

BASKETBALL MANAWATŪ

CHILD PROTECTION POLICY

This Child Protection Policy outlines the commitment that Basketball Manawatū has to children and the measures it will take to ensure their safety and well-being. The safety of the child is the paramount concern.

SCOPE OF THIS POLICY

This policy applies to all children that Basketball Manawatū comes into contact with as well as children who are in programmes where Basketball Manawatū Volunteers are working.

Basketball Manawatū has an obligation both under legislation and in society to provide an environment that ensure all children participating in our activities are safe.

This policy covers all Basketball Manawatū staff, whether paid, or voluntary, including those staff contracted or on placement.

For the purposes of this policy, children are those under the age of 14 and young people are those from 14 up to the age of 17.

DEFINITION

Child Abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Basketball Manawatū has developed this policy to reinforce its commitment to providing an environment for participants of all ages and backgrounds that is safe, free from harassment and abuse, and promotes respectful and positive behaviours.

PRINCIPLES

- This policy recognises that children have a right to be safe from abuse and harm.
- Basketball Manawatū is committed to the prevention of abuse and to the well-being of children, young people and their families.
- Basketball Manawatū is committed to acting in the best interest of children who are recipients of a service from Basketball Manawatū staff and volunteers.
- Basketball Manawatū is committed to ensuring that abuse, suspected abuse or disclosures are dealt with in a timely fashion.
- Basketball Manawatū recognises that in cases of suspected abuse, support for the alleged victim and family is important.
- Basketball Manawatū recognises that in order to provide a safe environment staff and volunteers must receive training.
- Basketball Manawatū is committed to complying with all relevant legislation.

RESPONSIBILITIES OF BASKETBALL MANAWATŪ

Basketball Manawātū will ensure that

- Staff, Board and volunteers associated with the Association will be adequately trained to recognize and respond to Child Abuse allegations.
- This policy is applied consistently.
- Any breaches or complaints made under this policy are dealt with in a sensitive, fair, timely and confidential manner.

VETTING/POLICE CHECK

- All our staff, Board, and Team Management representing Basketball Manawātū are police checked/vetted as required by law.
- We shall not require a Police Check to be carried out on a person who, due to their Employer requirements, i.e. Police, Education, Other Government Departments; provided said person can provide a letter (on official Letterhead) stating the person has a clean Police record. And that, that letter is no older than six (6) months.
- Information obtained from NZ Police will only be privy to the Basketball Manawātū General Manager and/or the Basketball Manawātū Chairperson of the current Board.
- A Police Check will be valid for five (5) years.

CODE OF BEHAVIOUR AND GOOD PRACTICE FOR STAFF

Basketball Manawātū staff, coaches, officials, volunteers and anyone else representing the Association must never

- Deliberately reduce a child/young person to tears as a form of control.
- Deliberately do something to make a child/young person feel embarrassed.
- Use inappropriate language or allow others to use inappropriate language (e.g. swearing, name calling, put downs, sarcasm, culturally or racially offensive).
- Never yell or shout at children/young people as a reprimand or in anger.
- Never cause a child/young person to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Never leave a training or tournament until every children/young people has been picked up or is being supervised by another adult.

Basketball Manawātū staff, coaches, officials, volunteers and anyone else representing the Association: -

- Have a duty to raise concerns about behaviour by staff, Managers, students or others, which may be harmful to those in their care.
- Are required to report any accident, incident of abuse, or cause for concern which arises in the course of their work with children.
- Are required to take all reasonable measures to ensure that children can participate fully and safely in their activity programme.
- Avoid inappropriate physical contact with children.
- Avoid situations where they are alone with a child.
- Never forward any personal details of a child or a family to a third party, unless instructed by Police.
- Should contact their Manager immediately if they feel like they are becoming the subject of unwarranted allegations in connection with a child or young person.

HANDLING OF CONCERNS/COMPLAINTS

This is to serve as a guide to handling disclosures or concerning observations:

- If you observe behaviour by another person to a child/young person that causes you concern, do not discuss this with the child/young person but contact the General Manager or the Chairperson of Basketball Manawātū Board to seek advice.
- Do not investigate with the child yourself, or question the alleged offender.
- Keep accurate documentation of the behaviour you have witnessed.
- At any time, you are able to by-pass the Board and take your concerns directly to Child, Youth and Family services or the Police.

LEGAL/PRIVACY

All contact details of children/young people who are involved with Basketball Manawātū must remain confidential at all times.

Everyone involved in dealing with issues of Child Protection are required to respect confidentiality of all parties involved.

TAKING IMAGES/PHOTOS/VIDEOS

Through registrations via Sport TG and Glory League Basketball Manawātū has permission from every player (or their legal guardian, teacher) to allow the photos and/or videoing of players and officials. The exception to this will be medal or award ceremonies which can be photographed without permission.

No images of children/young people should be uploaded to social media or websites without the permission of the guardian of that person.

Basketball Manawātū staff, Board, officials and volunteers have the right to question anyone taking photos of children/young people during our leagues and tournaments if they are unsure of who the photographer is.

ELECTRONIC AND SOCIAL MEDIA

Basketball Manawātū acknowledges the enormous value of social networking websites including Facebook, Instagram and our Website to promote our sport and celebrate achievements.

If Basketball Manawātū staff, coach, official or other adult needs to communicate with children/young people regarding the sport these guidelines should be followed:

- Keep the content brief and related to basketball and avoid any social content.
- Do not include personal information or photos of yourself or others in social media channels.
- Do not use offensive, provocative or hateful language or images.
- Use your best judgement – do not publish anything that makes you feel uncomfortable.
- Always use electronic and social network forums to add value and promote the sport in a positive way.

POLICY REVIEW

Basketball Manawātū will monitor and review this policy on a two-yearly basis.

Appendix 1:

Sample Process for Responding to Suspected or Disclosed Harm in the Form of Physical or Sexual Abuse.

Situation	Action	Considerations
Harm suspected, witnessed, disclosed or reported.	<ul style="list-style-type: none"> Ensure the child is safe from immediate harm LISTEN to the child and reassure them that they are safe RECORD accurately and appropriately any information received/observed CONSULT immediately with someone who is responsible for child safety REPORT your concerns to Oranga Tamariki or the NZ police 	<p>Do not interview the child or make any judgements or commitments you cannot keep. Confidentiality is important. Avoid questioning the child beyond what they have already disclosed.</p> <p>Record facts concisely including:-</p> <ul style="list-style-type: none"> Type of harm Signs & symptoms noted. Any particular incidents with dates, times and place Any action taken
If alleged harm is by a staff member or volunteer	<ul style="list-style-type: none"> Ensure the child is safe from immediate harm Follow ADVICE from Oranga Tamariki or NZ Police ENSURE there is no contact between the staff member, or volunteer, and the child 	<ul style="list-style-type: none"> A staff member or volunteer must be informed of any allegations against them. Be guided by the NZ Police on this as each situation will be judged on its merits. Where there is a criminal offence the NZ Police may want to notify the person. Basketball Manawatu may decide to stand the employee or volunteer down the matter is being investigated.
If the alleged harm is by a non-staff member	<ul style="list-style-type: none"> Ensure the child is safe Follow ADVICE from Oranga Tamariki or NZ Police 	<ul style="list-style-type: none"> Decide who will inform the parents and provide support to the family. SEEK help from trained personnel in order to manage this process effectively.
Investigation by the NZ Police		Note that there is a difference between a criminal investigation and an employment matter and that these must be kept separate.
Basketball Manawatu Debrief		Our debrief will include decisions about the persons future role with us and a review of how the situation was managed and what changes to policy or safeguards need to be made

Appendix 2:

BASKETBALL MANAWATŪ

RECORD OF COMPLAINT Re Possible Child Abuse

Name			
Contact Details	Phone: Email:		
Role	Staff, Coach, Manager, Official, Parent, Spectator,		
Nature of Complaint	Harassment Sexuality Bullying Physical Abuse	Discrimination Race Disability Verbal Abuse	Sexual/Sexist Religion Child Abuse
Child/Children Involved	<i>If you do not know the name of the child involved, please put as much information as possible about the individual or team concerned</i> Name/s Contact		
Name of person complained about (respondent)	<i>If you do not know the name of the respondent, please put as much information as possible about the individual or team concerned</i> Name Contact		
Respondent's role	Staff, Coach, Manager, Official, Parent, Spectator,		
Nature of Notification	Formal/Informal		
Location & Date of alleged incident			
Description of Complaint/concerns			
Witnesses	Name, Contact Details Name, Contact Details		
Interim Action Taken (if any)			
Agencies Contacted (if any)			
Complainant:	Name Signature _____ Date _____		

Appendix 3:

Flow Chart for Responding to Suspected or Disclosed Child Abuse

