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## **How to comply with Minimum Standard 2: Proactively safeguard children and adults at risk**

This guide supports the Code of Integrity for Sport and Recreation (the Integrity Code). It explains how to comply with minimum standard 2: Proactively safeguard children and adults at risk.

To meet minimum standard 2, you must have implemented the following requirements within 12 months of adopting the Integrity Code:

- carry out safety checks on specified persons
- specify what the safe practices are for risk areas
- require specified persons to complete education
- have a child protection policy
- appoint a safeguarding lead.

You must have a policy that specifies these requirements. To do this you can use either:

- use the Commission's safeguarding policy template
- amend your existing policies or create a new one.

Whichever you choose, your policy must meet the requirements as highlighted in the safeguarding policy template.

**Safeguarding policy template (DOCX 132.7KB)**

**Child protection policy template (DOCX 152.7KB)**

**To meet minimum standard 2, you must:**

## **Carry out safety checks on specified persons**

A specified person is someone who works or volunteers for your organisation and involves, or might involve, regular or overnight contact with children or young people without a parent or guardian being present or, for adults at risk, takes place without another adult being present.

**Your policy must specify:**

- that safety checks are required for specified persons, including background checks and verifying their identity
- that safety checks are carried out before the specified person starts their role
- that safety checks are done at least every three years
- the criteria for people who are disqualified from working with children or adults at risk.

**Your organisation must:**

- identify the roles and activities that have specified persons
- tell members and participants what the roles are
- perform safety checks:
- verify the specified person's identity
- do an official background or criminal record check, eg, police vetting
- keep up-to-date records of all safety checks
- have criteria and a process for managing people with a failed safety check or who are unsafe to work with children or adults at risk.

## **Resources**

**Safety checking staff and volunteers (PDF 76.7KB)**

**Background checks (PDF, 60.7KB)**

## **Website**

**Checking and training staff or volunteers**

## Specify what the safe practices are for risk areas

### Your policy must:

- specify safe and inclusive practices that cover:
  - coaching, training and instructing
  - one-on-one interactions
  - taking, sharing or storing images
  - transport and travel
  - overnight stays and accommodation, including sleeping arrangements
  - changing room (or equivalent) arrangements.

### Your organisation must:

- assess risk areas, identify safe practices and document them
- make sure everyone is aware of safe and inclusive practices
- make sure safe practices are included in education and training for specified persons.

## Resources

**Safeguarding risk assessment guide (DOCX 82.9KB)**

**Safe coaching and instructing (PDF 39.2KB)**

**Working alone with a child or young person checklist (PDF 54.8KB)**

**Taking, sharing and storing images (PDF 38KB)**

**Taking, sharing and storing images checklist (PDF 51.4KB)**

**Safe transport and travel (PDF 52.6KB)**

**Safe transport and travel checklist (PDF 64KB)**

**Safe practices for overnight stays (PDF 53.4KB)**

**Safe practices for overnight stays checklist (PDF 64.1KB)**

**Safe changing rooms (PDF 38.8KB)**

**Safer changing rooms checklist (PDF 47.5KB)**

## Website

**Travelling with children and young people – [sportintegrity.nz](http://sportintegrity.nz)**

**Creating safer environments – [sportintegrity.nz](http://sportintegrity.nz)**

## Require specified persons to complete education and training

### Your policy must specify:

- that education covers the safe practices set out in the policy that focus on the safety and wellbeing of children, young people and adults at risk
- the education/training that specified persons must do and complete:
  - before, or as soon as possible after, the specified person starts their role
  - and then every year.

### Your policy must specify:

- develop a plan that outlines how you:
  - deliver the education, for example workshops, and timeframes
  - communicate to everyone the education you are providing and what it's for
  - track learning and what happens if it's not completed within timeframes.

## Resources

**Educating staff and volunteers (PDF 42.5KB)**

## Website

**Child protection and safeguarding education – [sportintegrity.nz](https://sportintegrity.nz)**

## Have a child protection policy

### Your child protection policy must specify:

- how your organisation identifies, reports, and responds to suspected or real cases of child abuse, child sexual abuse and child neglect
- that everyone is advised of and must follow the policy.

### Your organisation must:

- make sure everyone is aware of your child protection policy and knows they have to follow it
- provide guidance on how to identify harm and abuse
- create a procedure to confidentially report and respond to all suspected or known cases of harm and abuse
- create a procedure to securely store and share information, including mandatory notification.

## Resource

[Child protection policy template \(DOCX 152.7KB\)](#)

## Website

[Child protection – sportintegrity.nz](#)

## Appoint a safeguarding lead person

### Your policy must specify:

- the requirement to appoint a safeguarding lead at a national or regional level
- what the safeguarding lead is responsible for, eg, safety checks, receiving and responding to reports of child abuse
- the safeguarding lead's contact details.

### Your organisation must:

- appoint someone with the appropriate skills
- make sure the safeguarding lead is safety checked and educated in child safeguarding and protection before starting their role
- make sure all members (clubs and participants) know who the safeguarding lead is and what their responsibilities are.

### The safeguarding lead must:

- be easily contacted and have their contact details communicated and accessible to anyone
- receive and respond to reports of suspected or real cases of child abuse, child sexual abuse and child neglect
- be responsible for overseeing the requirements:
  - to develop and implement safe and inclusive practices, eg, travelling with children
  - to provide members with information to identify, respond to and report all suspected or known causes of harm or abuse to children and adults at risk
  - for how your organisation responds to all suspected or known causes of harm or abuse to children and adults at risk
  - to identify, carry out and document safety checks for specified persons
  - to ensure specified persons are educated in child safeguarding and understand their responsibilities.

### Resources

**Safeguarding lead (PDF 43.4KB)**

**Educating staff and volunteers (PDF 42.5KB)**

**Safety checking staff and volunteers (PDF 76.7KB)**

You can find policies and guides at [sportintegrity.nz/resources](https://sportintegrity.nz/resources)

### Contact us

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