

5. CODE OF CONDUCT FOR PEOPLE WORKING OR VOLUNTEERING WITH CHILDREN AND YOUNG PEOPLE

5.1 To work with children and young people, you must comply with the Code of Conduct as outlined below:

Code of Conduct for People Working or Volunteering with Children and Young People

Acknowledge rights - acknowledge the rights of children and young people to be listened to, thrive, and participate in decisions that affect them.

Encourage participation- encourage enjoyable participation for children and young people in Netball.

Accept responsibility - understand that preventing abuse and protecting children and young people from abuse is the responsibility of everyone.

Understand policies and protocols - be familiar with and abide by the HCNC Safe Netball for Children Policy.

Report concerns - report any concerns to your Child Safeguarding Representative(s) (CSR) without delay. These include:

- poor practice
- concerning behaviours
- suspected child abuse
- allegations of abuse made against a staff member or volunteer
- bullying and harassment.

Listen - listen to children and young people and believe them if they tell you about abuse or concerning behaviour and report it to your CSR. Listen to concerns raised by parents or caregivers, believe them, and report them to your CSR.

Best interests - always act in the best interests of children and young people. This includes reporting the concerning behaviour of someone you trust, or who is more senior than you.

Safe recruitment - only undertake a role working with children and young people on conclusion of safer recruitment elements, including:

- initial Police vetting and ongoing vetting at required intervals
- disclosing any known or potential criminal charges or convictions before or during your involvement with the organisation.

Positive behaviour - be a role model for positive behaviour and never ignore abusive or harmful behaviour.

Training - complete required safeguarding or child protection training.

General Practice Follow your organisation's policy on taking, storage and sharing of images or other personal information.

Never Leave Unattended - Never leave children and young people unattended including leaving children and young people waiting to be collected alone, or with people who are not an approved staff member or volunteer.

Speak to your manager if you find yourself unable to adhere to any aspects of this Code of Conduct.

11. GENERAL GOOD PRACTICE GUIDELINES

Personal behaviours:

- Accept your “Position of Trust” and understand the importance of maintaining professional boundaries. This includes never using your “Position of Trust” for personal gain or to harm children and young people.
- Have empathy with children and young people. Make everyone feel welcome, included, and respected in a manner that is appropriate for their age or stage of development.
- Keep your private life and personal conversations separate and out of earshot or sight of children and young people.
- Avoid situations where you are alone with a (single) child under all circumstances (includes driving, sports halls, courts and changing rooms). Always work within the view and hearing distance of others.
- Use only the approved organisational methods of behaviour management.
- Never come to work under the influence of drugs or alcohol or in possession of either.

Create a safe working environment:

- Ensure that all equipment and facilities comply with safety regulations and that children use appropriate protective gear (e.g. footwear).
- Make sure that all physical contact with children is relevant and appropriate to the activity.
- Ensure staffing-to-child ratios are at the safe level required and take action to report or stop the activity if not.
- Identify and respond to any unacceptable behaviour or practices of staff and volunteers and respond in a positive manner, e.g. via training, to improve practices.
- Ensure that children are handed over to their caregiver or other authorised person at the conclusion of activities.

Communication:

- Use positive and age-appropriate language when talking to children and in their presence.
- Ensure feedback to children is about their performance and not of a personal nature.
- Make sure that start and finish times are communicated to caregivers and adhered to so that children are not left unsupervised.
- Only communicate with children and young people outside of games/training directly after gaining written consent from their parents or caregivers. It is recommended you copy or include parents/caregivers in written communications e.g. email or WhatsApp messages.

For clarity, situations to avoid include:

- Do not send a child or young person home with another person without prior arrangement and permission from their parent or caregiver.
- Do not send children off to train alone and out of sight and supervision.
- Do not engage in communication with a child, on a one-to-one basis, through social media, texting, or email, other than for relevant coach/athlete feedback or administration.
- Do not use any **unnecessary, unwanted, or inappropriate** physical contact, including but not limited to:
 - tickling
 - grabbing
 - intimate care (when the child or young person can care for themselves)
 - cuddling
 - hugging
 - sitting on your knee.

- Do not engage in any bullying activity and do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying).
- Do not invite or encourage children to your home without their parent or caregiver being present.
- Do not give gifts to children and young people or receive gifts from them or their parents or caregivers, as a way of preventing grooming, manipulation or favouritism.
- Do not engage in any behaviours or conduct that are strategies used in grooming, such as:
 - offering to babysit or tutor or coach privately
 - acting secretively or encouraging secrets or 'special' or exclusive relationships.

- Never engage in any intimate, over-familiar and/or sexual relationship with anyone under the age of 18 years who is known to you because of your role. Please note that engaging in any sexual behaviour with anyone under the age of 16 is illegal in New Zealand.