

# SAFEGUARDING POLICY FOR TE AWAMUTU AFC

## OVERVIEW

Te Awamutu AFC is committed to providing football in a fun, safe and respectful environment for all participants. We recognise children’s right to be free from all forms of abuse and acknowledge our duty of care to safeguard them. This policy outlines the actions Te Awamutu AFC will take to protect children and vulnerable adults and is in line with NZ Football guidelines.

## SCOPE

This policy applies to all Te Awamutu AFC employees, contractors or volunteers who have (or may have) *regular or overnight contact* with a child or vulnerable adult in the course of their duties. This includes coaches, team managers, match officials, volunteers and other club administrators (“club personnel”). *Regular* is defined as once per week, or at least 4 days per month.

## GUIDELINES

### What is “Safeguarding”?

Safeguarding is the term for the proactive measures we take to promote the welfare of children and vulnerable adults, prevent risk of injury or harm from taking place and being ready to respond if we’re concerned that harm may be happening. Identifying risks, taking measures to prevent and reduce those risks and having systems in place to respond to concerns are all part of Safeguarding. This policy outlines the measures Te Awamutu AFC will take to safeguard children and vulnerable adults and the process it will follow in the event of any concerns being raised. For further information about safeguarding you can refer to [NZ Football’s Guidelines for Safeguarding Children & Vulnerable Adults](#).

### Te Awamutu AFC protocols for Working with Children and Vulnerable Adults

WHAT WE’LL DO	WHAT WE WON’T DO
Make sure activities are age-appropriate	Send them off to train unsupervised or out of sight
Use positive and age-appropriate language	Engage in any intimate, overfamiliar or sexual relationships
Ensure physical contact is relevant and appropriate to the activity	Drink alcohol, smoke or use electronic cigarettes in their presence
Make sure any filming/photography is appropriate and gain their parents’/caregivers’ consent	Engage in one-on-one communication through social media, texting or email, other than for relevant coach/athlete feedback
Ensure that relationships take place within the boundaries of a respectful relationship	Intimidate, bully, humiliate, threaten or undermine them
Have another adult present when driving them or, if unavoidable, have them sit in the back	Shower, bathe or get changed in the same place as them

Have another adult present when staying overnight	Invite them back to your home without their parent/caregiver
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### Te Awamutu AFC protocols when transporting children or vulnerable adults

Te Awamutu AFC will ensure that club personnel who are transporting children or vulnerable adults will:

- Hold a full NZ driver's licence or approved equivalent
- Refrain from consuming alcohol or drugs (illegal or prescription where they might impair the driver's ability to drive safely) prior to or during the journey
- Ensure that any vehicles used have a current WOF, are appropriately insured and that passengers do not exceed the permitted maximum capacity
- Ensure that seat belts are worn
- Adhere to speed limits
- Gain the parents'/caregivers' written consent for their child or vulnerable adult to be transported in another adult's car
- Advise parents/caregivers of pick-up/drop-off locations and expected departure/arrival times
- Provide contact details of key staff to children and vulnerable adults, their parents and/or caregivers.

### Te Awamutu AFC protocols for billeting or other overnight accommodation

Te Awamutu AFC will adopt the following protocols to minimise risks for children or vulnerable adults whilst billeted or staying overnight at other types of accommodation (eg hostels, motels, backpackers etc):

- Te Awamutu AFC will ensure there are enough supervising adults to manage the group (a ratio of 1:10 is recommended for children 8-12 and 1:12 for children over 12).
- Te Awamutu AFC will ensure that supervising adults are aware of this policy and know who to contact with any concerns
- Te Awamutu AFC will outline expected standards of behaviour and advise children and vulnerable adults of who to contact if they feel unsafe
- Potential billeting hosts (and their households) will be police vetted and results reviewed before any child or vulnerable adult is billeted
- At least two children will be billeted together
- Rooms may be shared, but there will be no mixed-gender sharing or sharing with an adult
- Children will be given the privacy to get changed and use the bathroom
- Parents/caregivers will be given information about the hosts when billeting including who is in the household and contact details
- Parents/caregivers will be given contact details of the supervising adults

### Te Awamutu AFC protocols for safety checking club personnel

Te Awamutu AFC will ensure that all personnel who fall within the scope for this policy are police vetted. Individuals being vetted will access the [NZF Police Vetting System](#), complete an online form, view a short training module and provide their identification documents to Te Awamutu AFC Safeguarding Officer for online verification. This identity check provides an added layer of security. Police vetting will be repeated every 3 years.

Refusing to undertake police vetting (or not providing identity evidence) will result in ineligibility to work with children or vulnerable adults at Te Awamutu AFC

### Vetting Result

[NZ Football's Guidelines for Safeguarding Children & Vulnerable Adults](#) outlines the information that may be released by the police, who assesses the results, offences that result in automatic disqualification and the appeals process. The results of the vetting process are strictly confidential, and the only information that Te Awamutu AFC will have access to is:

- Month/year vetting form was processed
- Team the person is connected with
- Date of receipt of the vetting result and if appropriate the outcome of any appeals process.

Te Awamutu AFC acknowledges its duty of care to protect the personal information of those being vetted. All personal information will be treated confidentially in line with [NZ Football's Privacy policy](#).

### Te Awamutu AFC protocols for handling any allegations of suspected abuse

Te Awamutu AFC will respond to allegations of suspected child or vulnerable adult abuse in a manner which ensures the child's or vulnerable adult's safety is the first and paramount consideration. This includes any instances where an allegation is made against Te Awamutu AFC personnel.

All concerns will be reported to the designated Safeguarding Advisor at WAIBOP Federation or to the NZF Safeguarding Manager. Contact details are available on the WAIBOP website and the [NZF website](#), where there is a flowchart which outlines the process to follow if abuse is suspected. The NZF and Federation Safeguarding team will then advise Te Awamutu AFC on next steps.

All concerns or allegations of sexual abuse, or if an immediate response is required to ensure the child's or vulnerable adult's safety will be reported immediately to the NZ Police.

This policy was adopted by Te Awamutu AFC on 15 March 2024.