



SURF LIFE SAVING
NORTHERN REGION

SAFEGUARDING POLICY

SURF LIFE SAVING NORTHERN REGION

Contents

Introduction.....	2
What to do if you're worried about a member in Surf Life Saving:	3
Scope of Document	4
Judiciary Committee	4
Club Development Manager.....	4
Club Welfare Officer	5
Trusted Referee:.....	5
Best Practice among all staff, volunteers and members of SLSNR	6
Practices to be avoided.....	8
Practices never to be sanctioned	8
Incidents that must be reported and recorded	8
Guidance of Physical Contact:.....	9
Handling Disclosures of Abuse	10
Assessing Risk with Suspected/Actual Abuse or Disclosure of Abuse	12
Definition and forms of Child Abuse.....	13
Vulnerable Children	15
Potential Indicators of Abuse:	15
Confidentiality and Disclosing.....	18
Information:	18
Legal and Privacy issues	18
Section 15: Reporting of ill treatment or neglect of child or young person.....	18
Section 16: Protection of person reporting ill treatment or neglect of Young person.....	18
Section 66 Government Departments may be required to supply information (1)	19
Privacy Act Principle 11 (f) (ii)	19
Whistle blowing.....	20
Safe Recruitment:	20
Other relevant resource material.....	21
1.1 Safeguarding Incident Report Form:	22

This document has been adapted from Drowning Prevention Auckland.

Introduction

Surf Life Saving Northern Region (SLSNR) is a non-profit organisation whose primary objective is protecting our community in the water between the flags within the Northern Region, from the Far North to Raglan. This organisation is committed to reducing drowning which involves working with our clubs and communities, including children and young people. SLSNR abhors any and all forms of abuse, and particularly that directed towards children and young people, whether it be in the form of physical, verbal, emotional, or sexual abuse.

SLSNR is committed to building a culture of child safeguarding and to set out its expectations on how staff, volunteers and members should respond when they have concerns about the safety and well-being of children and young people.

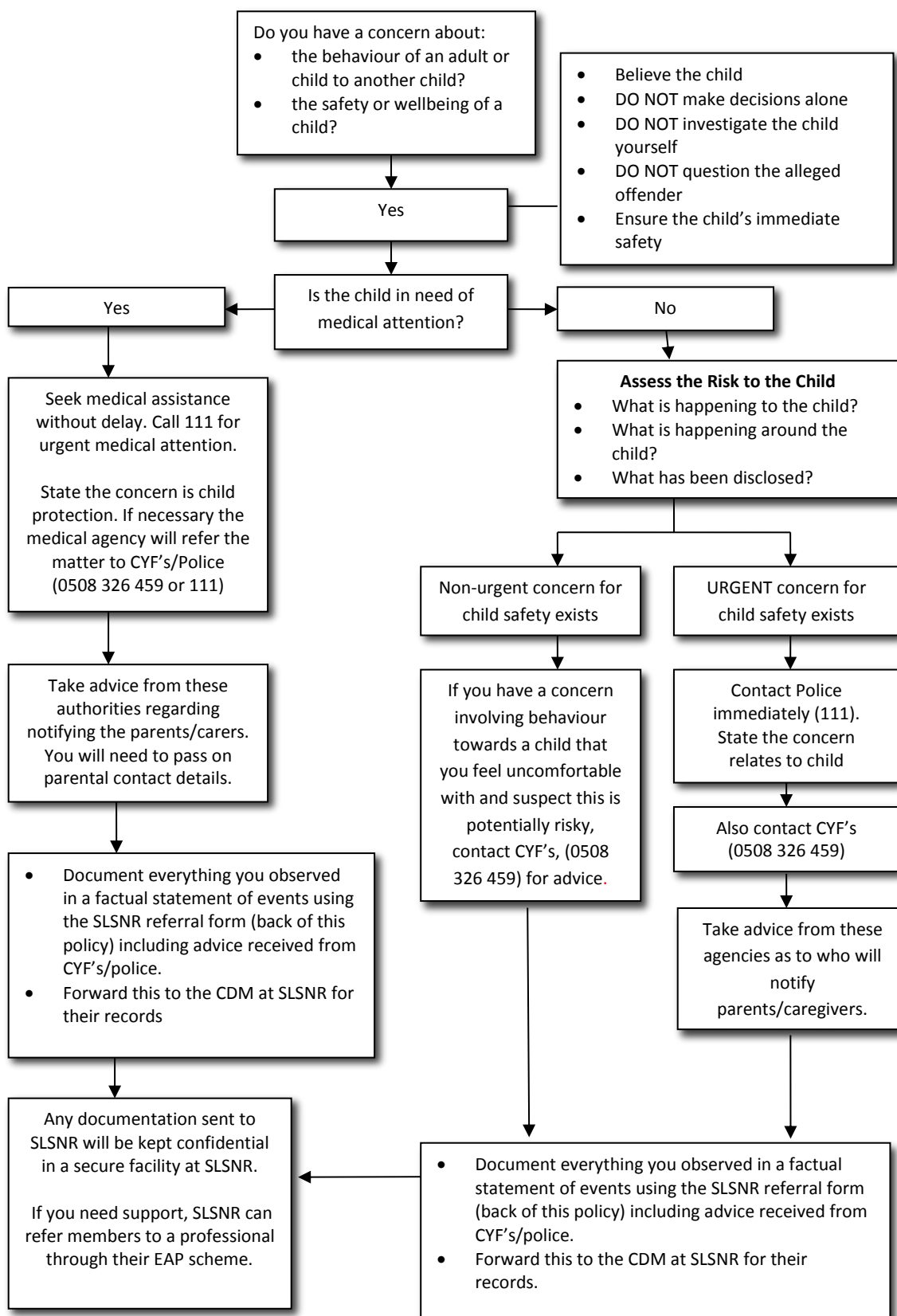
It is the responsibility of SLSNR and Clubs to ensure that all children placed under the responsibility of the organisation are able to participate in educational, sporting and lifesaving activities in a safe and secure environment. Policies and procedures should be in place to ensure that children and young people are protected from the threats of any form of abuse. All children, able-bodied or disabled, have the right to protection. SLSNR sees our educational, sporting and lifesaving programmes as a key aspect of our work towards increasing awareness and changing behaviour around water based activities, thereby reducing the prevalence of drowning in the Northern Region.

The purpose of this policy document is to provide all staff, volunteers and members of SLSNR with information on best practice regarding protection of the child or young person whilst participating in land or water based activities. The responsibility for safeguarding children and young people is with all staff and volunteers that work directly and indirectly with children, including those responsible for the administration and coordinating of SLSNR programs and activities.

Ensuring a child's safety involves minimising or eliminating activities and actions that are more likely to cause harm. This includes protecting them from: injury, bullying, all forms of abuse, and unsafe equipment/and or facilities. All children and young people are protected under the Child, Young Persons and their Families Act, 1989, and Vulnerable Children Act 2014. All SLSNR staff, volunteers and members have an obligation to ensure the protection of children and young people.

More information can be found at: www.childrensactionplan.govt.nz

What to do if you're worried about a member in Surf Life Saving:



Scope of Document

This document applies to all members, volunteers, permanent and temporary staff of Surf Life Saving Northern Region and its Clubs.

Adults responsible for the day to day care of individual children will be referred to as parent/carer(s) through this document.

A child is defined as a person under the age of 18 years (Vulnerable Children's Act 2014).

The term 'Parent Helper' describes a parent who is present as additional safety cover or support to a Coach, team manager, or trainer taking a session. Duties of a parent helper may include the organisation of children at a session and setting up of equipment. Parent Helpers should aim to work towards achieving a basic level of leadership, lifesaving or coaching awards/qualifications recognised by SLSNR. Parent Helpers must be members of Surf Life Saving New Zealand (SLSNZ) and have a SLSNZ membership number.

A 'Coach' supports an individual through the process of achieving a specific personal or professional result through skill, fitness, tactical and psychological elements of performance development practices across one or more of the Surf Life Saving Sport disciplines.

A 'Lifeguard' is an individual who is the holder of a current SLSNZ Surf Lifeguard Award.

A 'Member' is an individual who has a SLSNZ membership number.

Judiciary Committee

The Judiciary Committee is convened, when needed, to deal with disciplinary concerns involving staff, clubs or members.

The Chair of the committee is a member of the Board of Directors. The Board of Directors will appoint an additional three people in addition to the Chair to form the committee; they will provide a level of expertise in the subject area concerning the disciplinary.

Club Development Manager

SLSNR employs a Club Development Manager (CDM) who has responsibility for ensuring the implementation of the Safeguarding Policy, reviewing the Safeguarding Policy and other procedures, providing guidance to clubs with Police Vetting checks, disciplinary concerns, offering guidance and support to all Club Welfare Officers, members, children and parents within SLSNR.

Club Welfare Officer

Each Club must have a Welfare Officer who is to be appointed by the Club Chairperson. They are obliged to ensure the appointed Welfare Officer is a suitable person for the role. SLSNR would recommend the person designated with safeguarding responsibility is a trusted person who may not be a member of the club, but may have an association with the club. They will need to undertake the Foundations of Child Protection online course through Safeguarding Children Initiative, or a similar program. The course can be found at

<https://safeguardingchildren.org.nz/course/elearning-foundations-of-child-protection/>

We recommend the Club Welfare Officer (CWO) is informed of all safeguarding concerns and ensures appropriate action is taken using the SLSNR Safeguarding Incident Report Form. Please note that if the CWO or any club member receives a disclosure of abuse or suspects that a child has been abused it is NOT their role to investigate or ask the child leading questions.

Trusted Referee:

A Trusted Referee is a nominated member of a Club that is responsible for verifying members identify during the Police vetting process. Two trusted referees are required in each club. A Trusted Referee must be over 16 years old, not related, or a partner/spouse, or a co-resident of the applicant. The Trusted Referee must sign a copy of the sighted identification and provide their name and contact details with the copy of the sighted identification when sending it in with the Police vetting form.

Best Practice among all staff, volunteers and members of SLSNR

- **All staff, volunteers and members, aged of 18 years and older within SLSNR (paid or unpaid) are vetted for their suitability to work/volunteer with children/young people and must agree to a police check as part of the recruitment/membership process. Police vetting forms can be found at <http://www.surflifesaving.org.nz/organisation/about-us/management-documents/member-protection-toolbox/>**
- This check is to be carried out prior to signing any agreements between SLSNR, Clubs, and potential staff or members of SLSNR and Clubs.
- All staff, volunteers and members will be re-vetted every three years.
- It is the Clubs responsibility to ensure their members are Police vetted.
- The safety and wellbeing of children/young people must be paramount at all times.
- Children and young people are treated with dignity and respect.
- Good practice is promoted to reduce the possibility of abusive situations.
- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Staff, volunteers and members must ensure there are chaperones of both genders, so as to reduce the risk of abusive situations.
- Staff, volunteers and members must refer and deal with concerns regarding safeguarding children/young people according to the steps within this Policy.
- Ensuring any form of abuse directed at a child from others, whether this is from another child or adult, is challenged and reported.
- Definitions of abuse are outlined within this Policy.
- Follow the reporting process of abuse as outlined in this Policy.
- Where it is necessary to make physical contact with a child or young person, staff, volunteers and members must ensure that the guidelines for contact with young people are adhered to.

Furthermore, All SLSNR staff, volunteers and members of the organisation must adhere to the following:

- That any electronic communication with a member under the age of 18 remains professional and brief. Electronic communication includes, but is not limited to, social media forums, such as, but not limited to: Facebook, Twitter, Tumblr, Instagram, Snapchat etc.
- They never take, or be in the presence of children/young people in secluded places where they will be alone, irrespective of gender.
- N.B. If a young person is distressed in a secluded area away from the view of others and requires assistance from an adult, there should always be two adults present when dealing with this. They must never be alone in a secluded room with a child other than their own.
- They never deliberately do something to make someone feel diminished or embarrassed.
- They never use inappropriate language, or allow other children to use inappropriate language unchallenged (e.g. swearing, name calling/put downs, sarcasm, innuendo, sexualised connotations, and culturally or racially offensive comments).
- They adequately supervise all children and young people at all times, ensuring that all children are in sight and in a safe environment.
- Suspicious behaviour by a third party (non-member) is challenged and/or reported.
- They never leave the venue where activities have taken place unless all children or young people have been collected or are continuing to be supervised by appropriate adults.
- They never cause a child or young person to lose self-esteem by embarrassing, humiliating or undermining the individual.
- They never yell or shout at children or young people as a reprimand or in response to anger.
- That staff, volunteers and members never abuse their position of power or trust with children or adults.
- They never engage in, or allow unchallenged, any form of abuse as described in this Strategy.
- They never engage in rough, physically or sexually provocative games.
- At camps or 'away/out of town' competitions, coaches and team managers should not enter children's rooms or invite children/young people into their room (other than the child's parent/caregivers) in the absence of other children
- At camps or 'away/out of town' competitions, it is recommended that coaches and team managers have an awareness of safeguarding both children and themselves when a child needs their support in confidence.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parent/carer. For example, a child sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others, stay in an open environment when others can see and hear you. Alert others to what has happened and where you are.
- Avoid taking children alone in the car.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room alone with a child e.g. bunkrooms
- Allow or engage in any form of inappropriate touching
- Allow bullying
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unrecorded or not acted upon
- Do things of a personal nature for children that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised
- Take children to your home, where they will be alone with you.

Incidents that must be reported and recorded

If any of the following occur you should report this immediately to the Club Welfare Officer and record the incident. You should also ensure the parents/carers of the child are informed:

- If you accidentally hurt a child
- A disclosure of abuse toward a child
- If a child is intentionally harmed
- If for any reason you consider a child's safety is at risk

These guidelines are designed to:

- Protect children
- Provide guidance to employees, volunteers and members
- Protect employees, volunteers and members

Guidance of Physical Contact:

There are occasions when it is entirely appropriate for adults to have some physical contact with the child with whom they are working. However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their role and responsibilities.

Not all children and young people feel comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication. Permission should be sought from a child or young person before physical contact is made.

Appropriate physical contact must always occur in an open environment, in the presence of another adult.

Examples of appropriate physical contact

- Is used to assist in skill development
- In the case of an accident or medical emergency
- For emotional support of a distressed child (such as placing a supportive arm across a child's shoulders)
- Non-intrusive touch (such as high five or hand shake to congratulate achievement)

Handling Disclosures of Abuse

As a trusting adult, disclosures of abuse may be made to you by the victim or another person, such as a sibling or parent/caregiver. The following is a guide to handling disclosures:

Following a disclosure, remember the five R's: **Receive, Respond, Reassure, Record, Report**

Receive:

- Listen sympathetically and with an open mind
- Stay calm, conveying this through word and action
- Never promise confidentiality, only discretion. It is important that the child understands from the outset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken. If necessary, pause a child before he/she has begun what you anticipate what might be a disclosure and remind them
- Allow the child to talk and fully finish what they need to say. Let them tell you what they want and no more
- Do not ask leading questions

Respond:

- Where necessary clarify what has been said
- Ensure that you have a full understanding of the facts as relayed by the child, perhaps by reporting back to the child for his/her confirmation
- Never ask leading questions
- When the child has finished, make sure they feel secure. Explain what you will do next and (where appropriate) the referral process
- Action must be taken immediately if the child is in imminent danger

Reassure:

- Acknowledge their courage in talking to you and reassure them that what they have said will be taken seriously
- Remind them that the abuse is not their fault
- Reassure them but do not promise what you may not be able to deliver

Record:

- Record as much as you can remember as soon as possible (preferably immediately) afterwards, using the child's own words as far as possible. Include who was present and the date, time and location of the incident or disclosure
- **Complete a SLSNR Safeguarding Report Form (1.1) and send to SLSNR Club Development Manager as soon as possible**

Report:

- Refer the matter within 24 hours or sooner and immediately if any child is in danger to the Police or CYFS

The Club Welfare Officer or person who reported the disclosure has now fulfilled their duty and should not take any further action or reveal this information to anyone else. The SLSNR CDM will contact the Club Welfare Officer for any further information and to offer support following a disclosure.

It is not always easy to distinguish poor practice from abuse and it is not the responsibility of SLSNR representatives to decide whether or not abuse has taken place. There is a responsibility to act on ANY concerns, whether it be of poor practice or alleged/suspected abuse and whether you have concerns which involve yourself or of someone else, by reporting it appropriately. Concerns can be raised by a variety of people in a variety of ways.

It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected. It is normal to feel concern and upset at what a child has said and concerned about the consequences of your actions, or when you know the person that is said to be involved. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

SLSNR expects its representatives to discuss any concerns they may have about the welfare of a child immediately with the Club Welfare Officer and subsequently to check that he/she has taken appropriate action. In the absence of a Club Welfare Officer or if the concern involves the Club Welfare Officer, concerns can be reported to the SLSNR CDM. SLSNR assures their entire membership that it will fully support and protect anyone, who in good faith reports his/her, concerns.

A disciplinary process may occur as a result of fictitious or disingenuous child safeguarding incident reports.

Assessing Risk with Suspected/Actual Abuse or Disclosure of Abuse

Assessing risk falls into two main categories: non-urgent concern or a child needing immediate safety. The following guides you as to what is non-urgent and urgent.

Non-urgent Child Protection Concerns exists

- Injuries seem suspicious or are clearly the result of abuse.
- Interaction between child and parent/caregiver seems angry/threatening/aggressive.
- Disclosure of abuse.
- Suspicion of abuse towards a child by any other person (i.e. staff, parent, older child etc).

The Child is in need of Immediate Safety

- Child has been severely or sexually abused, or injured as a result of abuse (known, suspected or a disclosure of).
- There is immediate danger for the child or for other children, in or out of the home environment.
- Your safety is compromised.
- Child is home alone and there are safety concerns.

Definition and forms of Child Abuse

This Safeguarding Policy is created as a requirement of the Vulnerable Children Act 2014 (the VCA) and Young Persons, and Their Families Act 1989 (the CYPFA). Child abuse means the harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person. A child is defined as a person who is under the age of 18 years and is not married or in a civil union. SLSNR considers this definition and the following examples to constitute abuse and apply to all staff, volunteers and members within the organisation.

Emotional Abuse

Emotional abuse is defined as any act or omission which may impact on the emotional, psychological, social or intellectual wellbeing of the child or young person. It may include patterns of criticising, rejecting, degrading, ignoring, isolating, corrupting, exploiting and terrorising a child. It may result from exposure to family violence or involvement in illegal or anti-social activities

Neglect:

Neglect is a pattern of behaviour which occurs over a period of time and results in impaired functioning or development of a child. It is the failure to provide for a child's basic needs. Neglect may be:

- Physical - failure to provide necessary basic needs of food, shelter or warmth
- Medical - failure to seek, obtain or follow through with medical care for the child
- Abandonment - leaving a child young person in any situation without arranging necessary care for them and with no intention of returning
- Neglectful supervision – failure to provide developmentally appropriate or legally required supervision
- Refusal to assume parental responsibility - unwillingness or inability to provide appropriate care for a child

Physical Abuse

Physical abuse can be caused from punching, beating, kicking, shaking, biting, burning or throwing the child. Physical abuse may also result from excessive or inappropriate discipline or violence within the family, and is considered abuse regardless of whether or not it was intended to hurt the child. Physical abuse may be the result of a single episode or of a series of episodes.

Injuries to a child may vary in severity and range from minor bruising, burns, welts or bite marks, major fractures of the long bones or skull, to its most extreme form, the death of a child.

Sexual Abuse

Sexual abuse includes acts or behaviours where an adult, older or more powerful person uses a child for a sexual purpose. While it may involve a stranger, most sexual abuse is perpetrated by someone the child knows and trusts.

It includes, any touching for sexual purpose, fondling of breasts, buttocks, genitals, oral sex, sexual intercourse, an adult exposing themselves to the child, or seeking to have a child touch them for a sexual purpose. It also includes voyeurism, photographing children inappropriately, involving the child in pornographic activities or prostitution or using the internet and phone to initiate sexual conversations with children.

Sexual Harassment

Sexual Harassment includes unwelcomed sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. Sexual harassment can happen to and by someone of any sex. It can be subtle or more obvious. Whether a behaviour was sexual harassment is viewed objectively, considering whether the conduct was unwelcome or offensive, from the perspective of the complainant.

Sexual Harassment includes:

- personally sexually offensive comments
- sexual or smutty jokes
- unwanted comments or teasing about a person's sexual activities or private life
- offensive hand or body gestures
- physical contact such as patting, pinching or touching
- provocative posters with a sexual connotation
- persistent and unwelcome social invitations (or telephone calls or emails) from workmates at work or at home
- hints or promises of preferential treatment in exchange for sex
- threats of differential treatment if sexual activity is not offered
- sexual assault and rape.

Vulnerable Children

The Vulnerable Children Act 2014 provides guidance when it states that:

While most children have positive experiences, a minority are not so fortunate. Risks to their wellbeing come from a range of sources, including family/whānau, community, peers and wider society.

The Vulnerable Children's White Paper noted that:

"A minority of children in New Zealand are at significant risk of harm to their wellbeing now and into the future because of the environment in which they are being raised and, in some cases, their own complex needs. Environmental factors that influence child vulnerability include not having their basic emotional, physical, social, developmental and cultural needs met at home and/or in their wider communities. The concept of vulnerability provides a way of thinking about children that recognises that their needs do not always fit neatly into the service categories of government agencies, and that their wellbeing depends on the actions of their parents, their wider families and whānau, their communities and government. The factors that make children more or less vulnerable are often multiple and interrelated in complex ways. Addressing those factors requires co-ordinated action across the social sector, with families, communities and government working together."

Potential Indicators of Abuse:

Indicators do not necessarily prove or mean that a child has been harmed. Indicators are clues that alert us that abuse may have occurred and that a child may require help or protection. Sometimes indicators can result from life events which do not involve abuse e.g. accidental injury. The indicators below are not exhaustive lists and should be taken as examples.

Behavioural indicators

- age-inappropriate sexual play or language
- sophisticated or unusual sexual knowledge
- refuses to go home (or to a specific person's home) for no apparent reason
- fear of a certain person
- depression or anxiety
- withdrawal or aggression
- self-destructive behaviour
- overly compliant and eager to please

- extreme attention seeking behaviours or extreme inhibition
- dresses inappropriately to hide bruising or injuries or in a non-age appropriate provocative manner
- eating disorders
- compulsive behaviours
- vacant stare or frozen watchfulness
- cringes or flinches if touched unexpectedly
- runs away from home or is afraid to go home
- may regress (e.g. bedwetting)
- may indicate general sadness.

Neglect

Physical indicators:

- dressed inappropriately for the season or the weather
- often extremely dirty and unwashed
- severe nappy rash or other persistent skin disorders
- inadequately supervised or left unattended frequently or for long periods
- may be left in the care of an inappropriate adult
- does not receive adequate medical or dental care
- malnourished - this can be both underweight or overweight
- lacks adequate shelter.

Physical abuse

Physical indicators (often unexplained or inconsistent with explanation given):

- bruises and welts
- cuts and abrasions
- burns
- fractures and dislocations - particularly in very young children
- multiple fractures at different stages of healing.

Sexual abuse

Physical indicators:

- unusual or excessive itching or pain in the genital or anal area
- stained or bloody underclothing
- bruises or bleeding in the genital or anal area
- blood in urine or stools
- sexually transmitted infections
- pregnancy
- urinary tract infections
- discomfort in sitting or fidgeting as unable to sit comfortably.

Caregiver indicators

- puts their own needs ahead of the needs of the child
- fails to provide the basic needs of the child
- demonstrates little or no interest in the life of the child
- leaves the child alone or inappropriately supervised
- drug and alcohol use
- is depressed.

Indicators in a child exposed to an environment where domestic violence occurs:

- physical injuries consistent with the indicators of physical abuse
- absenteeism from school
- bullying or aggressive behaviour
- complaints of headaches or stomach aches with no apparent medical reason
- talking or describing violent behaviours.

Confidentiality and Disclosing

Information:

When disclosures of child abuse are made that fall in the remit of this Child Protection Strategy, those to whom disclosure is made are required in all circumstances to follow the procedures outlined. All those involved in dealing with issues of Child Protection are required to respect the provisions of confidentiality which relate to their responsibility.

The Children, Young Persons and their Families Act 1989 (CYF Act) also gives way to privacy under certain circumstances. These deal with the reporting of child abuse (Section 15) and protection of an individual from proceedings (disciplinary, civil and criminal) when disclosing child abuse to either a Child, Youth and Family (CYF) social worker or the Police (Section 16). SLSNR endorses strong communication with management or if necessary with the Police, in order to ensure the protection of young people.

Requests for information from agencies such as Child Youth and Family (CYF) or the Police should be referred directly to Club management, who is responsible for ensuring such requests are dealt with promptly and appropriately. Upon their request, information can or must be released to a CYF social worker, Police Officer or care and protection coordinator (Section 66 CYF Act). Release of information to others, outside of these categories, does not attract the same protection. Therefore, great care is needed when dealing with requests for information from third parties and any such request should always be discussed with the management of the Club in the first instance.

Legal and Privacy issues

The following sections of the 'Children, Young Persons and Their Families Act' address the legal and privacy issues of reporting a disclosure of abuse to a child or young person.

Section 15: Reporting of ill treatment or neglect of child or young person

Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived may report the matter to a social worker or a member of the police.

Section 16: Protection of person reporting ill treatment or neglect of Young person

No civil, criminal, or disciplinary proceedings shall lie against any person in respect of the disclosure or supply, or the manner of the disclosure or supply, by that person pursuant to Section 15 of this Act

of information concerning a child or young person (whether or not that information also concerns any other person), unless the information was disclosed or supplied in bad faith.

Section 66 Government Departments may be required to supply information (1)

Every Government Department, agent, or instrument of the Crown and every statutory body shall, when required, supply to every Care and Protection Co-ordinator, CYF social worker, or member of the Police such information as it has in its possession relating to any child or young person where that information is required –

(a) For the purposes of determining whether that child or young person is in need of care or protection (other than on the ground specified in Section 14 (1) (e) of this Act); or

(b) For the purposes of proceedings under this part of this Act.

Privacy Act Principle 11(f) (ii)

An agency may disclose personal information if that agency believes, on reasonable grounds that the disclosure of the information is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another individual.

Whistle blowing

It is important that the organisation has well known procedures for enabling SLSNR representatives to share, in confidence, with a designated person, concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or poor practice and breaches of procedure. If this is consistently ignored a culture may develop within an organisation whereby SLSNR representatives and children are 'silenced' or below acceptable practices escalate.

SLSNR and Clubs are fully supportive of 'whistle blowing' for the sake of the child, and will provide support and protect those who whistle blow. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated Club Welfare Officer. All representatives will be encouraged to talk to the Club Welfare Officer if they become aware of anything that makes them feel uncomfortable.

The Club Welfare Officer should then follow the procedures within this document for reporting a concern.

Where there may be concern about the SLSNR CDM, concerns can be reported directly to the Board of Directors.


Safe Recruitment:

It is important for clubs to plan their volunteer recruitment. It will be the responsibility of the Club committee to decide on the final candidate for club positions. The Club Welfare Officer will take the responsibility to ensure the safe recruitment process is followed. Clubs can look for or be approached by potential volunteers from a variety of sources. Police vetting takes six weeks to process. It is important that clubs take this into account when registering new members, lifeguards, coaches etc. Also as members turn 18 they will need to be vetted.

Other relevant resource material

- The Children, Young Persons and Their Families Act 1989 relates to children and young persons who are in need of care or protection, or who offend against the law.
- The Child, Youth and Family and NZ Police Child Protection Protocol, 2013 defines the roles of each organisation and sets out processes for working together when responding to situations of serious child abuse. <http://doogie.ssi.govt.nz/documents/resources/helping-cyf-clients/procedures-manuals/interagency-agreements/final-child-protection-protocol.pdf>
- The Green Paper for Vulnerable Children was launched in July 2011 and is available on the Ministry of Social Development website. The Green Paper asked New Zealanders to focus on our most vulnerable children, initiating a consultation process to consider and debate the issues.
- The White Paper for Vulnerable Children was released in October 2012 and is available on the Children's Action Plan website. The White Paper guided the creation of the Vulnerable Children Act 2014 and sets out a framework designed to ensure key agencies and professionals working with children are better connected and identify the needs of vulnerable children earlier.
- The Children's Action Plan provides a framework that will continue to evolve as New Zealanders work together to achieve the fundamental changes contained in the White Paper for Vulnerable Children.
- The Vulnerable Children Act 2014 makes significant changes to protect vulnerable children and help them thrive. It supports the Government in setting priorities for improving the wellbeing of vulnerable children and ensures that agencies work together to improve the wellbeing of vulnerable children.
- The Domestic Violence Act 1995 (Protection and Parenting Orders).
- The Safer Organisations - Safer Children guidelines, developed under the Children's Action Plan, outline what a good child protection policy should contain along with links to supporting resources. They are intended to build on existing expertise and give organisations an opportunity to reflect on their current policies and practices.
- The Care of Children Act 2004
<http://www.legislation.govt.nz/act/public/2004/0090/latest/DLM317233.html?src=qs>
- Victims' Rights Act 2002
<http://www.legislation.govt.nz/act/public/2002/0039/latest/DLM157813.html?src=qs>
- Disabled children <https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

1.1 Safeguarding Incident Report Form:

SLSNR Safeguarding Incident Report Form		 SURF LIFE SAVING NORTHERN REGION	
<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

