

BASKETBALL MANAWATŪ CHILD PROTECTION POLICY

COMMITMENT to Te Tiriti O Waitangi

Basketball Manawatū recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

Basketball Manawatū is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

INTRODUCTION

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.

We want tamariki and rangatahi to be able to participate in sport and recreation and express their identity as well as thrive in safe and supportive environments

PURPOSE

Basketball Manawatu is committed to safeguarding tamariki and rangatahi, creating safe environments to foster their participation and wellbeing. This policy outlines key responsibilities and practical steps for staff and volunteers to maintain a safe, supportive environment. This policy commits to:

- Promote abuse-free participation in sport.
- Establish fair, positive basketball spaces with strong safeguarding protocols.

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

RESPONSIBILITIES OF BASKETBALL MANAWATŪ

Basketball Manawātū will ensure that its staff, Board and volunteers have: -

1. **Understanding Harmful Behaviours:** Learn to recognise signs of harm, including emotional distress, physical injuries, and inappropriate interactions.
2. **Acting Quickly:** Report any concerns about tamariki or rangatahi safety to the Basketball Manawatu General Manager - no matter how small it may seem.
3. **Creating a Positive Environment:** Treat every tamariki and rangatahi with respect, uphold their dignity, and ensure fair treatment.
4. **Following Guidance:** Adhere to the policy and procedures, including reporting processes outlined in this policy.
5. **Application:** This policy is applied consistently.
6. **Handling Any breaches or complaints:** - Ensuring if the are made aware of an abusive situation 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.

IDENTIFYING HARMFUL AND ABUSIVE BEHAVIOUR

Everyone can contribute to our culture of safeguarding and protection. This requires everyone to understand what harm and harmful and abusive behaviour looks like so they can act in the correct manner to ensure it is handled in the best way.

REPORTING HARM AND ABUSE

Appendix 3 sets out the reporting process that should be followed for any suspected or real cases of tamariki or rangatahi abuse, sexual abuse and neglect, and harmful and abusive behaviours.

The reporting process includes completing section 1 of the reporting template in the Tamariki and Rangatahi Protection Incident Register (Appendix 4). This will then be stored securely in the Basketball Manawatu Tamariki and Rangatahi Protection Incident Register database.

RESPONDING TO HARM AND ABUSE

Appendix 4 outlines the response process that must be followed for suspected or real cases of tamariki and rangatahi abuse, sexual abuse and neglect, and harmful and abusive behaviours. It describes how we will:

- take a young person centred approach so the safety and wellbeing of tamariki and rangatahi is the primary concern
- support tamariki and rangatahi, their whānau, staff, and others affected by the incident to receive the appropriate care
- take all required steps to stop further harm and implement measures to reduce the risk of reoccurrence

LEGAL/PRIVACY

All contact details of children/young people who are involved with Basketball Manawatū 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 Manawatū 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 Manawatū 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 Manawatū acknowledges the enormous value of social networking websites including Facebook, Instagram and our Website to promote our sport and celebrate achievements.

If Basketball Manawatū 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.

TRANSPORTATION GUIDELINES

Vehicles

Vehicles used must have a current WOF and be legally registered.
Seatbelts must be available and worn by all passengers at all times.
Vehicles must not exceed the legal passenger limit.

Authorized Drivers

All drivers must hold a valid full driver's license appropriate for the vehicle being driven.

All drivers must undergo a background check, including a criminal record check and child protection clearance.

Drivers must be approved by the organization before transporting youth.

Drivers are expected to follow all the requirements of New Zealand law while in charge of a vehicle.

Travel Supervision

A minimum of two adults must be present when transporting youth athletes in a group setting.

For individual transport, only in exceptional or emergency circumstances should a lone adult transport a youth athlete. If this occurs:

- Parental consent must be obtained in writing.
- The journey should be documented and reported to the organization.
- The Youth athlete must sit in the back seat behind the front passenger seat.

Parent/Guardian Consent

Written parental/guardian consent is required for all transport arrangements.

Consent forms must include emergency contact details, medical information, and acknowledgment of the travel itinerary.

Conduct and Behaviour

All participants are expected to adhere to the organization's Code of Conduct while traveling.

No alcohol, tobacco, or illegal substances are permitted in vehicles transporting youth.

Drivers and adults must model appropriate behaviour at all times.

Pick-up and Drop-off Protocols

Clear instructions regarding pick-up/drop-off times and locations must be communicated in advance.

Youth athletes must only be released to designated parents/guardians unless prior written approval is provided.

Risk Management

A risk assessment must be completed for each tournament involving transportation.

Emergency procedures and contact information must be provided to all trip participants.

POLICY REVIEW

Basketball Manawatū 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:

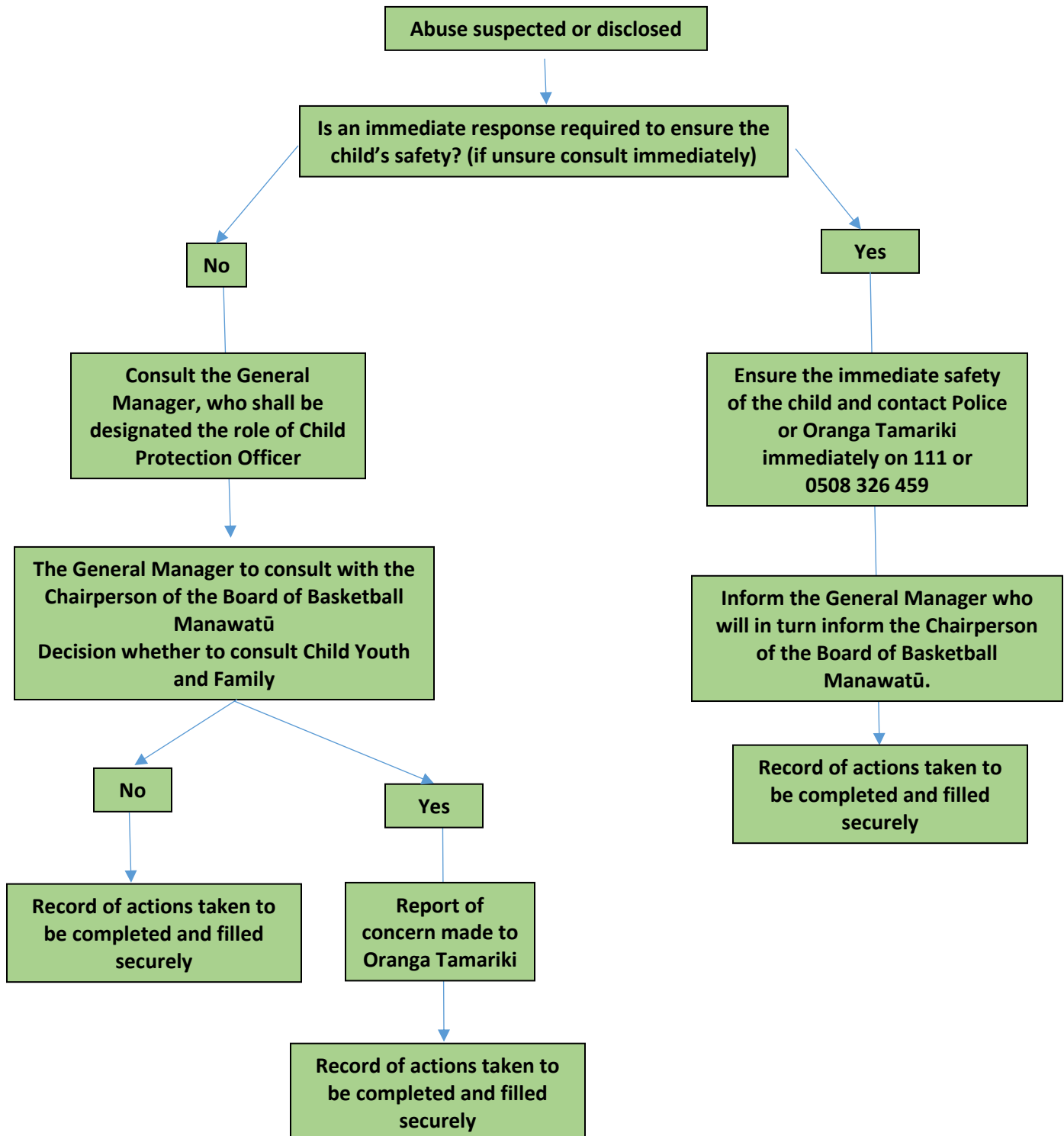
BASKETBALL MANAWATŪ

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



APPENDIX 4 – TAMARIKI AND RANGATAHI PROTECTION INCIDENT

REGISTER TEMPLATE

Section 1

Date and time of incident: _____

Location of incident: _____

Date and time reported: _____

Who it was reported to: _____

Your details:

Name: _____ Organisation: _____

Role: _____

Contact number: _____

Tamariki or Rangatahi's name:	
Date of birth:	
Tamariki or Rangatahi's gender:	
Tamariki or Rangatahi's address:	
Parent or caregiver's details:	Name: Address: Phone number:
Have parents or caregivers been notified of this incident?	Yes / No (Please circle one) If yes, provide details of what was said, and actions agreed:
Are you reporting your own concerns or responding to concerns raised by someone else?	Own concerns <input type="checkbox"/> Concerns made by someone else <input type="checkbox"/>
If responding to concerns raised by someone else, please provide further information about them:	Name: Position within the organisation and relationship to the tamariki, rangatahi or person the report is related to: Phone number:

Details of the incident or concerns:

Include relevant information such as:

- the nature of the incident
- when it took place (including the disclosure), what was said, who was involved, whether there are any injuries
- the signs of abuse, harm and harmful and abusive behaviours
- reference any relevant documentation or advice received and who from
- actions that have already been taken by anyone – organisation, police and so on.

Ensure you use facts or exactly as reported to you.

Add details here:

Inform the safeguarding lead

Safeguarding lead name	Date and time informed

Reporting person signed: _____ Date: _____

Section 2

Safeguarding lead to complete

Actions required:

Reporting			
Action	Confirmation		
Safeguarding lead refers to Oranga Tamariki	YES / NO	Date:	Time:
Safeguarding lead refers to Police	YES / NO	Date:	Time:
Safeguarding lead has updated BBNZ of actions	YES / NO	Date:	Time:
Safeguarding lead has updated all affected individuals of actions	YES / NO	Date:	Time:
Records and any associated notes of the disclosure or concern been stored in a confidential and safe place	YES / NO	Date:	Time:

Response		
Reflections	Answer	Actions
Could the alleged abuse or neglect have been prevented?	YES / NO	
Were the processes set out in the tamariki and rangatahi protection policy effective and easy to follow?		
What was the outcome of the concern or disclosure report (if known)?		
What actions are required to address identified gaps or issues in the policies, processes and guidance that we provide?		

Reporting and response actions completed date: _____

Safeguarding lead signed:

APPENDIX 5 – TRANSPORTATION CONSENT FORM

CONSENT FORM FOR BASKETBALL MANAWATŪ PRIVATE VEHICLE TRANSPORT

There may be occasions where Trainings and Tournaments takes place away from the usual CET Arena complex.

At times a private vehicle will transport students to these activities.

Our Child Protection policy requires all drivers to be fully licensed and vehicles to be registered and warranted.

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Please fill in your child's name I/we give permission for _____
to travel in a private vehicle to participate in low-risk basketball activities such as pre-planned and organised trainings and tournaments.

I understand that under its policy Basketball Manawatū requires all drivers to be fully licenced, vehicles to be registered and warranted and car passengers to be wearing seatbelts.

I/we have provided Basketball Manawatū with up to date medical, and supervision information through the Reps enrolment form and make every endeavour to keep this information current.

Prior to the training or tournament, the Development Officer of Basketball Manawatū, who is in charge of the activity, will give parents/caregivers specific information related to the event.

If you require further information regarding the activities of Basketball Manawatū please refer to our website

Parent/caregiver name

Signature

Date