



MARIST AUCKLAND WATER POLO CLUB (Inc)

CHILDREN AND YOUNG PEOPLE SAFEGUARDING POLICY

POLICY STATEMENT

1. Marist believes every child and young person has the right to have fun, be safe, be protected and free from harm while enjoying Club activities. The following principles should be followed to ensure that harm is minimised to children and young people:
 - a) The child's welfare is paramount. The child's right to safety from suspected or potential harm outweighs any adult's right to participate in an activity or our own discomfort in addressing the suspected risk.
 - b) All children and young people, regardless of any disability they may have, gender, racial origin, religious belief, sexual identity or social status, have the right to be protected from abuse.
 - c) All those who have responsibility for children and young people in the Club through coaching, co-ordinating, managing and other aspects of the Club need to be provided with advice to raise their awareness of best practice, guidance and support.

Safeguarding is about keeping all children and young people safe from harm, abuse, violence, exploitation, and neglect. It is a shared responsibility that covers:

- a) Safe and enjoyable experiences for Members.
- b) Everyone knows what is and is not acceptable conduct.
- c) Members know how to report a concern.
- d) Coaches, staff and volunteers being protected and not placed in vulnerable positions.
- e) Members know how to access support.
- f) Marist Committee knows how to respond to any concerns.

SCOPE

2. This policy applies to all Marist Committee, staff (contractors), coaches, coordinators, managers and Club volunteers who through their Marist role, have contact with children and young people (collectively referred to in this policy as **Representatives**).
3. For the purposes of this policy and associated procedures, we refer to a young person: **a young person** is anyone under 18 years old who is taking part in Marist activities as well as any other young person who may not be directly taking part in Marist activities but who a Representative may have contact with (such as children and young person spectators or siblings).

SAFE RECRUITMENT

4. Effective screening, which involves a rigorous and consistent process that looks at the information available about a person, can significantly reduce the risk to young people and ensure we select the best people for roles within Marist. Candidates will be assessed to ensure they are a safe person to

work with them.

5. Safe recruitment processes at Marist include:

- a) Screening of coaches, coordinators, managers and Club volunteers.
- b) Induction procedures for all Representatives with information about the Club's rules and operating procedures.
- c) Establishing clear roles.
- d) Regular checks or supervision of helpers.
- e) Coaches' contracts will include the requirement to undergo a police vet.
- f) System for feedback, support and concerns
- g) Adults assisting with tournaments or overnight stays will be made aware that periodic safety checks are possible.

POLICE VETTING

6. Police vetting is used to help protect young people from being exposed to people who have a criminal history that could put them at risk. The Club's Policy Vetting Policy and Process is set out in Schedule A.

YOUNG PEOPLE SAFEGUARDING GUIDELINES

7. When working/dealing with young people in sport situations, adults need to establish and maintain clear and professional boundaries.
8. All Representatives must comply with the Young People Safeguarding Guidelines set out in Schedule 2. These safe practices are expected at Marist to ensure our people are working in ways which reduce any risk to young people, themselves and minimises the opportunity for harmful behaviour to occur.

COMMUNICATING WITH YOUNG PEOPLE

9. Many young people communicate using electronic and social networking platforms, Ideally communication should be conducted between the Representative and the parent of the young person, however, at times you may need to communicate directly with the young person, and they are often a member of the social media group used for communication (such as Team Reach). When communicating directly with a young person (or if they are part of a group chat) you need to observe the Communicating with Young People Guidelines set out in Schedule 3.

INDUCTION AND TRAINING

10. Young people safeguarding procedures will be included as part of the induction process for Representatives who will be expected to be familiar with and abide by this Children and Young People Safeguarding Policy and associated policies and procedures. The policy will be available on the Marist website.

REPORTING A COMPLAINT OR ALLEGATION MADE AGAINST MEMBERS

11. Abusive or harmful behaviour must not be ignored. Representatives should listen to young people and parents and caregivers if they tell you about abuse or concerning behaviour.
12. Allegations suspicions or complaints of poor practice, concerning behaviour or young person abuse,

must be taken seriously and reported to the **Club President** who will deal with the matter immediately, sensitively and expediently within the procedures outlined in this policy and associated procedures. The Club President may involve other members of the Executive Committee to assist in dealing with the matter, as well as outside expert assistance (such as a lawyer).

13. Any complaint will be considered in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles. Where a complaint is investigated but not substantiated, the findings along with a right of reply should be held on the record.
14. If the matter may involve criminal behaviour, the matter should be referred to the Police. The person may be suspended from their role without prejudice, as a precautionary measure. It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal investigation.

SUSPECTED ABUSE OR NEGLECT

15. If the **Club President** receives information about suspected young person abuse or neglect, advice will be sought from Organa Tamariki and/or the police, before any identifying information about an allegation is shared with anyone else.

CONFIDENTIALITY

16. The **Club President** is responsible for ensuring that any information relating to a young person safeguard matter is stored securely online, within a restricted access area. The **Club President** is responsible for the secure and confidential sharing of relevant information when required. The Club will at all times comply with the Privacy Act 2020.

POLICY REVIEW

17. Changes to this policy must be authorised by the **Club Committee**. This policy will be reviewed and amended if necessary, at least every three years. The Committee may amend the policy at any time that it sees fit.

SCHEDULE 1

Police Vetting Policy and Process

What is it

1. Police vetting searches the Police database for information held about the person being checked. Where there is information, the released information may include: conviction history, location of the court, the date of the offence, the offence itself, the sentence imposed.¹

Who must be police checked and how often?

2. Marist requires the following people to be police checked (paid or voluntary):
 - a) Coaches, coordinators, team managers and trip managers;
 - b) Anyone who Marist arranges to transport young children to/from Club activities;
 - c) Anyone responsible for overnight trips away;
 - d) Anyone who will have joint or sole responsibility for young people as part of the Marist role.
3. Consent must be given by the individual before the police vet is undertaken.
4. Following the initial satisfactory police vet, coaches are to be vetted every two years and all others every three years thereafter. Notwithstanding the standard 2- or 3-year cycle Marist may undertake further police vetting of an individual at any time it considers appropriate, (subject to fresh consent by the individual).

Result

5. Being appointed to or continuing in their Marist role or relevant responsibility is subject to the individual returning a police vet report stating, “**no result**”.
6. If the returned police vet report states, “**released with results**” and **contains an offence(s)** specified under the Vulnerable Children Act 2014 – schedule 2, then after the individual has had an opportunity to validate the result, the individual’s role with Marist will be suspended immediately pending further enquiry by Marist.
7. If the returned police vet report states, “**released with results**” and **does not contain an offence(s)** specified under the Vulnerable Children Act 2014 – schedule 2, then Marist will need to enquire further.
8. The **Executive Committee** will be responsible for considering what action to take after a police vet report is released with results, taking into account the following considerations:
 - a) The offence is listed as one of the ‘Specified Offences’ as listed in the Vulnerable Children Act 2014.
 - b) The nature of the offence and relevance to involvement with Marist.

¹ Note: Marist does not have any obligations under the Childrens Act 2014 or Vulnerable Children Act 2014 and is not required by law to undertake Police checks.

- c) Length of time since the crime was committed.
- d) Age and maturity now as compared to when the crime was committed, the seriousness of the crime e.g. length of sentence, use of a weapon, the circumstances at the time of violent behaviour.
- e) Pattern of offending, e.g. a short spate may indicate a 'phase' but a regular pattern may indicate continued inappropriate behaviour.
- f) Any other factors deemed relevant by the Executive Committee

Confidentiality and process

The vetting process will be confidential and adverse action may not be taken against the person concerned without them having an opportunity to validate the results.

The **Club Vice President**, **Club President** or **Club Administrator** is responsible for carrying out the police vet and receiving the results. If the police vet report is released **with results**, the matter will be kept confidential to the **Executive Committee**. If the **Executive Committee** is not satisfied the person is fit for the role due to the results of the Police vet, they will be rejected from the role, or if currently in the role, will no longer be able to continue in the role, ensuring all contractual obligations of the Club are met.

Application, ID and Records

The application form and ID provided by the individuals will be securely destroyed once the results are returned.

Police vet results will be deleted on the earlier of:

- a) A new police vet being undertaken; and
- b) 1 March of the year after the individual ceases to be a member of the Club.

Unless the Police vet results are required to be held by Law, or in the event of dispute with the individual relating to the police vet or actions taken by the Club.

SCHEDULE 2

Young People Safe Practice Guidelines

1. If any form of physical contact is required:
 - ask the young person's permission.
 - explain what you are doing and why to the young person (and their caregiver/parent if they are present and it is practical).
 - consider the appropriateness of the ways in which technique is correct involving physical contact; and
 - ensure this is not conducted in an isolated environment.
2. Always work in an open environment avoiding private or unobserved situations.
3. Where possible ask parents/caregivers to be responsible for young people in changing rooms. Always ensure that whoever supervises does so in pairs.
4. On away trips:
 - an adult must not sleep in a room with a young person, unless it is their child.
 - where there are mixed teams away overnight, teams should always be accompanied by an adult male and female coach or manager.
 - Representatives should not enter a young person's room or invite a young person into their room (other than the young person's own parent/caregiver) in the absence of other young people or other adults.
4. If it is necessary to do things of a personal nature for a young person, make sure you have another adult accompanying you. Get the consent of the parent/caregiver and if possible the young person. Let them know what you are doing and why.
5. Avoid situations where you are alone with a young person (irrespective of gender). While acknowledging that occasionally there may be no alternative, for example, where a young person falls ill and has to be taken home. However, one-to-one contact must never be allowed to occur on a regular basis.
6. Do not allow physically rough or sexually provocative games, or inappropriate talking or touching.
7. Do not use any unnecessary, unwanted or unappropriated physical contact such as:
 - Tickling
 - Grabbing
 - Intimate care (when the young person can care for themselves)
 - Unnecessary cuddling
 - Hugging
 - Sitting on your knee.
8. Ensure that use of photographic images and video are aligned to relevant to the Club's policies.
- 10 Do not engage in any behaviours or conduct that are strategies used in grooming or manipulation or favouritism such as:
 - Offering to babysit or tutor or coach privately;
 - Acting secretly or encouraging secrets or "special" or exclusive relationships.
 - Giving gifts to or receiving gifts from young people.

11. Understand the important of maintaining professional boundaries and never use your Position of Trust for personal gain or to harm young people.
12. Never carry out your Club rule under the influence of drugs or alcohol.
13. Never engage in a sexual relationship with anyone under the age of 18 years who is known to you because of your role in Marist (Please note that engaging in any sexual behaviour, with anyone under the age of 16 is illegal in New Zealand).

SCHEDULE 3

Communicating with Young People Guidelines

1. Content should remain brief, professional and directly related to sport, avoiding any social comment, and parents should be copied in.
2. Do not include personal information of yourself or others in social media channels.
3. Do not use offensive, provocative or hateful language or images.
4. Use your best judgement – do not publish something that makes you feel the slightest bit uncomfortable and never write/publish if you are feeling emotional or upset.
5. Always ask for a person's permission before posting their picture on a social networking forum.
6. Never comment on rumours, do not deny or affirm them or speculate about rumours.
7. Always use electronic and social network forums to add value which promotes the sport in a positive way.

Approved 20 May 2025.