

# COOK ISLANDS GYMNASTICS FEDERATION

## CHILD SAFE POLICY



<b>Policy Name:</b>	<b>CHILD SAFE POLICY</b>
<b>Date of Approval:</b>	<b>5<sup>th</sup> May 2020</b>
<b>Policy Coverage:</b>	<b>Business</b>
<b>Date of Next Review:</b>	<b>May 2021</b>

### Introduction

The Cook Islands Gymnastics Federation (CIGF) sets out its vision, mission and values as follows:

**Vision:** The sport for every BODY – Te tarekareka no te katoatoa

**Mission:** Leading the way to healthy living for our people and encouraging easy movement through gymnastics.

**Core Values:** | **Respect** | **Excellence** | **Fun** | **Unity**

### Position Statement

CIGF is committed to protecting the safety and wellbeing of children.

We uphold the rights and obligations of the United Nations Convention on the Rights of the Child and are dedicated to protecting children from harm, exploitation and abuse. Through the identification and management of risks that may lead to harm of children, CIGF aims to provide the safest possible environments for any children with whom it works. We encourage child-safe practices within our organisation with the aim of children experiencing zero harm as a result of our programs.

### 1. Policy Overview

The Cook Islands Gymnastics Federation understands that it has a fundamental duty of care towards protecting children engaged within its programs and activities and is committed to the safety and protection of children from all forms of abuse and exploitation. This Child Safe Policy recognises that children can be extremely vulnerable, especially in situations of poverty and/or humanitarian crisis or conflict and need to be protected.

CIGF will use a risk management approach to minimise the likelihood of child abuse and provide clear and practical guidelines for volunteers and authorised representatives responding to child abuse and managing complaints.

This Policy has been developed to adhere to international standards such as the United Nations Convention on the Rights of the Child as well as the New Zealand Government's Children's Action Plan and Vulnerable Children Act 2014. This Policy operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under The Cook Islands Family Protection and Support Act 2017 and National Policy Framework for Children 2017 – 2021. This Policy should be seen as a component of the broader ethical framework and Code of Conduct of CIGF. Disciplinary processes are a means to establish and maintain an ethical, efficient and effective organisation and should not be seen in isolation from the overall goals of the organisation.

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## 2. Purpose

This Child Safety Policy aims to achieve the following:

- To protect children engaged in The Cook Islands Gymnastics Federation's programs from all forms of harm, exploitation and abuse, by adopting a goal of children experiencing 'zero harm' as a result of our programs. This will be achieved by identifying and managing the risks associated with working with children, and ensuring that internal procedures are in place and known by volunteers for handling complaints related to child protection;
- To protect CIGF volunteers and representatives from undue suspicion, incorrect or malicious allegations of misconduct by having a clear and transparent reporting system; and
- To protect CIGF's organisational integrity and reputation, as well as that of its partners, by deterring child sex offenders with a sound Child Safe Policy and related procedures.

This policy outlines

- definitions of child abuse and other relevant terms;
- child protection legislation, conventions and guidelines;
- CIGF's set of commitments to child safety;  
CIGF's risk management approach to minimising the likelihood of child abuse and exploitation;
- CIGF's Code of Conduct governing interaction with children
- CIGF's practical reporting procedures and response mechanisms.

## 3. Scope

This Policy applies to:

CIGF which any volunteer located in on or offshore (including those attached to other organisations), contractors, sub-contractors, travelling board members, programme participants (ie. volunteers, scholarship holders, trainers, group leaders and facilitators) and/or any accompanying dependants and other family members.

## 4. Definitions

**Child** means every person below the age of 18.<sup>1</sup> This Policy uses the United Nations Convention on the Rights of the Child definition of a child, being any person under the age of 18, regardless of whether a nation's laws recognise adulthood earlier.

**Child abuse** is the physical, sexual, emotional mistreatment or neglect of a child resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

**Child protection** is an activity or initiative designed to protect children from any form of harm, particularly harm arising from abuse, neglect or exploitation.

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<sup>1</sup> As defined by the Convention on the Rights of the Child (United Nations, Article 1).

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**Physical abuse of a child** is when a person purposefully injures or attempts to injure a child from an interaction or lack of interaction which is reasonably within the control of a person in a position of responsibility, power or trust over the child. This may take the form of slapping, punching, shaking, kicking, burning, shoving, grabbing or choosing not to assist a child when a situation is causing them physical pain. There may be a single incident or repeated incidents.

**Emotional abuse of a child** is any action that is not physical but that has a negative effect on the social, intellectual or emotional development of a child. Emotional abuse is categorised loosely as the chronic behavioural pattern directed at a child whereby a child's self-esteem and social competence is undermined or eroded over time. It can take the form of name-calling, threatening, belittling, ridiculing, intimidating, isolating, ignoring or other non-physical forms of hostile or rejecting treatment towards the child.

**Neglect of a child** is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, education, supervision emotional development and/or protection from foreseeable harm in the context of resources reasonably available to the family or caretakers of the child and to the extent that the child's health and/or development are at risk.

**Sexual abuse of a child** is when a person who is in a position of responsibility, trust or power over a child involves the child in sexual activity which is intended to gratify or satisfy the needs of the other person and which the child does not fully comprehend, is unable to give informed consent to, or is not developmentally prepared and cannot give consent. This can include contact acts (such as rape or sexualized touching) or non-contact acts (such as exposure to pornography or taking sexualized photographs of the child).

**Domestic violence** is a pattern of assaultive and/or coercive behaviours conducted within the family environment or domestic (home) environment which can include physical abuse, sexual abuse, emotional abuse and/or economic coercion.

**Child Exploitation** is when a child is used in work or other activities for the benefit of others. This includes, but is not limited to, the **commercial sexual exploitation of children** whereby a child is sexually abused in return for cash or for kind and **child labour** whereby a child is forced to work or perform other acts to an extent detrimental to the child's physical, social or mental development.

## **Guiding Principles of this Policy**

This Policy is based upon the following guiding principles:

- **Zero tolerance** of child abuse;
- Recognition and promotion of children's **best interests**;
- Sharing **responsibility** for child protection;
- Use of a **risk management** approach to prevent any form of child abuse; and
- **Immediately report and respond** to all incidents of child abuse.

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## The Cook Islands Gymnastics Federation's Commitments

CIGF is committed to implementing and maintaining child protection measures to the highest standard. These include:

- In all contracts involving CIGF, all parties agree to abide by the requirements of this Policy;
- Child safety risks are included in all project and activity risk assessments;
- Culturally specific issues relevant to child protection will be incorporated into project specific risk management strategies, training and response procedures;
- Preventative child protection measures are implemented to the highest standard;
- Comprehensive child-safe recruitment and screening processes are employed;
- Training in safe guarding children is regularly provided to relevant CIGF employees and representatives;
- A Child Safe Code of Conduct exists and is understood and signed, wherever applicable, by all CIGF employees and representatives that are bound by it;
- Clear and current reporting procedures exist and are known by CIGF employees and representatives;
- National laws and processes and local resources are taken into account within reporting and response mechanisms;
- No person is permitted to work with children if they pose an unacceptable risk to children's safety or wellbeing;
- All employment contracts involving CIGF outline that CIGF has the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct; and
- The highest levels of confidentiality and sensitivity are employed pending an official investigation of an incident.

## **5. The Child Safe Code of Conduct**

### **Acceptable Behaviours**

Cook Islands Gymnastics Federation personnel shall:

- 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 their home, unless they are at immediate risk or injury or in physical danger;
- Not sleep close to unsupervised children unless absolutely necessary, in which case they must obtain their 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;

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- 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 Cook Islands 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 their association with Cook Islands Gymnastics Federation that relate to child exploitation and abuse;
- Conduct themselves in a manner appropriate with their position representing CIGF in all their dealings with children;
- Immediately raise concerns regarding a child's safety or wellbeing in accordance with CIGF's Reporting Procedures and observe procedural fairness when engaged in decision-making;
- Be visible when working with children and, wherever possible, ensure that another adult is present when working in the proximity of children;
- Listen to children and allow them to be engaged in decisions that may affect them;
- Follow organisational policy and guidelines regarding the safety of children.

## **Unacceptable Behaviours**

Cook Islands Gymnastics Federation personnel shall not:

- Use language or demonstrate behaviour towards children that is inappropriate, harassing, abusive, demeaning, sexually provocative, or culturally insensitive;
- Engage children in any form of activity that is demeaning, offensive, sexually provocative, abusive or culturally inappropriate or insensitive;
- Engage children in any form of sexual activity or acts, including paying for sexual services or acts;
- Invite unaccompanied children into their home, unless they are at immediate risk of injury or in physical danger;
- Access child pornography through any medium;
- Sleep close to unsupervised children unless absolutely necessary, in which case they must obtain their supervisor's permission, and ensure that another adult is present if possible;
- 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;
- Exclude or favour a particular child;
- Touch a child in an inappropriate or culturally insensitive manner. Personnel in direct medical care positions are to follow Australian and/or overseas industry best practice guidelines.

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## 6. The Photograph Policy for Using Children's Images

When photographing or filming a child for work related purposes, CIGF personnel must:

- Assess and comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- Obtain legitimate informed consent from the child and a parent or guardian of the child. As part of this an explanation as to how the photograph or images will be used must be given before photographing or filming a child;
- 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 label, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing in any form; and/or
- Ensure images of children available for public use do not reveal any identifying information.
- Use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

## 7. Reporting and Incident Response

### Reporting Child Abuse

Any suspicion or disclosure of child abuse must be immediately reported to the CIGF Child Safety Officer. All incidents will be reported and managed in accordance with the guidelines below and **Appendix 3 for the CIGF Procedure for Handling Allegations of Child Abuse. (Refer also to Appendix 2 The CIGF Child Protection Incident Reporting Sheet).**

### Guidelines for responding to Child Abuse Allegations

1. The Cook Islands Gymnastics Federation takes all allegations of child abuse by CIGF personnel, seriously;
2. All allegations will be thoroughly investigated; and
3. Where an incident has been reported the following procedures will be followed:

### For non-critical incident allegations

A non-critical allegation of child abuse is one which does not pose immediate risk to a child supposing the allegation was true. These incidents may well be critical in nature but the time frame for responding is not as immediate; an example is accessing child pornography.

1. The incident will be documented and investigated in accordance with **Appendix 3 the CIGF Procedure for Handling Allegations of Child Abuse;**
2. The incident will be investigated with full respect for the privacy of the accused and the alleged victim and information will be dispersed on a "need to know" basis with the primary concern being the rights and welfare of the people involved;
3. The accused person will be given an opportunity to express their views/opinions/version of facts;

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4. The views of the alleged child victim will be considered in light of the documented evidence that children rarely lie about abuse; and
5. Where the incident is reasonably proven to have occurred, appropriate disciplinary measures will be taken, including, but not limited to:
  - Warning; and/or
  - Suspension; and/or
  - Dismissal.

The disciplinary measure will depend on the nature and severity of the offence and will be at the discretion of the CIGF President and will be fully documented and reported to CIGF's Board.

## **For critical allegations**

A critical allegation is an allegation whereby there may be an immediate risk to the welfare of a child should the allegation be found true – an example is inappropriate sexual activity.

1. Where the allegation involves a violation of either the laws of the country in which the incident occurs or the laws of Cook Islands, the incident will immediately be reported to appropriate authorities and the person will be suspended from employment pending an investigation;
2. The incident will be documented and investigated in accordance with **Appendix 3 the CIGF Procedure for Handling Allegations of Child Abuse**;
3. All efforts will be taken to ensure the confidentiality and rights of the accused person and information related to the incident will only be shared on a “need to know basis”;
4. If the incident involves a breach of the Code of Conduct (but is not a violation of national laws), the accused person may be suspended pending an investigation;
5. where a breach of the Code of Conduct is found to have occurred, all circumstances will be considered and the appropriate action will be taken;
6. where an allegation is found to be false or unfounded, all efforts will be taken to ensure the rights of the accused person are upheld;
7. Where allegations amount to a violation of laws of Cook Islands, privacy will no longer be applicable unless deemed necessary to uphold the rights of the victim.
8. Where appropriate in investigations, CIGF will consider and take into account legal advice as well as advice from any responsible authorities.

## **8. Recruitment and Reference Checking**

The Cook Islands Gymnastics Federation will not knowingly permit any person to be employed or engaged as a volunteer if they pose an unacceptable risk to children.

All job advertisements for The Cook Islands Gymnastics Federation will include the following message:

*“The Cook Islands Gymnastics Federation is a child safe organisation and will ask all applicants to undergo our child safe recruitment procedures and sign our Child Safe Policy Statement of Commitment. All volunteers must sign and agree to conform to the Child Safe Policy and Code of Conduct.”*

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In addition:

- All new CIGF personnel are required to provide an appropriate current police check (criminal record check). They must include police checks for overseas countries if they have worked or lived overseas for any period longer than one year in the last ten years.
- At least two verbal reference checks with former employers / referees will be conducted. Verbal referees cannot include partners, spouse and/or other relatives. 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. Referees will be asked whether they hold any concerns about the applicant, or if complaints were made about the applicant, in connection with working or having contact with children.
- New personnel will be required to provide written disclosure regarding whether they have been charged with child exploitation offences in the past.
- Applicants are required to provide documentation to prove their true identity.
- The interview process for candidates at CIGF will include behaviour based interview questions that relate directly to working with children to probe the applicant's attitude, experience and approach to working with children relevant to the post applied for. Where appropriate, questions may 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?
- When do you think it is appropriate to spot a child doing a gymnastics skill?
- Can you suggest some strategies to protect the coach and child when spotting gymnastics skills?
- What would you do if a parent was late in arriving to collect their child?
- Describe a time when you had to manage a child whose behaviour you found challenging?
- Tell us about a time when you had to comfort a distressed child?

## 9. Child Safe Education and Training

Child Safe training, including topics such as awareness raising and reporting processes will be provided to all Cook Islands Gymnastics Federation personnel.

- All volunteers and members of CIGF will be required to undertake an OGU approved Online Child Protection Training Course and provide the certificate as proof of completion.
- The topics covered in the OGU approved course would normally include:
  - What child abuse is
  - Your right and responsibilities under child protection laws
  - How the laws apply to sporting organisations, clubs, their employees and volunteers
  - When, where and how to report incidents
  - How to establish a welcoming and inclusive environment at your club or organisation

The CIGF Child Safety Officer in collaboration with is responsible for organising child safe training for CIGF.

All new CIGF personnel will receive:

- A Child Safe Policy induction by the CIGF Child Safety Officer. The induction should include a discussion regarding the responsibility of CIGF and the individual, to build and maintain a child-safe organization, and appropriate behaviour when interacting with children or child-sensitive material.
- A copy of CIGF's Child Safe Policy and associated procedures.

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## Declaration of Commitment

All personnel must commit to the policy by signing in the spaces provided in the table below at the same time as signing their employment contract with The Cook Islands Gymnastics Federation or at the time that they become involved in CIGF programs and activities. A copy of signed policies will be kept on file by CIGF according to their Privacy Policy and record keeping procedures. The declaration (and the entire policy if possible) should be translated for those who do not speak English. If personnel are not literate, they will need to be read the content.

By signing this document, I indicate my understanding and acceptance of the provisions outlined within the document. I understand my legal and ethical obligations as detailed within the document. I understand that a breach of this Policy and/or Code of Conduct may provide grounds for my employment with The Cook Islands Gymnastics Federation (CIGF) to be terminated. I also understand that a breach of this Policy and/or Code of Conduct could result in criminal prosecution.

I declare that:

- I have read and understand CIGF's Child Safe Policy.
- I will work within the procedures as laid out in CIGF's Child Safe Policy.
- I will report any suspected child abuse by others immediately
- I have not been accused or convicted of any offence involving physical or sexual abuse of children or young people.
- I understand that if a complaint is brought against me regarding the abuse of children whilst I am engaged in CIGF activities, the allegation will be thoroughly investigated in cooperation with the appropriate authorities.
- I understand that it is my responsibility as a person engaged by CIGF to avoid actions or behaviours that are abusive or exploitative of children or actions that could be construed as such.
- I authorise CIGF to undertake any necessary enquiries, including criminal record checks and reference checks as part of my appointment and recruitment process.
- I confirm my willingness to participate in CIGF training sessions on child safe guarding.

Date	Name	Position	Signature

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## APPENDICES

- Appendix 1: Child Protection Incident Reporting Sheet
- Appendix 2: Procedure for Handling Allegations of Child Abuse
- Appendix 3: Child Safety Risk Register
- Appendix 4: Disciplinary Measures for Volunteers should the Child Safe Code of Conduct be breached
- Appendix 5: Volunteer/Intern/Work-Experience Agreement

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## Appendix 1: Child Protection Incident Reporting Sheet

### COOK ISLANDS GYMNASTICS FEDERATION CHILD PROTECTION INCIDENT REPORTING SHEET

Please fill out as many sections as possible with as much detail as you can. This form is confidential.

Location:
Your name:
Your position:
Child's name:
Age/date of birth:
Child's address (if known):
Name of Parents/guardians/carers and addresses (if known):
Date and time of incident:
Volunteer involved in incident (if any):
Place where incident occurred:
Your observations:
Details of Concern/ Suspicion/ Incident: Describe what happened: time, dates, names of person(s) involved, behaviour or physical signs observed, any other details:

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Details of any conversation with the child:	
Action taken so far (if any):	
External agencies contacted (date and time)	
The CIGF Child Safety Officer:	Name and contact number: Details of advice received:
Police: Call 999 for emergencies Or call 22499 for non-emergencies Yes/no	If yes – which station: Name and contact number: Details of advice received:
Social services: Yes/no	If yes – which one: Name and contact number: Details of advice received:
Local authority:	If yes – which authority: Name and contact number: Details of advice received:
Other:	Which organisation: Name and contact number: Details of advice received:
Signature: Print name: Date:	

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## Appendix 2: Procedure for Handling Allegations of Child Abuse

**If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 999.**

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with CIGF in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

### Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

### Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the Internal Affairs. You may need to make a report to both.
- Contact The CIGF Child Safety Officer who will assist in managing the situation.
- Contact the Internal Affairs or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the President of CIGF so that he or she can manage the situation.

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## Step 3: Protect the child and manage the situation

- The President will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is in paid employment with CIGF.
- The President will consider what services may be most appropriate to support the child and his or her parent/s.
- The President will consider what support services may be appropriate for the alleged offender.
- The President will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

## Step 4: Take internal action

- Up to three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the Internal Affairs)
  - a disciplinary or misconduct inquiry/investigation (conducted by CIGF).
- Regardless of the findings of the police and/or Internal Affairs investigations, CIGF will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- The President of CIGF will consider all information relevant to the matter – including any findings made by the police, the Internal Affairs and/or court – and then set out a finding, recommend actions and the rationale for those actions.
- If disciplinary action is recommended, we will follow the procedures set out in Clause 7 of the Cook Islands Gymnastics Federation Child Safe Policy.
- We will provide the relevant government agency with a report of any disciplinary action we take, where this is required.

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## Contact details for advice or to report an allegation of child abuse

### If the threat to the child or parent is immediate:

- Police - Call 999 for emergencies
- Internal Affairs - 29370

### If threat is not immediate or support is needed:

- Police - Call 22499 for non-emergencies
- Internal Affairs - 29370
- Cook Islands Women's Counselling Centre, Punanga Tauturu Inc - Call 21133

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## Appendix 3: Child Protection Risk Register

<b>Risk Register Owner</b>	<b>THE COOK ISLANDS GYMNASTICS FEDERATION BOARD</b>
<b>Approved by</b>	<b>THE COOK ISLANDS GYMNASTICS FEDERATION BOARD</b>
<b>Issue Date</b>	<b>5<sup>th</sup> May 2020</b>
<b>Review Date</b>	<b>May 2021</b>

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<u>Activity Type</u>	<u>Risks to Children</u>	<u>Protocols/procedures to reduce risks to children</u>	<u>Who will be responsible for strategies/action taken? By when?</u>
Some gymnastics skills require coach assistance in the learning phase	<ul style="list-style-type: none"> <li>• Coach could make inappropriate physical contact with children</li> </ul>	<ul style="list-style-type: none"> <li>• Code of conduct explains what touching and coaching behaviour is acceptable</li> <li>• Coaches and gymnasts are educated about what touching an coaching behaviour is acceptable</li> <li>• Strict supervision rules include ensuring adults are not alone with children</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Codes of conduct created</li> <li><input type="checkbox"/> Supervision Rules created</li> <li>* To Be Reviewed Annually</li> <li>- Ongoing Coach Training to be conducted</li> </ul>
A child may not be collected after the gymnastics training session as planned	<ul style="list-style-type: none"> <li>• Adult and child may be alone together</li> <li>• Child may be left alone inside or outside without volunteer being aware</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision rules explain collection requirements and who will look after children collected late</li> <li>• Ensure adequate adult/child ratios at all time for supervision</li> <li>• At least two adults should attend any child contact Activity</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervision Rules created</li> <li><input type="checkbox"/> Child Safe Policy created</li> </ul>
Children may walk home late at night from activities	<ul style="list-style-type: none"> <li>• Child may be abducted</li> <li>• Child may be injured / hit by a car</li> </ul>	<ul style="list-style-type: none"> <li>• The members will be consulted to determine appropriate strategies to ensure children do not walk home late at night unaccompanied by an adult.</li> <li>• Timing of activities will be reviewed and adjusted</li> <li>• Volunteer who organise the activity must ensure participants have safe transportation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervision Rules created</li> <li><input type="checkbox"/> Child Safe Policy created</li> </ul>

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<p>A child may say that he/she does not want to go home with their parent</p>	<ul style="list-style-type: none"> <li>• Child may be experiencing harm at home</li> </ul>	<ul style="list-style-type: none"> <li>• Ask child for reason</li> <li>• If answer suggests harm to child from someone at home, report to relevant authorities</li> <li>• If not, discuss with parent</li> </ul>	<p><input type="checkbox"/> Child Safe Policy created - All</p>
<p>Toilets / changing rooms</p>	<ul style="list-style-type: none"> <li>• Children may change clothes where change rooms are unsupervised and open to the public</li> <li>• Toilets may be isolated / out of sight</li> <li>• Toilets may be public facilities that other people can access</li> </ul>	<ul style="list-style-type: none"> <li>• Create a “curtained” area for changing if necessary</li> <li>• Encourage children to change / toilet prior to / after class with parents</li> <li>• Keep children in same-sex groups if necessary</li> <li>• Plan toilet breaks where children go in groups</li> <li>• Educate children to stay in a group and avoid speaking to strangers in the change room</li> </ul>	<p>- Coaches <input type="checkbox"/> Child Safe Policy created</p>
<p>Supervising a large group of children is challenging</p>	<ul style="list-style-type: none"> <li>• Responsible adult may resort to violence/physical force, abusive, shaming, humiliating or other harmful discipline methods to control group</li> <li>• Group behaviour may get out of control and lead to risky behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Educate responsible adults in positive discipline strategies</li> <li>• Provide a support person for Leaders</li> <li>• Split large groups into more manageable sizes</li> <li>• Educate children about their rights and acceptable disciplinary methods</li> <li>• Work with children to brainstorm and then implement methods of discipline that are not abusive</li> <li>• Have a child friendly reporting system, eg. a letterbox that children can put suggestions/complaints into (either in words or in the form of a drawing). Create reporting cards for children to utilise (picture form for young children)</li> </ul>	<p><input type="checkbox"/> Codes of conduct created <input type="checkbox"/> Supervision Rules created - Coaches <input type="checkbox"/> Child Safe Policy created</p>

## COOK ISLANDS GYMNASTICS FEDERATION CHILD SAFE POLICY

<p>Venue may be open / difficult to supervise exits</p>	<ul style="list-style-type: none"> <li>• Children may wander away from the training area</li> <li>• Strangers may enter</li> </ul>	<ul style="list-style-type: none"> <li>• Rules explain what area gymnasts can use at training</li> <li>• Rules are taught and reinforced with gymnasts (including through games)</li> <li>• Parents are encouraged to stay and assist with supervision of entries and exits</li> <li>• Smaller ratios of adults to children may be applied where necessary (and with younger age groups)</li> </ul>	<p><input type="checkbox"/> Supervision Rules created</p> <p><input type="checkbox"/> Child Safe Policy created</p>
<p>Gymnastics attire may be revealing</p>	<ul style="list-style-type: none"> <li>• Families from some cultures may be offended by attire and choose not to attend / continue attending gymnastics</li> <li>• Photos may be taken of gymnasts and used inappropriately</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Allow modifications to traditional gymnastics attire for competition where appropriate (and includes these allowances in policy)</li> <li>• International standards for gymnastics attire are applied as a minimum</li> <li>• Spectators are requested not to take photos without prior permission</li> <li>•</li> </ul>	<p><input type="checkbox"/> Child Safe Policy created</p>
<p>Inappropriate person volunteers for supervision duty</p>	<ul style="list-style-type: none"> <li>• Volunteer could make inappropriate physical contact with children / abuse children</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Care must be taken in recruitment selection</li> <li>• Only allow people who have passed a rigorous screening process to supervise children</li> </ul>	<p><input type="checkbox"/> Child Safe Policy created</p>
<p>Volunteer takes an inappropriate interest in one child</p>	<ul style="list-style-type: none"> <li>• Volunteer could make inappropriate physical contact with children / abuse children</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Volunteer code of conduct and appropriate behaviour is reinforced to all volunteers</li> <li>• Supervisor/manager etc to closely monitor situation</li> <li>• Volunteers demonstrate to children that their concerns and opinions are listened to</li> </ul>	<p><input type="checkbox"/> Child Safe Policy created</p> <p><input type="checkbox"/> Codes of conduct created</p>

## COOK ISLANDS GYMNASTICS FEDERATION CHILD SAFE POLICY

		•	
Gymnastics is a sport with risks involved	<ul style="list-style-type: none"> <li>• Child could be injured in an accident</li> <li>• Coach could be injured leaving children unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>• All coaches are appropriately trained in gymnastics coaching</li> <li>• A first aid trained coach or volunteer is available at all times</li> <li>• Strict supervision rules are adhered to (including ensuring that more than one adult be present during training)</li> </ul>	- Ongoing First Aid & Coach Training to be conducted
Using gymnastics equipment involves risk	<ul style="list-style-type: none"> <li>• Equipment may fail, causing gymnast or coach to fall / injure themselves</li> <li>• Gymnast may use equipment inappropriately and injure themselves</li> </ul>	<ul style="list-style-type: none"> <li>• Regular equipment safety checks are conducted</li> <li>• Coaches are trained in safe use of equipment</li> <li>• Gymnasts are trained in safe use of equipment</li> <li>• Strict supervision rules are adhered to</li> <li>• MRC (Managing the Risks of Coaching) online training</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing Coach Training to be conducted</li> <li><input type="checkbox"/> Supervision Rules created</li> <li>- MRC online training provided to coaches</li> </ul>
Competitive sport attracts / creates competitive coaches, parents and athletes	<ul style="list-style-type: none"> <li>• Coach may push gymnasts too hard</li> <li>• Gymnasts may display aggression to others</li> <li>• Parents may abuse coaches, other gymnasts or judges</li> </ul>	<ul style="list-style-type: none"> <li>• Codes of conduct outline expectations of coaches, judges, gymnasts, parents, volunteers etc.</li> <li>• A caring culture is developed in which respect for all individuals is valued</li> <li>• Volunteers emphasise other aspects of sport such as enjoyment, team work, sportsmanship and skill development</li> <li>• Develop a selection policies for competitive teams</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Codes of conduct created</li> <li><input type="checkbox"/> Selection Policy for in-country teams to be developed by Head Coach</li> </ul>

## COOK ISLANDS GYMNASTICS FEDERATION CHILD SAFE POLICY

<p>Some participants may have cultural differences to others</p>	<ul style="list-style-type: none"> <li>• Gymnasts may be teased or bullied</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Develop a culture, which is flexible and supportive of people from a diverse range of backgrounds</li> <li>• Focus on inclusion, team camaraderie and developing skills.</li> <li>•</li> </ul>	<p>All</p>
<p>Some participants may have disabilities</p>	<ul style="list-style-type: none"> <li>• Gymnasts may be teased or bullied</li> <li>• Gymnasts may choose not to attend training</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Find practical ways to include people of all abilities in the sport at a level of their choice whilst still maintaining the integrity of the activity</li> <li>• Provide a range of options (e.g., options that are only for people with disability and options that are for everyone, but happen to include people with disability with some modifications)</li> <li>• Volunteers undertake MIG (Managing Inclusive Gymnastics) training</li> <li>•</li> </ul>	<p>- MIG online training provided to coaches</p>
<p>Participants may come to training with illness, infectious disease or injury</p>	<ul style="list-style-type: none"> <li>• Injury may be made worse</li> <li>• Others may catch illness / disease</li> </ul>	<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Policy developed</li> <li>• “make-up” sessions offered for those missed</li> </ul>	<p><input type="checkbox"/> OH&amp;S Policy to be developed</p>

# **COOK ISLANDS GYMNASTICS FEDERATION CHILD SAFE POLICY**

## **Appendix 4: Disciplinary Measures for Volunteers should The Child Safe Code of Conduct Be Breached**

CIGF envisages that your internship with us will last for the entire duration of the agreed Term. However, if at any time during the term of your internship:

- a) You commit an act of serious misconduct;
- b) You neglect to give your whole work time and personal attention to the performance of your duties or absent yourself from the duties without leave except in the case of illness or accident; or
- c) You disobey or neglect any CIGF lawful and/or reasonable orders or directions;

CIGF reserves the right to dismiss you immediately on the grounds of dishonesty, criminal conviction, or conflict of interest. CIGF considers this action as a last resort and will engage with you in a frank and upfront manner to discuss the intended action.

# COOK ISLANDS GYMNASTICS FEDERATION CHILD SAFE POLICY

## Appendix 5: Volunteer/Intern/Work-Experience Agreement

Cook Islands Gymnastics Federation (CIGF) is pleased to confirm your engagement as a volunteer / unpaid intern / unpaid work experience student **[SELECT ONE]**. This agreement has been developed to ensure that volunteer workers, in any capacity, fully understand their role, rights and responsibilities.

This agreement will detail the parameters under which you agree to volunteer your services.

The following details the tasks that you will be performing as a volunteer with CIGF.

**Role:** **[insert position title]**  
**Duration:** **[insert start and end dates for engagement]**  
**Objectives:** **[insert objectives to be achieved]**  
**Location:** **[insert primary location]**  
**Days Required:** **[insert days required]**  
**Hours:** **[insert hours per day]**  
**Supervisor:** **[insert name and position title]**

Please contact your supervisor or lead coach in the first instance if you wish to discuss any volunteer related matters or issues that may arise.

Cook Islands Gymnastics Federation recognises that the primary beneficiary in unpaid intern and unpaid work-experience engagements is the individual. Please contact your supervisor or lead coach if you feel that appropriate learning opportunities or professional development are not being provided. **[DELETE IF NOT APPLICABLE]**

**Duties and Responsibilities:** The volunteer shall carry out the duties as outlined in the Position Description. Should the volunteer move into another volunteer position or program, you will be given a position description for the new area. You will need to acquaint yourself with the organisations policies and procedures and work within these requirements and structure. You will be required to abide by all policies set by the organisation.

### Internship/Work Experience

CIGF understands that as a student, you have external commitments. **As a result, you are required to work for the days and times agreed by you, your Institution and CIGF.**

**Dress Code:** **[insert dress code if applicable]**

**Induction:** To ensure that all our volunteers understand their rights, responsibilities and obligations, you will be required to complete the CIGF induction process.

**Training:** To ensure you are able to fulfill the requirements of your role, you will be provided with training in the use of all equipment (if applicable) with which your volunteer work is connected and your obligations under work health and safety legislation

# COOK ISLANDS GYMNASTICS FEDERATION CHILD SAFE POLICY

**Safety:** CIGF is committed to providing a safe working environment for all and takes all reasonable measures to ensure your safety is protected at all times. CIGF will work closely with your Institution to ensure your safety is preserved.

## **Business Opportunity**

You agree to not withhold from CIGF any opportunity or advantage that may arise during the course of your internship, nor will you use or keep for your sole benefit or the benefit of any other party any information, knowledge or resource to which CIGF is entitled unless CIGF agrees in writing

**Policies and Procedures:** You are required to comply with all policies and procedures of CIGF as advised and amended from time to time. Once you sign this Agreement, you are bound to follow all CIGF policies, as outlined under the CIGF Constitution. CIGF has policies and procedures that are formulated for the efficient and fair administration of all operational employee matters (including volunteers/interns) and its business.

## **Privacy/Confidential Information**

During and after termination of your engagement with CIGF, you:

1. must not disclose, or attempt to disclose, any confidential information relating in any way to CIGF;
2. must not use, or attempt to use, confidential information in any manner which will or may cause or be calculated to cause injury or loss to CIGF;

unless you have the prior written consent of CIGF or are legally required to do so.

Confidential information includes but is not limited to member details, price lists, costings, supplier details, manuals, financial details, product details, advertising material, promotional and marketing plans, training documentation or formats, sales management systems, software, construction, development, operation, specifications, procedure, information systems, computer/ network/ system passwords or other trade or business secrets. It does not include information and knowledge which has come into the public domain, other than by breach of this Agreement.

**Health and Safety:** You are required to perform your duties in a safe manner, ensuring that you do not undertake any activity which may cause injury to yourself, customers or your co-workers. This includes following health and safety guidelines and procedures as instructed by the CIGF Board. Should you have an injury at work or see damaged equipment, you must immediately advise the appropriate Health and Safety personnel and/or the Board.

You are required to comply with all reasonable instructions to protect your own health and safety and the health and safety of others.

## **Termination of Internship**

CIGF envisages that your internship with us will last for the entire duration of the agreed Term. However, if at any time during the term of your internship:

# COOK ISLANDS GYMNASTICS FEDERATION CHILD SAFE POLICY

- a) You commit an act of serious misconduct;
- b) You neglect to give your whole work time and personal attention to the performance of your duties or absent yourself from the duties without leave except in the case of illness or accident; or
- c) You disobey or neglect any CIGF lawful and/or reasonable orders or directions;

CIGF reserves the right to dismiss you immediately on the grounds of dishonesty, criminal conviction, or conflict of interest. CIGF considers this action as a last resort and will engage with you in a frank and upfront manner to discuss the intended action.

## Acceptance of the Agreement/Confirmation

I, < insert name > having read and agreed to these terms and conditions of this CIGF Internship Agreement, hereby accept the Internship Agreement for the < insert job title > opportunity at CIGF and recognise that as a result of my signature, I am bound to follow all.

Please confirm your agreement to provide voluntary services to Cook Islands Gymnastics Federation by signing below and returning this document to CIGF with all relevant documentation attached.

Please note that you cannot commence volunteering with CIGF until your confirmation and relevant documentation has been received and processed.

I \_\_\_\_\_, have read, understood, accept and agree to comply with the provisions of the Volunteer Agreement

.....  
Signed by

.....  
Dated

< insert name >  
**Intern Name**

.....  
Signed by

.....  
Dated