



**CHILD PROTECTION POLICY**

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## CHILD PROTECTION POLICY

### PURPOSE

*To ensure ALL GYMNASTICS WAITARA staff understand their responsibility to safeguard the well-being of all children in our programmes by protecting them from physical, sexual, verbal or emotional harm and from neglect and bullying. To ensure the club meets its obligation of providing safe programmes and positive experiences and opportunities for children to the highest possible standard of care.*

### GUIDELINES

- A child is defined as a person under the age of 18.
- Every child's well-being and safety is our paramount consideration.
- Create a positive environment by: working in the open and avoiding unobserved situations, having a minimum of two staff or adults present at all times, treating all children equally and with respect, giving enthusiastic and constructive feedback rather than negative criticism and by being a good role model.
- **One-on-one Interactions:** A coach should not be alone with an athlete in a private setting or in any place that is inappropriate to a professional relationship.
- **Travel:** when travelling, adults should not be alone with an athlete. For night travel, athletes should be assigned to age appropriate, same sex teammates.
- **Do not allow unrelated adults to share a room or be alone with a child.**
- All children have a right to be protected from abuse, regardless of their age, gender, disability, culture, language, racial origin, religious beliefs and/or sexual identity. The needs of special needs children and any other children who may be particularly vulnerable, must be especially considered. The Management and staff will ensure the safety and protection of all children involved in our programme activities, through adherence to these Child Protection guidelines.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/voluntary) working in programmes have a responsibility to report concerns to the programme manager or an appropriate management person e.g. concerns may include a child talking about an incidence of abuse outside of the club, if a child is accidentally hurt in any way by a coach or programme facilitator, if you are aware of another staff member acting inappropriately, if any child is not respecting another child etc. This includes physical bullying, hazing, verbal and emotional harassment. Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.
- In cases relating to disclosure of sensitive information the information will be treated confidentially and dealt with by the management committee. The committee will decide on the appropriate action to be taken which may involve such outside agencies as Oranga Tamariki or the police. These decisions will be made on a case by case basis and a special meeting will be called if necessary.
- The management acknowledges that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Eg: applications may require self-disclosure of criminal record, police vetting, reference checks etc (Refer Employment Procedure).
- All members of staff should be encouraged to demonstrate exemplary behaviour when working with children in order to protect children from abuse and themselves from false allegations.
- Coaches and programme facilitators are to be mindful of how and where they touch gymnasts in cases where physical contact is necessary such as assisting with stretching, assisting on pieces of apparatus and helping injured children. Inappropriate areas should be avoided such as the breasts, groin and buttock regions.



- In the case of a private training session, it may be that only one staff member is present. This needs to be brought to the attention of the parent/caregiver concerned and it will be their decision whether to remain within the gym during the session or not.
- Children attending any gym programme or training are not the responsibility of the club once that session is finished. It is expected that children will wait inside the club facilities until they are collected by a parent or caregiver. It is the parent/caregiver's responsibility to ensure their contact details are current in case of emergency (See evacuation procedure.)
- In the case of outside visiting groups, the responsibility of the members of that group lies with the person in charge of that group not with gymnastics WAITARA club.
- Gymnastics WAITARA club does not permit the unauthorised use of any photographic media or posting of such on to the Internet. (See Photographic Media Policy.)
- Any information given to the club regarding child protection issues will be stored in a secure and confidential place and there will be limited access to this by the management and parties such as CYFS or the police.
- Any concerns from non-staff personnel should be dealt with according to the club's Complaints procedure.

#### **WHAT TO DO IF YOU SUSPECT A CHILD IS AT RISK**

The following flowchart provides an illustration of the steps taken if you observe signs and indicators of abuse as outlined in the guidelines:

##### **STEP 1: LISTEN**

- Listen carefully to what the child is saying DO NOT interview the child or ask too many questions, ask the very basics i.e. Who/when?
- Once you have ascertained the basics DO NOT question them further. Document what the child as said, include time,date & who was present so Gymnastics WAITARA can pass this information to authorities as soon as possible.
- Report your concern to the Gymnastics WAITARA Head Coach/Centre Manager.



##### **STEP 2: HOW TO REPORT YOUR CONCERN**

- If the Gymnastics WAITARA Head Coach or Centre Manager think a person is in immediate danger, they will call the Police (111) or, they will advise the Ministry of Vulnerable Children (Oranga Tamariki) on 0508 FAMILY (0505 326 459) or Police promptly when a disclosure is made.



##### **STEP 3: POLICE**

- The Police have a dedicated team of investigators who focus on Child Protection.
- Deciding when and who will inform the parent(s) and/or caregiver will be determined by Oranga Tamariki and Police in consultation with the Centre Manager and Committee. Report early so there is time to consider what's best for the child.
    - Police and Oranga Tamariki will arrange interviews of the children.
  - DO NOT conduct an investigation of your own before making a report of concern.



***This policy is to be read in conjunction with all other Gymnastics Waitara policies including Health & Safety, Stretching Policy, Head Injury Policy, Photographic Media Policy, Behaviour Policy and the Evacuation Procedure.***

*Wayne Baker*

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Club President

1st June 2023

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Date



## CODE OF CONDUCT POLICY

### PURPOSE

To comply with the Code of Conduct set out by Gymnastics New Zealand as per their already established policy. (Refer GymNZ website [www.gymnasticsnz.com](http://www.gymnasticsnz.com))

### GUIDELINES

#### Judges and Officials

- Must not accept any bribe or fail to report any attempt at bribery.
- Must agree to perform or adjudicate to the best of their skill and ability at all times.
- Must not discriminate with respect to race, sex, religion, ethnicity, family status or show favouritism toward any particular club or gymnast.
- Will be answerable to the control judge/official at any competition.
- Will be a positive ambassador for Gymnastics WAITARA when officiating outside of the home club environment.
- Will act with honesty and integrity at all times.

#### Gymnasts/Club Members

- Will show respect towards other gymnasts, club members, coaches, judges and officials at all times.
- Will refrain from using inappropriate language whilst representing the club in any form (i.e. at events or in club uniform.)
- Agree to comply with club policies, in particular those concerning their personal wellbeing eg.: Child Protection, Evacuation Procedures, Drug/Doping, Smokefree, Stretching and Health & Safety.
- Will be respectful of any club property and equipment.
- Will follow instructions and advice given by their coach or programme facilitator at all times.

#### Coaches/Programme Facilitators

- Will treat all participants of any group equally and without discrimination on any grounds.
- Will speak respectfully when giving instructions or constructive criticism.
- Will be answerable to the Competitive Coaching Supervisor or Programme Director as applicable.
- Will lead by example and behave in a manner deserving of respect from the participants in their group.
- Will act in accordance with GNZ regulations concerning the correct etiquette when attending competitions.
- Will never use inappropriate language to convey any concerns when representing Gymnastics WAITARA.
- Agree to comply with club policies, in particular, those concerning the wellbeing of gymnasts in their care eg: Child Protection, Evacuation Procedures, Drug/Doping, Smokefree, Stretching and Health & Safety.

#### Visitors

- Will ensure that rules and regulations set by the management of Gymnastics WAITARA are adhered to eg. no smoking, no unauthorised photography.
- Will respect the property and equipment of Gymnastics WAITARA.
- Will ensure non-gymnasts, and other children/adults not involved in a programme or designated coaching capacity, stay off the equipment and remain in the spectator area.
- Will show respect towards any staff, volunteers and other members of the club.
- Will show respect towards other parents/caregivers and children at the club at all times.

#### Privacy

Gymnastics WAITARA complies with the Privacy Act 2020 and shall maintain the protection of our members' privacy by ensuring information is collected for necessary and lawful purposes only and by taking reasonable steps to make individuals aware that information is being collected and the reason for such collection.

**This policy has been set to promote Gymnastics New Zealand's guiding principles of sportsmanship and ethical conduct and to maximise public confidence in the sport of gymnastics by promoting the good character and spirit of everyone involved Gymnastics WAITARA Club.**



## COMPLAINTS POLICY

### 1.0 Rationale

Complaints will be dealt with promptly in a fair and consistent manner in accordance with the relevant policies and codes of conduct. The following policy outlines the steps that will be taken to address complaints and resolve concerns within Gymnastics WAITARA.

### 2.0 Purpose

1. To provide a procedure for complaints to be communicated to the appropriate person
2. To ensure that complaints are investigated fairly and in a timely manner
3. To make sure that complaints are, wherever possible, resolved
4. To maintain confidentiality and the rights of the individuals involved

### 3.0 Application and Scope

- 3.1 Depending on the nature of the complaint, this policy should be read in conjunction with the Conduct Codes for Coaches, and Parents.
- 3.2 No formal action will be taken on vexatious complaints or complaints that lack a reasonable level of evidence-based support.
- 3.3 A complainant must be able to demonstrate that the complaint is based upon evidence that the complainant honestly and reasonably believes to be substantially true.
- 3.4 Those responsible for resolving complaints under this policy must take all reasonable steps to ensure that the complainant treated with fairness, integrity and respect.
- 3.5 Committee and/or Club members involved in the consideration and resolution of a complaint must remain impartial and follow the procedures outlined in this policy.

### 4.0 Complaints Procedure

#### 4.1 Informal Resolution

- 4.1.1 Before making a formal written complaint, the complainant/or caregiver is encouraged to seek resolution to any concerns by raising and discussing them informally with the relevant staff member or volunteer who is most directly associated with the matter.
- 4.1.2 The individual with whom a concern is raised is expected to deal with the matter in an open and professional manner, and to take reasonable and prompt action to try to resolve it informally.
- 4.1.3 The complainant may feel uncomfortable to approach the staff member or volunteer directly, and therefore may seek the support of the Centre Manager, Head Coach or Committee Member to handle the situation informally.
- 4.1.4 If it is deemed inappropriate or the informal process does not satisfactorily resolve the complaint, the formal complaints process may need to be followed.

#### 4.2 Formal Complaints Process

- 4.2.1 Where it has not been possible or is not appropriate to resolve a concern/complaint informally, a formal complaint may be made.
- 4.2.2 A complaint must be received by the Centre Manager in writing as soon as is practicable following the incident that has led to the complaint. (Template complaint form available.)
- 4.2.3 A complaint should be concise and specific. Only include key details, dates and substantiated evidence that are relevant to the complaint.
- 4.2.4 When a complaint is received this must be immediately referred to the Chair person. This must then be referred to the designated Complaints Review Officer, or in lieu of this or in the case of conflict of interest to an agreed and appropriately qualified investigating individual who will act as the Complaints Review Officer. The Complaints Review Officer is responsible for ensuring that the correct procedures are followed in a timely manner.
- 4.2.5 The Complaints Review Officer will be documenting the complaints process throughout and will communicate with all parties regarding what and how this information will be shared.



4.2.6 The Complaints Review Officer will conduct an investigation into the complaint and determine the most appropriate course of action to take place. The following steps highlight the tools available to seek resolution:

- **Mediation**

The Complaints Review Officer can seek cooperation and agreement from both parties to enter mediation. If agreed, it is up to the Club to identify and appoint an independent mediator which is approved by both parties.

- **Judicial Hearing**

A judicial panel of up to three people (including at least one external to the Club) is appointed. It is the panel's responsibility to set a date, time and place for the judicial hearing to occur. This should be as soon as possible. The arrangements need to be provided to all parties in writing prior to the hearing, including the process that will be followed and how any reporting will be shared afterwards. For more serious or sensitive complaints, a representative of the panel will investigate and report back to the committee with recommendations before a decision is made. The result of the hearing could involve disciplinary sanctions including suspension or termination of membership, or referral to an external authority for further investigation.

- **Referral to External Agency**

Following the investigation, or earlier should this be appropriate, allegations which are deemed as very serious and requiring urgent action may be referred to the appropriate agency. These can include but are not limited to the NZ Police, Oranga Tamariki and anti-discrimination agencies.

- **Escalate to Gymnastics New Zealand (NSO)**

In the case that the complaint is more serious than initially recognised, or the complaint cannot be resolved at Club level, the Club can contact the relevant Regional Relationship Manager at Gymnastics New Zealand for further support. Depending on the nature of the complaint, this may be an automatic requirement as referenced by Gymnastics NZ Judicial Regulations.

## 5.0 Resolution of Complaint

5.1 Informal complaints must be handled and resolved in a timely manner. If a resolution cannot be reached, the complaint should be escalated to the formal complaint procedure.

5.2 Formal complaints that are handled internally; the Complaints Review Officer must make a decision in relation to the complaint, and notify all parties concerned, in writing, within 14 days.

5.3 Complaints that are handled externally fall under the jurisdiction of the respective agencies to progress as deemed appropriate.

5.4 Following the resolution of the complaint, the Committee/Board may review its policies and must communicate any changes to Club Members and personnel.

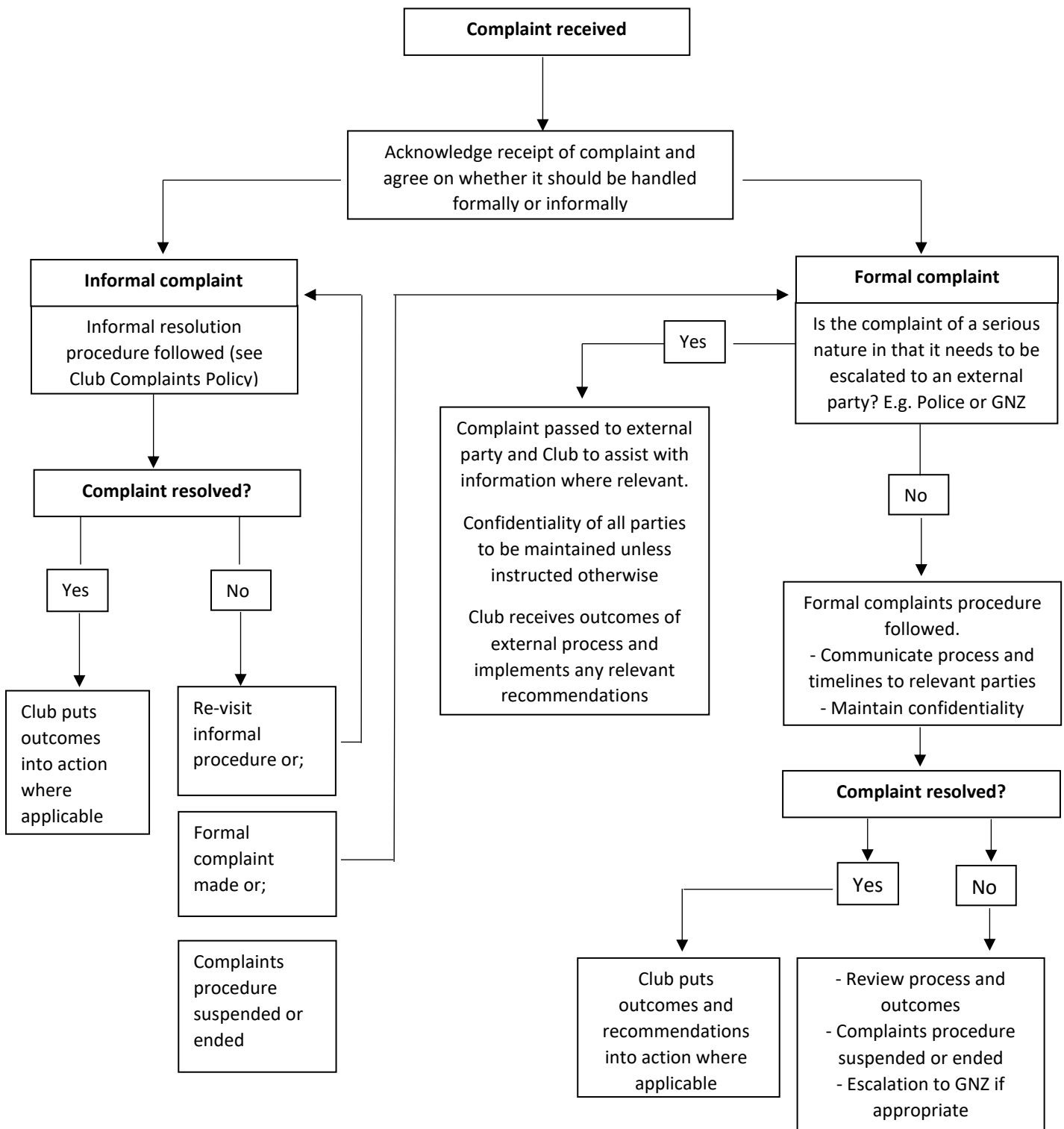
## 6.0 Confidentiality

6.1 All processes, findings and decisions under this policy must remain strictly confidential to the parties, staff and external agencies directly involved.

6.2 The Complaints Review Officer will be responsible for ensuring that formal complaint processes are fully documented and retained in a confidential file within the Club records.

## Privacy

*Gymnastics WAITARA complies with the Privacy Act 2020 and shall maintain the protection of our members' privacy by ensuring information is collected for necessary and lawful purposes only and by taking reasonable steps to make individuals aware that information is being collected and the reason for such collection.*



**Gymnastics WAITARA encourages open communication and prefers that you talk through a problem with the correct personnel rather than discuss it within the general club community.**





## EMERGENCY EARTHQUAKE PROCEDURES

### **Purpose**

*This procedure outlines what we will do in the event of an earthquake. We will follow the same procedures when practicing an earthquake drill. We will look to our own safety first. We cannot help anyone else if we are injured ourselves.*

### **Inside – when the ground begins to shake**

**DROP** down on your hands and knees. This protects you from falling but lets you move if you need to. If there are no tables around, take no more than three steps away from things that can fall on you, and turn away from windows.

NOTE: *This should happen quickly, quietly and without panic.*

**COVER** Gymnasts are to get down on their knees, face down, making themselves as small as possible, covering all body parts with the desk.

NOTE: *Stress the importance of gymnasts looking down, not sideways and thereby risking facial injury caused by flying objects.*

**HOLD** on to your shelter (or your position to protect your head and neck). If the shaking shifts your shelter around, move with it. Gymnasts remain in this position until the shaking stops and you tell them that it is

“ALL CLEAR” (safe to stand up).

NOTE: *Stress that no one should stand up until you have checked the room for safety ie lights dangling above desks, broken glass on the floor between desks, which you need to clear before gymnasts get up.*

**Remember there may be aftershocks.**

### **Outside – when the ground begins to shake**

- Instruct staff and gymnasts to stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands
  - HOLD on until the shaking stops.

### **When the ground stops shaking**

- Evaluate the need to evacuate if there are uncontrolled fires or structural damage to the building you are in, go to the emergency meeting point at the base of the front car park.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse
- Arrange medical assistance where required
- Report any matter concerning the safety and well-being of students, staff and visitors to the Incident Controller

**This policy applies to all members, administrators, officials, coaches,  
visitors and volunteers of Gymnastics WAITARA Club**



## PHOTOGRAPHIC MEDIA POLICY

### PURPOSE

To ensure the privacy and protection of all club members, participants and visitors whilst in the club's facilities. To ensure safety guidelines are followed when dealing with any publishing on the Internet.

### GUIDELINES

- Photographic media includes any device capable of taking and storing an image eg. cameras, videos, phones.
- Mobile phones, regardless of their functions, are not to be used in the toilet/changing room areas.
- The use of photographic media within the gym's facilities is only permitted when it is clear that you have the permission of the person being photographed.
- Flash photography is not permitted while gymnasts are competing and/or training on any of the equipment.
- If you come to the gym specifically to film or take photos you must have authorisation from Gymnastics WAITARA e.g, photographers from the media during an event or doing an article for the newspaper, parents/ caregivers photographing their children during training sessions.
- The taking of photos must comply with principles 1,3 and 4 in the Privacy Act 1993:
  - Principle 1 = purpose of collection -is it necessary and is it for a lawful purpose?
  - Principle 3 = fact of collection- Does the person know it is being taken and by whom?
  - Principle 4 = manner of collection (photos must not be intrusive or inappropriately taken).
- Where the gymnast does not have a signed current Membership form, then permission must be obtained from that person before any photos are published on the club website or any other internet site.
- Photos used by the club for publications not on the internet are covered by the declaration on the club membership form.
- Any photographs posted to the club website or other internet site must not contain any personal information that may lead directly to the identity of the person in the photo.

**Gymnastics WAITARA reserves the right to approach and question the purpose of anyone suspected of breaching this policy.**

*Wayne Baker*

Club President

1st June 2023

Date



## PRIVACY POLICY

### **Purpose**

*This policy aims to help people involved in Gymnastics WAITARA understand how their personal information may be used and stored by Gymnastics WAITARA*

### **Values**

Gymnastics WAITARA knows you care about how your information is used and shared. It is committed to ensuring your privacy is protected and your information is only used appropriately.

### **Application**

This policy applies to all people providing personal information to Gymnastics WAITARA. Personal information means information about a person.

### **Collecting personal information**

When you become a member of, or participate in Gymnastics WAITARA activities, Gymnastics WAITARA will need to collect some personal information from you (or family/whānau of children). It may also collect other information needed to perform its functions, or where required by law. Personal information may include your contact details and any other personal information that you provide. For participants, this may also include performance results and health/medical information. Gymnastics WAITARA may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which Gymnastics WAITARA belongs, other organisations which are affiliated to it, for example Gymnastics New Zealand.

### **Using personal information**

Gymnastics WAITARA will never sell your personal information. Employees of Gymnastics WAITARA may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary. Agents and subcontractors of Gymnastics WAITARA may have access to personal information needed to do their work but may not use it for any other purposes. Gymnastics WAITARA may be required to share your personal information with the community, regional and/or national organisations it belongs to, other organisations which are affiliated to it that you belong to or have applied for membership, for example Gymnastics NZ, Sport New Zealand, High Performance Sport New Zealand. Your personal information may be used:

- for Gymnastics WAITARA activities and operations
- to consider an employment or volunteer application
- to amend records to remove or update personal information
- for other everyday business purposes that involve use of personal information
- to comply with the law; or protect our rights, property, or safety, or that of our members, or others.

### **Storing and disclosing personal information**

Gymnastics WAITARA will maintain all reasonable protections against the loss, misuse or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorised use or access to that information.

Gymnastics WAITARA will keep all physical documents secure, both inside and outside its premises. Gymnastics WAITARA will keep electronic personal information secure by making sure its data storage is protected from external sources, maintaining regular back up and applying good security practices.

### **Requests for personal information**

You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 2020. If you want to access or correct your personal information (or your children's), please contact the Centre Manager.



Gymnastics Waitara will not disclose information about children to family/whānau unless there is a clear legal right to access that information. Any questions about Gymnastics WAITARA compliance with the Privacy Act should be referred to the Gymnastics Waitara Committee.

**Breach**

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 2020.

**Reporting a breach**

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedures.

**This policy applies to all members, administrators, officials, coaches,  
visitors and volunteers of Gymnastics WAITARA Club**

*Wayne Baker*

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1st June 2023

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