

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 2022.

BOC 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.

BOC will comply with all laws in New Zealand (principle operating base), including but not limited to the Oranga Tamariki Act 1989 and Children's Act 2014, 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 harm, including sexual exploitation, violence, neglect, exploitation, 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 such abuse. 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 harm to Children and Vulnerable Adults 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 and provides guidance to BOC Personnel and third parties 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 harm 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 an offence relating to a Child or Vulnerable Adult.
- BOC will undertake risk assessment related to safeguarding for all of its programmes 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 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

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 including but not limited to the following people whether engaged in a paid or non-paid position - BOC officers/paid employees/staff, BOC contracted staff and BOC volunteers (together "Personnel") and third party persons/partners/organisations providing a service for BOC ("Associates").

All Personnel and Associates:

- Must ensure that they understand and agree to abide by all applicable laws, this policy and applicable procedures while working, volunteering or being involved with BOC or its related events or activities and understand their specific obligations relating to Child and Vulnerable Adult protection.
- Are responsible for reporting concerns, wherever they arise, as specified for each specific program location (available in hard copy in the team manual for each program activity and provided electronically to each team member prior to departure).
- Must comply with the Child and Vulnerable Adult protection reporting process described below which outlines who is responsible and what process should be followed.

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

BOC will assist MA's to develop their own safeguarding policy, closely aligned to BOC policy and encourage implementation of key safeguarding practice. For any tournament held in a MA in the Oceania region, the

sanction holder of the tournament must have all required policies in place and ensure compliance with local laws regarding safeguarding.

DEFINITIONS

Key Term	Definition
Child / Children	Any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.
Bullying	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 or Child. Bullying includes behaviour that is in person or online (cyber bullying).
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 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.
Emotional Abuse	A continuing pattern of inappropriate verbal or symbolic acts toward a Child or Vulnerable Adult or failure over time to provide a Child or Vulnerable Adult with proper care. Emotionally abusive behaviour includes threats, rejection, isolation, belittling, Bullying and name-calling.
Risks to Emotional Safety	Any potential risk or incident which could cause emotional harm to a Child or Vulnerable Adult.
Physical Abuse	The use of physical force against a Child or Vulnerable Adult that results in harm. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling, or poisoning.

Key Term	Definition
Risks to Physical Safety	Any potential risk or incident which could cause physical harm to a Child or Vulnerable Adult.
Sexual Abuse	The use of power or authority to involve a Child or Vulnerable Adult in sexual activity by an adult or 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 or Vulnerable Adult to sex or pornography.
(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 or Vulnerable Adult (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their 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.
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.

PROCEDURES

RECRUITMENT

BOC will take all reasonable precautions to ensure that no-one involved with the sport poses a risk to Children and Vulnerable Adults, ensuring that all BOC recruitment procedures consist of the following in relation to Personnel:

- Ask candidates if they have any criminal convictions. Ask for approval to organise police vetting. If they don't give approval, don't recruit them into the role. Note: don't re-use older police vetting that's been requested for an earlier recruitment process or another organisation.
- Check qualifications and professional memberships are legitimate. Ask to see original documents, or certified copies.
- Ask people who have lived overseas to provide copies of police certificates from their countries of citizenship and from any country in which they have lived for one or more years within the last 10 years.
- Verify the candidate's identity in person using two documents and including a photo identification. If the identity has a different name, ask for the supporting legal document that confirms this name change.
- At least 2 verbal referee checks.

Police vetting to be repeated every 3 years.

For applicants applying for a position that involves working with Children or Vulnerable Adults, recruitment procedures must include an interview plan that incorporates behavioural-based questions taken from the list below:

- Have you worked/volunteered with Children or Vulnerable Adults in a similar position before? What did you like about it? What did you find difficult?
- How have you handled Children or Vulnerable Adults 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 or Vulnerable Adults in this program?
- Provide 3 examples of how to work safely with Children or Vulnerable Adults.
- What do you think makes a good community leader or role model for Children or Vulnerable Adults?
- How would you handle Children or Vulnerable Adults who were not listening to your instructions?
- How would you create a safe and friendly space for Children or Vulnerable Adults to play sport?

TRAINING

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

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

CODE OF CONDUCT

Badminton Oceania have a Code of Conduct on Safeguarding (see Appendix 1) and all Personnel and Affiliates will be required to sign the document, accepting they understand the content of the Code which will be retained by Badminton Oceania.

PHOTOGRAPHY & IMAGE CONSENT

When photographing or filming a Child or Vulnerable Adult for work related purposes, BOC Personnel and Associates must:

- Assess and comply with local traditions or restrictions for reproducing personal images before photographing or filming a Child or Vulnerable Adult;
- Obtain legitimate informed, written consent from the Child or Vulnerable Adult and a parent or guardian of the Child or Vulnerable Adult. 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 or Vulnerable Adult;
- Ensure photographs, films, videos and DVDs present Children and Vulnerable Adults in a dignified and respectful manner and not in a vulnerable or submissive manner. Children and or Vulnerable Adult 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 or Vulnerable Adult when sending images electronically or publishing in any form; and/or
- Ensure images of Children or Vulnerable Adults 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.

REPORTING

This policy also commits BOC 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 BOC, 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 Adult has been harmed or is at risk of harm, this includes cases when approached by a Child or Vulnerable Adult unrelated to our work.

Immediately (if possible) on becoming aware of concern or an incident, you must inform one of the following:

- Secretary General – phone: + 64 9 600 3097, email: office@badmintonoceania.org
- call the Police Non-Emergency line **105**
- Your relevant BOC contact – Development Manager / Coaching and Development Manager
- Anonymous reports can be made via the online reporting form on BOC website
<https://badmintonoceania.org/safeguarding-report-form/>

Any person who develops a suspicion or belief that a child is in immediate danger of harm must immediately contact the police (111).

*** Badminton Oceania understands that when working on DFAT funded programs those involved in the program have a responsibility to report any incidents of Child protection or sexual abuse and harassment immediately (within 2 working days of becoming aware of the incident) to BOC, who will in turn report to GHD and DFAT in writing. The responsibility to report is clearly articulated to all staff, volunteers, subcontractors and any other associated of BOC.*

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 an Affiliate breaches this agreement, it may provide grounds for termination of the affiliation.

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. Investigations will adopt the principles of procedural fairness.

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

Consequences can include:

- 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:

CODE OF CONDUCT - SAFEGUARDING

Background

Personnel/Affiliate signing these documents agree that when associated with BOC they must:

- comply with the Child and Vulnerable Adults Safeguarding Policy including regarding reporting
- disclose all details relevant to conviction history, active charges and warrants, past charges, past investigations relevant to the Child and Vulnerable Adults Safeguarding Policy
- comply with all BOC and BWF codes, policies and similar
- treat Children and Vulnerable Adults 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 engage in abusive or harmful behaviour (including online) towards Children or Vulnerable Adults including but not limited to Emotional Abuse, Physical Abuse, Sexual Abuse, Harassment (including Sexual Harassment), Sexual Exploitation, Neglect, Child Exploitation, Child Labour, Grooming, Child Abuse or behaviour that generates Risks to Emotional Safety or Risks to Physical Safety
- not use language or behaviour towards Children and Vulnerable Adults that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- wherever possible, ensure that another adult is present when working in the proximity of Children or Vulnerable Adults
- not invite unaccompanied Children or Vulnerable Adults into their home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised Children or Vulnerable Adults unless absolutely necessary, in which case they must obtain the Secretary General's permission, and ensure that is possible another adult is present, and have relevant consent from a parent or guardian
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass Children or Vulnerable Adults or access Children or Vulnerable Adult exploitation material through any medium
- not use physical punishment on Children or Vulnerable Adults
- not hire Children or Vulnerable Adults 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 Children or Vulnerable Adult exploitation or abuse or 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 this policy
- provide a welcoming, inclusive and safe environment for all Children, Vulnerable Adults, other staff and community members
- act in the best interests of Children and Vulnerable Adults 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 Vulnerable Adults to learn appropriate behaviours and skills
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- give verbal instructions first and keep physical contact to a minimum and ask permission first and explain what they are going to do and why (and demonstrate the skill in a public place wherever possible)
- be aware of their position of authority and avoid intimate or inappropriate relationships with Children or Vulnerable Adults
- always maintain control when working with Children or Vulnerable Adults and not lose their temper or bully
- not use or be under the influence of alcohol or drugs whilst working with Children or Vulnerable Adults, or smoke in the presence of Children or Vulnerable Adults
- establish and maintain professional boundaries (both in-person and online) when working with Children or Vulnerable Adults - they must not
 - provide any form of support to a Child or Vulnerable Adult or their family unrelated to the scope of their role, where there is no existing social, personal, or family relationship (e.g. financial assistance, babysitting, provide accommodation)
 - exhibit any type of favouritism
 - provide transport unrelated to BOC activities or without parental or guardian consent
 - give gifts/presents other than the provision of official awards
 - have one on one contact outside of authorised activities (includes direct contact such as in-person as well as indirect, such as by phone, or online)
 - attend any private social function at the request of a Child or Vulnerable Adult or their family, where there is no existing social, personal, or family relationship.

Physical contact can be 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 their 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 or Vulnerable Adult
- destroys their trust
- occurs in a private place

A breach of any of the above may result in disciplinary action

Signature of Personnel/Affiliate

Date

IMAGE CONSENT

Dear Participant and Parent,

You / Your Child/Vulnerable Adult is participating in an event that has been collaboratively conducted by Badminton Oceania and _____

Event Details: _____

We seek your permission to use images of you/your Child/Vulnerable Adult 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/ Vulnerable Adult is represented, we welcome contact by email office@badmintonoceania.org

If you choose not to consent, your Child/Vulnerable Adult can still participate in the event. You can also choose to change your mind and withdraw consent at any time by contacting Badminton Oceania via its website.

I _____ (please print name) **give / do not give** my permission for my/Child's/Vulnerable Adult's image to be used as described above.

I have discussed the use of these images with my Child/ Vulnerable Adult (where relevant) who also consents.

Signature

Date

W: 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				

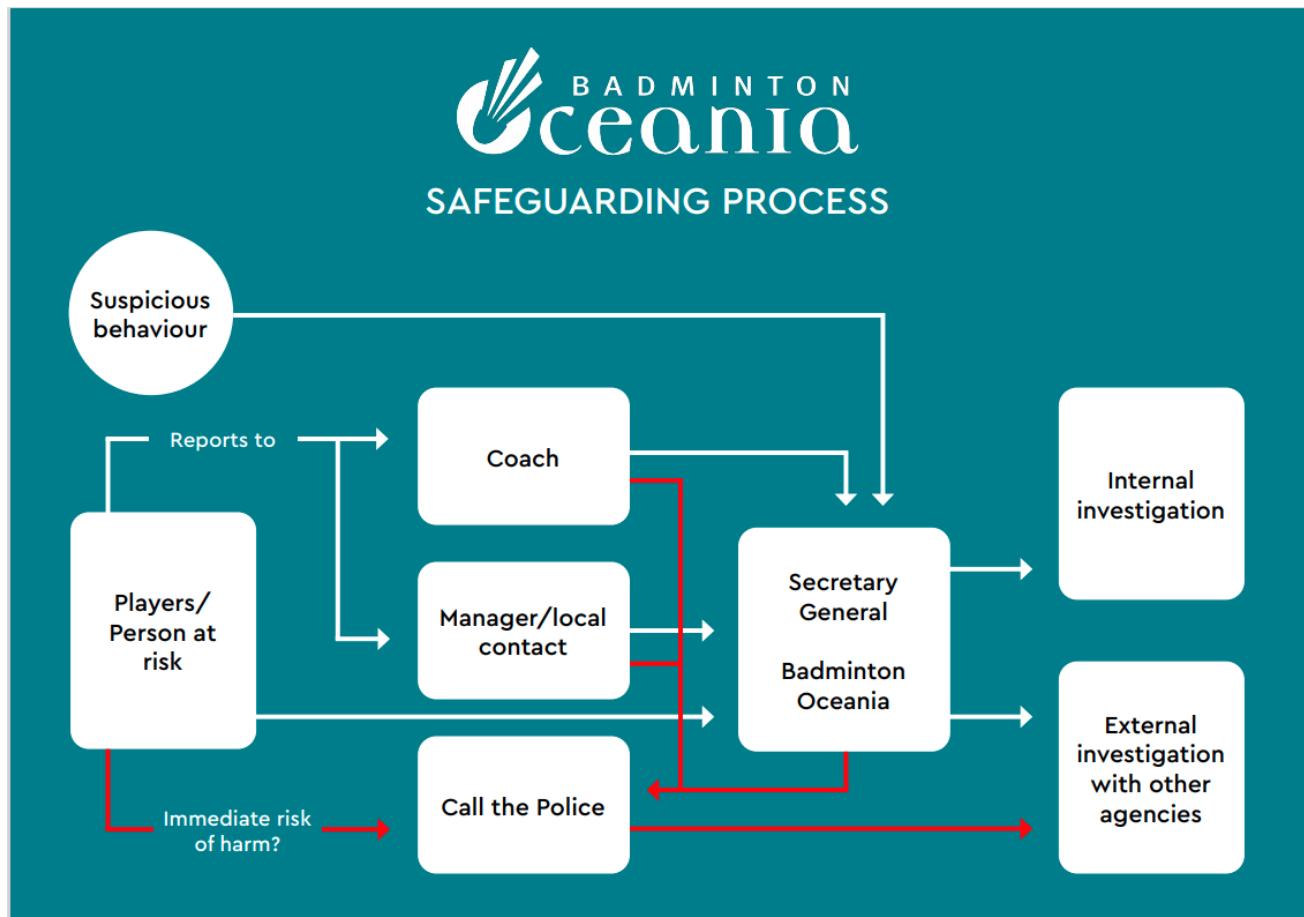
Badminton Oceania Risk Assessment Form (example)

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

<https://badmintonoceania.org/safeguarding-report-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?