



Safeguarding and Child Protection Policy

Safe sport for children is about balancing what children want to get from their sports experience while ensuring they are not subject to harm caused by an adverse social/or physical environment.

1. Purpose

This Safeguarding and Child Protection Policy:

- Details Kapiti Gymnastics commitment to protecting children and young people in their care.
- Provides staff and volunteers with clear guidance on how to recognise and respond to suspected or confirmed cases of child abuse.
- Ensure reported concerns are referred to appropriate child protection agencies or authorities as required.

2. Scope

Kapiti Gymnastics Safeguarding and Child Protection Policy applies to:

- ALL staff (paid or volunteers), including coaches on trial, judges, presenters, event officials, contractors.
- Kapiti Gymnastics Board members
- The children Kapiti Gymnastics provides a service to and their families, caregivers or guardians.
- Visitors to the facility
- Adult participants
- Anyone working on behalf of Kapiti Gymnastics, including child protection agencies.

3. Policy Statement

Kapiti Gymnastics is a gymnastics club providing coaching for children, young people and adults.

We are committed to:

- Ensuring the safety and wellbeing of children is our primary concern.
- Helping to protect all children regardless of age, disability, gender, race, religious belief, sexual orientation or identity.
- Maintaining focus on a child's best interests when responding to suspected or confirmed abuse.
- Recognising the importance of family and their right to participate in decisions made about their child(ren) unless this would result in an increased risk to the child(ren).

- Encouraging anyone to report suspected or confirmed child abuse to NZ Police or Oranga Tamariki as guided by Kapiti Gymnastics Safeguarding and Child Protection Policy as well as the Safeguarding Code of Conduct.

Kapiti Gymnastics Safeguarding and Child Protection Policy is guided by the Children's Act 2014.

Our Child Safeguarding and Protection Policy relates to and is supported by the following policies:

- Health and Safety
- Safe Recruitment
- Images
- Bullying/Cyber Bullying
- Privacy
- Social Media
- Excursions/Transporting Children
- Away Competitions (including accommodation)
- Missing Children
- Code of Conduct
- Collecting of Children

4. Responsibility Statement

Kapiti Gymnastics is responsible for maintaining a workable and robust Safeguarding and Child Protection Policy with information, tools and support to:

- Ensure the safety and wellbeing of children is considered in all aspects of our business.
- Provide a Safeguarding Culture for both children and staff.
- Ensure staff can effectively respond and report concerns.
- Promote a culture where all staff feel confident to challenge poor practice and raise issues of concern.
- Educate staff in Child Protection upon induction and every two years ongoing.
- Create opportunities for staff to be trusted points of contact and positive role models for children and young people in our care.
- Comply with applicable, current legislation and always implement best practice.
- Assign a qualified Designated Person.
- Facilitate organisational connections with local services and agencies that support families.
- Adopt Safeguarding Culture through procedures and a Code of Conduct for staff and volunteers.
- Recruit staff and volunteers safely, ensuring all necessary checks are completed before starting work with children and young people.
- Share information about child protection with children, parents and staff.
- Share information about concerns for children and young people with agencies who need to know and involving parents and children appropriately.
- Provide effective management for staff through induction, supervision, support, and training.



Safeguarding and Child Protection Policy - Our Commitment

Kapiti Gymnastics is committed to ensuring a Culture of Safeguarding and Child Protection that always promotes the safety and wellbeing of children and young people. We acknowledge this Safeguarding and Child Protection Policy is in place to assist us with this, and to positively support our workers in such a way which achieves this goal.

5. Definitions

Term	Definition
Appropriate agency	This may include any of the following agencies: a) the Ministry for Children/Oranga Tamariki b) the Ministry of Health c) the Ministry of Social Development d) the Ministry of Education e) the Ministry of Justice f) the New Zealand Police
Bullying	An act seeking to harm, intimidate or coerce someone. This may include harming another individual intentionally or the misuse of power within a relationship. Bullying may be a one-off act, repeated, or has the potential to be repeated over time. Bullying can be child to child or adult to child.
Child abuse	The harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person.
Child (or children)	Person/s under the age of 14 years.
Child protection	The actions taken to ensure the safety of a child or young person.
Confidential information	Information provided in a situation where the individual had a reasonable expectation that information or communication would be kept confidential.

Core worker	<p>A child or young person worker whose work in an organisation, or services provided to the organisation, means that when that person is present with a child or a young person in the course of that work, that person:</p> <ul style="list-style-type: none"> a) is the only child or young person worker present; or b) is the child or young person worker who has primary responsibility for, or authority over, the child or young persons present. <p>This definition is adopted from the Children’s Act 2014.</p>
Cyberbullying	The use of digital technology to bully a person, typically (but not limited to) by sending messages of an intimidating or threatening nature.
Disclosure	Information about abuse or neglect provided by a child, young person, parent, caregiver, or any other person. Disclosure can also include things you have noticed in relation to a child or young person.
Emotional abuse	Any act or omission that results in impaired psychological, social, intellectual, or emotional functioning and development of an individual. This can include a pattern of rejecting, degrading, ignoring, or isolating a person. It may also include age or developmentally inappropriate expectations being imposed. This applies to those both actively and passively involved in the sport (e.g. athletes, parents, coaches), and can be both received and initiated.
Family harm	Any violent act inflicted by one family member on another. It has many forms including physical, sexual, emotional, or economic abuse.
Grooming	When someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and sexually abuse them. Grooming includes exerting power or control over a child or young person to maintain secrecy.
Harm	<p>Harm involves conduct that puts a child or young person at risk and often by those they know and trust. It can take many forms and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power.</p> <p>Examples of harm include:</p> <ul style="list-style-type: none"> a) physical abuse

	<p>b) emotional abuse</p> <p>c) sexual abuse</p> <p>d) neglect</p>
Harassment	<p>Harassment covers a wide range of behaviours of an offensive nature including any behaviour that demeans, humiliates, or embarrasses a person.</p> <p>Harassment can include threats, derogatory jokes, racial slurs, personal insults, or unwanted touching.</p>
Neglect	<p>Any act or omission that results in impaired physical/emotional functioning, injury or development of a child or young person and can include:</p> <ul style="list-style-type: none"> • Physical neglect – not providing the necessities of life. • Neglectful supervision – leaving children or young people alone or without someone safe to look after them. • Emotional neglect – not providing comfort, love, and attention the child or young person needs. • Medical neglect – failure to meet the child or young persons’ health needs. This includes not getting the child or young person help if they are injured or in pain due to their sport. • Educational neglect - allowing chronic truancy, failure to enrol children and young people in school, or inattention to their special educational needs.
Personal information	Information about an individual that would identify them.
Physical abuse	Any behaviour or action which inflicts physical harm on a child or young person. It can be unexplained bruises, welts, cuts, abrasions, unexplained fractures or dislocations, burns, poisoning, or fabricated illness. This can include but is not limited to injuries caused by over-training, training, or competing with existing injuries; unsafe equipment or facilities; poor technique; and violent or aggressive behaviour.
Position of trust	The relationship created by someone who is engaged with children or young people through their role in an organisation is a position of trust.

	This means they have or are perceived to have power, influence, or authority, as dictated by their role or duties assigned to them by an organisation. A position of trust is one of privilege. However, this power and influence can lend itself to abuse in the wrong hands.
Regulated service	Any of the services listed in Schedule 1 of the Children's Act 2014 .
Report of Concern	When an individual contacts either Oranga Tamariki or the New Zealand Police to raise concerns regarding the safety of a child or young person, this is called a Report of Concern.
Safeguarding Incident Record	All concerns, disclosures, or allegations regarding child abuse or neglect are recorded in the organisation's Safeguarding Incident Record.
Safety check	The requirement for safety checks for anyone working with children or young people in any capacity are set out in Section 31 of the Children's Act 2014 and regulations made under Section 32 of the Act .
Sexual abuse	This involves forcing or enticing a person to take part in sexual activities, as well as non-contact acts such as looking at, or discussing sexual images, activities, or behaviours. A sexual relationship between an adult and a child or young person will always be wrong, unequal, and unacceptable.
Specified offence	Any of the offences against the Crimes Act 1961 ; the Films, Videos, and Publications Classification Act 1993 ; the Customs and Excise Act 1996 ; the Harmful Digital Communications Act 2015 ; and those listed in Schedule 2 of the Children's Act 2014 .
Staff member(s) and volunteers	Any person brought into the organisation to provide services which includes paid staff members, managers, contractors, volunteers, students on placement and board members.
Vulnerability	Children or young people who are at significant risk of harm to their wellbeing now, and into the future, as a consequence of the environment in which they are being raised, and in some cases, due to their own complex needs.
Child Safeguarding Representative	The person or persons within an organisation responsible for providing advice and support to any individual who is concerned about a child or wants

	advice about the Safeguarding and Child Protection Policy. They are also responsible for acting on any concerns, disclosures, or allegations in relation to child abuse. A Child Safeguarding Representative must have appropriate training to carry out their role.
Wellbeing	Wellbeing represents the whole person—their physical health, development and safety, their psychological and emotional development, their social development and behaviour, and their cognitive development and educational achievement. Wellbeing also includes the welfare of that person.
Whistleblowing	Where a staff member or volunteer makes a protected disclosure (sometimes called ' whistleblowing ') when they report serious wrongdoing in the workplace that they reasonably believe is true or likely to be true.
Young person (or people)	Individuals of or over the age of 14 years but under 18 years.

6. Designated Person

Our Designated People for Child Protection are:

- Jacqui Dinou (on behalf of the Kapiti Gymnastics Board)
- Zara Struthers (Manager)

Please contact Jacqui Dinou or Zara Struthers with any issues relating to a child's safety, wellbeing or for guidance regarding the organisation's Safeguarding and Child Protection Policy.

Designated Person responsibilities:

- Ensure their availability by putting in place adequate and appropriate cover arrangements for time not available.
- Act as a source of support, guidance and expertise for all Kapiti Gymnastics members.
- Undertake initial training for the role to provide the knowledge and skills to carry out the role. Such training to be updated at least every 2 years.
- Identify any barriers to implementation and compliance with the Safeguarding and Child Protection Policy and remedy these.
- Ensure the Safeguarding and Child Protection Policy and supporting documentation is readily available to all workers.
- Ensure all workers have received regular child protection training as per our Safeguarding and Child Protection Policy.
- Communication with staff of any updates.
- Act as a point of contact for Kapiti Gymnastics and notifying relevant agencies if a child is suffering from suspected or actual abuse or neglect.
- Keep up to date with changes in legislation.
- Promote the organisation's commitment to a culture of safeguarding.

7. Confidentiality & Information Sharing

Under the Oranga Tamariki Act 1989, 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 a social worker or the Police. No civil, criminal or disciplinary proceedings may be brought against the person who makes the report, provided it is made in good faith.

When gathering, storing or disclosing personal information about individuals, workers must comply with the Information Privacy Principles set out in the Privacy Act 1993.

We will seek advice from Oranga Tamariki and/or the Police before identifying information about an allegation is shared with anyone (other than the Kapiti Gymnastics Manager or Child Protection Officer).

8. Responding to a Disclosure or Known/Suspected Abuse or Neglect

Staff are to follow the guidelines in the Safeguarding Code of Conduct which cover the following:

- Clear and detailed procedure to follow
- Template to capture all the relevant information of concern
- Detail of who staff, children and young people or parents should contact
- Contact numbers for Designated Person, Oranga Tamariki and the Police
- Process for documenting and record keeping
- Procedure as to how concerns will be monitored, reviewed and actioned
- Details on how the case/concern will be passed on if the child or young person leaves the club

9. Responding to a Complaint or Allegation made against a Member of Staff at Work

The welfare of the child will be of paramount importance in all decision making.

- Any allegation of abuse against a staff member will be given the same level of concern and action as any other situation of suspected abuse (Kapiti Gymnastics will not collude with an adult).
- Procedure in the Safeguarding Code of Conduct to be followed