

Sacred Heart College



Handbook Coaches & Managers

*"Your true measure as a coach is not how many trophies you win,
but how many of your players are able to grow towards reaching their potential"*

Simone Naylor
Sport Director

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Introduction

Welcome

Thank you for volunteering for Sacred Heart College (SHC). This handbook will guide you through our school Sporting values and will help you get the best out of yourself and your team. This handbook serves as a go to for coaching and managing a team at SHC. We hope you find the following pages helpful.

School Mission Statement

"Sacred Heart College inspires all students to reach their full potential through an education built on Gospel values, while providing opportunities for leadership and continuing excellence in their chosen pursuits"

College Sport and SHC Sport Vision

At SHC we embrace the vision of College Sport Wellington' as detailed below.

COLLEGE SPORT WELLINGTON VISION

Every school student has the opportunity to enjoy their sport experience. This means ensuring access, equity and a sense of belonging through meaningful sporting opportunities.

To achieve this College Sport will:

- Create an environment that recognises sport as an integral part of the school experience and seeks to provide balance in student's lives.
- Foster student's pride in belonging, creating opportunities for them to express this both on and off the court.
- Create a framework based on fairness and integrity that signals its expectations to students and schools.
- Support our schools and students to create a level playing field, so that circumstance does not determine result.
- Provide opportunities that focus on the enjoyment of the students involved, whatever form that takes.

Through our actions, College Sport Wellington will reinforce the shared values of secondary school sport

- Learning through Sport
- Supporting Others
- Doing the Right Thing
- Getting a Fair Go
- Enjoying Life

Reference College Sport Wellington <https://collegesport.org.nz/> .

Social Media

The Sport Office has a Facebook and Instagram for Sport related news only. We encourage our community to follow these pages as they are a good tool to send information to our community.

Administration

Registration on SHC Website

Full details of all sports offered are on the SHC Sport registration page. Sports offered change from year to year based on demand within the school. The Registration details can be found on the school website:

<https://www.sacredheartcollege.school.nz/extra-curricular/sport>

Booking Training Facilities

The school operates a booking calendar for its training facilities. Please talk to either the Sport Director or Sport Coordinator to find out the time slots are available.

The School Gym

Preference is given to Badminton, Basketball, Floorball, Futsal, Volleyball and Senior A Netball (play indoors).

Netball Courts

We have two courts, and due to the high demand teams will be allocated 1 hour court time. The courts are available at lunchtimes and after school until 5.30pm.

Sport Fields (Cricket / Kilikiti / Kī-o-Rahi / Touch Rugby / Rugby)

For these sports we are training on the Hutt Recreation ground opposite school. Please notify the Sport Office of your regular training times, and any weekly alterations, so we can make bookings.

Booking the School Van

We have two 12-seater vans, one automatic and one manual, available for school sport teams to use. Both vans seat 11 passengers plus the driver. To book a van please contact the Sport Office on

naylors@sacredheartcollege.school.nz or pennyb@sacredheartcollege.school.nz. A form will be required

(See Appendix A) to hire a van along with a copy of the driver's licence (both sides).

Uniforms

When playing against other Schools students will generally need a SHC uniform. The following will apply:

Uniform Borrowed

Basketball, Cricket, Floorball, Football, Futsal, Hockey, Rugby, Softball, Touch Rugby and Volleyball – most students will be provided with a uniform to borrow for the season by the Sport Office.

Uniform Purchased

Badminton, Netball and most other individual sport uniforms are purchased (badminton plays in PE uniform and netball dresses need to be purchased from NZ Uniforms in Petone). Many other individual sport students will need to play in PE uniform.

Police Vetting

All Volunteers for Sacred Heart College are required to be police vetted every 3 years. As a new coach or manager you will be required to undertake a Police Vet. This involves you coming to school in person and presenting two types of ID, one of which has a photo (Full details are listed in Appendix B).

Competitions

Weekly Competition - College Sport Wellington

All weekly school competitions are run by College Sport Wellington. We suggest you download the FREE College Sport Wellington App so you can stay up to date with draws, alterations and cancellations. If you would like to see the draw visit [College Sport Wellington - DRAWS & RESULTS](#)

The scores can be entered on the CSW App for some sports and for others the team manager must email the results to the Sport Office each week on naylors@sacredheartcollege.school.nz or penneyb@sacredheartcollege.school.nz.

Local Tournaments

College Sport Wellington Hosts a variety of 1–3-day tournaments throughout the season. The Sport Office will keep you informed of any tournaments that you should be attending.

NZSS Tournament Week (Summer and Winter Tournaments)

The New Zealand Secondary School Sports Council (School Sport New Zealand) facilitates both a Summer and Winter Tournament Week. We encourage our first teams and their coaches to attend these tournaments as it is usually the highlight of the sporting year. The following teams may attend: Basketball, Badminton, Floorball, Football, Futsal, Hockey, Netball, Rugby, and Volleyball.

- Summer Tournament Week is at the End of March / Beginning of April.
- Winter Tournament Week is at the End of August / Beginning of September.

Sport teams often organise fundraising events to help students with the cost of attending Summer or Winter Tournament Week. The School's Fundraising Guidelines are detailed in Appendix C of this document.

Outside College Sport Leagues

In some cases, where College Sport is unable to provide a competition for our teams we may enter outside leagues, examples of this are Floorball and Water Polo Hutt Valley leagues.

Attendance

It is a school requirement that all students attending a tournament representing SHC must have an attendance of 80% to be able to attend the event.

Coaches' Code of Ethics

At SHC we abide by Sport New Zealand's Coaches' Code of Ethics.

1. Respect the rights, dignity and worth of every individual athlete as a human being

Treat everyone equally regardless of sex, disability, ethnic origin or religion. Respect the talent, developmental stage and goals of each athlete in order to reach their full potential.

2. Maintain a high standard of integrity

Operate within the rules of the sport and in the spirit of fair play, while encouraging your athletes to do the same. Advocate a sporting environment free of drugs and other performance-enhancing substances within the guidelines of the Sport Integrity Commission Te Kahu Raunui and the World Anti-Doping Code. Do not disclose any confidential information relating to athletes without their written prior consent.

3. Be a positive role model for the sport and athletes and act in a way that projects a positive image of coaching

All athletes are deserving of equal attention and opportunities. Ensure the athlete's time spent with you is a positive experience. Be fair, considerate and honest with athletes. Encourage and promote a healthy lifestyle – you must not smoke or drink alcohol around athletes.

4. Professional responsibilities

Display high standards in your language, manner, punctuality, preparation and presentation. Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your athletes to demonstrate the same qualities. Be professional and accept responsibility for your actions. You should not only refrain from initiating a sexual relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal. Accurately represent personal coaching qualifications, experience, competence and affiliations. Refrain from criticism of other coaches and athletes.

5. Make a commitment to providing a quality service for your athletes

Seek continual improvement through ongoing coach education, and other personal and professional development opportunities. Provide athletes with planned and structured training programmes appropriate to their needs and goals. Seek advice and assistance from professionals when additional expertise is required. Maintain appropriate records.

6. Provide a safe environment for training and competition

Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe. Ensure equipment and facilities meet safety standards. Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the athletes. Show concern and caution toward sick and injured athletes. Allow further participation in training and competition only when appropriate. Encourage athletes to seek medical advice when required. Provide a modified training programme where appropriate. Maintain the same interest and support toward sick and injured athletes as you would to healthy athletes.

7. Protect your athletes from any personal abuse

Refrain from any form of verbal, physical or emotional abuse towards your athletes. Refrain from any form of sexual or racial harassment, whether verbal or physical. Do not harass, abuse or discriminate against athletes based on their sex, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic origins, employment status, disability or distinguishing characteristics. Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development. Be alert to any forms of abuse directed towards athletes from other sources while in your care.

Coaches should:

- Be treated with respect and openness
- Have access to self-improvement opportunities
- Be matched with a level of coaching appropriate to their ability

Reference – Coaches' Code of Ethics Sport New Zealand.

Coaching

Coaching Session Guidelines

Great coaching is about more than just the game. It's leadership and communication that help players grow on and off the field. Good coaching starts during practice and games. Here are some tips on how to do it:

1. Make It Fun

- People learn best when they enjoy it.
- Use fun warm-ups like tag instead of running laps.
- Add friendly competition with small challenges.
- Keep things light and relaxed so kids feel confident to try.

2. Keep Instructions Simple

- Don't overwhelm players.
- Teach one or two simple points at a time.
- Use short, easy phrases like "eyes up."
- Let them practice right away instead of talking too much.

3. Focus on the Basics

- Start with core skills like passing and catching.
- Use drills that feel like real games.
- Keep practising basics at every level.
- Build skills step-by-step, adding difficulty slowly.

4. Give Everyone Equal Playing Time

- Every player should get a fair chance.
- Plan substitutions before the game.
- Be clear with players and parents about fairness.
- Help every player feel valued, no matter their skill level.

5. Rotate Positions

- Let kids try all roles.
- Plan position changes in advance.
- Practise new positions before games.
- Teach new skills with each role.
- Show that every position matters.

6. Give Helpful Feedback

- Good feedback builds confidence.
- Praise first, suggest one improvement, then encourage.
- Be specific instead of saying "good job".
- Ask players what they think they did well or could improve.

Off the Field

7. Plan Ahead

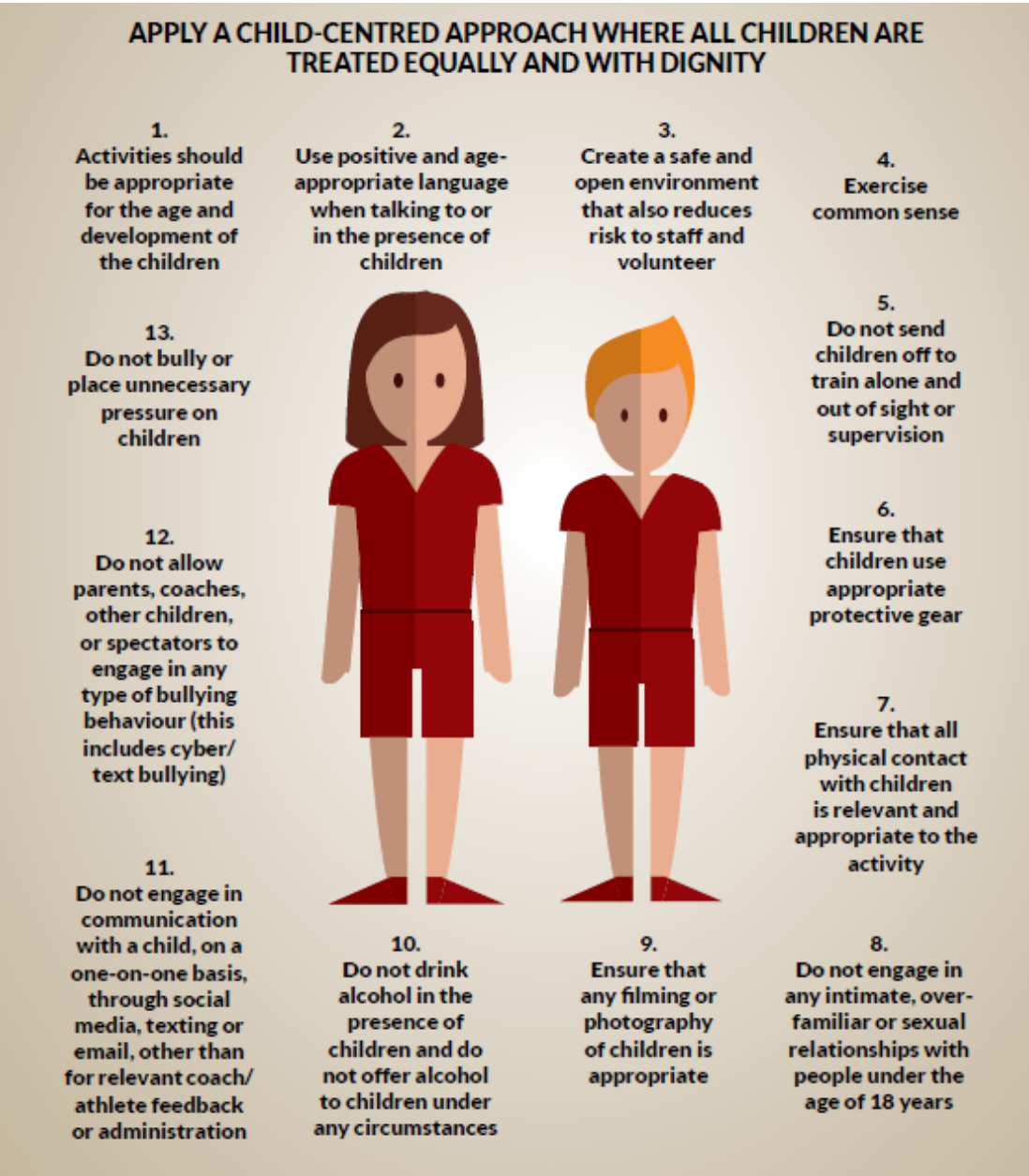
- Preparation makes coaching easier.
- Plan your session the day before.
- Keep a simple structure: warm-up → skill → game → wrap-up.
- Have a backup activity ready.
- Focus on a few skills instead of too many.

Guidelines for Working with Children

SHC's Child Protection Policy is included in Appendix D. New Zealand Football have produced a set of guidelines for working with Children and Young People which summarises the main points from this document. The images from this and the following page will help you to establish boundaries in a range of situations. The intention of these practices is to reduce the likelihood of harm to a child, as well as protecting the coaches and managers who work with students in sport.

Good Practices for Keeping Young People Safe

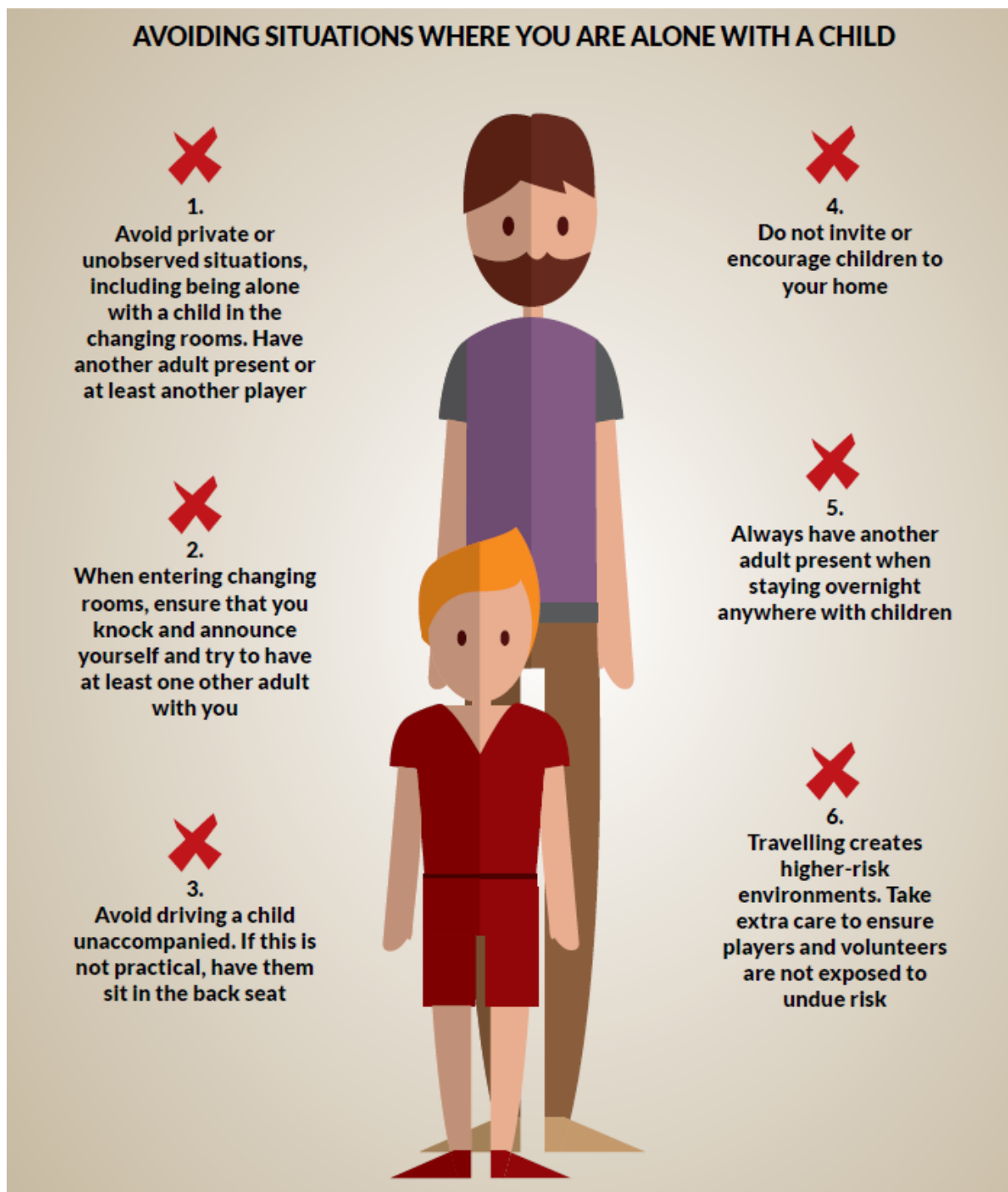
APPLY A CHILD-CENTRED APPROACH WHERE ALL CHILDREN ARE TREATED EQUALLY AND WITH DIGNITY



The infographic features two stylized figures of children, a girl on the left and a boy on the right, both wearing red sports uniforms. They are positioned in the center of the page. Surrounding them are 13 numbered guidelines, arranged in a circular fashion. The guidelines are as follows:

1. Activities should be appropriate for the age and development of the children
2. Use positive and age-appropriate language when talking to or in the presence of children
3. Create a safe and open environment that also reduces risk to staff and volunteer
4. Exercise common sense
5. Do not send children off to train alone and out of sight or supervision
6. Ensure that children use appropriate protective gear
7. Ensure that all physical contact with children is relevant and appropriate to the activity
8. Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years
9. Ensure that any filming or photography of children is appropriate
10. Do not drink alcohol in the presence of children and do not offer alcohol to children under any circumstances
11. Do not engage in communication with a child, on a one-on-one basis, through social media, texting or email, other than for relevant coach/athlete feedback or administration
12. Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying)
13. Do not bully or place unnecessary pressure on children

Situations to Avoid



References for Guidelines for Working with Children:

<https://www.nzfootball.co.nz/asset/downloadasset?id=9df0a28b-7f6c-41ed-b8ab-984bafa01629><https://nz.basketball/wp-content/uploads/2019/06/BBNZ-Child-Protection-Policy.pdf>

Further details on this can be found in the SHC Child Protection Policy in Appendix D.

Complaints Procedure

We want you to enjoy volunteering for SHC; it is the job of the Sport Office to deal with any difficult complaints so that these can be resolved to ensure the best possible outcome.

Please forward all complaints to the Sport Office, complaints may come from

- Parents
- Players
- Other members of the community
- Other Teams – if possible, direct the other team to make any complaints to the Sport Office of their own school. They will then contact us to complete the complaints resolution process.

If you have a complaint – Please tell the Sport Office immediately. Some sports codes have limits on how long after an incident you can make a complaint to organisers, so if a complaint needs to be made it should be done within a day of the incident it involves, if possible.

The Sport Director will communicate with College Sport Wellington and any other relevant parties if needed. You are not permitted to contact College Sport Wellington directly.

All complaints will be addressed as directed in the SHC Concerns and Complaints Policy as detailed in Appendix E.

Appendix A- School Van – Driver Registration Form

Any person driving a school van must be over the age of 20 years and must have held a full driver' licence for at least two years. The College must sight your driver' licence (and retain a copy on file) before the van keys are released to you.

A driver must disclose to the College details of any driving offences they have been convicted for within the last five years or any charges they may currently be facing. It will be at the Principal's discretion whether such a person can drive a College van.

Name: _____

Address: _____

Phone Number: Mobile: _____ Home: _____

1. You must provide a contact phone number where you can be reached while you are out in the van.
2. The van is only to be used to get to and from the destination of the school activity.
3. You must comply with all the current laws and regulations relating to driving a vehicle.
4. Any infringement tickets incurred while you are driving the van will be your responsibility, and your details may be disclosed to any law enforcement authority to assist in the collection of fines or investigation of any driving offence.
5. By signing this form, you are agreeing that you have read and accepted the terms and conditions set out above.

Signed : _____ Date: _____

Office Use Only

Driver Licence Number: _____

Is this a Full Licence?: Yes / No

Full Driver's Licence sighted by the College: Yes / No

Photocopy Taken: Yes / No

Name: _____ Date: _____

Appendix B- Police Vetting

As a sport volunteer working with young people you are required to complete a Police Vet every 3 years. Please come to school and complete the form, you will need to bring 2 forms of ID with you (one Primary and one Secondary). We understand it may be hard for you to come to school during work hours, so we are happy to meet you before or after school. Please let the Sport Office know when would be a suitable time for you to bring your documents in.

Evidence of Identity:

We need to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police for vetting purposes. **Two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.**

Primary IDs include:

- Passport (NZ or Overseas)
- NZ Firearms Licence
- NZ Full Birth Certificate (issued on or after 1998)
- NZ Citizen Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

Secondary IDs include:

- NZ Driver Licence
- Kiwi Access (18+) Card
- NZ Full Birth Certificate (issued before 1998)
- Community Services Card
- SuperGold Card
- NZ Employee Photo Identification Card
- NZ Student Photo Identification Card
- Inland Revenue Number
- NZ issued utility bill (issued within six months)
- NZ Teachers Registration certificate
- NZ Electoral Roll Record
- International Driving Permit
- Steps to Freedom Form

Current identity documents are preferred, but documents that have expired within the past five years may be accepted. If you cannot provide all the forms of ID required, supply multiple forms of secondary ID.

Evidence of a name change

If the two identity documents have different names (e.g. a birth certificate contains the applicant's maiden name and a driver licence contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

More information can be found on the following link:

<https://www.police.govt.nz/advice-services/businesses-and-organisations/vetting/forms-and-guides>

Appendix C- Sport Team Fundraising Guidelines and Payment Form

1. The Sport Director must be notified of any fundraising activity before it takes place.
2. Money fundraised under the name of Sacred Heart College belongs to the school and is put aside for the group that fundraised for it.
3. It needs to be used for the purpose it was raised for, and the group it was raised under.
4. Fundraisers are volunteers that are raising money for the group/activity advertised.
5. The group's leadership determines how the funds raised are distributed amongst the students in the group.
6. It is ideal that an adult oversees each fundraising event, and that the money raised is counted by two people together.
7. All funds raised at an event need to be banked with the school as soon as practicable. Money can be brought straight into the school or banked straight into our bank account. (No other bank account can be used to receive school money.) All monies need to be received by the school within seven days.
8. A list of how the funds are to be distributed amongst the students and how they were raised should accompany the money. A confirmation email will be sent to the group leader and updated statements will be emailed to each family showing the funds received.
9. Any items that are to be ordered with sponsored funds (shirts/drink bottles etc) are only to be ordered once the event is viable.

If a student does not participate in the event

1. Fundraised money assigned to them gets redistributed amongst current group members or transferred to a new member. This is up to the group to decide.
2. Any deposits a student's family has paid themselves gets fully refunded.
3. The exception is where non-refundable costs have been incurred such as airfares, or where the costing is dependent on the number of students i.e. bus bookings. For this reason deposits are often declared as non-refundable.

If the event does not take place

1. Any grants received will have to be returned to the Trust.
2. Student deposits are refunded either directly to the parents, or to the student's school account. Parents will have the option to choose which.
3. Fundraising, less any deposits paid, remains in the school to be used for that group for a similar activity in the future. If this is not likely, then the fundraised money is available for general expenditure for the group. If the group dissolves, then the funds are retained by the school and the School Board will determine their use.
4. Any sponsorship is given back. This may mean that students may need to purchase previously sponsored items to enable the money to be repaid. This is up to the sponsor's discretion.

Summary

The basic principle is that funds raised for activities by school groups under the College name are not refundable. If you have any questions, please contact Samuel Chan , Business Manager.

Fundraising Payment Form

Team Name: _____

Name of Fundraising Event: _____

Total Amount Raised: \$_____:_____ Less Expenses: \$_____:_____

TOTAL Profit \$_____:_____

Expenses	Cost \$	Receipt Attached (Y/N)
TOTAL	\$	

Income: Please specify how the income will be split. Only students who helped with the event or were sponsored, or the whole team.

	Student Name	Amount	Notes
1			
2			
3			
4			
5			
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18			

Please return this form together with payment to the Sport Office.

Appendix D – SHC Child Protection Policy

Reference: Sport NZ, Safe Sport for Children, Bike NZ

Policy Statement

Sacred Heart College (Lower Hutt) Sport Office (SHC) is fully committed to safeguarding the welfare of all children in its care. We recognise the responsibility to promote safe practice and to protect children from harm and exploitation while participating in our activities. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years old.

This policy is based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, ethnic origin, socio-economic status, religious beliefs, and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.

Our organisation will work in partnership together with children and parents/caregivers to promote the welfare, health, and development of children.

Policy Objectives

The aim of this policy is to promote good practice through:

- Promoting the health and welfare of children by providing opportunities for them to participate in sport activities safely.
- Respecting and promoting the rights, wishes, and feelings of children.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruiting, training, supporting and supervising staff and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce the risk to themselves.
- Requiring staff and volunteers to adopt and abide by this Child Protection Policy and outlined procedures.
- Responding to any allegations of misconduct or abuse of children in line with this Child Protection Policy and outlined procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitoring and evaluating the implementation of this Child Protection Policy and outlined procedures.

Procedures

1. Recruitment and Screening

As part of our duty of care, we must ensure that suitable and appropriate employees and volunteers (including parents) are engaged to work with children. When recruiting people to engage with children we will ensure that there is a robust recruitment process that includes:

- Creating a role description.
- Developing candidate specifications.
- Advertising the position.
- An application process.

Following up on referee's/references.

- Following up on previous employers/ job history.
- Interviewing candidates.
- Police Vetting.
- Using all of the above to assess the risk to children from the individual.

2. Child Protection Officer

A Child Protection Officer* (CPO) has been appointed to manage child protection issues by:

- a. Ensuring the Child Protection Policy and outlined procedures are understood and adhered to by all.
- b. Organising promotional activities, training and raising awareness within the organisation.
 - Establishing and maintaining the complaints procedure.
 - Regularly reporting to the Board and/or Management.
 - Acting as the main contact for child protection matters.
 - Keeping up-to-date with developments in child protection legislation.
 - Liaising with local child protection agencies.
 - Maintaining confidential records of reported cases and any action taken.
 - Regularly monitoring and reviewing this Child Protection Policy and outlined procedures.

*The CPO for SHC is Katrina Kerr-Bell, Principal

3. Education and Training

Education and training of staff and volunteers will help the SHC to:

- Recognise the risks inherent in the sport.
- Recognise when children are at risk and from what.
- Take appropriate precautions to manage and limit identified risks.
- Respond in an appropriate manner to children who have been harmed or are suspected of being harmed.
- Understand our responsibilities in relation to keeping children safe both in terms of prevention and management responsibilities of cases that may arise.
- Staff and volunteers will be trained during their induction. SHC will also ensure that staff and volunteers receive ongoing education and training to keep up-to-date with any changes to the law or internal procedures for managing incidents of harm to children.

4. Good Practice Protocols

These protocols provide guidance to those working with children by outlining good practice and establishing boundaries in a range of situations. In addition to these protocols, those working with children must also abide by the SHC Code of Conduct.

- Applying a child-centred approach where all children are treated equally and with dignity.
- Activities should be appropriate for the age and development of the children in your care.
- Ensure feedback to children is about their performance and not of a personal nature.
- Use positive and age-appropriate language when talking to children and in their presence.
- Creating a safe and open working environment.
- Ensure that all physical contact with children is relevant and appropriate to the activity
- Seek permission to touch when doing the above.
- Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years.

- Ensure that any filming or photography of children is appropriate.
- Obtain consent prior to filming or photographing and explain purpose (e.g. to promote an activity etc).
- Request parental consent before transporting young people in a vehicle. Ensure the vehicle is insured and has a current WOF.
- Ensure you have parental consent to administer first aid as required.
- Do not consume or use alcohol in the presence of children and do not offer alcohol to children under any circumstances.
- Do not engage in communication on a one-to-one basis or otherwise through social media or email, other than for relevant coach/trainee feedback or administration.
- Do not engage in bullying or allow parents, coaches, other children or spectators to engage in any type of bullying behaviour, including cyber bullying.
- Avoiding situations where you are alone with a child
- Avoid private or unobserved situations, including being alone with a child in the changing rooms.
- Avoid entering changing rooms being used by children. If you must enter, knock and introduce yourself before entering. Try to have at least one other adult with you.
- Avoid driving a child unaccompanied.
- Do not invite or encourage children to your home.
- Always have another adult present when staying overnight anywhere with children. Same-sex chaperones should be used.
- Do not share a room with a child, other than your own.

5. Code of Conduct

SHC has developed a Code of Conduct which outlines SHC's expectations of all staff, coaches, managers, volunteers, parents/caregivers and spectators. The Code of Conduct reinforces good practice protocols and outlines the procedure for breaches of the code. This Code of Conduct is subject to periodic review.

6. Complaints Procedure

In accordance with any person's responsibility to act on any serious concerns, the following should be brought to the attention of the CPO:

- Any instance where this policy is breached, good practice protocols are not followed or there is an increase in the risk of harm to children.
- Initial concerns should be discussed with the CPO (in absence of the CPO, a Deputy Principal or the SHC Board Presiding Member should be notified).
- Consider the allegation and where there is a legitimate concern provide a written notice to the individual(s) involved.
- If the poor practice is continued or repeated following a written notice then enact the disciplinary procedures in the Code of Conduct.
- Any disclosure by a child that abuse or harm is occurring, or suspicions about a child being subject to abuse.
- The welfare and interests of the child or young person are the first and paramount considerations.
- Ensure the child is safe from immediate harm.
- Consult immediately with CPO and/or person in charge of the event/activity.
- As soon as possible, record accurately and appropriately the information received.

Records should be factual (not opinion or hearsay), concise and include:

- the nature of the allegation;
- who noticed/disclosed the abuse and their relationship to the child;
- details of any witnesses (name, address, phone number, email);
- signs and symptoms noted (including behavioural change);
- any incidents with dates, times and locations (if possible);
- any action taken.
- Consult with others as necessary. Do not work alone.
- Avoid questioning the child beyond what has already been disclosed.
- Do not question or counsel the alleged offender.
- Do not investigate/presume expertise unless very experienced and qualified to do so.
- Notify the Child, Youth and Family government agency and/or Police.
- Notify the SHC CPO.

7. Policy Review

The Child Protection Policy and procedures outlined will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within SHC.
- Following any issues or concerns raised about the protection of children within SHC.
- In all other circumstances, at least every 3 years.

8. Additional Guidance

SHC will:

- Have access to a register of every child involved with the group including relevant medical details and have a contact name and number in case of emergencies.
- Treat everybody with respect.
- Set an example we would wish others to follow.
- Where possible, consider activities that involve more than one adult being present or within sight and hearing of others.
- Be aware that on occasion our actions may be misinterpreted by others even if they were well intentioned.
- Respect a child's right to personal privacy.
- Provide time and attention for children to talk to us.
- Encourage children to respect and be courteous to others.
- Intervene to stop any inappropriate verbal or physical behaviour.
- Ensure all children are safely collected by parents/caregivers after SHC training and events have finished.
- Ensure that any suspicious or allegations of abuse are REFERRED, not investigated.
- Only refer and seek support from other agencies for those identified under the Child Protection Policy.
- Complete police vetting forms.

Appendix 1: Relevant Legislation

Health and Safety at Work Act 2015

This Act deals with the health and safety obligations of an employer to its employees. If a child is an employee of the sports club, the general health and safety obligations of employers under the Act will apply.

There is also an obligation to ensure the safety of volunteers (some of whom may be children) while they undertake the work activity.

Employers will be held vicariously liable to a third party of acts of its employees. For example, if an employee coach breached a sports club's duty of care to a child member, the club can be liable.

Oranga Tamariki Act 1989 – Children's and Young People's Well-being Act 1989

The act deals with the responsibility for reporting likely or actual harm in the form of physical or sexual child abuse.

Part 2 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 Chief Executive or a constable.

Section 16 of the Act provides protection for people who 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 Part 2, 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.

Crimes Act 1961 – Protection of Children

The key purpose of this part of the Act is to ensure that children are adequately protected from assault, neglect and ill-treatment.

It places greater responsibility on adults (parent or persons in place of a parent) who have actual care or charge of a child to take reasonable steps to protect that child from injury. While 'a person in place of a parent' is not defined in the Act, it appears possible that sports club personnel could at times be considered to be a 'person in place of a parent'. For example, when taking children away to an event or tournament.

The Act also compels people who live with a child and those who are in frequent contact with children and know, or ought to know, that the child is at risk of death, grievous bodily harm or sexual assault to take reasonable steps to protect the child from that risk.

Children's Act 2014

The Children's Act 2014 made sweeping changes to protect vulnerable children and help them thrive, achieve and belong. The legislation includes:

- one new stand-alone Act, the Children's Act 2014
- amendments to the Children, Young Persons, and Their Families Act 1989.

The heads of six government departments are accountable for protecting and improving the lives of vulnerable children (NZ Police, Ministry of Health, Ministry of Education, Ministry of Justice, Ministry of Social Development and Oranga Tamariki [Ministry for Children]).

Safety checking (screening and vetting) of every person in both central and local government children's workforce was introduced and people with serious convictions are prohibited from working closely with children, unless they are granted an exemption.

Specified organisations are required to do safety checks before employing or engaging a children's worker (section 25) and must safety check its existing children's workers (section 26). There are various timeframes for doing this depending on whether the children's worker is considered to be a "core worker" or a "non-core worker". The safety checks required include:

- confirming the identity of the person
- considering specific information prescribed by regulation about that person; and
- carrying out a risk assessment prescribed by regulation that assesses the risk the person would pose to the safety of children. (Clause 31)
- ""It's unlawful to employ or engage a core children's worker who has a conviction for an offence listed in Schedule 2 of the Act, unless they have a core worker exemption. <https://www.xn--tekhuikhu-7bbe.govt.nz/core-worker-exemptions/index.html>

Other relevant legislation includes:

- Education and Training Act 2020
- Privacy Act 2020
- Income Tax Act 2007
- Minimum Wage Act 1983
- Sale and Supply of Alcohol Act 2012
- Human Rights Act 1993
- Smoke Free Environments and Regulated Products Act 1990
- New Zealand Bill of Rights Act 1990
- Care of Children Act 2004
- Equal Pay Act 1972
- Land Transport Act 1998
- Sports Anti-Doping Act 2006
- Gambling Act 2003

Appendix 2: Incident Report Form

Serious concerns should be reported to one of the following organisations ASAP:

- Oranga Tamariki 24/7 helpline on 0508 326 459
- NZ Police on 111

Remember when completing this form that DETAILS should be FACTUAL, not hearsay. It is not your job to investigate the concern, only to collect FACTS and REFER to SHC CPO, Oranga Tamariki or NZ Police.

Concerns about SHC staff or volunteers MUST be REFERRED to Oranga Tamariki or NZ Police, who will investigate as a third party.

Date: _____

Time: _____

Location: _____

Nature of the allegation (in the words of the person disclosing):

Who noticed/disclosed the abuse (their name and relationship to the child):

Details of witnesses (name, address, phone number and email of each):

Signs and symptoms noted (e.g. behavioural change):

Particular incidents (dates, times and locations of other, similar or otherwise, incidents):

Any action taken (e.g. reporting to SHC CPO, Oranga Tamariki or NZ Police):

Appendix E- SHC Concerns and Complaints Policy

Concerns and Complaints Policy

At Sacred Heart College we promote a school culture where it is safe to raise concerns and complaints and where we assess and respond to these with due care. This is in keeping with our responsibility to provide a safe environment for students, staff, and the school community (Education and Training Act 2020; Health and Safety at Work Act 2015). This also enables us to monitor our policies and processes and ensure that the school is operating effectively.

Anyone can raise a concern or complaint with the school, including staff members, parents, caregivers, students, the wider school community, and members of the public. The response to any concern or complaint is determined by the nature and seriousness of the matter, and who is involved. Concerns or complaints may relate to a specific or general matter associated with the school, or involve a staff member, board member, parent or caregiver, student, or someone else within the responsibility of the school.

This policy includes the following procedures:

- [Raising Concerns and Complaints](#)
- [Assessing and Responding to Concerns and Complaints](#)

For an overview, see [Concerns and Complaints Process](#) .

When responding to concerns and complaints, we meet legal obligations, including employment, health and safety, and privacy requirements, and follow the principles of [natural justice](#).

At Sacred Heart College, we:

- treat people fairly and seek to protect their mana and dignity in line with our inclusive school culture
- ensure those involved have the opportunity to be heard
- ensure decision-makers are unbiased and outcomes are not predetermined (e.g. ensure there are no conflicts of interest)
- take cultural considerations (e.g. tikanga and kawa) into account
- maintain privacy and confidentiality
- aim to prevent [victimisation](#)
- communicate with all people involved in a timely manner
- take steps to resolve the matter
- implement measures to prevent further concerns or complaints of the same nature
- keep good documentation
- may consult with NZSBA or seek legal advice at any time.

Our concerns and complaints procedures align with our Catholic special character.

Privacy

At Sacred Heart College, we expect all parties involved with a concern or complaint to respect [privacy and confidentiality](#). This includes not publicly sharing information about the matter (e.g. on social media). See [Privacy Policy](#).

We follow our privacy policies at all times when managing concerns and complaints. This includes:

- limiting access to information about concerns and complaints to those who need to know
- maintaining confidentiality
- informing all participants in advance if a school meeting (in person, online, or by phone) is to be recorded, and telling everyone how the recording will be used and how long it will be kept for
- ensuring all participants in a meeting are aware of who is present (i.e. on speaker phone or online).

Record-keeping

Sacred Heart College keeps a register of concerns and complaints. This includes employment-related matters. Generally, only concerns and complaints that come to the attention of the principal or board are recorded. This includes documenting the concern or complaint, conversations, steps for resolution, dates of contact with anyone involved (including any external agencies), actions taken (including reasons), and any follow-ups needed.

Any recorded information is stored securely and confidentially and only staff who need to access the register as part of their role are permitted access. The register is monitored and updated by the principal or their delegate. The board reviews the register annually to analyse any patterns or identify measures that could be taken to ensure the school is a safe environment and is operating effectively.

We acknowledge that individuals may wish to access personal information held about themselves in relation to a concern or complaint. See [Personal Information](#).

Information is held securely for the appropriate length of time in accordance with our records retention policies. See [School Records Retention and Disposal](#).

The principal assures the board that the school has a policy for the management of complaints, including a system for monitoring complaints, a process for ensuring resolution, and a practise of self review of trends in complaints. See [Review Schedule and Board Assurances](#).

Related policies

- [Inclusive School Culture](#)
- [Conflicts of Interest](#)
- [Protected Disclosure](#)
- [Student Wellbeing and Safety](#)
- [Staff Wellbeing and Safety](#)
- [Bullying and Harassment](#)
- [Recording Photos, Video, and Sound](#)

Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Employment Relations Act 2000
- Privacy Act 2020