



CHILD PROTECTION POLICY

Hawkes Bay Rowing Club is committed to safeguarding the welfare of all children in its care. We recognise the responsibility to promote safe practices and to protect all children from harm, abuse and exploitation while participating in our activities.

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

Policy Objectives:

The aim of this policy is to promote good practice through:

- Promoting the health and welfare of children by providing opportunities for them to take part in rowing activities safely.
- Implementing appropriate procedures to safeguard the well being of children and protect them from abuse.
- Requiring members and volunteers to adopt and abide by the Child Protection Policy and procedures.
- Responding to any allegations of misconduct or abuse of children in line with the Policy and procedures as well as implementing, where appropriate, disciplinary action at the discretion of the Hawke's Bay Rowing Club committee
- Regularly monitoring and evaluating the implementation of this Policy and procedures.

Procedures:

Screening

As part of our duty of care, we must ensure that suitable and appropriate volunteers (including parents) are engaged to work with children.

Child Protection Officer

The Regatta Manager will act as the Child Protection Officer

This person will:

- Ensure that child protection procedures are understood and adhered to.
- Act as the main contact for child protection matters.
- Report to the Hawkes Bay Rowing Club Committee

All child Protection matters must be reported to the Club President at the earliest convenience

The Hawke's Bay Rowing Club Committee will:

- Keep up-to-date with developments in child protection legislation.
- Establish and maintain complaints procedure.
- Maintain confidential records of reported cases and any action taken.

Good Practice Protocols

The protocols provide guidance to those working with children by outlining good practice and establishing boundaries in a range of situations.

- 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
- Request parental consent before transporting young people in a vehicle (Ensure vehicle has a current registration and WOF).
- Ensure you have parental consent to administer other than basic first aid if required.
- Do not engage in communication on a one to one basis through social media or email other than relevant coach/trainee feedback or administration.
- Do not engage in, or allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).
- Avoid private or unobserved situations

Dealing with Allegations and Responding to Concerns

In accordance with members' responsibility to act on any serious concerns, the following should be brought to the attention of the Child Protection Officer and Club President

- Any instance where the policy and procedures are not adhered to.
- Any disclosure by a child that abuse or harm is occurring.
- Any suspicions or concerns about a child being subject to abuse.

Where Concerns about Poor Practice are Reported

Poor practice involves actions that are contrary to the policy and procedures and increase the risk of harm to children.

- Initial concerns should be discussed with the Child Protection Officer (who must convey them the Club President), in the absence of a Child Protection officer the Club President should be notified directly.
- Consider the allegation and where there is a legitimate concern provide a written notice to the individual(s) involved.
- Disciplinary procedures for both true and false allegations should be agreed by the Child Protection Officer and Club President with the input of the Hawke's Bay Rowing Club Committee where practicable. This may include expulsion from the Hawkes Bay Rowing Club under the terms of the Club Constitution.

Where Abuse is Suspected or Reported

The welfare and interests of the child or young person are the first and paramount considerations.

- Ensure the child is safe from immediate harm.
- Consult immediately with the Child Protection Officer, Club President or the alternative person appointed to be in charge.
- As soon as possible, record accurately and appropriately the information received. Records should be factual (not opinion or hearsay) and concise and include: The nature of the allegation; Who noticed/disclosed the abuse and their relationship to the child; Details of any witnesses; Signs and symptoms noted (including behavioural change); Any particular incidents with dates, times and places (if possible); Any action taken.

- Consult with others as necessary – do not work alone.
- Avoid questioning the child beyond what has already been disclosed.
- Do not question or counsel the alleged offender.
- Do not investigate/presume expertise unless very experienced and qualified to do so.
- Notify the Police