



## Child Safeguarding & Protection Policy

### Purpose

CMHA is committed to providing a safe, inclusive and supportive environment for all children and young people who participate in hockey. The safety, wellbeing and rights of children and young people are paramount in every CMHA activity, programme and decision.

### Scope

This policy applies to everyone involved in CMHA activities, including employees, board members, coaches, managers, officials, volunteers, contractors, players and affiliated clubs.

### Definitions

- **Child or young person:** Any person under the age of 18 who participates in, attends or is otherwise involved in CMHA activities.
- **Safeguarding:** The actions, policies and practices used to protect children and young people from harm and promote their safety and wellbeing.
- **Harm:** Any actual or potential physical, emotional, sexual, online or neglect-related harm, including bullying, grooming or unsafe behaviour.
- **Concern:** Any observation, disclosure, allegation, incident or pattern of behaviour that may indicate a child or young person is at risk of harm.
- **CMHA Safeguarding Lead:** The person appointed by CMHA to coordinate safeguarding reporting, advice, record keeping and escalation.
- **Affiliated club:** Any club or organisation affiliated with CMHA and involved in delivering hockey activities under the CMHA umbrella.

### Legislative Framework

This policy is informed by relevant New Zealand legislation, including the Children's Act 2014, Privacy Act 2020, Health and Safety at Work Act 2015, Crimes Act 1961, Oranga Tamariki Act 1989 and Harmful Digital Communications Act 2015, together with any other applicable safeguarding, privacy and health and safety requirements.

### Key Principles

- The welfare and best interests of children and young people are paramount.
- Safeguarding is everyone's responsibility.
- All concerns will be taken seriously, handled respectfully and acted on promptly.
- Children and young people have the right to be heard, supported and protected.
- Information will be managed carefully, with confidentiality maintained wherever appropriate and lawful.

## Roles and Responsibilities

- **Board:** Provides governance oversight and ensures safeguarding is embedded in CMHA policies, systems and culture.
- **Safeguarding Lead:** Coordinates safeguarding processes, supports reporting and escalation, maintains records and advises clubs and personnel.
- **Affiliated clubs:** Implement compatible safeguarding practices and cooperate with CMHA when concerns arise.
- **Coaches, managers, officials and volunteers:** Follow this policy, model safe behaviour and report concerns promptly.
- **Participants and families:** Help maintain a respectful environment and raise concerns when safety or wellbeing may be at risk.

## Safe Recruitment

CMHA will use safe recruitment and appointment practices for roles involving children and young people. These may include role descriptions, safeguarding declarations, reference checks, safety checking and Police vetting where required or appropriate.

## Code of Conduct

All people covered by this policy must behave in a way that promotes safety, respect and appropriate boundaries. This includes following expectations for physical contact, supervision, changing rooms, transport, overnight trips, communication with children and young people, and any other CMHA behavioural standards.

## Digital Communications

- Use approved team, club or CMHA communication channels wherever possible.
- Avoid private or secret communications with children or young people.
- Ensure parents, caregivers or appropriate adults have visibility of communications where appropriate.
- Obtain and respect image and media consent requirements.
- Use social media responsibly and in a way that reflects CMHA safeguarding expectations.

## Recognising Harm

Everyone involved with CMHA should be alert to signs that a child or young person may be experiencing harm. This may include indicators of physical abuse, emotional abuse, sexual abuse, grooming, neglect, bullying, online harm or other behaviour that places safety or wellbeing at risk.

## Reporting and Escalation

Any safeguarding concern must be responded to promptly. The immediate priority is to assess safety, record the concern accurately, notify the CMHA Safeguarding Lead (General Manager) and escalate to Police and/or Oranga Tamariki where required. Records must be kept securely and information shared only with those who need to know.

## Managing Allegations

Allegations involving staff, volunteers, contractors, officials, coaches, managers or participants will be managed carefully and fairly. CMHA may put interim safety measures in place, seek independent advice or investigation, and ensure decisions are guided by child safety, procedural fairness, confidentiality and legal obligations.

## Training

CMHA will provide or require safeguarding training appropriate to each role. Staff, coaches, managers, board members and other relevant personnel should complete safeguarding training annually or as otherwise directed by CMHA. (Sport NZ Online Courses)

## Club Compliance

Affiliated clubs must adopt safeguarding policies and practices that are compatible with this policy. Clubs are expected to promote safe environments, respond to concerns promptly and cooperate with CMHA in any safeguarding review, inquiry or investigation.

## Review

This policy will be reviewed at least every two years, or sooner if required because of legislative change, organisational need, safeguarding guidance or lessons identified from incidents or reviews.

## Safeguarding Reporting Flow

When a safeguarding concern is raised, CMHA will follow a clear, timely process to protect the child or young person, preserve accurate information and ensure appropriate escalation.

1. **Ensure immediate safety:** Take any urgent action needed to protect the child, young person or others from further risk.
2. **Record the facts:** Document what was seen, heard or disclosed as soon as possible, using objective language and avoiding assumptions.
3. **Notify the appropriate safeguarding contact:** Inform the Club Safeguarding Officer and/or CMHA Safeguarding Lead promptly.
4. **Assess the level of risk:** Consider the seriousness, immediacy and ongoing nature of the concern.
5. **Escalate where required:** Report the matter to Police (105) and/or Oranga Tamariki where there is a legal, safety or welfare obligation to do so.
6. **Support the child and family:** Provide appropriate support, communication and referral pathways, while maintaining confidentiality.
7. **Monitor and document:** Continue to monitor the situation and keep secure records of actions taken, decisions made and follow-up required.

Revised: 23 June 2026

Signed:

