

Policy 5



Code of conduct for people working or volunteering with Children and Young People.

Commitment to Te Tiriti O Waitangi

Spiralz Rhythmic Gymnastics recognises Te Tiriti O Waitangi as Aotearoa New Zealand's founding document.

Spiralz Rhythmic Gymnastics is committed to upholding the mana of Te Tiriti O Waitangi and the principles of Protection, Partnership and Participation.

Why do we need a Code of Conduct

A Code of Conduct sets the standards of conduct and behaviour so that:

- Children, young people and their parents, caregivers and whānau can expect to feel safe and listened to
- Staff and volunteers can promote safe and effective practices in their organisation
- Organisations can support their staff and volunteers to provide the safeguarding standards expected by children, young people and their parents, caregivers and whānau.

The reality is that while most of the people who volunteer or seek jobs working with children and young people do so because they genuinely want to help children, there

are people who want to abuse or harm children or young people and seek positions of trust to give them access. We must also acknowledge that some people, no matter how keen or experienced they present, are not well suited to work with children and young people based upon their behaviours towards them. These are things we must not shy away from when we build a team of staff and volunteers to offer Rhythmic Gymnastics.

Codes of Conduct are an essential part of a positive approach to:

- Preventing child abuse
- Keeping children and young people safe
- Treating children and young people with the respect they deserve
- Recognising and responding to inappropriate or unacceptable behaviour
- Keeping staff or volunteers safe, to ensure the Rhythmic Gymnastics program we offer continues to be a quality experience
- Maintaining the high standards Spiralz sets for itself

Six key considerations to implement a Code of Conduct:

1. Developing a Code of Conduct recognises that different sports have different levels of risk. In Rhythmic Gymnastics it is sometimes necessary to touch children when demonstrating techniques or spotting skills along with 1:1 training sometimes occurring.
2. Training staff and volunteers on the Code of Conduct during their induction, and explaining why it is important.
3. Gaining agreement from staff and volunteers to abide by the Code of Conduct (e.g signing the Code of Conduct).
4. Reminding staff and volunteers of the Code of Conduct regularly.
5. Making children, young people, parents, caregivers and whānau aware of the Code of Conduct, and how it keeps them safe.
6. Ensure you have a system in place to respond to concerns, enable appropriate investigation, referral to statutory agencies, and HR processes.

Code of Conduct for all staff and volunteers

Your role involves working or volunteering with children and young people. This Code of Conduct will help keep children, young people and yourself safe.

(The term 'we' means the organisation Spiralz Rhythmic Gymnastics, children, young people and their parents, caregivers/whānau.)

To work with the children and young people who are a part of Spiralz Rhythmic Gymnastics 'we' expect you to:

- Acknowledge the rights of children and young people to be listened to and to thrive and participate in decisions that affect them.
- Encourage enjoyable participation for children and young people in Rhythmic Gymnastics.
- Understand that preventing abuse and protecting children and young people from abuse is the responsibility of everyone.
- Be familiar with and abide by our safeguarding and child protection policy and procedures.
- Report any concerns to your Child Safeguarding Representative without delay.
These include:
 - Poor practice
 - Concerning behaviours
 - Suspected child abuse
 - Allegations of abuse made against a staff member or volunteer
 - Bullying and harassment
- Only undertake a role working with children and young people upon conclusion of Safer Recruitment (Policy 6) elements, including:
 - Initial police vetting and ongoing vetting at required intervals

- Disclosing any known or potential criminal charges or convictions before or during your involvement with the club

- Have empathy with children and young people
- Make everyone feel welcome, included, and respected in a manner that is appropriate for their age or stage of development
- Be a role model for positive behaviour
- Not ignore abusive or harmful behaviour
- Accept your 'Position of Trust' and understand the importance of maintaining professional boundaries
- Never use your 'Position of Trust' for personal gain or to harm children and young people
- Never engage in a sexual relationship with anyone under the age of 18 years who is known to you because of your role. (Please note that engaging in any sexual behaviour, with anyone under the age of 16 is illegal in New Zealand)
- Complete requires safeguarding or child protection training
- Listen to children and young people and believe them if they tell you about abuse or concerning behaviour, and report it to your CSR
- Listen to concerns raised by parents or caregivers, believe them, and report to your CSR
- Always act in the best interest of children and young people. Including reporting the concerning behaviour of someone you trust, or who is more senior to you
- Ensure parents, caregivers or whānau give informed consent by providing them with detail on:
 - 1:1 working and physical contact
 - Trips
 - overnight stays
 - Travel

- Only communicate with children and young people directly after gaining consent from their parents or caregivers

- If you come across a child or young person out of your work setting, apply the same Code of Conduct to protect yourself and the child or young person
- Ensure staffing-to child-ratios are at the safe level required and take action to report or stop the activity if not
- Keep your private life and personal conversations if inappropriate or highly personal separate and out of earshot or sight of children and young people. As gymnastics coaches we chat with our gymnasts a lot - discussion about appropriate personal life content is fine such as plans for the weekend, pets etc. Discussion about drugs, alcohol, personal relationships or highly personal subject matter is not okay.
- Always work within the view and hearing distance of others where possible.
- Ensure you are aware of any gymnasts who have selected not to have their photo taken and respect this.
- Ensure to follow Spiralz Rhythmic Gymnastics policies when any photos or other personal information are stored and shared.
- Wear appropriate clothing when coaching (i.e no overly revealing or inappropriate clothing). A good option would be your Spiralz t-shirt and shorts or tights that are not too revealing. Remember you should present yourself in a professional manner appropriate to a sports setting.
- Only use appropriate methods of behaviour management, if you are unsure what methods to use, check with the head coach.
- Don't give gifts to children and young people or receive gifts from them or their parents or caregivers (training incentives with equal opportunity for all gymnasts like star charts, appropriate christmas presents like chocolate for the whole group or birthday treats for the whole group at training are okay).
- Don't engage in any behaviours or conduct that are strategies used in grooming. Such as:
 - Offering to babysit, tutor or coach privately (1:1 training sessions should be openly offered to all gymnasts so no favouritism intentional or not is occurring).

- Acting secretly or encouraging secrets or 'special' or exclusive relationships.
- Never leave children and young people unattended (unless you desperately need to go to the toilet or be sick etc - put a responsible older child in charge or another coach and only leave momentarily).
- Never leave children and young people waiting to be collected alone or with people who are not an approved staff member or volunteer.
- Do not use any unnecessary, unwanted or inappropriate physical contact such as:
 - Tickling
 - Grabbing
 - Intimate care (when the child or young person can care for themselves)
 - Unnecessary cuddling
 - Hugging (a quick hug is okay if they have hurt themselves or are upset, or if they are initiating a quick hug to say goodbye or hello)
 - Sitting on your knee
- Never come to work under the influence of drugs or alcohol or in possession of either
- Speak to the head coach or club president if you find yourself unable to adhere to any aspects of this Code of Conduct

As a valued member of our team, you have the right to:

- Enjoy the time you spend with us and feel supported to do your role
- Regular safeguarding and child protection training, systems and support to carry out your role
- Be informed of your safeguarding and child protection policies, procedures and responsibilities
- Be listened to

- Be involved and contribute to safeguarding and child protection decisions
- Feel welcomed, valued and not judged based upon your race, gender, gender identity, sexuality or ability
- Be protected from abuse, bullying and harassment
- Be supported to resolve conflicts

We expect all of our staff and volunteers to follow this Code of Conduct, and the standards and behaviours contained within it. Should any staff member or volunteer fail to comply with this Code of Conduct, prompt steps will be taken to resolve the matter. Any breach of these requirements may be subject to disciplinary action up to and including dismissal.

Signature of staff member or volunteer: _____

Date: _____

Print name of staff member or volunteer: _____

Signature of club manager/head coach: _____

Date: _____

Print name of club manager/head coach _____

