



Safeguarding and Child Protection Policy

Canterbury Diving Community Trust

1. Purpose

Canterbury Diving Community Trust (“the Trust”) is committed to providing a safe, inclusive, and supportive environment for all children and young people involved in its programmes and activities.

The purpose of this policy is to:

- Protect children and young people from harm
- Promote a culture of safety, respect, and wellbeing
- Clarify safeguarding expectations and responsibilities
- Provide clear guidance for responding to concerns

This policy supports the Trust’s charitable purposes and governance obligations as set out in the Trust Deed.

2. Scope

This policy applies to:

- Trustees
- Employees and contractors
- Coaches and instructors
- Volunteers
- Any other persons engaged by or acting on behalf of the Trust

This policy applies to all Trust-run programmes, activities, events, and environments, including poolside, dryland, travel, and online communication.



3. Commitment to Safeguarding

The Trust:

- Places the wellbeing and safety of children and young people above all other considerations
- Has zero tolerance for abuse, neglect, bullying, harassment, or exploitation
- Is committed to providing safe and inclusive environments for participants of all abilities and backgrounds
- Recognises its duty of care to take reasonable steps to protect children and young people from harm

4. Definitions

For the purposes of this policy:

- **Child / young person** means any person under the age of 18
- **Safeguarding** refers to measures taken to prevent harm and protect children and young people from abuse, neglect, or exploitation
- **Abuse** may be physical, emotional, sexual, or neglect, and may include online or digital harm

5. Roles and Responsibilities

Trustees

Trustees are responsible for:

- Ensuring appropriate safeguarding policies and processes are in place
- Providing governance oversight of safeguarding matters/
- Acting in good faith and with reasonable care in accordance with the Trust Deed and New Zealand law

Staff, Coaches, Contractors, and Volunteers

All staff, coaches, contractors, and volunteers are responsible for:

- Treating children and young people with respect and dignity
- Maintaining appropriate professional boundaries
- Being alert to signs of harm, abuse, or concerning behaviour
- Following this policy and reporting concerns appropriately



6. Safe Practice Expectations

The Trust expects that all people working with children and young people:

- Act in a respectful, appropriate, and age-appropriate manner
- Avoid unnecessary one-to-one situations where practical
- Use positive, non-physical behaviour management strategies
- Communicate with children and parents in a transparent and professional manner
- Do not engage in any form of abusive, discriminatory, or inappropriate behaviour

7. Responding to Safeguarding Concerns

All safeguarding concerns must be taken seriously.

Immediate risk

If a child or young person is at immediate risk of harm:

- Emergency services must be contacted immediately

Non-urgent concerns

For all other concerns:

- Concerns should be reported to the Trust's designated safeguarding contact or a Trustee
- Information should be recorded factually and shared only with those who need to know

The Trust will:

- Respond promptly and appropriately
- Follow relevant New Zealand child protection guidance
- Escalate matters to external agencies where required\



8. Confidentiality and Information Sharing

The Trust respects confidentiality and privacy.
Information relating to safeguarding concerns will:

- Be handled sensitively
- Be shared only where necessary to protect a child or comply with legal obligations

9. Breaches of This Policy

Failure to comply with this policy may result in:

- Removal from Trust activities
- Disciplinary or contractual action
- Referral to relevant external agencies where appropriate

10. Relationship to the Trust Deed

This policy operates under and in support of the Canterbury Diving Community Trust Trust Deed and does not override trustee duties or legal obligations contained within it.

11. Review

This policy will be reviewed periodically by the Trustees to ensure it remains fit for purpose and aligned with the Trust's governance framework.

Policy Adoption

Adopted by the Trustees of Canterbury Diving Community Trust
Date: 26 February 2026