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Coaches and Managers understand they have a duty of care in respect to the youth involved in Hockey events. This means they have a duty to use due care towards others in order to protect them from unnecessary risk of harm. All possible care will be taken to ensure young people's wellbeing and safety and to act without negligence.

All coaches, managers and adults who are responsible for the supervision of players during club training, games, tournaments and organised skill sessions are expected to adhere to the child and youth protection policy to ensure the protection and safety of players under 18 years of age. When coaches are under 18 years of age then an adult will be assigned as support or manager to support and assist.

### **Medical**

- To be aware of players who have medical conditions and require a plan regarding medication or medical intervention
- To carry contact lists and emergency numbers of all players
- To be responsible for carrying appropriate first aid kits when training or supervising teams

### **Boundaries**

- Safe physical boundaries and behaviour
- All coaches and managers are not to be under the influence of alcohol or other substances when responsible for the supervision of youth
- Respect the players personal space at all times



## Child Protection Policy and Code of Behaviour Form (July 2021)

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All coaches/managers/volunteers of Carlton Redcliff's Hockey must read and be aware of the Child Protection Policy and Code of Conduct. Coaches who are under 18 years old will have an adult manager alongside them. This form guides the expectations of the club and confirms you will be supportive, non-abusive and present as a positive role model at all times when responsible for the duty of care of youth. Coaches and Managers must avoid inappropriate physical contact, avoid derogatory comments and humour and be respectful of personal space and boundaries.

- In making physical contact with young people, adults should be guided by the principle that they will do so solely in order to meet the youth's physical or emotional needs.
- Young people should not be asked to take care of adult physical or emotional needs.
- Touching should not be initiated to gratify the adult needs.
- If any youth initiates physical contact in the seeking of affection, reassurance, or comfort, it is appropriate to respond in a manner suitable for that youth's development stage and needs. It is not appropriate to force any form of unwanted affection or touching on a youth.
- Coaches and Managers should avoid being alone with a youth.
- Coaches and Managers must be aware of where all youth are at all times.
- When in the role of coach or manager, they may not use alcohol, drugs, substances, smoking or vaping in front of the young people while in their duty of care
- Personal visitors and telephone calls shall not interfere with responsibilities of supervision during training, games or organised events.
- Coaches must acknowledge have good boundaries and know your role
- Confidentiality must be considered and respected at all times unless safety is a risk.
- Children and Youth should not be present when staff use the toilet and bathroom facilities.
- "Adult" topics of conversation should not take place within hearing of children and youth.
- Coaches and Managers should maintain a professional boundary with families.
- On sporting events/overnight trips away staff should not share accommodation with a child or youth. Suitable adult supervision needs to be considered.
- Coaches and Managers should not communicate about personal matters outside the team – including verbal, phone, texting, and social media.
- Appropriate language and humour.
- Avoid all derogatory racist, gender or ethnicity related comments

Signature\_\_\_\_\_

Print name\_\_\_\_\_

Date\_\_\_\_\_