



Waikato
Table Tennis

**Waikato Table Tennis Association
Child & Youth Protection Policy 2023**

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1.0 Policy Statement

As President of the Waikato Table Tennis Association (WTTA) I am committed to making sure everyone associated with this organisation reads, signs and agrees to abide by this policy.

Playing table tennis is a great way for children and young people to have fun, develop friendships, learn new skills, and stay active and healthy. WTTA is committed to providing this, in a safe and respectful way, at all times.

2.0 Purpose of the Policy

The policy aims to provide a framework for a safe, fair and inclusive environment for all children in the delivery of table tennis and development programs.

3.0 Scope of the Policy

This policy applies to the following people:

- People appointed to Boards, Committees and sub-committees
- Coaches/Instructors
- Umpires
- Officials
- Administrators
- Volunteers
- Parent helpers
- Community Members who help
- Consultants/Contractors/Subcontractors
- Peer/Youth Mentors
- Visiting athletes
- Partners
- Casual staff

4.0 Child Safe Recruitment and Screening Procedures

WTTA has a right not to engage any person we consider to pose an unacceptable risk to children.

The following child safe recruitment and screening procedures will apply to all staff and volunteers in contact with children:

The WTTA Child Protection Policy officer will ensure:

- A criminal record check is done before engagement. Alternatively, a Statutory Declaration will be signed if a reliable criminal record check is not immediately available. The criminal record check and Statutory Declaration will be kept on file.
- At least 2 verbal referee checks are conducted and documented. Referees will be asked about the applicant's suitability for the role to work with children and/or to have regular unsupervised contact with children.
- Applicant is asked whether they have been charged with child exploitation offences and their response. A documented record will be kept of this discussion.

For applicants applying for a position that involves working with children, recruitment procedures must include:

- An interview panel of 2 – 3 people from the WTTA committee
- An interview plan that incorporates behavioural-based questions. The behavioural-based questions to be asked will be taken from the list below:
 - Have you worked/volunteered with children in a similar position before? What did you like about it? What did you find difficult?
 - How have you handled children who did not want to participate in an activity?
 - Do you mind being supervised?
 - What motivates you/why do you want to work with children in this program?
 - Provide me with 3 examples of how to work safely with children.
 - What do you think makes a good community leader or role model for children and young people?
 - How would you handle children who were not listening to your instructions?
 - How would you create a child safe and friendly space for children to play sport?

Employment and coach contracts include provisions for WTTA to dismiss or transfer staff who breach the Child & Youth Protection Policy.

5.0 Documented Reporting Procedure and Available Sanctions

It is compulsory for all personnel to report any concerns for the safety or wellbeing of a child. This includes any allegations of child exploitation and abuse and policy non-compliance.

The following steps should be followed to make a report:

Who can report?

A child or young person, parents or community members, staff, volunteers or any other personnel.

What to report?

Anything you see, hear, observe, suspect or are told that involves a breach of the Policy and Code of Behaviour or makes you concerned for the safety or wellbeing of a child.

When should I make a report?

Within 24 hours or as soon as possible.

How to make a report?

Initially verbal then follow up in an email to waikatotabletennis@gmail.com

Who should I report to?

The WTTA President, Coaches, or Committee Member.

What will happen next?

The WTTA will follow up on the report. The police or other agencies may be contacted. The person against whom a complaint is made will be contacted if he/she works for our organisation and they may be warned, suspended or terminated. The child involved and the family may be put in contact with local support services.

Any person who has been found to have breached the Policy and Code of Behaviour may be monitored, warned, suspended or have their employment/engagement with the organisation terminated. If the breach of the Policy and Code involved a misunderstanding this will be explained to the person and they will be provided with more information on the Child Protection Policy.

WTTA will immediately contact Table Tennis New Zealand if any staff or volunteers or other personnel are accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse

WTTA will also inform Table Tennis New Zealand of any breaches of the Child Protection Policy or Code of Behaviour, and response taken.

For all reports made to WTTA:

- principles of procedural fairness will be observed
- confidentiality will be maintained except when a report to police or authorities is required
- anyone making a false allegation will be disciplined
- will be handled professionally and in a timely manner and reports will be stored securely.

6.0 Code of Conduct

I, The President of the Waikato Table Tennis Association, acknowledge that I have read and understand the Waikato Table Tennis Association *Child & Youth Protection Policy*, and agree, that in the course of my association with the WTTA I must:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant international and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with WTTA that relate to child exploitation and abuse.
- [For coaches]: give verbal instructions first and keep physical contact to a minimum. I will ask the players permission first and explain what I am going to do and why. I will demonstrate the skill in a public place wherever possible

Physical contact is appropriate if it:

- is used to assist in skill development
- is required for the child's safety
- occurs with the player's understanding and permission
- is for the child's benefit, not the adults
- occurs in an open environment

Physical contact is inappropriate if it:

- includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment

- frightens, distresses or embarrasses a child
- destroys their trust
- occurs in a private place

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- understand that the onus is on me, as a person associated with WTTA to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Name: RAYMOND NEIL SHEATH

Signed: 

Date: 20/6/2021

Document Control	
Effective date:	June 2021
Approved by: WTTA President	
Next review:	December 2021

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Name: Ray Sheath

Signed: 

Date: 11/12/22

Document Control	
Effective date:	June 2021
Approved by: WTTA President	
Next review:	December 2023

7.0 Training/Awareness Raising

WTTA will provide a training/induction session on the Policy and Code of Behaviour for all new staff, coaches and volunteers.

We will keep a record of the agenda for the training session, copy of the materials used and an attendance record.

8.0 Risk Assessment

A risk assessment will be conducted by the WTTA Committee every 12 months on the activities involving contact with children.

The Risk Assessment Template will be used and any activities found to be high risk will be recorded. The steps taken to reduce these risks and responsibility for this and dates for action and completion will also be recorded.

9.0 Review

This Policy will be reviewed at least every year by the WTTA President. This must be conducted after the AGM and by 29th of December every year.

10.0 Child/Youth feedback strategies

WTTA Child Protection Policy officer will organise for the children and young people to provide feedback, verbally, in writing or through facilitated activities.

The person running the training camp must communicate the following:

Children and young people will be aware that they can provide feedback to staff and volunteers, and will be encouraged to do so.

Feedback will be related to questions such as:

What do you like about the activity you are involved in?

What don't you like?

What could be done to improve the activity?

Do you feel happy and safe when you are involved in the activity?

Is there anything that makes you feel unhappy or unsafe?

What do you like about the coaches/umpires – are they good leaders?

Do you have any worries about the way the coaches/umpires treat you or your friends?

11.0 Appendices

11.1 Statutory Declaration of Criminal Record Form

This is an example of Save the Children's Statutory Declaration form to use if a criminal record check is not immediately available. This form **DOES NOT** replace a Police Check and a full Police Check should be undertaken where possible.

Applicant's Name:		Role applying for:	
Have you ever been charged or convicted of any offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details:			
Have you ever been dismissed from employment or had any disciplinary action taken against you which may be related to work with a child/children under 18 years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details:			
Have you received any formal reprimands, final warnings, or cautions from the police?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details:			
Is there any other information which may be relevant to your application e.g. pending prosecutions	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details:			
Signature:	Date:		
Actioned by WTTA CPP officer:	Date:		

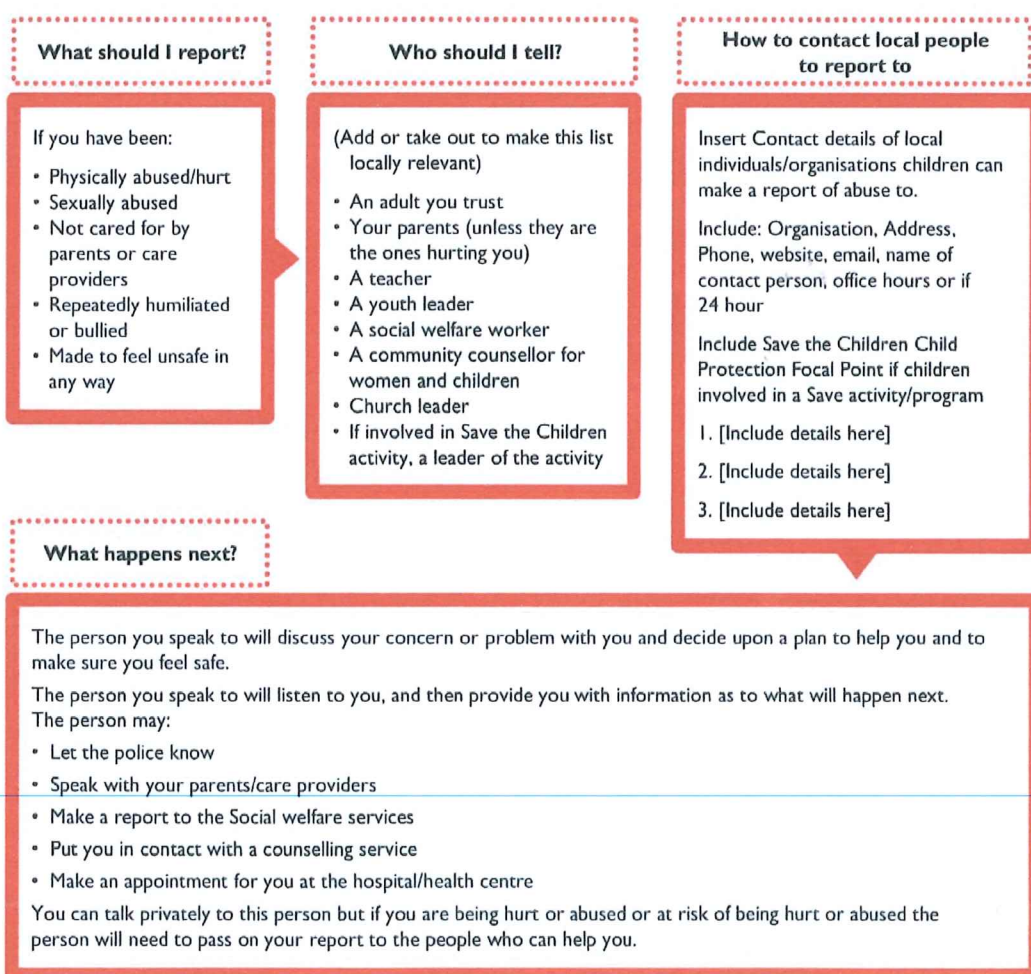
11.2 Child Friendly Reporting Process

Reporting Process Chart for Children

If you have been hurt or abused by an adult or by another child or young person, or you are worried someone is going to hurt or abuse you, you should follow the steps below.

If you know of another child who is being hurt or abused you should also let someone know.

Remember you have a right to feel safe at all times.



IT IS NEVER YOUR FAULT IF AN ADULT OR ANOTHER CHILD/YOUNG PERSON HURTS OR ABUSES YOU.

YOU ARE DOING THE RIGHT THING BY TELLING SOMEONE YOU TRUST.

11.3 Code of Conduct Template

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- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant international and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
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Name:

Signed:

Date:

11.4 Child Protection Risk Assessment Table

Instructions:

1. It is suggested that the WTTA President, WTTA Committee, coaches and administrators come together as a team to work through this risk assessment.
2. Write down the activities your organisation provides.
3. For each activity identify whether the activity involves contact with children and young people. In contact with children is defined as “working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment”
4. For each activity that does involve contact with children and young people use the table below to look at the different child protection factors (using the examples as a guide), whether the factors increase or decrease the level of risk of harm to children and what you can do to reduce this level of risk.
5. You can use this information to help write your Child Protection Policy and Code of Behaviour as it will highlight areas you will need to provide procedures for. Some of the areas you identify will already be covered by the standards of the Sport NZ Child Protection Policy. Others will be unique to your organisation.
6. You can also decide who will be responsible for actions taken and a time frame.

Example Child Protection Factors to be considered:

Children and Young People:

- Age of children involved (young/adolescent)
- Children with disabilities
- Gender
- Children who have been in conflict with the law
- Children living in institutions/orphanages
- Children not used to having a say/opinion

Staff and Volunteers:

- Level of experience, skills, community leadership
- Previous experience working with children
- Ratio of children to adults
- Level of supervision
- Training provided

Policies and Procedures:

- What is already in place?
- What are the gaps in this area?
- Are staff and volunteers aware of existing policies and procedures?
- How can children, staff, volunteers, parents, community members report a concern for the safety of a child involved in your program?

Program activities:

- Do children generally participate in groups or one on one with an adult?
- Amount of physical contact required in coaching
- Are there any physical dangers in the environment where the activity takes place i.e. water, traffic, building site?
- Do activities occur during the day or evening?
- Risk of injury to a child
- What methods of discipline are used by the staff/volunteers?
- Travel to attend sporting events which may involve overnight stays

Community factors:

- Are parents/carers involved in the program activities?
- Are community leaders involved?
- What formal and informal systems exist to protect children locally?
- Local risk factors to children in the community i.e. risk of violence when walking home late at night

Risk Assessment Table

Child Protection Factor	Does this factor increase or decrease the level of risk of harm to a child?	What strategies can be put in place to decrease a high-risk factor?	Who will be responsible for the strategies/action to be taken?
<p>Consider the Children/Young People Participating</p> <p>There will be children under 12 years and under 15 years participating in coaching sessions at the stadium</p>	<p>This will increase the level of risk</p>	<p>To ensure safe supervision there should be a minimum of 1 adult:10 children under 12 years and 1 adult:15 children under 15 years. There should be at least 2 adults present at each session, one male and one female if there is a mix of girls and boys participating</p> <p>The Head coach should at all times maintain good group control by delivering clear instructions and maintaining good discipline within the groups.</p>	<p>Head Coach</p>

<p>Consider Policies and Procedures</p> <p>We have a new Child Protection Policy but no one knows about it</p>	<p>This increases the level of risk to children</p>	<p>All Coaches/volunteers/parents/caregivers/children will be informed of the Child Protection Policy by email and a copy will be posted on the WTTA website and at the stadium</p> <p>At the beginning of each series of coaching sessions the parents/caregivers/children will be informed verbally about the Child Protection Policy and emergency procedures</p>	<p>WTTA Child Protection Policy Officer</p> <p>Head Coach</p>
<p>Consider the Program Activities</p> <p>Some activities may require travel to other communities which may involve overnight stays</p>	<p>This increases the level of risk</p>	<p>All volunteers for any away travel, will be made aware of the child protection policy and conduct, and appropriate sleeping arrangements</p> <p>Gender appropriate adult supervisors/helpers will be present at the accommodation</p> <p>Parents/caregivers will be given a consent form to sign to ensure they are the aware of the transport and sleeping arrangements and who will be supervising the group.</p>	<p>WTTA Child Protection Policy Officer</p>
<p>Consider the Community Factors</p> <p>Activities often finish after dark.</p>	<p>This increases the level of risk to children</p>	<p>Parents/caregivers will be asked to come in to the stadium to pick up their children. An adult must escort them to their transport.</p>	<p>Head Coach</p>

Parents/caregivers can sometimes arrive late to pick up their child		<p>Head Coach must have phone contact details for all parents/caregivers</p> <p>The head coach will remain with the children until all parents have arrived to pick them up</p> <p>The timing of activities will be reviewed and adjusted where possible to ensure pick up is at a reasonable time</p>	
<p>Other Factors:</p> <p>Personal behaviour</p>	This can increase risk if not supervised adequately	Parents/caregivers/children must be informed of the WTTA code of conduct by email/post on website/post in stadium and also verbally at the start of each series of sessions	Head Coach
Physical Environment	This can increase risk of injury if misused	<p>Children must not jump over the court barriers. Slide barriers across and step through.</p> <p>Head Coach must have phone contact details for all parents/caregivers in case of accidents/injury. Also advice of any medical conditions and allergies that the children participating in the sessions may have</p> <p>First aid kit available at the stadium</p>	Head Coach