



Howick Pakuranga Cricket Club

Child Protection Policy

(June 25)

Our commitment to you

We're committed to safeguarding and protecting children from abuse and harm at the Howick Pakuranga Cricket Club and in cricket.

We want children to be able to:

- participate in sport and recreation and express their identity
- thrive in safe and supportive environments.

How we protect children

We do this by:

- describing the behavioural and physical signs that can help identify harmful and abusive behaviours towards children, including grooming
- setting out how to respond when a child discloses abuse or harm
- requiring all staff, volunteers and contractors of the Howick Pakuranga Cricket Club to report any safety concerns about a child
- telling you how to report and respond to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
- having a safeguarding lead person responsible for overseeing the obligations required by this policy.

This policy provides detailed information about how to identify, report, and respond to child abuse, child sexual abuse and child neglect at the Howick Pakuranga Cricket Club and in cricket.

Who you can speak to

If you are concerned about behaviour you see or suspect at the Howick Pakuranga Cricket Club and in cricket you can make a report under this policy either to:

- The General Manager at gm@hpcc.org.nz or 09 576 5602 or
- the Sport Integrity Commission – sportintegrity.nz/make-a-complaint

Introduction

Children have the right to:

- take part in sport and recreation free from abuse and harm
- participate in cultural life and practices and express their identity
- thrive in safe and supportive environments.

We will protect these rights by having standards of safeguarding and protection to ensure the Howick Pakuranga Cricket Club is fair, inclusive, positive and safe.

Safeguarding means the actions we take to reduce the risk of harm to children and to promote their overall wellbeing.

Protection means the actions taken to respond when children are or may be experiencing harm, including from child abuse, child sexual abuse and child neglect.

We are committed to having a culture of safeguarding and protection in place, which goes beyond compliance. We acknowledge that a failure to take reasonable measures to safeguard children, young people and adults at risk involved in cricket is a threat to integrity and a breach of this policy.

What this policy does

This policy sets out what we will do to identify, report, and respond to all suspected or real cases of child abuse, child sexual abuse and child neglect that may happen inside or outside of the Howick Pakuranga Cricket Club. It also supports our safeguarding policy, and they should be read together.

The policy:

- outlines the signs to help identify harm and abuse in children, and harmful and abusive behaviours towards them (Appendix 2)
- sets out a process for responding to a disclosure (Appendix 3)
- requires all staff, volunteers and contractors of the Howick Pakuranga Cricket Club to report any safety concerns about a child
- provides a process for reporting (Appendices 4, 5 and 7) and responding to (Appendix 6) suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
- provides access to guidance on areas of child protection
- requires the appointment of a safeguarding lead person responsible for overseeing the obligations required by this policy
- aligns with minimum standard 2 of the Code of Integrity in Sport and Recreation (the Integrity Code) in relation to child protection.
- The definitions relevant to this policy are listed at Appendix 1.

Who this policy applies to

This policy applies to the members, staff, volunteers and contractors of the Howick Pakuranga Cricket Club as well as all participants involved in cricket activities, events and competitions we are responsible for. We will make sure everyone in this group is aware of this policy and knows that they have to follow it.

Te Tiriti o Waitangi

The Howick Pakuranga Cricket Club is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection and participation. This policy has been prepared in line with this commitment and its text and implementation is guided by the following values and principles.

- Whanaungatanga: fostering positive relationships, connections and a sense of community between participants, particularly for people who are disadvantaged or at risk.
- Manaakitanga: participants are treated, and treat each other, with dignity and respect.
- Hauora: physical, psychological, spiritual, family and social wellbeing of participants and recognising sport and recreation should make a positive contribution to participants' wellbeing.
- Haumarutanga: the importance of protecting the safety and wellbeing of participants, particularly when they are at risk.
- Mokopunatanga: an emphasis on the wellbeing of children and young people, and ensuring future generations thrive.
- Pono: acting in a way that is trustworthy, honest and fair.
- Utu and ea: reciprocity and opportunities for repairing harm done and restoring a state of balance.

Identifying harmful and abusive behaviour

The Howick Pakuranga Cricket Club requires our staff, volunteers, contractors and participants to understand what harm and harmful and abusive behaviour looks like so they can act to ensure it is handled in the best way.

Appendix 2 lists behavioural and physical signs that can help identify the signs of harm in children, and the harmful and abusive behaviours in others, which includes grooming.

The Howick Pakuranga Cricket Club also has detailed guidance available that supports everyone to successfully identify the signs of harm and harmful and abusive behaviour.

Responding to disclosures of harm and abuse by a child

When a child tries to disclose abuse, this needs to be taken seriously and it's important that any disclosure is dealt with appropriately

Appendix 3 sets out the process that we will follow when responding to a disclosure of harm or abuse by a child.

Reporting harm and abuse

We acknowledge that it is everyone's responsibility to look out for the children around them.

We require our members, staff, volunteers, contractors and participants to report any concern about the safety of a child no matter how small they believe it may be to the Howick Pakuranga Cricket Club. Failing to do so is a breach of this policy.

Appendix 4 sets out the reporting process that our members, staff, volunteers, contractors and participants of the Howick Pakuranga Cricket Club will follow for suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours. Appendix 5 sets out a reporting flow chart.

The reporting process includes completing the reporting template in the Child Protection Incident Register (Appendix 7). This will then be stored securely in the Howick Pakuranga Cricket Club's Child Protection Incident Register database.

Responding to harm and abuse

We understand that responding appropriately to all suspected or real cases of child abuse, child sexual abuse and child neglect is required to protect the wellbeing of our members and participants.

- Appendix 6 outlines the response process that must be followed for suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours. It describes how we will:
- take a child-centred approach so the safety and wellbeing of the child is the primary concern
- support children, their whānau, staff, and others affected by the incident to receive the appropriate care
- take all required steps to stop further harm and implement measures to reduce the risk of reoccurrence.

Safeguarding lead

We will at all times have a safeguarding lead at a club level responsible for overseeing what is required by this policy.

This lead person is responsible for receiving reports of suspected or real cases of child abuse, child sexual abuse and child neglect under this policy.

The safeguarding lead for the Howick Pakuranga Cricket Club is the General Manager.

Their contact details are on www.hpcc.org.nz and are:

Phone: 09 576 5602

Email: gm@hpcc.org.nz

We have a secondary person at the Howick Pakuranga Cricket Club who can be contacted if the safeguarding lead is unavailable. This person is the Academy Development Manager.

Their contact details are:

Phone: 022 583 0411

Email: academy@hpcc.org.nz

Reporting breaches of this policy

Any person may report a breach of this policy to:

The **Howick Pakuranga Cricket Club** in accordance with our complaints and dispute resolution policy.

Contact details for the Howick Pakuranga Cricket Club are:

- Phone: 09 576 5602
- Email: gm@hpcc.org.nz

The **Sport Integrity Commission**:

Contact details for the Sport Integrity Commission are:

- Website: <https://sportintegrity.nz/making-a-complaint/make-a-complaint>
- Email: complaints@sportintegrity.nz
- Phone: 0800 378 437.

Appendix 1: Definitions

In this policy:

adult means a person who is 18 years or over

child abuse means harming (whether physically, emotionally, psychologically, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person under 18 years of age

child neglect means the persistent failure to meet the physical and/or psychological needs of children and young people under 18 years of age and not doing or providing the things they need to stay safe and be healthy

child protection means the actions taken to respond when children are or may be experiencing child abuse, child sexual abuse and child neglect

child sexual abuse means acts or behaviours where an adult, older or more powerful person uses a child or young person under 18 years of age for a sexual purpose

child or young person means people who are under the age of 18 years

disclosure means information shared with people by a child in relation to abuse or neglect, or suggests their safety is at risk

grooming means engaging or contacting a child or children under 16 years old with the intent of sexually abusing or exploiting them

harm includes physical, psychological, emotional, or sexual harm, ill-treatment, abuse, neglect, or deprivation of any child, young person or adult at risk

harmful and abusive behaviour includes the following:

- grooming
- bullying, violence, intimidation or harassment
- child abuse, child sexual abuse or child neglect
- any form of discrimination
- retaliation against or victimisation of any person because that person makes or intends to make a complaint or disclosure to the Howick Pakuranga Cricket Club
- the Sport Integrity Commission or another organisation bound by the Integrity Code.

For the avoidance of doubt, harmful and abusive behaviour includes online conduct.

participant includes:

- a player, competitor, or any other person who takes part in cricket
- an official or administrator
- a coach, trainer, or other person who gives instruction in relation to cricket
- a manager, an agent, or a team staff member
- a person providing medical or paramedical services to a person who takes part in cricket or a team or group
- a parent or caregiver of a person who takes part in cricket
- any other person working with, treating, or assisting a person who takes part in cricket or a team or group
- a volunteer providing services for cricket

report refers to the actions taken to ensure the suspected or real cases of child abuse, child sexual abuse and child neglect are immediately, and correctly, handed over to the appropriate people and services that are trained to receive the information and handle it properly

respond refers to the actions taken to reduce the chances of further child abuse, child sexual abuse and child neglect happening, and to provide support to those that have been affected

safeguarding means actions to prevent harm to children and to promote their overall wellbeing.

Appendix 2: Signs of harm and harmful and abusive behaviours

Physical and behavioural signs may be isolated or there may be several signs, so it's important to try and identify patterns of concern, including the harmful and abusive behaviours of adults and other children towards the child. The child may also be trying to tell you about the abuse or harm that's happening, but not have the words or understanding to tell you. This is why it is important to be able to identify the signs.

The physical and behavioural signs set out below suggest the possibility of child abuse or harm, but do not necessarily prove it is happening. They are reasons to be concerned, and you need to take steps to check on the safety and wellbeing of the child by documenting what you are told, or what you notice, and report these concerns in accordance with this policy.

Behavioural signs of harm and abuse in children

Signs can include the child:

- appearing depressed or anxious, and may be withdrawn, aggressive or violent
- having sexual knowledge and sexualised behaviour not appropriate to their age
- being self-destructive – self-harming, suicide attempts, engaging in drug or alcohol abuse
- dressing inappropriately for the activity which may be to hide bruises or other injuries
- not being able to recall how injuries occurred or giving inconsistent explanations
- being wary of adults or a particular person
- having poor social skills or poor understanding of self-care or basic hygiene
- avoiding training or participating in sport or other recreation activities
- seeming overly wary of people beyond shyness, flinches or freezes, or is excessively vigilant.

Physical signs of harm and abuse in children

Signs can include the child:

- having unexplained bruises, welts, cuts, abrasions, burns, broken bones and fractures
- being inadequately supervised or left alone for unacceptable periods of time
- appearing not adequately cared for, leading to malnourishment or inadequate medical attention
- having bruising, lacerations, redness, swelling, bleeding or itching and pain in their genital or anal areas
- having frequent physical complaints or prolonged headaches, nausea, abdominal pains, vomiting or diarrhoea.

Indicators of abusive behaviour

Signs to look out for include if a person around the child

- is vague about the details of the cause of injury to a child, and the reasons for the injury may change

- is violent, aggressive, attempts to injure, or intimidates, bullies or harasses a child
- delays seeking medical attention for a child
- fails to provide for the child's basic needs, such as nutrition, medical and psychological care
- has unrealistic expectations of the child
- may be unusually over-protective of a child or has physical contact or affection that appears sexual in nature or has sexual overtones
- seeks time alone with a particular child or singles them out repeatedly for punishment, praise or gifts
- is jealous of a child's relationships with peers or other adults or is controlling of the child.

Grooming behaviours

Look out for incidents where someone repeatedly sets up ways to be alone with a child:

- in a way that isolates them
- by using a position of authority, for example, in coaching or instructing relationships
- by seeming overly helpful, for example, offering babysitting or childcare, or offering a child rides
- by encouraging children to spend time with them in secret – this could be in person or online.

Look out for people who could be manipulating relationships by:

- seeking to build unusual connections with others beyond their role in the club or organisation
- offering special treatment or gifts to certain children or their caregivers and whānau
- befriending a child by acting like their best friend or someone cool to hang out with
- interfering with or manipulating a child's relationships with their friends or whānau
- rewarding and encouraging children to keep secrets, for example through special attention online or in person, or giving gifts secretly to imply favouritism.

Watch out for people who:

- test boundaries by blurring the line between appropriate and inappropriate behaviour — for example, joking about grooming, being alone regularly with someone else's child and downplaying any concerns
- insist on physical contact with a child, such as hugging, tickling or touching them
- erode interpersonal boundaries and shift from acceptable to inappropriate boundaries (for example, safe, appropriate and legitimate touching to correct a swim stroke shifting to inappropriate touching)
- push sexual boundaries and introduce sexual topics and actions into a conversation or situation around children, even when it's joking
- uses alcohol and other enticements and gifts

- provides access to adult material
- often walks in on children in changing areas, showers and toilets
- makes a habit of undressing in front of children
- talks about their sexual fantasies or adult relationship problems with a child.

Appendix 3: Process for responding to a disclosure

Step	Process
Listen to the child	Disclosures by children are often subtle and need to be handled with particular care, including an awareness of the cultural identity of the child and how that affects how you interpret their behaviour and language.
Protect and check for safety	Check if the child is safe, or whether the harm is still happening. <ul style="list-style-type: none"> • Is the child in immediate danger? • Are they still experiencing this harm?
Reassure the child	Reassurance might be: <ul style="list-style-type: none"> • thanking the child for sharing their disclosure with you and acknowledge that it may have been difficult • letting them know they are not in trouble, and that they have done the right thing • providing appropriate reassurance if the child is visibly distressed. • not asking questions beyond open prompts for the child to continue. Do not make promises that can't be kept. For example, "I will keep you safe now".
Inform the child	<ul style="list-style-type: none"> • Inform the child of the limits of confidentiality and explain to them you need to act on the information they have provided. • Tell the child exactly what you are going to do and who you are going to talk to. Ensure they are fully informed and there are no surprises for them. • Explain who will be keeping them informed during the process.

Collecting information

Write down:

- everything the child says, and in their own words
- the date, time, location, and the names of the people involved (including alleged perpetrator/s)
- the facts or observations that have led to the suspicion of real abuse or neglect (eg, any behavioural, or physical signs and concerns).

When responding to disclosures, **do not**:

- attempt to formally interview the child
- ask leading questions
- push for information or make assumptions

- gather irrelevant or unnecessary facts
- make assumptions, offer alternative explanations, or diminish the seriousness of the behaviour or alleged incidents
- keep the information to yourself or promise confidentiality to the child
- take any action that might undermine future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or carers
- let personal doubt prevent you from reporting the disclosure in accordance with Appendix 3 of this policy.

Appendix 4: Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour

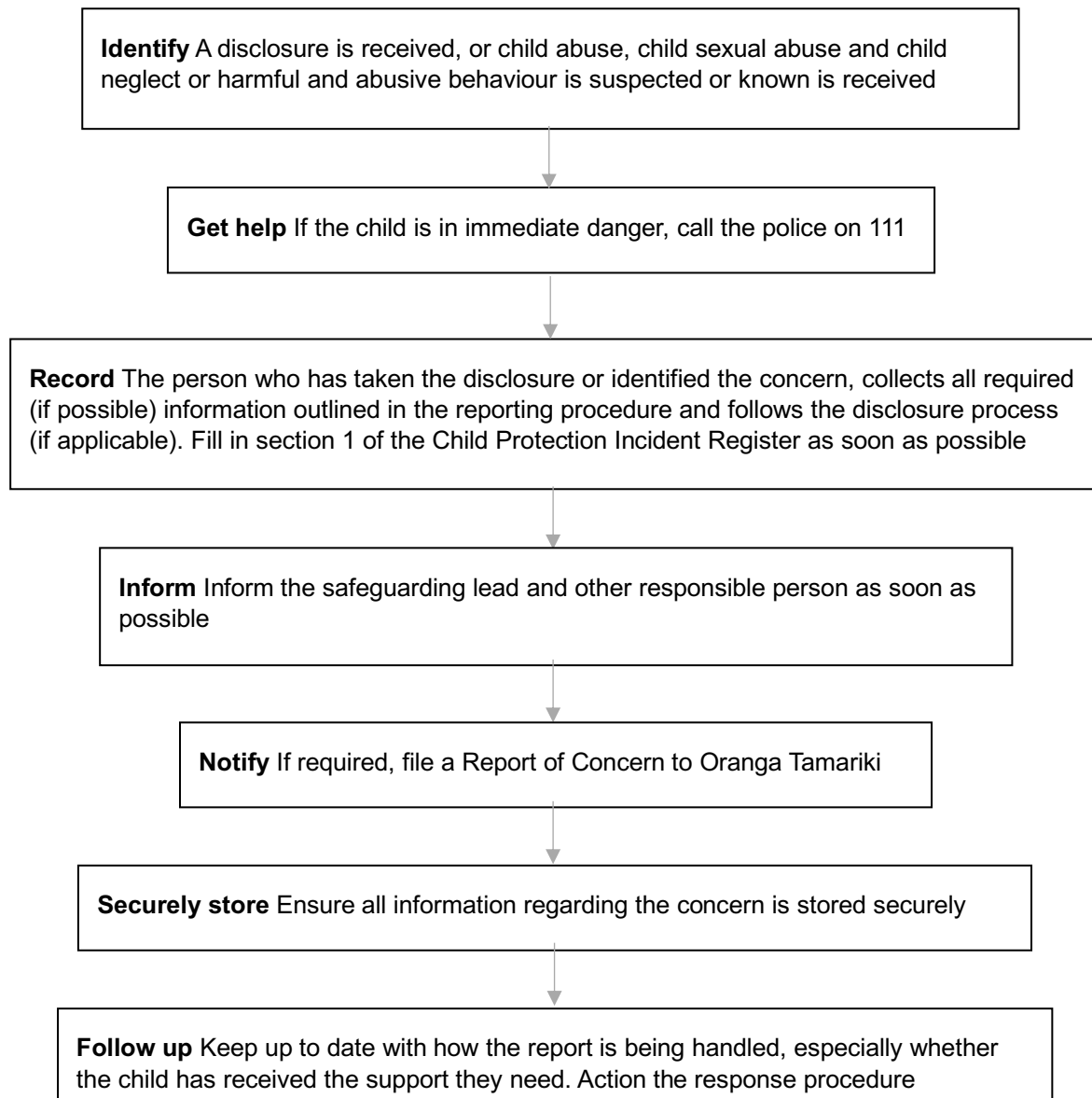
When child abuse, child sexual abuse and child neglect, or other harmful and abusive behaviour is suspected or known, it is important that information is recorded accurately and reported promptly.

Step	Process
Identify	A disclosure is received. Or there is suspected or known child abuse, child sexual abuse and child neglect, or other harmful and abusive behaviour.
Get help	If the child is in immediate danger, notify the Police on 111. Identify if the child has a trusted adult present and, if appropriate, inform the adult.
Record – For a disclosure	Follow the Process for responding to a disclosure (Appendix 2). Record at the time, or as soon as possible after, the disclosure is made: <ul style="list-style-type: none"> • everything the child says, and in their own words • the date, time, location, and the names of the people involved (including alleged perpetrator/s) • the facts or observations that have led to the suspicion of or real abuse or neglect (eg, any behavioural, or physical signs and concerns) • any other information that may be relevant. Fill in section 1 of the Child Protection Incident Register reporting template (Appendix 6) as soon as possible after the disclosure is made.
Record – For a suspected or real case	Record at the time, or as soon as possible: <ul style="list-style-type: none"> • facts or observations of a child that have led to the suspicion of or real harm or abuse (eg, behavioural, or physical signs and concerns) • facts or observations of harmful or abusive behaviours towards a child that have led to the suspicion of or real harm or abuse (eg, behavioural signs) • the date, time, location, and the names of the people involved (including alleged perpetrator/s) • any other information that may be relevant (eg, what a child or adult has said or done). If you are making the report on behalf of someone else, let them know what actions you are going to take. Fill in section 1 of the Child Protection Incident Register reporting template (Appendix 6) as soon as possible.

Step	Process
Inform	<p>Inform the safeguarding lead of the disclosure or concern you reported and any other actions you have taken.</p> <p>If the safeguarding lead is an alleged perpetrator, they will be omitted from the process and the Chairperson will be informed.</p>
Notify Oranga Tamariki	<p>The safeguarding lead along with any other child protection specialists, will need to determine if making a Report of Concern to Oranga Tamariki is the most appropriate course of action.</p> <p>A Report of Concern requires providing relevant information to the Oranga Tamariki National Contact Centre via email or phone so they can assess whether it meets the threshold for formal investigation and/or a referral to the police.</p> <p>Oranga Tamariki contact details</p> <p>Phone: 0508 Family (0505 326 459) Lines are open 24/7.</p> <p>Email: contact@ot.govt.nz</p>
Storing information	<p>The following information must be recorded and stored securely in the Child Protection Incident Register:</p> <ul style="list-style-type: none"> • the date when the initial concern was reported or the date of the incident or disclosure (as applicable) • type of harm or abuse and a description as to its concerning nature • any other completed documentation • a record of any advice received (including copies of correspondence received) • any action and rationale taken by relevant organisation/s or agencies, for example. police, Oranga Tamariki • date when the disclosure or the concern was followed up • how the Howick Pakuranga Cricket Club responded to the incident (see Follow up below).
Follow up	<p>As soon as possible, and no more than seven days after the disclosure or concern has been received, the safeguarding lead should discuss and reflect on the following.</p> <ul style="list-style-type: none"> • Where is the reporting process at? • Has it been handled and processed in the timeframes agreed upon by those handling the concern or disclosure? • Has it been followed in line with the requirements of the child protection policy? • Has the victim, the person who raised the concern and any others affected been updated? • What needs to happen next? • Who is responsible for the next steps?

Step	Process
	The process for the Howick Pakuranga Cricket Club to respond to the disclosure or concern is set out in Appendix 5.

Appendix 5: Reporting process



Appendix 6: Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours

Follow this process to reduce the chances of further child abuse, child sexual abuse and child neglect happening and to provide support to those affected. You will also need to complete the response table of the reporting template in the Child Protection Incident Register (Appendix 6).

Step	Process
Debrief	<p>The safeguarding lead and any others affected by harm or abuse (if appropriate) should discuss and reflect on the following.</p> <ol style="list-style-type: none"> Could the alleged abuse or neglect have been prevented? <ul style="list-style-type: none"> Is the nature of the harm and abuse prohibited in a policy? Do we provide enough guidance on this type of harm or abuse for staff, volunteers, contractors and participants? Do we provide training to build knowledge and skill in this area for staff, volunteers, contractors and participants? Does everyone know about and understand the policies, processes and guidance we provide? Were the processes set out in the child protection policy effective and easy to follow? <ul style="list-style-type: none"> Did the person receiving the disclosure know how to take a disclosure, including the right information to collect? Did the person reporting the harm or abuse know who to contact? Could they reach them in an appropriate timeframe? Was the harm or abuse stopped by implementing the child protection policy? What was the outcome of the concern or disclosure report (if known)? <ul style="list-style-type: none"> Was it handled internally or externally? <ol style="list-style-type: none"> If internally, who was involved and how was it handled? If externally, were we regularly updated by the agencies, organisations and individuals handling the incident? Have the children and those affected from the harm or abuse received the care and support they need? If applicable – are the perpetrator/still a risk to children at the Howick Pakuranga Cricket Club? Are they a risk or active at another club or organisation? What actions are required to address identified gaps or issues in the policies, processes and guidance that we provide?

Step	Process
	<ul style="list-style-type: none"> – If 'no' is answered to any of the questions above, discuss and create actions to address each.
Create and implement a plan	<p>From the debrief, create a plan to address the necessary actions. Include:</p> <ul style="list-style-type: none"> • what the actions are • who is responsible for each action • who else will provide support • timeframes for each action <p>Communicate the plan to everyone; the actions you are taking and how they will be impacted.</p>

Appendix 7: Child Protection Incident Register – Reporting template

Section 1

Date and time of incident: _____

Location of incident: _____

Date and time reported: _____

Who it was reported to: _____

Your details:

Name: _____ Organisation: _____

Role: _____

Contact number: _____

Child's name:	
Date of birth:	
Child's gender:	
Child's address:	
Parent or caregiver's details:	Name: Address: Phone number:
Have parents or caregivers been notified of this incident?	Yes / No (Please circle one) If yes, provide details of what was said, and actions agreed:
Are you reporting your own concerns or responding to concerns raised by someone else?	Own concerns <input type="checkbox"/> Concerns made by someone else <input type="checkbox"/>
If responding to concerns raised by someone else, please provide further information about them:	Name: Position within the organisation and relationship to the child or person the report is related to: Phone number:

Details of the incident or concerns:

Include relevant information such as:

- the nature of the incident
- when it took place (including the disclosure), what was said, who was involved, whether there are any injuries
- the signs of abuse, harm and harmful and abusive behaviours
- reference any relevant documentation or advice received and who from
- actions that have already been taken by anyone – organisation, police and so on.

Ensure you use facts or exactly as reported to you.

Add details here:

Inform the safeguarding lead

Safeguarding lead name	Date and time informed

Reporting person signed: _____ Date: _____

Section 2**Safeguarding lead to complete**

Actions required:

Reporting			
Action	Confirmation		
Safeguarding lead refers to Oranga Tamariki	YES / NO	Date:	Time:
Safeguarding lead refers to Police	YES / NO	Date:	Time:
Safeguarding lead has updated the Howick Pakuranga Cricket Club Board of actions	YES / NO	Date:	Time:
Safeguarding lead has updated all affected individuals of actions	YES / NO	Date:	Time:
Records and any associated notes of the disclosure or concern been stored in a confidential and safe place	YES / NO	Date:	Time:

Response		
Reflections	Answer	Actions
Could the alleged abuse or neglect have been prevented?	YES / NO	
Were the processes set out in the child protection policy effective and easy to follow?		
What was the outcome of the concern or disclosure report (if known)?		
What actions are required to address identified gaps or issues in the policies, processes and guidance that we provide?		

Reporting and response actions completed date: _____

Safeguarding lead signed: _____

Please ensure that this record and any associated notes are stored in a confidential and safe place.



Howick Pakuranga Cricket Club

Safeguarding Policy

(June 25)

Our commitment to you

We are committed to providing a safe experience and environment where children, young people and adults at risk are protected from abuse and harm that may happen at the Howick Pakuranga Cricket Club and in cricket

Children, young people and adults at risk have the right to:

- take part in cricket and express their identity
- thrive in safe and supportive environments.

How we protect children, young people and adults at risk

We do this by:

- requiring people who supervise or work with children, young people or adults at risk without a parent or caregiver present to be safety checked and complete annual education on safeguarding
- having safe and inclusive practices for children and adults at risk (eg, coaching, travelling and overnight stays, taking and sharing images, and changing rooms)
- appointing a safeguarding lead to oversee the requirements in this policy
- having a child protection policy to identify, report, and respond to child abuse, child sexual abuse and child neglect.

Who you can speak to

If you are concerned about behaviour you see or suspect at the Howick Pakuranga Cricket Club or in cricket you can make a report under this policy either to:

- The General Manager at gm@hpcc.org.nz or 09 576 5602
- the Sport Integrity Commission – sportintegrity.nz/make-a-complaint

Introduction

Children, young people and adults at risk have the right to:

- take part in sport and recreation free from abuse and harm participate fully in cultural life and practices, and express their identity
- thrive in safe and supportive environments.

We will protect these rights by having standards of safeguarding and protection to ensure cricket is fair, inclusive, positive and safe.

Safeguarding means the actions we take to reduce the risk of harm to children and to promote their overall wellbeing.

Protection means the actions taken to respond when children are or may be experiencing harm, including from child abuse, child sexual abuse and child neglect.

We are committed to having a culture of safeguarding and protection in place, which goes beyond compliance. We acknowledge that a failure to take reasonable measures to safeguard children, young people and adults at risk involved in cricket is a threat to integrity and a breach of this policy.

What this policy does

This policy sets out what we will do to provide a safe experience and environment where children, young people and adults at risk are protected from harm that may happen inside or outside of our organisation. It also supports our child protection policy and they should be read together.

The policy:

- describes our commitment to a culture of safeguarding and protection
- requires all staff, volunteers, contractors and participants of the Howick Pakuranga Cricket Club to report any safety concerns about a child, young person or adult at risk
- requires safety checks for specified persons
- outlines safe practices that must be followed to protect children, young people and adults at risk
- requires specified persons complete safeguarding training
- appoints a safeguarding lead person who is responsible for overseeing the obligations required by this policy
- refers to our child protection policy that provides for how we will identify, report, and respond to suspected or real cases of child abuse, child sexual abuse and child neglect
- aligns with the Code of Integrity for Sport and Recreation (the Integrity Code) in relation to safeguarding.

This policy focuses on those within the Howick Pakuranga Cricket Club who will be working closely with children, young people and adults at risk. These people are known as **specified persons** and covers anyone who works in, volunteers for, or provides services to the Howick Pakuranga Cricket Club where such involvement:

- may or does involve regular or overnight contact with children, young people or adults at risk; and
- takes place without a parent or guardian of a child or young person being present; or
- takes place with an adult at risk without the presence of another adult.

The other definitions relevant to this policy are listed at Appendix 1.

Who this policy applies to

This policy applies to the members, staff, volunteers and contractors of the Howick Pakuranga Cricket Club as well as all participants involved in cricket activities, events and competitions we are responsible for. We will make sure everyone in this group is aware of this policy and knows that they have to follow it.

Te Tiriti o Waitangi

The Howick Pakuranga Cricket Club is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection and participation. This policy has been prepared in line with this commitment and its text and implementation is guided by the following values and principles.

- Whanaungatanga: fostering positive relationships, connections and a sense of community between participants, particularly for people who are disadvantaged or at risk.
- Manaakitanga: participants are treated, and treat each other, with dignity and respect.
- Hauora: physical, psychological, spiritual, family and social wellbeing of participants and recognising sport and recreation should make a positive contribution to participants' wellbeing.
- Haumarutanga: the importance of protecting the safety and wellbeing of participants, particularly when they are at risk.
- Mokopunatanga: an emphasis on the wellbeing of children and young people, and ensuring future generations thrive.
- Pono: acting in a way that is trustworthy, honest and fair.
- Utu and ea: reciprocity and opportunities for repairing harm done and restoring a state of balance.

Safety checks

Our responsibility is to provide a fair, inclusive, positive and safe environment. This means we do not allow people into, or remain in, roles at the Howick Pakuranga Cricket Club if we consider there is a risk to children, young people and adults at risk.

We require that specified persons are safety checked before they start their role or duties at the Howick Pakuranga Cricket Club. We may also conduct safety checks for others where we consider it appropriate.

A safety check includes:

- verifying the person's identity
- an interview to assess their suitability for the role
- New Zealand Police vetting, or an official background/criminal record check through the Ministry of Justice
- at least two referees to confirm the person's character, experience and overall suitability
- verifying the person's qualifications and experience, including professional memberships or affiliations.

The safety check is re-done at least every three years.

A specified person is automatically disqualified from working with children, young people or adults at risk if they have been convicted of an offence under Schedule 2 of the Children's Act 2014.

If a safety check reveals convictions other than Schedule 2 offences, we will decide whether to engage the person based on the nature of the conviction, the nature of the role and the results of a due diligence process in relation to the person's background including reference checks.

We will also take into account any matter from the safety check we consider relevant to the person who is working with children, young people or adults at risk.

Our process for assessing background check for a specified person working with children, young people or adults at risk, and assessing convictions other than Schedule 2 offences, is outlined at Appendices 2 and 3.

Safe practices

Building and establishing a safeguarding culture is critical to providing safe, fair and inclusive environments and experiences. It is at the heart of protecting children, young people and adults at risk from harm.

We have created safe practices that must be followed by everyone to protect children, young people and adults at risk, in the areas listed below.

We will raise awareness and understanding of these safe practices for staff, volunteers, contractors and participants through good communication and regular evaluation of their knowledge of safe practices.

Coaching, training and instructing

All coaches, instructors and anyone in a similar role at the Howick Pakuranga Cricket Club are required to provide a safe and positive environment and experience for children, young people and adults at risk that is inclusive and builds trust.

Coaches and instructors at the Howick Pakuranga Cricket Club work to achieve a good understanding of what children, young people and adults at risk need to have a safe and positive experience.

Coaches and instructors must follow the Howick Pakuranga Cricket Club's safe practices safe coaching and instructing.

One-on-one interactions

We understand the risks associated with working alone with children, young people and adults at risk. The Howick Pakuranga Cricket Club requires adults who aren't a parent or caregiver to actively avoid one-on-one time with children, young people and adults at risk. This includes in-person and online interactions.

We acknowledge there are times where one-on-one interactions are unavoidable. These may include an activity where it is physically impossible to have another adult present. If these situations arise, the adult must follow the Howick Pakuranga Cricket Club's safe practices for one-on-one interactions.

Taking, sharing or storing images

All children, young people and adults at risk, our members, staff, volunteers, contractors and participants must follow, the Howick Pakuranga Cricket Club safe practices on taking, storing and sharing images and videos of children, young people or adults at risk. This includes on our premises and at events or activities we have organised and or where we are responsible for the children, young people or adults at risk that are attending.

Transport and travel

We acknowledge there is a risk of deliberate harm to children, young people and adults at risk when they are travelling or going away overnight.

All children, young people and adults at risk, our members, staff, volunteers, contractors and participants are advised of, and must follow, The Howick Pakuranga Cricket Club safe practices for transport and travel.

Overnight stays and accommodation, including sleeping arrangements

Sometimes events and activities for the Howick Pakuranga Cricket Club involve overnight stays for children, young people and adults at risk. The Howick Pakuranga Cricket Club acknowledges travelling and staying away from home presents potential risks for their safety and wellbeing, and this means overnight stays need careful planning and supervision.

All children, young people and adults at risk, our members, staff, volunteers, contractors and participants involved in travelling with children, young people and adults at risk are advised of, and must follow, the Howick Pakuranga Cricket Club's safe practices on overnight stays and accommodation, including sleeping arrangements.

Changing room (or equivalent) arrangements

We acknowledge children, young people and adults at risk may be more at risk in changing rooms because:

- they may be undressed or showering, so are potentially more vulnerable
- changing rooms and toilets are sometimes located away from other areas of buildings, venues or locations, and can be isolated
- there may be less adult supervision in these areas.

All children, young people and adults at risk, our members, staff, volunteers, contractors and participants are advised of, and must follow, The Howick Pakuranga Cricket Club safe practice in relation to behaviour in and around changing room and toilet facilities where children, young people or adults at risk may be present.

Education

We require that specified persons complete training in relation to safeguarding and protection of children, young people, and adults at risk. They must complete the training before, or soon after, starting their role.

The training must cover:

- prohibited behaviours with a focus on the safety and wellbeing of children, young people and adults at risk
- the safe practices to prevent prohibited behaviours
- other practices that we deem important to ensure the safety and wellbeing of children, young people, and adults at risk.

Child protection policy

We have a child protection policy that sets out how the Howick Pakuranga Cricket Club identifies, reports and responds to suspected or real cases of child abuse, child sexual abuse and child neglect.

All children, young people, adults at risk, our members, staff, volunteers, contractors and participants must follow the child protection policy.

Safeguarding lead

We will at all times have a safeguarding lead at a club level responsible for overseeing what is required by this policy.

This lead person is responsible for receiving reports of suspected or real cases of child abuse, child sexual abuse and child neglect under this policy.

The safeguarding lead for the Howick Pakuranga Cricket Club is the General Manager.

Their contact details are on www.hpcc.org.nz and are:

Phone: 09 576 5602

Email: gm@hpcc.org.nz

We have a secondary person at the Howick Pakuranga Cricket Club who can be contacted if the safeguarding lead is unavailable. This person is the Academy Development Manager.

Their contact details are:

Phone: 022 583 0411

Email: academy@hpcc.org.nz

Reporting breaches of this policy

Any person may report a breach of this policy to:

*The **Howick Pakuranga Cricket Club** in accordance with our complaints and dispute resolution policy.*

Contact details for the Howick Pakuranga Cricket Club are:

- Phone: 09 576 5602
- Email: gm@hpcc.org.nz

The Sport Integrity Commission:

Contact details for the Sport Integrity Commission are:

- Website: <https://sportintegrity.nz/making-a-complaint/make-a-complaint>
- Email: complaints@sportintegrity.nz
- Phone: 0800 378 437

Appendix 1: Definitions

In this policy:

adult means a person who is 18 years or over

adult at risk means any adult who needs care and support, is experiencing or is at risk of abuse or neglect, and is unable to remove or protect themselves from that risk because of those needs

child abuse means harming (whether physically, emotionally, psychologically, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person under 18 years of age

child neglect means the persistent failure to meet the physical and/or psychological needs of children and young people under 18 years of age, and not doing or providing the things they need to stay safe and be healthy

child sexual abuse means acts or behaviours where an adult, older or more powerful person uses a child or young person under 18 years of age for a sexual purpose

children and young people mean people under the age of 18 years

harm means physical or mental damage or injury resulting from a prohibited behaviour

participant includes:

- a player, competitor, or any other person who takes part in cricket
- an official or administrator
- a coach, trainer, or other person who gives instruction in relation to cricket
- a manager, an agent, or a team staff member
- a person providing medical or paramedical services to a person who takes part in cricket or a team or group
- a parent or caregiver of a person who takes part in cricket
- any other person working with, treating, or assisting a person who takes part in cricket or a team or group
- a volunteer providing services for cricket

prohibited behaviours means the following:

- bullying, violence, abuse, intimidation, or harassment
- child abuse, child sexual abuse or child neglect
- sexually harmful behaviour
- discrimination
- competition manipulation and associated activity
- corruption, fraud, deception or breach of trust
- retaliation against or victimisation of any person because that person makes or intends to make a complaint or disclosure to the Howick Pakuranga Cricket Club

the Sport Integrity Commission or another organisation bound by the Integrity Code.

- *A prohibited behaviour can be an act or an omission, and includes behaviour that happens online or through electronic means.*

safe practices *are practices developed by the Howick Pakuranga Cricket Club that must be followed to safeguard and protect children, young people and adults at risk.*

specified person *means anyone who works in, volunteers for, or provides services the Howick Pakuranga Cricket Club and where such involvement:*

- *may or does involve regular or overnight contact with children, young people or adults at risk; and*
- *takes place without a parent or guardian of a child or young person being present; or*
- *takes place with an adult at risk without the presence of another adult.*

APPENDIX 2: Process – Assessing background checks for specified persons

Step	Process
Receive and review	<p>Are there any concerns, active criminal charges, or past convictions?</p> <ul style="list-style-type: none"> • If there are none, continue with the remainder of your recruitment process, which may result in approving the person to work with children, young people or adults at risk. However, do not regard a clear background check as a substitute for other forms of sensible due diligence, such as reference checks. • If there are concerns arising out of the report, continue following the steps below.
Evaluate	<p>Is it medium- or high-risk, or an automatic disqualification?</p> <p>Use Appendix 3 and look at the:</p> <ul style="list-style-type: none"> • nature and severity of the offence – was it a minor or serious crime • relevance to the role – does the offence relate to working with children • timeframe – was it recent or many years ago • pattern of behaviour – is there a history of multiple offences • rehabilitation – has the individual completed rehabilitation, counselling, or training?
Discuss	<ul style="list-style-type: none"> • Notify the person their background check has raised concerns. • Give them an opportunity to explain their history and ask for supporting evidence (eg, character references, rehabilitation records). • Ensure privacy of their information and fair treatment including the right to be heard before any decisions are made.
Make a decision	<p>After reviewing all factors, decide whether to:</p> <ul style="list-style-type: none"> • approve the person (with or without conditions) • decline their application due to child safety concerns • implement extra safeguards (eg, supervision, restricted duties). <p>If disqualifying someone, ensure the decision is:</p> <ul style="list-style-type: none"> • consistent with any other policies • based on clear reasoning • communicated to them professionally and confidentially. <p>If a person disagrees with a disqualification decision, they can:</p> <ul style="list-style-type: none"> • request a review and provide new information • appeal through the organisation's (or external) dispute resolution process • seek legal advice.

Step	Process
Document and store	Maintain records of: <ul style="list-style-type: none"> • the background check and keep it stored securely • the risk assessment notes • the final decision • any conditions or safeguards put in place – communicate to all those supporting the person in their role.
Monitor	<ul style="list-style-type: none"> • Re-check individuals at least every three years (or as required by your policy). • Monitor behaviour and act on any new concerns.

APPENDIX 3: Process – Risk categorisation for Specified Persons

Risk type	Criteria
Disqualifying-risk	<p>Automatic disqualification – Do not allow the person to work or volunteer with children, young people or adults at risk in any capacity</p> <p>A person who is convicted or charged with any Schedule 2 offence under the Children’s Act 2014 is automatically disqualified from working or volunteering with children, young people and adults at risk. This includes but isn’t limited to:</p> <ul style="list-style-type: none"> • sexual offences against children or adults (indecent assault, sexual grooming, child exploitation) • violent offences (assault, manslaughter, family violence involving children) • child abuse or neglect convictions • making, possessing, or distributing child exploitation material.
High-risk	<p>Likely disqualification – Requires further assessment</p> <p>A person is most likely disqualified from working or volunteering with children, young people and adults at risk if they have:</p> <ul style="list-style-type: none"> • a history of sexual and domestic violence or protection orders (especially if it involves children) • serious drug or alcohol-related convictions (eg, dealing drugs, disqualification from driving on more than on occasion) • a conviction or charge that could endanger children (eg, dangerous driving with children in the vehicle) • ongoing investigations for crimes involving violence, dishonesty, or child abuse or neglect • patterns of criminal behaviour that suggest a risk, even if individual offences seem minor.
Medium-risk	<p>May not disqualify – requires discussion and further assessment</p> <p>These offences and behaviour may not disqualify someone but require further investigation.</p> <ul style="list-style-type: none"> • Past dishonesty or fraud and corruption convictions (eg, match fixing, theft). • Minor drug-related offences (eg, possessing illegal drugs for personal use). • Consistent traffic convictions, unless they involve reckless endangerment. • Concerns about other inappropriate behaviour, even if it’s not criminal. <p>The individual may be allowed to work with children, young people or adults at risk depending on the context. Additional safeguards may be required, such as supervision or limited responsibilities.</p>



Howick Pakuranga Cricket Club

Guidelines for Safe Practice

(June 25)

Introduction

Coaches, officials, team managers and club administrators are uniquely placed to see what is happening with children and young people. You have a vital role to play in their future and you can have an impact that lasts a lifetime.

Childhood sporting experiences should be positive, and it is the club's responsibility to provide an environment that is safe, positive and enables children to flourish.

Who is this guidance for?

This resource is relevant for all adults involved in sport delivery with children and young people. When working with children and young people in sport, we need to be aware of the position of trust we are in. There is a power imbalance between us as a person in authority and those who look up to us. We are role models, and we need to acknowledge this and have clear guidelines with personal and professional boundaries.

When engaged in cricket activities, you should always conduct yourselves professionally around children and young people. We also need to be able to recognise and respond safely to signs of abuse and neglect of children and young people.

While we aim to provide a safe environment and have the necessary preventative measures in place, we acknowledge that concerns about a child or young person's wellbeing may still arise. These guidelines are part of a collaborative approach to creating safe environments for both children or young people and club volunteers and officials.

Good Practice Guidelines

As an adult, it is your responsibility to establish and maintain clear professional boundaries with children and young people in sport. The following outlines good practice and how to establish boundaries in a range of situations. Please read and understand these guidelines, and if you have any questions, feel free to contact the club's General Manager for further details.

Always act, and be seen to act, in the child's or young person's best interests within the framework of the rules. Do not intimidate, harass, bully, humiliate, threaten, pressure, or undermine a child or young person. Ensure that language is age appropriate when talking to children and young people. Create a safe and open environment for children and young people that also reduces the risk to officials and other volunteers.

Recognise that as an adult you hold a position of trust and authority. Never abuse that trust to establish an unsafe emotional connection with a child or young person. It is particularly important to avoid any activity that could be considered grooming a child or young person. Avoid situations that may lead to questions being raised around your conduct.

Supervision

Children should not be left without reasonable supervision. Children under the age of 14 should not be left unsupervised, except in clearly defined circumstances and with the knowledge and permission of the children's parents.

When working with children under 14 it is good practice to ensure you are not the only adult present. Ensure you have an appropriate ratio of adults to children, including enough adults in case someone has to deal with an emergency or gets sick. Having whanau stay for the session ensures that assistance is available if required and minimises the chances that you will be left alone with a child. For mixed gender activities there should be an equal mix of adult supervisors.

It is safe working practice to avoid being alone with a child as much as possible. For example, if a child follows you into the changing rooms, move yourself as soon as possible out of that one-to-one situation. It may be helpful to have some rules in place in advance, for example, stating that children can only come into an enclosed space with you two at a time. If one-to-one situations are unavoidable, take precautions such as leaving a door open, or telling another person what is happening.

Be aware that you need to do your best to supervise everyone, for example, positioning your body to enable you to see as widely as possible or using space where the children won't be out of sight for long periods of time. Immediately address any rough, bullying or sexually inappropriate behaviour in group coaching sessions.

Consider the start and end of each session. Try and make sure you have two children left at the end if no other adults are present. Perhaps a family may have to wait for the last child to be picked up before they go. It's okay to ask and make that a boundary.

Safe training methods

Gain an understanding of different developmental ages and stages, such as gender, emotional maturity, and physical and intellectual abilities.

Where there is physical contact:

- make sure any physical contact takes place out in the open with other adults present
- explain to the child or young person what you are going to do and why
- ask their permission and get consent first – tell them they can refuse if they don't feel comfortable.
- prioritise safety and wellbeing over results and performance.

Keep your personal life separate

Be mindful that you are a role model for the athletes you interact with. Some information about your personal life is inappropriate for children to be exposed to.

Always maintain a friendly but professional manner. This extends to social media and we recommend coaches and team managers do not add children or young people under the age of 16 as 'Friends' on social media. If social media is your main form of communication with athletes, it is more appropriate to add the child's parents and loop them into the communication.

To avoid confusion, it is best practise to avoid the giving or receiving of gifts between coaches and athletes. Don't engage in activities such as babysitting, private coaching or tutoring of athletes under 14 that could be considered grooming.

Changing Rooms and Toilets

All children must be safe in changing facilities where they may be particularly vulnerable to bullying and abuse. Responsible adults will keep children safe and respect appropriate boundaries.

Thinking about how you can effectively meet the needs of all children and young people is important. It is important to consider the facilities that are available, who can access them and whether the environment is safe for children and young people.

We know that children and young people are particularly vulnerable in changing areas. Due in part to various stages of dress/undress and because they are often less supervised than at other times.

There is a risk of child-to-child/young person-to-young person problems, such as bullying if the changing room is left unsupervised.

The following procedures can help to reduce the risk of misconduct or abuse in changing facilities:

- Children/young people should be encouraged to use changing facilities as a small group if other members of the public have access at the same time.
- Changing facilities should not be used by adults and children/young people at the same time. Where this is unavoidable, there should be access to separate changing, showering and toilet areas. Under no circumstances should adults be undressed in front of children/young people in changing rooms.
- If disabled children and young people need to use changing facilities, make sure they are accessible and that the disabled child or young person and their parent, caregiver or whānau are involved in deciding if and how they should be assisted. Make sure the child can consent to the assistance that is offered.
- The use of mobile phones and/or photographic equipment with video recording capabilities is not acceptable under any circumstance in changing facilities.
- Where no changing facilities are available, children/young people and their parents, caregivers or whānau should be made aware of this prior to the activity taking place.
- Any adult should be discouraged from entering changing facilities at the same time as a child unless it is absolutely necessary.

Alcohol and Drugs

Under no circumstances should adults consume alcoholic beverages or be under the influence of drugs when supervising children or young people and must not offer alcohol or drugs to children or young people under any circumstances. Coaches and team managers need to be aware that as supervising adults, they may be called upon at any time to attend to any number of issues. Having alcohol or drugs in your system can affect judgement and expose volunteers to unnecessary risk. Advice on nutritional supplements should be done in consultation with parents/caregivers.

End of Sessions/Games

Clubs have a responsibility for the children and young people in their care that includes discharging that responsibility to an appropriate adult at the end of sessions or games. If you are coaching or managing a team at a club, be sure to have a process in place for how children are collected at the end of each session or game. If a non-parent is collecting a young person at the end of a session or game, ensure that this is only done with the advice and permission from the young person's parents.

Travel

Adults should not provide transport to children without the specific permission of the child's parents/caregivers. Travelling alone with a child exposes you to risk. If permission from a parent/caregiver is granted, the child should sit in the backseat. Any person transporting children or young people as part of club travel must have a full clean driver's license and their vehicle showing a current WOF.

When travelling with teams made up of children, the team manager should be sure to have a process in place for every location throughout the trip that ensures children are safe, supervised and accounted for.

Overnight Stays

Overnight and weekend trips can offer valuable team experiences for children and young people but these activities need to be managed responsibly to ensure children and young people are safe guarded and parents / caregivers are confident that their child's wellbeing is central to the activity.

Motels, hotels, hostels and campgrounds place children and young people in a public environment which poses a greater risk to children and young people that must be assessed and action taken to reduce that risk.

If possible, negotiate with the accommodation provider for the whole team to stay in one floor or wing. If this is not possible, groups of similar ages should be clustered in rooms near each other with at least two supervising adults.

Violent and adult only movies should be disabled on televisions. Minibars should be unavailable in rooms where children or young people are.

Where teams are staying in venues which serve alcohol, children should always remain accompanied by two adults. For instance, when children are put to bed, two adults should remain in their own rooms close at hand. Children should know not to open the door to people who are not part of their team.

Rooming arrangement standards will be mandated:

- Children and young people sharing rooms should be of a similar age and must be same gender.
- Everyone needs their own bed; sharing a bed is not approved of.
- Privacy to get changed and use the bathroom.
- Team meetings to be held in a communal area or accommodation conference/meeting room preferably

Be clear with your team members where they should be and what areas are not accessible to them. Children should not be wandering alone in common areas where the general public may also be enjoying the accommodation.

Players, team managers, parents and/or caregivers will be informed of the standards and details of the team accommodation including; who their child or young person is sharing a room with, the address and contact of the accommodation, and the contact number of the team manager and/or volunteer also staying at the accommodation.

All children and young people should be given a code of conduct of expected behaviour. This should include who they can talk with if they feel unsafe or uncomfortable while away or travelling and how they can get hold of these people (for example, a number to text, or face-to-face contact).

Ensure all activities relate to the event or your planned programme. Do not detour to other venues that weren't stated to parents/caregivers.

When considering your team managers and volunteers try to ensure there is an appropriate level of skill or knowledge for the activities being planned. At least one adult should hold current first aid certification.

Photographs and video

Capturing photos and videos of children and young people is an established way of celebrating achievements and promoting the activity or sport. Coaches use photographs and videos to assist with coaching and skill development and team's use photographs and videos to provide memories of the experience for both athletes and their parents and whānau. However, there are some important considerations when it comes to photographing and videoing children.

Key guidelines include:

- Written consent must be obtained from parents or caregivers before any filming or photography of children under the age of 18 can take place. Verbal consent alone cannot be accepted. Staff at the club can check if there are any children or young people who are not allowed to be photographed. Consent is confirmed during the club's membership process.
- Do not publish photographs with the full name(s) of children unless you have written parental consent, and you have informed the children, parents, or caregivers and whānau how the photograph will be used. This includes blogs and websites
- Photography in changing rooms, toilets and showers is not allowed under any circumstances
- Images should focus on the activity or technique, rather than individual children or young people.