



ST BERNADETTE'S GYMNASTICS CLUB

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Child Safeguarding and Protection Policy

Introduction

St. Bernadette's Gymnastics Club recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. We are committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

Working with children and young people is a privilege. Children and young people have the right to thrive in safe and supportive environments within the play, active recreation and sport system. Play, active recreation and sport is a vital part of life. It offers fun, great pride, a sense of achievement and is a positive influence in the lives of many children and young people, including building self-esteem, resilience, routine, teamwork and a sense of belonging. The wellbeing of children and young people in play, active recreation and sport also requires their safety and welfare to be covered.

The Child safeguarding and Protection policy and practices/procedures support and protect children and young people.

Every person involved in St. Bernadette's Gymnastics Club has a legal and moral responsibility to protect children and young people from abuse and neglect. Children and young people have a right to take part in our gymnastics programmes at St. Bernadette's Gymnastics Club in a safe environment and to receive the support they need if they are at risk of or are vulnerable. All children and young people, regardless of their backgrounds, have the right to access the support they need. It is crucial all children and young people are in the care of safe and skilled adults at St. Bernadette's Gymnastics Club who are supported, trained and guided by effective policies, procedures and standards.

The purpose of this policy

This policy gives/provides a clear framework to ensure the safety of our children and young people within our care.

The policy:

1. Sets standards to protect children and young people, our staff, volunteers and contractors.

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2. Contains procedures for our staff, volunteers and contractors to guide them in identifying and reporting child abuse and neglect to meet our obligations under the Children's Act 2014.
3. Creates a mandatory requirement for all staff, volunteers and contractors to report any concern about the safety of a child or young person, no matter how small they believe it may be, to one of our Child Safeguarding Representatives (CSRs).
4. Names CSRs and sets out their role and responsibilities.
5. Provides details of the other procedures in place that are to be followed by all staff, volunteers and contractors at all times.
6. Ensures we create a safe environment and that all staff know what to do if there are concerns about a child or young person.

Scope

Staff:

This policy applies to all staff who are employed, volunteer (parents or coaches) or are engaged/contracted by St. Bernadette's Gymnastics Club, including committee members.

- The term "staff" will be used in this policy and procedures to cover all the people named above.

Children and Young People:

This policy applies to all children and young people up to 18 years of age who are taking part in St. Bernadette's Gymnastics Club activities (including senior gymnasts in their capacity as a coach). It also applies to any other children, who may not be directly taking part in the Club's activities, but who staff may have contact with, such as child spectators or siblings etc.

Our commitment

The gymnastics programmes provided by St. Bernadette's Gymnastics Club are as follows:

1. Kiwi Gym Fun
2. Girls & Boys Recreational Gymnastics
3. Womens Artistic Gymnastics Competitive Programme
4. Other gymnastics programmes may be provided by the club on a adhoc or seasonal basis

We work with children and young people in the following ways:

- Promoting a team atmosphere during training sessions
- Inclusive & friendly, by having end of term fun days for recreation gymnasts to bring a sibling
- Senior gymnasts giving back by coaching juniors gymnasts and having a sense of responsibility
- End of term social events allow seniors gymnasts to provide feedback to their coaches; to discuss any issues; to promote an inclusive club culture

St. Bernadette's Gymnastics Club wants all children and young people to have a positive and enjoyable experience of gymnastics and is committed to providing a safe and child-centred environment where children and young people are protected from abuse that may occur inside or outside the organisation.

We do this by having a full range of standards, codes and policies with trained and safe people working with children and young people. We are committed to having an embedded culture of safeguarding and child protection in place, which goes beyond compliance.

To children and young people:

- We commit to always putting children and young people's welfare first in every decision we make.
- We will ensure all children and young people feel respected, listened to, valued and encouraged to enjoy and participate in their sport, recreation or activity.
- We will appoint a Child Safeguarding Representative to ensure concerns are dealt with quickly, sensitively, effectively and consistently.
- We will provide safe people to work with children and young people.
- We will provide staff and volunteers who are well trained and confident to respond to any concerns for the safety of a child or young person.
- We will listen to and believe children and young people.

To parents, caregivers and whānau:

- We will support and respect the vital role parents, caregivers and whānau play in the lives of their children, while always making sure the safety of the child or young person is our priority.
- We will have open, transparent and honest communication with parents, caregivers and whānau about all aspects of their child's welfare, as long as we can keep the child or young person safe while we do that.
- We will raise any concerns we have as soon as we have them, and offer referrals to community services that might be able to help a family through times of difficulty and change.
- We will be available and approachable to listen to any concerns a parent, caregiver and whānau may have about their child while they are involved in St. Bernadette's Gymnastics Club activities.
- We will take every concern about a child or young person's safety seriously and respond consistently and effectively.
- We will provide staff and volunteers who are well-trained and confident to respond to any concerns for the safety of a child or young person.

To staff, contractors and volunteers:

- We will ensure all staff are inducted to our child safeguarding culture.
- We will provide clear expectations, policies and procedures to protect children, young people, staff, contractors and volunteers safe and protected from harm.
- We will provide support and regular training to ensure these expectations can be met.
- We will provide adequate supervision so staff, contractors and volunteers always know who they can talk to, and the process involved if they have a concern about a child or young person.

Policy Content

Within this policy are the following sections which include further procedures and supporting documents to aid in St. Bernadette's Gymnastics Club's child safeguarding and protection culture:

1. Child Safeguarding Representative

- PROCEDURE 1
Responding to actual or suspected child abuse or neglect
- PROCEDURE 2
Responding to an allegation of child abuse or neglect by a staff member or volunteer
- PROCEDURE 3
Responding to a disclosure from a child of abuse or neglect

2. Information Sharing and Confidentiality

- PROCEDURE 4
Information Sharing and Confidentiality Procedures

3. Safe Use of Changing Facilities

4. Safe Recruitment

5. Duty of Care and Safe Practice Guidelines

References to further policies held by the club which contribute to Child Safeguarding.

6. List of Appendices

1. Child Safeguarding Representative

St. Bernadette's Gymnastics Club is committed to embedding safeguarding and child protection in our culture. To support our staff, volunteers and contractors to be able to respond sensitively, effectively and efficiently to concerns, we have appointed a Child Safeguarding Representative who will be responsible for anything concerning child safeguarding or protection.

St. Bernadette's Gymnastics Club Child Safeguarding Representative contact details are found on the St. Bernadette's Gymnastics Club website and listed on the Club's noticeboard.

The role of Child Safeguarding Representatives

The role of St. Bernadette's Gymnastics Club Child Safeguarding Representatives is to take responsibility for safeguarding and child protection by:

- Raising awareness
- Managing concerns (see Appendices 1-3 on responding to actual or allegations of child of abuse or neglect)
- Working with others
- Commitment to training

Raising awareness

- Ensuring the safety and well-being of children and young people come first and is of key importance in any decision-making.
- Ensuring St. Bernadette's Gymnastics Club safeguarding/child protection policies and Code of Conduct are disseminated, understood and used appropriately.
- Ensuring St. Bernadette's Gymnastics Club safeguarding/child protection and associated policies are reviewed annually, and the procedures are reviewed when in use to ensure they are fit for purpose.
- Ensuring the safeguarding and protection of children and young people is an embedded principle used in practice.
- Ensuring the safeguarding/child protection and related policies are available publicly so all stakeholders are aware of our safeguarding culture.
- Organising training and ensuring staff are aware of any safeguarding/child protection training opportunities and policies.
- Encouraging a culture of listening to children and young people, and taking into account their needs and feelings.

Working with others

- [Being visible to the club membership by being present at training and events](#)
- Ensuring that during times of absence, staff are reminded to refer to Policy and procedures or appropriate cover arrangements for any leave or out-of-hours situations.
- Acting as a point of contact for St. Bernadette's Gymnastics Club and liaising with Oranga Tamariki, the Police and other relevant agencies.
- Connecting and building relationships with other agencies in the community.
- Acting as a source of support, guidance and expertise for all staff.

- Ensuring contact details for Oranga Tamariki, Police and specialist agencies are maintained and made available to staff.

Commitment to training

- Undertaking initial training for the role to provide them with the knowledge and skills required to carry it out. Such training should be updated at least every two years.
- Maintaining knowledge and skills by taking regular professional development opportunities.
- Keeping up to date with safeguarding and child protection developments.
- Organising and ensuring own counselling is in place and regularly accessed as required. St Bernadettes gymnastics club will review the support requirements of the volunteers and coaches as and when required. The committee may consider covering the financial cost of counselling to support volunteers or coaches if the need should arrive. The committees decision will be on a case by case basis.

2. Information Sharing and Confidentiality

St. Bernadette's Gymnastics Club knows that sharing information is essential to protect the wellbeing and safety of children and young people. We know that often when there are concerns about a child or young person, people in other organisations also have concerns. If we can pass on information proactively and safely and create a holistic picture of a child or young person's life, it increases the opportunities to get the help they need early.

Our commitment

St. Bernadette's Gymnastics Club will always share information about a child or young person with appropriate people or organisations if we have genuine concerns about a child or young person's safety and wellbeing.

We will be proactive when sharing information if we believe it will increase the safety of a child or young person, or it will help assess the risk for a child or young person. In practice, we will request information from organisations, and provide information to other organisations.

We will provide concise information about a child or young person that is relevant to the concern we hold about them. We will follow our Privacy Policy, all current relevant legislation and guidelines and will ensure the safety of information sharing by always following these procedures. The safety of the child or young person will always be our first consideration when deciding whether to share information.

Purpose

- Outlines our commitment to sharing information to support the safety and wellbeing of a child or young person.
- Creates procedures to be followed in all situations where St. Bernadette's Gymnastics Club holds information about a child or young person and it is in the best interests of the child or young person to share that information.
- Forms part of our safeguarding culture.

Who this applies to

- This policy and attached procedures are to be followed by all staff and regular volunteers where there is a concern about a child or young person.
- It applies to all children and young people including siblings and associated children and young people, who staff and regular volunteers come into contact with while carrying out their role at St. Bernadette's Gymnastics Club.
- This policy and procedures will be followed when information is requested by an outside person or agency, or information needs to be shared by St. Bernadette's Gymnastics Club

Circumstances that allow the sharing of information

This information relates to the provisions of the Oranga Tamariki Act 1989. You may be able to share information for other reasons, with other people, under other laws or guidelines (such as the Family Violence Act). You can do these things if it is helpful and in the best interests of the child or young person.

1. **Proactively and voluntarily share with the professionals who will be most able to help children and young people.** As long as you follow the requirements of the provisions, you can proactively and voluntarily share information with a child welfare professional.
2. **Choose how to respond to an information request (unless it is a section 66 request from Oranga Tamariki or Police).** The information-sharing provision section 66C means

information can be shared between professionals, not that it must be. You have to use personal judgement to decide whether to share information. The exception is when Police or Oranga Tamariki make a specific request under section 66 (which is different from section 66C - the section which gives you information-sharing abilities).

St. Bernadette's Gymnastics Club statement:

St Bernadette's Gymnastics Club is committed to ensuring the well-being and safety of children and young people in our club. As such, in line with the Children's Act 2014 and our Child Safeguarding and Protection Policy, St Bernadette's Gymnastics Club is obliged to share any concerns regarding the safety of children with Oranga Tamariki and Police via our Child Safeguarding Representative.

3. Safe use of Changing Facilities

All children must be safe in changing facilities where they may be particularly vulnerable to bullying and abuse. Staff will keep children safe and respect appropriate boundaries.

Thinking about how you can effectively meet the needs of all children and young people is important. It's important to consider the facilities that are available, who can access them and whether the environment is safe for children and young people.

We know that children and young people are particularly vulnerable in changing areas. Due in part to various stages of dress/undress and because they are often less supervised than at other times.

There is a risk of child-to-child problems, such as bullying if the changing room is left unsupervised.

The following procedures can help to reduce the risk of misconduct or abuse in changing facilities:

1. Changing facilities should not be used by adults and children/young people at the same time. Where this is unavoidable, there must be access to separate changing, showering and toilet areas.
2. Under no circumstances should adults be undressed in front of children/young people in changing rooms.
3. Staff and volunteers must not change or shower at the same time as children using the same facilities.
4. For mixed-gender activities, separate facilities must be available for boys and girls.
5. If a child or young person feels uncomfortable changing or showering in public, then no pressure should be placed on them to do so.
6. If disabled children and young people need to use changing facilities, make sure they are accessible and that the disabled child or young person and their parent, caregiver or whanau are involved in deciding if and how they should be assisted. Make sure the child or young person consents to the assistance that is offered.
7. The use of mobile phones and/or photographic equipment with video recording capabilities by staff and volunteers and also children and young people themselves should be prohibited under any circumstance in changing facilities.
8. Where no changing facilities are available, children/ young people and their parents, caregivers or whanau should be made aware of this prior to the activity taking place.
9. Parents, caregivers or whanau should not enter changing facilities unless it is truly necessary. In such circumstances, only a parent of the same sex as the children/young people may enter the changing facility and they should let the supervising adult know about this in advance. At least one member of staff/volunteer of the same sex as the children/ young people involved should be present with the parent, caregiver or whanau when other children/ young people are in the changing facility.
10. Staff and volunteers, especially those of the opposite sex, should not be in the changing facility when children are undressed.

4. Safe Recruitment

Safer recruitment is central to the safeguarding of children and young people. As part of our safeguarding culture, St. Bernadette's Gymnastics Club is committed to ensuring all staff and volunteers who work with children and young people are safe and appropriate to work with children.

We want children, young people, parents, caregivers and whanau to feel protected and confident that our staff and volunteers have been safely recruited to the highest standard possible, and that all possible steps will be taken to prevent unsuitable people from working with children and young people and we commit to follow the requirements of the Children's Act 2014 for the recruitment of staff.

We will go beyond the legal requirements and make sure our volunteers are safely recruited to the same standards, and we recognise all our staff and volunteers are in Positions of Trust. This is our duty of care to children and young people.

We want the best outcomes for the children and young people who come to St. Bernadette's Gymnastics Club, for children and young people to be safe, flourish, and enjoy their sport, recreation or activity.

Purpose

1. Outline our commitment to protect children and young people from harm, abuse and neglect by a staff member or volunteer of St. Bernadette's Gymnastics Club.
2. Reduce the opportunity for a perpetrator of abuse to offend against the children and young people of St. Bernadette's Gymnastics Club.
3. To guide the safer recruitment of staff and regular volunteers.

Who does this apply to?

This applies to all staff and regular volunteers who are employed or engaged by St. Bernadette's Gymnastics Club, whether or not they are paid. The processes of safer recruitment will be followed every time a staff member or volunteer is recruited.

Screening

Candidates will need to fill out a screening form (including providing references). *Appendix 4*. Police vetting will be required for any persons being considered for a role at St. Bernadette's Gymnastics Club. Only candidates that agree will be considered for the position.

Relevant documents may be used to check a person's identity.

Volunteers that provide one-off support will not be screened in line with this procedure. Instead, they will always work alongside and be supervised by our fully inducted staff.

Anyone with a Schedule 2 Children's Act offence will not be considered due to the nature of the role.

5. Duty of Care and Safe Practice Guidelines

Please refer further to the following policies held by St. Bernadette's Gymnastics Club's which contribute to the safe well-being of our club's community:

- Privacy Policy
- Health & Safety Policy & Manual
- Code of Ethics and Code of Behaviour/Conduct
- Enrolment & Media Consent
- Complaint process
- Coach Induction

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Indicators of abuse
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- APPENDIX 5
List of Definitions and List of Legislative Acts