



# NEW ZEALAND FOOTBALL



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## WORKING WITH CHILDREN NZF POLICY REGARDING WORKING WITH CHILDREN

MAY 2017

New Zealand Football Incorporated (NZF) would like to thank the following for their input:

- Basketball New Zealand
- Northern Football Federation
- Susan Platt, Senior Lecturer, Faculty of Health & Environmental Sciences - AUT University
- Ted Midlane, Solicitor - Legal Consultants Ltd

## INTRODUCTION

NZF is the National Sporting Organisation for football in New Zealand and is a member of Oceania Football Confederation (OFC) and Fédération Internationale de Football Association (FIFA). With headquarters in Auckland, NZF is responsible for delivering, growing and developing Football in each of its seven Regional Associations (each, a Regional Association), as listed below:

- Northern Football Federation
- Auckland Football Federation
- WaiBOP Football Federation
- Central Football Federation
- Capital Football Federation
- Mainland Football Federation
- Football South Federation

The objectives of NZF include protecting the interests of its Members and being responsible for their safety and wellbeing. NZF is committed to providing an environment which is safe for Members, free from harassment and abuse for everyone, and promotes respectful and positive behaviour and values. NZF has adopted policies, including the NZF Code of Conduct and NZF Code of Ethics, in order to ensure that such an environment is provided. In addition to these policies, NZF wishes to adopt this “NZF Policy Regarding Working with Children” to specifically protect and safeguard children from harm and put in place clear and appropriate procedures for reporting inappropriate behaviour.

The NZF Executive Committee adopted this Policy, and this Policy comes into force, on 16 February 2017 (Effective Date).

### 1. NZF POSITION STATEMENT REGARDING WORKING WITH CHILDREN

NZF is committed to the safety and wellbeing of all children and will act to ensure that a safe environment is maintained for all children within its responsibility.

NZF, its Regional Associations and Clubs will:

- to the best of their ability ensure that all Members are aware and adhere to the Guidelines for Working with Children as set out in Schedule 1;
- regularly review and implement the safeguarding practices relating to children in order to minimise and/or prevent the risk of harm to them.
- ensure that all Members who work with Children understand their responsibilities under this Policy and the guidelines and requirements referred herein.

Additionally, NZF will implement the Vetting & Screening of Workers with Children Requirements as set out in Schedule 2. Regional Associations and Clubs are encouraged to implement the same or similar.

### 2. COMPLAINTS PROCEDURE

The NZF Incident Report form as set out in Schedule 3 should be used by anyone wishing to lodge a complaint or report an incident relating to or covered by this Policy.

Incident Reports will be treated as being strictly confidential.


### 3. INVESTIGATION AND DISCIPLINARY PROCEDURE

Incident Reports will be investigated and otherwise dealt with pursuant to the terms of the NZF Code of Ethics, the NZF Disciplinary Code and/or any directives from the NZF Ethics Committee (including any Investigator appointed by the NZF Ethics Committee) or NZF Disciplinary Committee.


Disciplinary sanctions, penalties or any other measures may be declared by the NZF Ethics Committee (including any Investigator appointed by the NZF Ethics Committee) and/or the NZF Disciplinary Committee.

The following protocols provide guidance to those working with children by outlining good practice and establishing boundaries in a range of situations. The intention of these protocols is to reduce the likelihood of harm to a child, as well as minimising the risk of an allegation or complaint being made.

### APPLY A CHILD-CENTRED APPROACH WHERE ALL CHILDREN ARE TREATED EQUALLY AND WITH DIGNITY

1. Activities should be appropriate for the age and development of the children
  2. Use positive and age-appropriate language when talking to or in the presence of children
  3. Create a safe and open environment that also reduces risk to staff and volunteer
  4. Exercise common sense
  5. Do not send children off to train alone and out of sight or supervision
  6. Ensure that children use appropriate protective gear
  7. Ensure that all physical contact with children is relevant and appropriate to the activity
  8. Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years
  9. Ensure that any filming or photography of children is appropriate
  10. Do not drink alcohol in the presence of children and do not offer alcohol to children under any circumstances
  11. Do not engage in communication with a child, on a one-on-one basis, through social media, texting or email, other than for relevant coach/athlete feedback or administration
  12. Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying)
  13. Do not bully or place unnecessary pressure on children
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### AVOIDING SITUATIONS WHERE YOU ARE ALONE WITH A CHILD

1. Avoid private or unobserved situations, including being alone with a child in the changing rooms. Have another adult present or at least another player
  2. When entering changing rooms, ensure that you knock and announce yourself and try to have at least one other adult with you
  3. Avoid driving a child unaccompanied. If this is not practical, have them sit in the back seat
  4. Do not invite or encourage children to your home
  5. Always have another adult present when staying overnight anywhere with children
  6. Travelling creates higher-risk environments. Take extra care to ensure players and volunteers are not exposed to undue risk
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# PART 4 SCHEDULE 2

## VETTING & SCREENING OF WORKERS WITH CHILDREN REQUIREMENTS

### SAFETY CHECKS – VETTING AND SCREENING

NZF undertakes to implement vetting and screening as follows:

- All new NZF paid or voluntary staff, who work with children (core Children’s workers) must be safety checked before they start work (from 1 July 2017).
- All new NZF paid or voluntary staff who do not work with children (non-core Children’s workers) must be safety checked before they start work (from 1 July 2018).
- All existing NZF core Children’s workers must be safety checked before 1 July 2018.
- All existing NZF non-core Children’s workers must be safety checked by 1 July 2019.

The terms “new” and “existing” are to be applied as at the Effective Date.

In addition to the above, all core Children’s workers must be safety checked at least every three years.

NZF’s Regional Associations and Clubs are encouraged to implement vetting and screening requirements the same or similar to the above.

NZF acknowledges that the majority of schools in New Zealand will also have teams participating in football, and that such schools and/or their teams may not be Members of NZF. Notwithstanding this, NZF expects that these schools will be compliant with their legal obligations and specifically, be compliant with the Vulnerable Children’s Act 2014.

### SAFETY CHECKS MUST INCLUDE:

New core and non-core Children’s workers only

- 1. Identity Verification** - Passport or Driver’s License.
- 2. Collection of Other Information** – Referee check. It is recommended two referee checks are carried out.

New and existing core and non-core Children’s workers

- 3. Police Vetting** - Criminal history check.
- 4. Risk Assessment** - NZF shall evaluate the above information and assess the possible risk the person would pose to the safety of children in relation to their current or proposed position. NZF should be satisfied that the relevant person doesn’t pose any undue risk to the safety of children based on the aforementioned assessment

Only the person responsible for hiring decisions (or a person or persons delegated by such responsible person to assist with the safety checks) and the potential employee should be permitted to see the safety check information. In all cases the Privacy Act 1993 must be observed.

# PART 5 SCHEDULE 3

## INCIDENT REPORT

### NZF USE



IR #: \_\_\_\_\_

Report Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

### REPORT

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (Print Name) \_\_\_\_\_

Email address: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

### DESCRIPTION

Description of the Incident: (Describe fully events leading up to and about the Incident)

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Please email incident to: [ethics@nzfootball.co.nz](mailto:ethics@nzfootball.co.nz)



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