



Safeguarding Children & Vulnerable Adults Policy

for

Hibiscus Coast Association Football and Sports Club Incorporated

Effective Date: 30th October 2025

Next Review Date: 30th October 2027

Designated Safeguarding Officer (DSO): *Jenni Schanschieff – president@hbcafc.org.nz*

1. Purpose and Commitment




Hibiscus Coast Association Football & Sports Club Inc (HBCAFC) is committed to creating a safe, inclusive, and positive environment for all members — especially children (tamariki), young people (rangatahi), and vulnerable adults.

We believe safeguarding is everyone's responsibility and that every player, coach, volunteer, parent, and spectator has a role to play in ensuring football remains a place where people can thrive — free from harm, bullying, discrimination, or abuse.

HBCAFC aligns its safeguarding practice with New Zealand Football's (NZF) Safeguarding Children and Vulnerable Adults Policy and the Children's Act 2014.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

If something doesn't feel right — speak up.

-  Notice
-  Record
-  Report

Contact:

Designated Safeguarding Officer – *Jenni Schanschieff*

 president@hbcafc.org.nz

If a child or adult is in danger, **call 111 immediately.**

2. Scope

This policy applies to all:

- HBCAFC staff, contractors, and volunteers
 - Coaches, managers, and referees
 - Board members and administrators
 - Any person representing HBCAFC who may have contact with children or vulnerable adults
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3. Key Definitions

- Child: A person under the age of 18.
 - Vulnerable adult: A person with a mental or physical impairment that limits their ability to protect themselves or withdraw from the care or charge of another person.
 - Contact: Physical contact, communication (in person, by phone, or electronically), or visual communication (e.g. images or video).
 - Regular contact: At least once a week or four times a month (non-incident).
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4. Creating a Safe Environment

Everyone working with children or vulnerable adults at HBCAFC must:

- Treat all players and families with dignity, respect, and fairness.
 - Use positive, age-appropriate language at all times.
 - Avoid being alone with a child or vulnerable adult wherever possible.
 - Ensure physical contact is only when necessary and appropriate to the activity.
 - Never engage in sexual, intimate, or over-familiar relationships with children or vulnerable adults.
 - Gain consent before taking or publishing photos or videos of players.
 - Avoid private or one-on-one communication with players via social media, text, or email.
 - Avoid consuming alcohol, smoking, or vaping in the presence of children.
 - Refrain from intimidating, bullying, or humiliating anyone.
 - Report all safeguarding concerns immediately to the Club's DSO.
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5. Police Vetting Process

All adults (aged 18 and over) in roles involving regular or overnight contact with children or vulnerable adults must complete Police Vetting before starting their role.

Step 1: Complete the NZF Vetting Form

Individuals must complete the secure online vetting form, which includes:

- Entering personal details (name, address, date of birth)
- Watching a short safeguarding video (approx. 3 minutes)
- Completing a brief 5-question quiz

 **Police Vetting Link:** https://safeguarding.nzfootball.co.nz/vetting_submission_form

Step 2: Identity Verification

Before vetting can be processed, the applicant must present two forms of ID in person to the Club's Designated Safeguarding Officer.

One primary and one secondary ID are required, one of which must be photographic.

Primary ID (examples):

- NZ or overseas passport
- NZ firearms licence
- NZ full birth certificate (issued on or after 1998)
- NZ citizenship certificate
- Refugee or emergency travel document
- Certificate of identity

Secondary ID (examples):

- NZ driver's licence
- Student or employee photo ID
- Community Services or SuperGold Card

- Utility bill (within 6 months)
- IRD number
- Electoral roll record

If names differ between documents, evidence of name change (e.g. marriage certificate or statutory declaration) must also be provided.

Expired documents (within 5 years) may be accepted at the DSO's discretion.

Step 3: Upload and Vetting Outcome

Once the DSO has verified the ID, the applicant's details are uploaded to the NZF Police Vetting System.

Vetting results are typically returned within 20 working days.

- No Result: Applicant is confirmed and cleared to volunteer or work.
- Released with Results: Reviewed by NZF's Review Panel, which assesses whether the result affects suitability to work with children or vulnerable adults.
- Under Review: The Police require more time to process information; no assumptions should be made.

The Review Panel makes decisions with child safety as the paramount consideration.

Step 4: Appeals

If an applicant believes the vetting result is incorrect or unfair, they may appeal within 7 days to the NZF Safeguarding Manager.

An Appeals Panel will review the decision with the safety of children and vulnerable adults as the highest priority.

6. Reporting Concerns or Allegations

All concerns or suspicions about harm, abuse, or unsafe behaviour must be taken seriously and reported immediately.

If you are concerned about a child's or vulnerable adult's safety, you must:

1. Contact the Designated Safeguarding Officer (DSO) – Jenni Schanschieff via president@hbcafc.org.nz.
2. If the DSO is unavailable and the concern is urgent, contact the NZ Police (111).
3. Do not investigate the matter yourself — ensure the individual's immediate safety and report the facts only.

All reports are handled confidentially, in line with the Privacy Act 2020.

7. Handling Allegations Against Staff or Volunteers

If an allegation is made against any HBCAFC representative:

- The DSO will notify the Club President and NZF Safeguarding Manager.
 - The individual may be suspended from their duties while an investigation is carried out.
 - Police will be contacted immediately if there is any indication of criminal activity.
 - Confidentiality will be maintained for all parties involved.
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8. Education and Training

All coaches, managers, and volunteers must complete the NZF Safeguarding video and quiz as part of the vetting process.

HBCAFC will ensure staff and volunteers are aware of:

- How to identify risk situations and warning signs of abuse
- How to respond appropriately and report concerns
- The standards of behaviour expected under this policy

Resources and training links are available here:

 [NZF Information for Coaches & Volunteers](#)

9. Review Cycle

This policy will be reviewed every two years or earlier if:

- There are changes in legislation or NZF requirements
 - An incident indicates a review is required
 - Best practice guidelines are updated
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10. Related Documents and References

- NZ Football Safeguarding Children & Vulnerable Adults Policy
 - NZ Football Guidelines for Safeguarding
 - Children's Act 2014
 - Privacy Act 2020
 - NZF Police Vetting System
 - HBCAFC Code of Conduct
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Please refer to the HBCAFC Safeguarding Education and Reporting Framework on the following pages for more information, procedures and resources.

Appendix 1 - Education for Coaches, Managers, and Volunteers

A. Mandatory Learning

All adults working with children or vulnerable adults at HBCAFC must complete:

FIFA Guardians Safeguarding Essentials Course


 <https://www.open.edu/openlearncreate/course/view.php?id=11774>

(Approx. 90 minutes, free online course)

This course provides an overview of:

- What safeguarding is and why it matters
- Recognising and preventing harm and abuse
- Appropriate boundaries and conduct
- How to respond if something doesn't feel right

Participants must download the certificate of completion and send it to:

 <mailto:president@hbcafc.org.nz> (Designated Safeguarding Officer – DSO)

B. How to Identify Risk Situations & Warning Signs of Abuse

Safeguarding is about noticing behaviours or situations that could put a child or vulnerable person at risk — even if you're not sure.

Physical abuse – unexplained bruises, burns, or injuries, flinching, fear of physical contact.

Emotional abuse – withdrawal, fearfulness, excessive compliance, low self-esteem, anxiety.

Sexual abuse – age-inappropriate sexual knowledge, fear of certain people, discomfort changing or showering.

Neglect – frequent hunger, poor hygiene, inappropriate clothing, extreme tiredness, untreated medical issues.

Bullying or discrimination – being targeted by others, isolation, humiliation, name-calling, changes in attendance.

Situational risks to watch for:

- An adult being alone with a child (especially repeatedly)
- Unsupervised changing areas or transport situations
- Excessive or inappropriate physical contact
- Adults giving gifts, special treatment, or personal messages
- Inappropriate joking or sexualised comments
- Social media contact with children outside group channels

If it makes you feel uneasy, write it down and report it — even if you're not sure it's serious.

C. How to Respond to a Concern

If a child or vulnerable person tells you something, or if you see or hear something concerning:

1. Stay calm and listen.
 - Don't interrupt, ask leading questions, or show disbelief.
 - Reassure them: "You've done the right thing by telling me."
 2. Take what they say seriously.
 3. Do not promise confidentiality.
 - You must explain you'll need to pass this on to keep them safe.
 4. Write down exactly what you heard or observed — use their own words.
 5. Report it immediately to the Designated Safeguarding Officer (DSO).
 6. If someone is in immediate danger, call 111.
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D. Standards of Behaviour Expected

All HBCAFC staff, coaches, and volunteers must:

- ✔ Treat every player with respect and fairness.
- ✔ Use positive reinforcement and encouragement.
- ✔ Keep appropriate physical and emotional boundaries.
- ✔ Communicate professionally (no private messaging or "friending" players on social media).
- ✔ Avoid being alone with players whenever possible.
- ✔ Challenge inappropriate behaviour or language from others.
- ✔ Immediately report any concern to the DSO.

Unacceptable behaviour includes:

- ✘ Shouting, swearing, or humiliating players.
- ✘ Making jokes or comments about a child's appearance, sexuality, or body.
- ✘ Touching players in anger, frustration, or inappropriately.
- ✘ Asking players to keep secrets.
- ✘ Drinking, smoking, or using substances around children.

Appendix 2 - Cause for Concern Form

This form can be used by any staff member, volunteer, player, or parent who has a concern about the welfare or behaviour of a child, young person, or adult.

HBCAFC – Cause for Concern Form

Confidential – to be submitted to:

 Designated Safeguarding Officer – president@hbcafc.org.nz

Date of Report: _____

Your Name: _____

Role/Position: _____

Contact Details: _____

Name of Child/Vulnerable Adult (if known): _____

Age (if known): _____

Team/Programme: _____

Describe your concern (use factual, clear language, do not share assumptions or speculate):
(Include what was said, seen, or heard – and by whom)

When and where did this occur?

Who else was present (if anyone)?

Has the child or person said anything about this?

Yes No

If yes, what did they say? (only use their own words, do not summarise what you think they are trying to say in adult language)

Action you have taken so far:

None – reporting only

Spoke to DSO

Called Police (111)

Other (please specify): _____

Signature: _____

Date: _____

This information will be kept confidential and shared only with appropriate safeguarding or law enforcement authorities.

Appendix 3 - Designated Safeguarding Officer (DSO) Response Process

When a Cause for Concern Form or verbal report is received, the DSO must follow the 4 Rs Framework:

RECEIVE

- Listen carefully and stay calm.
- Do not promise confidentiality.
- Take notes as soon as possible using the person's own words.

RECORD

- Complete or review the "Cause for Concern" form.
- Include the date, time, and details of what was reported or observed.
- Keep the form securely in a locked or password-protected file.

REPORT

- If a child or vulnerable person is in immediate danger, contact Police (111).
- Notify the NZF Safeguarding Manager for advice if needed.
- Inform the Club President only if appropriate and not in conflict of interest.

REFER

- If abuse or serious risk is suspected, refer to NZ Police or Oranga Tamariki immediately.
- Email: contact@ot.govt.nz | Phone: 0508 326 459

All reports must be made within 24 hours of the concern being raised.

Record Keeping and Follow-Up

- The DSO will record all actions taken and outcomes.
 - The DSO will maintain a confidential safeguarding register.
 - Updates and final decisions will be shared only with those who need to know.
 - If the concern relates to a coach, staff member, or volunteer, the DSO must ensure they are removed from duties pending review.
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Communication Back to Reporter

The DSO must confirm to the reporter that:

- ✓ Their concern has been received.
- ✓ The appropriate process is being followed.
- ✓ Information is being handled confidentially.

(Details of outcomes will not be shared beyond what's appropriate.)