



CHILD AND VULNERABLE ADULTS POLICY

SCOPE

This policy is for the protection of children and vulnerable adults.

August 2021

Purpose of this Policy

The purpose of this policy is the protection of children and vulnerable adults attending Karāpiro Rowing Inc (KRI) managed regattas.

We believe every child and vulnerable adult has the right to have fun, be safe, be protected and free from harm when attending or participating at rowing regattas run by KRI.

Whilst the Club or School Programmes attending regatta's run by KRI may have their own child protection policies, this policy is designed as an overarching policy to ensure that all participants, whilst at the KRI venue, are governed by a set of policies which ensures the wellbeing and safety of all participants, including children and vulnerable adults, and the prevention of abuse or maltreatment. This policy provides guidance about how to identify and respond to concerns about the wellbeing of a participant, including possible abuse or neglect.

Commitment

KRI is committed to a safeguarding culture by providing a safe rowing regatta environment. We recognise our responsibility to promote safe practices and to protect children and vulnerable adults from harm, abuse, violence, exploitation, and neglect while attending KRI run rowing regattas by ensuring we recognise and respond appropriately to any suspected or confirmed abuse.

Scope

This policy applies to all staff, Board members, volunteers contractors and representatives of KRI (KRI personnel).

Our Principles

- The welfare of children and vulnerable adults are the primary concern
- Children and vulnerable adults have a right to participate in sport and recreation that is safe and where they are protected from harm
- Children and vulnerable adults should feel respected, valued and encouraged to enjoy their participation and to reach their full potential
- KRI has a "duty of care" when it comes to children and vulnerable adults and should take steps to ensure that they can participate safely in the activities we provide

Definition of Child Abuse

The Oranga Tamariki Act, 1989, Section 2, defines child abuse as " ... the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person."

Policy

KRI is fully committed to safeguarding the welfare of all children and vulnerable adults whilst they are attending a KRI run rowing regattas by identifying and responding to vulnerability, risk factors, abuse and neglect in a timely manner. We recognise the responsibility to promote safe practices and to protect children and vulnerable adults from harm, abuse and exploitation while attending rowing regattas run by KRI.

KRI personnel are trained and skilled to identify the signs of abuse, apply our policies and procedures and act appropriately and effectively in response to a concern or incident.

KRI personnel will work together to embrace diversity and respect the rights of children people and vulnerable adults.

KRI is committed to providing education on the Child Protection Policy to KRI personnel.

KRI support the roles of the Police and Oranga Tamariki (Ministry for Children) in the investigation of suspected abuse or harm, and will report suspected abuse to these agencies.

Policy objectives

The objective of this policy is to ensure all KRI personnel, receive the support they need to promote good practice by:

- a) Promoting the health and welfare of children and vulnerable adults by providing opportunities for them to take part in sport and physical activity safely
- b) Respecting and promoting the rights, wishes and feelings of children and vulnerable adults
- c) Appointing a Designated Child Protection Team (DCPT)
- d) Requiring the adoption and compliance with this Child Protection Policy and associated policies and procedures
- e) Promoting and implementing appropriate safeguarding procedures
- f) Implementing appropriate recruitment procedures
- g) Providing training to enable personnel to identify and respond appropriately to suspicion, disclosure or allegations of vulnerability, risk factors, abuse, or neglect, to protect children and vulnerable adults from harm and to reduce the risk of allegations or complaints against themselves
- h) Regularly monitoring and evaluating the implementation of this policy and associated procedures

Responsibilities

Ensuring children and vulnerable adults are kept safe from harm while attending KRI regattas is a shared responsibility of all KRI personnel. KRI, where reasonably possible, expects all KRI personnel to be alert and aware of the indicators of neglect, potential or actual abuse and to report any concerns, suspicions or allegations of suspected abuse immediately to anyone in the KRI DCPT Team, take and report seriously and make a report in accordance with our safeguarding procedures.

Designated Child Protection Team (DCPT)

KRI has appointed a Designated Child Protection Team (DCPT) which consists of:

- KRI Board Chairperson
- Operations Manager (Victoria Jantke Mob. 021 2255867)

Please contact the Operations Manager with any issue relating to a child or vulnerable adult's safety, wellbeing or for guidance regarding KRI's safeguarding and child protection policy.

The DCPT, is responsible for ensuring that children and vulnerable adult safeguarding and protection is a key focus within KRI and that appropriate protocols and training are in place. KRI must ensure the DCPT is given appropriate training.

The DCPT, is responsible for managing and coordinating any consideration/review of allegations of abuse or harm.

The DCPT, is responsible for ensuring KRI meets its obligations under sections 15 and 16 of the Oranga Tamariki Act 1989 and is authorised to manage child protection issues by:

- a) Ensuring that child protection procedures are understood and adhered to by all personnel
- b) Organising training and raising awareness within the organisation
- c) Establishing and maintaining the complaints procedure
- d) Establishing and maintaining complaints documentation on the KRI OSH Box cloud system

- e) Regularly reporting to the KRI Board
- f) Acting as the main contact for child protection and vulnerable adult matters
- g) Keeping up-to-date with developments in child protection legislation
- h) Liaising, networking and collaborating with local child protection agencies
- i) Maintaining confidential records of reported cases and any action taken

Confidentiality

We are committed to sharing information as appropriate, therefore if there is a concern about a child or vulnerable adult, the DCPT will seek advice where appropriate from Oranga Tamariki and/or the Police before identifying information about an allegation is shared with anyone else (including parents or coaches). We will immediately advise the School DCPT Team of any incident and it is their responsibility to advise the parents or coaches.

In addition to seeking advice from Oranga Tamariki and the Police, we will refer to the provisions under Oranga Tamariki Act 1989 (Section 1989), the Family Violence Act 2018 (Sections 18 to 25), to guide decisions on when to share information and talk to parents/whanau/caregivers.

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

Under the Privacy Act 2020 and Oranga Tamariki Act 1989, and the Family Violence Act 2018, personnel may disclose information when there is a good reason to do so. Under sections 15 and 16 of the Oranga Tamariki 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.

Procedures

The procedures provide guidance to those working with children and vulnerable adults by outlining good practice and establishing boundaries in a range of situations. The intention of these practices is to reduce the likelihood of harm to a child or vulnerable adult as well as minimising the risk of an allegation or complaint being made.

1. Recruitment

As part of our duty of care, KRI will ensure that suitable and appropriate personnel are engaged to work with regatta attendees including children and vulnerable adults. When recruiting people to engage with children and vulnerable adults we will ensure that there is robust recruitment process that includes:

- a) Creating a role description
- b) Following up on referees
- c) Effective interviewing process
- d) Police vetting of those who may have regular contact with children or vulnerable adults

2. Screening

i. Police vetting will be repeated every 3 years or earlier if a concern is raised, of those who may have regular contact with children or vulnerable adults.

ii. Written consent will be required before police vetting checks or the provision of a person's criminal record from the Ministry of Justice is requested.

3. Education and Training

To enable KRI to build a safeguarding culture where the safety of children and vulnerable adults is paramount, safeguarding training will be provided to all KRI personnel at least every three years.

Child protection procedures will be included as part of the induction process. All new KRI personnel will be taken through the Child and Vulnerable Adult Protection Policy and associated procedures, advised where they are located online and asked to ensure that they read and understand the content.

All KRI personnel will be informed promptly of any changes to the Child Protection and Vulnerable Adult Policy and associated procedures. Access to annual training opportunities will be provided, particularly to individuals who are working directly with children or vulnerable adults or who are a member of the DCPT.

The training aims to enable KRI personnel to:

- a) Recognise when children and vulnerable adults are at risk and from what
- b) Recognise the risks inherent in the sport
- c) Respond in the most appropriate way to identified risks and children or vulnerable adults who are suspected of being abused or harmed
- d) Understand their responsibilities in relation to keeping children and vulnerable adults safe both in terms of prevention and management of incidents that may arise
- e) Be able to access the Child and Vulnerable Adult Protection Policy from the DCPT

4. Good Practice Protocols and Code of Behaviour

The following protocols are KRI's guide to good practice in working with children and vulnerable adults and establishing boundaries in a range of situations.

a. Applying a child-centred approach where all children and vulnerable adults are treated equally and with dignity

- i. Activities should be appropriate for the age and development of the children or vulnerable adults in your care
- ii. Ensure feedback to children and vulnerable adults is about their performance and not of a personal nature
- iii. Use positive and age-appropriate language when talking to children and vulnerable adults, in their presence

b. Creating a safe and open regatta working environment

- i. Ensure that all physical contact with children and vulnerable adults is relevant and appropriate to the activity
- ii. Seek permission for personal touching/contact when doing the above
- iii. Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years or vulnerable adults
- iv. Ensure that any filming or photography of children or vulnerable adults is only carried out with theirs and their caregiver's informed consent and also only by a designated and KRI approved photographer. There is no filming or photography allowed in the Boat Park during regattas unless accompanied by someone approved by the Regatta Manager. Signage will be erected to discourage parents and spectators from taking photos in the Boat Park
- v. Do not use alcohol in the presence of children or vulnerable adults and do not offer alcohol to children or vulnerable adults under any circumstances
- vi. Do not engage in communication with a child or vulnerable adult, on a one-on-one basis, through social media or email, other than for relevant feedback or administration
- vii. Do not engage in any bullying behaviour

c. Avoiding situations where you are alone with a child in your capacity as a KRI official

- i. Avoid private or unobserved situations, including being alone with a child or vulnerable adult
- ii. Do not invite children or vulnerable adults to your home unless it is a KRI arranged event
- iii. Do not invite children or vulnerable adults to Flynn Cove/Stevenson's Lodge unless it is a KRI arranged event

5. Allegations and Responding to Concerns

In accordance with KRI personnel's responsibility to act on any serious concerns, the following should be brought to the attention of the DCPT:

- a) Any instance where this policy is breached, or good practice guidelines are not followed
- b) Any disclosure by a child or vulnerable adult that abuse, or harm is occurring
- c) Any suspicions or concerns about a child or vulnerable adult being subject to abuse

In the instance where poor practice has been identified

- d) Initial concerns should be discussed with the DCPT
- e) The DCPT will consider the allegation and, where there is a legitimate concern, provide a written notice to the individual(s) involved
- f) If the poor practice is continued or there is repeated poor practice following a written notice, then disciplinary procedures will be enacted. This may include expulsion from KRI
- g) Consider actions across all circumstances

In the instance where abuse or harm is suspected or reported, the welfare and interests of the child or vulnerable adult are the first and paramount considerations. KRI staff will immediately enforce the following

- h) Ensure the child or vulnerable adult is safe from immediate harm
- i) Consult immediately with DCPT
- j) As soon as possible, record accurately and appropriately the information received
- k) Records should be factual (not opinion or hearsay, unless opinions are supported with facts), concise and include:
 - i. The nature of the allegation
 - ii. Who noticed/disclosed the abuse and their relationship to the child or vulnerable adult
 - iii. Details of any witnesses
 - iv. Signs and symptoms noted (including behavioural change)
 - v. Any particular incidents with dates, times and places (if possible)
 - vi. Any action taken
- l) Consult with others as necessary, do not work alone
- m) Avoid questioning the child or vulnerable adult beyond what has already been disclosed
- n) Do not question or counsel or collude with the alleged offender
- o) Do not investigate/presume expertise
- p) Where the child or vulnerable adult belongs to a school programme, the Child Protection Officer for the School Programme or the relevant school should be immediately informed
- q) Notify Oranga Tamariki or the Police

See Appendix 3 for steps for reporting suspected or actual abuse.

6. Where an allegation or complaint is frivolous, malicious or vexatious

There may be some instances where an allegation or complaint is made that, after investigation, is found to be frivolous, malicious or vexatious. Should this occur it may be necessary to take action against the person(s) who made the complaint.

Allegations against personnel

Allegations, suspicions or complaints of abuse or harm against KRI personnel must be taken seriously and reported to a member of the DCPT 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 KRI personnel may be suspended, without prejudice, as outlined in their individual Employment Agreement or applicable contract, 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.

Related policy and procedure documents

This policy should be considered in line with other KRI policies and procedures including the:

- Karāpiro Rowing Inc. Health & Safety Manual
- Karāpiro Rowing Inc. Health, Wellness and Safety Policy
- Karāpiro Rowing Inc. Anti-Bullying Policy
- Karāpiro Rowing Inc. Code of Conduct
- Karāpiro Rowing Inc. Social Media Policy

Relevant legislation

This policy adheres to the following acts:

There are numerous pieces of legislation relating to the protection of children that may impact on events, sport and recreation providers.

1. Health and Safety at Work Act 2015

- a) This Act deals with the health and safety obligations of an employer to its employees. If a child is an employee of the organisation, the general health and safety obligations of employers under the Act will apply
- b) There is also an obligation to ensure the safety of volunteers (some of whom may be young people) while they undertake the work activity
- c) Employers will be held vicariously liable to a third party for acts of its employees

2. Children's Act 2014

This Act deals with the responsibility for improving the wellbeing of children by:

- a) protecting them from abuse and neglect
- b) improving their physical and mental health and their cultural and emotional well-being
- c) improving their education and training and their participation in recreation and cultural activities
- d) strengthening their connection to their families, whānau, hapū, and iwi, or other culturally recognised family group
- e) increasing their participation in decision making about them, and their contribution to society
- f) improving their social and economic well-being

3. Oranga Tamariki Act 1989

This Act allows us to promote the well-being of children, vulnerable adults and their families and family groups by:

- a) Reporting the abuse
- b) Protection of the person reporting the abuse

4. The Privacy Act 2020

5. Employment Relations Act 2000

6. Family Violence Act 2018

7. Harmful Digital Communications Act 2015

Maintenance of this Policy

Changes to this policy must be authorised by the KRI Board. This policy will be reviewed and amended, at least every three years. The Board may amend the policy at any interim time that it sees fit.

This policy is due for review August 2023, or earlier, as required.

Karāpiro Rowing Inc. Chair: _____

Dated: 5 August 2021



Appendix 1: Definitions

Allegation - Any allegations, suspicions, disclosures, or complaints of abuse.

Child - is recognised as someone under the age of 18 years.

Contractor - means a person who contracts their time to KRI. Contractors will be considered and treated as any other KRI employee and will have to show that they are willing and able to abide by the guiding Health and Safety principles which KRI adheres to.

Designated Child Protection Team - the persons responsible for providing advice and support to personnel where they have a concern about an individual child or vulnerable adult and will notify Oranga Tamariki if there is a belief that a child or vulnerable adult has been, or is likely to be, abused or neglected.

Emotional Abuse - Emotional abuse is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a child or vulnerable adult.

Neglect - Neglect is any act or omission that results in impaired physical functioning, injury and/or development of a child or vulnerable adult. It may also include neglect of a child's or vulnerable adult's basic or emotional needs. Neglect is a lack of action, emotion or basic needs.

KRI Personnel - refers to any staff, board, volunteers, contractors or representatives of KRI.

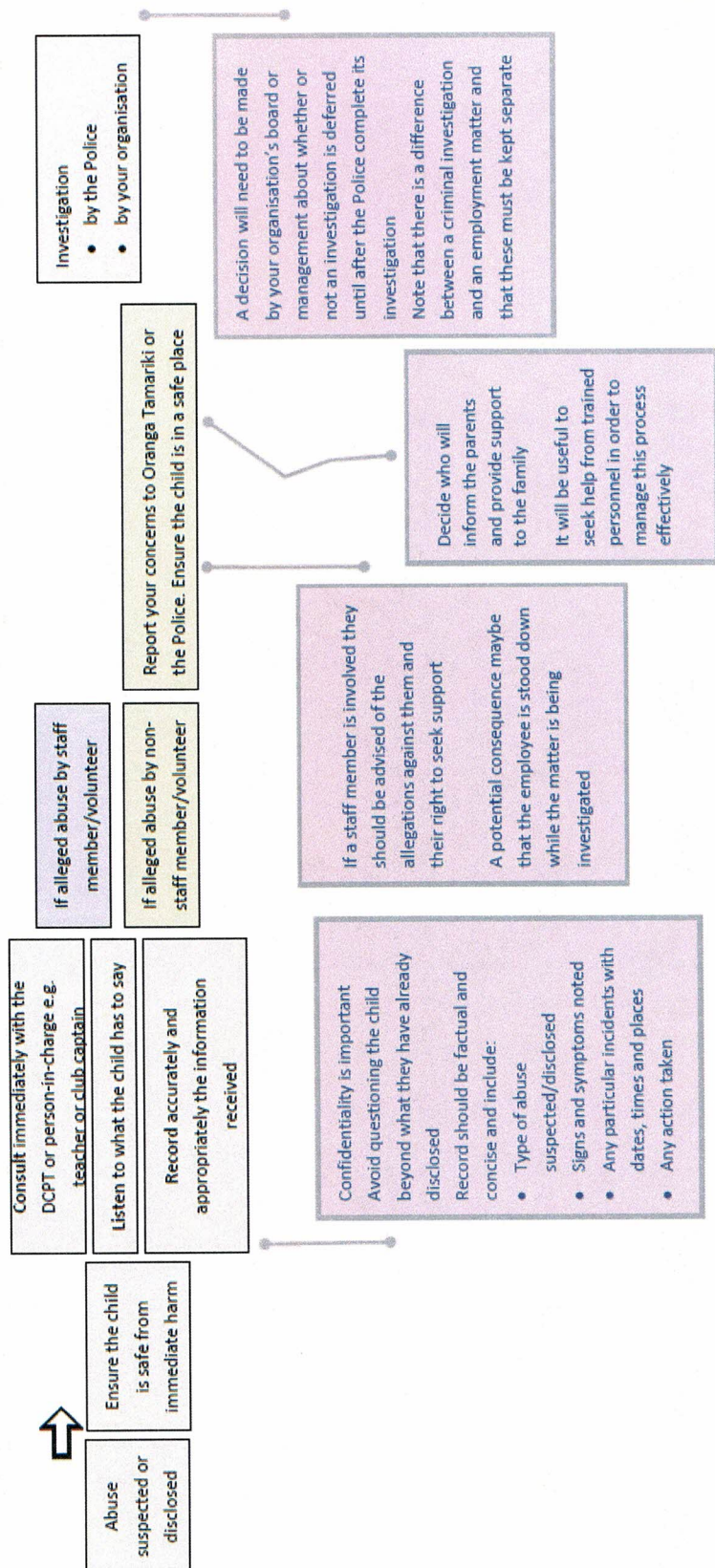
Physical Abuse - Physical abuse is a non-accidental act on a child or vulnerable adult that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child or vulnerable adult. Physical abuse also involves the fabrication or inducing of illness.

Sexual Abuse - Sexual Abuse is an act or acts that result in the sexual exploitation of a child or vulnerable adult, whether consensual or not. Sexual abuse can be committed by a relative, a trusted friend, an associate, or someone unknown to the child or vulnerable adult.

Volunteer - means a person who volunteers their time to KRI. Volunteers will be considered and treated as any other KRI employee and will have to show that they are willing and able to abide by the guiding Health and Safety principles which KRI adheres too.

Vulnerable Adult - means a person unable, by reason of detention, age, sickness, mental impairment, or any other cause, to withdraw themselves from the care or charge of another person.

Appendix 2: Procedure for responding to vulnerability, disclosed or suspected abuse or neglect of a child or vulnerable adult



Appendix 3: Steps for KRI personnel reporting suspected or actual abuse

1. Abuse is either suspected or disclosed

Ensure the child or vulnerable adult ("the Participant") is safe from immediate harm.

2. Listen

Listen carefully to what the Participant is saying **DO NOT** interview the Participant or ask too many questions, ask the very basics i.e. Who/when?

Once you have ascertained the basics sufficiently to support your concerns, **DO NOT** question them further. Document what the Participant has said, include time, date and who was present so you can pass this information to authorities when appropriate and preferably as soon as possible.

Report your concern to the KRI Designated Protection Team.

3. How to report your concern

If you ever think a person is in immediate danger, call the Police (**111**).

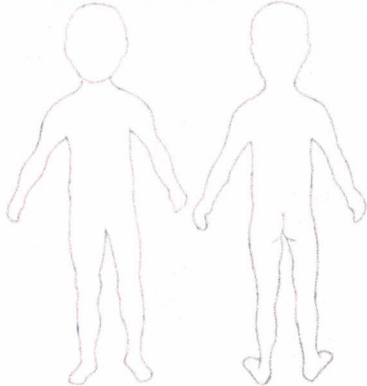
Where the allegation involves abuse of a child or vulnerable adult the DCPT will advise **Oranga Tamariki** on 0508 FAMILY (0505 326 459) or **Police** promptly when a disclosure is made and Report of Concern drawn up.

4. Reports of Child Abuse

- The Police have a dedicated team of investigators who focus on Child Protection in all.
- Deciding when and who will inform the parent(s) and/or caregiver will be determined by Oranga Tamariki and Police in consultation with the DCPT. Report early so there is time to consider what's best for the child or vulnerable adult.
- Police and Oranga Tamariki will arrange interviews of the children.
- **DO NOT** conduct an investigation of your own before making a Report of Concern.

Appendix 4: Child Safety and Vulnerable Adult Incident Report Form

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

<p>You can tick more than one box</p>	<input type="checkbox"/> Sexual abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Intimate partner violence <input type="checkbox"/> Cumulative Harm <input type="checkbox"/> Other
<p>Please describe the incident or concern:</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>If an injury is present or disclosed by a child</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>Child's / Vulnerable Adults account of the incident:</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 / vulnerable adults response. Use speech marks.</i></p>	
<p>Is it a one-off incident or always occurring (frequency)?</p>	<input type="checkbox"/> One-off incident <input type="checkbox"/> Always occurring (frequency)
<p>Please provide details of any witnesses and their account of the incident or concern:</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 / vulnerable adults:</p> <p>Date of birth (if child):</p> <p>Phone number:</p> <p>Email address:</p> <p>Witness statement:</p>

Do the incident reporter and/or witnesses wish to remain anonymous?	<input type="checkbox"/> Yes <input type="checkbox"/> No If the responses vary, please confirm who wishes to remain anonymous:
Please provide details of all action taken to date:	
Has the incident been reported to external agencies?:	<input type="checkbox"/> Oranga Tamariki <input type="checkbox"/> Police <input type="checkbox"/> Any other third party
Provide further details: <i>Repeat for each external agency who have been notified</i>	Name of organisation/agency: Name of contact person: Phone number: Email Address: Agreed action/advice given:
Date incident report created:	
DCPT persons name managing incident:	
Follow up date:	

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

Appendix 5: Audit tool: Guideline to check current Child and Vulnerable Adult safety system

Part 1: Child and Vulnerable Adult Protection Policy

Topic	Current Situation	Changes/Further action we will take
Our organisation has a written Child and Vulnerable Adult Protection Policy or clear guidelines in place to make sure that children and vulnerable adults are kept safe in our sport	Drafted August 2020, reviewed August 2021	To be reviewed and updated August 2023
Our policy/arrangements have been signed off by our board/executive committee	No	Reviewed policy to be tabled at the August 2021 Board meeting
The policy or arrangements apply to everyone	Yes	
There are clear procedures in place that provide step-by-step guidance on what action to take when there are concerns about the welfare or safety of a child or vulnerable adults	Yes	
All children and vulnerable adults in our organisation have equal rights and access to safe activities and experiences	Yes	
We regularly review our policies and procedures relating to keeping children and vulnerable adults safe – at least every three years	Yes	

Part 2: Policy into Practice

Preventing known or potentially unsafe people from having contact with children and vulnerable adults whilst they are attending a KRI run regatta		
Topic	Current Situation	Changes/Further action we will take
We have an agreed process for recruiting and selecting staff and/or volunteers working with children and vulnerable adults		
We conduct Police vetting and other screening of staff and volunteers		
We have clear guidelines about managing the information we receive through the vetting/screening process		
We have clear guidelines about what is acceptable and unacceptable behaviour in relation to contact with children and vulnerable adults		

Removing/Minimising Risk This involves identifying the potential risks to children and vulnerable adults within the organisation and creating protocols and processes to remove or minimise any identified risks		
Topic	Current Situation	Changes/Further action we will take
We are very clear about our responsibilities to children and vulnerable adults		
We conduct regular risk management assessments		
We provide Child & Vulnerable Adult Protection training for staff, Board and volunteers		
We issue codes of behaviour that outline our expectations in terms of behaviour		
Children and vulnerable adults in our care are adequately supervised and protected at all times		
Our guidelines for raising concerns about potential harm to children and vulnerable adults are well-publicised and communicated widely within our organisation		
Children and vulnerable adults (and their parents) are provided with information on where to go for help and advice when there are concerns about a child or vulnerable adult's safety		

Identifying and Stopping Inappropriate Behaviour This relates to managing any complaints, accusations and/or disclosures about unsafe practices and harm to children or vulnerable adults		
Topic	Current Situation	Changes/Further action we will take
We have a named Designated Child Protection Team with clearly defined roles and responsibilities		
We have a clear set of procedures in place to manage accusations or disclosures of harmful activity and unsafe practices		
KRI personnel who may be suspected/accused of harmful behaviour have access to specialist advice, support and information		
All incidents, allegations and complaints are recorded and monitored		

Supporting the Child & Vulnerable Adult and the Family		
This relates to how an organisation can support a child and his/her family should the child or vulnerable adult be harmed in some way.		
Topic	Current Situation	Changes/Further action we will take
We have a list of contacts for relevant local agencies who can help		
We can access other types of support such as counselling		

Appendix 6: Types of Harm

<p>PHYSICAL</p> <ul style="list-style-type: none"> • Protection from injury • Protection from environmental conditions – heat, cold etc • Safety of equipment and facilities • Violent and aggressive behaviour • Protection from physical abuse including sexual abuse 	<p>EMOTIONAL + SOCIAL</p> <ul style="list-style-type: none"> • Emotional harm occurs when a child or vulnerable adults self-esteem is undermined • Social harm damages the relationships that children and vulnerable adults have with other young people, instructors, parents and others • Aggressive behaviour, use of bad language, bullying all contribute
<p>TYPES OF HARM</p>	
<p>CULTURAL</p> <ul style="list-style-type: none"> • Culture refers to beliefs and practices common to any particular group of people • Culture is not restricted to ethnic origin but may also be about religious or spiritual beliefs amongst other things 	<p>NEGLECT</p> <ul style="list-style-type: none"> • While there is no common or agreed definition of neglect, across the definitions used there is a common element; a child or vulnerable adult having unmet needs (e.g. social, physical, emotional) which results in harm, or risk of harm to the child or vulnerable adult

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

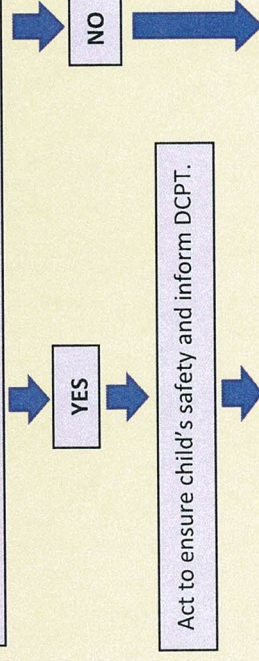
DISCLOSURE – HOW TO RESPOND

- Do not put the moment off.
- Don't make decisions alone.
- Take action immediately.
- Believe the child.
- Be kind.
- Find a place of privacy.
- Respond briefly, slowly and gently.
- Keep calm and reassure, don't judge.
- Find support if necessary.
- Do not ask leading questions or over question.
- Do not assume there is only one child involved.
- Inform the child what will happen next.
- Don't promised confidentiality.
- Re-engage the child with an activity if appropriate

CLUB MEMBERS ARE EXPECTED

TO FOLLOW THIS POLICY however any member may contact Oranga Tamariki or Police for advice or to make a Report of Concern at any time if they feel this process is not effective and there still remains concern for a child.

IS THE CHILD IN IMMEDIATE DANGER? If unsure, call Oranga Tamariki 0508 326459 for advice.



CONSULT IMMEDIATELY the Designated Child Protection Team (DCPT)

Name: Victoria Jantke Phone Number: 021 2255867
 DSP and Regatta Manager will work together to follow this flow chart procedure.

Consider whether A REPORT OF CONCERN TO ORANGA TAMARIKI IS REQUIRED

If unsure, DCPT will contact Oranga Tamariki

REPORT OF CONCERN REQUIRED:

- DCPT will complete Oranga Tamariki Report of Concern and send by email to contact@ot.govt.nz
- DCPT will retain a copy and maintain own records that are securely stored.
- DCPT will call Oranga Tamariki if no response has been received from then within 3 working days.
- DCPT will re-report if concerns are still held.

REVIEW & MONITOR

- DCPT will review all active Child and Vulnerable Adult Protection concerns on a weekly basis.
- Every review will consider each stage on this flow chart.
- Review will consider any further necessary action, follow ups or community child or whanau support referrals.
- New or additional Reports of Concern to Oranga Tamariki may be made at any time.
- Records of all reviews will be retained by the DCPT.

RECORD what you have heard/observed on a Child Safety Incident Report Form

- Make notes as soon as possible
- Dates, time, place, who was present
- Use child's words wherever possible
- Include what you have said to the child
- Keep information factual
- Include what led up to the disclosure

DCPT will retain all completed Child Protection Forms

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

Procedure for responding to allegations or disclosure of child or vulnerable adult abuse or neglect

IS THE CHILD OR VULNERABLE ADULT IN IMMEDIATE DANGER?

If unsure, call Oranga Tamariki 0508 326459 for advice.

YES

NO

Act to ensure child's safety.

Inform the Designated Child Protection Team (DCPT) IMMEDIATELY

Name: Victoria Jantke

Phone Number: 021 2255867

DCPT will inform the Regatta Manager

The child's welfare will be paramount

DCPT will act on behalf of the child or vulnerable adult and follow the Child Protection Procedures.

KRI will act on behalf of the organisation's employment matters or constitutional requirements regarding the member. DCPT will not investigate. Investigation will be conducted by Police or a Ministry investigator.

KRI will

- Not act alone
- Contact statutory agencies immediately, including Police and Oranga Tamariki
- Advise will be sought, recorded and followed
- Following guidance, the individual will be immediately suspended without prejudice as a precautionary measure in accordance with KRI policies and procedures.
- Inform Police and provide all relevant information if Staff / volunteer / contractor is involved in other roles where they have access to children or vulnerable adults.
- After consultation with Police/Oranga Tamariki inform parents/caregivers as advised.
- Maintain close liaison with DCPT, Oranga Tamariki, Police and other relevant Professional Bodies
- Action relevant club policies and procedures.

STAFF / VOLUNTEERS ARE EXPECTED TO FOLLOW THIS POLICY however any member may contact Oranga Tamariki or Police for advice or to make a Report of Concern at any time if they feel this process is not effective and there still remains concern for a child.

RECORD what you have heard/observed on a Child Safety Incident Report Form

- Makes notes as soon as possible
- Date, time, place, who was present
- Use child's words whenever possible
- Include what you have said to the child
- Keep information factual
- Include what lead up to the disclosure
- DCPT will retain all completed Child Protection Forms

The member will be assisted in seeking legal and professional advice and support.

Support is provided for members and those who are directly involved or impacted as per advice.

APPENDIX B: INDICATORS OF ABUSE - From Child Matters

INDICATORS OF EMOTIONAL ABUSE

Physical indicators examples	Behavioural indicators examples	Adult behaviour indications examples	Examples in sport
Bed-wetting or bed soiling that has no medical cause	Suffers from severe developmental gaps	Constantly calls the child or vulnerable adult names, labels the child or publicly humiliates them	Pushing children or vulnerable adults 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 vulnerable adult 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 vulnerable adult	Shaming and mocking for poor performance. Children and vulnerable adults 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 vulnerable adult 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 vulnerable adult at home in a role of subservient or surrogate parent	A child or vulnerable adult 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 or vulnerable adults are made to feel like their value or worth is dependent on their sporting success

INDICATORS OF NEGLECT

Physical indicators examples	Behavioural indicators examples	Adult behaviour indications examples	Examples in sport
Inappropriate dress for the weather	Demonstrates severe lack of attachment to other adults	Fails to provide for the child or vulnerable adults basic needs, such as housing, nutrition, medical and psychological care	Failing to ensure children and vulnerable adults are safe
Extremely dirty or unbathed	Poor school attendance or school performance	Fails to enrol a child or vulnerable adult in school or permits absenteeism	Exposing children and vulnerable adults 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 or vulnerable adult home alone	Exposing children and vulnerable adults 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 vulnerable adults 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 or vulnerable adults immature growing body
Unexplained burns	Is violent to animals or other children or vulnerable adults	May blame the accident on a sibling, friend, relative or the injured child or vulnerable adult	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 vulnerable adult	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 vulnerable adult	

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 vulnerable adult	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 or vulnerable adults	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 or vulnerable adults in sexual acts	Demonstrates physical contact or affection to a child or vulnerable adult 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 vulnerable adult relationships with peers or other adults or is controlling of the child or vulnerable adult	Telling you about their own difficulties and problems. Sharing secrets or private information and encouraging you to 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 or vulnerable adult 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 vulnerable adults may not always understand that they are being sexually abused. In sport, coaching techniques which involve physical contact with children or vulnerable adults 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.			