

POLICY 5



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

**Working with children and young people is a privilege.
They have a fundamental right to be safe.**

Commitment to Te Tiriti o Waitangi

Ice Speed Skating New Zealand recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

Ice Speed Skating New Zealand is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection, and participation.

Why do we need a Code of Conduct?

A Code of Conduct sets the standards of conduct and behaviour so that:

- children, young people and their parents, caregivers, and whānau can expect to feel safe and listened to
- staff and volunteers can promote safe and effective practices in their organisation
- organisations can support their staff and volunteers to provide the safeguarding standards expected by children, young people and their parents, caregivers, and whānau.

The reality is that while most of the people who volunteer or seek jobs working with children and young people do so because they genuinely want to help children, there are people who want to abuse or harm children or young people and seek positions of trust so they have access to children and young people. We must also acknowledge that some people, no matter how keen or experienced they present as being, are not well suited to work with children and young people, based upon their behaviours towards children and young people. These are things we must not shy away from when we build a team of staff and volunteers to offer a sport, recreation, activity, or event.

Code of Conduct for all staff and volunteers

Your role involves working or volunteering with children and young people.

This Code of Conduct will help keep children, young people, and yourself safe.

Note: the term “we” means the organisation, Ice Speed Skating New Zealand, children, young people, as well as their parents, caregivers, and whānau.

To work with the children and young people in our organisation “we” expect you to:

- Acknowledge the rights of children and young people to be listened to and to thrive and participate in decisions that affect them.
 - Encourage enjoyable participation for children and young people in play, active recreation, and sport.
 - Understand that preventing abuse and protecting children and young people from abuse is the responsibility of everyone.
 - Be familiar with and abide by our safeguarding and child protection policy and procedures.
 - Report any concerns to your Child Safeguarding Representative (CSR) without delay. These include:
 - poor practice
 - concerning behaviours
 - suspected child abuse
 - allegation of abuse made against a staff member or volunteer
 - Only undertake a role working with children and young people upon conclusion of Safer Recruitment (Policy 6) 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 club.
- If you come across a child or young person out of your work or volunteer setting, apply the same Code of Conduct to protect yourself and the child or young person.
 - 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.
 - Be a role model for positive behaviour.
 - Do not ignore abusive or harmful behaviour.
 - Accept your position of trust and understand the importance of maintaining professional boundaries.
 - Never engage in a sexual relationship with anyone under the age of 18 years who is known to you because of your role. Engaging in any sexual behaviour with anyone under the age of 16 is illegal in New Zealand.
 - 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, caregivers or whānau and believe them.
 - Always act in the best interest of children and young people. This includes reporting any behaviour of concern by someone you trust, or who is more senior than you.
 - Ensure parents, caregivers, or whānau give informed consent by providing them with detail on:
 - 1:1 training and physical contact
 - trips
 - overnight stays – travel and sleeping arrangements.
 - Communicate with children and young people directly only after gaining written consent from their parents or caregivers.

- Ensure staffing-to-child ratios are at the safe level required and take action to report or stop the activity if not.
- Keep your private life and personal conversations separate and out of earshot and sight of children and young people.
- Always work within the view and hearing distance of others.
- Follow the organisation’s policy on taking, storage, and sharing of images or other personal information.
- Use only the approved organisational methods of behaviour management.
- Don’t give gifts to children and young people or receive gifts from them and thereby avoid the possibility of perceived grooming, manipulation, or favouritism.
- Don’t engage in any behaviours or conduct that are strategies used in grooming. Such as:
 - offering to babysit or tutor or coach individuals privately
 - acting secretly or encouraging secrets, or special or exclusive relationships.
- Never leave children and young people unattended.
- Never leave children and young people waiting to be collected alone, or with people who are not an approved staff member or volunteer.
- Do not use any unnecessary, unwanted, or inappropriate physical contact such as:
 - tickling
 - grabbing
 - intimate care (when the child or young person can care for themselves)
 - unnecessary cuddling
 - hugging
 - child sitting on your knee.
- Never come to work or volunteer under the influence of drugs or alcohol or in possession of either.

As a valued member of our sport, you have the right to:

- Enjoy the time you spend with us and feel supported to do your role.
- Be informed of our safeguarding and child protection policies, procedures, and your responsibilities.
- Be listened to.
- Be involved and contribute to safeguarding and child protection decisions.
- Feel welcomed, valued, and not judged based upon your race, gender, gender identity, sexuality, or ability.
- Be protected from abuse, bullying and harassment.
- Be supported to resolve conflicts.

We expect all our staff and volunteers to follow this Code of Conduct, and the standards and behaviours contained within it. Should any staff member or volunteer fail to comply with this Code of Conduct, prompt steps will be taken to resolve the matter. Any breach of these requirements may be subject to disciplinary action up to and including dismissal.

Signature of staff member or volunteer:

Date:

Print name of staff member or volunteer:
