**Child Protection Policy**

1. **Policy Statement**

Disc Golf South is committed to the prevention of child abuse and to the protection of children and young people. The well-being and safety of children and young people is important to our organisation. As per PDGA guidelines 1.13 Youth Safety: “Parents/guardians may not leave unaccompanied children at or near the scoring area, clubhouse, or any other tournament venue.”

This policy acknowledges that Disc Golf South has a responsibility both under legislation and in society to provide a safe environment that ensures all children participating in our events/programmes/activities:

* Are treated with dignity and respect
* Are free from physical, emotional and sexual abuse
* Are entitled to physical and emotional well-being
* All those who come into contact with children and families in their everyday work, including those that do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children
1. **Scope**

This policy covers all Disc Golf South members, whether paid or voluntary, including those staff contracted or on placement.

1. **Purpose**

The purpose of this policy is to:

3.1 Ensure Disc Golf South provides services in a manner consistent with section 6 of

the Children Young Persons and Their Families Act 1989 and the Vulnerable Children Act 2014

3.2 Provide guidelines and training for Disc Golf South members who work with children and young people

3.3 Raise awareness of the importance of our role in maintaining the safety, welfare,

and interests of any child or young person we come into contact with through work

3.4 Identify procedures for staff to follow should a suspected case arise or an accusation

be made about inappropriate behaviour by a staff member by providing training, support, and guidance to staff

3.5 Identify external agencies to be contacted, the services they provide and the appropriate reporting procedures

1. **Definitions**

4.1 “Child and Young Person” - for the purpose of this policy a “child” means a boy or girl under the age of 14 years and “young person” means a boy or girl of or over the age of 14 years but under 17 years (Children, Young Person, and Their Families Act 1989, Section 2).

4.2 “Staff” – anyone working for Sport Southland, whether paid, voluntary, contracted or on placement.

4.3 “Employees” – those formally employed by Sport Southland on a casual, fixed term, part time or full time basis.

4.3 “Child abuse” - means the harming (whether physically, emotionally, or sexually), ill treatment, abuse, neglect, or deprivation of any child or young person.” (Section 2, Children and Young Persons Amendment Act, 1994).

1. **Statutory considerations**

The following pieces of legislation are considered in the creation of this policy. They are:

* The Human Rights Act 1993.
* The Privacy Act 1993.
* The Employment Relations Act 2000.
* The Vulnerable Children Act 2014.
1. **Guidelines**

Disc Golf South’s commitment to the well-being and safety of the child or young person,

means that the interest and welfare of the child or young person will be the primary

consideration when any decision is made about suspected child abuse.

Professional ethics will provide the basis of all processes and actions taken. The privacy of

those concerned will be respected.

Disc Golf South supports the roles of statutory agencies (the Police and Oranga Tamariki) in the investigation of abuse and will report cases of suspected child abuse to these agencies according to the processes outlined in this policy. Deciding who will inform the parent or caregiver will be the responsibility of the Disc Golf South Committee in consultation with the statutory agency involved.

1. **Types of Child Abuse**
* **Sexual abuse** “is any act or acts that results in the sexual exploitation of a child or young person, whether consensual or not”.
* **Emotional abuse** “is any act or omission that results in impaired physical functioning, injury and / or development of a child or young adult”.
* **Neglect** “is any act or omission that results in impaired psychological, social, intellectual and / or emotional functioning and development of a child or young person”
* **Physical abuse** “is a non-accidental act on a child that results in physical harm”
* **Cumulative harm** “is the existence of compounded experiences of multiple episodes of abuse or ‘layers’ of neglect. The unremitting daily impact on the child can be profound and exponential, covering multiple dimensions of the child’s life”

**DISC GOLF SOUTH CHILD PROTECTION POLICY**

**Responding to a disclosure/concern about child abuse procedure**

Do you have a concern about?

* The behaviour of an adult or a child to another child?
* The safety or wellbeing or a child?

YES

Is there?

* Immediate risk of harm to the child; or
* Emergency medical treatment needed;

or

* A crime against the child has been committed?

YES

NO

Call 111

Inform GM or CEO immediately

Record incident in *Accident Report Form*

Pass onto GM or CEO within 48 hours

Access Risk:

* Abuse suspected

or

* Child’s disclosure

**IMPORTANT**

* Believe the child
* Keep calm & listen, don’t interrupt
* Reassure the child
* Don’t make decisions along
* Don’t investigate
* Keep questions to minimal

Is an immediate response required to ensure the child’s safety?

YES

NO

Consult the GM or CEO

Ensure the immediate safety of the child and contact Police or CYF immediately on 111 or 0508 326 459

Decide whether to notify CYF

Inform the President or committee member immediately

Record actions taken in a *Report of Concern Form*

YES

NO

Record actions taken in a *Report of Concern Form*

Report of Concern made to Child Youth Family

Record actions taken in a *Report of Concern Form*

Pass onto President or committee member within 48 hours



**DISC GOLF SOUTH CHILD PROTECTION POLICY**

**Responding to an allegation of abuse made against a club member**

Disclosure/allegation of abuse against a club member

Notify President or committee member immediately

Committee to consult with CYF and/or Police

Ensure there is not contact between the child or young person and the member who the allegation is against

Committee to record clear and comprehensive summary of all allegations including:

* Details of the allegation (Report of Concern Form)
* Resolution
* Actions taken

Refer to “Responding to a disclosure/concern about child abuse procedure”

Police investigation ahead

YES

NO

Member temporarily suspended until outcome has been achieved

Member may be required to undertake such work where direct contact with children and young adults is avoided until an outcome has been achieved



1. **Contacts and Information**

**Agencies**

Child Youth and Family Services

[www.cyf.govt.nz](http://www.cyf.govt.nz)

0508 326 459

New Zealand Police – Southland

[www.police.govt.nz/about-us/structure/police-districts-southern](http://www.police.govt.nz/about-us/structure/police-districts-southern)

03 211 0400

Employment Assistance Programme (EAP)

[www.eapservices.co.nz](http://www.eapservices.co.nz)

0800 327 669

**Websites**

Child Matters [www.childmatters.org.nz](http://www.childmatters.org.nz)

Ministry of Social Development [www.msd.govt.nz/what-we-can-do/families/index.html](http://www.msd.govt.nz/what-we-can-do/families/index.html)

Working for Families [www.workingforfamilies.govt.nz](http://www.workingforfamilies.govt.nz)

Family Services Directory [www.familyservices.govt.nz/directory](http://www.familyservices.govt.nz/directory)

Community Link [www.workandincome.govt.nz/about-work-and-income/community-link/index.html](http://www.workandincome.govt.nz/about-work-and-income/community-link/index.html)

Strengthening Families [www.strengtheningfamilies.govt.nz](http://www.strengtheningfamilies.govt.nz)

1. **Related Documents**

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| --- | --- | --- |
| Document | Location | Designed for |
| Child Protection Policy | Google Drive | All members |
| Record of Concern | [M:\Policies & Procedures\Child Protection](file:///M%3A/Policies%20%26%20Procedures/Child%20Protection) | Members who witness or suspect abuse |
| Accident and Incident Report Forms | [M:\Health and Safety\TEMPLATE Accident Investigation Form.pdf](file:///M%3A/Health%20and%20Safety/TEMPLATE%20Accident%20Investigation%20Form.pdf) | Members who witness or suspect abuse |
| Safer recruitment, Safer children | <Safer-Organisations-safer-children.pdf> | Management writing policy and procedures  |

Approval President

Date October 2018

Next Review Date October 2021

Reviewed by Committee

**APPENDICIES**

**APPENDIX ONE: CODE OF BEHAVIOUR AND GOOD PRACTICE FOR DGS MEMBERS**

* All members have a duty to raise concerns, without prejudice to their own position, about behaviour by committees, members, volunteers, students, or others, which may be harmful to those in their care.
* Members are required to report any accident, incident of abuse, or cause for concern which arises in the course of their work with children.
* Members are required to take all reasonable measures to ensure that all children can participate fully and safely in their activity programmes.
* Members should avoid inappropriate physical contact with children. Any contact must be child initiated, with consent, and done to meet the needs of the child’s physical or emotional needs only
* Members should avoid situations where they are alone with a child. Where discretion is required, ensure another member of staff is aware of what you are doing
* Members should not forward any personal details of the child or family to a third party, except when requested by the Police or social services.
* If a member feels that they may be at risk from becoming the subject of unwarranted allegations in connection with a child or young person, they should alert the DGS Committee immediately.

**APPENDIX TWO: BEHAVIOUR MANAGEMENT GUIDELINES**

Children are expected to behave within the following guidelines:

* To behave in such a manner that does not impinge on the rights of enjoyment of others, or damage equipment or property
* To follow staff, coaches and designated volunteers instructions
* To follow rules of the programme (and when on school property, the school rules)
* To remain in the area of the programme, as defined by the staff, unless authorised by a member or parent to leave
* To behave in a non-abusive manner

If member considers a child’s behaviour beyond the behaviour management resources at the programme, they may call on the parent or caregiver to remove that child for that day without delay, notifying the Programme or Event Manager first, or in his/her absence the President.

Appropriate behaviour by children is rewarded by:

* Verbal recognition! Praise.
* Special privileges - e.g. helping with the equipment, getting more turns at activities

If a child’s behaviour is inappropriate, the following management options may be used by members:

* Verbal reprimand, with preferred behaviour stated
* Natural and logical consequences, (e.g. picking up what has been thrown down, not able to use that activity for a set length of time)
* Loss of privilege
* Use of time out (e.g. the child is asked to remain in an area sitting for a short length of time to consider other ways of behaving in situations)
* If time out is required twice in a session, the child’s parent/caregiver will be telephoned and asked to come and collect their child straight away
* If stood down a second time, the child’s right to attend the remainder of the programme or event may be waivered

If stood down three times, the child may be excluded for following programme or events scheduled. The Programme or Event Coordinator, and parent/caregiver will discuss the matter; the child’s space in the programme is not guaranteed. The child’s behaviour and any disciplinary procedures will be recorded on the Incident or Accident Report Form and reported through the Health and Safety Committee.

The decision to stand down or exclude is taken after other options have been explored with the child and parent/caregiver.

**All members, including volunteers will not use punitive discipline at any time (e.g. the staff will not isolate, hit or ridicule a child).**

*Extreme Behaviours*

If a child’s behaviours are considered to be extreme (i.e. a serious safety risk to themselves, other children or staff) consideration may be given to expelling the child without right of return and without following above. The Coordinator, and parent/caregiver will discuss the matter; the child’s place in the Sport Southland Programme or Event is not guaranteed. Parent/caregivers may reapply to the programme at a later date.