



Safeguarding and Child Protection Policy

Date of Policy: 26 August 2021

Commitment Statement

Impact Gymsport Academy is fully committed to safeguarding the welfare of all children and young people in its care. We recognise the responsibility to promote safe practice and to protect children and young people from harm and exploitation while participating in our activities.

Staff, members, volunteers, and contractors will work together to embrace difference and diversity and respect the rights of children and young people. For the purposes of this Policy and associated Procedures, a child and or young person is recognised as someone under the age of 18 years.

This Policy will ensure a consistent and effective response in the event of any concern for a child or young person's welfare, and to support any child or young person.

Policy Principles

In implementing this Policy, we are committed to the following principles:

1. the welfare of children and young people is the primary concern,
2. all children and young people, whatever their age, culture, disability, gender, language, racial origin, socio- economic status, religious belief and/or sexual identity have the right to protection from all forms of harm,
3. children and young people have the right to express views on all matters which affect them, should they wish to do so, and
4. our organisation will work in partnership with children/young people and parents/carers to promote the welfare, health, and development of children.

Policy Purpose

The aim of this policy is to:

1. promote the health and welfare of children and young people by providing opportunities for them to take part in gymnastics safely,
2. respecting and promoting the rights, wishes and feelings of children and young people,
3. promoting and implementing appropriate procedures to safeguard the well-being of children/young people and protect them from harm,
4. recruiting, training, supporting and supervising staff, members, and volunteers to adopt best practice to safeguard and protect children and young people from harm and to reduce the risk of allegations or complaints against themselves,



5. requiring children/young people, staff, members, and volunteers to adopt and abide by this Child Protection Policy and these procedures,
6. responding to any allegations of misconduct or harm to children and young people in line with this Policy and these Procedures, as well as implementing, where appropriate, the relevant investigative, disciplinary and appeals procedures,
7. regularly monitoring and evaluating the implementation of this Policy and these Procedures.

Scope

This policy applies to anyone involved in the sport of gymnastics whether they are in a paid or unpaid/voluntary capacity with Impact Gymsport Academy. This includes (but is not limited to) the following people:

- all children and young people up to the age of 18 associated with the sport of gymnastics
- all staff members and volunteers, including students on placement, visitors, and contractors
- persons appointed or elected to boards, committees, and sub-committees
- support personnel appointed or selected to teams and squads (e.g., managers, chaperones)
- coaches and assistant coaches
- participants
- judges and other officials involved in the regulation of gymnastics at Impact Gymsport Academy
- members
- personnel participating in events and activities, including camps and training sessions held or sanctioned by Impact Gymsport Academy
- any other person including spectators, parents/guardians
- anyone working on behalf of Impact Gymsport Academy including child protection agencies

Policy Statement

Impact Gymsport Academy is a sport organisation responsible for developing and promoting gymnastics (Gym for all, Women's Artistic Gymnastics).

Impact Gymsport Academy has zero tolerance for abuse or neglect in any context and has developed this Safeguarding and Child Protection Policy to outline the organisations commitment to protecting the safety and wellbeing of all children and young people involved in gymnastics.

The Impact Gymsport Academy Safeguarding and Child Protection Policy relates to, and is supported by Impact Gymsport Academy Policies and Procedures including (but not limited to):

- Impact Gymsport Academy Constitution
- Codes of Behaviour
- Tours Policy

Impact Gymsport Academy Safeguarding and Child Protection Policy should be read in conjunction with a range of government legislation as outlined in the Relevant Legislation section of this policy.

Definitions

Term	Definition
<i>Appropriate Agency</i>	This may include any of the following agencies: <ol style="list-style-type: none"> a) The ministry for Children/Oranga Tamariki b) The ministry of Health c) The ministry of Social Development d) The ministry of Education e) The ministry of Justice f) The NZ Police
<i>Bullying</i>	An act seeking to harm, intimidate or coerce someone. This may include harming another individual intentionally or the misuse of power within a relationship. Bullying may be a one-off act, repeated, or has the potential to be repeated, or has the potential to be repeated over time. Bullying can be child to child or adult to child.
<i>Child Abuse</i>	The harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person
<i>Child (or children)</i>	Person/s under the age of 14 years
<i>Child Protection</i>	The actions taken to ensure the safety of a child or young person
<i>Confidential Information</i>	Information provided in a situation where the information individual had a reasonable expectation that information or communication would be kept confidential
<i>Core worker</i>	A child or young person worker whose work in an organisation, or services provided to the organisation, means that when that person is present with a child or a young person in the course of that work, that person <ol style="list-style-type: none"> a) Is the only child or young person worker present; or b) Is the child or young person worker who has primary responsibility, or authority over, the child or young persons present. <p>This definition is adopted form the Children’s Act 2014.</p>
<i>Cyberbullying</i>	The use of digital technology to bully a person, typically (but not limited to) by sending messages of an intimidating or threatening nature.

<i>Disclosure</i>	Information about abuse or neglect provided by a child, young person, parent, caregiver, or any other person. Disclosure can also include things you have also noticed in relation to a child or young person.
<i>Emotional Abuse</i>	Any act or omission that results in impaired, psychological, social, or intellectual, or emotional functioning and development of an individual. This can include a pattern or rejecting, ignoring, degrading, or isolating a person. It may also include age or developmentally inappropriate expectations being imposed. This applies to those both actively and passively involved in the sport (e.g., athletes, parents, coaches), and can be both received and initiated.
<i>Family Harm</i>	Any violent act inflicted by one family member on another. It has many forms including physical, sexual, emotional, or economic abuse.
<i>Grooming</i>	When someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and sexually abuse them. Grooming includes exerting power or control over a child or young person to maintain secrecy.
<i>Harm</i>	Harm involves conduct that puts a child or young person at risk and often by those they know and trust. It can take many forms and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of harm include: <ul style="list-style-type: none"> a) Physical abuse b) Emotional abuse c) Sexual abuse d) Neglect
<i>Harassment</i>	Harassment covers a wide range of behaviours of an offensive nature including any behaviour that demeans, humiliates, or embarrasses a person. Harassment can include threats, derogatory jokes, racial slurs, personal insults, or unwanted touching.
<i>Neglect</i>	Any act or omission that results in impaired physical/emotional functioning, injury or development of a child or young person and can include: <ul style="list-style-type: none"> • Physical neglect – not providing the necessities of life.

	<ul style="list-style-type: none"> • Neglectful supervision - leaving children or young people alone or without someone safe to look after them. • Emotional neglect – not providing comfort love and attention the child or young person needs • Medical neglect – failure to meet the child or young person’s health needs. This includes not getting the child or young person help if they are injured or in pain due to their sport. • Educational neglect – allowing chronic truancy, failure to enrol children and young people in school or inattention to their special educational needs.
<i>Personal Information</i>	Information about an individual that would identify them.
<i>Physical Abuse</i>	Any behaviour or action which inflicts physical harm on a child or young person. It can be unexplained bruises, welts, cuts, abrasions, unexplained fractures, or dislocations, burns, poisoning, or fabricated illness. This can include but is not limited to injuries caused by over – training, training, or competing with existing injuries, unsafe equipment, or facilities; poor technique; and violent or aggressive behaviour.
<i>Position of Trust</i>	The relationship created by someone who is engaged with children or young people through their role in an organisation is a position of trust. This means they have or are perceived to have power, influence, or authority, as dictated by their role or duties assigned to them by an organisation. A position of trust is one of privilege. However, this power and influence can lend itself to abuse in the wrong hands.
<i>Regulated Service</i>	Any of the services listed in Schedule 1 of the Children’s Act 2014 .
<i>Report of Concern</i>	When an individual contacts either Oranga Tamariki or the New Zealand Police to raise concerns regarding the safety of a child or young person, this is called a Report of Concern
<i>Safeguarding Incident Record</i>	All concerns, disclosures, or allegations regarding Record of child abuse or neglect are recorded in the organisation’s Safeguarding Incident Record

<i>Safety Check</i>	The requirement for safety checks for anyone working with children or young people in any capacity are set out in Section 31 of the Children's Act 2014 and regulations made under Section 32 of the Act.
<i>Sexual Abuse</i>	This involves forcing or enticing a person to take part in sexual activities, as well as non-contact acts such as looking at, or discussing sexual images, activities, or behaviours. A sexual relationship between an adult and a child or young person will always be wrong, unequal, and unacceptable.
<i>Specified Offence</i>	Any of the offences against the Crimes Act 1961 ; the Films, Videos and Publications Classification Act 1993 ; the Customs and Excise Regulations 1996 ; the Harmful Digital Communications Act 2015 ; and those listed in Schedule 2 of the Children's Act 2014 .
<i>Staff Members and volunteers</i>	Any person brought into the organisation to provide volunteers services which includes paid staff members, managers, contractors, volunteers, students on placement and board members.
<i>Vulnerability</i>	Children or young people who are at significant risk of harm to their wellbeing now, and into the future, because of the environment in which they are being raised, and in some cases, due to their own complex needs.
<i>Child Safeguarding</i>	The person or persons within an organisation Representative responsible for providing advice and support to any individual who is concerned about a child or wants advice about the Safeguarding and Child Protection Policy. They are also responsible for acting on any concerns, disclosures, or allegations in relation to child abuse. A Child Safeguarding Representative must have appropriate training to carry out their role.
<i>Wellbeing</i>	Wellbeing represents the whole person – their physical health, development and safety, their psychological and emotional development, their social development and behaviour, and their cognitive development and educational achievement. Wellbeing also includes the welfare of that person.

Safeguarding Representative

The Safeguarding Representative is the trained person or persons at Impact Gymsport Academy responsible for providing advice and support to any individual who is concerned about a child or young person or who wants advice about Impact Gymsport Academy.

The Safeguarding Representative acts on any concerns, disclosures, or allegations regarding child abuse in accordance with the Safeguarding and Child Protection Policy. The Safeguarding Representative is also responsible for creating a child – safe culture at Impact Gymsport Academy, embedding relevant policies and procedures, and ensuring training is provided to all who need it. The Safeguarding Representative role should ideally be filled by an impartial person who can carry out the role without undue bias and influence.

Within Impact Gymsport Academy the Safeguarding Representative/s' contact details are available on the Impact Gymsport Academy website. The Safeguarding Representative/s will receive enhanced safeguarding training to ensure that they are able to fulfil the role effectively.

Confidentiality and Information Sharing

Where a staff member or volunteer receives confidential information from an individual, there is a duty on the individual receiving the information to ensure this information is kept confidential. Generally, this means that such information should not be shared, however there are certain exceptions (which includes exceptions provided in the [Privacy Act 2020](#), and the [Oranga Tamariki Act 1989](#)) where confidential information may be shared.

These exceptions are:

- a. when the individual gives consent for the confidential information to be shared; or
- b. when there is a reasonable belief that there is a risk to an individual's life, health, safety and/or wellbeing; or
- c. where the confidential information is required to be disclosed by law or by an appropriate agency. Therefore, giving information to others for the protection of a child or young person is a justifiable breach of confidentiality and, where there are concerns for a child's or young person's wellbeing or safety, is a legal duty.

The third – party organisation with whom confidential information may need to be shared may include:

- a. an appropriate agency
- b. gymnastics organisations i.e. where affiliated organisation share information with Gymnastics New Zealand and vice versa
- c. other organisations e.g. other sports organisation or community clubs where risks posed by a individual cannot be managed without the disclosure of information.

No Civil, criminal, or disciplinary proceedings may be brought against the person or entity who makes the report which discloses confidential information, provided the disclosure is made in good faith. Information will always be appropriately shared when there is a concern about a child/young person unless it poses a risk to the child/young person.

When gathering, storing, or disclosing personal information about individuals, workers must comply with the information Privacy Principles set out in the [Privacy Act 2020](#).

Gymnastics New Zealand requires that all affiliated organisations report any safeguarding concerns about Impact Gymsport Academy members who may present a risk to others, to the Gymnastics Sport Integrity Unit. In these cases, the Sport Integrity Unit will assume responsibility for any further

information sharing decisions in consultation with Impact Gymsport Academy and relevant statutory authorities.

Where a safeguarding concern is external to gymnastics, or Impact Gymsport Academy is not clear that confidential information and/or personal information should be shared, advice about whether sharing is appropriate can be sought from an appropriate agency, without disclosing any personal information in the first instance.

Safe Practice Guidelines

To ensure that the safety and wellbeing of children and young people involved in gymnastics is at the centre of everything we do, Impact Gymsport Academy has outlined clear expectations of behaviour for everyone involved in the sport of gymnastics at Impact Gymsport Academy, as outline in the Scope of the policy.

These are documented in detail in the Impact Gymsport Academy's Code of Behaviour.

Positions of Trust

- Any person who is engaged with Children or Young People through their position with Impact Gymsport Academy's holds a position of trust.
- These individuals must understand their responsibilities in the understanding and appropriate use of their position of trust.
- A position of trust is a privilege and must not be used to cause harm of any form to children and young people in their care. This includes the instigating or engaging in a sexual relationship or behaviour (directly or indirectly) with a child or a young person.
- An individual who breaches this position of trust may be subject to disciplinary action up to and including dismissal or referral to the New Zealand Police.

Responding to Disclosed or Suspected Child Abuse or Neglect

Failed attempts to disclose child abuse or neglect can have a devastating impact on the child or young person involved. It is critical that when a disclosure is made, there is an immediate response with the aim of investigating the alleged child abuse or neglect and stopping the child abuse or neglect. Impact has a zero tolerance of child abuse or neglect of children and young people and will treat all disclosures, suspected abuse, and allegations seriously, consistently, and with a high degree of sensitivity.

Receiving a Disclosure or Allegation

All staff members and volunteers of Impact Gymsport Academy, paid or unpaid are required to recognise, respond to, and report immediately (or were reasonably practicable, no later than before ending a shift) any concerns, suspicions, or incidents of child abuse, neglect or misconduct with a child or young person using:

- a) The procedure for responding to disclosed or suspected child abuse or neglect as found in Appendix A of this policy.

If a child is at imminent risk of harm or in immediate danger, you must report the situation directly to the police immediately by phoning 111.

Prohibitions

The Impact Gymsport Academy Safeguarding and Child Protection Policy prohibits all persons to whom this policy applies from:

- a) discussing any concerns or allegations with those not a party to the matter – within or outside Impact Gymsport Academy – such prohibition not being designed to limit, in anyway, their rights and responsibilities to report their concerns or allegations, but rather as part of Impact Gymsport Academy’s commitment to ensuring privacy, confidentiality and natural justice; and/or
- b) making deliberately false, misleading, or vexatious allegations.

Rights

Individuals covered by this policy (as outlined in the Scope) retain the right to report directly to relevant authorities, such as the New Zealand Police or Oranga Tamariki, any concerns they may have in relation to the safety and wellbeing of a child or young person, regardless of whether they have also reported the matter internally.

Handling Allegations

- a) An allegation should be addressed at Impact Gymsport Academy. This should be facilitated by the designated Safeguarding Representative/s at the level where the complaint arises. The officer should follow the procedures outlined in Appendix A of this policy.
- b) If a matter at Impact Gymsport Academy level results in the lodging of a report of concern with either the New Zealand Police or Oranga Tamariki, Impact Gymsport Academy must notify Gymnastics NZ immediately.

Criminal Action Relating to Child Abuse

If individuals involved in Impact Gymsport Academy are charged with or investigated by the New Zealand Police for criminal matters relating to child abuse, neglect, or placing children or young people at risk Impact Gymsport Academy may consider a range of actions against the accused individual including but not limited to dismissal, being stood down during an investigation and/or the revoking of accreditation.

Whistleblowing and Anonymous Complaints

To ensure that anyone with concerns relating to Impact Gymsport Academy is able to raise these without fear of repercussion and with confidence that they will be addressed, the Gymnastics New Zealand Whistleblowing Policy has been developed.

This policy outlines the processes for reporting concerns and explains the protections available.

In cases of child abuse there can be many barriers that community members face when reporting child abuse. To help reduce these barriers Impact Gymsport Academy acknowledges that at times an allegation of child abuse may be made anonymously. Where possible all allegations should be encouraged to be made openly so the proper investigative processes can be followed. If a person still wishes to remain anonymous, Impact Gymsport Academy will support this decision utilising the steps in the Gymnastics NZ Whistleblowing Policy.

Recording Allegations of Child Abuse or Neglect

Impact Gymsport Academy will keep record of all children and young person’s wellbeing concerns to better identify and respond to patterns of abuse and/or inappropriate behaviour. A Safeguarding incident record is used to document any allegation, suspicion, disclosure, incident or concern

regarding child safety or wellbeing. If the appropriate agency i.e., the police and/or Oranga Tamariki are notified, this information will be used in a Report of Concern.

Gymnastics NZ must be notified immediately when a report of concern is made to the appropriate agency.

Impact Gymsport Academy records all allegations and breaches of this policy in a confidential electronic system that can only be accessed by restricted personnel as part of our risk mitigation processes. To prevent access to these records by unauthorised persons, Impact Gymsport Academy stores any documentation associated with an allegation of abuse or neglect of a child or young person by having:

- a) hard-copy documentation stored in a locked filing cabinet (or similar) and
- b) soft copy documentation stored in a password-protected file

Impact Gymsport Academy maintains and regularly monitors records of child abuse reports as part of our incident management processes to ensure that they are responded to effectively in accordance with this policy and that requirements for reporting to external authorities are complied with.

Legislative Requirement

When handling allegations of child abuse or neglect involving a child or young person, the person handling the complaint should consider their legal obligations, and that of Impact Gymsport Academy, including without limitation, under relevant employment legislation.

Confidentiality and Privacy

Impact Gymsport Academy expects all individuals covered by this policy to maintain the confidentiality and privacy of all concerned (including the respondent), except if doing so would compromise the welfare of the child or young person, or the investigation of the allegation.

Responding to a Disclosed or Allegation Made Against a Staff Member

When responding to a disclosure or allegation about a staff member (paid or voluntary), the welfare of the child or young person will remain paramount throughout. The same level of concern and action will be applied as with any other situation of suspected abuse and the organisation will not collude with the alleged abuser.

Receiving a Disclosure or Allegation

All staff members and volunteers of Impact Gymsport Academy paid or unpaid are required to recognise, respond and report immediately (or where reasonably practicable no later than before ending a shift) any wellbeing concerns, suspicions or complaints of a staff member or volunteer being involved in any child abuse or neglect using:

- a) the procedure for responding to disclosed or suspected child abuse or neglect as found in Appendix A of this policy

If a child or young person is at imminent risk of harm or in immediate danger, you must report the situation directly to the police immediately by phoning 111.

When a disclosure or allegation is made regarding a staff member, the Safeguarding Representative will provide support to the child or the young person and the person making the allegation, if this is not the same individual. The chair of the governing committee or a governing committee

representative will act on behalf of Impact Gymsport Academy with employment matters relating to the staff member. The same person must not fulfil both roles.

Allegation Against a Safeguarding Representative

If an allegation is against a Safeguarding Representative, staff members or volunteers should raise the issue immediately with another Safeguarding Representative or member of the governing committee. Again, one person will support those making the complaint and a different person will manage the staff member and any HR requirement involved.

Settlement

Impact Gymsport Academy will not enter into settlement agreements. Where the safety and protection of children or young people are a concern, such a settlement agreement contradicts a culture of safeguarding and child protection.

Safe Recruitment – Safety Checks for New and Existing Employees

Before making any appointment, Impact Gymsport Academy will complete a robust safety checking process (including police vetting, identity confirmation, and relevant reference checks) to ascertain the suitability, and safety of an employee or volunteer for the role they have applied for.

In accordance with the Children's Act 2014 (and the related regulations), Impact Gymsport Academy requires all staff member to undergo periodic safety checks every three years, which include police vetting.

All new and existing staff members and volunteers will be made aware of their safeguarding responsibilities as part of the staff induction and ongoing training (see induction and training of staff members and volunteers).

Impact Gymsport Academy carries out safe recruiting practices in accordance with the Children's Act 2014 (and the related regulations), including police vetting and relevant reference checks for the following roles:

- all paid staff members including coaches
- all volunteer coaches and governing committee members
- other volunteer roles who have regular contact with children and young people
- team managers and chaperones who travel with athletes to events and training camps
- host families when billeting athletes

Induction and Training of Staff Members and Volunteers

Impact Gymsport Academy recognizes that induction training for new employees and volunteers are critical to the safety of children and young people. As part of the induction programme, all staff and volunteers will be required to complete basic training in safeguarding and child protection in sport. This will highlight why it is needed and their responsibilities within their roles.

Further in house training will be provided to ensure that they understand the process within the organisation for reporting or responding to reports of abuse or suspected abuse.

Impact Gymsport Academy will maintain and update all information relating to safeguarding and child protection on the club website. All staff, volunteers and governing committee members will receive appropriate refresher training in safeguarding and child protection on an ongoing basis.

Core Employee Exemption.

The Children's Act 2014 introduced a workforce restriction, which means it's unlawful to employ a person to work with a child or a young person with certain specified offences unless they hold a core worker exemption provided for in section 35 of the Children's Act 2014.

Any person who intends to work as a core worker (as defined in the Definitions section) for Impact Gymsport Academy must obtain a core worker exemption on before engagement or employment commences.

Where any person who requires a core worker exemption refuses to apply for one, or fails to obtain one, the engagement or employment of that person will be investigated and their employment or engagement by be terminated depending on the circumstances.

Relevant Legislation

Impact Gymsport Academy Safeguarding and Child Protection Policy is guided by the Children's Act 2014 and relates directly to a range of other government legislation including:

- [Te Tiriti O Waitangi \(The Treaty of Waitangi\) 1840](#)
- [Oranga Tamariki Act 1989](#)
- [Privacy Act 2020](#)
- [Human Rights Act 1993](#)
- [Family Violence Act 2018](#)
- [Health and Safety at Work Act 2015](#)
- [Employment Relations Act 2000](#)
- [Care of Children Act 2004](#)
- [Children's Act 2014](#)
- [Children \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)
- [United Nations Convention on the Rights of the Child \(UNCROC\) 1989](#)
- [Health and Disability Commissioner Act 1994](#)
- [The Protected Disclosures Act 2014](#)
- [Harmful Digital Communications Act 2015](#)
- [Crimes Amendment Act 2011](#)
- [Bill of Rights Act 1990](#)

Record Keeping

Impact Gymsport Academy has in place a system for recording all child protection concerns that are received. This information is logged and stored securely and includes any communication with other agencies including Oranga Tamariki and the New Zealand Police.

The recording system in place allows for identification of repeated concerns of abuse for a child or situation and ensures that concerns can be adequately tracked and followed up. These records will be kept for a minimum of seven years.

Policy Review

This policy will be reviewed and updated on an annual basis with feedback on its use sought and considered.

Appendix A

Procedure for Responding to and Reporting Disclosure or Allegations of Abuse or Neglect

Introduction

This resource outlines the procedure for responding to and reporting a disclosure or allegation of abuse and/or neglect.

This resource includes:

- Procedure for person receiving and responding to initial disclosure or allegation
- Procedure for Safeguarding Representative responding to and reporting disclosure or allegation

Receiving and Responding to an Initial Disclosure or Allegation

Important: If you believe a child or young person is in immediate danger or a life-threatening situation, contact the Police immediately on 111. You should then contact your club's Safeguarding Representative and let them know what has happened.

If a **child or young person** raises concerns about their or another child's safety or wellbeing:

1. Believe the child – do not ignore them or normalise any concerns they may have regarding safety or wellbeing.
2. Reassure the child and let them know that it is good that they have shared this.
3. Prioritise the concern/s even if it is not convenient – ensure that their safety and wellbeing is the priority.
4. Take them aside to somewhere quiet but within line of sight of others.
5. Listen carefully.
6. Let the child use their own words to explain.
7. Keep calm and supportive.
8. Clarify basic details if necessary but do not investigate.
9. Do not make any promises e.g., that you will not tell anyone.
10. Explain what will happen next.
11. Ensure that the child is looked after – this may involve reintegrating them back into an activity if appropriate, handing over to a parent or caregiver who is collecting them, or having someone stay with them until they are collected if it is not appropriate for them to re-join their season.

12. Promptly and accurately record what they have said, and your responses and actions.
13. **Report immediately to your Safeguarding Representative.**

If an **adult** raises concerns about the safety or wellbeing of their child or another child:

1. Prioritise the concern/s even if it is not convenient.
2. Reassure them that it is good that they have shared this information.
3. Listen carefully.
4. Keep calm and supportive.
5. Advise that you will record the discussion in writing.
6. Clarify basic details if necessary but do not investigate.
7. Do not make promises e.g., that you will not tell anyone.
8. Explain that information may need to be repeated to authorities.
9. Advise them of immediate next steps.
10. Do not contact the alleged offender.
11. Promptly and accurately record what they have said, and your responses and actions.
12. **Report immediately to your Safeguarding Representative.**

Note: Anyone receiving a disclosure or allegation may report directly to the Police or Oranga Tamariki, any concerns they may have in relation to the safety and welfare of a child or young person, regardless of whether they have also reported that matter internally.

Safeguarding Representative Responding to and Reporting Disclosure or Allegation

1. Receive and record information

1. Prioritise even if it is not convenient
2. Reassure them that it is good that they have shared this information
3. Listen carefully
4. Keep calm and supportive

Upon receiving a disclosure or allegation of abuse or neglect involving a child of young person, the Safeguarding Representative should complete a **safeguarding incident record**. This information, including the time the disclosure took place, who was present etc., should be recorded as soon as possible while the details remain fresh. This must be filed securely (electronically and a hard copy if available).

2. Assess the situation

The Safeguarding Representative makes an assessment as to whether to make a **report of concern** to Oranga Tamariki and/or the Police. This decision should not be made independently. The Safeguarding Representative should discuss with another Safeguarding

Representative, or a member of the committee/board. They can also contact Oranga Tamariki for advice.

If it is determined that a report of concern is not necessary, proceed to Step 4.

3. **Report**

If the Safeguarding Representative who is handling the allegation suspects or believes on reasonable grounds that a child or young person is, has been, or is at risk of being the subject of physical, sexual, emotional, or psychological abuse, neglect, or exposure to family violence, they must immediately report the matter to Oranga Tamariki and/or the Police.

The Safeguarding Representative may also report the matter to Oranga Tamariki and/or the Police if they have concerns for the safety and /or wellbeing of a child even if they do not fall within the above criteria.

Note: The Safeguarding Representative handling the allegation must contact Oranga Tamariki for advice if there is any doubt about whether the allegation should be reported to authorities.

If it is deemed necessary to report to Oranga Tamariki and/or the Police, this must be done immediately i.e., before the end of the person's shift/session of work.

Additional reporting

- If not already done so, the Safeguarding Representative should inform the direct manager and/or committee/board of the report made to the authorities. All reports of concern **must** immediately be shared with Gymnastics New Zealand who will also store confidentially.

4. **Conduct a risk assessment**

When any person is alleged to have been accused of, investigated for, or charged with child abuse or misconduct with a child or young person, the Safeguarding Representative must assess the level of risk to children and young people in relation to the alleged offence.

The level of risk will determine what immediate and/or interim safety measures should be implemented by the Organisation. These measures should be documented with the safeguarding incident report.

5. **Implement safety measures**

If there is any risk to children and young people, the Safeguarding Representative or relevant management must take any action necessary to safeguard the child or young person (and other children and young people in its care) from additional harm through options such as:

- Removing or suspending the member or person from duty until the validity of the allegation is determined.
- Redeployment the respondent to a position where they do not work with children or young people.
- Suspension of membership.
- Additional supervision of that member of person.

- Restrictions on gymnastics related event attendance/participation.

Such safety measures may be put in place prior to, or during an investigation (internal or external), and/or following the outcome of an investigation. In making the assessment, the Organisation must ensure natural justice is always observed. It is important to recognise that the fact that a person is being investigated for, or charged with, a criminal offence does not mean that person is guilty of that offence. It is also important to maintain confidentiality and privacy of all concerned (including where interim safety measures have been taken). Interim safety measures must be put in place as soon as practicable by the Organisation and must also be commensurate with the level of risk determined through the initial risk assessment. For example, all allegations of sexual abuse where an application person involved in the Organisation has access to children or young people will be considered high risk and therefore the strictest interim safety measures should be considered.

Important: The risk to a child or young person must be assessed on the presumption that the allegation has merit.

Important: Where the livelihood of a respondent to a complaint is likely to be adversely impacted by any disciplinary measures imposed, including interim safety measures such as a suspension, the Organisation should seek legal advice prior to imposing interim safety measures.

6. **When not reporting to Oranga Tamariki or the Police**

If it is determined through assessment that reporting to the Police of Oranga Tamariki is not required. The following steps should be taken:

1. Complete a safeguarding incident record and store securely.
2. Determine what actions should be taken to address the disclosure or allegation and record these.
3. Any action will be taken under (and must follow) the organisation's Complaint's Policy or in the absence of one, the Gymnastics New Zealand Disputes and Disciplinary Policy.
4. Ensure that all appropriate people are informed including the parent of caregiver.
5. Provide feedback to the person raising the disclosure or allegation so that they are aware of what steps have been taken.
6. Carry out actions determined above to ensure that the issue is appropriately addressed. This could include staff training, introducing additional safety measures, changing coaching practice.
7. Review and update the safeguarding incident record to show actions taken.

7. **Provide Support**

It is important to ensure that the Organisation supports all staff, members, respondents, children, and young people throughout this process.

Support may include:

- providing an opportunity for members or staff to 'debrief' with senior management of the Organisation
- offering professional services e.g., counselling to the respondent, child, or young person (or their family of staff and members of volunteers involved)
- providing ongoing monitoring of the child or young person to monitor their wellbeing
- meeting with the child or young person and their family to discuss the concerns (if appropriate)
- meeting with the respondent to discuss the concerns (if appropriate)
- allowing the respondent of child or young person to appoint a support person that may be present during meetings with the Organisation
- further safeguarding and child protection training for the club and its staff

Support for the respondent must include making it clear to all other staff who are aware of the allegation that:

1. the allegation does not mean the person is guilty, and that the allegation will be properly investigated and will include the right to natural justice, and
2. they are not to discuss the matter with any person, except as directed by Police, Oranga Tamariki and/or the Organisation and only in direct relation to investigation of the allegation.

Report of Concern

This is an internal document to fill in before contacting Oranga Tamariki – Ministry for Children and securely stored.

Child Protection Officer Name:	Contact details for CPO:
Name & role of person raising concern:	Contact details of person raising concern:
Name of Child/ren:	Child/ren D.O.B:
Parents/Caregivers name/s:	Contact Details of Parents/Caregivers:
Date if incident:	Location of incident:
Details of incident or concerns: <i>Record factual details of incident or concern – what was said word for word, description of what was seen, any injuries etc.</i>	
Has the incident been reported to any external agencies? Tick Yes No	If Yes please provide further details:
Name of organisation/agency:	Contact person at organisation/agency:
Agreed action or advice given:	
Child Protection Officer Signature:	Date: