# Child protection policy template

## Explanatory note

The Code of Integrity for Sport and Recreation (the Integrity Code) requires organisations to take reasonable measures to safeguard children, young people and adults at risk. This is Minimum Standard 2 of the Integrity Code (clause 12 of the Integrity Code).

Part of Minimum Standard 2 requires organisations to have a child protection policy that provides for how the organisation identifies, reports, and responds to suspected or real cases of child abuse, child sexual abuse and child neglect.

This child protection policy template covers the minimum requirements and measures that need to be in place to protect and respond to harm and abuse of children in sport and recreation.

## It complies with the Integrity Code

Organisations who use and implement this policy template without changing the content or add the mandatory sections of this policy to their existing policies will comply with the requirement in Minimum Standard 2 to have a child protection policy (clause 12(5) of the Integrity Code).

Even if you haven’t adopted the Integrity Code, we encourage you to use and implement this policy template or to develop and adapt your own child protection policy using this policy template as a guide.

We encourage you to go beyond Minimum Standard 2 to create the safest sport and recreation environment possible for children.

### How to use this policy template

1. Download and save to your computer.
2. Either:
   1. use this policy by inserting your organisation’s logo, name and sport/recreation activity where indicated, or
   2. adapt your existing child protection policy by adding the mandatory sections of this policy indicated in [blue]. Check that the wording in your existing policy is consistent with the mandatory sections and, if it is not, you will need to change it.

### Creating guidelines

The policy template indicates where you must create and include guidelines to support the policy. This document is not a substitute for the specific guidelines that an organisation must have to support policies of this type.

### Further guidance

[Safeguarding and protecting children and young people](https://sportintegrity.nz/integrity/safeguarding-and-protecting-children-and-young-people)

**Contact us**

For questions about the Integrity Code, contact our team at:

Email: [integritycode@sportintegrity.nz](mailto:integritycode@sportintegrity.nz)

Phone: 0800 378 437

# Child protection policy

Add your logo here

## Warning: This policy contains information that may be distressing or triggering for some people. [Please go here for a list of support services – sportintegrity.nz/supportservices](https://sportintegrity.nz/support-services)

## Our commitment to you

We’re committed to safeguarding and protecting children from abuse and harm at [name of organisation] and in [sport and recreation].

We want children to be able to:

* participate in sport and recreation and express their identity
* thrive in safe and supportive environments.

**How we protect children**

We do this by:

* describing the behavioural and physical signs that can help identify harmful and abusive behaviours towards children, including grooming
* setting out how to respond when a child discloses abuse or harm
* requiring all staff, volunteers and contractors of [name of organisation] to report any safety concerns about a child
* telling you how to report and respond to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
* having a safeguarding lead person responsible for overseeing the obligations required by this policy.

This policy provides detailed information about how to identify, report, and respond to child abuse, child sexual abuse and child neglect at [name of organisation] or in [sport or recreation activity].

### Who you can speak to

If you are concerned about behaviour you see or suspect at [name of organisation] or in [sport or recreation activity], you can make a report under this policy either to:

* [name and contact details of organisation’s safeguarding lead] or
* the Sport Integrity Commission – [sportintegrity.nz/make-a-complaint](https://sportintegrity.nz/making-a-complaint/make-a-complaint)

## Introduction

1. Children have the right to:

* access and take part in sport and recreation free from abuse and harm
* participate in cultural life and practices and express their identity
* thrive in safe and supportive environments.

1. Te Tiriti o Waitangi provides a framework for the protection of the rights and interests of Māori including tamariki and rangatahi Māori. The provisions under Te Tiriti o Waitangi guarantee active protection including measures to detect, defend against and mitigate potential risks.
2. [name of organisation] aims to protect these rights by implementing standards of safeguarding and protection to ensure sport and recreation environments are fair, inclusive, positive and safe.
3. Safeguarding and protection go hand in hand.

* Safeguarding means the actions we take to reduce the risk of harm to children and to promote their overall wellbeing.

Safeguarding includes:

* agreeing on how people interact with children, young people and adults at risk to keep them safer
* providing safe activities and environments in sport and recreation.
* Protection means the actions taken to respond when children are or may be experiencing harm, including from child abuse, child sexual abuse and child neglect.

## Purpose

1. [This policy demonstrates [name of organisation]’s commitment to identify, report, and respond to all suspected or real cases of child abuse, child sexual abuse and child neglect that may happen inside or outside of [name of organisation]. It supports [name of organisation]’s safeguarding policy and they should be read together.
2. The policy:

* outlines behavioural and physical signs that can help identify harmful and abusive behaviours towards children, including grooming (Appendix 1)
* sets out a process for responding to a disclosure (Appendix 2)
* requires all staff, volunteers and contractors of [name of organisation] to report any safety concerns about a child
* provides a process for reporting (Appendices 3, 4 and 6) and responding to (Appendix 5) suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
* provides access to guidance on areas of child protection
* requires appointing a safeguarding lead person responsible for overseeing the obligations required by this policy
* [gives effect to our obligations under] [aligns with] minimum standard 2 of the Code of Integrity in Sport and Recreation (the Integrity Code) in relation to child protection.

## Who this policy applies to

1. This policy applies to the members, staff, volunteers and contractors of [name of organisation] as well as all participants involved in the [sport/recreation] activities, events and competitions we are responsible for.
2. We are committed to ensuring that all members, staff, volunteers, contractors and participants are aware of, and understand this policy and all other relevant policies, processes and guidance.]

## Te Tiriti o Waitangi

1. [Name of organisation) is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection and participation. This policy has been prepared in line with this commitment and its text and implementation is guided by the following values and principles.Whanaungatanga: fostering positive relationships, connections and a sense of community between participants, particularly for people who are disadvantaged or at risk.

* Manaakitanga: participants are treated, and treat each other, with dignity and respect.
* Hauora: physical, psychological, spiritual, family and social wellbeing of participants and recognising sport and recreation should make a positive contribution to participants’ wellbeing.
* Haumarutanga: the importance of protecting the safety and wellbeing of participants, particularly when they are at risk.
* Mokopunatanga: an emphasis on the wellbeing of children and young people, and ensuring future generations thrive.
* Pono: acting in a way that is trustworthy, honest and fair.
* Utu and ea: reciprocity and opportunities for repairing harm done and restoring a state of balance.

## Definitions

In this policy:

**adult** means a person who is 18 years or over

**child abuse** means harming (whether physically, emotionally, psychologically, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person under 18 years of age

**child neglect** means the persistent failure to meet the physical and/or psychological needs of children and young people under 18 years of age and not doing or providing the things they need to stay safe and be healthy

**child protection** means the actions taken to respond when children are or may be experiencing child abuse, child sexual abuse and child neglect

**child sexual abuse** means acts or behaviours where an adult, older or more powerful person uses a child or young person under 18 years of age for a sexual purpose

**child or young person** means people who are under the age of 18 years

**disclosure** means information shared with people by a child in relation to abuse or neglect, or suggests their safety is at risk

**grooming** means engaging or contacting a child or children under 16 years old with the intent of sexually abusing or exploiting them

**harm** includes physical, psychological, emotional, or sexual harm, ill-treatment, abuse, neglect, or deprivation of any child, young person or adult at risk

**harmful and abusive behaviour** includes the following:

* grooming
* bullying, violence, intimidation or harassment
* child abuse, child sexual abuse or child neglect
* any form of discrimination
* retaliation against or victimisation of any person because that person makes or intends to make a complaint or disclosure to [name of organisation], the Sport Integrity Commission or another organisation bound by the Integrity Code.

For the avoidance of doubt, harmful and abusive behaviour include online conduct.

**participant** includes:

* a player, competitor, or any other person who takes part in [sport/recreation]
* an official or administrator
* a coach, trainer, or other person who gives instruction in relation to [sport/recreation]
* a manager, an agent, or a team staff member
* a person providing medical or paramedical services to a person who takes part in [sport/recreation] or a team or group
* a parent or caregiver of a person who takes part in [sport/recreation]
* any other person working with, treating, or assisting a person who takes part in [sport/recreation] or a team or group
* a volunteer providing services for [sport/recreation]

**report** refers to the actions taken to ensure the suspected or real cases of child abuse, child sexual abuse and child neglect are immediately, and correctly, handed over to the appropriate people and services that are trained to receive the information and handle it properly

**respond** refers to the actions taken to reduce the chances of further child abuse, child sexual abuse and child neglect happening, and to provide support to those that have been affected

**safeguarding** means actions to prevent harm to children and to promote their overall wellbeing.

## Child protection commitment

1. [Name of organisation] wants all children to have a positive, safe and enjoyable experience within the [sport/recreation] activities, events, competitions and environments that we are responsible for.
2. [Name of organisation] is committed to providing a safe environment where children are protected from harm. We have other policies, learning and practical guidance to support all members and participants.
3. We are committed to having a strong culture of safeguarding and protection in place, which goes beyond compliance. [[Name of organisation] acknowledges that a failure to take reasonable measures to safeguard children involved in [sport/recreation] and report and respond to harm and abuse is a threat to integrity and a breach of this policy.
4. As part of this commitment, we require everyone to report any concern about the safety of a child no matter how small they believe it may be, to [name of organisation].The reporting process is outlined in Appendix 3.]

## Identifying harmful and, abusive behaviour

1. [name of organisation] requires our staff, volunteers, contractors and participants to 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.
2. [Appendix 1 lists behavioural and physical signs that can help identify the signs of harm in children, and the harmful and abusive behaviours in others, which includes grooming.
3. [Name of organisation] has detailed guidance [insert guidance] that support everyone to successfully identify the signs of harm and harmful and abusive behaviour.

## Disclosures of harm and abuse by a child

1. It’s difficult for a child to tell an adult about being abused. They may not speak out about it even when asked directly. It may take time for a child to fully disclose what happened to them. Be kind and patient. Let them proceed at their own pace.
2. [Appendix 2 sets out the process that must be followed when responding to a disclosure of harm or abuse by a child.]

## Reporting harm and abuse

1. [Name of organisation] requires our members, staff, volunteers, contractors and participants to report any concern about the safety of a child no matter how small they believe it may be to [name of organisation]. Failing to do so is a breach of this policy.]
2. [Name of organisation] acknowledges that it is everyone’s responsibility to look out for the children around them.
3. It’s not your individual responsibility to investigate whether or not a child has been harmed. You just need to know how to identify and report your concerns appropriately.
4. [Appendix 3 sets out the reporting process that must be followed by our members, staff, volunteers, contractors and participants of [name of organisation] for suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours. Appendix 4sets out a reporting flow chart.
5. The reporting process includes completing section 1 of the reporting template in the Child Protection Incident Register (Appendix 6). This will then be stored securely in [name of organisation]’s Child Protection Incident Register database.

## Responding to harm and abuse

1. [name of organisation]understands that responding appropriately to all suspected or real cases of child abuse, child sexual abuse and child neglect is required to protect the wellbeing of our members and participants.
2. Appendix 5 outlines the response process that must be followed for suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours. It describes how we will:

* take a child-centred approach so the safety and wellbeing of the child is the primary concern
* support children, 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.

## Safeguarding lead

1. [Name of organisation] will at all times have a safeguarding lead at a [insert whether this person sits at a national or regional] level responsible for overseeing the obligations required by this policy.
2. The name and contact details of the lead person will be provided on the website of [name of organisation] as well as within this policy.
3. This lead person is responsible for receiving reports of suspected or real cases of child abuse, child sexual abuse and child neglect under this policy.
4. The safeguarding lead for [name of organisation] is [enter name here]. Their contact details are:

* Phone: [enter number here]
* Email: [enter email here].

1. As good practice, we have a secondary person at [name of organisation] who can be contacted if the safeguarding lead is unavailable and is referenced in Appendices 3, 4 and 5. This person is [enter name here]. Their contact details are:

* Phone: [enter number here]
* Email: [enter email here].]

## Reporting breaches of this policy

1. [Any person may report a breach of this policy to:

* [name of organisation] in accordance with our complaints and dispute resolution policy. Contact details at [name of organisation] are:
  + Phone: [enter number here]
  + Email: [enter email here]]
* the Sport Integrity Commission:
* Website: https://sportintegrity.nz/making-a-complaint/make-a-complaint
* Email: [complaints@sportintegrity.nz](mailto:complaints@sportintegrity.nz)
* Phone: 0800 378 437

### Related policies

* Safeguarding policy
* [insert organisation’s list of other related policies]

### Policy approval

This policy was approved on [insert date] by [insert organisation representative].

### Review of policy

This policy must be reviewed by [insert date no later than 1 year after approval date – should be an annual review].

## Appendix 1: Signs of harm and harmful and abusive behaviours

Physical and behavioural signs may be isolated or there may be several signs, so it’s important to try and identify patterns of concern, including the harmful and abusive behaviours of adults and other children towards the child. The child may also be trying to tell you about the abuse or harm that’s happening, but not have the words or understanding to tell you. This is why it is important to be able to identify the signs.

The physical and behavioural signs set out below suggest the possibility of child abuse or harm, but do not necessarily prove it is happening. They are reasons to be concerned, and you need to take steps to check on the safety and wellbeing of the child by documenting what you are told, or what you notice, and report these concerns in accordance with this policy.

### Behavioural signs of harm and abuse in children

Signs can include the child:

* appearing depressed or anxious, and may be withdrawn, aggressive or violent
* having sexual knowledge and sexualised behaviour not appropriate to their age
* being self-destructive – self-harming, suicide attempts, engaging in drug or alcohol abuse
* dressing inappropriately for the activity which may be to hide bruises or other injuries
* not being able to recall how injuries occurred or giving inconsistent explanations
* being wary of adults or a particular person
* having poor social skills or poor understanding of self-care or basic hygiene
* avoiding training or participating in sport or other recreation activities
* seeming overly wary of people beyond shyness, flinches or freezes, or is excessively vigilant.

### Physical signs of harm and abuse in children

Signs can include the child:

* having unexplained bruises, welts, cuts, abrasions, burns, broken bones and fractures
* being inadequately supervised or left alone for unacceptable periods of time
* appearing not adequately cared for, leading to malnourishment or inadequate medical attention
* having bruising, lacerations, redness, swelling, bleeding or itching and pain in their genital or anal areas
* having frequent physical complaints or prolonged headaches, nausea, abdominal pains, vomiting or diarrhoea.

### Indicators of abusive behaviour

Signs to look out for include if a person around the child

* is vague about the details of the cause of injury to a child, and the reasons for the injury may change
* is violent, aggressive, attempts to injure, or intimidates, bullies or harasses a child
* delays seeking medical attention for a child
* fails to provide for the child’s basic needs, such as nutrition, medical and psychological care
* has unrealistic expectations of the child
* may be unusually over-protective of a child or has physical contact or affection that appears sexual in nature or has sexual overtones
* seeks time alone with a particular child or singles them out repeatedly for punishment, praise or gifts
* is jealous of a child’s relationships with peers or other adults or is controlling of the child.

### Grooming behaviours

Look out for incidents where someone repeatedly sets up ways to be alone with a child:

* in a way that isolates them
* by using a position of authority, for example, in coaching or instructing relationships
* by seeming overly helpful, for example, offering babysitting or childcare, or offering a child rides
* by encouraging children to spend time with them in secret – this could be in person or online.

Look out for people who could be manipulating relationships by:

* seeking to build unusual connections with others beyond their role in the club or organisation
* offering special treatment or gifts to certain children or their caregivers and whānau
* befriending a child by acting like their best friend or someone cool to hang out with
* interfering with or manipulating a child’s relationships with their friends or whānau
* rewarding and encouraging children to keep secrets, for example though special attention online or in person, or giving gifts secretly to imply favouritism.

Watch out for people who:

* test boundaries by blurring the line between appropriate and inappropriate behaviour — for example, joking about grooming, being alone regularly with someone else’s child and downplaying any concerns
* insist on physical contact with a child, such as hugging, tickling or touching them
* erode interpersonal boundaries and shift from acceptable to inappropriate boundaries (for example, safe, appropriate and legitimate touching to correct a swim stroke shifting to inappropriate touching)
* push sexual boundaries and introduce sexual topics and actions into a conversation or situation around children, even when it’s joking
* uses alcohol and other enticements and gifts
* provides access to adult material
* often walks in on children in changing areas, showers and toilets
* makes a habit of undressing in front of children
* talks about their sexual fantasies or adult relationship problems with a child

More information: [Child protection | Sport Integrity Commission Te Kahu Raunui](https://sportintegrity.nz/integrity/safeguarding-and-protecting-children-and-young-people/child-protection)

## Appendix 2: Process for responding to a disclosure

|  |  |
| --- | --- |
| Step | Process |
| Listen to the child | Disclosures by children are often subtle and need to be handled with particular care, including an awareness of the cultural identity of the child and how that affects how you interpret their behaviour and language. |
| Protect and check for safety | Check if the child is safe, or whether the harm is still happening.   * Is the child in immediate danger? * Are they still experiencing this harm? |
| Reassure the child | Reassurance might be:   * thanking the child for sharing their disclosure with you and acknowledge that it may have been difficult * letting them know they are not in trouble, and that they have done the right thing * providing appropriate reassurance if the child is visibly distressed. * not asking questions beyond open prompts for the child to continue.   Do not make promises that can’t be kept. For example, “I will keep you safe now”. |
| Inform the child | * Inform the child of the limits of confidentiality andexplain to them you need to act on the information they have provided. * Tell the child exactly what you are going to do and who you are going to talk to. Ensure they are fully informed and there are no surprises for them. * Explain who will be keeping them informed during the process. |

### Collecting information

Write down:

* everything the child says, and in their own words
* the date, time, location, and the names of the people involved (including alleged perpetrator/s)
* the facts or observations that have led to the suspicion of real abuse or neglect (eg, any behavioural, or physical signs and concerns).

When responding to disclosures, **do not:**

* attempt to formally interview the child
* ask leading questions
* push for information or make assumptions
* gather irrelevant or unnecessary facts
* make assumptions, offer alternative explanations, or diminish the seriousness of the behaviour or alleged incidents
* keep the information to yourself or promise confidentiality to the child
* take any action that might undermine future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or carers
* let personal doubt prevent you from reporting the disclosure in accordance with Appendix 3 of this policy.

More information: [Concerns about a child’s welfare | Sport Integrity Commission Te Kahu Raunui](https://sportintegrity.nz/integrity/safeguarding-and-protecting-children-and-young-people/child-protection/concerns-about-a-childs-welfare)

## Appendix 3: Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour

When child abuse, child sexual abuse and child neglect, or other harmful and abusive behaviour is suspected or known, it is important that information is recorded accuratelyand reported promptly.

| Step | Process |
| --- | --- |
| Identify | A disclosure is received. Or there is suspected or known child abuse, child sexual abuse and child neglect, or other harmful and abusive behaviour. |
| Get help | If the child is in immediate danger, notify the Police on 111.  Identify if the child has a trusted adult present and, if appropriate, inform the adult. |
| Record – For a disclosure | Follow the Process for responding to a disclosure (Appendix 2).  Record at the time, or as soon as possible after, the disclosure is made:   * everything the child says, and in their own words * the date, time, location, and the names of the people involved (including alleged perpetrator/s) * the facts or observations that have led to the suspicion of or real abuse or neglect (eg, any behavioural, or physical signs and concerns) * any other information that may be relevant.   Fill in section 1 of the Child Protection Incident Register reporting template (Appendix 6) as soon as possible after the disclosure is made. |
| Record – For a suspected or real case | Record at the time, or as soon as possible:   * facts or observations of a child that have led to the suspicion of or real harm or abuse (eg, behavioural, or physical signs and concerns) * facts or observations of harmful or abusive behaviours towards a child that have led to the suspicion of or real harm or abuse (eg, behavioural signs) * the date, time, location, and the names of the people involved (including alleged perpetrator/s) * any other information that may be relevant (eg, what a child or adult has said or done).   If you are making the report on behalf of someone else, let them know what actions you are going to take.  Fill in section 1 of the Child Protection Incident Register reporting template (Appendix 6) as soon as possible. |
| Inform | Inform the safeguarding lead and [add other responsible person here] of the disclosure or concern you reported and any other actions you have taken.  If the safeguarding lead or [add other responsible person here] is an alleged perpetrator, they will be omitted from the process and the Chief Executive or [add other responsible person here] informed. |
| Notify Oranga Tamariki | The safeguarding lead and [add other responsible person here], along with any other child protection specialists, will need to determine if making a Report of Concern to Oranga Tamariki is the most appropriate course of action.  A Report of Concern requires providing relevant information to the Oranga Tamariki National Contact Centre via email or phone so they can assess whether it meets the threshold for formal investigation and/or a referral to the police.  **Oranga Tamariki contact details**  Phone: 0508 Family (0505 326 459) Lines are open 24/7.  Email: [contact@ot.govt.nz](mailto:contact@ot.govt.nz) |
| Storing information | The following information must be recorded and stored securely in the Child Protection Incident Register:   * the date when the initial concern was reported or the date of the incident or disclosure (as applicable) * type of harm or abuse and a description as to its concerning nature * any other completed documentation * a record of any advice received (including copies of correspondence received) * any action and rationale taken by relevant organisation/s or agencies, for example. police, Oranga Tamariki * date when the disclosure or the concern was followed up * how [name of organisation] responded to the incident (see Follow up below). |
| Follow up | As soon as possible, and no more than seven days after the disclosure or concern has been received, the safeguarding lead and [add other responsible person here] should discuss and reflect on the following.   * Where is the reporting process at? * Has it been handled and processed in the timeframes agreed upon by those handling the concern or disclosure? * Has it been followed in line with the requirements of the child protection policy? * Has the victim, the person who raised the concern and any others affected been updated? * What needs to happen next? * Who is responsible for the next steps?   The process for [name of organisation] to respond to the disclosure or concern is set out in Appendix 5. |

**More information:** [Concerns about a child’s welfare | Sport Integrity Commission Te Kahu Raunui](https://sportintegrity.nz/integrity/safeguarding-and-protecting-children-and-young-people/child-protection/concerns-about-a-childs-welfare)

## Appendix 4: Reporting process

**Identify** A disclosure is received, or child abuse, child sexual abuse and child neglect or harmful and abusive behaviour is suspected or known is received

**Get help** If the child is in immediate danger, call the police on 111

**Record** The person who has taken the disclosure or identified the concern, collects all required (if possible) information outlined in the reporting procedure and follows the disclosure process (if applicable). Fill in section 1 of the Child Protection Incident Register as soon as possible

**Inform** Inform the safeguarding lead and other responsible person as soon as possible

**Notify** If required, file a Report of Concern to Oranga Tamariki

**Securely store** Ensure all information regarding the concern is stored securely

**Follow up** Keep up to date with how the report is being handled, especially whether the child has received the support they need. Action the response procedure

## Appendix 5: Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours

Follow this process to reduce the chances of further child abuse, child sexual abuse and child neglect happening and to provide support to those affected. You will also need to complete the response table of the reporting template in the Child Protection Incident Register (Appendix 6).

| Step | Process |
| --- | --- |
| Debrief | The safeguarding lead, [add other responsible person here], and any others affected by harm or abuse (if appropriate) should discuss and reflect on the following.   1. Could the alleged abuse or neglect have been prevented?  * Is the nature of the harm and abuse prohibited in a policy? * Do we provide enough guidance on this type of harm or abuse for staff, volunteers, contractors and participants? * Do we provide training to build knowledge and skill in this area for staff, volunteers, contractors and participants? * Does everyone know about and understand the policies, processes and guidance we provide?  1. Were the processes set out in the child protection policy effective and easy to follow?  * Did the person receiving the disclosure know how to take a disclosure, including the right information to collect? * Did the person reporting the harm or abuse know who to contact? Could they reach them in an appropriate timeframe? * Was the harm or abuse stopped by implementing the child protection policy?  1. What was the outcome of the concern or disclosure report (if known)?  * Was it handled internally or externally?   + 1. If internally, who was involved and how was it handled?     2. If externally, were we regularly updated by the agencies, organisations and individuals handling the incident? * Have the children and those affected from the harm or abuse received the care and support they need? * If applicable – are the perpetrator/still a risk to children at [name of organisation]? Are they a risk or active at another club or organisation?  1. What actions are required to address identified gaps or issues in the policies, processes and guidance that we provide?  * If ‘no’ is answered to any of the questions above, discuss and create actions to address each. |
| Create and implement a plan | From the debrief, create a plan to address the necessary actions. Include:   * what the actions are * who is responsible for each action * who else will provide support * timeframes for each action   Communicate the plan to everyone; the actions you are taking and how they will be impacted. |

**More information:** [Concerns about a child’s welfare | Sport Integrity Commission Te Kahu Raunui](https://sportintegrity.nz/integrity/safeguarding-and-protecting-children-and-young-people/child-protection/concerns-about-a-childs-welfare)

## Appendix 6: Child Protection Incident Register – Reporting 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:

|  |  |
| --- | --- |
| Child’s name: |  |
| Date of birth: |  |
| Child’s gender: |  |
| Child’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  Concerns made by someone else |
| If responding to concerns raised by someone else, please provide further information about them: | **Name:**  Position within the organisation and relationship to the child 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 [name of organisation] 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 child 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:

**Please ensure that this record and any associated notes are stored in a confidential and safe place.**