

Safe Netball for Children Policy 2023

Mō tatou, ā, mō kā uri ā muri ake nei
For us and our children after us



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Policy Statement

As the kaitiaki (guardians) of Netball, Hamilton City Netball Centre (HCNC) is committed to safeguarding the welfare of all children and young people. We recognise the responsibility to promote safe practices that protect children and young people from harm and exploitation while ensuring Netball is kept fun, safe and inclusive for all. All staff, contractors, and volunteers responsible to HCNC and working within our Centre will work together to embrace difference and diversity and respect the rights of children and young people. The intention of this policy is to reduce the likelihood of harm to a child as well as minimising the risk of an allegation or complaint being made.

Netball NZ requires that Centres have a minimum level of child safeguarding policies and procedures in place.

POLICY PRINCIPLES

- Children and young people's safety and well-being will always be put first.
- Children and young people should feel respected, listened to, valued, and encouraged to enjoy and participate in Netball.
- All children and young people have the right to be free from harm and abuse.
- Child safeguarding is everyone's responsibility.
- HCNC will guide the Netball community to adopt, implement and promote the well-being of children and young people.

This policy aims to promote good practice through:

- Requiring staff and volunteers at HCNC to abide by our Safe Netball for Children Policy and procedures.
- Recognising the needs, rights, and views of children to enjoy involvement in Netball.
- Clarifying accountability and responsibility for keeping children safe from harm when involved in Netball.
- Directing staff and volunteers to training and resources to upskill in child safeguarding.
- Supporting those who provide Netball-related services to children and young people with best practice and appropriate procedures for effective action.

Who this policy has been written for:

This policy applies to HCNC employees, volunteers, and contractors within HCNC. It is important that all employees, volunteers, and contractors know and implement this policy.

Clubs and Schools

It is recommended that Netball clubs follow this HCNC Safe Netball for Children Policy and the NNZ Safe Netball for Children Policy. It is acknowledged that schools are governed by their own boards as well as the New Zealand Government's Child Safeguarding laws and mandates, though many standards within this policy may still be relevant.

DEFINITIONS

For the purposes of this policy:

'Children', 'child' or 'young person' refers to someone *under* the age of 18 years.

'We' includes HCNC's staff, volunteers, board members and contractors who work with children and young people.

SPORT NEW ZEALAND'S CHILD SAFEGUARDING POLICIES AND PROCEDURES

Sport New Zealand (Sport NZ) have an Integrity Framework (2021) which includes 10 policies and procedures that sport organisations should adopt as a gold-standard level of child safeguarding. These policies are editable and are linked below for any Clubs to use.

This HCNC Safe Netball for Children Policy is based on Sport NZ's Integrity Framework and the 10 key aspects of child safeguarding and Netball NZ Safe Netball for Children Policy (2022). This policy is designed to ensure HCNC meets Sport NZ's legal requirements as well as providing best-practice guidelines, above and beyond compliance, to maintain a safe environment for children and young people.

Summary Table of Sport NZ's Child Safeguarding Policies and Procedures:

Policy 1	Child Safeguarding Policy	<i>Includes Procedure 1: Responding to actual or suspected child abuse or neglect; Procedure 2: Responding to an allegation of child abuse or neglect by staff member or a volunteer; Procedure 3: Responding to a disclosure from a child of abuse or neglect; Appendix 1: Child Concern Form; Appendix 2: Indicators of Abuse; Appendix 3: Body Map</i>
Policy 2	Child Safeguarding Representative Policy	
Policy 3	Information Sharing and Confidentiality Policy	<i>Includes Procedure 4: Information Sharing and Confidentiality Procedures</i>
Policy 4	Privacy Policy	<i>Includes Appendix 4: Suggested Statement for Display on Website</i>
Policy 5	Code of Conduct for People Working or Volunteering with Children and Young People	
Policy 6	Safer Recruitment Policy	<i>Includes Procedure 5: Procedures for Safer Recruitment of Employees and Volunteers; Appendix 5: Safer Recruitment Checklist for Staff and Volunteers; Appendix 6: Questions for Interviewers and Referees; Appendix 7: Screening Form</i>
Policy 7	Media Policy (Photography, Filming and Use of Images)	<i>Includes Appendix 8 Consent Form – Use of Imagery.</i>
Policy 8	Transportation of Children and Young People Policy	
Policy 9	Billeting and Overnight Accommodation Policy	<i>Includes Procedure 6: Missing Child Procedure</i>
Policy 10	Safe Use of Changing Facilities Policy	

NNZ HARASSMENT-FREE NETBALL REGULATIONS

This Safe Netball for Children Policy is governed by the rules and regulations of NNZ as specified in the Regulations of Netball New Zealand Incorporated – Harassment-Free Netball Regulations.

To protect the health, safety, and well-being of all who participate in Netball, NNZ has developed a General Code of Conduct and Ethics. View the Code of Conduct and Ethics in the NNZ Regulations [here](#).

HCNC Safe Netball for Children Policy

1. STANDARDS, PROCEDURES AND REPORTING

1.1 We will protect children and young people, our staff, volunteers, and contractors by adopting, implementing and regularly reminding our people about the information and procedures within this Safe Netball for Children Policy. This includes properly recording incidents or concerns and ensuring everyone is aware of the indicators of abuse.

→ Refer to [Appendix 1 Child Concern Form](#)

→ Refer to [Appendix 2 Indicators of Abuse](#)

1.2 We will use the procedures below to guide our staff and volunteers in identifying and reporting child abuse and neglect to meet our obligations under the Children's Act 2014.

The procedures are:

- i) Responding to actual or suspected child abuse or neglect (Appendix 3A)
- ii) Responding to an allegation of child abuse or neglect by a staff member or volunteer (Appendix 3B)
- iii) Responding to a disclosure from a child of abuse or neglect (Appendix 3C).

→ Refer to [Appendix 3A](#), [Appendix 3B](#) and [Appendix 3C](#) for the above procedures.

1.3 We will follow the mandatory requirement for all staff, volunteers, and contractors to report any concern about the safety of a child or young person, no matter how minor they believe it may be, to one of our Child Safeguarding Representatives (CSRs).

2. CHILD SAFEGUARDING REPRESENTATIVE (CSR) AND TRAINING

2.1 We will appoint two CSRs to ensure concerns are dealt with sensitively, effectively, and efficiently.

HCNC CSRs names will be on the website www.netballhamilton.org.nz

Note: CSRs must know and agree that their name and email address will be publicly available as part of this role on HCNC, Zone and Centre websites and/or public noticeboards.

2.2 The role of the CSRs is to take responsibility for safeguarding and child protection by raising awareness, managing concerns, and working with others and to have a commitment to ongoing training. Both CSRs are required to attend at least *one* child safeguarding training per year. This could be an e-learning module, webinar or an NNZ-led professional development workshop.

2.3 We will provide regular training to ensure staff, volunteers and contractors are aware of child safeguarding protocols.

The following online training and education opportunities from Sport NZ are excellent supportive tools to provide practical advice and increase understanding around child safeguarding.

E-Learning

Sport NZ: [Child Safeguarding Bite-Sized Learning Series](#)

Sport NZ: [Child Protection in Play, Active Recreation and Sport](#)

Webinar: [Getting Child Safeguarding Right](#)

3. INFORMATION SHARING AND CONFIDENTIALITY

3.1 We will always share information about a child or young person with appropriate people (with your CSRs first) or organisations if we have concerns about a child or young person's safety and well-being. Safety will always be our first consideration when deciding whether to share information.

3.2 Under the provisions of the Oranga Tamariki Act 1989, we will be proactive when sharing information if we believe it will increase the safety of a child or young person, or it will help assess the risk for a child or young person.

3.3. We will provide concise information about a child or young person, that is relevant to the concern we hold about them. We will follow our HCNC Privacy Policy, all current relevant legislation (including the Privacy Act 2020) and guidelines and will ensure the safety of information shared by adhering to these procedures.

3.4 CSRs will, where it does not pose a risk to a child or young person, always inform a child or young person (if appropriate) and parent, caregiver or whānau before sharing information or, if that is not possible, after sharing the information. The child or young person's parent, caregiver or whānau will not be informed about the sharing of information if this will place the child at greater risk of harm by doing so.

4. PRIVACY

4.1 Hamilton City Netball Centre is committed to keeping children and young people healthy and safe. We may share information with appropriate agencies (such as health and education providers or other agencies involved with your child's life) if sharing that information may/is likely to protect or improve the safety, health or well-being of the child. Our agency can always legally share information with Oranga Tamariki and the Police.

→ Refer to the [HCNC Privacy Policy](#) for more guidance.

4.2 We may collect personal information from our members (staff, volunteers, family, whānau and children and young people) as needed to perform our functions or where required by law. This may include health or medical information.

4.3 In collecting the information in 4.1 above, we will maintain all reasonable protections against the loss, misuse or inappropriate disclosure of our members' personal information and maintain processes to prevent unauthorised use or access to that information.

4.4 Personal information will only be shared with those who need it for the purposes of their work/for our members' well-being or to comply by law. This may include outside organisations (Sport NZ, Drug Free Sport NZ, etc), staff, volunteers, or contractors. This access to information will be limited to what is necessary. We will never sell members' personal information.

4.5 We will not disclose information about children and young people to a family/whānau unless there is clear, legal right for them to access that information.

4.6 We may share information with appropriate agencies (such as health and education providers or other agencies involved with a child's life) if sharing that information may/is likely to protect or improve the safety, health, or well-being of the child. Our agency can always legally share information with Oranga Tamariki and the Police.

5. CODE OF CONDUCT FOR PEOPLE WORKING OR VOLUNTEERING WITH CHILDREN AND YOUNG PEOPLE

5.1 To work with children and young people, you must comply with the Code of Conduct as outlined below:

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

Acknowledge rights - acknowledge the rights of children and young people to be listened to, thrive, and participate in decisions that affect them.

Encourage participation - encourage enjoyable participation for children and young people in Netball.

Accept responsibility - understand that preventing abuse and protecting children and young people from abuse is the responsibility of everyone.

Understand policies and protocols - be familiar with and abide by the HCNC Safe Netball for Children Policy.

Report concerns - report any concerns to your Child Safeguarding Representative(s) (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.

Listen - 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.

Best interests - always act in the best interests of children and young people. This includes reporting the concerning behaviour of someone you trust, or who is more senior than you.

Safe recruitment - only undertake a role working with children and young people on conclusion of safer recruitment 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 organisation.

Positive behaviour - be a role model for positive behaviour and never ignore abusive or harmful behaviour.

Training - complete required safeguarding or child protection training.

General Practice

Follow your organisation's policy on taking, storage and sharing of images or other personal information.

Never leave children and young people unattended including leaving children and young people waiting to be collected alone, or with people who are not an approved staff member or volunteer.

Speak to your manager if you find yourself unable to adhere to any aspects of this Code of Conduct.

5.2 We will train all staff and volunteers on this Safe Netball for Children Policy and Code of Conduct during their induction, explain why it is important, ensure they have a copy (physical or digital - preferably both) and that they agree to abide by it (by signing it).

→ Refer to [Appendix 4 Volunteer Safeguarding Acknowledgement Form](#).

6. SAFER RECRUITMENT

All steps must be taken to prevent unsuitable people from working with children and young people. We commit to follow the screening requirements of the Children's Act 2014 for the recruitment of staff. We commit to go beyond the legal requirements and make sure our staff, volunteers and contractors are safely recruited to the same standards.

Volunteers who provide **one-off, fully supervised support** will **not** be safety checked in line with these policy and procedures. Instead, they will always work alongside, and be supervised by, our fully inducted staff and volunteers.

Who needs to be screened?

It is acknowledged that Police vetting, or a criminal check is only a small part of the screening/safety-checking process. We will use [Appendix 9 \(Safety Check/Screening Flow Chart\)](#) to determine who needs to be screened/safety-checked and who does not.

6.1 The Children's Act 2014 requires all persons who work alone with children, or have primary responsibility for or control over them, as well as those who do or may have regular or overnight contact with children, without a parent or guardian being present, to be **screened**.

Screening Process

In accordance with the legal requirements for children's workers ([Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)), screening (also called safety checking) **must** include:

- i) Checking an employee's CV or work history (this should include the last five years, optional for volunteers);
- ii) An interview (preferably in person if possible)
- iii) Identity check/confirmation (this includes two forms of identification; one of these must be photo identification)
- iv) Police vet for roles working with children and vulnerable persons (as set out in [Appendix 9](#)) or a Ministry of Justice criminal check of the preferred applicant(s) for all other roles
- v) Referees/reference checks (one of these must not be related to the applicant)
- vi) Check any relevant professional organisation/licensing authority (as needed)
- vii) Risk assessment and record keeping.

We will use the Volunteer Application/Screening Form for volunteers wanting to work with children and young people.

→ Refer to [Appendix 5 Volunteer Application/Screening Form](#).

The Example Questions for Interviewees and Referees may be used when interviewing potential staff/volunteers wanting to work with children and when checking references.

→ Refer to [Appendix 6 Questions for Interviewees and Referees](#)

A risk assessment for all staff, volunteers or contractors who will be working with children and young people will be completed.

→ Refer to [Appendix 7 Risk Assessment and Record Keeping Checklist](#).

For more information about who needs to be screened and post-screening protocols, please see the NNZ

Regulations.

→ Refer to [Appendix 8 Netball New Zealand Regulations, Staff and Volunteer Screening](#)

For clarity around exactly who needs to be screened, please use the supplied Safety Check/Screening Flow Chart.

→ Refer to [Appendix 9 Screening and Media](#).

6.2 Staff, volunteers or contractors who are not required to be screened will receive a copy (physical or digital- preferably both) of this Safe Netball for Children Policy and sign to say they have read, understand and will abide by the content ([Appendix 4 Volunteer Safeguarding Acknowledgement Form](#)).

6.3 We will ensure everyone is aware of the **mandatory** requirement for all staff, volunteers and contractors to report any concern about the safety of a child or young person, no matter how minor they believe it may be, to one of our two CSRs.

7. MEDIA (PHOTOGRAPHY, FILMING AND USE OF IMAGES OF CHILDREN AND YOUNG PEOPLE)

7.1 Where possible, we will obtain consent (from parents/caregivers) in writing prior to filming or photographing children and ensure children and young people are happy to participate as well. This consent may be by way of a statement or tick box that is included in our Centre or Tournament registration process.

If parental consent is not given, we will inform approved photographers and staff of any children and young people who must not be photographed.

7.2 Where written consent has not been obtained, then we will, where reasonably practicable, take steps to ensure parents and children are aware that photography or recording is taking place. They will be informed of the purpose(s) for which the photographs/recording is being taken, the intended recipients of the photographs/recording and the name and address of the Centre taking the photographs/recordings and the rights of access to any photographs/recording.

7.3 We will not publish photographs with the full name(s) of children and young people unless we have received written parental consent and have informed the children, young people, parent, caregivers and/or whānau how the photograph will be used.

7.4 We will ensure that any filming or photography of children is appropriate, fair and does not intrude to an unreasonable extent on the personal affairs of the individual concerned. Children and young people must be dressed in kit related to the sport and in clothing that does not expose them unnecessarily.

7.5 If engaging with an external photographer, we will ensure this person has been screened.

7.6 Photographs or recordings of children and young people must be kept secure and only shared for the purpose the image was taken (in accordance with the signed parental consent form) and will not be kept for longer than necessary.

7.7 Photographs and recordings must only be shared with approved staff members, e.g. the person responsible for marketing, social media or newsletters.

→ Refer to [Appendix 9 Screening and Media](#).

8. TRANSPORTATION OF CHILDREN AND YOUNG PEOPLE

8.1 All drivers and chaperones must be/have been screened before driving children and young people.

8.2 All drivers must have a current full New Zealand driver's licence or approved equivalent. Any new penalties (since completing the screening form) must be disclosed.

8.3 We will request written parental consent before transporting children in a vehicle and ensure the vehicle is insured, has appropriate child safety seats, and has a current Warrant of Fitness and Registration.

8.4 Drivers must ensure seat belts are worn by children and young people, speed limits are adhered to, and weather conditions must be taken into account.

9. OVERNIGHT ACCOMMODATION AND BILLETING

9.1 If we are considering billeting or overnight accommodation for children and young people, we agree to abide by the conditions set out in [Appendix 10](#).

→ Refer to [Appendix 10 Overnight Accommodation and Billeting Procedures](#).

Where possible, NNZ recommends that we choose overnight accommodation rather than billeting due to the increased level of risk associated with this.

10. SAFE USE OF CHANGING FACILITIES

10.1 For mixed-gender activities, separate changing facilities must be available for boys and girls. Where possible, it is advised that if you can offer a separate, non-binary changing room, you do so.

10.2 Changing facilities should not be used by adults and children/young people at the same time, where possible.

10.3 During child/young person-orientated activities (e.g. a school holiday programme), parents, caregivers and whānau should be discouraged from entering changing facilities unless it is truly necessary. In such circumstances, only a parent of the same sex as the children/young people may enter the changing facility and they should let the supervising adult know about this in advance. At least one member of staff/volunteer of the same sex as the children/young people involved should be present with the parent when other children/young people are in the changing facility. It is acknowledged that this is not applicable during school/club competition days.

11. GENERAL GOOD PRACTICE GUIDELINES

Personal behaviours:

- Accept your “Position of Trust” and understand the importance of maintaining professional boundaries. This includes never using your “Position of Trust” for personal gain or to harm children and young people.
- Have empathy with children and young people. Make everyone feel welcome, included, and respected in a manner that is appropriate for their age or stage of development.
- Keep your private life and personal conversations separate and out of earshot or sight of children and young people.
- Avoid situations where you are alone with a (single) child under all circumstances (includes driving, sports halls, courts and changing rooms). Always work within the view and hearing distance of others.
- Use only the approved organisational methods of behaviour management.
- Never come to work under the influence of drugs or alcohol or in possession of either.

Create a safe working environment:

- Ensure that all equipment and facilities comply with safety regulations and that children use appropriate protective gear (e.g. footwear).
- Make sure that all physical contact with children is relevant and appropriate to the activity.
- Ensure staffing-to-child ratios are at the safe level required and take action to report or stop the activity if not.
- Identify and respond to any unacceptable behaviour or practices of staff and volunteers and respond in a positive manner, e.g. via training, to improve practices.
- Ensure that children are handed over to their caregiver or other authorised person at the conclusion of activities.

Communication:

- Use positive and age-appropriate language when talking to children and in their presence.
- Ensure feedback to children is about their performance and not of a personal nature.
- Make sure that start and finish times are communicated to caregivers and adhered to so that children are not left unsupervised.
- Only communicate with children and young people outside of games/training directly after gaining written consent from their parents or caregivers. It is recommended you copy or include parents/caregivers in written communications e.g. email or WhatsApp messages.

For clarity, situations to avoid include:

- Do not send a child or young person home with another person without prior arrangement and permission from their parent or caregiver.
- Do not send children off to train alone and out of sight and supervision.
- Do not engage in communication with a child, on a one-to-one basis, through social media, texting, or email, other than for relevant coach/athlete feedback or administration.
- Do not use any **unnecessary, unwanted, or inappropriate** physical contact, including but not limited to:
 - tickling
 - grabbing
 - intimate care (when the child or young person can care for themselves)

- cuddling
- hugging
- sitting on your knee.
- Do not engage in any bullying activity and do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying).
- Do not invite or encourage children to your home without their parent or caregiver being present.
- Do not 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.
- Do not 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 engage in any intimate, over-familiar and/or 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.

12. COMPLAINT AND INVESTIGATIVE PROCESS – POLICY BREACHES

Any person may make a complaint about a person to whom this Safe Netball for Children Policy applies if they consider that a person has, or may have, breached any part of this policy.

Any complaint relating to this policy must be forwarded to one of the CSRs and should be dealt with in line with the procedures outlined in the Regulations of Netball New Zealand Incorporated, Harassment-Free Netball Regulations (refer 4.8 Complaints, 4.9 Complaints process, 4.10 Notification of Abuse, 4.11 Investigation and Hearings, 4.12 Penalties and 4.13 Appeals Process).

13. POLICY REVIEW

This policy may be reviewed or amended at any time in line with legislative changes or where specific concerns might be identified about the protection of children that warrants an immediate policy change.

Any changes will be communicated to the Netball community in accordance with the Regulations update.

Supporting Policies, Legislation and Links

- [NNZ Regulations](#)
- [NNZ Junior Netball Policy](#)
- [Sport NZ Child Safeguarding Policies and Procedures](#)
- [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)
- [New Zealand Police-vetting Information](#)
- [Children's Act 2014](#)
- [Oranga Tamariki Act 1989](#)

Appendix

Appendix 1 Child Concern Form

Child Concern Form

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:			

Parent or caregivers (if known)

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:

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.

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

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:

Source: Sport New Zealand, 2021. Child Safeguarding Policy 1, Appendix 1.

Indicators of abuse

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/carer/giver
- 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.

Emotional abuse – adult indicators

- 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/carer/giver
- 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
- blackeyes
- 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 touched 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.

Source: Sport New Zealand, 2021. Child Safeguarding Policy 1, Appendix 2.

Responding to actual or suspected child abuse or neglect

Where you are concerned there are signs of possible abuse or neglect:

- 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.

Do not undertake an investigation yourself.

Check in with the child/young person and their whānau (if appropriate).

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 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.

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.

Inform Child Safeguarding Representative (CSR) immediately on

(insert CSR's phone number).

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

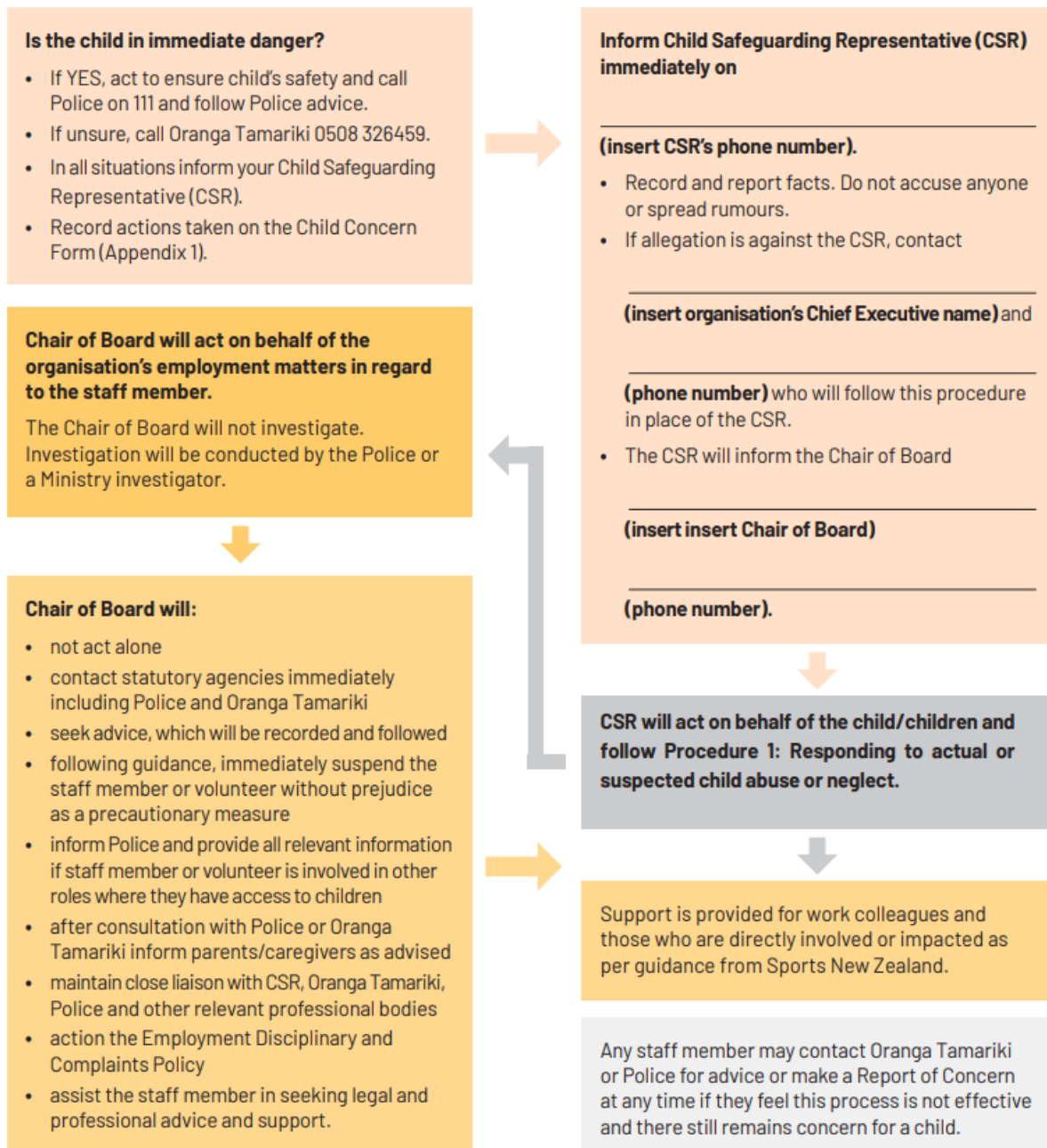
Review and monitor

- 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.

Source: Sport New Zealand, 2021. Child Safeguarding Policy 1, Procedure 1.

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



Source: Sport New Zealand, 2021. Child Safeguarding Policy 1, Procedure 2.

Responding to a disclosure from a child of abuse or neglect

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)**
 - **T**ell me
 - **E**xplain
 - **D**escribe
 - **S**how me.

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.

Source: Sport New Zealand, 2021. Child Safeguarding Policy 1, Procedure 3.

Appendix 4 Volunteer Safeguarding Acknowledgement Form



Name of organisation: _____
Candidate's full name: _____
Position: _____

I, _____, confirm that I have been given a copy (printed or electronic) of the Hamilton City Netball Centre's Safe Netball for Children Policy (or the organisation's Child Safeguarding Policy).

I confirm that I have read, understand and agree to abide by this policy (including the Code of Conduct) at all times when working with children and young people.

I understand that I may be subject to a Police Vet and I give consent for this to be carried out at any time during my work with the organisation.

I confirm that I have had no previous convictions (excluding any convictions I am entitled to conceal under the Criminal Records (Clean Slate) Act 2004) or involvement with the Police (even if no charges have been laid).

Print full name: _____

Signature: _____

Date: _____

Appendix 5 Volunteer Application/Screening Form

Name of organisation:

Volunteer Screening Form

(insert name of organisation) is a Child Safe Organisation. It is our number one priority to keep our children and young people safe.

All our people in a Position of Trust are required to:

1. Be safety checked and screened
2. Be inducted into our child safe culture, policies and standards
3. Attend safeguarding and child protection training.

Please complete the following information:

Name:

Address:

Phone contact numbers:

Details of previous experience:

Tell us a bit about why you would like to volunteer with

(insert name of organisation).

How and when can you volunteer?

Please give us names and contact details of two referees we can contact. Referees must have known you for longer than 12 months, not be a family member or living in the same household as you. One must be a previous employer.

Referee 1:

Referee 2:

Have you had any previous convictions or involvement with the police? Yes No

Please include any information even if no charges have been laid. You are required to complete a police vet.

Please sign below to confirm your consent to **(insert name of organisation)** obtaining information as detailed above to assess your suitability for the role.

Signed:

Date:

Source: Sport New Zealand, 2021. Child Safeguarding Policy 6, Appendix 7.

Appendix 6 Questions for Interviewees and Referees

Name of organisation:

Questions for Interviewees and Referees

Suggested questions to ask at an interview

Note these questions are child safeguarding focused. Ask questions about qualifications, experience, etc in the usual way.

- What are your previous experiences of working with children and young people?
- What challenges have you encountered when working with children, and how did you overcome these?
- What do you think good practice looks like when working with children?
- Have you ever had an incident involving a child that caused your employer to question your practice or process?
- What do you feel are the main reasons that have led you to want to work with children?
- Tell us about a time when you took action to help protect a child.
- What has your work with children and young people taught you about yourself?
- What steps do you think should be taken if children make allegations against staff/volunteers?
- Have you ever had concerns about a colleague's behaviour or attitude towards the children in their care? How did you deal with this?
- If a child was displaying challenging behaviour, how would you deal with that? Have you had any experience with that type of situation? How did you deal with it?

Questions to ask of referees:

- This role is working with children and young people, do you have any concerns about

(insert name of candidate) working in such a role?

- Would you allow **(insert name of candidate)** to care for your children?
- Have you ever felt uncomfortable about **(insert name of candidate)**'s behaviour towards children and young people in a previous job? What were your concerns, what did you do, and how was the issue resolved?
- Did you ever have concerns relating to the safety and welfare of children and young people or the candidate's behaviour towards children?
- Would you re-employ this candidate again?

Areas of potential concern

Note to interviewers:

During your selection process, you may hear things about the candidate that cause you concern and which you would then need to explore further with them.

These may include that the candidate:

- Has lack of, or no understanding or appreciation of children's needs or expectations.
- Appears to want the role to meet their own needs rather than the needs of children and young people.
- Uses inappropriate language when talking about children.
- Displays vagueness about their experiences, or has gaps in their application form, and the inability to provide examples to support their answers.
- Is unwilling to follow the rules, procedures or work with others.

Source: Sport New Zealand, 2021. Child Safeguarding Policy 6, Appendix 6.

Appendix 7 Risk Assessment and Record Keeping Checklist

Safer Recruitment Checklist for Staff, Contractors and Volunteers

Candidate's full name:

Position:

Employment/Contractor Applicant Confirmation of Identity

Identity confirmation, either by:

1.

Use of an **electronic identity credential** (e.g. The RealMe identity verification service), and a search of personnel record to check that the identity has not been claimed by someone else.

Date:

OR

2.

Following the regulatory process to provide confidence that:

The identity exists (i.e. that it is not fictitious) by **checking an original primary identification document**.

Date:

The identity is a 'living' identity and the potential children's worker uses that identity in the community by **checking an original secondary identity document**.

Date:

The potential children's worker links to the identity either by checking an identity document that contains a **photo**, or by using an **identity referee**.

Date:

Searching **personnel records** to check that the identity has not been claimed by someone else.

Date:

Employment/Contractor Applicant Background and Potential Risk Checks

Activity:

Interview/s of the potential children's worker

Date:

Qualifications checked

Date:

Obtained and considered a **work history**, covering the preceding five years, provided by the potential children's worker.

Date:

Obtained and considered information from at least **two referees**, not related to the potential children's worker or part of their extended family.

Referee name:

Date:

Referee name:

Date:

Information sought from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority.

Date:

Obtained and considered information from a **New Zealand Police Vet**

Date:

Electronic Media Checked

Risk assessment confirmation

I confirm to the best of my knowledge, based on the information above, this person does not pose a risk to a child or young person.

Signed:

Date:

Source: Sport New Zealand, 2021. Child Safeguarding Policy 6, Appendix 5.

Appendix 8 Netball New Zealand Regulations

Explanatory note: This Appendix is a copy of clause 4 of NNZ's Harassment-Free Netball Regulations.

4.6 Staff and Volunteer Screening

NNZ seeks to protect the health, safety and well-being of all people participating in the activities of NNZ and its Member organisations. To ensure that suitable and appropriate staff and volunteers (including parents) are working with all participants, a robust recruitment and screening process should be followed for all roles. Screening is also required for staff and volunteers currently engaged in existing roles. NNZ acknowledges the provisions of the Children's Act 2014 and its amendments, and requirements under the NNZ Safe Netball for Children Policy 2022.

(a) Screening and who needs to be screened

The Children's Act 2014 requires all persons who work alone with children, or have primary responsibility for, or control over them, as well as those who do or may have regular or overnight contact with children, without a parent or guardian being present, to be Screened/Safety Checked. It is the responsibility of each organisation (NNZ, Zone or Centre) to undertake and manage the process involved in with Screening.

Please refer to the [Safety Check/Screening Flow Chart](#) to determine who needs to be screened.

In addition, any person appointed by NNZ in any role, where that person has been the subject of rumour, suspicion or complaints regarding harassment, violence, or abuse will be screened.

(b) For the purposes of the Harassment Free Regulations and requirements under the Children's Act 2014, screening shall include:

- (i) Checking an employee's CV or work history (optional for volunteers)
- (ii) An interview
- (iii) Identity check/confirmation;
- (iv) Police Check for roles working with children and vulnerable persons as set out in the Safety Check/Screening Flow Chart or a Ministry of Justice Criminal Check of the preferred applicant(s) for all other roles
- v) Two referees/reference checks
- (vi) Any relevant professional organisation/licensing authority (as appropriate)
- (vii) Risk assessment and record keeping.

(c) The purpose of a Police Check or a Ministry of Justice Criminal Check is to see whether the person has any had any previous criminal convictions and/or had any contact with the NZ Police. If the person has had contact with the NZ Police, then the following requirements apply:

- (i) If there is no conviction but the contact with the NZ Police (whenever it occurred) involved dishonesty, drugs, threatening behaviour, harassment, violence, or other crimes against a person (e.g. sex offences, assault) then the Harassment Free/Child Protection Officer will provide the person with the opportunity to respond. The response will be provided to the relevant CEO (NNZ, Zone, Centre) for a final decision on whether an appointment can be made.
- (ii) If the conviction (whenever it occurred), is one involving dishonesty, drugs, threatening behaviour, harassment, violence, or other crimes against a person (e.g. sex offences, assault) then they must not be appointed to the role.
- (iii) If the conviction is other than those in 4.6 (c) ii) and is a matter that does not suggest that the person is a potential risk to NNZ members and staff, then the person may be appointed, subject to satisfaction of other criteria for the role.

(d) If a preferred applicant is not willing to agree to the Police Check or Ministry of Justice Criminal Check, then neither NNZ, any Zone nor Netball Centre shall appoint that person to such role.

(e) All information obtained during the course of screening (including Police or Ministry of Justice Criminal Checks) is personal information and shall comply with the Privacy Act. It must be kept confidential to the persons or committee within NNZ, the Zone or the Netball Centre who has been delegated the task of investigating and/or making the appointment for the role. Information collected during the screening about a person who is not appointed to the role, other than a record of the result of any check, must be destroyed within twelve months and not retained by NNZ, the Zone or Netball Centre, unless the applicant agrees for them to do so.

(f) It is mandatory for NNZ, Zones and Netball Centres to conduct police checks on persons that require screening (as per the Safety Check/Screening Flow Chart) every three years.

(i) If there is no conviction but the contact with the NZ Police (whenever it occurred) is one involving dishonesty, drugs, threatening behaviour, harassment, violence, or other crimes against a person (e.g. sex offences, assault) then the Harassment Free/Child Protection Officer will provide the employee/volunteer with the opportunity to respond. The response will be referred to and considered by the relevant CEO (NNZ, Zone, Centre). A disciplinary process may be undertaken to determine a decision whether the person may continue in their role. Legal advice should be taken before taking the next steps.

(ii) If the conviction (whenever it occurred), is one involving dishonesty, drugs, threatening behaviour, harassment, violence, or other crimes against a person (e.g. sex offences, assault then the relevant CEO (NNZ, Zone, Centre)) then legal advice should be taken about whether or not and, if so how, the next steps should be undertaken to end the appointment. Legal advice should be sought before such termination.

(iii) If the conviction is other than those in 4.6 (c)(ii) and is a matter that does not suggest that the person is a potential risk to NNZ members and staff, then the person may be appointed, subject to satisfaction of other criteria for the role.

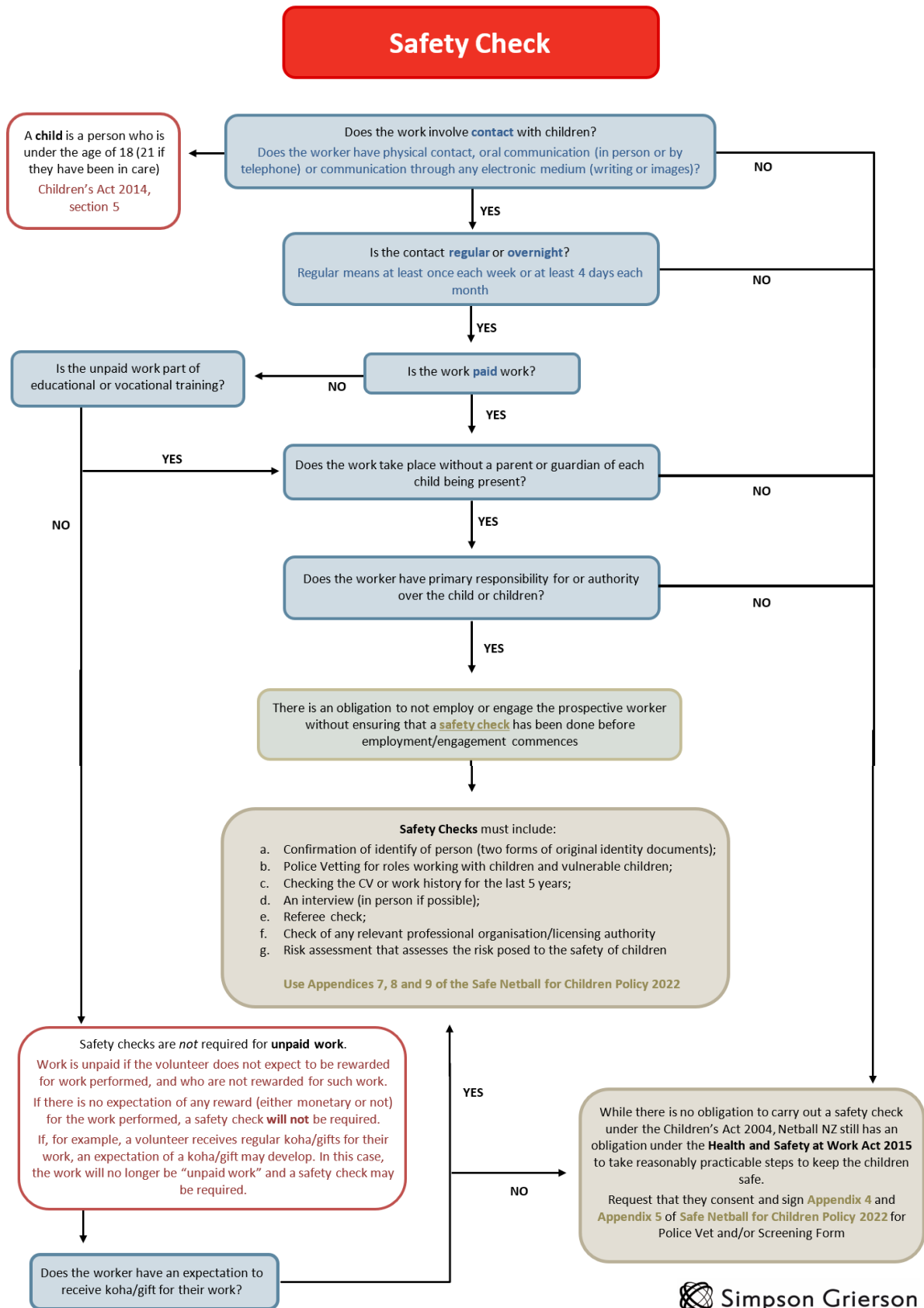
(iv) In addition, prior to July 2019, NNZ, Zones and Netball Centres are required under the Children's Act and its amendments, to conduct police vetting for existing staff or volunteers in the roles that require screening (as per the Safety Check/Screening Flow Chart);

(g) In addition to obtaining Police Checks for preferred applicants, NNZ, Zones and Netball Centres are highly recommended to also consider:

(i) imposing a positive obligation on all existing appointees (whether paid or unpaid) in roles that require screening (as per the Safety Check/Screening Flow Chart) within NNZ, Zones and Netball Centres to disclose to NNZ, the relevant Zone or Centre any circumstances which arise during the course of their appointment which have or might give rise to a criminal prosecution; and

(ii) obtaining consent from all such appointees to undergo periodic Police Checks. Such checks should be done every three years or if whenever there is cause for concern about a particular person. This is a mandatory requirement. If the check reveals a criminal conviction of the type set out in clause 4.6 (c)(ii) then legal advice should be taken about whether or not and, if so how, the next steps should be undertaken to end the appointment. Note: Legal advice should be sought before such termination occurs.

Appendix 9 NNZ Safety Check/Screening Flow Chart



Appendix 10 – NNZ Media

Netball-related media examples

No one should be taking photos or filming children and young people playing Netball without a valid reason. If a complaint is made or consent is not given for filming or photography to take place, then the person should be asked to stop immediately, or, if possible, exclude the child or young person in any photography or filming moving forward.

Situation 1: A parent (who is known to you) is filming/taking photos of their child's Netball game or training.

This is a common occurrence at Netball and usually occurs for genuine reasons. Most of the time, this is acceptable as we want to celebrate playing Netball, having fun and being involved. Parents are able to take photos of their own child. However, if you receive a complaint from another parent that they don't want their child filmed/photographed, then you are encouraged to speak to the parent who is filming in a friendly tone and remind them that not all children/young people's images are able to be taken and consent has been refused for some children and ask them to stop.

Situation 2: An unknown adult is taking photos of a child or young person's Netball game or training.

It is recommended that you go over and start a friendly conversation to find out who they are and why they are taking photos. Depending on their answer, e.g. they may be taking photos of their niece or nephew, which is OK. It is recommended you verify this information if you are not sure or the child/young person is unknown to you and that you tell them you will do this. If you receive a complaint that they are taking photos of children/young people other than their own, follow the process in situation 1 above.

Situation 3: A student is filming or taking photos of their school Netball team playing against another school Netball team.

With the popularity of social media, this is an increasingly common occurrence. If the student is taking photos of their team-mates or filming their friends so they can watch them back, this may be an acceptable reason.

However, if they are filming the opposition or you believe that any form of harassment or bullying may be occurring, or you receive a complaint, you are able to ask them to stop. If they decline, you are able to involve the School Co-ordinator if you feel it is necessary. Good judgement is needed here.

Situation 4: A school team manager is filming their team playing another team during a Netball game.

The school team manager doing the filming should, ideally, ask permission from the opposition to film the game. If the opposition team state that they have children/young people in their team who cannot be filmed for any reason, that request should be respected, and the school team manager should stop or be asked to stop filming. If they decline, you are able to involve the School Co-ordinator or Centre staff if you feel it is necessary.

Appendix 10 Overnight Accommodation and Billeting Procedures

Where possible, Hamilton City Netball Centre (HCNC) recommends that you choose overnight accommodation rather than billeting due to the increased level of risk associated with this.

Overnight Accommodation

1. Sleeping arrangement standards will be mandated: no sharing of a room with an adult; no bed sharing; no mixed-gender room sharing; and privacy is provided for changing purposes and using the bathroom. Children and young people will be made aware of these standards and hosts, parents, caregivers or whānau will be informed of these standards.

Billeting

1. All adults who live at the billeting property will be Police vetted, and the results viewed before any child or young person is billeted.

i) Any potential host who refuses or challenges a Police Vet will not be considered.

ii) If a Children's Act 2014 Schedule 2 offence is revealed, no child or young person will attend the property and details of the offer to billet may be given to the Police for further investigation.

2. The Child Safeguarding Representative (CSR) will complete a risk assessment on the billeting information and reject any unsafe or inappropriate households. Information relating to the safety and appropriateness of the property will be obtained - such as smoke alarms.

3. At least two children or young people will be billeted at a time.

4. Sleeping arrangement standards will be mandated: no sharing of a room with an adult; no bed sharing; no mixed-gender room sharing; privacy is provided for changing purposes and using the bathroom. Children and young people will be made aware of these standards and hosts, parents, caregivers or whānau will be informed of these standards.

5. Parents, caregivers or whānau will be informed of all the details of the billet:

- who is in the household
- address
- contact number of the host
- contact number of the CSR
- outcome of the risk assessment and Police Vet.

6. Throughout the billeting period, the CSR will keep in regular contact with the child/young person, as well as the billet host. Should there be concerns at any time for the safety and well-being of the child/young person, they will be immediately removed and placed in other alternative safe accommodation. Parents, caregivers or whānau will be informed of any changes to original plans.

Source: Sport New Zealand, 2021. Child Safeguarding Policy 9.