

## **Golden Edge Nelson Rowing Club**

### **CHILD PROTECTION PROCEDURE**

NRC members and volunteers shall abide by the following Child Protection Procedures:

#### **Screening**

As part of NRCs duty of care, the Committee will ensure that suitable and appropriate coaches are engaged to work with children.

The Regatta Management team will ensure that suitable and appropriate parent volunteers attend training camps and regattas.

#### **Child Protection Officer**

The Club Captain will be the Child Protection Officer for the Club if an issue arises at the Club, during training or via social media/digital communication. The Regatta Manager will act as the Child Protection Officer during camps and regattas. If neither the Club Captain or Regatta Manager is attending a camp and/or regatta, another member of the Regatta Management team will be designated this role.

This person will:

- Ensure that child protection procedures are understood and adhered to.
- Act as the main contact for child protection matters.
- Report any issues to the Nelson Rowing Club Committee.

All child protection matters must be reported to the Club President at the earliest convenience. The NRC Committee will:

- Keep up-to-date with developments in child protection legislation.
- Establish and maintain complaints procedure.
- Maintain confidential records of reported cases and any action taken.

#### **Good Practice Protocols**

The protocols provide guidance to those working with children by outlining good practice and establishing boundaries in a range of situations.

- Ensure that all physical contact with children is relevant and appropriate to the activity.

- Seek permission to touch when doing the above.
- Do not engage in any intimate, over familiar or sexual relationships with people under the age of 18 years.
- Ensure that any filming or photography of children is appropriate.
- Require vehicles transporting young people to have a current registration and WOF.
- Ensure you have parental consent to administer other than basic first aid if required.
- Do not engage in communication on a one to one basis through social media or email other than relevant coach/trainee feedback or administration.
- Do not engage in, or allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).
- Avoid private or unobserved situations. This includes avoiding driving a child unaccompanied and always have another adult present when staying overnight anywhere with children.

### **Dealing with Allegations and Responding to Concerns**

In accordance with members' responsibility to act on any serious concerns, the following should be brought to the attention of the Child Protection Officer and Club President:

- Any instance where the policy and procedures are not adhered to.
- Any disclosure by a child that abuse, or harm is occurring.
- Any suspicions or concerns about a child being subject to abuse.

### **Where Concerns about Poor Practice are Reported:**

Poor practice involves actions that are contrary to the policy and procedures and increase the risk of harm to children:

- Initial concerns should be discussed with the Child Protection Officer (who must convey them to the Club President). In the absence of a Child Protection Officer the Club President should be notified directly.
- The Child Protection Officer or Club President will consider the allegation and where there is a legitimate concern take appropriate action, which may involve a verbal warning or a written notice to the individual(s) involved.

If the poor practice is continued or repeated following a verbal or written notice then the poor practice shall be referred to the committee for disciplinary action. This may include expulsion from the Club under the terms of the Club Constitution.

### **Abuse is Suspected or Reported:**

The welfare of the child or young person is paramount, anyone suspecting a child is being abused shall

- Ensure the child is safe from immediate harm.
- Consult immediately with the Child Protection Officer, Club President or the alternative person appointed to be in charge.

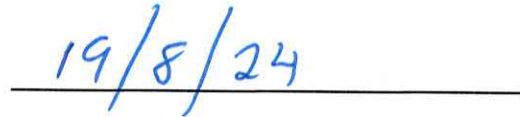
- As soon as possible, record accurately and appropriately the information received. Records should be factual (not opinion or hearsay) and concise and include: The nature of the allegation; Who noticed/disclosed the abuse and their relationship to the child; Details of any witnesses; Signs and symptoms noted (including behavioural change); Any particular incidents with dates, times and places (if possible); Any action taken.
- Consult with others as necessary – do not work alone.
- Avoid questioning the child beyond what has already been disclosed.
- Do not question or counsel the alleged offender.
- Do not investigate/presume expertise unless very experienced and qualified to do so.
- Notify the Police.

Child Protection Policy

Agreed:



Signature (Chair)



Date

**Review Schedule:** Annual  
**Review Date:** July 2025  
**Supporting Documents:** NRC Child Protection Policy