



Child Protection Policy

October 2020 V5



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Taekwon-Do*

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The Child is Paramount

Ensuring the safety and wellbeing of children, including prevention of child abuse or maltreatment, is a paramount goal of the International Taekwon-Do Foundation of New Zealand (ITFNZ). This Child Protection Policy provides guidance to our senior leadership (Masters, Board Members and Standards and Discipline Advisor), instructors and volunteers on how to identify and respond to concerns about the wellbeing of a child, including possible abuse or neglect.

This policy articulates the commitment that our organisation has to the safeguarding of children and young people.

Children and young people at risk have a fundamental right to be respected, nurtured and safeguarded by all. Accordingly, this policy sets out what is required in the clear expectation that at all times and under all circumstances, everyone will uphold the ethical and moral commitment we have to those we have the honour of teaching the martial art of Taekwon-Do.

The International Taekwon-Do Foundation of New Zealand (ITFNZ) has zero tolerance towards any form of abuse or exploitation.

The interests of the child will be the paramount consideration when any action is taken in response to suspected abuse or neglect. Our organisation commits to giving full support to: our instructors, clubs, schools, families, community and other groups we engage with, and with the statutory agencies (Oranga Tamariki - Ministry for Children and the New Zealand Police (the Police)) in the detection and prevention of abuse.

We will report suspected cases and concerns to these agencies as per the process in this policy.

Maintenance and annual review of this policy is the responsibility of the ITFNZ Board, in addition to carrying out the responsibilities outlined in this policy. ITFNZ personnel will not assume responsibility beyond the level of their experience and training and will seek external expert guidance when required. Our organisation commits to ensuring that staff receive access to the training they need.

This policy was approved by the Board of Trustees on xx/xx/2020. A digital copy can be found on our website at:

<https://members.itkd.co.nz/reference/documents/index.php>

The policy is due to be updated **June 2021**.

1. Purpose, scope and principles

Our child protection policy supports our instructors throughout New Zealand to respond appropriately to potential child protection concerns, including suspected abuse or neglect. It is our organisation's commitment to protect children from abuse and risk, and to recognise the important roles all of our personnel have in protecting the child.

This policy provides a broad framework and clear expectations in regards to protecting children, including (but not limited to) instructor behaviour in response to actual or suspected child abuse and neglect. This policy applies to all personnel, including instructors, assistant instructors and volunteers, and part-time and temporary positions such as Kiwi Sport Coaches and guest presenters at seminars, conferences and courses as per our annual calendar of events.

It is intended to protect all children and young people that our instructors (teaching personnel) may encounter, including siblings, the children of adults accessing Taekwon-Do instruction and any other children encountered by our personnel as they provide this service.

In addition to guiding instructors and our members in making a referral of suspected child abuse and neglect to the statutory agencies – i.e., Oranga Tamariki - Ministry for Children and the Police – this policy will also help our personnel to identify and respond to the needs of the many vulnerable children whose wellbeing is of concern. We recognise that in many of these cases, the involvement of statutory agencies would be inappropriate and potentially harmful to families/whānau. Throughout New Zealand statutory and non-statutory agencies provide a network of mutually supportive services, and it is important for our organisation to work with these to respond to the needs of vulnerable children and families/whānau in a manner proportionate to the level of need and risk.

To ensure that this organisation demonstrates continual improvement in child protection practice, we will work to maintain and provide the necessary training options. We also commit to explore opportunities to work with other providers, including from other sectors, to develop a network of child protection practice in our community.

All members of ITFNZ have a personal responsibility in respect to safeguarding and the protection of the child. These expectations are outlined below:

All those engaged in the instruction of Taekwon-Do within ITFNZ must:

- Demonstrate in both their public and private lives behaviours which bear witness to our values and commitment to safeguarding.
- Report any actual or suspected harm to a child, young person or adult at risk.

- Engage with and demonstrate their understanding of ITFNZ policies related to safeguarding and engage with all training required to maintain currency of knowledge.
- Engage in honest, respectful communication with children, young people and adults at risk, and welcome and encourage feedback.
- Ensure that clear information is provided to children, young people and their families about activities, their rights and responsibilities and provide access to support and feedback mechanisms; and
- Ensure that the voice of children, young people and adults at risk is sought, and included within the design of activities, events and any subsequent advocacy as required.

All those in Leadership/Governance Positions within ITFNZ must:

- Commit to uphold and promote a culture where safeguarding and wellbeing practices are demonstrated through practice and action.
- Develop practices to participate and validate safeguarding compliance and a culture of ongoing practice improvement.
- Develop mechanisms for the monitoring of risk, including risk controls and treatments
- Develop and maintain systems and processes to ensure ongoing education, socialisation and activations of policies and procedures.
- Ensure compliance with all policies, procedures and reporting requirements; and contribute to the ongoing development of child safeguarding throughout the organisation.

2. Definitions

- **Child** – any child or young person aged under 18 years and who is not married or in a civil union.
- **Child protection** – activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or are at risk of abuse or neglect.
- **Designated officer for child protection** – the manager/supervisor or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about child protection policy.
- **Disclosure** – information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.

- **Child, Youth and Family** – the agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need.
- **New Zealand Police** – the agency responsible for responding to situations where a child is in immediate danger and for working with Child, Youth and Family in child protection work and investigating cases of abuse or neglect where an offence may have occurred.
- **Physical abuse** – any acts that may result in physical harm of a child or young person. It can be, but is not limited to: bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness.
- **Sexual abuse** – any acts that involve forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. Sexual abuse can be, but is not limited to:
 - Contact abuse: touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the child to perform such acts on the perpetrator or another, involvement of the child in activities for the purposes of pornography or prostitution.
 - Non-contact abuse: exhibitionism, voyeurism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviours or comments.
- **Emotional abuse** – any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development. This can include:
 - Patterns of isolation, degradation, constant criticism or negative comparison to others.
 - Isolating, corrupting, exploiting or terrorising a child can also be emotional abuse.
 - Exposure to family/whānau or intimate partner violence.
- **Neglect** – neglect is the most common form of abuse and although the effects may not be as obvious as physical abuse, it is just as serious. Neglect can be:
 - Physical (not providing the necessities of life like a warm place, food and clothing).
 - Emotional (not providing comfort, attention and love).
 - Neglectful supervision (leaving children without someone safe looking after them).
 - Medical neglect (not taking care of health needs).
 - Educational neglect (allowing chronic truancy, failure to enrol in education or inattention to education needs).
- **Standards and Discipline Advisor Group** – a group made up of an advisor and regional representatives. Responsible for receiving complaints, ensuring mediation and maintaining the standards expected of ITFNZ members.

See: https://members.itkd.co.nz/reference/documents/advisor_groups/standards.php

3. Appointment of official club instructors and assistance instructors (Safety checking)

Our appointment of club instructors and assistant instructors reflects a commitment to child protection by including comprehensive screening procedures. Safety checks will be carried out, as required by the Vulnerable Childrens Act 2014. Refer to Appendix 2 and 3 (pages 13-14) for mandatory forms utilised with new appointments from 1st January 2021.

4. Training

ITFNZ is committed to maintaining and increasing the awareness of its personnel in how to prevent, recognise and respond to abuse through appropriate training. As part of the instructor's induction program, new instructors and up-and-coming instructors are made aware of our policy on child protection.

5. Policy Review

This Policy and these Procedures will be regularly reviewed on an annual basis and will be considered **a 'living' document**. We believe this is a crucial aspect in ensuring that our commitment be continual, evolving and delivers appropriately at all levels.



6. Child safe Practice Guidelines

These 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 minimizing the risk of an allegation or complaint being made.

To avoid situations where instructors and/or relevant members may be alone with children, all instructors and/or relevant members should examine the opportunities or possible situations where personnel may be left alone with children. Wherever possible an open door policy for all spaces should be used (excluding toilets).

- *Applying a child-centred approach where all children are treated equally and with dignity.*
 1. All activities should be appropriate for the age and development of the children in our care.
 2. Ensure all feedback to children is about their performance and not of a personal nature.
 3. Use positive and age-appropriate language when talking to children and in their presence.
 4. Where a child or young person requires assistance, e.g., if they are intellectually or physically disabled, if possible involve the parents/caregivers and outside agencies (in education such as the Ministry of Education's Special Education group) to assist. If this assistance is not available, ensure that all members are aware of the appropriate procedures when giving assistance.
- *Creating a safe and open working environment within the Dojang / Training venue.*
 1. Instructors should be aware of where all children are at all times.
 2. Visitors should be monitored at all times by the instructor(s), and volunteers and outside instructors should be monitored by the hosting club at all times.
 3. Exercise common sense.
 4. Ensure that all physical contact with children is relevant and appropriate to the activity.
 5. Seek permission to touch when doing the above.
 6. Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years.
 7. Ensure that any filming or photography of children is appropriate. Obtain consent prior to filming or photographing and explain purpose e.g. to promote course etc.
 8. Request parental consent before transporting young people in a vehicle. Ensure vehicle is insured and has current WOF.
 9. Ensure you have parental consent to administer first aid if required.
 10. Do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances.
 11. Do not engage in communication on a one to one basis through social media or email other than relevant coach/trainee feedback or administration.
 12. Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).

13. Do not engage in any bullying activity.

- *Avoiding situations where you are alone with a child.*
 1. Taekwon-Do activities often require one to one physical contact, this is highly normal in a martial arts environment. Parents and caregivers should be advised accordingly when joining and their child becoming a member of ITFNZ.
 2. Avoid private or unobserved situations, including being alone with a child in the changing rooms / toilet facilities.
 3. Avoid entering changing rooms / toilet facilities. If you must enter, knock and announce yourself and try to have at least one other adult with you.
 4. Avoid driving a child unaccompanied. Parental consent should be obtained in all situations unless it is an emergency.
 5. Do not invite or encourage children to your home.
 6. Always have another adult present when staying overnight anywhere with children. For example: ITKD National Camp, ITKD Kids Camp, individual club activities.
 7. Do not share a room with a child, other than your own child.

Additional Guidance to Instructors, Assistant Instructors and relevant members who teach and come in contact with children and young people.

It is important to ensure that we:

1. Have 'access' to a register of every child involved with our activities including relevant medical details and have a contact name and number accessible in case of emergencies.
2. Treat everybody with respect.
3. Set an example we would wish others to follow.
4. Where possible consider activities that involve more than one adult being present or within sight and hearing of others. Think of your position in the Dojang or teaching space (eg. Tennis courts, covered walkways, split areas). Are you openly visible?
5. Be aware that on occasions our actions may be misinterpreted by others even if they were well intentioned.
6. Respect a child's right to personal privacy.
7. Provide time and attention for children to talk to us.
8. Encourage children to respect and be courteous to others.
9. Intervene to stop any inappropriate verbal or physical behaviour.
10. Have a pre-arranged policy for the safe collection of children (when applicable), after the programme or event has finished.

11. Ensure that any suspicions or allegations of abuse are REFERRED not INVESTIGATED.
12. Only refer and seek support from other agencies for those identified under the child protection policy.

7. Confidentiality and information sharing

We will seek advice from Oranga Tamariki - Ministry for Children and/or the Police before identifying information about an allegation is shared with anyone, other than the Head Instructor or another senior person of the club / branch involved and including the Standard and Discipline Advisor for ITFNZ.

ITFNZ Instructors, Assistant Instructors and relevant members who teach and come in contact with children and young people must be aware that:

Under sections 15 and 16 of the Children, Young Persons, and Their Families Act 1989 any person who believes that a child has been or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to Oranga Tamariki - Ministry for Children or the Police and provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

When collecting personal information about individuals, it is important to be aware of the requirements of the privacy principles – i.e., the need to collect the information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used; who can see the information; where it is held; what is compulsory/voluntary information; and that people have a right to request access to and correction of their information.

Staff may, however, disclose information under the Privacy Act where there is good reason to do so – such as where there is a serious risk to individual health and safety (see privacy principle 11). Disclosure about ill-treatment or neglect of a child/young person may also be made to the Police or Oranga Tamariki - Ministry for Children under sections 15 and 16 of the Children, Young Persons, and Their Families Act 1989.

8. Where concerns about poor practice are reported

Poor practice involves actions that are contrary to the Child Safe Practice Guidelines provided by ITFNZ (see Point 6) and increase the risk of harm to children and young people.

1. Initial concerns should be discussed with the Standard and Discipline Advisor for ITFNZ (in the absence of the Standard and Discipline Advisor for ITFNZ, the Board or Chief Executive should be notified).
2. Consider the allegation and where there is a legitimate concern provide a written notice to the individual(s) involved.
3. If the poor practice is continued, or repeated poor practice following a written notice, then enact disciplinary procedures as per the Standard and Discipline Document for ITFNZ or following the guidance of the Police or Oranga Tamariki - Ministry for Children, dependant on the severity of the incident.

This may include the member's expulsion from the organisation.

9. When an allegation is made against a member of ITFNZ

All matters involving allegations of any form of child abuse against an ITFNZ member need to be escalated to the Standards and Discipline Advisor and subsequently to the Board or CEO. To ensure the child is kept safe, the Standards and Discipline Advisor, though support of the Board, may take steps to remove the accused member against whom an allegation has been made from the environment, subject to the requirements of the applicable individual.

Section 14 (page 11) provides a step by step guide on what to do if an ITFNZ member receives disclosure from a child, and the allegation is against another ITFNZ member.

10. Dealing with allegations, responding to concerns

ITFNZ Instructors, Assistant Instructors and relevant members who teach and come in contact with children and young people have the full responsibility to act on any serious concerns, and the following should be brought to the attention of the Standards and Discipline Advisor or the regional Standards and Discipline representative immediately.

- Any instance where this policy is breached or child safe practice guidelines are not followed.
- Any disclosure by a child that abuse or harm is occurring.
- Any suspicions or concerns about a child being subject to abuse.

Section 13 (page 12) provides a step by step guide on what to do if a ITFNZ member receives disclosure concerning abuse or neglect from a child.

11. Where abuse is suspected or reported

The welfare and interests of the child or young person are the first and paramount considerations.

It is a clear expectation that all ITFNZ Instructors, Assistant Instructors and relevant members who teach and come in contact with children and young people ensure the child is safe from immediate harm.

12. Identifying child abuse and neglect

ITFNZ will utilise the following approach to identify abuse or neglect. These guiding principles will help support our decision making, process and due diligence.

1. We understand that every situation is different and it's important to consider all available information about the child and their environment before reaching conclusions. For example, behavioural concerns may be the result of life events, such as divorce, accidental injury, the arrival of a new sibling etc.
2. We understand when we are concerned a child is showing signs of potential abuse or neglect we should talk to someone, either another member, an instructor, assistant instructor or an advisor for Standards and Discipline – we shouldn't act alone.
3. While there are different definitions of abuse, the important thing is for us to consider overall wellbeing and the risk of harm to the child. It is not so important to be able to categorise the type of abuse or neglect.
4. It is normal for us to feel uncertain, however, the important thing is that we should be able to recognise when something is wrong, especially if we notice a pattern forming or several signs that make us concerned.
5. Exposure to intimate partner violence (IPV) is a form of child abuse. There is a high rate of co-occurrence between IPV and the physical abuse of children.
6. We will always act on the recommendations of statutory agencies, including Oranga Tamariki - Ministry for Children and the Police. We will only inform families/whānau about suspected or actual abuse after we have discussed this with these agencies.
7. When we respond to suspected child abuse or any concerning behaviour we write down our observations, impressions and communications in a confidential register. This is kept separate from our other records and access will be strictly controlled.
8. ITFNZ members involved in cases of suspected child abuse are entitled to have support. We will maintain knowledge of such

individuals, agencies and organisations in the community that provide this support.

All ITFNZ Instructors, Assistant Instructors and relevant members who teach and come in contact with children and young people must be able to recognise the signs of potential abuse:

- Physical signs (e.g., unexplained injuries, burns, fractures, unusual or excessive itching, genital injuries, and sexually transmitted diseases).
- Developmental delays (e.g., small for their age, cognitive delays, falling behind in school, poor speech and social skills).
- Emotional abuse/neglect (e.g., sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm).
- Behavioural concerns (e.g., age inappropriate sexual interest or play, fear of a certain person or place, eating disorders/substance abuse, disengagement/neediness, aggression).
- The child talking about things that indicate abuse (sometimes called an allegation or disclosure).

All ITFNZ Instructors, Assistant Instructors and relevant members who teach and come in contact with children and young people are aware of the signs of potential neglect:

- Physical signs (e.g., looking rough and uncared for, dirty, without appropriate clothing, underweight).
- Developmental delays (e.g., small for their age, cognitive delays, falling behind in school, poor speech and social skills).
- Emotional abuse/neglect (e.g., sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm).
- Behavioural concerns (e.g., disengagement/neediness, eating disorders/substance abuse, aggression).
- Neglectful supervision (e.g., out and about unsupervised, left alone, no safe home to return to).
- Medical neglect (e.g., persistent nappy rash or skin disorders or other untreated medical issues).

13. Report of Concern: Disclosure of abuse or neglect is made

Listen to the child.

- Reassure the child.
 - Ask open-ended prompts – e.g., “What happened next?”
- Avoid questioning the child beyond what has already been disclosed

If the child is visibly distressed provide appropriate reassurance and re-engage in appropriate activities under supervision until they are able to participate in ordinary activities.

If the child is not in immediate danger - Re-involve the child in ordinary activities and explain what you are going to do next.

If the child is in immediate danger - Contact the Police immediately.

As soon as possible formally record the disclosure.

Record:

- Word for word, what the child said.
- The date, time, location and the names of any staff that may be relevant.
- The factual concerns or observations that have led to the suspicion of abuse or neglect (e.g., any physical, behavioural or developmental concerns).
- The action taken by your organisation.
- Any other information that may be relevant.

PLEASE REFER TO APPENDIX 4: MAKING AN EFFECTIVE REPORT OF CONCERN

Decision-making

Discuss any concern with the manager/supervisor or the designated person for child protection

Do not question or counsel the alleged offender

Notifying authorities

Notify Oranga Tamariki - Ministry for Children or the Police.

Phone: Oranga Tamariki 0508 326 459 - Available 24/7

Email: contact@ot.govt.nz

14. Report of Concern: Disclosure/allegation of child abuse by a member of ITFNZ

Listen to the child.

- Reassure the child.
- Ask open-ended prompts – e.g., “What happened next?”

If the child is visibly distressed – Provide appropriate reassurance and re-engage in appropriate activities under supervision until they are able to participate in ordinary activities.

If the child is not in immediate danger – Re-involve the child in ordinary activities and explain what you are going to do next.

If the child is in immediate danger – Contact the Police immediately.

As soon as possible formally record the disclosure. Record:

- Word for word, what the child said.
- The date, time, location and the names of any staff that may be relevant.
- The factual concerns or observations that have led to the suspicion of abuse or neglect (e.g., any physical, behavioural or developmental concerns).
- The action taken by your organisation.
- Any other information that may be relevant.

PLEASE REFER TO APPENDIX 4: MAKING AN EFFECTIVE REPORT OF CONCERN

Standards and Discipline Advisor to be notified. ITFNZ Board to be notified.
The Flow Chart of Action will be followed to ensure all appropriate steps are taken.

Standards and Discipline Advisor to consult with Oranga Tamariki - Ministry for Children or the Police.

- ITFNZ Board will consider all guidance and determine immediate action in reference to the accused member.

Oranga Tamariki - Ministry for Children or ITFNZ Board to advise the accused member and seek a response (depending on outcomes of discussions with statutory agencies.)

The member will be advised of their right to seek support/advice from appropriate Representatives.

- Standards and Discipline Advisor, in consultation with the ITFNZ Board, to contemplate removal of the member from the Dojang environment, and/or to suspend / expel the member from the organisation.
- Standards and Discipline Advisor and the ITFNZ Board to maintain close liaison with Oranga Tamariki - Ministry for Children or the Police.

Appendix 1: Key Legislation

There are numerous pieces of legislation relating to the protection of children under 18 years that may impact on sport and recreation providers.

Health and Safety in Employment Act 1992

1. This Act deals with the health and safety obligations of an employer to its employees. If a child is an employee of CMSF, the general health and safety obligations of employers under the Act will apply.
2. There is also an obligation to ensure the safety of volunteers (some of whom may be children) while they undertake the work activity.
3. Employers will be held vicariously liable to a third party for acts of its employees. For example, if an employee coach breached a duty of care to a programme participant, the employer can be liable.

Privacy Act 1993

Sport and recreation providers gather certain personal information about participants. The Privacy Act governs the collection and use of personal information where a person's identity is apparent from the information.

Children, Young Persons and their Families Act 1989

This Act deals with the responsibility of reporting likely or actual harm in the form of physical or sexual child abuse

1. Section 15 of the Act provides that:
Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally or sexually), ill-treated, abused, neglected or deprived may report the matter to a Social Worker or a constable.
2. Section 16 of the Act provides protection for people who will report ill-treatment or neglect:
No civil, criminal, or disciplinary proceedings shall lie against any person in respect of the disclosure or supply, or the manner of the disclosure or supply, by that person pursuant to section 15 of information concerning a child or young person (whether or not that information also concerns any other person), unless the information was disclosed or supplied in bad faith.

Vulnerable Children's Act 2014

This Act forms a significant part of comprehensive measures to protect and improve the wellbeing of vulnerable children and strengthen our child protection system. The Act rests on the belief that no single agency alone can protect vulnerable children. A number of measures have been enacted to keep children safe. These include:

1. Certain state services and their contracted or funded providers of children's services must adopt child protection policies, covering the identification and reporting of child abuse and neglect. The overarching purpose of the child protection policy is to provide information and processes to improve the identification and reporting of child abuse and neglect.
2. Safer Children's Workforce – the Act introduces new requirements to ensure children are safe with the people who work with them by implementing a new

standard safety check for all paid staff in the government-funded children's workforce, and workforce restrictions preventing people with certain serious convictions from roles that involve working alone with, or with primary responsibility for, children. This restriction is subject to an exemptions process.

Appendix 2: PERSONAL PROFILE FORM (Child Protection)

To be completed by all new instructors/volunteers/employees/contractors.

1. Organisation's Name:

International Taekwon-Do Foundation of NZ (ITFNZ/ITKD)

2. Personal Details:

Title: _____ First name: _____ Surname: _____

Date of Birth: _____ Telephone No (incl. STD code): _____

Address: _____

Email: _____ Postcode: _____

Occupation: _____ Currently Employed: **YES/NO**

3. Declaration – I have read and understood the organisation's Child Protection Policy and agree to CONFIDENTIAL vetting procedures. I agree to inform **International Taekwon-Do Foundation of NZ** of any change in circumstances.

4. Referees – Please provide the names and addresses of TWO responsible persons for reference purposes. Referees should not be related to you and, where possible, should have knowledge of your ability to work with children and young people. You should secure prior agreement of referees before providing their names.

Referee 1

Name: _____

Address: _____

Postcode: _____

Contact Phone number: _____ email: _____

Referee 2

Name: _____

Address: _____

Postcode: _____

Contact Phone number: _____ email: _____

Appendix 3: VETTING CHECKLIST

To be completed by an International Taekwon-Do Foundation of NZ Regional Director.

1. Organisation's Name: **International Taekwon-Do Foundation of NZ**

2. Name of Instructor/Volunteer/Employee: _____

This Checklist and a Child Protection profile form must be completed for all new instructors/assistant instructors/guest instructors from outside the organisation of International Taekwon-Do Foundation of NZ who have substantial access to children.

1. Have you explained the need for vetting to the potential volunteer/employee? **YES / NO**
2. Have you given the volunteer/employee an opportunity to read your Child Protection Policy and discussed any issues arising out of this with him/her? **YES / NO**
3. Have you set up a personal file for the potential volunteer/employee? **YES / NO**
4. Has volunteer/employee completed a Child Protection Personal profile Form? **YES / NO**
(Please attach the completed form to this checklist)
5. Have you carried out appropriate vetting? **YES / NO**
6. Were the results satisfactory? **YES / NO**
7. Have you taken up two written references? **YES / NO**
(Please attach the references to this checklist)
8. Have you followed up the references with either a telephone call/conversation. **YES / NO**
(Please attach a written record with full details including the date of the call or conversation to this checklist)
9. Has the above individual been approved as a volunteer/employee with International Taekwon-Do Foundation of NZ? **YES / NO**

You must be able to answer YES to questions 1-8 above before you sign this form

- **Signed:** _____
- **Date:** _____
- **Name (in block capitals):** _____
- **Position held in International Taekwon-Do Foundation of NZ :** _____

Appendix 4: MAKING AN EFFECTIVE REPORT OF CONCERN

Is the child or young person of concern at immediate risk of harm? If YES, call 111 immediately.

The quality of the information you share can make the difference between an individual of concern receiving the help they need or not. When making a Report of Concern it is recommended that you take the time to plan the information you intend to include.

Key questions to consider include:

1. Will the person receiving the report be able to easily understand your concerns? Ask a trusted friend or colleague to read it before submitting it - are your concerns clear?
2. What is your plan regarding follow up with the agency you filed the report with ensure your concerns are being addressed?

The following list of information has been compiled by "Safeguarding Children NZ" that is useful for Oranga Tamariki or Police to identify a child, young person or adult of concern and also, for them to better understand your concern(s). The more detail you are able to provide the more effective your report becomes.

- Name of child or young person
- If known, date of birth or approximate age
- If known, address or place of residence
- If known, contact phone numbers
- Name(s) of any other children in household/whanau/group/team
- Name(s) of parent/caregiver
- Name(s) of any other adults in household/whanau/group/team
- Name(s) of adult you are concerned about and their relationship or connection to the child
- School, Early Childhood Centre or group(s) attended
- Name of GP or Plunket nurse
- What are you concerned about?
- What have you seen or heard?
- Who was present when you noticed something?
- When did it happen?
- What did the child say? Use speech marks.
- What did the adult say or do that concerned you? Use speech marks.
- Is it a one-off incident or always occurring?
- If injury is present or disclosed, provide detail of where on the body. If you have one, use a body map and indicate left and right hand sides.
- Using the child or adult's own words, record how the injury happened and any other details disclosed. Use speech marks.
- Provide details of any questions you have asked and the response given. Use speech marks.
- What have you done to safeguard or protect the child?
- Who else is aware of or shares your concern(s)?
- Have you spoken to the child's family of your concern(s)? If not, detail why. For example, fear of child's or own safety.
- Do the family know you are making a Report of Concern? If yes, what was their response?
- If you have any reason to believe that a child will be at increased risk of harm as a result of submitting the Report of Concern, please ensure you highlight this concern in your report.
- Include your full name, job title or relationship to child or young person. Also, your contact number and name of organisation.
- We encourage you not to remain anonymous and to include your details in the report. This provides the agency you file the report with the option to contact you for more detail or clarification if necessary.
- If you wish to remain anonymous, please indicate this in your report and clearly state the reason why. Ensure you have included as much detail as possible as the agency will be unable to contact you for more detail or clarification.

Reference: <https://safeguardingchildren.org.nz/>

Appendix 5: SUPPORT SERVICES

Due to the sensitive nature of topics covered in our training, some individuals may feel the need for support. The following list has been provided by “Safeguarding Children NZ”. This compiled list of service providers can provide the help or guidance required to put you in the right direction for support.

If your safety is at risk, contact 111 immediately.

Family Services Directory Family Services Directory is a great resource to find a specific service provider to help you. Please let others know about it. www.familyservices.govt.nz/directory	Youthline Established to ensure young people know where to get help and can access support when they need it. Youthline also works to develop leadership and personal skills in young people. www.youthline.co.nz
Netsafe Helps keep people of all ages safe online. Provides free support, advice and education seven days a week. www.netsafe.org.nz	Kia Kaha – New Zealand Police A school-based programme that aims to help create environments where all members of the community feel safe, respected and valued, and where bullying cannot flourish. Kia Kaha link
Parentline Works with children who have been traumatised by abuse and domestic violence. Provides advice and support to parents and caregivers and counselling for children who present with challenging behaviours in the classroom and playground. www.parentline.org.nz	It's NOT OK Campaign Family violence is not okay but it is okay to ask for help! www.areyouok.org.nz
Kidsline New Zealand's only 24/7 helpline for children and young people, run by specially trained youth volunteers! www.kidsline.org.nz	Lifeline Aotearoa A textline to discuss any issue with qualified counsellors and trained volunteers - 24/7, confidential support. www.lifeline.org.nz or call 0800 543 354
0800 What's Up? A free, nationally-available counselling helpline and webchat service for children and teenagers. A safe place to talk about anything, run by qualified counsellors and open 365 days. www.whatsup.co.nz or call 0800 942 8787	Womens Refuge Support and help for women and children experiencing family violence. www.womensrefuge.org.nz or call 0800 733 843
Male Survivors of Sexual Abuse Enabling the well-being of male survivors of sexual abuse. www.malesurvivor.nz	Shine Provides a range of effective, practical and innovative services to help achieve making homes violence free. www.2shine.org.nz or call 0508 744 633
Samaritans Aotearoa New Zealand Confidential, non-judgemental & non-religious support. Contact immediately if you are experiencing loneliness, depression, despair, distress or suicidal feelings. www.samaritans.org.nz or call 0800 72 66 66	Safe to talk Available to anyone affected by sexual harm in anyway. Offers free confidential contact with trained specialists and connects individuals to support services in the community. www.safetotalk.nz or call 0800 044 334

Reference: <https://safeguardingchildren.org.nz/>

The Protection of the Child and Young People ITFNZ Commitment Statement



The International Taekwon-Do Foundation of New Zealand (ITFNZ), is committed to ensuring that all children and young people are safeguarded from harm, protected, and are respected and nurtured.

There is a clear expectation that at all times and under all circumstances, everyone will uphold the ethical and moral commitment we have to those we serve and to whom we teach the Korean Martial Art of Taekwon-Do.

Accordingly, a zero tolerance approach to child abuse or safety violations is expected and enforced across the organisation. All official branches (clubs) are required to provide appropriate means and processes for addressing matters of concern, including disclosures of abuse or harm. This includes ensuring that matters are dealt with in a timely manner, respectfully and compassionately and in accordance with the requirements of mandatory reporting, relevant NZ legislation and the ITFNZ Child Protection Policy.

All official branches (clubs) must be places of safety and all personnel must uphold and demonstrate through their actions and interactions the duty of care we have towards all children and young people. Accordingly, to ensure suitability of our contributing instructors / assistant instructors, all Regions must have robust recruitment (including eligibility checks), police vetting, and selection and performance monitoring procedures for those engaged in the delivery of Taekwon-Do on the behalf of ITFNZ.

Our commitment to safeguarding also includes a commitment to learning and development. ITFNZ will provide personnel with ongoing education and training which equips them with the knowledge and skills required. Training is provided in-line with their roles and responsibilities.

Compliance with the ITFNZ Child Protection Policy and its procedures is mandatory for all members. Relevant sections and material will be reviewed on a regular basis to ensure adherence to NZ law and regulations. This will ensure continuous improvement and reinforcement of the paramountcy of the child.

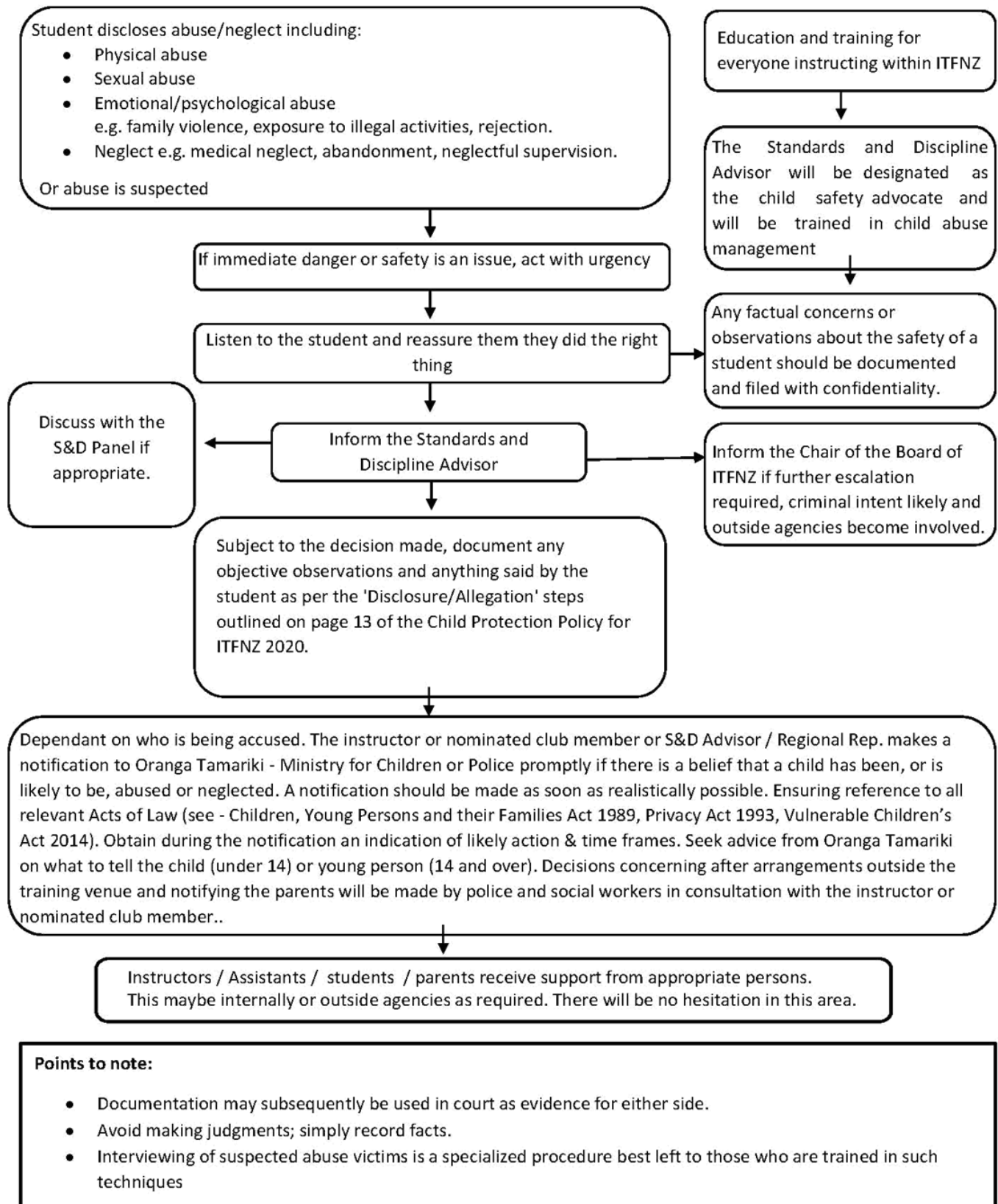
Importantly, the ongoing evolution of our practices and policies is informed through genuine engagement with children and young people.

"To help others to develop and succeed in life is a reward itself and only has value when nothing is expected in return." – General Choi Hong Hi (Founder of Taekwon-Do)

0800 800 495

www.itkd.co.nz

Flow Chart of Action (ITFNZ Child Protection Policy 2020)



BEING SAFE AND RESPECTED WHEREVER YOU ARE...



- We want no harm to come to you
- You have the right to feel safe – everywhere and at all times
- You have the right to be respected – that means to be listened to and cared for

BEING SAFE MEANS:

- People care about you and you feel good about being with others when doing things
- You know where to go if you need help or support
- You are not hurt and don't feel that you will be hurt by others
- You know the rules about being safe
- People listen to you and you are asked for your ideas



WHAT IF YOU OR SOMEONE YOU KNOW DOESN'T FEEL SAFE

- You always have the right to be safe and to feel safe, no matter where you are.
- If you are worried about yourself or someone else then tell someone you trust.
- Your Mum or Dad, your instructor or another grownup or senior are some people you might be able to go to.
- It can be hard to talk about why you don't feel safe but be brave and know that your safety is very important to us and you will be listened to.



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Images courtesy of Sabum Fabian Izquierdo, Vice President Taekwon-Do Union Argentina.