



Auckland Diving Community Trust (ADCT) Child Safeguarding and Protection Policy

1. Purpose

Auckland Diving is committed to providing a culturally and physically safe, inclusive, and supportive environment for all children and young people participating in its programmes and activities.

The purpose of this policy is to:

- Protect children and young people from harm
- Promote a culture of safety, respect, and wellbeing
- Clarify safeguarding expectations and responsibilities
- Provide clear guidance for preventing and responding to concerns

This policy supports Auckland Diving's governance obligations and explicitly aligns with Sport New Zealand's Safeguarding Standards, Diving New Zealand's Member Protection Policy, and relevant New Zealand legislation, including the Children's Act 2014 and Te Tiriti o Waitangi principles.

2. Scope

This policy applies to:

- Board members / Trustees
- Participants
- Employees and contractors
- Coaches and instructors
- Volunteers
- Officials and team managers
- Any person acting on behalf of Auckland Diving

It applies to all Auckland Diving activities, including:

- Training sessions (poolside and dryland)
- Competitions and events
- Travel (local, national, and international)
- Online environments and communications



3. Commitment to Safeguarding

Auckland Diving:

- Places the wellbeing and safety of children above all other considerations
- Has zero tolerance for abuse, neglect, bullying, harassment, or exploitation
- Is committed to creating a culturally safe and inclusive environment for all participants
- Recognises its duty of care to take all reasonable steps to protect children from harm

4. Definitions

- **Child / Young Person:** Any person under 18 years of age
- **Safeguarding:** Actions taken to prevent harm and protect children from abuse, neglect, or exploitation
- **Abuse:** Includes physical, emotional, sexual abuse, neglect, and online harm

5. Roles and Responsibilities

Board / Trustees

- Ensure appropriate safeguarding policies and procedures are in place
- Provide oversight of safeguarding matters
- Ensure compliance with legal obligations

Child Safeguarding Representative (CSR)

Auckland Diving will appoint a Child Safeguarding Representative (CSR) responsible for:

- Receiving and managing safeguarding concerns
- Acting as the primary point of contact
- Liaising with external agencies where required
- Maintaining secure records



Staff, Coaches, and Volunteers

All personnel must:

- Treat children with respect and dignity
- Maintain professional boundaries
- Be alert to signs of harm or abuse
- Follow this policy and report concerns promptly

6. Safer Recruitment and Screening

Auckland Diving will:

- Conduct appropriate background checks (including Police Vetting in accordance with Diving New Zealand's Police Vetting Policy)
- Verify identity and relevant qualifications
- Require references for roles working with children
- Ensure all personnel agree to and understand this policy

7. Safe Practice Expectations

All personnel are expected to:

- Act in a culturally appropriate, respectful, and age-appropriate manner
- Avoid unnecessary one-to-one situations where possible
- Ensure visibility when working with athletes
- Use positive behaviour management strategies
- Avoid physical contact unless necessary for safety or appropriate for athlete development
- Communicate professionally with athletes and parents

Prohibited behaviours include:

- Any form of abuse or inappropriate relationship
- Favouritism or grooming behaviours
- Inappropriate communication (including via social media)

8. Digital Communication and Social Media

- Communication with athletes should be transparent and include parents where appropriate
- Private messaging with minors should be avoided unless necessary and approved
- Content shared must be appropriate and respectful and align with Diving New Zealand's Social Media Policy

9. Travel and Overnight Stays

When travelling:

- At least two adults should be present where possible
- Separate sleeping arrangements must be provided for adults and children
- Clear supervision ratios must be maintained
- This policy applies to all travel associated with Auckland Diving activities, including local, national, and international travel. For national travel, the same safeguarding standards apply, including supervision ratios, parental consent, and compliance with the applicable Diving New Zealand policies

10. Responding to Safeguarding Concerns

All concerns must be taken seriously.

Whistleblowers are protected from retaliation.

Immediate Risk

If a child is in immediate danger:

- Contact emergency services (111) immediately
- Contact the parent or guardian or emergency contact

Non-Urgent Concerns

- Report concerns to the Child Safeguarding Representative (CSR) or a Board member
- Record information factually and promptly



Auckland Diving will:

- Respond promptly and appropriately
- Escalate to Oranga Tamariki, Police, or the Sport Integrity Commission where required
- Support the child and those involved

11. Confidentiality and Information Sharing

- Information will be handled sensitively
- Shared only on a need-to-know basis
- Privacy will be respected unless safety is at risk

12. Code of Conduct

All personnel must adhere to Auckland Diving's Code of Conduct, which aligns with Diving New Zealand's Code of Conduct and reinforces:

- Respectful behaviour
- Professional boundaries
- Athlete wellbeing as a priority

13. Complaints and Whistleblowing

- Individuals can raise concerns without fear of retaliation in accordance with ADCT's Complaints Policy
- Complaints will be handled fairly and promptly
- Anonymous reporting options will be made available

14. Breaches of Policy

Failure to comply may result in:

- Removal from activities
- Disciplinary action
- Termination of employment or engagement
- Referral to external authorities

15. Training and Awareness

Auckland Diving will:

- Provide mandatory safeguarding training for staff and volunteers, in line with Sport New Zealand's e-learning modules
- Ensure ongoing awareness and education

16. Relationship to Governance Documents

This policy operates alongside Auckland Diving's constitution, trust deed, and related policies, and is supported by Sport New Zealand's Safeguarding Resources and Diving New Zealand's Member Protection Framework.

17. Review

This policy will be reviewed annually or earlier if Sport New Zealand or Diving New Zealand update their standards.

DOCUMENT MANAGEMENT AND CONTROL

Approved by the Board of Auckland Diving Community Trust

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