



NYC WELFARE OF CHILDREN AND VULNERABLE ADULTS POLICY

Nelson Yacht Club is an Incorporated Society and registered Charity operating in New Zealand.

POLICY STATEMENT

Nelson Yacht Club Incorporated (NYC) is fully committed to safeguarding the welfare of all children and vulnerable adults who, are members, participate in activities, or otherwise interact with the club. We recognise the responsibility to promote safe practice and to safeguard children and vulnerable adults from harm, abuse and exploitation while participating in our activities.

Staff and volunteers will work together to respect the rights of children, young people and vulnerable adults.

For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

This policy is based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults have the right to protection (Safeguarding) from all forms of harm and abuse.
- Safeguarding is everyone's responsibility.
- Children and vulnerable adults have the right to express views on all matters, which affect them, should they wish to do so.
- Our organisation will work in partnership together with children and/or vulnerable adults and parents/carers to promote their welfare, health and development.

POLICY OBJECTIVES

The aim of this policy is to promote good practice through:

- Promoting the health and welfare of children and vulnerable adults by providing opportunities for them to take part in club activities safely.
- Respecting the rights of children and vulnerable adults.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Recruiting, training, supporting and supervising staff, coaches, members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to reduce risk to themselves.
- Requiring staff, coaches, members and volunteers to adopt and abide by this *Welfare of Children and Vulnerable Adults Policy* and these procedures.
- Responding to all allegations of misconduct or abuse of children or vulnerable adults in line with this policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitoring and evaluating the implementation of this policy and these procedures.



PROCEDURES

1. Screening

As part of our duty of care, we must ensure that suitable and appropriate employees, coaches and volunteers (including parents) are engaged to work with children or vulnerable adults. When recruiting people to engage with children or vulnerable adults we will ensure that there is an appropriate recruitment process, depending on the role that may include:

- A role description;
- Candidate specifications advertising the position;
- An application process;
- Following up on referees;
- Interviewing (if necessary); and
- Screening (e.g. police vetting).
- Note. For UK instructors, a recent Enhanced DBS check is requested.

2. Appointing a Safeguarding and Child Protection Officer

The role of Safeguarding and Child Protection Officer is to be monitored and implemented by the Administration Committee as appropriate.

3. Good Practice Protocols

These protocols provide guidance to those working with children and vulnerable adults by outlining good practice and establishing boundaries in a range of situations.

3.1 Apply a participant-focused approach where all are treated equally and with dignity.

- Activities should be appropriate for the participants in our care.
- Ensuring feedback to participants is about their performance and not of a personal nature.
- Use positive and age-appropriate language when talking to children and in their presence.

3.2 Create a safe and open working environment

- Ensure that all physical contact with children or vulnerable adults is relevant and appropriate to the activity.
- Seek permission to touch when doing the above.
- Respect a child or vulnerable adult's right to personal privacy.
- Provide time and attention for children or vulnerable adults to talk to us.
- Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years.
- Staff/Coordinators will have access to a register of every child member and participant accessible in case of emergencies, including a contact name and number and relevant medical concerns.
- Do not forward any personal details of the child or family to a third-party without their consent, except to the Police, or the Ministry for Vulnerable Children, Oranga Tamariki (MVCOT), if appropriate.



- Ensure that any filming or photography of participants is appropriate. Consent is gained as part of the registration process.
- Request parental consent before transporting young people in a vehicle.
- Ensure you have parental consent to administer first aid if required. Consent is gained as part of the registration process.
- Do not offer alcohol to children under any circumstances.
- Do not engage in communication on a one-to-one basis through social media or email other than relevant coach/trainee feedback or administration.
- Do not engage in any bullying activity.
- Encourage children to respect and be courteous to others.
- Intervene to stop any inappropriate verbal or physical behaviour.
- Do not allow parents, coaches, other children, or spectators to engage in any type of bullying or inappropriate behaviour (this includes cyber bullying).

3.3 Avoid situations where you are alone with a child or vulnerable adult.

- Avoid private or unobserved situations, including being alone with a child or vulnerable adult in the changing rooms.
- Avoid entering changing rooms. If you must enter, knock and announce yourself and try to have at least one other adult with you.
- Avoid driving a child unaccompanied.
- Always obtain parent/caregiver consent to have children to your home.
- Always have another adult present when staying overnight anywhere with children.
- Do not share a room with a child, other than your own child.

4. Code of Conduct

A code of conduct sets out an organisation's expectation of its employees, volunteers and supporters. These codes may be developed to cover a variety of roles including coaches, competitors, officials, parents and supporters and administrators. They will also reinforce the good practice protocols. Where no specific code of conduct is applied, the following will apply.

- Treat everybody equally, with care and respect, regardless of their gender, ability, ethnicity, or religion.
- Set an example we would wish others to follow.
- Report any accident, incident of abuse, or cause for concern which arises in the course of your interactions with children or vulnerable adults.
- Ensure childrens' or vulnerable adults' safety by minimising or eliminating factors that could lead to harm, including such things as bullying, all forms of abuse, extreme weather, and unsafe equipment and/or facilities.
- If you feel that you may be at risk from becoming the subject of unwarranted allegations in connection with a child or vulnerable adult, you should alert the person in charge or the Administration Committee immediately.

Complaint and internal discipline procedures for breaches of the code procedures will also be widely distributed and promoted.



5. Dealing with allegations, responding to concerns

In accordance with members', staff and participants' responsibility to act on any serious concerns, the following should be brought to the attention of the Administration Committee or person in charge of the event/activity.

- Any instance where this policy is breached or good practice guidelines are not followed.
- Any disclosure by a child or vulnerable adult that abuse or harm is occurring.
- Any suspicions or concerns about a child or vulnerable adult being subject to abuse.

5.1 Where concerns about poor practice are reported.

Poor practice involves actions that are contrary to the good practice guidelines provided by our sport and increase the risk of harm to children or vulnerable adults.

- Initial concerns should be discussed with the Administration Committee or person in charge of the event/activity.
- The Administration Committee or person in charge will consider the allegation and where there is legitimate concern provide a written notice to the individual(s) involved.
- If the poor practice is continued or repeated following a written notice then disciplinary procedures will be enacted. This may include expulsion from the Nelson Yacht Club.
- Consider actions across all circumstances for example – regular coaching and event situations, overnight stays.

5.2 Where abuse is suspected or reported

The welfare and interests of the child, young person or vulnerable adult are the first and paramount considerations.

ENSURE THE CHILD OR VULNERABLE ADULT IS SAFE FROM IMMEDIATE HARM.

- **If an immediate response is necessary to ensure the child or vulnerable adult's safety, contact the Police (111) or MVCOT (0508 326 459).**
- Consult immediately with the Administration Committee or person in charge.
- As soon as possible, record accurately and appropriately the information received
- Records should be factual (not opinion or hearsay) and concise and include:
 - a. The nature of the allegation
 - b. Who noticed/disclosed the abuse and their relationship to the child or vulnerable adult.
 - c. Details of any witnesses
 - d. Signs and symptoms noted (including behavioural change)
 - e. Any particular incidents with dates, times and places (if possible)
 - f. Determination on nature of concern/complaint
 - g. Any action taken
- Consult with others as necessary – do not work alone
- Avoid questioning the child or vulnerable adult beyond what has already been disclosed.
- Do not question or counsel the alleged offender
- Do not investigate/presume expertise unless very experienced and qualified to do so.
- Contact the Police (111) or MVCOT (0508 326 459).



6. Policy Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or following any relevant changes within Nelson Yacht Club.
- Following any issues or concerns raised about the protection of children and vulnerable adults within Nelson Yacht Club.
- In all other circumstances, at least every twelve months.

7. Approval by the Commodore (Chair)

Signed _____

Date _____

8. Review & Amendments

Signed _____

Date _____

Signed _____

Date _____

Signed _____

Date _____

Signed _____

Date _____