

PUKEKURA PARK TENNIS CLUB

TITLE:

Child Protection Policy

POLICY RATIONALE:

- The welfare of children and young people is the primary concern
- All children, whatever their age, culture, disability, gender, language, racial origin, socioeconomic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse
- Children have the right to express views on all matters which affect them, should they wish to do so
- PPTC will work in partnership together with children, Staff, Volunteers and Members to promote the welfare, safety, health and development of children.

SCOPE:

- All Staff, Volunteers and Members of PPTC must abide by this policy.

KEY DEFINITIONS FOR THIS POLICY:

- PPTC is Pukekura Park Tennis Club
- A child is defined as a person under the age of 18
- Abuse is any action which can cause harm or is likely to cause harm to a child and can be physical or emotional, including bullying
- Staff are those employed by PPTC (including any coaches)
- Volunteers are those that undertake specific roles or duties for PPTC programmes or sessions which deal directly with children.
- Members are members of PPTC (and for the purposes of this policy includes any child members' parents).

POLICY:

Aims of the Policy:

- PPTC will promote the health and welfare of children by providing opportunities for them to take part in the sport of tennis safely and if there is a conflict in interests, the child's interests should be paramount
- 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 abuse
- Recruiting, training, supporting and supervising Staff and Volunteers to adopt safe working practice to safeguard and protect children from abuse and to reduce risk to themselves
- Requiring Staff, Members and Volunteers to adopt and abide by this Child Protection Policy and these procedures
- Responding to any allegations of misconduct or abuse of children in line with this Policy and these procedures
- Regularly monitoring and evaluating the implementation of this Policy and these procedures

Safe Working Practice

PPTC expect all Staff, Volunteers and Members to demonstrate exemplary behaviour when working with children in order to protect children from abuse and themselves from being put in a compromising situation.

PPTC requires Staff and Volunteers to adopt a safe working practice which includes:

- Work in an open environment avoiding private or unobserved situations .
- Keep coaching resources and equipment in an open, observable place as much as practical.
- Staff and Volunteers are to, where possible, keep their personal lives separate from their professional lives at PPTC, this includes communication via technical devices.
- Use of appropriate communication directly with parents rather than child under 16yrs of age. For children 16-17yrs of age concurrent communication with the parent and child is required (e.g. parent to also receive txt).
- No Staff or Volunteer or Member to have an intimate relationship with a child.
- Be an excellent role model and treat children with respect at all times.
- Staff and Volunteers to attend relevant training courses that are provided.
- Staff, Volunteers and Members are to inform the club's Junior Coordinator and/or President in a confidential manner of any existing intimate relationships or situations or potential relationships or situations, that could constitute a conflict of interest, or place the Staff, Volunteers, Members and/or PPTC in a position of compromise.
- All information is to be shared in a discreet and appropriate manner to protect the information and interests of the child.
- No Staff, Volunteer or Member is to consume drugs or alcohol or be under the influence of drugs or alcohol while coaching, assisting, working, supervising a child or children
- Appropriate clothing to be worn at all times.
- Be aware of traffic safety issues around the Club and use appropriate traffic safety equipment eg cones to slow down drivers.
- To be responsible for any uncollected children (delayed parents) until such parent has collected the child and to make arrangements for the child to be safe while waiting for parents.
- To get parental approval to use photographs or videos of any identifiable children (e.g. for any promotional material).

PPTC will:

- Require Staff or Volunteers to undertake an alcohol or drug test if there is reasonable cause to believe that person is under the influence of drugs or alcohol.
- Ensure that there are at least two Staff/Volunteers present at the Club while any tennis coaching/activities are being held unless that child's parent or caregiver is present.
- Take immediate action in respect to any breach of this Policy by Staff, Volunteers or Members and this may include disciplinary action or termination of a Staff's employment or a Volunteer's service if necessary.

RESPONSE TO A DISCLOSURE

If a child makes disclosure of abuse then Staff/Volunteers/Members should:

- Tell the child that s/he is right to share what has happened; and that s/he is not responsible for what has happened
- Take what the child says seriously
- Keep questions to a minimum and never interrogate
- Not interrupt the child when they are recalling significant events
- Reassure the child that the problem can be dealt with
- Not give assurances of confidentiality which cannot be kept but reassure the child that the information will only be passed on to those people who need to know
- Make a full record of what is said and done, BUT do not delay in reporting the problem

CONFIDENTIALITY

Staff and Volunteers are expected to keep all information obtained through their role at PPTC about children and their families in confidence.

PROCEDURES:

Employment/Recruitment:

Prior to commencement of employment or volunteer work:

- PPTC to undertake a referee check of at least two referees of Staff or Volunteers. Such references to be confirmed through telephone contact
- All Staff and Volunteers will be required to produce evidence of identity
- PPTC will undertake a police background check of all Staff and main Volunteers who will be working directly with children before commencing employment or volunteer work at PPTC
- PPTC will ensure an adequate induction process is undertaken for all Staff and Volunteers and such induction to include providing copies of this Policy and the PPTC Code of Conduct, together with sufficient explanation and discussion.

During employment/volunteer service:

- PPTC will ensure that the police background check is updated every 3 years for all Staff and Volunteers
- PPTC will provide supervision and training via TNZ coaching registration, qualifications and courses.

Reporting Procedures

If Staff, Volunteers or Members observe or hear anything of concern in relation to the welfare of a child then the following process must be followed:

- make a written record of the concerning disclosure/event which should include dates, times and accurate information and factual concerns or observations
- report the concerning event/disclosure immediately to the Junior Coordinator or President of PPTC who will take appropriate action, which may include liaising with Oranga Tamariki or the NZ Police.

- If the matter needs urgent attention then it may be appropriate for the Staff, Volunteer or Member concerned to directly make contact with the duty Social Worker for Oranga Tamariki or seek advice from the NZ Police.
- Once the Junior Coordinator or President have received a report there may be one or more of these three processes that need to take place:
- A child protection investigation by appropriate agencies
- A criminal investigation by appropriate agencies
- Action by PPTC to remove or discipline the person concerned
- It is important that these are properly co-ordinated and that events are managed in the right order. For this reason PPTC will obtain expert advice where necessary.
- A subcommittee comprising the Junior Coordinator, the President and an additional committee member will form to coordinate the appropriate action for a disclosure/event.

Record Keeping/Information Protection

Any information regarding child protection issues will be stored in a secure place and access to this information will be very limited to just a few key people at PPTC

All information/records in respect of child protection issues will be retained in a secure location by PPTC whilst the child is a member of PPTC or for a 2 year period (whichever is the longest period.)

Review

This policy is to be circulated to all Members/Staff/Volunteers on an annual basis usually prior to the beginning of the new season and will be formally reviewed at least every two years.

Policy Date: 20 March 2018 (PPTC Committee meeting date adopted and minuted)
Review Date: 1 July 2019