

Child Protection Policy



Child Protection Policy	
Commitment	Badminton North Harbour (BNH) is committed to keeping children healthy and safe. We support a culture where concerns for a child's wellbeing are identified and responded to quickly, where staff are trained and supported to provide positive outcomes for children with a robust and effective Child Protection Policy.
Purpose	<ul style="list-style-type: none"> • Promoting the health and welfare of children by providing opportunities for them to take part in sport safely • Respecting and promoting the rights, wishes and feelings of children • Promoting and implementing appropriate procedures to safeguard the well-being of children and protect them from harm • Recruiting, training, supporting and supervising staff, members and volunteers to adopt best practice to safeguard and protect children from harm and to reduce the risk of allegations or complaints against themselves • Responding to any allegations of misconduct or harm to children in line with this Policy and these procedures, as well as implementing, where appropriate, the relevant investigative, disciplinary and appeals procedures
Scope	This policy applies to all children, staff and members of BNH whether visiting the venue or travelling as part of a team.
Effective Date	June 2019

Section 1: Definitions	
Child	Someone under the age of 18 years.
Staff	All employees of BNH, whether paid or voluntary, full time or part-time.
Physical abuse	Non-accidental act on a child 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. Physical abuse also involves the fabrication or inducing of illness.
Emotional abuse	Persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes seeing or hearing the ill treatment of others.
Sexual abuse	Forcing or enticing a child or young person to take part in sexual activities as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs. Neglect is a lack: of action, emotion or basic needs.

Section 2: Responsibilities	
Badminton North Harbour	<ul style="list-style-type: none"> • Have a Designated Person (DP) for Child Protection. • Implement an organisation-wide policy for the appropriate response to, and management of any identified issues in relation to Child Protection.

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	<ul style="list-style-type: none"> • Ensure all staff are aware of the Child Protection Policy and understand their roles and responsibilities in ensuring the safety of children at all times • Ensure staff are vigilant and have knowledge and awareness of the indicators of neglect, potential or actual abuse and report any concerns, suspicions or allegations of suspected abuse immediately and ensure that the concern is taken seriously and reported. • Commit to using safe recruitment procedures, including compliance with any requirements in the Vulnerable Children Act. • Provide staff with appropriate child protection training and/or information at the level appropriate to their role.
Staff	<ul style="list-style-type: none"> • Know that the policy exists and know where to locate it if required • Have an understanding of what the policy covers and what to do if they come across child abuse and neglect • Take steps to ensure that any concerns about actual or suspected abuse are reported to the DP for Child Protection. • Behave in manners consistent with BNH's Codes of Conduct and that maintain appropriate professional boundaries avoiding behaviour which might be misinterpreted by others
Designated Person for Child Protection (DP)	<ul style="list-style-type: none"> • Have a sound understanding of the potential indicators of child abuse and neglect, including indicators of possible abuse or neglect of a disabled child, and be able to identify vulnerable children • Advise and supporting staff to decide whether or not to take referral action • Support staff to ensure the completion of detailed and confidential records on all child protection cases

Section 3: Response

Response to an identified issue	<ul style="list-style-type: none"> • All concerns of potential, suspected or alleged abuse must be brought to the attention of the DP. If the DP is unavailable then consultation should occur with an alternative and appropriate person, ideally the Chief Executive • By following the procedures outlined in this Policy a decision will be made as to whether to seek further advice or to notify Child Youth and Family and/or the Police • If a child makes a verbal disclosure to a member of staff, it is important that staff take what the child says seriously, follow the documented procedures and create a written report • BNH has a duty of care to the children it provides services to. A failure to report a significant concern about a child is a breach of that child's human rights • Under no circumstances should a member of staff attempt to conduct an investigation or deal with concerns regarding child abuse alone • All decisions taken, including if the concern does not require notifying Child Youth and Family, must be recorded in writing and kept securely in a Child Protection file with the reasons clearly identified and explained
Response when the allegations relate to a BNH staff member	<ul style="list-style-type: none"> • Some allegations may constitute potential breaches of a relevant Code of Conduct. Where it is shown that a staff member has acted in this way, disciplinary action may result and the matter may be referred to the Police. • Once the DP for Child Protection receives an allegation of abuse or neglect that relates to a BNH staff member, the Chief Executive must investigate this matter.

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	<ul style="list-style-type: none"> If an employment investigation is required, the Chief Executive will advise the next steps and continue to provide advice and assistance until the matter is closed
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Section 4: Confidentiality and Information Sharing

Legal requirements	<ul style="list-style-type: none"> The Privacy Act 1993 and the Children, Young Persons, and their Families Act 1989 allows for information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Note that, under sections 15 & 16 of the Children, Young Persons, and their Families Act, any person who believes that a child has been, or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to Child, Youth and Family or the Police and, provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.
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Document Control

Effective Date	June 2019		
Review Cycle:	Bi-Annual	Review Date:	June 2021

Version Control

<i>Version No.</i>	<i>Version Date</i>	<i>Document Author</i>	<i>Change Description</i>
V0.2	June 2019	Kati Turver	Updated to new format

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Procedures

Responding to a child when the child discloses abuse

Listen to the child	Disclosures by children are often subtle and need to be handled with care, including an awareness of the child’s cultural identity and how that affects interpretation of their behavior and language.
Reassure the child	Let the child know that they are not in trouble and have done the right thing. While reassuring the child it is important that you do not agree ‘not to tell anyone’.
Ask open ended prompts, e.g. ‘what happened next?’	Do not interview the child (do not ask questions beyond open prompts for the child to continue).
If the child is visibly distressed	Provide appropriate reassurance and engage in appropriate activities under supervision until they are able to participate in ordinary activities.
If the child is not in immediate danger	Re-involve the child in ordinary activities and explain what you are going to do next.
As soon as possible formally record the disclosure	Record: <ul style="list-style-type: none"> • Word for word, what the child said. • The date, time and who was present.

Recording and notifying Child, Youth and Family of suspected child abuse or neglect

What Process to Follow	For Example	Key Considerations
Recording	Formally record: <ul style="list-style-type: none"> • Anything said by the child • The date, time, location and the names of any staff that may be relevant. • The factual concerns or observations that have led to the suspicion of abuse or neglect (e.g. any physical, behavioural or developmental concerns). • The action taken by your organisation. • Any other information that may be relevant. 	Relevant information can inform any future actions.
Decision Making	Discuss any concern with the manager/supervisor or the	No decisions should be made in isolation.

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	designated person for child protection.	
Notifying Authorities	<p>Notify Child, Youth & Family promptly if there is a belief that a child has been, or is likely to be abused or neglected. A phone call to the National Contact Centre is the preferred initial contact with Child, Youth & Family (see below) as this enables both parties to discuss the nature of the concerns and the appropriate response options.</p> <p>Phone: 0508 Family (0508 326 459) Email: cyfcallcentre@cyf.govt.nz</p>	<p>Child, Youth & Family will:</p> <ol style="list-style-type: none"> 1. Make the decision to inform the parents or caregivers, in consultation with our organisation. 2. Advise what, if any, immediate action may be appropriate, including referring the concern to the Police.
Following the advice of Child, Youth & Family	<p>Child, Youth & Family advice will include what, if any, immediate action may be appropriate, including referring the concern to the Police.</p>	<p>Child, Youth & Family is responsible for looking into the situation to find out what may be happening, whether our organisation needs to work with the family/whanau or put them in touch with people in their community who can help.</p>
Storing relevant information	<p>Securely store:</p> <ul style="list-style-type: none"> • The record of the concern. • A record of any related discussions (including copies of correspondence, where appropriate). • A record of any advice received. • The action your organisation took, including any rationale. • This concern with any earlier concerns, if the notification is based on an accumulation of concerns (rather than a specific incident). 	<p>Records assist in identifying patterns.</p>