

# Child Safeguarding policy



## The purpose of this policy

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This policy gives details of Squash Central commitment to the protection of children and young people. The policy:

1. Sets standards to protect children and young people, our staff, volunteers and contractors
2. Contains procedures for our staff, volunteers and contractors to guide them in identifying and reporting child abuse and neglect to meet our obligations under the Children's Act 2014
3. Creates a mandatory requirement for all staff, volunteers and contractors to report any concern about the safety of a child or young person, no matter how small they believe it may be, to one of our Child Safeguarding Representatives (CSRs)
4. Appoints our CSRs and sets out their role and responsibilities
5. Provides details of the other procedures in place
6. Ensures Squash Central creates a safe environment and that all staff know what to do if there are concerns about a child or young person.

## Scope – who does the policy apply to?

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### **Staff:**

This policy applies to all staff who are employed, volunteer or are engaged/contracted by Squash Central staff, contractors and members, including board members. The term "members" will be used in this policy and procedures to cover all the people named above.

### **Children and young people:**


This policy applies to all children and young people up to 18 years of age who are taking part in Squash NZ activities. It also applies to any other children, who may not be directly taking part in events, camps or competition activities, but who members may have contact with, such as child spectators or siblings.


# Squash Central Child Safeguarding Policy Adoption



As per the Squash Central Committee 20th April 2024 meeting minutes, the Committee agrees to the adoption of and to adhere to the Squash New Zealand Child Safeguarding policy\_07.

I confirm the appointment of Virginia Laws as the Districts Child Safeguarding Representative.

Signed:  Date 2/05/2024  
Jeff See, District President, 027 7568 488

Signed:  Date 28/4/24  
Virginia Laws, Child Safeguarding Representative (CSR)  
021 0294 7073 or ginsquashed@gmail.com

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## Important information:

This policy will be reviewed on an annual basis. If the officers mentioned within the policy document, ie the CSR, District President or District Vice President change, the policy will be updated accordingly (page 5 & 6 & 17).

For the purposes of clarity, 'Squash NZ' has been amended to "Squash Central or 'the Club' throughout the policy document. Specific contact details relating to NZ Squash staff members have been amended to the appropriate Squash Central members.

All amended and removed clauses can be found as an additional appendix at the rear of the Policy Document.

## Policies and Procedures

Our embedded child safeguarding culture includes the following policies and procedures and supporting documents:

### POLICY 1

Child Safeguarding Policy

#### Procedure 1

Responding to actual or suspected child abuse or neglect

#### Procedure 2

Responding to an allegation of child abuse or neglect by a staff member or volunteer

#### Procedure 3

Responding to a disclosure from a child of abuse or neglect

#### Appendix 1

Child Concern Form

#### Appendix 2

Indicators of abuse

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### POLICY 2

Child Safeguarding Representative Policy

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### POLICY 3

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Code of Conduct for People Working or Volunteering with Children and Young People

### POLICY 4

Media Policy (Photography, Filming and use of Images of Children and Young People)

#### Appendix

Consent Form – Use of Imagery

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### POLICY 5

Transportation of Children and Young People Policy

## POLICY 1

### Our commitment

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Squash Central wants all children and young people to have a positive and enjoyable experience of squash and is committed to providing a safe and child-centred environment where children and young people are protected from abuse that may occur inside or outside the organisation.

We do this by having a full range of standards, codes and policies with trained and safe people working with children and young people. We are committed to having an embedded culture of safeguarding and child protection in place, which goes beyond compliance.

#### **To children and young people:**

We commit to always putting children and young people's welfare first in every decision we make.

We will ensure all children and young people feel respected, listened to, valued and encouraged to enjoy and participate in their sport, recreation or activity.

We will appoint a Child Safeguarding Representative to ensure concerns are dealt with quickly, sensitively, effectively and consistently.

We will provide safe people to work with children and young people.

We will provide staff and volunteers who are well trained and confident to respond to any concerns for the safety of a child or young person.

We will listen to and believe children and young people.

#### **To parents, caregivers and whānau:**

We will support and respect the vital role parents, caregivers and whānau play in the lives of their children, while always making sure the safety of the child or young person is our priority.

We will have open, transparent and honest communication with parents, caregivers and whānau about all aspects of their child's welfare, as long as we can keep the child or young person safe while we do that.

We will raise any concerns we have as soon as we have them, and offer referrals to community services that might be able to help a family through times of difficulty and change.

We will be available and approachable to listen to any concerns a parent, caregiver and whānau may have about their child while they are involved in Squash Central activities.

We will take every concern about a child or young person's safety seriously and respond consistently and effectively.

We will provide staff and volunteers who are well trained and confident to respond to any concerns for the safety of a child or young person.

#### **To staff, contractors and volunteers:**

We will ensure all staff are inducted to our child safeguarding culture.

We will provide clear expectations, policies and procedures to support keeping children, young people, staff, contractors and volunteers safe and protected from harm.

We will provide support and regular training to ensure these expectations can be met.

We will provide adequate supervision so staff, contractors and volunteers always know who they can talk to, and the process involved, if they have a concern about a child or young person. To parents, caregivers and whānau:

## PROCEDURE 1

# Responding to actual or suspected child abuse or neglect

Where you are concerned there are signs of possible abuse or neglect (Appendix 2):

- Do not put off the moment.
- You may need to find a place of privacy
- Respond briefly, slowly, and gently
- Do not assume there is only one child involved
- Do not make decisions alone
- Keep calm and reassure
- Do not ask leading questions or over questions
- Re-engage the child with an activity if appropriate
- Take action immediately
- Do not promise confidentiality
- Find support if necessary
- Inform the child what will happen next

### Record what you have heard/observed on a Child Concern Form (Appendix 1)

- Make notes as soon as possible
- Put date, 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

CSR will retain all completed Child Concern Forms.

### Is the child in immediate danger?

- If unsure, call Oranga Tamariki 0508 326459
- If YES, act to ensure child's safety
- Call POLICE on 111 and follow Police advice
- RECORD actions taken on Child Concern Form (Appendix 1)

If no immediate danger, consider whether a Report of Concern to Oranga Tamariki is required  
If unsure, Child Safeguarding Representative (CSR) will contact Oranga Tamariki

### Report of Concern required

- CSR and staff member will complete Oranga Tamariki Report of Concern and send by email to [contact@ot.govt.nz](mailto:contact@ot.govt.nz) or call 0508 326459
- CSR will ensure that full details are provided as per Child Concern Form (Appendix 1)
- CSR will retain a copy and maintain own records that are securely stored
- CSR will call Oranga Tamariki if no response has been received from them within 3 working days
- CSR will re-report if concerns are still held

### Inform Child Safeguarding Representative (CSR) immediately on 02102947073

- Record and report facts. Do not accuse anyone or spread rumours
- CSR and staff member will work together to follow this flow chart procedure

### Review and monitor

- CSR and relevant staff member will review all active Child Protection concerns on a weekly basis
- Every review will consider each stage on this flow chart
- The review will consider any further necessary action, follow-ups or community child or whānau 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 CSR

**Staff are expected to follow this procedure.** However, any staff 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 concerns for a child. Staff must always seek support for themselves.

**Do not undertake an investigation yourself.  
Check in with the child/young person and their whānau (if appropriate).**

## PROCEDURE 2

# Responding to an allegation of child abuse or neglect by a staff member or volunteer

### Is the child in immediate danger?

- If YES, act to ensure child's safety and call Police on 111 and follow Police advice
- If unsure, call Oranga Tamariki 0508 326459
- In all situations inform your Child Safeguarding Representative (CSR).
- Record actions taken on the Child Concern Form (Appendix 1)



### Inform Child Safeguarding Representative (CSR) Virginia Laws immediately on 021 029 47073

Record and report facts. Do not accuse anyone or spread rumours

If allegation is against the CSR, District President who will follow this procedure in place of the CSR.

The CSR will inform the District President.



### The District President will act on behalf of the organisation's employment matters in regard to the staff member.

The District President will not investigate. Investigation will be conducted by the Police or a Ministry investigator



### CSR will act on behalf of the child/children and follow Procedure 1: Responding to a Disclosure from a child of abuse or neglect.

### The District President will:

- not act alone
- contact statutory agencies immediately including Police and Oranga Tamariki
- seek advice, which will be recorded and followed
- following guidance, immediately suspend the staff member or volunteer without prejudice as a precautionary measure
- inform Police and provide all relevant information if staff member or volunteer is involved in other roles where they have access to children
- after consultation with Police or Oranga Tamariki inform parents/caregivers as advised
- maintain close liaison with CSR, Oranga Tamariki, Police and other relevant professional bodies
- action the Employment Disciplinary and Complaints Policy
- assist the staff member in seeking legal and professional advice and support.



Support is provided for work colleagues and those who are directly involved or impacted as per guidance from Sports New Zealand.

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

## PROCEDURE 3

### Responding to a disclosure from a child of abuse or neglect

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It is vital that you respond in a way that ensures the child or young person feels supported and safe, and that they receive the help they need. You should always follow your organisation's Child Safeguarding Policy and know who to contact at Squash Central to share your concerns about a child's safety and wellbeing.

Ways children and young people disclose abuse

- Verbally – by telling you directly or by hints in their conversations.
- Behaviour or actions such as their interests, stories they write, their play or drawings.
- Third-party – this could be a friend of the child telling you, or something you have overheard that concerns you

All of these are ways that children and young people disclose abuse, and all should be taken seriously and acted upon. If the child or young person discloses abuse that happened in the past, it must be given the same level of response.

It is not your role to investigate – only the Police or Oranga Tamariki can do that. Your role is to gather and share information with your organisation's Child Safeguarding Representative, Oranga Tamariki or the Police.

Consider

- There could be other children or siblings who are also at risk – unknown victims
- The child may have received threats of punishments or consequences of telling someone
- The child may be frightened and fearful of the consequences of disclosing
- The same process must be followed if the disclosure relates to historic abuse

## do

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Things TO SAY when a child discloses

- “I believe you”
- “I am going to help you”
- “I will help you”
- “I am glad that you told me”
- “You are not to blame”
- “I know you are afraid, but it was right to tell me”
- “This is what I am going to do next....”
- “Is there anyone that I can contact who you would like to be with you right now?”
- “You’re not going to get into trouble”
- “Is there anything I can do that would help right now”
- “I can’t keep what you have told me a secret; I need to talk to someone who can help me to help you”

### DO

- BELIEVE THEM
- reassure the child
- let them know what you are going to do next
- respond effectively
- immediately seek help from your CSR
- share the information
- listen
- make sure the child got help
- ask open questions: (TEDS)
  - Tell me
  - Explain
  - Describe
  - Show me

## don't

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Things NOT to say when a child discloses

- “You should have told someone before”
- “I can’t believe it!”
- “I’m busy”
- “Don’t tell lies”
- “No not [name], she’s a friend of mine”
- “I won’t tell anyone else”
- “Why?”
- “How?”
- “When?”
- “Where?”
- “Who?”

### DON'T

- PUT THE MOMENT OFF
- say anything to criticise or belittle
- promise confidentiality
- accuse anyone
- spread rumours
- investigate
- ask leading questions, such as “Did your [insert person] do that?”
- allow personal doubt to stop you passing on the information to your CSR, the Police or Oranga Tamariki
- do nothing!
- doubt the child or assume they are making it up



## APPENDIX 1

# Child Concern Form

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The purpose of this form is to capture your concerns about the child/young person. The form is to be completed by staff or volunteers as soon as concerns are raised. It is not your role to investigate concerns. Completed forms are to be shared with your Child Safeguarding Representative (CSR) within one working day.

If the child is in immediate danger, please contact the Police on 111.

### Child or young person's details

*(to be completed by staff / volunteer - please complete much as possible)*

First name:

Surname:

Date of birth:

Address of child:

Who the child lives with:

Siblings or associated children's names:

Age or date of birth:

Who do the siblings live with:

Car registration numbers that may help identify the child/adult:

School attended:

### Guidance on information to include:

- the reasons you are concerned
- what you have heard, observed, or been told
- what you have said
- who was present
- factors that increase the risk to the child
- observations not opinions
- a timeline or known history of events relating to the child or situation dates and times
- any injuries or marks
- if you have spoken to the child/young person or their parents/caregivers/whānau
- if you have spoken to anyone else about your concern
- what actions have you taken
- if reporting your concern increases the risk to the child or young person, or staff members

**Parent or caregivers** (if known)

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Caregiver 1

First name:

Surname:

Address if different from the child:

Relationship to the child:

Phone number:

Email address:

Caregiver 2

First name:

Surname:

Address if different from the child:

Relationship to the

child: Phone number:

Email address:

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Child Concern Form completed by

Name:

Position:

Phone number:

Date and time:

**Child Safeguarding Representative action and review**  
(to be completed by CSR)

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Name of Child Safeguarding

Representative: Date form

received:

Action taken – give details:

Report of Concern made to Oranga Tamariki

Report of Concern made to the Police

Copy of Report of Concern made for your own records:

Date for follow up with Oranga Tamariki or the Police:

Additional Designated Person informed:  Yes  No

If yes, who:

Date of next review:

Detail your plan of getting back to the staff member who completed this form:

Record details of phone call and advice – include date, time and details of the person you spoke to:

Child Safeguarding Representative signature:

Date:

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## APPENDIX 2

### Indicators of abuse

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The following are indicators and does not cover every situation. This list does not mean the child is suffering abuse but may indicate you need to share information with your Child Safeguarding Representative (CSR). It is essential to be able to recognise indicators in both the child or young person and the adult who may be abusing them. Sometimes it is the behaviour and attitude of an adult towards children and young people that alerts you.

#### **Emotional abuse – child indicators**

- overly compliant and apologetic
- looks worried and anxious
- fear of making mistakes, especially if it only happens in the presence of a particular person
- difficulty developing relationships, including poor peer relationships
- demonstrating fear of a parent, caregiver or adult
- reluctance to attend an activity at a particular club or organisation
- inability to cope with praise
- delayed development or regression with no apparent cause
- aggressive behaviour (active or passive)
- attention seeking or risk-taking behaviour
- self-critical
- depression, regularly frightened, anxious and nervous
- tired, lethargic, falling asleep at inappropriate times
- self-soothing habits – hair twisting, sucking, biting, rocking
- clingy, possessive and attention-seeking
- indiscriminate attachment to adults – strong attention, affection seeking or a severe lack of attachment to their own parent/caregiver
- seeks affection and comfort from virtual strangers
- stealing (particularly food) or destroying property
- reluctant or unable to express views when asked
- hanging around outside of hours and not wanting to go home
- developmental delay with an apparent physical cause
- depression, anxiety, withdrawal or aggression
- self-harm, suicidal thoughts or intention, alcohol and drug abuse
- extreme attention-seeking behaviours or extreme inhibition
- running away from home
- nightmares, poor sleeping patterns
- anti-social behaviours
- lack of self-esteem
- obsessive behaviours
- eating disorders
- reluctance to attend an activity at a particular club or organisation.

- labels the child as inferior, belittles or publicly humiliates the child
- treats the child differently from siblings or peers in ways that suggest dislike or irritation of the child
- considers it amusing to frighten the child
- lacks empathy for the child
- refuses to help the child
- threatens the child with physical harm or punishment in front of others
- exposure to criminal behaviour
- withholds physical and verbal affection
- isolates the child
- has unrealistic expectations of the child
- inappropriately involves the child in adult problems
- exposes child seeing or hearing, situations of arguing and violence in the home

### **Neglect – child Indicators**

- dressed inappropriately for the season or the weather
- lack of food, kit or equipment
- often dirty and unwashed
- severe or persistent skin disorders
- inadequately supervised or left unattended frequently or for long periods
- left alone or in the care of an inappropriate adult
- does not receive adequate or timely health care
- underweight or overweight
- lacks adequate shelter
- failure to thrive with no medical reason
- stealing/hoarding of food
- inappropriately dressed - dirty, not the right clothes to keep dry or warm.
- unsupervised – hanging around
- lack of routine in the household – mealtimes and bedtimes
- falling behind in education and sport
- indiscriminate attachment to adults – strong attention, affection seeking or a severe lack of attachment to their own parent/caregiver
- tired or falling asleep at inappropriate times
- abuse of alcohol or drugs
- aggressive or destructive behaviour
- poor peer relationships, having few friends
- dulled emotional response or lack of expression or enthusiasm
- low self-esteem
- anxiety
- self-soothing behaviour such as rocking and sucking
- running away
- developmental lags with no apparent cause

### **Neglect – adult indicators**

- puts own need ahead of child's
- fails to provide for child's basic needs
- demonstrates little or no interest in the child's life - does not attend sport and recreational activities or social events
- leaves the child alone or inappropriately supervised
- drug and alcohol misuse
- low mood
- seeks help but fails to carry through with help offered
- late to drop off and collect – may fail to collect the child
- excuses and promises with no improvement in the care of the child

### **Physical abuse – child indicators**

- Especially when unexplained, inconsistent with explanation given or the story changes
- bruises, marks, cuts and abrasions
- burns
- repeated illnesses with no known cause
- black eyes
- fractures and dislocations
- multiple, bruises, wounds or fractures at different stages of healing
- injuries or fractures in very young children, especially those not yet mobile
- inconsistent or vague explanations regarding injuries
- makes excuses for injury or story changes
- repeatedly injured
- injured but not receiving timely health care
- wary of adults or a particular person
- speaks aggressively to others
- fear and crying
- cringing or flinching if touches unexpectedly
- overly compliant and eager to please
- dresses to hide bruising or injuries
- runs away from home or is afraid to go home
- may regress (e.g. bed-wetting)
- general sadness
- violent to other children or cruel to animals

### **Physical abuse – adult indicators**

- inconsistent or vague explanations regarding injuries
- threatens or hits the child in front of others
- speaks aggressively to or about the child
- reacts aggressively to questions about a child's injury or well-being.
- makes you feel scared or frightened when you enquire about the child's well-being
- appears unconcerned about child's well-being
- states the child is prone to injuries or lies about how they occur
- delays in seeking medical attention
- may take the child to multiple medical appointments and seek medical treatment without an obvious need
- lacks empathy
- is cruel taking delight in overly rough play or taunting the child
- harsh parenting style who supports physical punishment

### **Sexual abuse – child indicators**

- unusual discharge, or excessive itching or pain in the genital or anal area
- stained or bloody underwear
- any injury, soreness or bleeding in the genital or anal area
- blood in urine or stools
- sexually transmitted infections
- pregnancy
- urinary tract infections
- discomfort in sitting or walking
- age or developmentally inappropriate sexual play, knowledge or language
- refuses to go home, or to a specific person's home, for no apparent reason
- running away from home or going missing
- fear of a person, place, sound or smell
- mood swings or changes in temperament
- secrecy
- exchanging sexualised messages or images
- unexplained gifts, possessions or money that can't be accounted for
- depression, anxiety, withdrawal or aggression
- self-harm, suicidal thought or intention, alcohol and drug abuse
- overly compliant
- extreme attention-seeking behaviours or extreme inhibition
- dresses inappropriately to hide bruising or injuries
- eating disorders
- compulsive behaviours

### **Sexual abuse – adult indicators**

- favours a particular child
- insists on physical affection
- rough play or tickling games
- invades the child's privacy (e.g. during dressing, in the bathroom)
- manipulates situations to gain time alone with a child or children, for example, offering to babysit, extra coaching or tutoring
- overly interested in a child's sexual development
- prefers to spend time with children and young people rather than adults or people of a similar age



### **Intimate partner violence – child indicators**

- injuries consistent with physical abuse
- absenteeism from school
- worried and anxious in general or about a parent or siblings
- bullying or aggressive behaviour
- complaints of headaches or stomach ache with no apparent medical reason
- talking or describing violent behaviours
- bullying, aggressive behaviour
- disclosures of violent or emotionally abusive situations
- threats or cruelty to animals
- substance misuse
- very distressed when witnessing violence
- severely shy, low self-esteem
- argumentative and aggressive
- difficulty concentrating

### **Intimate partner violence – adult victim indicators**

- physical injuries
- depression or anxiety
- inconsistent explanations for injuries
- fearful
- submissive
- protective of abuser

### **Intimate partner violence – perpetrator indicators**

- isolates and controls partner and children
- threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children
- minimises and denies own behaviour, or blames the victim for the perpetrator's own behaviour
- stalking victim
- manipulating a person by forcing them to question their thoughts, memories, and events, making them question their own sanity

### **Bullying – child indicators**

- physical injuries such as unexplained bruises
- problems with eating or sleeping, for example, nightmares, wetting the bed, etc
- self-harm
- belongings getting lost or damaged
- loses interest in school or activity
- not doing as well at school
- being afraid to go to school or activity
- few friendships, not being accepted by their peers
- no longer wants to participate in activities once enjoyed
- asking for, or stealing, money (to give to a bully)
- suddenly changes in behaviour
- thoughts about suicide
- substance misuse

### **Cyberbullying – child indicators**

- spends a significant amount of time on the computer, and is unwilling to talk about
- seems upset, highly irritable or emotional after being on the computer, or after reading their text messages or email, etc
- frightened of going to school or activity
- constantly checking social media or worrying about comments
- defensive and upset when you ask about social media use
- sudden withdrawal from technology or a sudden change in computer or phone usage including suddenly stops using the computer
- become anxious about phone messages
- suddenly changes friends

## POLICY 2

# Child Safeguarding Representative Policy

(Appointment, role and responsibilities)

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Squash Central is committed to embedding safeguarding and child protection in our culture. To support our staff, volunteers and contractors to be able to respond sensitively, effectively and efficiently to concerns, we have appointed a Representative who is responsible for anything concerning child safeguarding or protection.

Child Safeguarding Representative is Virginia Laws.

The role of Child Safeguarding Representative

Squash Central Child Safeguarding Representative is to take responsibility for safeguarding and child protection by:

- Raising awareness
- Managing concerns (please see Policy 1, Appendices 1 and 2 on responding to actual or allegations of child of abuse or neglect)
- Working with others
- Commitment to training

## Raising awareness

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- Ensuring the safety and wellbeing of children and young people come first and is of key importance in any decision making
- Ensuring Squash Central safeguarding/child protection policies and Code of Conduct are known, understood and used appropriately
- Ensuring Squash Central safeguarding/child protection and associated policies are reviewed annually, and the procedures are reviewed when in use to ensure they are fit for purpose
- Ensuring the safeguarding and protection of children and young people is an embedded principle and used in practice
- Ensuring the safeguarding/child protection and related policies are available publicly so all stakeholders are aware of our safeguarding culture
- Organising training and ensuring staff are aware of any safeguarding/child protection training opportunities and policies
- Encouraging a culture of listening to children and young people, and taking into account their needs and feelings

## Working with others

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- Ensuring their availability, by putting in place adequate and appropriate cover arrangements for any leave or out of hours situations
- Acting as a point of contact for Squash Central and liaising with Oranga Tamariki, the Police and other relevant agencies
- Connecting and building relationships with other agencies in the community
- Acting as a source of support, guidance and expertise for all staff
- Ensuring contact details for Oranga Tamariki, Police and specialist agencies are maintained and made available to staff

## Commitment to training

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- Undertaking initial training for the role to provide them with the knowledge and skills required to carry it out. Such training should be updated at least every two years
- Maintaining knowledge and skills by taking regular professional development opportunities
- Keeping up to date with safeguarding and child protection developments
- Organising and ensuring own supervision is in place and regularly accessed as required

## POLICY 3

# Code of Conduct for People Working or Volunteering with Children and Young People

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### Why do we need a Code of Conduct?

A Code of Conduct sets the standards of conduct and behaviour so that:

- children, young people and their parents, caregivers and whānau can expect to feel safe and listened to
- staff and volunteers can promote safe and effective practices in their organisation
- organisations can support their staff and volunteers to provide the safeguarding standards expected by children, young people and their parents, caregivers and whānau

The reality is that while most of the people who volunteer or seek jobs working with children and young people do so because they genuinely want to help children, there are people who want to abuse or harm children or young people and seek positions of trust to give them access. We must also acknowledge that some people, no matter how keen or experienced they present, are not well suited to work with children and young people based upon their behaviours towards them. These are things we must not shy away from when we build a team of staff and volunteers to offer a sport, recreation, activity or event.

### Codes of Conduct are an essential part of a proactive approach to:

- preventing child abuse
- keeping children and young people safe
- treating children and young people with the respect they deserve
- recognising and responding to inappropriate or unacceptable behaviour
- keeping staff or volunteers safe, to ensure play, active recreation and sport continues to be a quality experience
- maintaining the high standards required of our organisation

### Six key considerations to implement a Code of Conduct:

1. Developing a Code of Conduct recognises that different play, active recreation and sports organisations have different levels of risk
2. For example, in some sports and activities, it can be necessary to touch children when demonstrating techniques or it is common to have 1:1 training
3. Training staff and volunteers on the Code of Conduct during their induction, and explaining why it is important
4. Gaining agreement from staff and volunteers to abide by the Code of Conduct (e.g. signing the Code of Conduct)
5. Reminding staff and volunteers of the Code of Conduct regularly
6. Making children, young people, parents, caregivers and whānau aware of the Code of Conduct, and how it keeps them safe
7. Ensure you have a system in place to respond to concerns, enable appropriate investigation, referral to statutory agencies, and HR processes

Working with children and young people is a privilege. They have a fundamental right to be safe.

## Code of conduct for all staff and volunteers

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### To work with the children and young people in our organisation “we” expect you to:

- Acknowledge the rights of children & young people to be listened to and to thrive and participate in decisions that affect them
- Encourage enjoyable participation for children and young people in play, active recreation and sport
- Understand that preventing abuse and protecting children and young people from abuse is the responsibility of everyone
- Be familiar with and abide by our safeguarding and child protection policy and procedures.
- Report any concerns to your Child Safeguarding Representative (CSR) without delay. These include:
  - poor practice
  - concerning behaviours
  - suspected child abuse
  - allegations of abuse made against a staff member or volunteer
  - bullying and harassment
- Only undertake a role working with children and young people upon conclusion of Safer Recruitment (Policy 6) elements, including:
  - initial Police vetting and ongoing vetting at required intervals
  - disclosing any known or potential criminal charges or convictions before or during your involvement with the District.
- Make everyone feel welcome, included, and respected in a manner that is appropriate for their age or stage of development
- Be a role model for positive behaviour
- Not ignore abusive or harmful behaviour
- Accept your “Position of Trust” and the importance of maintaining professional boundaries
- Never use your “Position of Trust” for personal gain or to harm children and young people
- Never engage in a sexual relationship with anyone under the age of 18 years who is known to you because of your role. (Please note that engaging in any sexual behaviour, with anyone under the age of 16 is illegal in New Zealand)
- Complete required safeguarding or child protection training
- Listen to children and young people and believe them if they tell you about abuse or concerning behaviour, and report it to your CSR
- Listen to concerns raised by parents or caregivers, believe them, and report them to your CSR
- Always act in the best interest of children and young people. Including reporting the concerning behaviour of someone you trust, or who is more senior than you
- Ensure parents, caregivers or whānau give informed consent by providing them with detail on:
  - 1:1 working and physical contact
  - trips
  - overnight stays
  - sleeping arrangements
  - travel
- Only communicate with children and young people directly after gaining written consent from their parents or caregivers
- If you come across a child or young person out of your work setting, apply the same Code of Conduct to protect yourself and the child or young person
- Ensure staffing-to-child ratios are at the safe level required and take action to report or stop the activity if not
- Keep your private life and personal conversations separate and out of earshot or sight of children and young people
- Always work within the view and hearing distance of others
- Follow Squash Centrals policy on taking, storage and sharing of images or other personal information
- Use only the approved organisational methods of behaviour management
- Don't give gifts to children and young people or receive gifts from them or their parents or caregivers, as a way of preventing grooming, manipulation or favouritism

- Don't engage in any behaviours or conduct that are strategies used in grooming. Such as:
  - offering to babysit or tutor or coach
  - privately acting secretly or encouraging secrets or "special" or exclusive relationships
- Never leave children and young people unattended
- Never leave children and young people waiting to be collected alone, or with people who are not an approved staff member or volunteer
- Do not use any unnecessary, unwanted or inappropriate physical contact such as:
  - tickling
  - grabbing
  - intimate care (when the child or young person can care for themselves)
  - unnecessary cuddling
  - hugging
  - sitting on your knee
- Never come to work under the influence of drugs or alcohol or in possession of either
- Speak to your line manager if you find

yourself unable to adhere to any aspects of this Code of Conduct

**As a valued member of our team, you have the right to:**

- Enjoy the time you spend with us and feel supported to do your role
- Regular safeguarding and child protection training, systems and support to carry out your role
- Be informed of your safeguarding and child protection policies, procedures and responsibilities
- Be listened to
- Be involved and contribute to safeguarding and child protection decisions
- Feel welcomed, valued and not judged based upon your race, gender, gender identity, sexuality or ability
- Be protected from abuse, bullying and harassment
- Be supported to resolve conflicts

We expect all of our staff and volunteers to follow this Code of Conduct, and the standards and behaviours contained within it. Should any staff member or volunteer who fails to comply with this Code of Conduct, prompt steps will be taken to resolve the matter. Any breach of these requirements may be subject to disciplinary action up to and including dismissal.

Signature of staff member or volunteer:

Date:

.....

Print name of staff member or volunteer:

.....

Signature of line manager:

Date:

.....

Print name of Squash New Zealand relevant Manager or Leader:

.....

## POLICY 4

# Media Policy

(Photographing, Filming and use of Images of Children and Young People)

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### Background

Capturing images and videos of children and young people is a great way of celebrating achievements and promoting the activity, or sport. Coaches use photographs and videos to assist with coaching and skill development. However, consideration must be given to informed parental consent, the approval of the devices images may be taken on, and how these are stored and used. Consent gained for photographs, or video does not extend to the technology that allows capturing and sharing of images such as via webcams and chat rooms.

Advances in technology that allow us to capture digital images and videos have resulted in the reality that children and young people are at risk of abuse, bullying, cyber-bullying and child sexual exploitation from image sharing. Their right to privacy may be breached, putting high profile or already vulnerable children and young people at risk if not managed correctly.

Images can be shared in a click, or easily printed off and as a result image usage comes with an obligation to ensure the rights and safety of the children and young people captured in images are protected.

The risk comes from:

- Taking inappropriate or illegal images of children and young people
- Children and young people taking and sharing inappropriate images of their friends and team-mates
- The image and identification of the child or young person in the wording relating to the image may result in them being identified (such as adopted children), contacted or information gained to enable grooming, either face-to-face or via a social media platform
- Publication or sharing of images inappropriately to exploit, embarrass or harass children and young people

Parents and caregivers may give consent but not fully understand which device will be used, who it belongs to, how images and recordings are shared and stored.

### Who this policy and procedures applies to?

This policy applies to all staff, contractors and volunteers providing services for or associated with Squash Central. The policy applies to all children and young people who staff and regular volunteers come into contact with while carrying out their role at Squash Central and everyone wishing to film or take photos of children and young

people at Squash Central events or while representing Squash Central.

### Safe use of images of children and young people

- All staff members, contractors and volunteers will be made aware of this policy and receive training.
- All children, young people, parents, caregivers and whānau will be made aware of this policy.
- Ensure parental/caregiver/whānau consent is obtained via the following Consent Form - Use of Imagery.
- Verbal consent alone must not be accepted under any circumstance.
- If parental consent is not given, inform approved photographers and staff of any children and young people who must not be photographed.
- Do not publish photographs with the full name(s) of children and young people unless you have written parental consent and you have informed the children, young people, parents, or caregivers and whānau how the photograph will be used.
- Do not use images of children and young people and detailed personal information in publications, including websites or blogs.
- Promote a culture that the reporting of breaches of this policy by staff and volunteers is in order to keep children and young people safe.
- Consider the purpose of capturing the image. Is it necessary? Does it benefit the child, young person or Squash Central. Could a file image or illustration be used?



### **Minimising the risk**

- Photography in changing rooms, toilets and showers is not allowed under any circumstances
- Parents, caregivers, whānau and the children and young people must not take images of themselves or other children and young people in a changing room, toilet or shower
- Children and young people must be dressed in kit related to the sport, recreation or activity and in clothing that does not expose them unnecessarily
- Images should focus on the activity or sport, rather than individual children and young people where possible
- Squash Central will use an approved photographer to capture images who will understand this policy
- Ensure the approved photographer has a copy of this policy and provide the photographer on the day with a copy of this policy
- Check the photographer's identity, the legitimacy of their role, and the purpose and use of the images to be taken
- Inform parents or caregivers prior to the event that an approved photographer will be in attendance
- Do not permit or ignore unsupervised access to children or young people by an approved photographer or by any person taking photographs on behalf of Squash Central.
- Do not permit or ignore one-to-one photo sessions with an approved photographer, or person taking photographs on behalf of Squash Central.
- Don't permit or ignore photo sessions away from the event – for instance, at a young person's home

### **Respecting the rights and wishes of the child or young person**

- Inform children and young people prior to the event that an approved photographer will be in attendance. Ask for their consent for photos to be taken
- Inform children and young people of this policy and safe working practices related to this policy to enable them to alert Squash Central of any breaches
- At the time, prior to capturing the image or recording, obtain verbal consent from the child or young person to ensure they are happy to proceed, even if parental consent was obtained
- Explain to the child or young person the purpose of capturing the image and how it will be used and stored
- Offer to show the child or young person the image to ensure they are happy for it to be used prior to sharing or publicising
- If they decline, do not proceed, even if a parental consent form is signed
- In situations when parental consent is not given, it must be respected and communicated with staff members to ensure the rights of the child are safeguarded and protected
- Full names of children and young people should never appear alongside their image on any organisations social media platforms

### **Storage and sharing of images**

- Photographs or recordings of children and young people must be kept secure and not shared unless for the purpose the image was taken in accordance with the signed parental consent form.
- Photographs and recordings must only be shared with approved staff members, e.g. the person responsible for marketing, social media or newsletters

### **Responding to complaints and concerns**

It is important that concerns or allegations related to inappropriate taking or use of images of children and young people are dealt with in the same way as any other child-protection issue. This includes concerns about professional photographers.

Always consult with Squash Central Child safeguarding representative.



## APPENDIX

# Consent Form – Use of Imagery

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In accordance with SquashCentral Media Policy (Photographing, Filming and use of Images of Children and Young People).

Squash Central does not permit photographs, video or other images of children and young people under the age of 18 to be taken without the consent of the child or young person’s parent or caregiver.

Squash Central uses photographs and video recordings to celebrate the success of our members and for

promotion and marketing purposes. The identification of the child or young person will not be disclosed unless the photograph is used to celebrate individual success. We will always take great care to only show photographs and video recordings that are child- safe and appropriate.

Any advancement in technology leading to new ways in which images may be captured or shared after the date of signing will require a separate consent form to be completed.

## Consent Form – Use of Imagery

**To be completed by parent, caregiver or whānau and relates to:**

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.....  
*Name of child or young person:*

I give permission for images be used within Squash Central for display purposes.

I give permission for images to be used within printed publications.

I give permission for the above-named’s photograph to be used on Squash Central social media pages.

I give permission for the above-named to be recorded/ filmed for use on Squash Central social media pages.

I give consent to photographs and images of the above-named only to be captured on devices approved in line with the Squash Central Media Policy (Photographing, Filming and use of Images of Children and Young People).

I give consent for photographs and images of the above-named only to be shared by the means detailed in Squash Central Media Policy (Photographing, Filming and use of Images of Children and Young People).

I give permission for the above-named’s first name only to be published with any photograph.

I have read or made aware of how photographs or videos will be shared and stored by Squash Central.

It is my responsibility to inform Squash Central of any changes in the above-named’s situation that may result in me denying consent for the capturing, sharing or storing of photographs or video’s, or the identification of the above-named alongside such images.

Print name of parent, caregiver or whānau:  
.....

Signature of parent, caregiver or whānau:  
.....

Date:  
.....

## POLICY 5

# Transportation of Children and Young People Policy

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### **Background**

Squash Central has a legal responsibility to ensure the safety and wellbeing of children, young people, staff and volunteers engaged in work or activities associated with Squash Central. This includes the transportation of children and young people.

### **The purpose of this policy**

To ensure that children and young people are safe when travelling when engaged in Squash Central activities or events.

To ensure that staff and volunteers work in ways that safeguard children and young people and themselves.

### **Scope – Who does this policy apply to?**

#### **Staff:**

This policy applies to all staff who are employed, volunteer (including parents and caregivers), or engaged by

#### **Children and young people:**

This policy applies to all children and young people up to 18 years of age who are taking part in.

### **Our commitment**

Squash Central is committed to ensuring we take all reasonable steps to ensure the safety and wellbeing of children and young people when they are travelling to engage in activities associated with Squash Central.

## Minimum requirements

These are the minimum requirements when the activities of Squash Central require the transportation of children and young people via staff, volunteers or a commercial organisation such as taxi, or bus companies. The following must be adhered to:

- All drivers and chaperones must have cleared Police vetting and reference checks to the standards required in The Children's Act 2014 and recruited in accordance with Squash Central Safer Recruitment Policy
- All drivers must have a current full New Zealand drivers licence or approved equivalent
- Any new penalties must be disclosed to Squash Central
- If you carry passengers for hire or reward, you need a passenger (P) endorsement: <https://www.nzta.govt.nz/driver-licences/getting-an-endorsement/getting-an-endorsement-pvio/applying-for-a-passenger-p-endorsement>
- Staff and volunteers must not consume alcohol or drugs (illegal or prescription where they might impair the driver's ability to safely drive) prior to or during the transportation of children and young people
- Staff and volunteers who transport or work with children and young people must submit to random alcohol and drugs tests as required by Squash Central
- Failing a drug or alcohol test will always result in instant dismissal
- All vehicles (private and commercial) must:
  - have a current WOF
  - be appropriately insured to be used for business purposes
  - passengers must not exceed the maximum capacity
- Drivers must ensure seat belts are worn by children and young people while in transit
- Appropriate child car seats must be used. If a car seat is not available, the driver should not transport a child
- Speed limits must be adhered to, and weather conditions must be taken into account
- Parents, caregivers or whānau must give written consent if their child is going to travel in another adult's car
- Pick up and drop off locations, expected time of departure, and arrivals must be clearly communicated to children and young people staff, volunteers, parent and caregivers well in advance of the event
- Squash Central, relevant staff and volunteers will have up to date contact details of the parents and caregivers of children and young people involved in Squash Central activities
- Contact details of key staff must be communicated to children, young people, parents, caregivers, whānau staff and volunteers well in advance of the event
- Drivers can remove a child or young person from the vehicle for bad behaviour, but must not leave them unattended. The child or young person's parent, caregivers or whānau, Child Safeguarding Representative (CSR)/ line manager or in extreme cases, the Police, should be contacted

## Safe ways of working

Staff, volunteers and contractors must be familiar with Squash Central Code of Conduct

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Squash Central strongly encourages staff and volunteers not to:

- drive a child or young person home or to any other place (other than your own child)
- find yourself left alone with a child or young person in a vehicle or club premises (other than your own child)
- send a child or young person home with another person without prior arrangement and permission from their parent or carer
- substitute an approved driver without prior permission from Squash Central
- use your own vehicle to transport children and young people at any time, either to and from a training session or to away matches (other than your own child)

There may be occasions where a child or young person requires transport in an emergency or where not transporting them may place a child or young person at risk. These circumstances must be immediately communicated to parents, caregivers and whānau and a line manager at the time and be recorded and reported to a CSR and parents/caregivers within 24 hours.

If a situation occurs when a driver is unable to avoid being alone in a vehicle with a child or young person, then the driver must ensure that the child or young person is in the back of the vehicle sitting behind the passenger seat.

A risk assessment must be carried out and risk managed before transporting children and young people to an event including:

- any particular transportation or health needs of the children and young people
- the safety and appropriateness of the vehicle
- the length and planned route of the journey and rest stops
- weather and traffic conditions
- how many drivers are required to allow regular breaks
- child to adult ratios

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## APPENDIX – ALTERATIONS TO SQUASH NZ CHILD SAFEGUARDING POLICY IN THE ADOPTION PROCESS BY SQUASH CENTRAL

Page 21

– remove the wording ‘*use only Squash NZ’s own or approved devices to communicate with children and young people*’; this clause is irrelevant to Squash Central as the District does not supply such devices.

- remove the wording ‘*wear ID and uniform or kit working in your role*’; Central District does not have current ID requirements for its volunteers.

Extract:

- ~~Use only Squash NZ’s own or approved devices to communicate with children and young people~~
- *Follow Squash NZ’s policy on taking, storage and sharing of images or other personal information*
- ~~Wear ID and uniform or kit when working in your role~~

Page 22 – wording amended from ‘Squash NZ’ to ‘the following’; The form is part of the overall policy document, which has been adopted by Squash Central.

• *Ensure parental/caregiver/whānau consent is obtained via the **following** Consent Form - Use of Imagery.*

Page 22 – addition of ‘*at an event where they are representing Squash Central*’; members may represent the district at events outside of Central District and photographs at such events may be taken and shared to the Club’s social media pages to recognise local members.

Extract: This policy applies to all staff, contractors and volunteers providing services for or associated with Squash Central. The policy applies to all children and young people who staff and regular volunteers come into contact with while carrying out their role at Squash Central and everyone wishing to film or take photos of children and young people at an event where they are representing Squash Central.

Added clause: *Consent may form part of the Terms and Conditions of entering into an event, and will be stipulated accordingly.*

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Page 27 – removal of the word *professional*; Central Squash will use approved photographers that are known to the District Committee. Extracts:

- *Squash Central will use an approved ~~and professional~~ photographer to capture images who will understand this policy*
- *Inform parents or caregivers prior to the event that an approved ~~professional~~ photographer will be in attendance*