



PAPAKURA TENNIS & SQUASH CLUB INC

# CHILD PROTECTION POLICY

Policy Date: 10<sup>th</sup> June 2024



**Organisation Name: Papakura Tennis & Squash Club Inc.**

**Type of Sport: Tennis & Squash**

**Date of Policy: 10/06/2024**

### **Policy Statement**

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*"Papakura Tennis & Squash Club Inc. is fully committed to safeguarding the welfare of all children in its care and is committed to the principles of the Vulnerable Children Act 2014. We recognise the responsibility to promote safe practice and to protect children from harm and exploitation while participating in our activities.*

*For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years."*

### **Policy Principles**

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In implementing this policy, we are committed to the following principles:

1. The welfare of children is the primary concern;
2. All children, whatever their age, culture, disability, gender, language, racial origin, socioeconomic status, religious belief and/or sexual identity have the right to protection from all forms of harm;
3. Child protection is everyone's responsibility;
4. Children have the right to express views on all matters which affect them, should they wish to do so; and
5. Our organisation will work in partnership with children and parents/carers to promote the welfare, health and development of children".

### **Policy Objectives**

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The aim of this policy is to:

1. Promote the health & welfare of children by providing opportunities for them to take part in Tennis & Squash Safely.
2. Respect & promote the rights, wishes & feelings of children.
3. Promote & implement appropriate procedures to safeguard the well-being of children and protect them from harm.
4. Recruiting, training, supporting & supervising staff, members & volunteers to adopt best practice to safeguard and protect children from harm and to reduce the risk of allegations or complaints against themselves.
5. Requiring children, staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.



6. Responding to any allegations of misconduct or harm to children in line with this Policy and these procedures, as well as implementing, where appropriate, the relevant investigative, disciplinary and appeals procedures.
7. Regularly monitoring and evaluating the implementation of this Policy and these procedures”.

### **Code of Behaviour / Conduct**

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All members & prospective members have access to this Child Protection Policy via Papakura Tennis & Squash Club website & notice board. Papakura Tennis & Squash Club has clear protocols to deal with any breach of the Child Protection Policy at Executive level and acknowledges the possibility of serious sanction which may be implemented in more serious circumstances.

### **Recruitment and Training Processes for Staff and Volunteers**

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Papakura Tennis & Squash Club has endorsed & adopted best practice for child protection and recruiting staff / volunteers to various roles within the club and as part of its best practice procedures:

- Developed a role description for the required position (s)
- Request identification documents and if required and character references
- As a minimum, meet and chat with the applicant (s) and where possible conduct interviews and check before appointment.
- Require a recognised Police Vetting check where appropriate.
- Develop a training induction for all appointed club officials, team officials and volunteers.

#### **CLUB PROTECTION OFFICER ('CPO')**

Name: Courtney Webster-Frost

Mobile: 0210666685

Email: office@papakurasquash.co.nz

Papakura Tennis & Squash Club will, prior to the commencement of each newly appointed committee, conduct a workshop for all its volunteers and team officials which will include coverage and explanation of the club's Child Protection Policy and protocols.

### **Complaint and Investigative process**

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Papakura Tennis & Squash Club has implemented a specific Child Protection Officer position within its administration. The Child Protection Officer is the first point of contact for all club members, parents, guardians, carers and team officials regarding the welfare of any child or young person. They will liaise directly with Papakura Tennis & Squash Club Executive Committee and appropriate authorities in confidence. They will also play a proactive role in education and increasing awareness.



Papakura Tennis & Squash Club acknowledges that bullying is not acceptable no matter what form and is a category of abuse. If bullying does occur, all members, players, parents, guardians, carers or team officials should be able to tell the Child Protection Officer and know that the any reported incidents will be dealt with promptly, professionally and in confidence with recognition of cultural awareness.

### **Potential Disciplinary Outcomes**

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If a breach of the Child Protection and Safety Policy is deemed to have occurred, the Club have the following avenues of action that can be pursued:

- Issue a Verbal Warning: this consists of a formal meeting between the individual discussing the complaint and ways to improve/prevent future issues.
- Issue a Written Warning: this consists of a formal letter advising of a formal warning. These will often, but not always, take place after the issuing of a Verbal Warning.
- Exclusion for a specified amount of time: this consists of excluding the individual from the club for a period of time.
- Removal from their position for the remainder of the year: in the case of a serious breach the Club can remove the individual from their position or team within the Club.
- Removal from all future positions and roles within the Club: this is considered for the most serious of breaches or for repeated and unrelenting breaches. The individual will be refused all future requests to be involved with the Club be it as a player, member, volunteer, or staff member.

If the Club sees fit, any individual that has breached the Policy may be reported to the relevant governing bodies or referred to the Police for further investigation.

### **Policy Review**

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Policy Renewal Date: 10/06/2027

The policy may be reviewed more frequently in the circumstances that there are legislative changes or where there are specific concerns identified about the protection of children that warrants an immediate policy change.

This policy is to be reviewed by the Executive Committee that is appointed at Papakura Tennis & Squash Club's Annual General Meeting.

Changes to the policy will be implemented effective immediately.

