



**Organisation Name: Impact Gymsport Academy**

**Type of Sport: Gymnastics**

**Date of Policy: 26 August 2021**

## **Policy Principles**

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In implementing this policy we are committed to the following principles:

1. "the welfare of children is the primary concern;
2. all children, 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 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 and parents/carers to promote the welfare, health and development of children".

## **Policy Purpose**

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The aim of this policy is to:

1. promoting the health and welfare of children by providing opportunities for them to take part in [sport] safely;
2. respecting and promoting the rights, wishes and feelings of children;
3. promoting and implementing appropriate procedures to safeguard the well-being of children and protect them from harm;
4. recruiting, training, supporting and supervising staff, members and volunteers to adopt best practice to safeguard and protect children from harm and to reduce the risk of allegations or complaints against themselves;
5. requiring children, 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 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 applied to anyone involved in the sport of gymnastics in New Zealand, 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)

## Impact Gymsport Academy Safeguarding and Child Protection Policy

- Coaches and assistant coaches participants judges and other officials involved in the regulation of gymnastics in New Zealand
- Members personnel participating in events and activities, including camps and training sessions held or sanctioned by Gymnastics New Zealand any other person including spectators, parents/guardians anyone working on behalf of Gymnastics New Zealand 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 Section 14 relevant legislation of this policy.

## Commitment Statement

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

For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years.”

## Definitions

<i>Term</i>	<i>Definition</i>
<i>Appropriate Agency</i>	This may include any of the following agencies: a) The ministry for Children/Oranga Tamariki b) The ministry of Health c) The ministry of Social Development d) The ministry of Education e) The ministry of Justice f) The 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>Coreworker</i>	A child or young person worker whose work in an organisation, or services provided to the

	<p>organisation, means that when that person is present with a child or a young person in the course of that work, that person</p> <ul style="list-style-type: none"> <li>a) Is the only child or young person worker present; or</li> <li>b) Is the child or young person worker who has primary responsibility, or authority over, the child or young persons present.</li> </ul> <p>This definition is adopted from 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"> <li>a) Physical abuse</li> <li>b) Emotional abuse</li> <li>c) Sexual abuse</li> <li>d) Neglect</li> </ul>
<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"> <li>• Physical neglect – not providing the necessities of life.</li> <li>• Neglectful supervision - leaving children or young people alone or without someone safe to look after them.</li> <li>• Emotional neglect – not providing comfort love and attention the child or young person needs</li> <li>• 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.</li> <li>• Educational neglect – allowing chronic truancy, failure to enrol children and young people in school or inattention to their special educational needs.</li> </ul>
<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 <a href="#">Schedule 1 of the Children’s Act 2014</a> .
<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 <a href="#">Section 31 of the Children’s Act 2014</a> and regulations made under <a href="#">Section 32 of the Act</a>
<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 <a href="#">Crimes Act 1961</a> ; the <a href="#">Films, Video, and Publicaiton</a>

	<p><a href="#">Classification Act 1993</a>; the <a href="#">Customs and Excise Act 1996</a>; the <a href="#">Harmful Digital Communications Act 2015</a>; and those listed in <a href="#">Schedule 2 of the Children's Act 2014</a></p>
<i>Staff Member's and volunteers</i>	<p>Any person brought into the organisation to provide volunteers services which includes paid staff members, managers, contractors, volunteers, students on placement and board members.</p>
<i>Vulnerability</i>	<p>Children or young people who are at significant risk of harm to their wellbeing now, and into the future, as a consequence of the environment in which they are being raised, and in some cases, due to their own complex needs.</p>
<i>Child Safeguarding</i>	<p>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.</p>
<i>Wellbeing</i>	<p>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.</p>

## Child Safeguarding Representative

The child safeguarding representative is the trained person or persons within an organisation responsible for providing advice and support to any individual who is concerned about a child or young person or who wants advice about the organisation's

The Child Safeguarding Representative acts on any concerns, disclosures, or allegations regarding child abuse in accordance with the Safeguarding and Child Protection Policy. The Child Safeguarding Representative is also responsible for creating a child – safe culture in the organisation, embedding relevant policies and procedures, and ensuring training is provided to all who need it. The Child 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 Child Safeguarding Representative contact details are available on the Impact Gymsport Academy website. Child Safeguarding Representatives will receive enhanced safeguarding training to ensure that they are able to fulfil the role effectively. This role will work in tandem within the **Gymnastics New Zealand** Sport Integrity Unit and is reviewed annually.

## 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 exception 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 individuals 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 organisation 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 unless it poses a risk to the child.

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 organisation 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 the affiliated organisation and relevant statutory authorities.

Where a safeguarding concern is external to the sport, or an affiliated organisation 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 Guideline

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As a participant of Impact Gymsport Academy, all persons are required to comply with Impact Gymsport's Code of Behaviour.

1. Respect the rights, dignity and worth of every individual athlete as a human being. Treat everyone equally regardless of sex, disability ethnic origin or religion. Respect the talent, development stage and goals of each athlete to reach their desired potential.
2. Protect athletes from all forms of abuse. Refrain from any form of verbal physical, or emotional abuse towards athletes. Refrain from any form of sexual or racial harassment, whether verbal or physical. Do not harass, abuse, or discriminate against athletes based on their sex, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic origins, employment status, disability, or distinguishing characteristics. Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development. Be alert to any forms of abuse directed towards athletes from other sources while in your care. You must raise any concerns you have regarding the treatment of any athlete by another coach, volunteer, parent etc. in accordance with this code or any other relevant (policies and procedures e.g. Safe guarding and Child Protection Policy).
3. **Provide a safe environment for training and competition.** Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe. Ensure equipment and facilities meet safety standards. Ensure equipment,

rules, training, and the environment are appropriate for the age, physical and emotional maturity, experience, and ability of athletes. Show concern and caution toward sick and injured athletes. Allow further participation in training and competition only when appropriate. Encourage athletes to seek medical advice when required. Provide a modified training programme where appropriate. Maintain the same interest and support toward sick and injured athletes as you would the healthy athletes.

4. **Make a commitment to providing a quality service for all athletes.** Seek continual improvement through ongoing education, and other personal and professional development opportunities. Provide athletes with planned and structured input appropriate to their needs and goals. Seek advice and assistance from professionals when additional expertise is required. Maintain appropriate records.
5. **Maintain a high standard of integrity.** Operate within the rules of the sport and in the spirit of fair play, while encouraging athletes to do the same. Advocate a sporting environment free of drugs and other performance enhancing substances with the guidelines of the Drug Free Sport New Zealand and World Anti-Doping Code. Do not disclose any confidential information relating to athletes without their prior written consent.
6. **Be a positive role model for the sport and athletes and act in a way that projects a positive image.** All athletes are deserving of equal attention and opportunities. Ensure the athlete's time spent with you is a positive experience. Be fair, considerate, and honest with athletes. Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.
7. **Professional responsibilities.** Display high standards in your language, manner, punctuality, preparation, and presentation. Display control, courtesy, respect, honesty, dignity and professionalism to all involved with the sphere of sport – this includes opponents, coaches, officials, administrators, media, parents, and spectators. Encourage athletes to demonstrate the same qualities. Be professional and accept responsibility for your actions. You should not only refrain from initiating a sexual relationship with an athlete but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal. Accurately represent personal qualifications, experience, competence and affiliation.

## Good Practices to be complied with

### 1. Applying a child-centred approach where all children are treated equally and with dignity

- activities should be appropriate for the age and development of the children in your care
- ensure feedback to children is about their performance and not of a personal nature
- use positive and age-appropriate language when talking to children and in their presence.

### 2. Creating a safe and open working environment that also reduces risk to staff and volunteers

- exercise common sense
- do not send children off to train alone and out of sight and supervision
- ensure that all physical contact with children is relevant and appropriate to the activity
- seek permission to touch when doing the above
- do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years
- ensure that any filming or photography of children is appropriate
- explain the purpose and obtain consent (from parents/caregivers) prior to filming or photographing children
- do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances
- do not engage in communication with a child, on a one-on-one basis, through social media, texting or email, other than for relevant coach/athlete feedback or administration
- do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying)
- do not engage in any bullying activity.

### 3. Avoiding situations where you are alone with a child

- avoid private or unobserved situations.
- Avoid driving a child unaccompanied
- Do not invite or encourage children to your home
- Always have another adult present when staying overnight anywhere with children
- Do not share a room with a child, other than your own

#### 4. Codes of behaviour

Codes of Behaviour/Conduct:

- address identified risk factors
- are developed collectively with those who are expected to follow the code
- are clear and unambiguous
- are widely promoted and used within our organisation.

Complaint and internal discipline procedures for breaches of the code procedures that have been developed in conjunction with the Codes of Behaviour should be widely distributed and promoted.

#### Responding to Disclosed or Suspected Child Abuse or Neglect. Look at 9

- 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, and affiliated organisation, paid or unpaid are required to recognise, respond to, and report immediately (or where 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. 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.

#### 9.3 Prohibitions

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

- i) 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
- ii) Making deliberately false, misleading, or vexatious allegations

## 9.4 Rights

Individuals covered by this policy (as outlined in section 2 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.

## 9.5 Handling Allegations

- a. An allegation should be addressed at the relevant level (club/organisation or national level). This should be facilitated by the designated Child Safeguarding Representative 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 affiliated organisation level results in the lodging of a report of concern with either the New Zealand Police or Oranga Tamariki, the affiliated organisation must notify **Gymnastics NZ** immediately.

## 9.6 Criminal Action Relating to Child Abuse

If individuals involved in Gymnastics NZ or an affiliated organisation 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 **Gymnastics NZ** 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.

## 9.8 Whistleblowing and Anonymous Complaints

To ensure that anyone with concerns relating to Gymnastics NZ or an affiliated club 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 Gymnastics NZ 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, Gymnastics NZ and the affiliated club handling the complaint (as applicable) will support this decision utilising the steps in the Gymnastics NZ Whistleblowing Policy.

## 9.9 Recording Allegations of Child Abuse or Neglect

Gymnastics NZ and all affiliated organisations 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. Gymnastics NZ 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, Gymnastics NZ 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

Gymnastics NZ 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.

#### 9.10 Legislative Requirement

When handling allegation of child abuse or neglect involving a child or young person, the person handling the complaint should consider their legal obligations, and that of the organisation which they are representing, including without limitation, under relevant employment legislation.

#### 9.11 Confidentiality and Privacy

Gymnastics NZ 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.

## 10. Responding to a Disclosure or Allegation Made Against a Staff Member

**10.1** 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.

### 10.2 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.

10.3 When a disclosure or allegation is made regarding a staff member, the Child 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 board or a board of representative will act on behalf of the organisation with employment matters relating to the staff member. The same person must not fulfil both of these roles.

#### 10.4 Allegation Against a Child Safeguarding Representative

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

#### 10.5 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.

### 11. Recruitment and Training Processes for Staff and Volunteers

Safe Recruitment – Safety Checks for New and existing employees

- a) 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.
- b) 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.
- c) 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). This will apply to:
  - Impact Gymsport Academy staff, board members and volunteers.
  - Contract and part time staff
  - Chaperones
  - Coaches

### 12. 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 board members will receive appropriate refresher training in safeguarding and child protection on an ongoing basis.

### 13. Core Employee Exemption.

13.1 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 coreworker exemption provided for in section 35 of the Children's Act 2014.

13.2 Any person who intends to work as a core worker (as defined in section 5 definitions) for Impact Gymsport Academy or any affiliated organisation must obtain a core worker exemption on before engagement or employment commences.

13.3 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.

### 14. 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 \(Requirements of Safety Checks of Children's Workers\) 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 Right Act 1990](#)

#### 14. 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

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

**DRAFT**