

Safe Sport for Children



New Zealand Pony Clubs Association

Equestrian Sport

10/10/2016

Policy Statement

New Zealand Pony Clubs Association 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;
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. • our organisation 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. • promoting the health and welfare of children by providing opportunities for them to take part in sport safely;
2. • respecting and promoting the rights, wishes and feelings of children;
3. • promoting and implementing appropriate procedures to safeguard the well-being of children and protect them from harm;
4. • recruiting, training, supporting and supervising staff, members and volunteers to adopt best practice to safeguard and protect children from harm and to reduce the risk of allegations or complaints against themselves;
5. • requiring children, staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures;
6. • 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

Applying a child-centred approach where all children are treated equally and with dignity

- activities should be appropriate for the age and development of the children in your care
- ensure feedback to children is about their performance and not of a personal nature
- use positive and age-appropriate language when talking to children and in their presence.

Creating a safe and open working environment that also reduces risk to staff and volunteers

- exercise common sense
- do not send children off to train alone and out of sight and supervision
- ensure that children use appropriate protective gear
- ensure that all physical contact with children is relevant and appropriate to the activity
- seek permission to touch when doing the above
- do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years
- ensure that any filming or photography of children is appropriate
- explain the purpose and obtain consent (from parents/caregivers) prior to filming or photographing children
- request parental consent before transporting children in a vehicle - ensure that the vehicle is insured and has a current Warrant of Fitness and registration
- ensure you have parental consent to administer first aid if required
- do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances
- do not engage in communication with a child, on a one-on-one basis, through social media, texting or email, other than for relevant coach/athlete feedback or administration
- do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying)
- do not engage in any bullying activity.

Avoiding situations where you are alone with a child

- avoid private or unobserved situations, including being alone with a child in the changing rooms
- avoid entering changing rooms - if you must enter, knock and announce yourself and try to have at least one other adult with you
- avoid driving a child unaccompanied and do not invite or encourage children to your home
- always have another adult present when staying overnight anywhere with children
- do not share a room with a child, other than your own.

NZPCA will regularly monitoring and evaluating the implementation of this Policy and these procedures.

Code of Behaviour / Conduct

The New Zealand Pony Clubs Association Code of Conduct outlines behaviours that are expected of every person involved in our organisation, as well as identifying the types of behaviours that will not be tolerated. It applies to members, officials, adult supporters, coaches, instructors, spectators, family, friends, administrators and other members of our diverse pony club community. It applies to all NZPCA, National, Area, Club and Branch events and activities. The New Zealand Pony Clubs Association Code of Conduct supports everyone to have fun in a friendly and inclusive environment.

Our Values and Behaviours Respect and recognition

- I treat others as I would like to be treated
- I treat everyone with dignity, courtesy and respect
- I appreciate performances by all participants
- I value and recognise good behaviours and the contribution of all
- I communicate openly and provide constructive supportive feedback.

Caring

- I believe welfare of the horse is paramount
- I am considerate of others
- I encourage others to participate but I don't force the issue
- I never resort to verbal abuse, harassing behaviour, hostility or aggression.

Integrity

- I am open, honest and trustworthy
- I do what I say
- I am a Good Sport and encourage others to be the same
- I do not make any disparaging or belittling remarks about others
- I abide by the Code of Conduct.

Inclusion

- I support and help others
- I am flexible and responsive to people's needs
- I work collaboratively to achieve the best outcomes
- I encourage the participation of all regardless of ability, age, gender, sexual orientation, race, culture or religion
- I contribute towards an enjoyable and safe environment for all.

Our Responsibilities

Club Members

- Embrace and act in accordance with the Code of Conduct
- Role model and share your knowledge of this Code
- Consider and uphold the welfare of the horse in any activity in which you participate
- Raise situations that you think might be a breach of this Code with your Branch, Club or Area's officials
- Encourage others to raise their concerns.

Officials, Parents, Guardians, Coaches, Instructors, Administrators, Observers and Supporters

- Keep the Code of Conduct accessible for future reference
- Embrace and act in accordance with the Code of Conduct
- Role model and share your knowledge of the Code
- Lead by Example
- Raise situations that you think might be a breach of this Code with your Branch and / or Club or Area's officials
- Encourage others to raise their concerns
- Encourage an environment where others can raise their concerns
- Manage behaviour that is inconsistent with this Code.

Getting Advice

Your Club's officials are your most direct source of information and action

Recruitment and Training Processes for Staff and Volunteers

It is important that the best effort is made to ensure that appropriate people are working with children in our sport.

Position Profile – NZPCA Pony Club Coach NZPCA Pony Club Coach JD5.35

Title and reporting relationship

Position Title Pony Club Coach JD5.35 Reports to Branch, Club or Area Committee

Location As required

Author Education and Development Committee

Approver E and D Chairperson Approval

Date

Criteria

Sixteen years of age or older and either a Riding, Adult, Technical or a Life member of NZPCA. Have access to, read, and be familiar with the current editions of:

- The NZPCA Manuals 1, 2 and 3
- The NZPCA Resource Manual
- The NZPCA Certificate Syllabuses Booklet
- The NZPCA Rules relating to certificates and the disciplines

Appointment By Invitation/appointment (at the relevant level)

Term of Appointment As required by Branch, Club or Area Committee

Remuneration As negotiated by Branch, Club or Area Committee

Role / Purpose To Coach Pony Club Riding Members (includes those members without Ponies) in Riding and Horse Management to improve their technical and practical ability. To fulfil the requirements of NZPCA Health and Safety Policy

KEY TASKS:

- Coach as and when required as agreed by Branch, Club or Area
- Coach in accordance with the NZPCA Manuals and the texts listed above • Assist the Head/Chief Coach with lesson planning when applicable
- Carry out the gear inspection at rallies (or other events and activities if requested to do so).
- Ensure all members, their parents/caregivers are treated equally, with respect and to create opportunities for them all to achieve
- Be reliable, punctual and have a genuine interest in young people
- Ensure Rider record cards are signed off as required following coaching sessions as the cards hold the evidence of skills/knowledge gained for entry to Exams.
- Keep record of Coaching hours on coaches record card.
- Keep a record of Courses, clinics, seminars, workshops etc. on Coaches Record card

Coaching Record cards and Record of hours are available from Yvonne@nzpca.org



Position Profile – NZPCA Pony Club Coach NZPCA Pony Club Coach JD5.35

Commitment to Coach Development

Coaches are required to provide evidence (verified by the mentor, course facilitator or NZPCA National Coach) that they have undertaken two coach development activities annually. This could be by a range of methods for example: -

- Attend a NZPCA coaches course
- Enrol in an ECTP coaching program or complete a level
- Attend the NZPCA coaches conference
- Attend Sport NZ generic coaches courses
- Enlist the support of and work with a Sport NZ trained sports mentor
- Observe and report on NZPCA coaches course facilitated by a National Coach
- Observe and report on rider clinic/s taken by a National Coach
- Attend an examiner course and/ or updating examiner status
- Attend TD course/s and/ or updating
- Complete a Sport NZ coach mentor course
- Attended other courses or activities considered by NZPCA to be appropriate to coach development – prior approval needed
- Coach at rallies to provide knowledge and sharing between coaches during normally rally time, including observing other coaches

Qualifications and Experience

Recognition

Coaching qualifications from other equestrian organisations within New Zealand and overseas will be welcomed and recognised on verification of evidence.

Qualification

Coaches without coaching qualifications Enrolment in NZPCA's coach training program (ECTP) is strongly recommended.

Inexperienced Coaches

Coaches who have little or no coaching experience are welcomed. Before taking an individual or group session at Pony Club rallies, they must 'buddy coach' with a more experienced coach (preferably at the level of rider the new coach is expected to coach) until they and the head coach feel confident in their ability to do so. Coaches who have not coached before must, before taking an individual or group session at Pony Club, assist at a rally with an experienced coach and be observed coaching their intended ride.

Contact: The General Manager NZPCA P.O. Box 7537 Taradale, Napier 4141 Phone: 06 845 9336 x 720 Email: Samantha@nzpca.org

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Reviewed by: Education and Development Committee

Approved by: NZPCA Board Document Number: JD5.35

Complaint and Investigative process

Where concerns about poor practice or breaches of codes of conduct are reported

Poor practice involves actions that are contrary to the good practice guidelines stated above and increase the risk of harm to children.

- Stay calm, reassure the child, listen, keep questions to a minimum, record the information.
- Initial concerns should be discussed with your Health and Safety Officer or the Head/Chief Coach. The General Manager of NZPCA must be notified.
- Consider the allegation and where there is a legitimate concern provide a written notice to the individual(s) involved.
- Depending upon the seriousness of the poor practice, if it continues or there is repeated poor practice following a written notice, then enact disciplinary procedures. This may include expulsion from your NZPCA. In some cases, one instance of poor practice may warrant an immediate penalty which, in some cases, might be expulsion from NZPCA.
- Consider actions across all circumstances, for example, regular coaching and game situations, and overnight stays. Where harm in the form of physical or sexual abuse is suspected or reported the welfare and interests of the child are the first and paramount considerations.
- Ensure the child is safe from immediate harm
- Consult immediately with nominated CPO/person-in-charge
- As soon as possible, record accurately and appropriately the information received
- Records should be factual (not opinion or hearsay) and concise and include:
 - i. the nature of the allegation
 - ii. who noticed/disclosed the harm and their relationship to the child
 - iii. details of any witnesses
 - iv. signs and symptoms noted (including behavioural change)
 - v. any particular incidents with dates, times and places (if possible).

Where an allegation or complaint is frivolous, malicious or vexatious

There may be some instances where an allegation or complaint is made that, after investigation, is found to be frivolous, malicious or vexatious. Should this occur it may be necessary to take action against the person(s) who made the complaint.

Sample process for responding to suspected or disclosed harm in the form of physical or sexual abuse.

Harm suspected, witnessed, reported or disclosed

Ensure the child is safe from immediate harm

LISTEN to the child and reassure them

SITUATION ACTION CONSIDERATIONS

RECORD accurately and appropriately any information received/observed

CONSULT immediately with your Health and Safety Officer, Head/Chief Coach or person responsible for child safety . Notify the General Manager of NZPCA.

Do not formally interview the child or make any judgments or commitments you cannot keep.

Confidentiality is important. Avoid questioning the child beyond what they have already disclosed.

Record facts concisely including: • Type of harm • Signs and symptoms noted • Any particular incidents with dates, times and place • Any action taken

REPORT your concern to CYP or the Police

If alleged harm is by a staff member or volunteer

Follow the advice of CYP or the Police

Ensure there is no contact between the staff member or volunteer and the child

If alleged harm is by a nonstaff member

Follow the advice of CYP or the Police Ensure the child is in a safe place

A staff member or volunteer must be informed of any allegations against them. Be guided by the Police on this as each situation will be judged on its merits. Where there is a criminal offence the Police may want to notify the person. NZPCA may decide to stand the employee or volunteer down while the matter is being investigated.

Decide who will inform the parents and provide support to the family. Seek help from trained personnel in order to manage this process effectively.

Investigation by the Police

NZPCA's debrief – General Manager to manage

Note that there is a difference between a criminal investigation and an employment matter and that these must be kept separate.

Debrief will include decisions about the person's future role in NZPCA and a review of how the situation was managed and what changes to policy or safeguards need to be made.

Potential Disciplinary Outcomes

Outcomes of the investigative process.

- a satisfactory mediated outcome
- disciplinary action imposed for a breach of this policy
- no action taken due to a finding of no breach of the policy or insufficient evidence
- action against the complainant (or other person) due to a finding of frivolous, vexatious or malicious allegation
- referral to another agency.

Actions or penalties for breaching this policy

- written warnings;
- suspension of a person from a role they hold with NZPCA
- banning of a person from activities held by or sanctioned NZPCA
- a direction to complete a reasonable task i.e. letter of apology or corrective action
- referral of the matter to an appropriate authority i.e. CYP or Police.

Policy Review

- Policy review date :
- In the event of legislation changes this policy will be reviewed
- In the event of a serious harm incident this policy will be reviewed.
- NZPCA Board responsible for policy review
- Policy changes will be advised to all Branches, Clubs and Areas of New Zealand Pony Clubs association via email, newsletters and social media.