

# **Whakatane Rowing Club Child Protection Policy**

## **PURPOSE**

We believe every child has the right to have fun, be safe, protected, and free from harm when participating in rowing at our club. Whakatane Rowing Club 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 Whakatane Rowing Club(members). For the purposes of this policy and associated procedures, a child is recognised as anyone under 18 years old.

## **POLICY STATEMENT**

Whakatane Rowing Club is a rowing club providing children with on and off water rowing training and racing experiences. 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 members of Whakatane Rowing Club 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**

Whakatane Rowing Club has appointed the following people as Designated Safeguarding Persons:

Jenny Naidoo

Lisa Hale

Please contact Jenny Naidu or Lisa Hale with any issues relating to a child's safety and wellbeing.

For guidance regarding the club's safeguarding and child protection policy please contact Steve Brine.

The Whakatane Rowing Club Executive Committee and the designated Safeguarding Persons are responsible for ensuring that child safeguarding and protection is a key focus within the Whakatane Rowing Club and that appropriate protocols, procedures, and training are in place. Whakatane Rowing Club must ensure that Designated Safeguarding Persons are appointed and given appropriate training.

The role of the Designated Safeguarding Persons 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 the Whakatane Rowing Club for agencies to contact regarding concerns.
- ensure that all members are supported appropriately when dealing with child protection concerns.
- consult with the Steve Brine 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 Safeguarding person and/or Steve Brine 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, 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 the Whakatane Rowing Club 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.

#### **Adult club members must NOT:**

**Intimidate, bully, humiliate, threaten, coerce or undermine a child. Use position of power to form or promote relationships which are, or may become, inappropriate or of a sexual nature. Display or distribute images of children unless they have the express consent to do so from parents or caregivers. Use images which may cause distress. Take images 'in secret', or take images in situations that may be construed as being secretive or private**

#### **Adult club members Should:**

**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. Never touch a child in a way which may be considered indecent. Are always prepared to report and explain their actions and accept that all physical contact can be open to scrutiny. Are aware of cultural or religious views about touching and are always sensitive to issues of gender.**

**Ensure that their communication with children takes place within the boundaries of a respectful and professional relationship and are open to scrutiny from other adults.**

**Have no secret social contact with children.**

**Take care that their language or conduct does not give rise to comment or speculation**

**Report and record any situation, which may place a child at risk or which may compromise their own standing**

**Avoid meeting with a child or young person in a remote, secluded area. Always inform other colleagues or parents about the contact beforehand, assessing the need to have them present or close by**

**Always report any situation where a child becomes distressed, upset or angry to a senior colleague. Carefully consider the needs and circumstances of the child or young person when in one to one situations**

**Be aware attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent children**

#### **Coaches Should:**

**Make sure training and racing is appropriate for the age and abilities of the child.**

#### **Camps and regattas**

**Adults should be vigilant in maintaining a child's privacy. Adults should not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with parents or caregivers. Adults should use an 'open door policy' if entering a child's room or have another person present.**

#### **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 the Whakatane Rowing Club. Candidates will be assessed to ensure they are a safe person to work with them.

Safe recruitment processes at Whakatane Rowing Club include:

- the advert and position description will state the degree of contact and the level of responsibility with children.
- Coaches of children will be subject to a police vetting check. Other club members and associates may also be subject to police vetting checks if the Executive Committee deems it prudent.
- 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 Whakatane Rowing Club to build a safeguarding culture where the safety of children is paramount, safeguarding guidance and information will be provided to all coaches and other club members as appropriate.

New and existing members will be made aware of the child protection policy and associated procedures. The Child Protection Policy will be available to view on the Whakatane Rowing Club web site and a copy will be available on the club noticeboard.

All members will be informed promptly of any changes to the child protection policy and associated procedures.

#### **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.

#### **POLICY REVIEW**

Changes to this policy must be authorised by the Whakatane Rowing Club Committee. 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 in November 2024 or earlier as required**

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Chairperson

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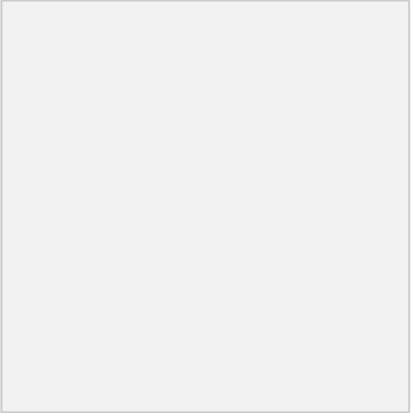
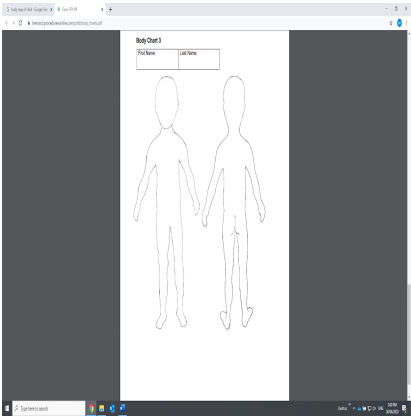
Date

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

**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:
<p><b>Please categorise the nature of the incident or concern:</b></p> <p>You can tick more than one box</p>	<div> <input type="checkbox"/> Physical abuse         </div> <div> <input type="checkbox"/> Emotional/Psychological abuse         </div> <div> <input type="checkbox"/> Verbal abuse         </div> <div> <input type="checkbox"/> Sexual abuse         </div> <div> <input type="checkbox"/> Neglect         </div> <div> <input type="checkbox"/> Intimate partner violence         </div> <div> <input type="checkbox"/> Cumulative Harm         </div> <div> <input type="checkbox"/> Other         </div>
<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>	<div>  </div> <div>  </div>

<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>	<p><input type="checkbox"/> One-off incident</p> <p><input type="checkbox"/> Always occurring</p>
<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><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>



	Phone number:  Email Address:  Agreed action/advice given:
<b>Date incident report created:</b>	
<b>Club member managing incident:</b>	
<b>Follow up date:</b>	

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