



Safe Sport for Children Policy

Skate Ed Limited is fully committed to safeguarding the welfare of all children in its care. We recognise the responsibility to promote safe practice and to protect children from harm and exploitation while participating in our activities. For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years.

Policy Principles

In implementing this policy we are committed to the following principles:

1. The welfare of children is the primary concern for Skate Ed;
2. All children, whatever their age, culture, disability, gender, language, racial origin, socioeconomic status, religious belief and/or sexual identity have the right to protection from all forms of harm;
3. Child protection is everyone's responsibility;
4. Children have the right to express views on all matters which affect them, should they wish to do so;
5. Skate Ed will work in partnership with children and parents/carers to promote the welfare, health and development of children

Policy Objectives

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

1. Respecting and promoting the rights, wishes and feelings of children;
2. Recruiting, training, supporting and supervising staff members and volunteers to adopt best practice to safeguard and protect children from harm;
3. Requiring children, staff members and volunteers to adopt and abide by this Child Protection Policy and these procedures;
4. Responding to any allegations of misconduct or harm to children in line with this Policy and these procedures, as well as implementing, where appropriate, the relevant investigative, disciplinary and appeals procedures;
5. Regularly monitoring and evaluating the implementation of this Policy and these procedures.

Code of Conduct

1. Respect the rights, and worth of every human being. Be sure to treat everyone equally regardless of their age, culture, disability, gender, language, racial origin, socioeconomic status, religious belief and/or sexual identity.
2. Treat each athlete as an individual. Respect the style, skill level, and goals of each skater. Help each skater reach their full potential. While many aspects of coaching will address a group of skaters, be sure to give all individuals equal attention.
3. Be fair, considerate and honest with athletes. Remember that every skater has to start somewhere, and each develops at his or her own pace.
4. Be professional and accept responsibility for your actions. Language, punctuality, preparation, and presentation all reflect your professionalism. Display control, respect, and clear communication to all involved with the sport – including coaches, administrators, the media, parents and spectators.
5. Seek to improve your coaching abilities through constructive feedback and ongoing coach education. Continue to refine and improve the planning of your coaching sessions.
6. Operate within the rules and spirit of your sport. Be aware that there are strict guidelines set by governing bodies, ie. Health and Safety in Employment Act 1992, Children, Young Persons and their Families Act 1989, Crimes Act 1961 (Protection of Children), Vulnerable Children Bill, and the Care of Children Act 2004.
7. Any physical contact with athletes should be appropriate to the situation, and necessary for the athlete's skill development.
8. There will be no tolerance for any form of personal abuse or harassment towards your athletes; including verbal, physical and emotional abuse, and sexual and racial harassment. Be alert to any forms of abuse or harassment directed towards your participants from other sources whilst they are in your care.
9. Ensure that equipment, rules, training, and the environment are safe and appropriate for the age and ability of all athletes.
10. Be a positive role model for your sport and athletes.

Recruitment and Training Processes for Staff

Head Coach Responsibilities

Preparing and filing statutory documents with the Companies Office, maintaining and keeping records, advising coaches on their responsibilities.

Coach Responsibilities

Delivering skateboard riding instructions and services, providing a safe environment for children to pursue an interest in skateboarding.

Before employment, each coach will need to provide a curriculum vitae with at least 2 references included, and a relevant cover letter. I, as the CEO, will contact all available references before considering someone for employment. Once references have provided information that signals someone may be a good employee, an interview will be held.

Child Protection Officer

As the owner of the company, I, Mel Warner, will be responsible for managing any child protection issues that may arise.

Roles & Responsibilities

1. Implement the Skate Ed safe sport for children policy and procedures.
2. Encourage good practice by promoting the safe sport for children policy and procedures.
3. Monitor and review the safe sport for children policy and procedures to ensure they remain current and fit for purpose.
4. Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the activity.
5. Address any behavior which breaches the Code of Conduct.
6. Establish and maintain contact with local statutory agencies including the police and social services.
7. Respond appropriately to disclosures or concerns which relate to the well-being of a child.

Requirements for Education and Training of Staff

We believe that the appropriate staff training is important in order to help our organisation recognise the risks in skateboarding, concerning both when children are at risk, and why they are at risk. It is also important to train our staff so they are able to respond to any misconduct or harm that may have occurred to any of the children. Training is also important so that all staff members can keep all children safe in terms of prevention, and management of any issues that may arise.

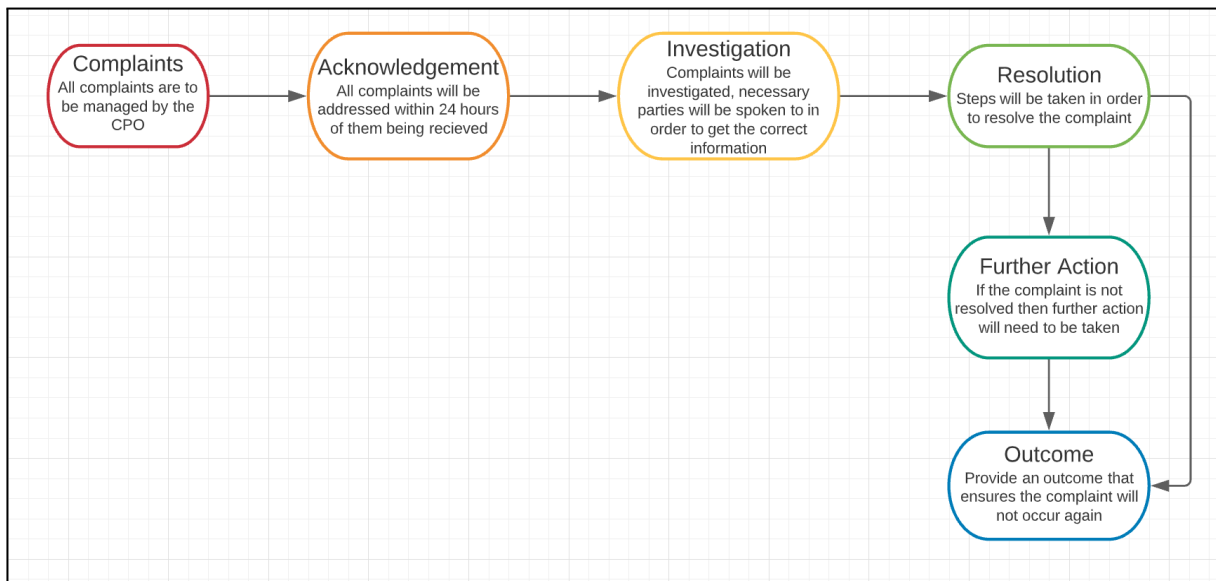
Level 1 First Aid training will be mandatory for all coaches before they begin coaching; this training will be provided by St Johns.

All coaches will need to pass a Basic Skateboarding Skills training course to ensure they have the confidence, and ability required to teach appropriate skateboarding skills. This training will be provided by the company.

A Sport Safe course will also need to be completed before any of the coaches begin coaching; this free online course is available through Sport New Zealand.

When all of the above has been completed, the coaches will not have actually helped a participant to learn skateboarding yet. Therefore a big part of our training is done on the job, coaches will learn how to support each individual child as they perform different skills.

Complaint and Investigation Process



Potential Disciplinary Outcomes

Concerns about poor practice or breaches of codes of conduct that may increase the risk of harm to children

- Initial concerns are to be discussed with the CPO (if the CPO is not present then the head coach of the lesson needs to be notified).
- Acknowledge and investigate the allegations, if there is legitimate concern then a written warning will be provided to those involved.
- If the poor practice or breaches continue to occur following a written notice, the individual(s) involved will be dismissed from the organisation. In some cases, an initial instance of poor practice or a breach may require immediate dismissal.

Concerns about harm in the form of physical or sexual abuse is suspected or reported, that may affect the welfare of children

- Ensure the child is safe from immediate harm.
- Immediately consult with the nominated CPO about the incident.
- Accurately record the information that was received, this is to be done as soon as possible.
- These records need to include the nature of the incident, who noticed the harm and how they are related to those involved, contact details of any witnesses (in case the incident needs to be taken to the police), as well as the date, time and location of the incident.

Policy Review

The policy will need to be reviewed more frequently if there are any changes to the legislation that were listed in the code of conduct. The policy will also need to be reviewed more frequently if any issues arise that concern the immediate safety and protection of children.

Reviews will be done by the CEO, and must have at least one staff member present during the process.

Any changes to the policy will be created with all staff members present (if possible), and written professionally into the new policy. Changes made will be presented to any staff members that were not able to attend.

Specific Guidelines

Bullying

At Skate Ed, bullying is defined as repeated and unreasonable behavior directed towards a child or staff member. It may also include harassment, discrimination, or violence. If a staff or student is being bullied then an investigation will be performed, and the appropriate action(s) will be taken immediately.

Photography and filming

At Skate Ed, we think it is important to film students while they are learning new things in order to provide them with further encouragement, and display the work that we are doing. We also like to take group photos with our participants as a form of inclusion and advertisement. Before posting any photographs or videos online, we will always ask the parent or guardian for their permission.