



Waikato Table Tennis Association

CHILD PROTECTION POLICY

Revised : August 2025

1. DEFINITIONS

The following definitions apply.

Child is any person under the age 18.

Child Abuse is defined in The Children, Young Persons and their Families Act 1989, as "...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person."

Child Protection includes prevention of and response to any risk or actual instance of physical, sexual and emotional harm, exploitation or abuse, whether done directly to a child or with communications/technology.

Child Protection Officer (CPO) is a Committee Member of WkTTA specifically appointed to oversee the execution of the CPP and to ensure guidelines and procedures remain current and relevant.

Child Protection Policy (CPP) means this Policy.

Child Protection Policy Code of Conduct or **Code of Conduct** is an associated document to this Policy that is signed by new Committee Members when they take office and when new Coaches are appointed to the role.

Coach is an individual appointed to the role by WkTTA that allows them to coach Members during allotted time slots as well as undertaking private coaching at other times.

Committee mean the Committee empowered by its WkTTA's Members to run the affairs of WkTTA.

Committee Member means a Committee Member elected by its Members.

Members refers to those persons who take out an annual membership with the Association.

Table Tennis New Zealand (TTNZ) means the national table tennis body in New Zealand.

WkTTA and Association means the Waikato Table Tennis Association Incorporated.



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2. PURPOSE

- 2.1 This policy aims to provide a framework for a safe, fair, inclusive and protective environment for all children in the delivery of table tennis and associated development programs.
- 2.2 WkTTA is committed to the protection of children from harm, abuse and exploitation as expected in the United Nations' Declaration on the Rights of the Child.
- 2.3 This policy also takes into consideration best practice and requirements of the Vulnerable Children Act 2014 in keeping with New Zealand legislation.
- 2.4 WkTTA will regularly review the Child Protection Policy and procedures, which are outlined below.

3. SCOPE

- 3.1 This policy is intended to apply to all WkTTA activities.
- 3.2 This policy is applicable to all the following people:
 - Committees and sub-committees members
 - Coaches/Instructors
 - Umpires
 - Officials
 - Administrators
 - Volunteers
 - Parent helpers
 - Members who help
 - Consultants/Contractors/Subcontractors
 - Peer/Youth Mentors
 - Visiting athletes
 - Partners of the above
 - Casual staff

4. ROLES AND RESPONSIBILITIES

- 4.1 It is the responsibility of the Committee and specifically the duly appointed Child Protection Officer to ensure that WkTTA takes every precaution to protect the children and young people we serve and encounter during the course of our work.



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5. CHILD SAFE RECRUITMENT AND SCREENING PROCEDURES

- 5.1 Recruitment involves the hiring of staff, volunteers, consultants and suppliers in New Zealand and overseas to work for WkTTA and partners.
- 5.2 WkTTA seeks to minimise child abuse risk through every step of the hiring process by including well-advertised child protection commitments and thorough background vetting systems of potential hires (including the use of police checks for those in regular contact with children).
- 5.3 WkTTA has a right not to engage any person it considers to pose an unacceptable risk to children.
- 5.4 The following **screening procedures** will apply to all staff / contracted personnel and volunteers in contact with children and under the control of the Child Protection Officer:
 - (a) a criminal record check is undertaken before engagement. This will be managed by TTNZ on behalf of the Association and TTNZ will advise the outcome of the checks and provide documented evidence that will be kept on file by WkTTA. TTNZ will also be maintaining a register of the status of all persons that have had police checks requested for them.
 - (b) Follow up criminal record checks will be undertaken within the required timelines which is currently every three (3) years. This will again be actioned by TTNZ on behalf of the Association.
 - (c) for those not known to Committee Members, then at least 2 verbal referee checks are conducted and documented. Referees will be asked about the applicant's suitability for the role to work with children and/or to have regular unsupervised contact with children. Notes taken during the checks will be kept on file.
- 5.5 The following **recruitment procedures** will apply to all staff / contracted personnel and volunteers in regular contact with children and under the control of the Child Protection Officer:
 - (a) an interview panel will be convened comprising at least one (1) Committee Member as well as the Child Protection Officer
 - (b) an interview plan that incorporates behavioural-based questions will be agreed with the Child Protection Officer
 - (c) The behavioural-based questions to be asked will be taken from the list below:
 - have you worked/volunteered with children in a similar position before? What did you like about it? What did you find difficult?
 - how have you handled children who did not want to participate in an activity?
 - do you mind being supervised?
 - what motivates you/why do you want to work with children in this program?
 - provide me with 3 examples of how to work safely with children.
 - what do you think makes a good community leader or role model for children and young people?
 - how would you handle children who were not listening to your instructions?
 - how would you create a child safe and friendly space for children to play sport?



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- 5.6 All staff / contracted personnel and volunteers in regular contact with children and under the control of the Child Protection Officer will be expected to familiarise themselves with the **WkTTA Child Protection Code of Conduct** document and formally sign their acceptance to it.

6. EDUCATION, TRAINING AND AWARENESS

- 6.1 The Child Protection Officer will undertake approved child safeguarding training and will ensure all stakeholders are aware of, and uphold, the Child Protection Policy.
- 6.2 The Child Protection Officer will additionally provide education around the Policy to all Committee Members and Coaches on commencement and at regular intervals, so they remain informed of current best practice.

7. INTERACTIONS WITH CHILDREN

- 7.1 WkTTA acknowledges the significance of protecting children while in WkTTA's care. Those tasked with guardianship of children while working or assisting WkTTA will receive child-friendly education, resources and support to effectively and safely accept care.
- 7.2 WkTTA will not for any reason publish (for fundraising or promotional purposes) text, photographs or other forms of information that may cause harm to a child or represent a child in an inappropriate or illegal (harmful, abusive or exploitative) manner. Representation of a child in photo or text from WkTTA's data image repository and from other official WkTTA sources will adhere to this

8. MISCONDUCT

- 8.1 WkTTA will promptly investigate all reported actual or suspected breaches of this Policy and, where grounds are found to exist, will take appropriate corrective measures and/or report the matter to the relevant authorities.
- 8.2 WkTTA reserves the right to initiate appropriate action up to and including employment/contractual termination for staff or other representatives, or for volunteers/interns, to sever the volunteer relationship.

9. INCIDENT REPORTING

- 9.1 It is mandatory for all personnel to report any witnessed, suspected or alleged incidents of child abuse or any breach of this Policy.
- 9.2 These concerns may relate to a child, Member, Committee Member or staff involved in the organisation or a concern about a child or person/s outside of the organisation's programs.
- 9.3 WkTTA strives towards incident reporting which is child friendly. If you do have a concern, you should immediately follow the reporting procedures below:



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- (a) **Who should report?** A child or young person, parents or Member, staff, volunteers or any other personnel
- (b) **What should be reported?** Any disclosure, concern or allegation from a child or any other person regarding the safety, abuse or exploitation of a child (this includes actual, suspected, or risk of abuse or harm to a child).

Any observation or concerning behaviour exhibited by an WkTTA staff, committee members, volunteers, coaches or other associate that breaches this Policy.
- (c) **When to report?** Child abuse concerns should be raised immediately.
- (d) **Who to report to?** Initially verbally to any Committee Member then to be followed up in an email to the Association's Secretary via waikatotabletennis@gmail.com

10. POST INCIDENT REPORTING

- 10.1 WkTTA will follow up on the report. The police or other agencies may be contacted. The person against whom a complaint is made will be contacted and they may be warned, suspended or terminated. The child involved and the family may be put in contact with local support services.
- 10.2 Any person who has been found to have breached this Policy may be monitored, warned, suspended or have their engagement with the Association terminated. If the breach of the Policy involved a misunderstanding this will be explained to the person and they will be provided with more information on the Child Protection Policy
- 10.3 WkTTA will immediately contact Table Tennis New Zealand if any staff or volunteers or other personnel are accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse
- 10.4 WkTTA will also inform Table Tennis New Zealand of any breaches of the Child Protection Policy or Code of Conduct, and response taken.
- 10.5 For all reports made to WkTTA:
- principles of procedural fairness will be observed
 - confidentiality will be maintained except when a report to police or authorities is required
 - anyone making a false allegation will be disciplined
 - will be handled professionally and in a timely manner and reports will be stored securely.

11. POLICY REVIEW

- 11.1 WkTTA will review this Policy at a period not exceeding two (2) years from the last review.