

PEDAL READY CHILD PROTECTION POLICY

Policy Statement

Pedal Ready is fully committed to safeguarding the welfare of all children in its care. We recognise the responsibility to promote safe practice and to protect children from harm, abuse and exploitation while participating in our activities.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

This policy is based on the following principles:

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

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 cycling activities safely
- Respecting and promoting the rights, wishes and feelings of children
- Promoting and implementing appropriate procedures to safeguard the well-being of children and protect them from abuse
- Recruiting, training, supporting and supervising staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves
- Requiring staff, 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, the relevant disciplinary and appeals procedures
- Regularly monitoring and evaluating the implementation of this Policy and procedures.

Procedures

1. Screening

As part of our duty of care, we must ensure that suitable and appropriate employees and volunteers (including parents) are engaged to work with children. When recruiting people to engage with children we will ensure that there is robust recruitment process that includes:

- creating a role description,
- developing candidate specifications,
- advertising the position,
- an application process,
- following up on referees,
- interviewing and
- screening (e.g. police vetting).

2. Appointing a Child Protection Officer

A Child Protection Officer (CPO) shall be appointed to manage child protection issues by:

- Ensuring that child protection procedures are understood and adhered to by all members,
- Organising promotional activities, training and raising awareness within the organisation,
- Establishing and maintaining the complaints procedure,
- Regularly reporting to the Pedal Ready Management Committee,
- Acting as the main contact for child protection matters,
- Keeping up-to-date with developments in child protection legislation,
- Liaising with local child protection agencies,
- Maintaining confidential records of reported cases and any action taken and
- Regularly monitoring and reviewing existing policies and procedures.

3. Good Practice Protocols

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

Applying a child-centred approach where all children are treated equally and with dignity.

- Activities should be appropriate for the age and development of the children in your care
- Ensure feedback to children is about their performance and not of a personal nature
- Use positive and age-appropriate language when talking to children and in their presence.

Creating a safe and open working environment

- 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. (Obtain consent prior to filming or photographing & explain purpose e.g. to promote course etc)
- Request parental consent before transporting young people in a vehicle. (Ensure vehicle is insured & has current WOF and everyone wears a seatbelt)
- Ensure you have parental consent to administer first aid if required
- Do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances
- 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 allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying)
- Do not engage in any bullying activity.

Avoiding situations where you are alone with a child.

- Avoid private or unobserved situations, including being alone with a child in the changing rooms.
- Avoid entering changing rooms. If you must enter, knock and announce yourself and try to have at least one other adult with you
- Avoid driving a child unaccompanied
- Do not invite or encourage children to your home.

4. Codes of behaviour

A code of behaviour sets out an organisation's expectation of its employees, volunteers and supporters. These codes can be developed to cover a variety of roles including coaches, players, officials, parents and supporters and administrators. They will also reinforce the good practice protocols.

An effective code of behaviour:

- identifies risk factors
- addresses risk factors
- is developed collectively with those who are expected to follow the code
- is clear and unambiguous and
- is widely promoted and used within your organisation.

Complaint and internal discipline procedures for breaches of the code procedures should be developed in conjunction with the code of behaviour and also be widely distributed and promoted.

5. Dealing with allegations, responding to concerns

In accordance with members' responsibility to act on any serious concerns, the following should be brought to the attention of the CPO.

- Any instance where policy is breached or good practice protocols are not followed
- 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 good practice protocols provided by our organisation and increase the risk of harm to children.

- Initial concerns should be discussed with your CPO (in the absence of a CPO the board or executive of your organisation should be notified)
- Consider the allegation and where there is a legitimate concern provide a written notice to the individual(s) involved
- If the poor practice is continued or repeated poor practice following a written notice then enact disciplinary procedures. This may include expulsion from this organisation
- Consider actions across all circumstances for example – classroom, off road and on road training situations.

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 nominated CPO/person-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:
 - i. The nature of the allegation
 - ii. Who noticed/disclosed the abuse and their relationship to the child
 - iii. Details of any witnesses
 - iv. Signs and symptoms noted (including behavioural change)
 - v. Any particular incidents with dates, times and places (if possible)
 - vi. Any action taken
- Consult with other 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 Child Youth and Family or the Police.

Policy Review

This Policy and Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within the **Pedal Ready programme**
- Following any issues or concerns raised about the protection of children within the **Pedal Ready programme**
- In all other circumstances, at least every twelve months.

Additional Guidance

The Pedal Ready programme will:

Have access to a register of every child involved with the group including relevant medical details and have a contact name and number accessible in case of emergencies

- Treat everybody with respect
- Set an example we would wish others to follow
- Where possible consider activities that involve more than one adult being present or within sight and hearing of others
- Be aware that on occasions our actions may be misinterpreted by others even if they were well intentioned
- Respect a child's right to personal privacy
- Provide time and attention for children to talk to us
- Encourage children to respect and be courteous to others
- Intervene to stop any inappropriate verbal or physical behaviour
- Have a pre-arranged plan for the safe collection of children after the **Pedal Ready programme** training events have finished
- Ensure that any suspicions or allegations of abuse are REFERRED not INVESTIGATED
- Only refer and seek support from other agencies as identified under the child protection policy
- Complete Personal Profile and vetting pro-forma (– see Appendix 2).

Appendix 1: RELEVANT LEGISLATION

There are numerous pieces of legislation relating to the protection of children under 18 years that may impact on sport and recreation providers.

Vulnerable Children Act 2014

School boards have the responsibility to ensure the safety of the vulnerable people in their care. This means that they need to take all practical steps to ensure that the PCBU (in this case Pedal Ready) working at the school has its own child protection policy in place.

Cycle skills instructors are seen as “core workers” in regards to the Vulnerable Children Act 2014. This is due to the fact that instructors take primary responsibility for the students, have regular contact, and can potentially be left alone with children in certain situations.

Pedal Ready ensures that all our contractors are safety checked before the employment or engagement commences. Existing core workers must all be checked within 3 years of the date of the legislation came into effect. The date is therefore 01 September 2019. All new contractors will be checked to the new standard before they commence work.

Safety checks comprise of 4 parts:

1. Confirmation of identity of the individual
2. Consideration of specific information including work history, referee checks, an interview, and checks with professional registration bodies (not required for existing staff)
3. A NZ Police vet
4. Assessment of the person based on evidence collected in 1-3

Under the VCA 2014 if new information is obtained by NZ Police after the completion of the Police vet this can be disclosed to the approved agency that requested the vet. The employer’s expectation is that any issues (I.E. legal/court issues both personal and other organisation related) arising between safety checks will be brought to our attention at the earliest instance for review under VCA guidelines.

Privacy Act 1993

- Sports clubs gather certain personal information about members. The Privacy Act governs the collection and use of personal information where a person’s identity is apparent from the information.

Crimes Amendment Act – Protection of Children

- The key purpose of this amendment to the Crimes Act 1961 is to ensure that children are adequately protected from assault, neglect and ill-treatment.
- The amendment places greater responsibility on adults (parent or persons in place of a parent) who have actual care or charge of a child to take reasonable steps to protect that child from injury. While ‘*a person in place of a parent*’ is not defined in the Act it appears possible that sports club personnel could at times be considered to be ‘*a person in place of a parent*’. For example, when taking children away to an event or tournament.
- The amendment also compels people who live with a child and those who are in frequent contact with children and know, or ought to know, that the child is at risk of death, grievous bodily harm or sexual assault to take reasonable steps to protect the child from that risk.

Other relevant legislation includes:

Income Tax Act 2007;

Minimum Wage Act 1983;

Equal Pay Act 1972;

Smoke Free Environments Act 1990;

Sale of Liquor Act 1989;

Human Rights Act 1993;

New Zealand Bill of Rights Act 1990; and Care of Children Act 2004.

Appendix 2: PERSONAL PROFILE FORM

To be completed by all volunteers/employees.



1. Organisation's Name: Pedal Ready Cycle Skills for Everyone

2. Personal Details:

Title: _____ First name: _____ Surname: _____

Maiden or any other names used _____

Date of Birth: ____/____/____ Place of Birth _____

Nationality _____ Telephone No (incl. STD code): _____

Address: _____

_____ Postcode: _____

Email: _____

Driver's Licence Number (if applicable): _____

3. Declaration – I have read and understood the organisation's Child Protection Policy and agree to CONFIDENTIAL vetting procedures. I agree to inform the Pedal Ready Programme of any change in circumstances.

Signature _____ Date ____/____/____

4. Referees – Please provide the names and contact details of TWO responsible persons for reference purposes. Referees must not be related to you and, where possible, should have knowledge of your ability to conduct yourself appropriately in the proximity of children. All references will be taken up. Please secure prior agreement of referees before providing their names and contact details.

Referee 1 - Name: _____

Address: _____

Postcode: _____ Telephone No (incl. STD code): _____

Referee 2 - Name: _____

Address: _____

Postcode: _____ Telephone No (incl. STD code): _____