



## Canterbury Hockey Association (Inc.) Child and Youth Protection Policy

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Responsibility:	Chief Executive
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## Policy Purpose

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The purpose of this policy is to:

- Provide the overarching principles that guide our approach to Child & Youth Protection.
- Assist everyone involved in Canterbury Hockey to identify abuse and neglect.
- Facilitate and guide Canterbury Hockey's Child & Youth Protection culture.

We have a responsibility to keep young people safe from harm. We will do this by implementing systems, processes and learning to foster a safe and secure environment – both for young people and the adults (Adults include employees, coaches, managers, officials, parents, and volunteers.) who work alongside and care for them.

We will ensure careful recruitment, selection and management procedures.

We will ensure that all disclosures of alleged abuse are acknowledged, and appropriate action is taken to ensure the safety of young people who make disclosures.

We will keep child/youth protection policies under regular review.

*This policy applies to all people involved in Canterbury Hockey including employees, administrators, coaches, managers, officials, volunteers, parents, and young people.*

## Definitions

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- **Staff** - employees, coaches, managers, officials, and volunteers for Canterbury Hockey.
- **Youth/Young Person** - Refers to any child or young person under the age of 18 engaged with a Canterbury Hockey event, whether a registered member or not.

## Canterbury Hockey Culture

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Canterbury Hockey is committed to developing a culture where all young people and adults feel equipped to challenge inappropriate behaviour.

Canterbury Hockey will keep young people safe through:

- Providing good information to young people and parents about our Child & Youth Protection practices.
- Ensuring a robust recruitment policy for adults.
- Making procedures to report concerns straightforward and safe.

The learning and development of adults and young people is an essential part of this culture, and we will develop learning opportunities in organisational Child & Youth Protection good practice through three key avenues:

- Educating young people about keeping safe.
- Educating all adult members on our policies and procedures for protecting young people and for ensuring their own safety and building their confidence to report on unusual or unacceptable behaviour.
- All staff working with children and young people will receive training and instruction

in “Recognising and Responding to suspected child abuse”. Training will include signs of potential abuse, being aware of the procedures to follow if confronted with allegations or evidence of child abuse and knowing the roles of agencies involved in child abuse preventions.

- Informing parents and caregivers regarding protecting their children.

Canterbury Hockey will protect our adults against the potential of false accusations through active education of our Behaviour Code, role modelling good practice, robust recruitment policies and proactively encouraging a team approach to all activities.

## **Safe Recruitment Procedures**

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Employees, coaches, managers, and other volunteers are to be carefully selected.

Declaration of past convictions, cases pending and agreement to have a NZ Police Check and a pre-employment suitability check completed is a pre-requisite before final appointment to a position. All employees, coaches, managers, and other volunteers must agree to abide by the Child/Youth Protection Policy.

Canterbury Hockey recognises that it relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in the sport of hockey would be severely limited. Canterbury Hockey will ensure good recruitment procedures by:

- Defining the role the person is applying for.
- Obtaining the person’s permission to enable Canterbury Hockey to undertake a NZ Police Check and a pre-employment suitability check.

## **Prevention**

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Canterbury Hockey staff will take practical steps to protect youth while they are taking part in Canterbury Hockey run events.

Staff will be aware of where youth are and what they are doing and will be similarly aware of what other staff are doing.

Sound supervision procedures are in place to protect youth. These include ensuring that:

- Youth are in designated areas where supervision can easily occur.
- That one-to-one contact or discussion with a youth does not occur behind closed doors.
- Visitors will be monitored and will not have unsupervised interaction with youth.
- Where members of the public or staff employed by other agencies are also on site, appropriate staff ratios will ensure youth are within sight of a staff member at all times.

## **Early Intervention**

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The induction and training provide for staff to be trained to understand early warning signs of abuse or neglect, and staff are encouraged to listen to youth carefully about their

concerns. All staff are encouraged to discuss any concerns with other senior staff or management who will determine:

- If advice will be sought from Child, Youth and Family (CYF)
- If a report of concern will be made to Child, Youth and Family or the Police
- If any other action will be taken

If abuse or neglect is suspected, or a youth discloses abuse, staff will record incidents, observations and/or what the young person says.

If abuse or neglect is suspected, or a youth discloses abuse, a report of concern should be made to Child, Youth and Family or the Police. Clear policies and procedures should be in place to guide reporting.

## **Reporting Concerns to a Statutory Agency**

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All cases of suspected Child Abuse will be responded to in a manner which best ensures children's immediate and future safety.

The following steps are to be followed:

1. Record when a youth tells you a safety issue. A supervisor should be consulted immediately.
2. Believe the youth. Do not investigate the youth yourself. Do not question or counsel the alleged offender. Do not make decisions alone. If your suspicions have not been confirmed as significant, continue to monitor the situation closely in consultation with others. If concerns are confirmed report.
3. Staff will usually advise a senior staff member or management of their concerns so decisions can be made as to who will seek advice from Child, Youth and Family or the Police to find out what steps should be taken.
4. After consultation with NZ Children and Young Persons Service and/or the Police, the programme Team Leader will find out who will be responsible for informing the parents of the youth.
5. Canterbury Hockey will provide support outside of their organisation for staff if there is a need.

As a member of the public any staff member has the right to report abuse directly to the police or Child, Youth and Family, in accordance with Section 15 of the Children, Young Persons, and Their Families Act 1989.

The wellbeing and safety of the youth will be the primary concern when any decision or action is taken regarding concerns about a youth's wellbeing. Staff and management are not required to seek parental permission to report their concerns.

## **Responding to Suspicions and Allegations Against a Staff Member**

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An initial report of any incident must be written down in full, as soon as possible.

- Where appropriate, Management will discuss the incident as soon as practical with the staff member and other possible witnesses. The staff member's version of the

incident(s) will be investigated before any decision is made. Where the investigation takes more than one day, the staff member may be asked to carry out alternative duties or maybe suspended until a full investigation can be completed. Appropriate support will be accessed for the staff member.

- Where there is some substantive evidence that an instance of child abuse may have taken place advice will be sought from Child, Youth and Family by Management. Where there are reasonable grounds to suspect that an instance of child abuse has taken place, that staff member shall be suspended whilst an investigation occurs.
- Management will take into account the advice of Children, Young Persons Family Service, or other support agencies as to whether police will be advised unless it is clear that a criminal offence has taken place, in which case Management will advise the Police directly.
- Staff will be advised of their rights to seek independent legal advice.
- The Parent of the young person (or young people) affected will be advised as soon as possible after investigations are reasonably complete, unless deemed by the Board to be inappropriate.

## **Obligations to Staff**

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- Whilst the protection of the youth shall be paramount and the next obligation of the Management shall be a full and fair investigation, it shall not be forgotten the impact to staff members this can have. Care will be taken to ensure that the presumption of innocence of those accused or implicated will be maintained until investigations are complete. Counselling and time off will be offered to staff who have been wrongly accused.
- All observations, after an investigation has been notified, shall be kept in writing in a confidential manner.

## **Staff Behaviour**

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All staff working with children and young people are required to understand and sign a Code of Behaviour Form (see Appendix 1).

Canterbury Hockey expects staff to be supportive, non-abusive and to present themselves as a positive role model. Many young people have affectionate natures and express themselves freely, regardless of the situation and the youth's culture and nature. Staff must avoid inappropriate physical contact.

- In making physical contact with young people, adults should be guided by the principle that they will do so solely in order to meet the youth's physical or emotional needs.
- Touching should not be initiated to gratify the adult needs. Young people should not be asked to take care of adult physical or emotional needs.
- If any youth initiates physical contact in the seeking of affection, reassurance, or comfort, it is appropriate to respond in a manner suitable for that youth's development stage and needs. It is not appropriate to force any form of unwanted affection or touching on a youth.
- Staff should avoid being alone with a youth.
- Staff must be aware of where all youth are at all times.
- Staff must ensure volunteers and visitors are supervised when working with youth.

- Staff may not smoke in front of the young people.
- Clothing should facilitate job performance (i.e. be appropriate for participating in activities, be safe, be appropriate for role modelling to young people).
- Personal visitors and telephone calls shall not interfere with responsibilities of supervision.
- Staff must acknowledge their emotional and physical limitations and request support and/or relief when necessary.
- Confidentiality must be maintained at all times.
- Staff medications must be labelled and stored out of reach of young people.
- Young people should not be present when staff use the toilet and bathroom facilities.
- “Adult” topics of conversation should not take place within hearing of the young people.
- Staff should maintain a professional relationship with families with respect to confidentiality, objectivity, and conflict of interest.
- On camps or trips away staff should not share accommodation with a young person.
- Staff should not communicate about personal matters outside the team – including verbal, phone, texting, and social media.

## **Duty of care**

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Staff and volunteers at Canterbury Hockey understand they have a duty of care in respect to the young people taking part in Canterbury Hockey events. This means they have a duty to use due care towards others in order to protect them from unnecessary risk of harm. All possible care will be taken to ensure young people’s wellbeing and safety and to act without negligence.

## Appendix 1

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### Code of Behaviour Form

As a coach/manager/volunteer of Canterbury Hockey:

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Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_