



SAFEGUARDING CHILDREN POLICY & PROCEDURES

Revision: *November 2025*

The Whiritoa Lifeguard Service (Club) is committed to safeguarding the welfare of all children and young people in its care. The Club recognises its responsibility to promote safe practice and to protect children and young people from harm and exploitation while participating in Club surf lifesaving operations and activities.

Scope

This policy applies to all staff and volunteers (aged 18 years and over) engaged directly by the Club who work with children and young people. It is important that all staff, contractors and volunteers working with children and young people read and understand this policy.

Purpose

This policy recognises the Club's responsibility to promote safe practices and well-being as well as to protect children and young people from harm, abuse and exploitation while participating in or associated with Club operations and activities.

The purpose of this policy is to:

1. Protect all children and young people, whatever their culture, disability, gender, language, racial origin, socioeconomic status, religious belief and/or sexual identity, from all forms of harm.
2. Respect and promote the rights and feelings of children and young people.
3. Raise awareness of the importance of our role in maintaining the safety, welfare, and interests of any child and young person that staff or volunteers come into contact with, through their work.
4. Promote and implement appropriate procedures to safeguard the well-being of children and young people and protect them from abuse.
5. Identify procedures for staff and volunteers to follow, should a suspected case arise, or an accusation be made about inappropriate behaviour by any person, by providing training, support, and guidance to staff and volunteers.
6. Work in partnership with children and young people and parents/caregivers along with other organisations and agencies to promote the welfare, health and development of children and young people.



7. Regularly monitor and evaluate the implementation of this policy and procedures.

Introduction

All staff and volunteers who come into contact with children and young people and families in their work, including those who do not have a specific role in relation to safeguarding children and young people, have a duty to safeguard and promote the welfare of children and young people.

Definitions

The following definitions apply to this policy:

Child – any child or young person aged under 17 years, and who is not married or in a civil union (also see Young People below).

Child Abuse - the harming (whether physically, emotionally, or sexually), ill treatment, abuse, neglect, or deprivation of any child or young person.

Forms of Child Abuse:

1. Emotional abuse occurs when a child or young person's emotional, psychological, or social well-being and sense of worth is continually battered.
2. Neglect is the persistent failure to meet a child or young person's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.
3. Physical abuse can be caused from punching, beating, kicking, shaking, biting, burning, or throwing the child or young person. It can also result from excessive or inappropriate discipline or violence within the family.
4. Sexual abuse includes acts or behaviours where an adult, older, or more powerful person uses a child or young person for a sexual purpose.

Child protection – activities carried out to ensure that children and young people are safe in cases where there is suspected abuse or neglect or the risk of abuse or neglect.

Club Child Protection Officer (CCPO) - a person/s appointed by the Club President or Chairperson, responsible for maintaining an oversight of concerns and disclosures of alleged child or young person abuse.



National Child Protection Officer (NCPO) - a person/s appointed by the Chief Executive of SLSNZ, responsible for maintaining an oversight of concerns and disclosures of alleged child or young person abuse at a Regional or National level.

Oranga Tamariki - also known as the Ministry for Children is the government department responsible for the well-being of children and young people, specifically children and young people at risk of harm, youth offenders and children and young people of the State.

Safeguarding - the action that is taken to promote the welfare of young people and protect them from harm as well as help manage the risk of unsuitable persons entering the children and young people's workforce.

Safety Check - means verifying identity and gathering information through application forms, face to face conversations, police vetting, and reference checks.

Whistleblowing – is the term used when a person passes on information concerning wrongdoing via an open, transparent and safe working environment where people feel able to speak-up.

Vetting - means the formal process of obtaining checks from another agency, e.g. the Police vetting service, criminal record checks.

Volunteer - a person who freely gives their time, knowledge and skills to assist the Club with the delivery of the Club's operations and/or services. A person belonging to the Club that participates in Club operations and/or services.

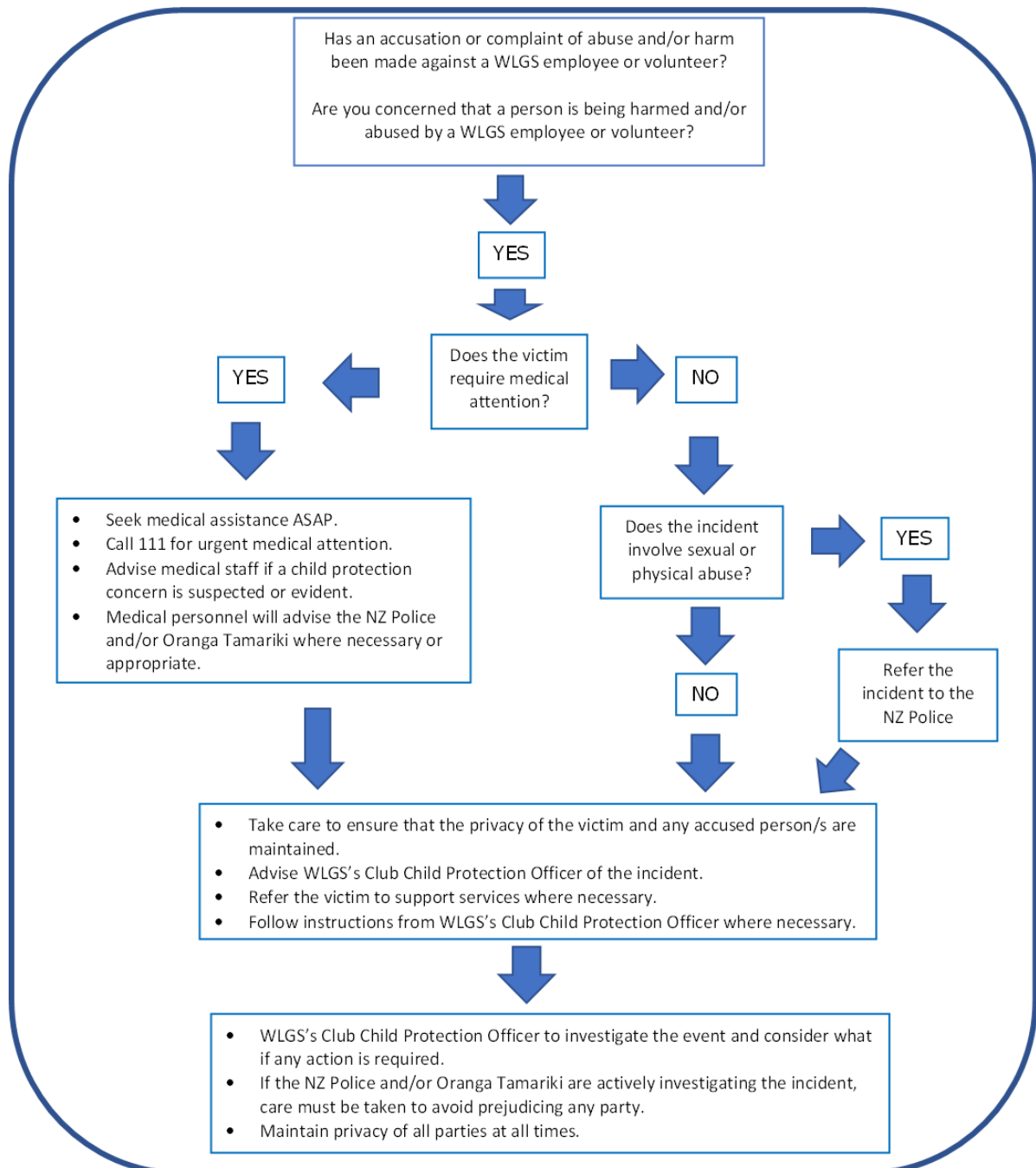
Young people - refer to any persons under the age of 18 engaged in an activity at the Club, whether a member of the Club or not.

Related Documents, Policies and Procedures

- Children's Act 2014
- Crimes Act 1961 (Section 195A)
- Crimes Amendment Act (No 3) 2011
- Films, Videos, and Publications Classifications Act 1993
- Health and Safety at Work Act 2015
- Oranga Tamariki Act 1989
- Privacy Act 1993
- SLSNZ Code of Conduct
- SLSNZ Club Health and Safety Manuals

- SLSNZ National Standard Operating Procedures (NSOPs) and Whiritoa Lifeguard Service Club Operating Procedures (CSOPs)
- Whiritoa Lifeguard Service Code of Conduct and Constitution

Flowchart for Managing Allegations of Abuse or Harm





Children & Young Persons Safeguarding Code of Conduct

Whiritoa Lifeguard Service Inc, its employees and volunteers recognise that the welfare of children and young people is paramount, and will ensure that staff and volunteers encourage children and young people to:

1. Value each other, parents, caregivers, staff and volunteers, and advise them that they may be asked for their views and feedback.
2. Include all children and young people and encourage them to value and embrace differences throughout the Club activities they are involved in.
3. Abide by the rules to keep them safe, such as keeping out of prohibited areas, not leaving the site or programme without staff permission, adhering to restricted access to certain areas, e.g. bathrooms, changing rooms, etc.
4. Behave appropriately towards each other, staff, volunteers, parents and caregivers.
5. Expect that behaviour falling outside of expectations will be addressed and what this may look like, e.g. time out, phoning parents or caregivers.
6. Take care of themselves and others. Be safe.
7. Tell someone if they or someone else is being treated unfairly or differently and/or if they are worried about someone.

Parent & Caregivers Safeguarding Code of Conduct

Whiritoa Lifeguard Service Inc, its employees and volunteers recognise that the welfare of children and young people is paramount, and will ensure that staff and/or volunteers inform parent and caregivers that they:

1. And their child's voice is valued, and they may be asked for their views and/or feedback.
2. Must be contactable or nominate an emergency contact who will be available at all times while their child or young person is involved in the Club's operations or activities.
3. Should tell someone if they or someone else is being treated differently to this or other Club or SLSNZ Codes of Conduct, and/or if they are worried about someone.
4. Are expected to behave in accordance with the Club and SLSNZ's Code of Conduct at all times.
5. Are expected to behave appropriately and compassionately towards others, including should they be dissatisfied, e.g.
 - a. Remembering staff and volunteers are people too, and some may be young staff or volunteers.
 - b. Not raising voices/using inappropriate language towards staff or volunteers, particularly in the vicinity of children and young people.



- c. Knowing that any conduct that is or perceived as being, abusive, racist, sexist, bullying, harassing, threatening, etc. is not permitted and may result in service exclusion.
- 6. Along with the Club, are expected to promote inclusivity and will undertake all reasonable steps to accommodate any special needs where practicable and where resources permit.
- 7. Are required to abide by the Club's operational and/or activity requirements, e.g. dropping off/collecting children and young people at the times and location specified.
- 8. Are required to abide by all of the Club's policies, procedures and practices at all times, including refraining taking, sharing or storing images of children and young people, other than their own, noting:
 - a. Taking of imagery is not permitted unless authorised by staff.
 - b. The Club will create opportunities for imagery to be taken safely.
 - c. How breaching imagery requirements may place others at risk, e.g. from family violence, etc.
- 9. Are encouraged to support the actions taken by staff or volunteers to address inappropriate behaviours that may breach the Club and/or SLSNZ's Code of Conduct and also how they may be managed, e.g.
 - a. For children and young people: immediate strategies such as time out, etc. as well as Behavioural Management Plans that incorporate parent or caregivers' involvement and agreement.
 - b. For children and young people and adults: serious concerns (e.g. illegal behaviour, danger, harm towards self or others, persistent failings to comply, etc.) may result in temporary and/or permanent exclusion.
- 10. Remember that Lifeguarding is a shared responsibility.

Promulgated at Committee Meeting Dated	23 rd November 2025
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