

Ōrewa Surf Life Saving Club Member Protection Policy

September 2021 (Version 2)



Contents

A : Member Protection Statement.....	3
B : Member Protection Overview	4
C : Ōrewa SLSC Standards of Practice	8
D : Ōrewa Surf Life Saving Club Guidelines for Members.....	10
E : Reactive Measures and Process.....	11
F : Tools and Specific Policies	14
Appendix 1 - Ōrewa Worker Safety Check and Safety Screening Consent Form	16
Appendix 2 - Indicators of Abuse.....	18
Appendix 3 - What to do if you are worried about a member in Surf Life Saving.....	22
Appendix 4 - Safeguarding Reporting an Incident or Concern Form	23
Appendix 5 - Body Map (for recording information).....	24

RELATED DOCUMENT, POLICIES AND PROCEDURES

Children’s Act 2014
Crimes Act 1961 (Section 195A)
Crimes Amendment Act (No 3) 2011
Films, Videos, and Publications Classifications Act 1993
Health and Safety at Work Act 2015
Oranga Tamariki Act 1989
Privacy Act 2020
SLSNZ Code of Conduct (SLSNZ Regulation 5)
SLSNZ Club Health and Safety Manuals
SLSNZ National Standard Operating Procedures (NSOPs) & Club/Service Operating Procedures (CSOPs)
Ōrewa GN02 Code of Conduct - February 2017
Ōrewa GN08 Travel and/or Overnight Stay Policy
Ōrewa GN07 Alcohol Policy



A : Member Protection Statement

Ōrewa Surf Life Saving Club (the Club) is committed to the health, safety and the well-being of all members and volunteers and is dedicated to providing a safe environment for participating in surf lifesaving activities.

The Club wishes to ensure that all those taking part in Surf Life Saving are able to do so protected and kept safe from harm while they are with Club Officers (paid or volunteer), coaches and / or other volunteers/Members. This is particularly true in respect of children and vulnerable adults.

This policy does not address all membership protection matters and there are a number of SLSNZ documents that relate to Member Protection that members should be aware of, including:

- SLSNZ Competition Safety Manual.
- SLSNZ Regulations in particular the Member Protection Regulation, Code of Conduct and Health and Safety Regulation and guidelines.
- SLSNZ National Standard Operations Procedures (NSOPs) and Club Operating Procedures (CSOPs).

Purpose of this policy

The purpose of the Membership Protection policy is to set out the process that the Ōrewa Surf Life Saving Club will follow to help ensure the protection of its Members, with particular reference to Minors and Vulnerable Adults.

The principles of the policy and attached documents are based on our moral and ethical duty to ensure all Members can enjoy Surf Life Saving in a safe environment and as such they intend to reflect current best practice.

The Policy may be amended by the Club management committee at any time and will be made available to the members as soon as practical after any changes.

Last Reviewed: September 2021

Signed

Faron Turner
Chairman
Ōrewa SLSC

Signed

John Chapman
President
Ōrewa SLSC



B : Member Protection Overview

Awareness

Ōrewa Surf Life Saving Club Members will be kept aware of what defines Member Protection and the Clubs role in keep Members safe. All Members especially those in a position of management of responsibility will have a clear understanding of the terms referenced below. Individuals will be referred to the SLSNZ member protection guidelines if more information is needed.

To children and young people

We commit to always putting children and young people's welfare first in every decision we make.

We will ensure all children and young people feel respected, listened to, valued and encouraged to enjoy and participate in their sport, recreation or activity.

We will appoint a Child Welfare Officer (Safeguarding Representative) to ensure concerns are dealt with quickly, sensitively, effectively and consistently.

We will provide safe people to work with children and young people.

We will provide staff and volunteers who are well trained and confident to respond to any concerns for the safety of a child or young person.

We will listen to and believe children and young people.

To parents, caregivers and whānau

We will support and respect the vital role parents, caregivers and whānau play in the lives of their children, while always making sure the safety of the child or young person is our priority.

We will have open, transparent and honest communication with parents, caregivers and whānau about all aspects of their child's welfare, as long as we can keep the child or young person safe while we do that.

We will raise any concerns we have as soon as we have them, and offer referrals to community services that might be able to help a family through times of difficulty and change.

We will be available and approachable to listen to any concerns a parent, caregiver and whānau may have about their child while they are involved in Ōrewa SLSC activities.

We will take every concern about a child or young person's safety seriously and respond consistently and effectively.

We will provide staff and volunteers who are well trained and confident to respond to any concerns for the safety of a child or young person.



To staff, contractors, and volunteers

We will ensure all staff are inducted to our child safeguarding culture.

We will provide clear expectations, policies and procedures to support keeping children, young people, staff, contractors and volunteers safe and protected from harm.

We will provide support and regular training to ensure these expectations can be met.

We will provide adequate supervision so staff, contractors and volunteers always know who they can talk to, and the process involved, if they have a concern about a child or young person.

Defined Terms

- Club committee/board means the Committee or Board of the Club as defined in the Club Constitution.
- Constitution means the Constitution of the Ōrewa Surf Life Saving Club.
- Member means a member of Ōrewa Surf Life Saving Club as defined in the Club Constitution.
- Minor/Child/Children means a person under the age of 18.
- Vulnerable Adult means a person who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect themselves against significant harm or exploitation.

Duty of Care

For the purpose of our policy, 'Duty of care' generally means: "The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible".

Adults (18 and over) also have a responsibility to ensure Children and Vulnerable Adults (those 17 and under) are protected. In relation to Surf Life Saving, all Ōrewa Surf Life Saving Club Members have a duty to ensure the highest possible standards of care are achieved in relation to Children and Vulnerable Adults taking part in Surf Life Saving.

In an activity such as Surf Life Saving (patrolling, training and competing), safety and keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. In organised Club activity there is a heightened duty of care and as such members will be made aware that the principal risks extend to the quality of control exercised by those in charge.

This duty will extend to Club managers, coaches, officials, event managers or administrators. Therefore, they will all take 'reasonable' steps to safeguard those directly taking part in Surf Life Saving activities as at any time they may be deemed responsible for those in their charge. For example, circumstances where a duty of care will be owed includes in vehicles, during journeys to and from Surf Life Saving activities, active patrolling, during events, team training events and camps, providing members with access to facilities etc. This includes restricted access to the Ōrewa Club and keys are only allocated to active members who are over 18 and are approved Board / Committee Members, Coaches, Managers, Patrol Captains, Vice Patrol Captains, Search and Rescue Squad members - a full list is kept by the administrator on behalf of the Board.



The welfare of Children & Vulnerable Adults is everyone's responsibility in the Ōrewa Surf Life Saving Club, particularly when it comes to protecting Minors and Vulnerable Adults from abuse. All members of the Ōrewa Surf Life Saving Club are expected to help - administrators, club officials, coaches, parents, friends and the children themselves.

The common law principle in loco parentis imposes a duty on a person to provide the degree of care towards children in their care that could be expected from a reasonably careful and prudent parent. This includes taking reasonable measures to prevent foreseeable risks of injury to children and young people.

Abuse

Abuse is defined as anything which individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. It is generally acknowledged that there are four main types of abuse - Physical, Sexual, Emotional and Neglect. Abuse generally occurs within a relationship of trust or responsibility and is an abuse of power and/or trust and can include all forms of bullying. More information about abuse is available for Members in the SLSNZ member protection guidelines.

Indications of Abuse

There are physical and behavioural signs that might raise concern about the welfare or safety of a Member. They are only indicators - not confirmation. Some examples are:

Where the person(s):

- Says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring.
- Has an injury for which the explanation seems inconsistent.
- Behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
- Appears not to trust adults, e.g. a parent or coach with whom they would be expected to have, or once had, a close relationship.
- Shows inappropriate sexual awareness for their age and sometimes behaves in a sexually explicit way.
- Becomes increasingly neglected-looking in appearance or loses or puts on weight for no apparent reason.

Physically disabled children and children with learning difficulties and Vulnerable Adults are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.



Minors

The protection of Minors procedures at Ōrewa Surf Life Saving Club stem from the following principles:

- The Child's welfare is paramount.
- Anyone under the age of 18 is classed as a Minor.
- All Children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity and/or social/economic status have a right to be protected from abuse.
- Respect and promote the rights, wishes and feelings of Minors.
- Clubs and Members (particularly those holding positions of authority e.g. coaches, officials, managers) will be provided with advice to raise awareness of best practice and guidance and support should they become involved in an abuse situation.

Health and Safety

The environment Ōrewa Surf Life Saving Club operates in can hold many elements of risk to manage. Health and safety of individuals (Members and non-members) in the Ōrewa Surf Life Saving Club environment is the responsibility of all Members. The Club and its members will take all reasonable steps to ensure it has safe people, safe systems and safe operations. Individuals have the responsibility to keep themselves and others safe at all times. Ōrewa Surf Life Saving Club has a Health and Safety manual, hazard register and several documents and processes that must be followed including incident reporting. All Members will be made aware of all health and safety responsibilities, and this is especially those roles that have the responsibility for others.

Some areas of particular importance for H & S are:

- Sports events.
- Patrol activities on or off the beach.
- Training sessions and courses.
- Travelling to and from events and Patrol locations.
- Use of Vehicles, especially driving on the beach.
- Manual Handling.
- Storage of equipment, food, fuel and chemicals.
- Building related hazards including decks, stairs, decks, wet areas, kitchens.
- Working around the club (working bees, maintenance, contractors, chemicals)
- Environmental conditions (exposure to sun, heat, cold...)
- Unsupervised and social activities



C : Ōrewa SLSC Standards of Practice

The Club is committed to the protecting all our members and has the following processes in place which will be managed by the Ōrewa Board and Operational committees.

Recruiting and Managing Volunteers

The Ōrewa Surf Life Saving Club has in place the following process for recruiting and managing volunteers:

- Clear roles and responsibilities for volunteers and officers.
- Systematic check that the member holds the required qualifications for the role.
- Induction procedures for all volunteer roles including:
 - Volunteers must read and understand the Member Protection policy and Health & Safety policies.
 - Information about clubs rules/operating procedures.
 - System for feedback and support.
 - Safety Screening of some volunteer roles (including police vetting).
- Regular checks or supervision of helpers.
- Support training of helpers and coaches in protection of children and vulnerable adults.

Board and Operational Committee meetings

The Board and Operational Committee meetings discuss the following on a regular basis at club committee meetings:

- Any Member issues/incidents that have come up since the last meeting.
- Any activities that have or have the potential of breaching member protection policy.
- Any health and safety issues.
- Any camps or team travel activities.
- Any new staff or volunteers involved in dealing with Members.
- Any changes that need to be made or reviews of this policy.

Any risks or incidents identified must have a remedial plan put in place by the committee to resolve the issue and this must be followed up at the next meeting (or sooner if required).



Codes of Conduct

All members/coaches/officials/volunteers will adhere to the Ōrewa SLSC Code of Conduct and SLSNZ Code of conduct. Both documents can be found in on the Ōrewa Website and in Appendix 1.

The Club will review the Club Code of Conduct annually or as required.

Link to [Ōrewa GN02 Code of Conduct - February 2017](#)



D : Ōrewa Surf Life Saving Club Guidelines for Members

The Ōrewa Surf Life Saving Club promotes the following guidelines and all Members will follow these to help to protect both children and Vulnerable Adults in our Clubs, our Club coaches/helpers and Members from wrongful allegations:

- Avoid situations where a member is alone with one Minor or Vulnerable Adult. Occasionally there may be no alternative, for example, where a Minor or Vulnerable Adult falls ill and has to be taken home, however, that one to one contact will never be allowed to occur on a regular basis.
- If any form of physical support is required ask the persons permission, explain what is going on and why to both the Minor or Vulnerable Adult and their parents or caregivers.
- Where possible ask parents or caregivers to be responsible for Minors or Vulnerable Adults in changing rooms. Always ensure that whoever supervises Minors work in pairs.
- Where there are mixed teams/groups away from home, they should always be accompanied by at least one adult male and at least female coach or helper.
- Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
- If it's necessary to do things of a personal nature for Minors or Vulnerable Adults, make sure there is another responsible adult involved. Get the consent of the parent/caregiver and if possible the Minor or Vulnerable Adult. Let them know what you are doing and why.
- Ensure that any claims of abuse by a Minor or Vulnerable Adult are taken seriously and that it is dealt with by club representatives or officer who knows what to do.
- Ensure that the nature and intensity of training and competition does not exceed the capacity of a Minor's immature growing body and ability or the capacity or ability of a Vulnerable Adult.
- Follow the SLSNZ guidelines for photography and video use (see reference sheet 'Guidelines for use of Photographic and Filming Equipment').
- Follow the overnight stay & alcohol policies from the Club.

All Members that have contact with Minors and Vulnerable Adults will be asked to read and acknowledge their understanding of these guidelines.



E : Reactive Measures and Process

This section of the policy sets out a process for the committee and Members of Ōrewa Surf Life Saving Club to be followed if there are concerns about the welfare of another Member involved in Surf Life Saving. In particular, it sets out some examples of situations where a Member may have concerns over the welfare of another Member including a Child or Vulnerable Adult.

If there is suspicion on reasonable grounds that abuse is/has taken place

This may be by one of the following:

- When a Member advises that they have been abused.
- When someone else advises that a Member has been abused.
- A Member advises that they know someone who has been abused (often they are referring to themselves).
- Observation of a Member's behaviour and/or injuries etc, and knowledge of the Member, leads to suspicion of abuse.
- A Member is observed abusing another Member.

If another person advises a Member of an abusive situation the approach will be

- Stay calm.
- Don't promise to keep it confidential.
- Listen to what the person says and take it seriously.
- Only ask questions if needed to identify what the person is saying - don't ask the person about explicit details.
- Make a detailed note of what the person has said.
- Ensure the Member is safe.
- Ensure the safety of other Members potentially at risk.
- Obtain and document the following information:
 - The Members name, age and address.
 - The reason for suspecting abuse – i.e. observation, injury, information.
 - The assessment of danger posed to the Member including information pertaining to the alleged perpetrator.
 - What arrangements, if any, exist for the immediate protection of the Member?
 - What involvement, if any, other agencies have in dealing with the suspected membership protection issues?
 - immediately tell the Secretary, Chairperson, coach or any committee member, or at an event, the Event Manager or Referee - unless, of course they are suspected of being involved.



And

- Call Police in the case of emergency or serious abuse.

Club Officers or event organisers will:

- Talk to the child's parents/caregivers about the concerns if there may be an obvious explanation.
- If working with athletes or lifeguards away from home, at a training camp, or a national/regional competition etc - advise the Team Manager or the Coach.
- If working with a school - inform a teacher.
- If involved with another organisation refer to their contact person for their action.
- If necessary, seek advice from SLSNZ Staff (see below) or Peer Support.

Contacting SLSNZ

- Confidential contact can be made directly with the Regional Manager (or the CEO for Northern Region) or the Chief Executive of SLSNZ.
- These staff have access to external resources and are tasked with advising you on such issues as parental involvement and police involvement.

It is not an individual Members responsibility to decide whether a person is being abused but it is the Members responsibility to pass the information on to the appropriate person. Members will make detailed notes of what they have seen or heard and won't delay passing on the information.

Actions to be taken by the Club:

In case of abuse involving club Members the Club will take some form of action. The following steps are examples of actions that may be required by Club officials:

- Report the matter to the relevant authorities.
- Report the matter to the police and preferably the child protection unit as appropriate.
- Refer the matter the SLSNZ for further assistance.
- The suspected victim and other family members may be asked to approach SLSNZ support services or their local GP to obtain a referral to professional support services and medical specialists.
- The club committee may refer the matter to a judicial committee made up of people appointed by the committee with specific expertise to investigate the matter and look for a resolution.
- Seek legal advice on how to manage the issue at a club level as it needs to be in accordance with the Constitution.
- The club might impose some form of consequence on the offender which may include termination or suspension.
- If the Member is suspended or their membership of SLSNZ is terminated, check periodically to ensure the Member is having no involvement with Surf Life Saving in NZ.



- Periodically follow up on the victim's progress after initial counseling and that they have access to available care.

This is a list of basic options for the club. There may be many other options or actions that may be appropriate to the situation.

Incidents and Accidents

For situations in which a Member has been injured or potentially injured ('near miss' or non-injury accident) by an accident, incident procedures will be followed.

For major incidents an investigation will be held and learning from this will be documented to minimise the chances of similar incidents happening in the future.



F :Tools and Specific Policies

This section provides some specific detail for individual policies that all club Members are required to observe and comply with.

National Standard Operating Procedures (NSOPs) and Club Standard Operating Procedures (CSOPs)

All patrol activities will be directed by the NSOPs and CSOPs which are approved by SLSNZ and the Local Lifeguard Committee. All members will comply with the policies in section 3 of the manual.

Travel Procedures

All teams and individuals travelling on club activities will do so in accordance with the club travel policy. This refers to the care of minors, behavior and conduct and vehicle use.

Alcohol Protocols

The Alcohol policy details the use and restriction of alcohol use by club members at club functions and activities. This will be consistent with New Zealand liquor licensing laws.

Health and Safety plans

The club has a Health and Safety Manual to protect the safety of its Members. All Members will be made aware of the relevance of its contents and any policies or procedures that are contained in the Manual.

Safety Screening and Police Vetting

The Club may undertake police screening for the following persons:

- All club office holders (the entire Ōrewa SLSC board and all operational committee members).
- All club coaches (including instructors) and managers that have regular responsibility for and contact with Minors, especially while travelling or when other adults are not present.
- Club volunteers or chaperones i.e. drivers, parent helpers and support staff if necessary due to the amount of contact with children or Vulnerable Adults.
- All Patrol Captains and Vice Patrol Captains that have responsibility for and contact with Minors when other adults are not present.
- Any other club volunteers (i.e. vehicle drivers, parent helpers and support staff) as necessary, due to the amount of unsupervised contact they have with children or Vulnerable Adults, being in excess of incidental and repetitive in nature as set out in the Vulnerable Children Act 2014.
- All new paid employees/staff at the time of job offer.



Ōrewa SLSC Board will maintain a list of all results for those members who have been Safety Screened and Police Vetted. We will maintain regular police vetting and safety screening updates as set out in accordance with the SLSNZ Safeguarding Policy of every 2 years.

More information about police vetting can be found in the SLSNZ member protection guidelines.

Privacy Policy

The club privacy policy protects the privacy of its members and their information. The policy is consistent with the Constitution and the SLSNZ Membership Form.

Other specific policies to this section

Appendices (as required)

- 1) Ōrewa Worker Safety Check and Safety Screening Consent Form
- 2) Indicators of Abuse
- 3) What to do if you are worried about a member in Surf Life Saving
- 4) Safeguarding Reporting an Incident or Concern Form
- 5) Body Map for recording information



Appendix 1 - Ōrewa Worker Safety Check and Safety Screening Consent Form

Name of candidate _____

Character Referees

Name of person contacted: _____ Number: _____

Name of person contacted: _____ Number: _____

Identity Verification

Type of document sighted _____

Name on document if different to applicant name _____

Serial number on document _____

Applicant's Authorisation (Consent and Privacy declaration):

I confirm that the information that I have provided in this form (and associated Police Vetting Form) relates to me and is correct.

I understand that Ōrewa SLSC will store the Safety Screening / Police Vetting Results in a secure way in the SLSNZ CRM database and any completed Screening or Police Vetting forms are stored locally for a period of 24months.

I consent to Ōrewa SLSC sharing my Safety Screening / Police Vetting Results with the SLSNR / SLSNZ Welfare / Privacy Officer where I am required to receive 'Club Endorsement' for Regional or National Roles and Employment.

I have read and understood the information above and in the associated Police Vetting Forms.

Name: _____

Date: _____

Signature: _____

Internal Use Only

Completed by:

Police Vetting

Consent in writing by candidate for Police Vetting sought Yes / No

Police Vetting complete, applicant suitable to work with children Yes / No

Referee Check

Name of person contacted _____

Are there any concerns raised from any referee checks Yes / No

Safety Screening and Risk Assessment

Further information sought additional to above safety checks Yes / No
(am I comfortable allowing this person access to children?)



What information was sought and from whom/where?

Candidate is deemed suitable by our club to work with children Yes / No

Date (must be rechecked every two years) _____

Information to be stored in SLSNZ CRM data base and forms secured in Ōrewa secure storage.

Appendix 2 - Indicators of Abuse

Indicators of abuse

The following are indicators and does not cover every situation.

This list does not mean the child is suffering abuse but may indicate you need to share information with your Child Safeguarding Representative (CSR).

It is essential to be able to recognise indicators in both the child or young person and the adult who may be abusing them. Sometimes it is the behaviour and attitude of an adult towards children and young people that alerts you.

Emotional abuse – child indicators

- overly compliant and apologetic
- looks worried and anxious
- fear of making mistakes, especially if it only happens in the presence of a particular person
- difficulty developing relationships, including poor peer relationships
- demonstrating fear of a parent, caregiver or adult
- reluctance to attend an activity at a particular club or organisation
- inability to cope with praise
- delayed development or regression with no apparent cause
- aggressive behaviour (active or passive)
- attention seeking or risk-taking behaviour
- self-critical
- depression, regularly frightened, anxious and nervous
- tired, lethargic, falling asleep at inappropriate times
- self-soothing habits – hair twisting, sucking, biting, rocking
- clingy, possessive and attention-seeking
- indiscriminate attachment to adults – strong attention, affection seeking or a severe lack of attachment to their own parent/caregiver
- seeks affection and comfort from virtual strangers
- stealing (particularly food) or destroying property
- reluctant or unable to express views when asked
- hanging around outside of hours and not wanting to go home
- developmental delay with an apparent physical cause
- depression, anxiety, withdrawal or aggression
- self-harm, suicidal thoughts or intention, alcohol and drug abuse

- extreme attention-seeking behaviours or extreme inhibition
- running away from home
- nightmares, poor sleeping patterns
- anti-social behaviours
- lack of self-esteem
- obsessive behaviours
- eating disorders
- reluctance to attend an activity at a particular club or organisation.

Emotional abuse – adult indicators

- labels the child as inferior, belittles or publicly humiliates the child
- treats the child differently from siblings or peers in ways that suggest dislike or irritation of the child
- considers it amusing to frighten the child
- lacks empathy for the child
- refuses to help the child
- threatens the child with physical harm or punishment in front of others
- exposure to criminal behaviour
- withholds physical and verbal affection
- isolates the child
- has unrealistic expectations of the child
- inappropriately involves the child in adult problems
- exposes child seeing or hearing, situations of arguing and violence in the home.

Neglect – child Indicators

- dressed inappropriately for the season or the weather
- lack of food, kit or equipment
- often dirty and unwashed
- severe or persistent skin disorders
- inadequately supervised or left unattended frequently or for long periods
- left alone or in the care of an inappropriate adult
- does not receive adequate or timely health care
- underweight or overweight
- lacks adequate shelter
- failure to thrive with no medical reason
- stealing/hoarding of food
- inappropriately dressed - dirty, not the right clothes to keep dry or warm.
- unsupervised – hanging around
- lack of routine in the household – mealtimes and bedtimes
- falling behind in education and sport
- indiscriminate attachment to adults – strong attention, affection seeking or a severe lack of attachment to their own parent/caregiver
- tired or falling asleep at inappropriate times
- abuse of alcohol or drugs
- aggressive or destructive behaviour
- poor peer relationships, having few friends
- dulled emotional response or lack of expression or enthusiasm
- low self-esteem
- anxiety
- self-soothing behaviour such as rocking and sucking
- running away
- developmental lags with no apparent cause.

Neglect – adult indicators

- puts own need ahead of child's
- fails to provide for child's basic needs
- demonstrates little or no interest in the child's life - does not attend sport and recreational activities or social events
- leaves the child alone or inappropriately supervised
- drug and alcohol misuse
- low mood
- seeks help but fails to carry through with help offered
- late to drop off and collect – may fail to collect the child
- excuses and promises with no improvement in the care of the child.

Physical abuse – child indicators

Especially when unexplained, inconsistent with explanation given or the story changes

- bruises, marks, cuts and abrasions
- burns
- repeated illnesses with no known cause
- blackeyes
- fractures and dislocations
- multiple, bruises, wounds or fractures at different stages of healing
- injuries or fractures in very young children, especially those not yet mobile
- inconsistent or vague explanations regarding injuries
- makes excuses for injury or story changes
- repeatedly injured
- injured but not receiving timely health care
- wary of adults or a particular person
- speaks aggressively to others
- fear and crying
- cringing or flinching if touches unexpectedly
- overly compliant and eager to please
- dresses to hide bruising or injuries
- runs away from home or is afraid to go home
- may regress (e.g. bed-wetting)
- general sadness
- violent to other children or cruel to animals.

Physical abuse – adult indicators

- inconsistent or vague explanations regarding injuries
- threatens or hits the child in front of others
- speaks aggressively to or about the child
- reacts aggressively to questions about a child's injury or well-being
- makes you feel scared or frightened when you enquire about the child's well-being
- appears unconcerned about child's well-being
- states the child is prone to injuries or lies about how they occur
- delays in seeking medical attention
- may take the child to multiple medical appointments and seek medical treatment without an obvious need
- lacks empathy
- is cruel taking delight in overly rough play or taunting the child
- harsh parenting style who supports physical punishment.

Sexual abuse – child indicators

- unusual discharge, or excessive itching or pain in the genital or anal area
- stained or bloody underwear
- any injury, soreness or bleeding in the genital or anal area
- blood in urine or stools
- sexually transmitted infections
- pregnancy
- urinary tract infections
- discomfort in sitting or walking
- age or developmentally inappropriate sexual play, knowledge or language
- refuses to go home, or to a specific person's home, for no apparent reason
- running away from home or going missing
- fear of a person, place, sound or smell
- mood swings or changes in temperament
- secrecy
- exchanging sexualised messages or images
- unexplained gifts, possessions or money that can't be accounted for
- depression, anxiety, withdrawal or aggression
- self-harm, suicidal thought or intention, alcohol and drug abuse
- overly compliant
- extreme attention-seeking behaviours or extreme inhibition
- dresses inappropriately to hide bruising or injuries
- eating disorders
- compulsive behaviours.

Sexual abuse – adult indicators

- favours a particular child
- insists on physical affection
- rough play or tickling games
- invades the child's privacy (e.g. during dressing, in the bathroom)
- manipulates situations to gain time alone with a child or children, for example, offering to babysit, extra coaching or tutoring
- overly interested in a child's sexual development
- prefers to spend time with children and young people rather than adults or people of a similar age.

Intimate partner violence – child indicators

- injuries consistent with physical abuse
- absenteeism from school
- worried and anxious in general or about a parent or siblings
- bullying or aggressive behaviour
- complaints of headaches or stomach ache with no apparent medical reason
- talking or describing violent behaviours
- bullying, aggressive behaviour
- disclosures of violent or emotionally abusive situations
- threats or cruelty to animals.
- substance misuse
- very distressed when witnessing violence
- severely shy, low self-esteem
- argumentative and aggressive
- difficulty concentrating.

Intimate partner violence – adult victim indicators

- physical injuries
- depression or anxiety
- inconsistent explanations for injuries
- fearful
- submissive
- protective of abuser.

Intimate partner violence – perpetrator indicators

- isolates and controls partner and children
- threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children
- minimises and denies own behaviour, or blames the victim for the perpetrator's own behaviour
- stalking victim
- manipulating a person by forcing them to question their thoughts, memories, and events, making them question their own sanity.

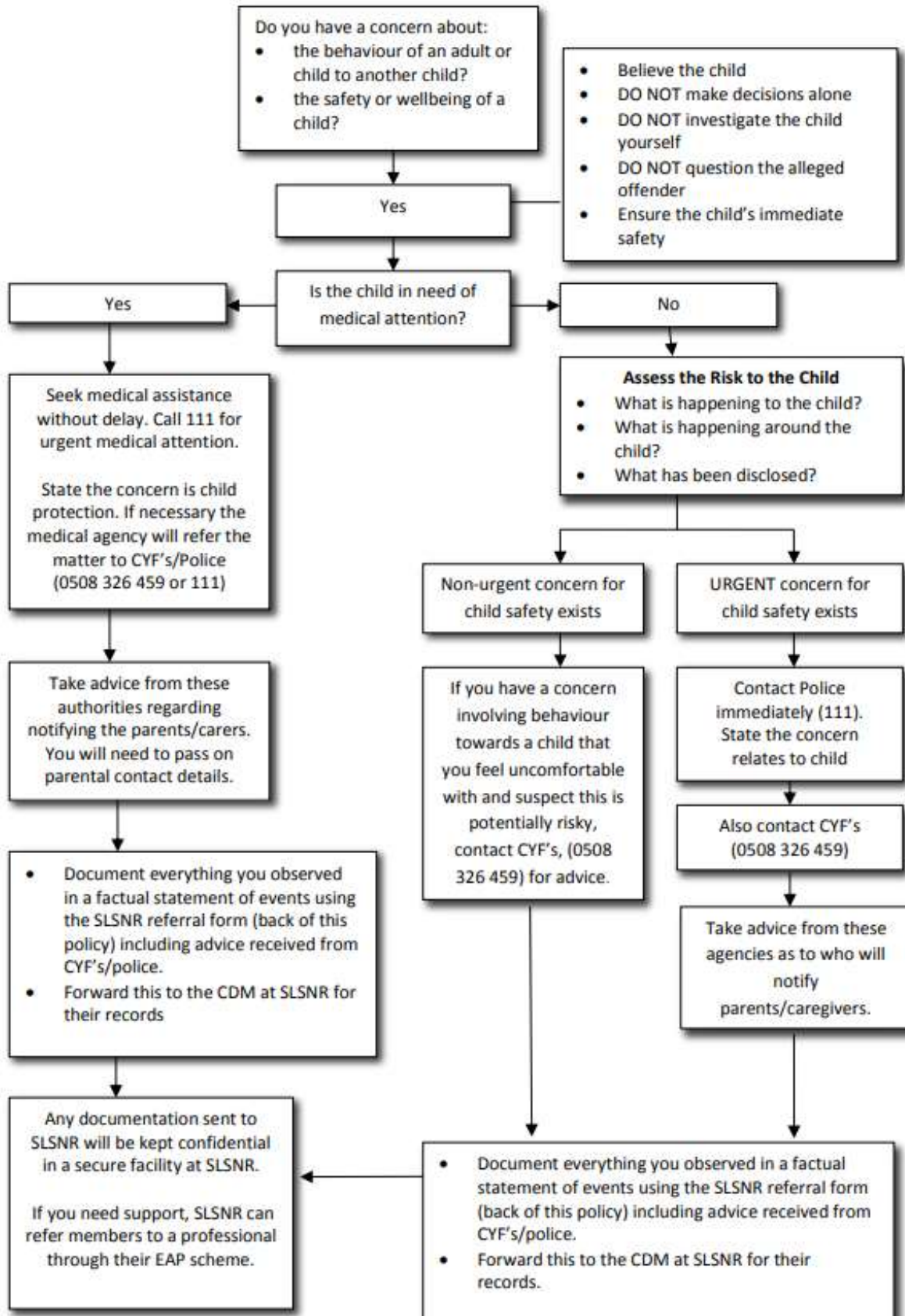
Bullying – child indicators

- physical injuries such as unexplained bruises
- problems with eating or sleeping, for example, nightmares, wetting the bed, etc
- self-harm
- belongings getting lost or damaged
- loses interest in school or activity
- not doing as well at school
- being afraid to go to school or activity
- few friendships, not being accepted by their peers
- no longer wants to participate in activities once enjoyed
- asking for, or stealing, money (to give to a bully)
- suddenly changes in behaviour
- thoughts about suicide
- substance misuse.


Cyberbullying – child indicators

- spends a significant amount of time on the computer, and is unwilling to talk about
- seems upset, highly irritable or emotional after being on the computer, or after reading their text messages or email, etc
- frightened of going to school or activity
- constantly checking social media or worrying about comments
- defensive and upset when you ask about social media use
- sudden withdrawal from technology or a sudden change in computer or phone usage including suddenly stops using the computer
- become anxious about phone messages
- suddenly changes friends.

Appendix 3 - What to do if you are worried about a member in Surf Life Saving




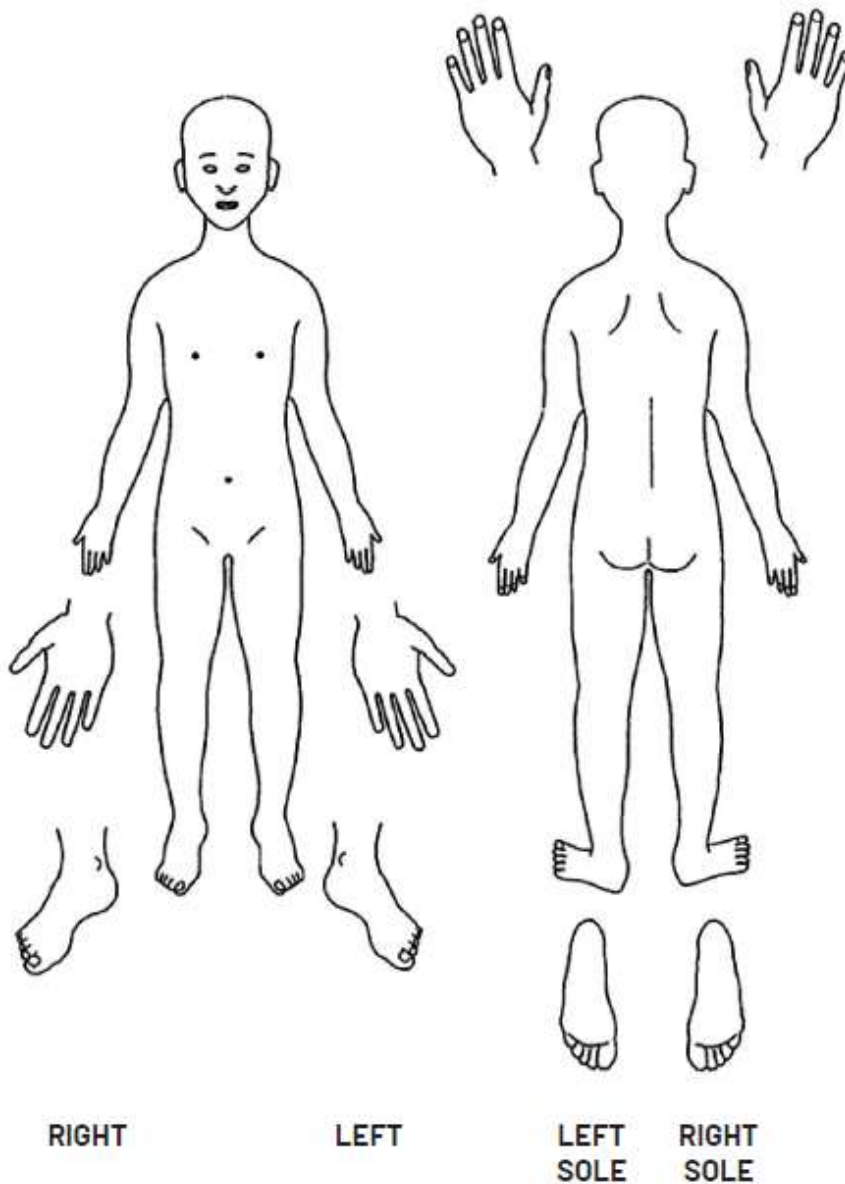
Appendix 4 - Safeguarding Reporting an Incident or Concern Form

SLSNR Safeguarding Incident Report Form			
<p>Complete in the event of ANY case of abuse, whether this a disclosure of abuse from a child or young person, suspected abuse or historical case of abuse. Complete and send to SLSNR immediately. Please note that this form is a guide, do not asking leading questions or try and investigate. Purely document what was said by the child.</p>			
Club		If concerned please contact the following organisations:	
Incident Date		Police: 111	
Incident Time		Child, Youth and Families Services (CYFS): 0508 326 459	
Incident Location		SLSNR: 0800 SAVELIFE	
Child's Details:			
Name		Address	
Gender		Phone (home)	
Date of Birth/ age		Phone (cell phone)	
SLSNZ Number		Email	
Caregivers Name		GP's Name	
Name of Child's School			
Suspected Abuser's Details		Reporters Details	
Name		Name	
Address		Phone (home)	
Car Registration		Phone (cell phone)	
Who was present during the incident?		Email	
Name		Remain anonymous?	
Contact number			
Name			
Contact number			
Information Gathering: (What did you see that concerns you, what did the child say, what did the child do, presentation of the child, etc.)		What was the place/purpose you had contact with the child?	
What concerns you? (Impact on the child, consequences, signs of risk, etc.)		Action Plan (Document what you intend to do next, contact SLSNR, contact Police, contact CYFS, etc.)	
Any other details:			
Print name:	Signature	Date	

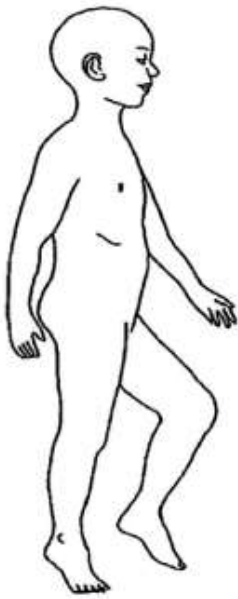
Appendix 5 - Body Map (for recording information)

Body map

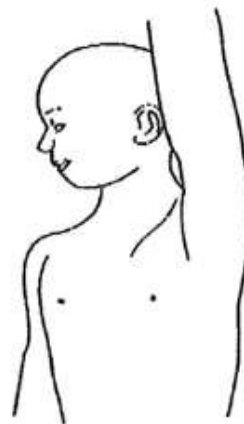
Name of child:			
Date of birth:		Date of recording:	
Name of person recording:			
Designation:		Signature:	



Name of child:			
Date of birth:		Date of recording:	
Name of person recording:			
Designation:		Signature:	



RIGHT



LEFT