



Surf Life Saving Northern Region (SLSNR) is committed to safeguarding the welfare of all children and young people in its care. SLSNR recognises the responsibility to promote safe practice and to protect children and young people from harm and exploitation while participating in SLS operations and activities.

1.0 SCOPE

This policy applies to all staff and volunteers of Surf Life Saving Northern Region and the Northern Region clubs.

2.0 PURPOSE

This policy recognises Surf Life Saving Northern Region and the Northern Region clubs responsibility to promote safe practices and well-being as well as to protect children and young people from harm, abuse and exploitation while participating in or associated with Surf Life Saving Northern Region and the Northern Region clubs operations and activities. The purpose of this policy is to:

- 2.1 Protect all children and young people, whatever their culture, disability, gender, language, racial origin, socioeconomic status, religious belief and/or sexual identity, from all forms of harm.
- 2.2 Raise awareness of the importance of our role in maintaining the safety, welfare, and interests of any child and young person that staff or volunteers come into contact with, through their work.
- 2.3 Promote and implement appropriate procedures to safeguard the well-being of children and young people and protect them from abuse.
- 2.4 Work in partnership with children and young people and parents/caregivers along with other organisations and agencies to promote the welfare, health and development of children and young people.
- 2.5 Regularly monitor and evaluate the implementation of this policy and procedures.

3.0 INTRODUCTION

All staff and volunteers who come into contact with children and young people and families in their work, including those who do not have a specific role in relation to safeguarding children and young people, have a duty to safeguard and promote the welfare of children and young people. All staff and volunteers must comply with this policy and the SLSNZ Safeguarding Children Policy and Procedure and SLSNZ Member Protection Guidelines.



This policy supersedes SLSNZ's recommendations on police vetting as outlined on page 13 of the SLSNZ Member Protection Guidelines, and makes this process compulsory for Surf Life Saving Northern Region and the Northern Region clubs. The remainder of the guidelines are applicable to Surf Life Saving Northern Region and the Northern Region clubs.

4.0 DEFINITIONS

The following definitions apply to this policy:

Child – any child or young person aged under 17 years, and who is not married or in a civil union (*also see Young People below*).

Child Abuse - the harming (whether physically, emotionally, or sexually), ill treatment, abuse, neglect, or deprivation of any child or young person.

Forms of Child Abuse

Emotional abuse occurs when a child or young person's emotional, psychological, or social well-being and sense of worth is continually battered.

Neglect is the persistent failure to meet a child or young person's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.

Physical abuse can be caused from punching, beating, kicking, shaking, biting, burning, or throwing the child or young person. It can also result from excessive or inappropriate discipline or violence within the family.

Sexual abuse includes acts or behaviours where an adult, older, or more powerful person uses a child or young person for a sexual purpose.

Child protection – activities carried out to ensure that children and young people are safe in cases where there is suspected abuse or neglect or the risk of abuse or neglect.

Club Welfare Officer (CWO) - a person/s appointed by the Chairperson of a club, responsible for maintaining an oversight of concerns and disclosures of alleged child or young person abuse.

Oranga Tamariki - also known as the **Ministry for Children** is the government department responsible for the well-being of children and young people, specifically children and young people at risk of harm, youth offenders and children and young people of the State.

Safeguarding - the action that is taken to promote the welfare of young people and protect them from harm as well as help manage the risk of unsuitable persons entering the children and young people's workforce.

Vetting - means the formal process of obtaining checks from another agency, e.g., the Police vetting service, criminal record checks.



Volunteer - a person who freely gives their time, knowledge and skills to assist with the delivery of operations and/or services. A person belonging to a club or region that participates in club operations and/or services.

Young people - refer to any persons under the age of 18 engaged in a club or regional activity, whether a member of the club or region, or not.

5.0 RELATED DOCUMENT, POLICIES AND PROCEDURES

- 5.1 SLSNZ Safeguarding Children Policy and Procedures
- 5.2 SLSNZ Member Protection Guidelines v4
- 5.3 SLSNZ Code of Conduct
- 5.4 SLSNZ Club Health and Safety Manuals
- 5.5 SLSNZ National Standard Operating Procedures (NSOP)
- 5.6 Club/Service National Standard Operating Procedures (CSOP)
- 5.7 Children's Act 2014
- 5.8 Crimes Act 1961
- 5.9 Crimes Amendment Act 2011
- 5.10 Films, Videos, Publications Classifications Act 1993
- 5.11 Health and Safety at Work Act 2015
- 5.12 Oranga Tamariki Act 1989
- 5.13 Privacy Act 1993

6.0 POLICY FOR REGIONALLY ADMINSTRATED PROCESS

- 6.1 All staff, volunteers, and members aged 18 years and older will be police vetted for their suitability to work or volunteer with or around children/young people.
- 6.2 All staff, volunteers, and members must agree to a police check as part of the recruitment process.
- 6.3 All staff, volunteers, and members must be re-vetted every two years.

7.0 PROCEDURES FOR REGIONALLY ADMINSTRATED PROCESS

- 7.1 A third-party provider, MyChecks, will complete police vetting on behalf of the clubs.
- 7.2 Members will receive an email from MyChecks, asking them to complete the simplified online vetting process.
- 7.3 Members will be required to upload two forms of identification are part of this process.
- 7.4 MyChecks will complete the police vet on behalf of the region and clubs.



- 7.5 Clubs will either be sent the results of the police vets directly, or they can be sent to SLSNR directly, with clubs only being informed when a relevant red flag is identified.
- 7.6 Once notified, the club will have the option and ultimate say as to whether they accept/decline a person's membership. This decision is at the discretion of the club board/committee.
- 7.7 SLSNR will provide support to any clubs that require assistance with this process.

8.0 PROCEDURES FOR CLUB ADMINISTRATED PROCESS

- 8.1 Clubs who choose to self-administer this process must follow the approved agency agreement between the club and the New Zealand Police. Please note, clubs may be audited by the New Zealand Police to ensure this agreement is being followed.
- 8.2 Club must have a documented process for club members to follow.
- 8.3 Clubs must obtain consent for this information to be shared with the region, to prevent individuals from doing multiple police vets.
- 8.4 Clubs must have implemented recordkeeping and business policies and procedures that protect the security of Police systems and the privacy of information about the applicant obtained in connection with the vetting process.
- 8.5 Clubs must ensure access to the online vetting platform is by authorised people only.
- 8.6 Clubs must ensure standard security measures such as access control password protection and individual logons for electronically held information, and secure storage of hard copy information should be commensurate with the sensitivity and/or protective marking associated with the information such as locked cabinets.
- 8.7 All downloaded results must be marked 'In Confidence'
- 8.8 All personal information obtained by the club in the vetting process will be treated securely and confidentially and in accordance with the Privacy Act 1993, and will only be used for the proper purpose
- 8.9 Clubs must promptly notify the NZ Police if it becomes aware of any security incident or a breach or potential breach of the Privacy Act 1993 by either party in respect of any matter relating to the Approved Agency Agreement, and cooperate with NZ Police in managing the incident or breach.
- 8.10 Clubs must keep copies of the completed forms in a secure location for no more than 12 months, unless a longer retention period is required or justified under legislation (including the Privacy Act 1993)
- 8.11 Clubs must ensure secure destruction of the results and the form. This should also be documented.



9.0 DOCUMENT MANAGEMENT AND CONTROL

Policy owner	Chief Executive	Revised date	Sept 2022
Content Manager	Club Capability Development Officer	Next Revision date	Sept 2024
Approved By	Chief Executive		