

Explanatory note

The Code of Integrity for Sport and Recreation (the Integrity Code) will require organisations to take proactive measures to safeguard children, young people and vulnerable adults. This is minimum standard 3.

This document is a draft example model policy based on the exposure version of the Integrity Code. This is to show the type of model policy the Commission would provide to the sector which, if adopted and implemented by an organisation, would mean the organisation is compliant with the requirements in minimum standard 3. It should be read in that context.

Of course, the Sport Integrity Commission Te Kahu Raunui (the Commission) encourages organisations to go beyond these minimum standards to create the safest sport and recreation environment possible for children, young people, and vulnerable adults. To support this, we have developed safeguarding guidance which is accessible here:

[Safeguarding and protecting children and young people | Sport Integrity Commission Te Kahu Raunui](#)

Organisations can use this guidance to help tailor their safeguarding policy to meet their circumstances and move their policy past minimum standards. The policy notes where links to specific guidelines should be included and this document is not a substitute for the specific guidelines that an organisation must have to support policies of this type.

We are also developing additional safeguarding guidance including specific content relating to adult participants and groups that disproportionately suffer harm. You can expect to see more resources being made available by the Commission as we move towards the Integrity Code being finalised.

Key in this document

Text to be adapted by an adopting organisation

Text to be adapted by an organisation aligning with Integrity Code standards

Text to be adapted by any organisation

Safeguarding policy

Introduction

Children, young people and vulnerable adults have the right to:

- access and engage in sport and recreation;
- participate in cultural life and practices and express their identity; and
- thrive in safe and supportive environments within the sport and recreation sector.

Te Tiriti o Waitangi provides a framework for the protection of the rights and interests of Māori including tamariki and rangatahi Māori. The provisions under Te Tiriti o Waitangi guarantee active protection including the use of measures to detect, defend against and mitigate potential risks.

[name of organisation] aims to protect all of these rights by putting in place standards of safeguarding to ensure sporting environments are fair, inclusive, positive and safe. By treating children, young people and vulnerable adults with respect, and being honest, inclusive and fair, we will build a safe relationship built on trust and create a safer environment for everyone.

Safeguarding is the set of actions that nga tangata/everyone can take to protect tamariki, rangatahi and vulnerable adults from abuse and harm. This includes protecting them from emotional, physical and sexual abuse, and neglect.

Safeguarding includes:

- agreeing on how people interact with tamariki, rangatahi and vulnerable adults to keep them safer
- providing safe activities and environments in sport and recreation.

Safeguarding and protection go hand in hand:

- Safeguarding means the actions we take to prevent harm to children, young people and vulnerable adults and to promote their overall wellbeing.
- Protection is how we respond to children, young people and vulnerable adults who are or may be being harmed.

Purpose

The purpose of this Policy is to demonstrate our commitment to providing a safe experience and environment where children, young people and vulnerable adults are protected from harm that may occur inside or outside the organisation. This Policy will [uphold name of organisation's obligations under/align with the standards in] the Code of Integrity in Sport and Recreation (the Integrity Code) in relation to safeguarding. It puts in place standards of safeguarding to ensure sporting environments are fair, inclusive, positive and safe by:

- setting out the steps that [name of organisation] will take to protect children, young people and vulnerable adults, our members, staff, volunteers, contractors and participants including:
 - requiring safety checks to be undertaken in relation to Specified Persons (defined below)
 - outlining safe practices for children, young people, and vulnerable adults in relation to responsibilities of [name of organisation] and its members, staff, volunteers, contractors and participants; and
 - requiring that Specified Persons complete training in relation to safeguarding children, young people, and vulnerable adults.
- creating a mandatory requirement for all staff, volunteers and contractors of [name of organisation] to report any concern about the safety of a child, young person or vulnerable adult.
- providing access to guidance on key safeguarding areas (**Appendix 1**).

Who does this policy apply to?

This policy applies to the members, staff, volunteers and contractors of [name of organisation] as well as all participants involved in the sport and recreation activities, events and competitions that we are responsible for.

[name of organisation] 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 – we connect with people to understand similarities and value differences.
- manaakitanga – we respect and care for each other regardless of differences.
- hauora – we understand and uphold the connection between social acceptance and wellbeing
- haumarutanga – we acknowledge that safety for participants relies on each person holding equal value
- mokopunatanga – we acknowledge the importance of the well-being of children and young people and ensuring that future generations of participants thrive
- pono – we will act in a way that is trustworthy, honest and fair
- utu and ea – we value reciprocity and opportunities for repairing harm done and

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Safeguarding commitment

[name of organisation] wants all children, young people and vulnerable adults to have a positive, safe and enjoyable experience within the [sport/recreation] activities, events, competitions and environments that we are responsible for.

[name of organisation] is committed to providing a safe environment where children and young people are protected from harm. We do this by having trained and safe people working with children, young people and vulnerable adults who are supported by clear standards of conduct and a full range of practical guidance. We are committed to having an embedded culture of safeguarding and protection in place, which goes beyond compliance. In doing so, we also acknowledge that a failure to take reasonable measures to safeguard children in sport or organised physical recreation, is a threat to integrity.

As part of this commitment, we require all of our staff, volunteers, contractors and participants to report any concern about the safety of a child, young person, or vulnerable adult no matter how small they believe it may be, to [name of organisation].

Definitions

abuse includes physical, psychological, and sexual abuse;

adult means a person who is 18 years or over;

children and young people means people who are under the age of 18 years;

harm includes physical, emotional, or sexual, ill-treatment, abuse, neglect, or deprivation of any child, young person or vulnerable adult.

participant includes:

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

prohibited behaviors means the following:

- bullying, violence, abuse (including sexual abuse), intimidation and harassment
- sexual misconduct
- racism and other forms of discrimination
- competition manipulation and associated activity
- corruption, fraud, deception and breach of trust
- victimisation in relation to complaints and dispute resolution

safeguarding means actions to prevent harm to children, young people and vulnerable adults and to promote their overall wellbeing.

Specified Person includes any adult who works in, volunteers for, or provides services to, the organisation and where such involvement:

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

vulnerable adult means a person who is unable, by reason of age, disability, health status, impairment, or any other cause (for example, detention), to withdraw themselves from the care or charge of another person.

Safety checks

We rely on the goodwill of many people, including staff, volunteers, contractors and whānau, to carry out our activities. Without their hard work and support, we would not be able to operate as we do.

However, our responsibility to provide a fair, inclusive, positive and safe environment, means that we will not allow people into roles at [name of organisation] if we consider there is a risk to children, young people and vulnerable adults.

[name of organisation] will require a safety check to be undertaken in relation to Specified Persons (including volunteers and contractors) before they commence their role or duties within the organisation. We may also decide to conduct safety checks for others where we consider it appropriate. This safety check will include:

- verification of that person's identity;
- an interview to assess suitability;
- New Zealand Police vetting;
- an official background/criminal record check through the Ministry of Justice;
- the attestation of at least two referees as to the candidate's character, experience and overall suitability; and
- verification of qualifications and experience including professional memberships or any other officially verifiable affiliations.

The safety check will be re-done every 3 years.

A Specified Person will be disqualified from working with children, young people or vulnerable adults if they have been convicted of an offence under Schedule 2 of the Children's Act 2014.

If the safety checks reveal convictions other than Schedule 2 offences, the organisation will, in conjunction with safeguarding expertise, decide based on the nature of the previous conviction and the nature of the role, whether the person will pose a risk to a child, young person or vulnerable adult and therefore should not be engaged.

[name of organisation] will also take into account any matter raised in the safety check process that it considers relevant to the engagement of someone who works with children young persons and vulnerable adults.

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 tamariki, rangatahi and vulnerable adults from harm. A key part of building this culture is having in place established practices that are well understood and are followed.

[name of organisation] has safe practices in place for the protection of safe practices for children, young people, and vulnerable adults in relation to the following areas:

Coaching, training and instructing

All coaches or instructors within [name of organisation] are required to place the needs of the children, young people and vulnerable adults at the centre of what they do, so as to provide an environment and experience that builds trust and safety. This will allow them to:

- develop healthy relationships with adults, their teammates and friends, and build connections within their communities
- talk and express themselves without fear of getting into trouble
- feel respected, valued and supported for who they are
- feel supported to enjoy the activity, have fun and learn what is important to them
- be confident to experiment and make mistakes, and be able to reach their potential
- reach out if they are having a tough time and know they will be taken seriously.

[name of organisation] requires all Specified Persons who coach, train or instruct children and young people to pass a safety check before they commence their role.

In addition, all coaches or instructors within [name of organisation] will actively work to achieve a good understanding of what the children, young people and vulnerable adults, they interact with, require to have a safe and positive experience. This will include in advance of a season or activity, coaches and instructors actively engaging with the tamariki, rangatahi, or vulnerable adult, their parents, caregivers and whānau to discuss and agree on;

- appropriate behaviours and practices that keep everyone safe
- what motivates children, young people and vulnerable adults as well as setting expectations around their different abilities, for example, age and stage appropriate activities and development rates
- safeguarding and the importance of keeping everyone safe, which will include discussing the [name of organisation] safeguarding and protection policies, procedures and guidance.

One-on-one interactions;

[name of organisation] understands the risks associated with one-on-one time between adults and children, young people and vulnerable adults where they aren't the caregivers and requires all Specified Persons to actively avoid one on one time with children and young people or vulnerable adults. This includes in-person and any online interactions.

[name of organisation] acknowledges occasions may arise where one-on-one interactions are unavoidable. These may include a child following you into a room by themselves, or a young person messaging you either on social media and/or in an emergency situation.

If these situations arise, [name of organisation] requires all Specified Persons to follow the safeguarding guidance [insert guidelines] that is provided for one-on-one interactions and to report it as a concern.

Taking, sharing or storing images;

All children, young people and vulnerable adults, our members, staff, volunteers, contractors and participants will be advised of and be required to follow the [name of organisation] guidelines [insert guidelines] on taking images and videos of children, young people or vulnerable adults:

- on our premises;
- at events or activities that we have organised and where we are responsible as an organisation for participants' safety.

The guidelines explains the risks associated with taking and sharing images of children, young people or vulnerable adults and sets out the rules/requirements of [name of organisation] in relation to:

- photo and video content
- consent/permission requirements before taking photos or videos of tamariki, rangatahi or vulnerable adults.
- use of mobile phone and camera use in changing rooms and toilets
- storage, use and deletion of images

managing photography during events.

- reporting and managing concerns.

Transport and travel

Children, young people and vulnerable adults are at risk from deliberate harm when they are travelling, or going away overnight. Accordingly, travel with children, young people and vulnerable adults needs careful planning and supervision to ensure:

- *children and young people are kept safer while being transported and using facilities elsewhere*
- *adults supervising during the trip feel adequately prepared, protected and informed*
- parents and caregivers are fully informed about their whereabouts and wellbeing, and can feel confident that they will be well looked after
- the trip goes smoothly and is enjoyable for everyone.

All children, young people and vulnerable adults, our members, staff, volunteers, contractors and participants will be advised of and be required to follow the [name of organisation] guidelines [insert guidelines] for safe transport and travel, which includes requirements in relation to:

- appointing a lead person or persons and the responsibilities they will have during the period of travel (which includes planning and review).
- conducting a risk assessment and preparing a mitigation strategy for the travel.
- consents and approvals from parents and caregivers.

- ensuring a sufficient number of adults are in attendance and that they have met organisation's safety check requirements.
- agreeing a plan to deal with emergency events.

Overnight stays and accommodation, including sleeping arrangements

Sometimes events and activities for [name of organisation] involve overnight stays for children, young people and vulnerable adults. 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 vulnerable adults, our members, staff, volunteers, contractors and participants who will be involved in travelling with children and young persons will be advised of and be required to follow the [name of organisation] guidelines [insert guidelines] on overnight stays and accommodation, including sleeping arrangements.

These guidelines include requirements in relation to the following:

- researching and agreeing on the right type of accommodation for the trip
- assessing the safety risks for the type of accommodation with plans in place to mitigate these risks.
- obtaining consent from the parents and caregivers for the trip including asking about any dietary and medical needs.
- planning for emergency situations, illnesses and injuries, including situations where children could feel unsafe or uncomfortable.
- ensuring a sufficient number of adults are in attendance and that they have met organisation's safety check requirements.
- planning for all activities needing supervision — for example, meals, leisure time, bedtime, getting up, changing and showering.
- strictly observing all supervision requirements (which are set out in the guidelines) for an adult supervising tamariki, rangatahi and vulnerable adults in accommodation.
- ensuring that those present understand their obligation to act immediately if they become aware of someone behaving in an unsafe way with children, young people or vulnerable adults.

Changing room (or equivalent) arrangements:

Children and young people 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.

This can make it easier for tamariki, rangatahi and vulnerable adults to be bullied or for people

to intentionally harm them. It also means that they can feel uncomfortable about using changing rooms.

All children, young people and vulnerable adults, our members, staff, volunteers, contractors and participants will be advised of and be required to follow the [name of organisation] guidelines [insert guidelines] in relation to behaviour in and around changing room facilities where children young persons or vulnerable adults may be present.

These guidelines include requirements in relation to the following:

- identifying when supervision may be needed.
- monitoring of changing rooms.
- safe practices for parents/caregivers and/or whānau around changing rooms.
- best practice when supervising tamariki, rangatahi and vulnerable adults when visiting or hiring a facility
- use of mobile phones and other devices
- use of changing rooms in ways which take into account age, gender mix, vulnerabilities and rainbow children and young people.

Training

[name of organisation] requires that Specified Persons complete training in relation to safeguarding children, young people, and vulnerable adults.

The training will include coverage of:

- prohibited behaviours (as defined above) with a focus on the safety and well-being of children, young people and vulnerable adults; and
- the safe practices referred to above to prevent these prohibited behaviours.

Related policies

- [insert organisation's list of related policies]

Policy approval

This policy was approved on [insert date] by [insert organisation representative]

Review of policy

This policy must be reviewed by [insert date – should be an annual basis from point of adoption].

APPENDIX 1

Checking and training staff and volunteers

[Checking and training staff or volunteers | Sport Integrity Commission Te Kahu Raunui](#)

Coaching and instructing for safe and positive experiences

[Coaching and instructing for safe and positive experiences | Sport Integrity Commission Te Kahu Raunui](#)

Taking and sharing images

[Taking and sharing images | Sport Integrity Commission Te Kahu Raunui](#)

Travelling with children and young people

[Travelling with children and young people | Sport Integrity Commission Te Kahu Raunui](#)

Planning and supervising safer overnight stays

[Planning and supervising safer overnight stays | Sport Integrity Commission Te Kahu Raunui](#)

Safer changing rooms

[Safer changing rooms | Sport Integrity Commission Te Kahu Raunui](#)