



# Child Protection Policy

## 1. Background

Badminton Oceania (BOC) is one of five Continental Confederations endorsed by the Badminton World Federation (BWF), in accordance with the division recognised by the IOC.

Badminton Oceania shall promote, develop and regulate Badminton in the Oceania region, in mutual co-operation with support and encouragement of the process from the BWF.

Once an organisation becomes a member of the BWF, it also becomes a member of the relevant Continental Confederation. There are currently thirteen (13) Member Associations (MAs) and two (2) Associate Members of the BWF in the Oceania region, who BOC services.

The BOC Office is located in Ellerslie, Auckland, New Zealand.

BOC is governed by an elected Executive Board and is managed by the Secretary General and other staff.

## Statement

Playing badminton is a great way for children and young people to have fun, develop friendships, learn new skills, and stay active and healthy.

Badminton Oceania is committed to the prevention of abuse and the well-being of children and young people and to providing an enjoyable and safe environment. Badminton Oceania recognises its responsibility to safeguard and promote the welfare vulnerable children by seeking to protect them from physical, psychological, sexual or emotional abuse, and from neglect or bullying.

## 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 our badminton development programs and events.

The policy requires all Badminton Oceania personnel to share in the organisation's commitment to support and protect vulnerable children and to report situations where there have been concerns that a child is being, or is suspected of being, abused or neglected.

All personnel are encouraged to be vigilant about child vulnerability and protection by applying the principles of the policy whenever they come across situations where children are at risk of abuse and neglect.

This policy is written under the principle that children and young people engaged with Badminton Oceania have a right to feel safe and comfortable in that contact.

This policy will be reviewed and updated regularly in the light of operational experience and in line with changes in legislation and associated policies.

## Scope of the Policy

The scope of this policy covers all children who interact with Badminton Oceania, whether playing at a venue, participating in a programme or traveling as part of a team.

The Policy applies to any person who is either appointed by BOC to carry out a delegated role or who is involved in any programme or activity linked to BOC

### 2. Definitions, for purposes of this policy:

- **Bullying** the ongoing misuse of power in relationships through repeated verbal, physical, social and/or psychological behaviour causing physical and/or psychological harm to an individual. Bullying can involve an individual or a group of individuals using their power over another individual, child or young person. Bullying includes behaviour that is in person or online (cyber bullying).
- **Child** means any person under the age of 14 years
- **Child abuse** the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person – as defined by the Children, Young Persons and their Families Act 2017 (Oranga Tamariki Act 2017)
- **Designated Person for Child Protection** means the person assigned to this role at Badminton Oceania.
- **Emotional abuse** is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing or hearing the ill treatment of others.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs. Neglect is a lack: of action, emotion or basic needs.
- **Personnel** includes staff, contractors, executive board members, technical officials, coaches, managers, administrators and volunteers appointed by BOC. These people may be either paid or unpaid
- **Physical abuse** is a non-accidental act on a child that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also involves the fabrication or inducing of illness.
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.
- **Young Person** means any person of or over the age of 14 years but under 18 years.

### **3. Child Safe Recruitment and Screening Procedures**

Badminton Oceania has a right not to engage any person is considered 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:

- A criminal record check will be 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 will be 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.
- Applicants will be 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 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 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?

Staff employment contracts include provisions for Badminton Oceania to take action against personnel who breach the Child Protection Code of Behaviour.

### **4. Documented Reporting procedure for child exploitation and abuse allegations and Policy non-compliance, including available sanctions for breaches**

It is compulsory for all personnel to report any concerns for the safety or wellbeing of a child.

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 a report be made?*  
Within 24 hours or as soon as possible.
- *How to make a report?*  
Verbally, in writing or by email
- *Who receives the report?*  
Badminton Oceania Secretary General
- *What will happen next?*  
The Organisation 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/contract 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.

Badminton Oceania will immediately contact all relevant stakeholders if any personnel are accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse

Badminton Oceania will inform relevant stakeholders of any breaches of the Child Protection Policy or Code of Behaviour, and response taken.

For all reports made to Badminton Oceania:

- 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.

## Code of Behaviour

Every person acknowledges that when associated with BOC they 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 they must obtain the Secretary General's permission, and ensure that is possible another adult is present
- 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 New Zealand 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 their association with Badminton Oceania that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, they 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 it must be explained 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 – if permission has not been granted
- understand that the onus is on the individual person associated with Badminton Oceania to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Personnel must:

- provide a welcoming, inclusive and safe environment for all children, young people, other staff and community members.
- act in the best interests of children at all times and be a positive role for them in the community.
- act within the rules and spirit of badminton and encourage and support opportunities for children and young people to learn appropriate behaviours and skills.
- 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
- be aware of my position of authority as a coach and will avoid intimate relationships with a young person participating in the program even when he/she is over the age of 18 years.
- always maintain control when working with children and not lose my temper or bully any children or young people.
- not use or be under the influence of alcohol or drugs whilst working with children, or smoke in the presence of children.

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
- does not engage in behaviour to shame, humiliate, embarrass or degrade a child or young person, or otherwise emotionally abuse a child or young person.

## **5. Training/Awareness Raising**

Badminton Oceania will provide a training/induction session on the Policy and Code of Behaviour every 12 months for all new staff and volunteers.

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

## **6. Risk Assessment**

A risk assessment will be conducted by the Development Manager 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.

## **7. Review**

This Policy will be reviewed at least every five years by the Policy Review Group, appointed by BOC Executive Board. This must be conducted by the 31<sup>st</sup> December starting in 2023.