



# **CAPITAL GYMNASTICS CHILD PROTECTION POLICY**

<b>Date Approved:</b>	August 2022	<b>Approved by:</b>	Capital Gymnastics Committee
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## **PURPOSE**

Capital Gymnastics is committed to creating and maintaining a positive culture within our club that prioritizes the safety and wellbeing of all children and young people.

This includes both the prevention of harm, and responding to concerns, disclosures and allegations brought to our attention.

The purpose of this policy is to:

### **Commitment**

- Set out Capital Gymnastics commitment to protecting children and young people involved in our club.

### **Prevent**

- Protect children and young people from abuse *and neglect* and safeguard their wellbeing.
- Set out the behaviours and expectations of those involved in our club in relation to the safeguarding of children and young people.

### **Respond**

- Provide our staff members, volunteers with clear guidance on how to recognise and respond to suspected or confirmed cases of child abuse or neglect as well as how to prevent abuse from happening.
- Ensure reported concerns are dealt with in a way (including referred to appropriate child protection agencies or authorities as required) so that children and young people receive the help that they need as soon as possible.

## **SCOPE**

This policy applies to everyone involved in the Capital Gymnastics club, whether they are athletes, paid employees or unpaid volunteers, (including parents and caregivers).

## **POLICY STATEMENT**

Capital Gymnastics provides gymnastic based programmes that support young people to become the best they can be in a safe and fit for purpose environment.

We have a zero tolerance for abuse or neglect in any context.

Our club is committed to doing everything within our control to prevent abuse and to respond where it is identified.

This Child Protection Policy is supported by our Code of Conduct and Member Engagement Policy.

## **RESPONSIBILITY STATEMENT**

Protecting the children and young people involved in our club is everyone's responsibility, however the club's committee and Centre Manager will take the lead in meeting this responsibility.

As an affiliated club to Gymnastics New Zealand we have taken guidance from that organisation's Safeguarding and Child Protection Policy (January 2021).

### **Prevent**

- The committee and Centre Manager take leadership responsibility for the club's safeguarding arrangements.
- Ensuring that the safety and wellbeing of children and young people is the club's primary concern.
- Designate and train individuals with responsibility for promoting this policy, supporting the club to provide a safe environment for children and young people, and to respond to any concerns brought to their attention.
- Involve and listen to children and young people about their protection, safety and wellbeing.
- Undertaking regular risk assessments and putting in place appropriate safeguarding processes to address identified risks.
- Implementing and maintaining safe recruitment practices.
- Ensuring staff and volunteers receive supervision, induction and training to competently carry out their responsibilities in safeguarding children and young people.
- Promote a culture within the club where everyone is encouraged to raise concerns about the wellbeing of a child or young person within the club early, knows how to do this and there is no fear of negative repercussions.
- Ensure children and young people within the club are aware of this policy and what is in place to protect them.

### **Respond**

- Ensuring any suspicions or allegations of abuse or neglect to children or young people involved with our club are responded to without delay. This includes reporting to other appropriate organisations.
- Take action to address any practice or behaviour that breaches our Code of Conduct.

## **CHILD SAFEGUARDING REPRESENTATIVE**

The club's Child Safeguarding Representative is the trained person who:

- Is the point of contact to raise any concerns, disclosures or allegations regarding a child or young person's welfare.
- Initiates the process to respond to any concerns, disclosures or allegations regarding a child or young person's welfare.
- Monitors the response to concerns, disclosures or allegations regarding a child or young person's welfare.

The contact details of the club's Child Safeguarding Representative will be available on the club's website and will be communicated through other channels.

The Child Safeguarding Representative will be supervised and supported by the club committee.

## **SAFE RECRUITMENT – SAFETY CHECKS FOR NEW AND EXISTING EMPLOYEES**

Before someone is offered a staff position within the club, a safety check will be completed. The process will include:

- Police vetting
- Identity confirmation
- Reference checks.

Safety checks, including police vetting, will be repeated for every staff member every two years.

## **INDUCTION AND TRAINING OF STAFF MEMBERS AND VOLUNTEERS**

At the commencement of employment, all new staff will be made aware of the club's Child Protection Policy and their safeguarding responsibilities.

Regular training will be undertaken for all staff to ensure they remain up-to-date with the club's Child Protection Policy and their ongoing safeguarding responsibilities.

## **CONFIDENTIALITY AND INFORMATION SHARING**

Information received will be treated with care and respect and in accordance with all relevant legislation (including reporting to appropriate agencies where there is a legal duty to do so).

Information will be protected by:

Only providing it to anyone necessary to respond to the concerns raised

Holding the information securely

Only holding information for as long as required to successfully resolve the concerns raised (or for any period required by law).

As an affiliated club, Gymnastics New Zealand requires the reporting of any safeguarding concerns about Gymnastics New Zealand members who may present a risk to others, to the Gymnastics New Zealand Sport Integrity Unit.

### **SAFE PRACTICE GUIDELINES / SAFEGUARDING CODE OF BEHAVIOUR**

We recognise that children and young people rely on all of us to keep them safe.

We expect everyone to take this responsibility seriously and to play their part.

We recognise the imbalance of power between adults and children/young people and we expect people to not take advantage of that power imbalance.

### **RESPONDING TO DISCLOSED OR SUSPECTED CHILD ABUSE OR NEGLECT**

All staff members and volunteers are required to respond to and report immediately any concerns, suspicions or incidents of child abuse, neglect or misconduct.

Concerns, suspicions or incidents should be reported to the:

- Child Safeguarding Representative; or
- Centre Manager; or
- Club committee.

All disclosures or allegations will be responded to through the procedure set out in the Appendix to this policy.

### **RESPONDING TO A DISCLOSURE OR ALLEGATION MADE AGAINST A STAFF MEMBER**

As with any other concern about the safety of a child or young person, the welfare of the child or young person will remain paramount.

Any and all steps considered necessary to protect the welfare of the child or young person while the matter is resolved will be taken.

### **RECORD KEEPING**

All information in relation to any concerns, disclosures or allegations regarding a child or young person's welfare will be logged and stored securely.

Access to that information will be restricted to the Child Safeguarding Representative.

### **POLICY REVIEW**

This policy will be reviewed annually by the committee. The review will take into account any feedback received on the policy or its application.

## Appendix 1

### Relevant Legislation:

The Legislation that allows us to share information when we are concerned about the safety or well-being of a child up to the age of 18:

- Oranga Tamariki Act 1989
- Family Violence Act 2018
- The Privacy Act 2020

## Appendix 2

### DEFINITIONS

Abuse	The harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person.
Bullying	An act seeking to harm, intimidate or coerce someone.  This may include harming another individual intentionally or the misuse of power within a relationship.  Bullying is usually not a one-off act - it is repeated, or has the potential to be repeated over time.  Bullying can be child to child or adult to child.
Centre Manager	Person in the role of Centre Manager of the Capital Gymnastics Club and who is responsible for the management of the Club's operations.
Child protection agencies or authorities	<ul style="list-style-type: none"> <li>• Ministry for Children/Oranga Tamariki</li> <li>• Ministry of Health</li> <li>• Ministry of Social Development</li> <li>• Ministry of Education</li> <li>• Ministry of Justice</li> <li>• New Zealand Police</li> </ul>
Child Safeguarding Representative	The person or persons within the Capital Gymnastics Club responsible for providing advice and support to any individual who is concerned about a child or wants advice about Safeguarding and Child Protection Policy.  They are also responsible for acting on any concerns, disclosures, or allegations in relation to child abuse.  A Child Safeguarding Representative must have appropriate training to carry out their role.
Children	Person under the age the age of 14 years.
Code of Conduct	Capital Gymnastics Club Code of Conduct that sets out the Club's expectations regarding the behaviour of staff, gymnasts' and families.

Confidential information	Information provided in a situation where the individual had a reasonable expectation that information or communication would be kept confidential.
Club committee	The Executive Committee of the Capital Gymnastics Club elected at the Club's AGM.
Disclosure	Information about abuse or neglect provided by a child, young person, parent, caregiver, or any other person. Disclosure can also include things you have noticed in relation to a child or young person.
Emotional abuse	<p>Act or omission that results in impaired psychological, social, intellectual, or emotional functioning and development of an individual.</p> <p>This can include a pattern of rejecting, degrading, ignoring, or isolating a person.</p> <p>It may also include age or developmentally inappropriate expectations being imposed.</p> <p>This applies to those both actively and passively involved in the sport (e.g. athletes, parents, coaches), and can be both received and initiated.</p>
Family harm	Any violent act inflicted by one family member on another. It has many forms including physical, sexual, emotional, or economic abuse.
Gymnastics New Zealand	The governing body for the sport of gymnastics in New Zealand.
Harm	<p>Harm involves conduct that puts a child or young person at risk and often by those they know and trust. It can take many forms and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power.</p> <p>Examples of harm include:</p> <ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Emotional abuse</li> <li>• Sexual abuse</li> <li>• Neglect.</li> </ul>
Harassment	Harassment covers a wide range of behaviours of an offensive nature including any behaviour that demeans, humiliates, or embarrasses a person. Harassment can include threats, derogatory jokes, racial slurs, personal insults, or unwanted touching.
Member Engagement Policy	The Club's policy that enables members to raise concerns or provide feedback and sets out the process by which those concerns or feedback will be handled and responded to.
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> <p>Physical neglect – not providing the necessities of life.</p> <p>Neglectful supervision – leaving children or young people alone or without someone safe to look after them.</p>

	<p>Emotional neglect – not providing comfort, love, and attention the child or young person needs.</p> <p>Medical neglect – failure to meet the child or young person’s health needs. This includes not getting the child or young person help if they are injured or in pain due to their sport.</p> <p>Educational neglect – allowing chronic truancy, failure to enrol children and young people in school, or inattention to their special educational needs.</p>
Personal information	Information about an individual that would identify them.
Position of trust	<p>The relationship created by someone who is engaged with children or young people through their role in an organisation is a position of trust.</p> <p>This 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.</p>
Physical abuse	Any behaviour or action which inflicts physical harm on a child or young person. It can be unexplained bruises, welts, cuts, abrasions, unexplained fractures or dislocations, burns poisoning, or fabricated illness. This can include but is not limited to injuries caused by over-training, training, or competing with existing injuries; unsafe equipment or facilities; poor technique; and violent or aggressive behaviour.
Report of Concern	When an individual contacts either Oranga Tamariki or the New Zealand Police to raise concerns regarding the safety of a child or young person, this is called a Report of Concern.
Safeguarding Incident Record	All concerns, disclosures, or allegations regarding child abuse or neglect are recorded in the organisation’s Safeguarding Incident Record.
Sexual abuse	This involves forcing or enticing a person to take part in sexual activities, as well as non-contact acts such as looking at, or discussing sexual images, activities, or behaviours. A sexual relationship between an adult and a child or young person will always be wrong, unequal, and unacceptable.
Young people	Individuals of or over the age of 14 years but under 18 years.

## Appendix 3

### Responding to and Reporting Disclosures or Allegations of Abuse or Neglect

#### Introduction

The Capital Gymnastics Child Protection Policy makes a commitment to protecting the wellbeing of our young members, and to respond where there are concerns about their wellbeing.

This process sets out how we will respond to any concern raised with us about the wellbeing of our children or young people.

#### Person receiving the disclosure/allegation

##### Disclosure/Allegation raised by a Child or Young Person

1. Believe the child/young person.
2. Reassure the child/young person.
3. Give the matter priority.
4. Take them aside somewhere quiet.
5. Listen carefully.
6. Let them use their own words to explain.
7. Keep calm and supportive.
8. Clarify the basic details.
9. Do not make any promises.
10. Explain to them what will happen next.
11. Ensure the child/young person is looked after.
12. Promptly and accurately record what they have said, your responses and your actions.
13. Report immediately to your Child Safeguarding Representative.

##### Disclosure/Allegation raised by an Adult

1. Give the matter priority.
2. Reassure them.
3. Listen carefully.
4. Keep calm and supportive.
5. Advise that you will record the discussion in writing.
6. Clarify the basic details.
7. Do not make any promises.
8. Explain the information may need to be repeated to authorities.
9. Advise them of the immediate next steps.
10. Do not contact the alleged offender.
11. Promptly and accurately record what they have said, your responses and your actions.
12. Report immediately to your Child Safeguarding Representative.

Should any additional guidance be required please refer to the Gymnastics New Zealand Safeguarding and Child Protection Policy, ([Gymnastics NZ -Safeguarding-and-Child-Protection-Policy 2021](#)).

**Child Safeguarding Representative**

