



POLICY FOR

SAFEGUARDING YOUNG PEOPLE

PURPOSE

The purpose of this Policy is

- to ensure that young people are encouraged to participate in croquet by creating a safe environment that contributes to an enjoyable and positive experience
- to promote systems and processes that create and maintain such a safe environment
- to bring to the attention of all people involved in croquet their duties and responsibilities towards young people
- to acknowledge that a duty of care is owed to all young people participating in croquet to ensure their reasonable safety and that such duty is higher than it would be for adults
- to acknowledge the authority of the statutory and legal enforcement agencies and the requirement to comply with all relevant legislation and regulatory guidance in matters relating to young people involved in croquet

DEFINITIONS

For the purposes of this policy a:

- young person is someone under the age of 18 years.¹
- parent/carer is any adult who has responsibility for a young person at the relevant time.
- CNZ Entity is Croquet New Zealand Inc.; CNZ's member Associations; and Clubs affiliated to CNZ member Associations.
- CNZ Affiliate is an individual who is:
 - an officer or member of a CNZ Entity
 - participating in the sport of croquet at the premises of a CNZ Entity
 - engaged by a CNZ Entity and/or is present at the premises of a CNZ Entity and is involved in croquet related activities whether as an employee, coach, or a volunteer and irrespective of the duty being performed and includes an individual assisting with travelling or transportation; and
 - attending by invitation or consent at the premises of a CNZ Entity.

APPLICATION

This code applies to all young people while involved in any way in the sport of croquet or croquet related activities.

All young people participating regardless of their age, race, religion or belief, disability, gender, identity or sexual orientation, have the right:

- to protection from abuse; and
- to be safe; and
- to be treated with dignity and respect; and
- to have their welfare safeguarded by those responsible, however temporarily, for their care and supervision.

KEY PRINCIPLES OF SAFEGUARDING

¹ This is extended to 21 years for young people who have been in care

- Croquet as a sport is not restricted by ability, age or gender. Responsible interaction between adults and young people helps bring mutual respect and understanding and should be encouraged as part of club activities. Adults should always be aware, however, that age related differences do exist and conduct themselves in a manner that both recognises this and prioritises the welfare of any young people involved.
- CNZ Affiliates who are adults are placed in a position of trust when participating in croquet or croquet related activities and therefore it is important that they behave appropriately and provide a strong positive role model both to protect the young people themselves and those associated with them from allegations of poor practice.
- All CNZ Affiliates
 - shall be responsible for ensuring that a safe environment is provided and maintained for young people whether while at a CNZ Entity or when such CNZ Affiliate is involved with any young person in a croquet related activity.
 - shall ensure that they obtain all necessary statutory and regulatory checks and permissions for any involvement they may have in any role with any young people in a croquet related activity.
 - shall take all necessary steps to understand their responsibilities when involved in the care and protection of any young people in a croquet related activity and provide and/or participate in relevant courses and training such as those made available by Sport New Zealand.
 - shall ensure that any young people and parents/carers are informed and consulted and when appropriate fully involved in all decisions that affect young people participating in croquet or a croquet related activity.
- Safeguarding young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. CNZ supports an environment where CNZ Entities and CNZ Affiliates, parents/carers and the public are encouraged to raise safeguarding and young people protection concerns arising in relation to any croquet related activity.
- Physical contact with any young people by CNZ Affiliates should always be intended to meet the needs of the young person and the sport, not that of the adult. Accordingly, for example, any activity necessary to develop croquet techniques, to protect a young person from injury, to provide first aid or treat an injury should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.
- It is the responsibility of parents/carers to transport their young people to and from any croquet related activity. CNZ Affiliates may plan and provide transport in exceptional circumstances, such as team events. Where this is the case, the written permission of the parent/carer of the relevant young person will be sought. The drivers used should be checked for their suitability to transport and supervise young people and their insurance arrangements verified.
- Young people are often involved in competition. When taking young people away from their home club, consideration and planning needs to be paramount to ensure the duty of care for young people within a team is fulfilled by the CNZ Affiliate in charge.
- Consent should be sought from parents/carers prior to the publication or use of any video or photographic images of their young person.

ROLES AND RESPONSIBILITIES

A Safeguarding Code of Conduct, and the roles and responsibilities and documentation involved in promulgating and giving effect to this Policy are set out in the CNZ Safeguarding Guidance Code.

CONCERNS, COMPLAINTS AND ALLEGATIONS

If any person has a concern about the welfare of a young person, or the conduct of another young person/s or a CNZ Affiliate such concerns should be brought to the attention of the CNZ Chief Safeguarding Officer (CSO) or in the absence of such officer then to the CNZ Chief Executive who shall act as the CSO.

The person reporting the concern is not required to make any judgement about what may have occurred, but has a duty solely to pass their concerns and any relevant information to the CNZ CSO².

All concerns will be recorded in the Safeguarding Register and will be treated in confidence. Details will only be shared on a 'need to know' basis with those who can help with the management of the concern.

CNZ will work with the relevant CNZ Entities and with external agencies to take appropriate action.

Where concerns relate to any behaviour that could justify a complaint under the CNZ Safeguarding Code of Conduct or the CNZ Code of Conduct or otherwise might be considered serious poor practice in a matter involving a young person, the Complaints Procedure of Croquet New Zealand will be applied and followed where possible.

Anyone who reports a legitimate concern to Croquet New Zealand (even if that concern subsequently appears to be unfounded) will be supported. All concerns will be taken seriously.

COMPLAINTS BY A YOUNG PERSON

In the event of a young person making a disclosure or complaint, the following guidance is given:

- Reassure them that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to question the young person or lead them in any way to disclose more information than they comfortably wish to do, as this may compromise any future action. Only ask questions to clarify your understanding where needed e.g., 'Can you tell me what you mean by the word 'xxxx'?'
- Record what the young person has said as soon as possible in an incident report, which should also include the names of all witnesses. Send this report to the Chief Executive of CNZ.
- Inform parents/carers of the young person at the earliest opportunity if the allegation does not involve them.
- Contact the CNZ CSO to consider further action
- If neither the CNZ CSO nor the CNZ Chief Executive is available or if time is important and local help is needed, advice should be sought from either the local office of Oranga Tamariki or the Police.

VETTING SERVICES

CNZ Entities may wish to consider vetting services by the Police in relation to CNZ Affiliates who are to be involved with young people playing croquet. Please contact the CNZ CSO or Chief Executive who will be able to provide you with appropriate guidance in the circumstances of any recruitment process.

² This is pending the establishment of a Chief Safeguarding Officer for CNZ and Local Safeguarding Officers by Associations/Clubs