



## **CHILD & VULNERABLE ADULT SAFEGUARDING POLICY & PROCEDURES**

### **INTRODUCTION**

Badminton Oceania (BOC) is one of five Continental Confederations recognised by the Badminton World Federation (BWF). BOC is a regional sports federation promoting, developing and regulating badminton within the Oceania region, in co-operation with the BWF and its Member Associations – currently 16 countries in the region are Member Associations of the BWF, and therefore BOC.

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

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

BOC is an incorporated society registered in New Zealand and operates under the NZ Incorporated Societies Act 1908.

Badminton Oceania recognises the UN Convention on Rights of the Child (CRC), UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), UN Convention on the Rights of Persons with Disabilities (CRPD), and UN Universal Declaration of Human Rights (UDHR). We are aware that Pacific Nations have ratified these internationally recognised documents, so is relevant in all our member countries.

Badminton Oceania will comply with all laws in New Zealand (principle operating base) and when involved in activities which take place in other countries or territories will adhere to relevant local laws and rules.

The overarching principle is to protect and safeguard children and vulnerable adults, ensuring they can play and engage in badminton related activities in a safe and enjoyable environment.

### **POLICY STATEMENT**

BOC is committed to keeping children and vulnerable adults safe from sexual exploitation, abuse, discrimination and harassment. All children and vulnerable adults have the right to participate, enjoy and develop through sport, in a safe, fair and inclusive environment, free from all forms of abuse, violence, neglect and exploitation. They all have the right to have their voices heard and listened to. They need to know who they can turn to when they have a concern about their participation in sport, especially when issues occur. Everyone, both in our organisation and those we work with regardless of their role, paid or volunteer, has a responsibility to support the care and protection of children and vulnerable adults. We have a responsibility for their duty of care.

### **PURPOSE**

This Child & Vulnerable Adult Safeguarding Policy has been developed to provide a practical guide to prevent abuse in BOC's programs. It outlines a range of proactive and risk management strategies that will be implemented to reduce the risk of children and vulnerable adults being harmed. It provides guidance on how to respond to concerns and allegations of abuse and provides guidance to BOC personnel on how to work respectfully and effectively with children and vulnerable adults.

### **ALLIED POLICIES/PROCEDURES**

- Code of Conduct
- Social Media
- Image consent (taking photos/videos of children)

## **GUIDING PRINCIPLES**

- BOC believes that any form of sexual exploitation or abuse is unacceptable and will not be tolerated.
- BOC believes that all children and vulnerable adults should be equally protected regardless of their gender, nationality, religious or political beliefs, age, sexual orientation, ability, family and social background and culture, economic status, physical or mental health and criminal background.
- The protection of children and vulnerable adults is the responsibility of all personnel, partners and associates of BOC.
- All prospective personnel shall be made aware of BOC's commitment to child and vulnerable adult safeguarding and are subject to the outcome of a criminal background / working with children check (in accordance with relevant state/provincial and federal/national laws).
- In the best interests of children and vulnerable adults, BOC will not knowingly employ or engage anyone with a conviction for child abuse, pedophilia, or related offences.
- BOC will undertake risk assessment related to safeguarding for all of its programs and will regularly monitor implementation of risk mitigation strategies and risk outcomes.
- Adherence to this Child & Vulnerable Adult Safeguarding Policy is a mandatory requirement for all personnel, partners and associates of BOC.
- All reports will be treated with sensitivity and kept confidential. Any inappropriate disclosure will be treated seriously and may/will lead to disciplinary action

## **SCOPE**

This policy applies to the following people whether engaged in a paid or non paid position:

- Officers/paid employees / staff of BOC
- Contracted staff of BOC
- Volunteers of BOC
- Third party persons/organisations providing a service for BOC

When a BOC programme or activity is being undertaken in a MA, BOC will work with the MA and personnel involved to develop a risk register to assess the risks involved and put controls in place to reduce the risks. All personnel will be briefed on code of conduct, consents, and safeguards.

BOC will assist Member Associations to develop their own safeguarding policy, closely aligned to BOC policy and encourage implementation of key safeguarding practice.

Any tournament held in a MA in the Oceania region, the sanction holder of the tournament to have all required policies in place.

## DEFINITIONS

Key Term	Definition
Child / Children	A child is any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.
Vulnerable Adult	Are defined as: Those aged over 18 years Those who, due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk.
Safeguarding	Safeguarding is the internal actions taken to ensure that people and activities do no harm to children and vulnerable adults, and that organisations are able to effectively identify and respond to/refer concerns for someone’s safety both internally and externally
Child Protection	Activities that are required for specific children who are at risk of/or are suffering harm through abuse, violence, exploitation and neglect
Child Abuse	Child abuse is defined as an act (or failure to act) by parents, caregivers, other adults or older adolescents that endangers a child’s physical or emotional health, development or dignity
Duty of Care	Is a common law concept that refers to the responsibility of the organisation to provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children and vulnerable adults from all reasonably foreseeable risk of abuse, harm or injury
Harm	Harm refers to the negative impact or consequences upon the child of direct or indirect actions by an adult
Emotional Abuse	A continuing pattern of inappropriate verbal or symbolic acts toward a child or failure over time to provide a child with proper care. Emotionally abusive behaviour includes threats, rejection, isolation, belittling, and name-calling
Risks to Emotional Safety	Any potential risk or incident which could cause emotional harm to a child
Physical Abuse	the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling or poisoning
Risks to Physical Safety	Any potential risk or incident which could cause physical harm to a child
Sexual Abuse	The use of power or authority to involve a child in sexual activity by an adult or significantly older child or adolescent. Sexually abusive behaviours can include touching genitals or breasts, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, and exposing a child to sex or pornography

Key Term	Definition
(Sexual) Harassment	Any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment
Sexual Exploitation	Means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, included but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another ( <i>from the United Nations Secretary General's Bulletin: Special measures for the protection from sexual exploitation and sexual abuse (ST/SGB/2003/13)</i> ).
Neglect	The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for the child's healthy physical and emotional development and well-being
Child Exploitation	Child exploitation is the use of a child in work or other activities for the benefit of others that is unacceptable because it deprives them of their childhood, education, development or dignity. It includes unacceptable child labour, child prostitution or trafficking, and child pornography.
Child Labour	Work that deprives children of their childhood, their potential and their dignity, interferes with their schooling, or that is harmful to physical and mental development.
Child Sexual Exploitation Material	Child Sexual Exploitation Material means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.
Grooming	Behaviour that makes it easier for an offender to procure a child for sexual activity. This can occur in person or through electronic equipment. For example, an offender might build a relationship of trust with the child, and then seek to sexualise that relationship by encouraging romantic feelings or exposing the child to sexual concepts through pornography.
Unacceptable Risk	Describes the likelihood of an event whose likelihood (probability of occurrence) is high, and whose impact (or consequences) are significant, so that individuals or groups in society are not willing to take the risk that the event might occur.  Badminton Oceania's risk register identifies low, medium, high, and extreme risk levels. Any assessment of high or extreme risk is deemed unacceptable, and steps must be taken to reduce the risk.

## **PROCEDURES**

### **RECRUITMENT**

Badminton Oceania will take all reasonable precautions to ensure that no-one involved with the sport poses an unacceptable risk to children and vulnerable adults, ensuring that all BOC recruitment procedures consist of the following:

- A criminal record check /current certificate to work with children;
- Where above is not possible, a written statement should be obtained from two independent referees for the relevant individual and this will be followed up with a face to face or video meeting confirming the written statements;
- Where a person has lived in another country for more than 12 months in the preceding 5 years a criminal record check in that country will (where practicable) be required;
- At least 2 verbal referee checks;
- Behavioural based interview questions. These will be available to everyone responsible for implementing and recorded and retained on file.

### **TRAINING**

Badminton Oceania will provide all new staff, volunteers, coaches, a Child and Vulnerable Adult Safeguarding briefing on this policy and the Code of Conduct within 3 months of engagement.

All staff will receive refresher training every 2 years and this will be recorded in a training register.

### **CODE OF CONDUCT**

Badminton Oceania will have a code of conduct on safeguarding and all persons engaged in the various roles will be required to sign the document, accepting they understand the content of the code which will be retained by Badminton Oceania.

Volunteer and other persons who support activities which are organised or managed by Badminton Oceania will be made aware of their role and responsibilities on safeguarding. A record will be kept of all those persons who have been briefed on safeguarding.

### **PHOTOGRAPHY & IMAGE CONSENT**

When photographing or filming a child for work related purposes, BOC 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.

## **REPORTING**

This policy also commits Badminton Oceania to respond to all safeguarding concerns raised through our contact with communities by knowing where to report these concerns through existing structures.

All persons involved with Badminton Oceania, regardless of whether paid, volunteer, supporters, players and any other individuals supporting or representing Badminton Oceania must inform the relevant person when they have reasonable belief that a child or vulnerable person has been harmed or is at risk of harm, this includes cases when a child unrelated to our work approaches someone affiliated with the organisation. Immediately (if possible) on becoming aware of concern or an incident, you must inform one of the following:

- Secretary General
- Development Manager
- Coaching and Development Manager

Reporting can be made in person, by phone, by email, online form on BOC website, written report. Reporting can be made by the alleged victim, any person who is aware of a breach of safeguarding along with any other person who reports concerns in good faith. BOC encourage any persons with concerns to report them. These reports will be dealt with confidentially and BOC will record and file them securely.

## **CONFIDENTIALITY**

All reports will be treated confidentially and not disclosed either intentionally or inadvertently to another person or organisation who does not need to be aware of this report and investigation.

Part of managing any risks or investigation requires the sharing of information and this is acceptable where it is justified and necessary providing those organisations and individuals uphold the same confidentiality principles.

BOC will engage in partnerships with other organisations and as part of this process will make the partners aware of the need for confidentiality and for their agreement to apply the same principles as BOC.

Unauthorised disclosure will not be tolerated and in cases where a partner breaches this agreement, it may provide grounds for termination of the partnership.

## **INVESTIGATION**

The person receiving the report has a responsibility to make an initial assessment and where there is an imminent risk of harm to any person they will take immediate action. This could include contacting the police and other appropriate agencies to ensure the threat of harm is removed.

The Secretary General is responsible for safeguarding and deciding on the appropriate course of action. This can include the following:

- Carry out internal investigation.
- Refer the matter to the police.
- Liaise with relevant agencies in country/ territory where allegation occurred.
- Determine whether there is sufficient for disciplinary action to be taken against alleged offender.

In the absence of the Secretary General a nominated member of staff will take the lead on any complaints.

The investigating officer will also ensure appropriate support is provided to the alleged victim and ensure their wellbeing and wishes are taken into consideration

A nominated board member will have oversight of the investigation to review and ensure all appropriate action has been agreed and has or is being undertaken. This person will have responsibility for signing off the agreed outcome.

All documentation will be stored securely. Electronic documentation will be password protected and only accessible by nominated persons who have been agreed by the board member overseeing this policy.

Hard copies will be stored in a safe in the Badminton Oceania head office in Auckland, New Zealand.

## **CONSEQUENCES**

Insufficient evidence to justify any further action

Internal disciplinary proceedings are instigated

Formal police investigation

There are several sanctions available for BOC and these include the following:

- Written advice
- Formal warning
- Provide further training on safeguarding or other training as identified
- Performance management plan for agreed period
- Dismissal from the organisation

## **RISK ASSESSMENTS**

It is important to minimise any risk to children or vulnerable adults and where appropriate a risk assessment should be completed using a standard template. Identifying potential risk and minimising them is a key part of this work. The risk assessment is ongoing and during the course of the relevant activity will be monitored and amended as required.

The Secretary General or nominated member of staff will endorse the risk assessment as fit for purpose prior to the activity taking place.

Persons required to complete these risk assessments will be provided with training.

Completed forms will be filed securely by BOC.

All training camps organised by Badminton Oceania will have a risk assessment completed.

## **REVIEW & REPORTING**

The policy will be reviewed annually.

Twice a year the BOC Board will be provided with information on incidents reported, accepting that some information which is likely or may lead to individuals being identified will not be provided. The board can request further action should the reporting give concerns.



## APPENDIX 1: BOC CODE OF CONDUCT

# CODE OF CONDUCT

## Coach, Manager, Contractor

### Background

Badminton Oceania (BOC) is one of five Continental Confederations recognised 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.

The Coach/Manager/Contractor signing these documents agrees to:

1. Respect the rights, dignity, and work of every individual person as a human being.
2. Be a positive role model for badminton and act in a way that projects a positive image.
3. Be fair, considerate, and honest. Treat all participants equally regardless of age, sexual orientation, gender and religion.
4. Display high standards in your language, manner, punctuality, preparation and presentation.
5. Show courtesy, honesty and respect to everyone.
6. Be professional and accept responsibility for your actions.
7. No form of verbal, physical or emotional abuse will be tolerated – this includes social media
8. Do not harass, abuse or discriminate against others.
9. Drugs, and smoking are not permitted at any time during the delivery of any Badminton Oceania course or programme.
10. At no time during any Badminton Oceania programme should any coach/manager/contractor become intoxicated
11. In any instance where it is believed there is a risk to a participant in any BOC programme then the programme lead should be notified immediately. Risks may include but are not limited to emotional abuse, sexual abuse, risk to physical safety, sexual harassment, child exploitation, grooming.
12. \* Before undertaking any contract work on behalf of Badminton Oceania then you must declare any of the following:
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn.
  - Any interaction you have had with state or national Police considered relevant to the role being undertaken, including investigations that did not result in prosecution.
  - Any relationship that you are engaged in with any candidate/player/official that is involved in the course/camp that you are participating in
13. All BOC and BWF Codes of Ethics and Policies must be adhered to. These can be found on:
  - [www.badmintonoceania.org/governance/policies](http://www.badmintonoceania.org/governance/policies)
  - [BWF Code of Conduct: Coaches and Educators](#)

*\*Any information that you need to declare will be dealt with confidentially. Please declare any information to the Badminton Oceania Secretary General via e-mail – [office@badmintonoceania.org](mailto:office@badmintonoceania.org)*

A breach of any of the above may result in disciplinary action as per the Badminton Oceania Constitution

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Signature of Coach/Contractor

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Date





**APPENDIX 2:**

**PHOTOGRAPHY & IMAGE CONSENT**

# IMAGE CONSENT

Dear Participant and Parent,

You / Your child is participating in an event that has been collaboratively conducted by Badminton Oceania and **XXX**

Event Details: \_\_\_\_\_

We seek your permission to use images of you/your child in our newsletter, fliers, on our website, social media, annual report or other relevant mediums that promote our sport. We do not include any identification of the participant with the images. We aim to take and use positive images only.

We are always happy to discuss how your child is represented, we welcome contact by email [office@badmintonoceania.org](mailto:office@badmintonoceania.org)

If you choose not to consent, your child can still participate in the event. You can also choose to change your mind and withdraw consent at any time.

I \_\_\_\_\_ (please print name) **give / do not give** my permission for my/my child's image to be used as described above.

I have discussed the use of these images with my child (where relevant) who also consents.

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Signature

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Date



@BOCbadminton



@badmintonoceania

**W:** [www.badmintonoceania.org](http://www.badmintonoceania.org)

**APPENDIX 3: RISK ASSESSMENT TOOL**

The below matrix provides a guide on the risks of a particular action. Where the risk is assessed as being in the red zones it should not be considered safe to carry out that activity and the plan will need revising. Where the score is assessed as being in the Amber zone, consideration needs to be given to amending the activity, implementing new control measures to minimise the risk. The yellow score is assessed as being low and safe to carry out the required activity.

The impact relates to the outcome should the proposed action be compromised. This could relate to but not exclusively, safety and wellbeing of individuals, facilities and reputational risk for Badminton Oceania.

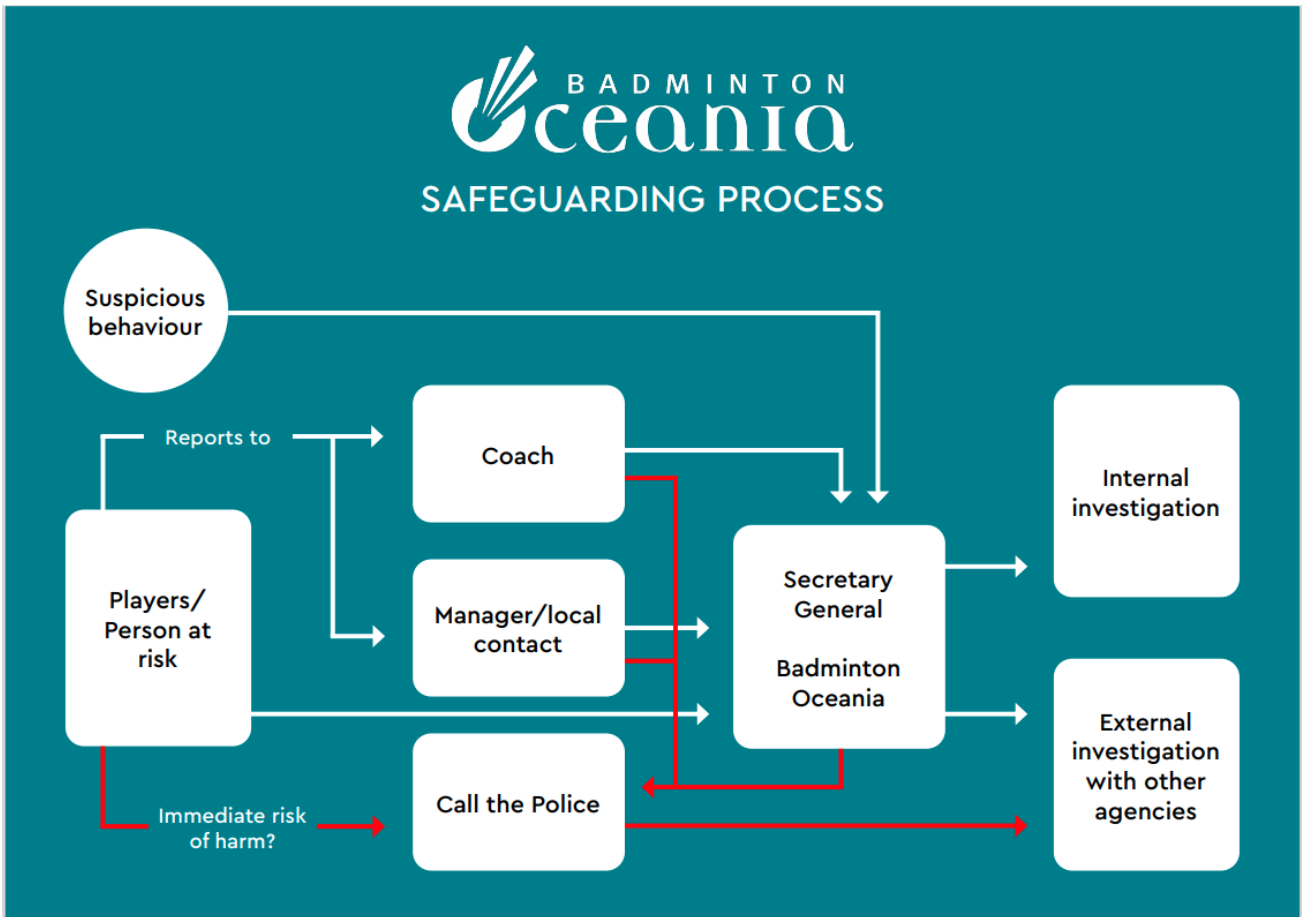
		Impact		
Rating		Low 1	Medium 2	High 3
Likelihood	Low 1			
	Medium 2			
	High 3			

**Badminton Oceania Risk Assessment Form (example)**

ACTIVITY	RISK	MATRIX SCORE	NEW CONTROL MEASURES (IF REQUIRED)	NEW RATING (IF REQUIRED)	RISK DEEMED ACCEPTABLE (YES/NO)
Transport of players to venue	Children not previously used bus Safety of players	Impact 3 Likelihood 3 Total risk = 9	BOC to provide licensed driver to collect children using official vehicle	Impact 3 Likelihood 1 Total risk = 3	Yes

- to be completed by staff

APPENDIX 4: REPORTING PROCESS & REPORTING FORM



**APPENDIX 5: REPORTING FORM**

**1. Tick the box below which best describes the issue you are reporting:\***

Harassment or Abuse     Doping     Competition     Manipulation     Other

**2. Details of person filing the report (You):**

Name\*

Date and time of completing form\*

Address\*

Mobile number\*

Email\*

**3. Details of incident (what do you know):\***

**4. Details of alleged victim(s) if known:**

*If you are the victim, please fill out 'name' in this section, then skip to question 5*

Name

Address

Mobile number

Email address

Age

**5. Did you witness the incident?\***

**6. Third party details - if applicable**

Were you informed by a third party?\* *If yes, please provide their details:*

Name

Address

Mobile number

Email address

**7. Other details:**

If you spoke to the alleged victim what did they say?\* (Do not interview them but do record what they said)

What action did you take?\*

Who was notified?\* - Where there is risk of immediate harm the police should be informed

Details of any other persons who were told of the incident, or witnessed the incident...\*

Any other information?