

NEW ZEALAND OLYMPIC COMMITTEE SAFEGUARDING POLICY

New Zealand Olympic Committee Purpose

Our vision is to inspire excellence and pride in New Zealanders and enable athletes to achieve on a world stage. To help achieve this vision, the New Zealand Olympic Committee ("NZOC") has defined what it values, namely:

- Excellence;
- Integrity
- Leadership
- Pride
- Respect

Our Policy on Safeguarding

The purpose of this document is to demonstrate NZOC's commitment to these values in safeguarding NZ Team Members, in particular Young Athletes, from Harm during Games Periods. The NZOC aims to foster an environment at all Games that is inclusive, positive and ensures the safety and wellbeing of all NZ Team Members.

NZOC Obligations

To ensure NZ Team Members are safeguarded from Harm, the NZOC will:

- Implement safeguarding obligations within its Integrity Regulation to ensure Member Federations adopt safeguarding policies within their own sporting obligations to ensure their athletes and members are safeguarded against Harm.
- Promote and implement appropriate procedures to safeguard the wellbeing of NZ Team members and protect them from abuse.
- Promote and implement additional procedures, where necessary to ensure Young Athletes are safeguarded appropriately from abuse.
- Promote the health and wellbeing of all NZ Team Members by providing opportunities for them to participate in the Games safely.
- Appoint an NZOC Safeguarding Officer for the Games Period. Such NZOC Safeguarding Officer must be police vetted prior to appointment.
- Ensure Team Support appointed for all Youth Olympic and Commonwealth Youth Games are police vetted. For Senior Olympic and Commonwealth Games, Team Support appointed who have direct responsibility for Young Athletes, will also be vetted. NZOC will confidentially consider the results of the vetting. If further investigation is required into the results of the police check then, in the interests of natural justice, the NZOC will discuss this information with the Team Support member prior to making a decision concerning appointment or non-appointment as the case may be.
- Ensure all NZ Team Members have signed a NZ Team Member Agreement.
- Identify and stop any inappropriate behavior that comes to the NZOC's attention.
- Establish Reporting Concerns Guidelines to ensure that NZOC personnel understand the process for NZOC personnel to follow when individuals or organisations disclose concerns to NZOC personnel outside of any NZOC Games led period.
- Respond to any allegations of misconduct or Harm of NZ Team Members immediately in accordance with the Guidelines set out in Schedule 1 and undertake any disciplinary procedures in line with the relevant Employment Agreement, Independent Contract or NZ Team Agreement.

- Provide support for NZ Team Members should an NZ Team Member suffer Harm.
- Where it is established that an NZ Team Member has suffered, or is likely to suffer, Harm in violation of applicable laws, report such matter to the relevant authority.
- Review this Policy when required, but at a minimum, every four years.

Appointment of NZOC Safeguarding Officer

An NZOC Safeguarding Officer will be appointed by the NZOC by the NZOC Chief Executive Officer for the Games Period.

The NZOC Safeguarding Officer will be present at the Olympic Village throughout the Games Period (and available to those in NZOC approved satellite accommodation during the Games Period) and will be responsible coordinating the activities of the Safeguarding Team, to ensure the NZ Team fosters an environment at Games that is inclusive, positive and ensures the safety and wellbeing of all NZ Team Members. Specifically, the NZOC Safeguarding Officer shall be responsible for:

- Managing responses to reports of Harm.
- Escalating issues as needed.
- Delegating actions to the NZOC Safeguarding Team or NZ Team psychologist and medical team as required.
- Overseeing any investigation and ensuring documentation has been completed.
- Ensuring notification of reports to local authorities, as appropriate and necessary pursuant to local law. For the sake of clarity, the local authorities are responsible for determining whether to conduct a criminal investigation in relation to an alleged incident.
- Providing support to any concerned persons.
- Liaise with Games organizing committee safeguarding officers, as required.

Appointment of NZOC Safeguarding Team

A wider NZOC Safeguarding Team will be appointed by the NZOC Chief Executive Officer from the NZ Team performance support, including doctors, psychologists and other wellbeing professionals, including IOC Safeguarding trained individuals.

The NZOC Safeguarding Team provide support to the NZOC Safeguarding Officer and ensure:

- Team members understand they have the right to be treated with respect and dignity.
- Team members know when and where to report concerns or seek wellbeing or safeguarding support.
- Anyone raising a safeguarding concern is treated with respect and dignity.
- In conjunction with the NZOC Safeguarding Officer, take appropriate action to help resolve issues of Harm.

Access to Advice and Support

If During the Games Period, should an NZOC Team Member need help and advice, he or she should speak to the person who has responsibility for his/her sport in the Games Village or alternatively, the NZOC Safeguarding Officer. If the NZ Team Member does not feel comfortable with telling either of these contacts then we recommend telling a person who they do feel

comfortable to discuss the issue with and who will help bring the issue to the attention of the above persons;

If Outside of the Games Period, email the NZOC CEO, (office@olympic.org.nz) or Team Services Director (team@olympic.org.nz) or speak in person to the NZOC CEO or the Team Services Director. In such case, the NZOC Receiving Concerns Guidelines will apply.

Reports of Harm may be made in writing or verbally. The NZOC Safeguarding Officer/NZOC CEO or the Team Services Director shall ensure that such reports are documented. This documentation should include the name, title, address, contact information and signature of the reporting person. The documentation should also include information received pertaining to the reasons and basis for the report, including:

- Type of Harm
- Signs and symptoms
- Any particular incidents with dates, times and place
- Any action taken and the outcome of such action.

Confidentiality

Reports of Harm shall remain confidential, securely stored in line with the NZOC Privacy Policy and should not be disclosed except:

- To the extent required by law;
- If the NZOC Team Member reporting Harm gives his/her consent; or
- If disclosure is necessary to protect someone from Harm.

Investigation

Based on the particular facts as detailed in the reports, the NZOC Safeguarding Officer/NZOC CEO or Team Services Director will determine how to proceed with each case, promptly and fairly and in accordance with Guidelines set out in Schedule 1.

The NZOC will contact the individual(s) and/or Member Federation and discuss the outcome of the investigation and follow up in writing (by email).

Disciplinary Procedure

Any alleged incident of Harm during the Games Period which constitutes a breach of the relevant NZ Team Agreement, may give rise to the NZOC initiating disciplinary proceedings. The measures and sanctions which may be taken are further described in the relevant NZ Team Agreement.

Conflicts

If an alleged incident of Harm has occurred between persons belonging to the NZOC, the incident shall be resolved by the NZOC. However, if the incident of Harm has occurred between a NZ Team Member and other organisations or different organisations (such as International Federations or National Olympic Committees), the NZOC will work with the relevant International Federation and/or National Olympic Committee to resolve such incident.

Where in the opinion of the NZOC, the procedure for safeguarding has not sufficiently dealt with by the relevant parties, such as the International Federation or National Olympic Committee, the NZOC may refer the matter to the International Olympic Committee,

Commonwealth Games Federation or Pacific Games Council for resolution who shall take such action within its own competence to safeguard the concerned NZ Team Member, including taking any disciplinary action, if necessary.

Definitions

For the purpose of this Policy, the following words and phrases shall mean:

- **“Athlete”** means a person who competes in the sport of a National Federation member of NZOC who wishes to be considered for nomination and selection to a Games Team.
- **“Games”** means any Olympic Games or Commonwealth Games and includes Pre-Elite Games, unless otherwise specified. For the purpose of this Regulation, games are excluded from this Regulation whereby the NZOC has the mandate to lead a team but does not have an NZOC Selection Policy in place for such games.
- **“Games Period”** means the period commencing when an Athlete or Team Support member’s accreditation is validated at the Games and ends at midnight the day after the closing ceremony of the Games.
- **“Games Village”** means the Games village allocated by the Games local organising committee, where NZ Team Members are staying during the Games Period.
- **“Harm”** means injury, Neglect, Physical Abuse, Psychological Abuse, Sexual Harassment, coercion and other forms of harm, whether they occur in combination or in isolation.
- **“Neglect”** means the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.
- **“NZ Games Team”** means the New Zealand team for a Games.
- **“NZ Team Member”** are Athlete selected for, or Team Support appointed to, a NZ Games Team.
- **“NZ Team Member Agreement”** means either an Athlete agreement, Team Support agreement, contract for service, employment agreement and/or have agreed to a NZOC code of conduct.
- **“Physical Abuse”** means any deliberate and unwelcome act - for example punching, beating, kicking, biting and burning - that causes physical trauma or injury. Such act can also consist of forced or inappropriate physical activity (e.g., age, or physique inappropriate training loads, when injured or in pain), forced alcohol consumption, or forced doping practices.
- **“Pre-Elite Games”** means Youth Olympic Games (Summer and Winter), Commonwealth Youth Games and any other games that the NZOC Board have agreed to select youth athletes to a Games Team.
- **“Psychological Abuse”** means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilisation, or any other treatment which may diminish the sense of identity, dignity and self-worth.
- **“Sexual Harassment”** means any verbal or physical conduct of a sexual nature, which is unwelcome, or where consent is coerced, manipulated or cannot be given. Sexual harassment can take the form of sexual abuse.
- **“Team Support”** means a person who is seeking to be appointed to a Games Team to provide support services to Athletes, including, but not limited to, physiotherapists, doctors, psychologists, coaches, managers and press attaches.
- **“Young Athletes”** means an Athlete under 18 years of age at the commencement of the relevant Games.

Schedule 1: Safeguarding Process Guidelines

RECOGNISE

Incident of harm happens, to you, someone you know, or you witness something.

REPORT

- ☐ A concern of harm is reported.
- ☐ Thank the person for sharing their concern.
- ☐ Inform the person that their concern will be handled with care and information will only be shared where necessary, in order to resolve the issue or keep them or others safe from harm. They will be kept informed of the process.
- ☐ Ensure that the person reporting is safe from further harm.
- ☐ Escalate the concern to a core NZOC safeguarding team member.
- ☐ NZOC safeguarding team member to gather basic details, if possible, who, what, when, where and what do they see as a good outcome.

RESPOND

- ☐ NZOC Safeguarding Team member to contact NZ Team support services, e.g. psychologist, team doctor and/or emergency services if police or medical attention is needed.
- ☐ Core Safeguarding Team (including NZOC Safeguarding Officer) and Chef de Mission/Deputy Chef de Mission meets to assess report.
- ☐ Decide who needs to be involved and what roles they will take? e.g. media manager, doctors, police, IOC Safeguarding team etc.
- ☐ Safeguarding report is assessed using the following steps below:
 - o **S** – Summarise and Assess Facts
 - o **O** - Outline missing details
 - o **L** - List all possible next steps with pros and cons
 - o **V** - View list and prioritise
 - o **E** - Execute Plan

RESOLVE

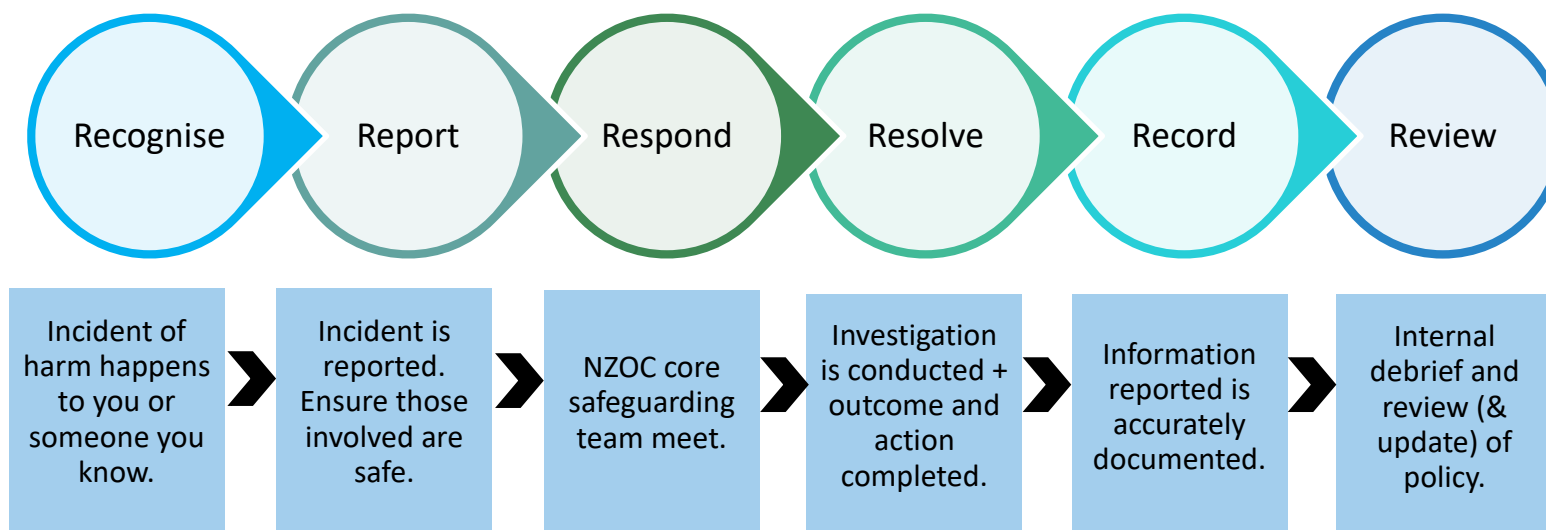
- ☐ Conduct Investigation.
- ☐ Determine if the concern is criminal or not - do the police or other third parties need to be involved?
- ☐ Establish whether there is a contractual/employment issue and/or a police issue as these investigations must be kept separate.
- ☐ Ensure a trauma centred approach is taken if speaking to the person that has reported the concern/is the victim of harm.
- ☐ Ensure all parties that are involved are kept informed and supported during the process.
- ☐ Resolve concern of harm.

RECORD

- ☐ Accurately document any information received into Safeguarding register including:
 - o Type of Harm
 - o Signs and symptoms
 - o Any particular incidents with dates, times and place
 - o Any action taken and the outcome of such action.
- ☐ NZ Team Chef de Mission and NZOC CEO are briefed throughout by Deputy CdM.

REVIEW

- ☐ The members of the Games Time Safeguarding Team, together with NZOC CEO, review the process, ensure the concern has been resolved.
- ☐ Document learnings and update policy and procedures as needed.



Things to say when receiving a disclosure

- ✓ I believe you
- ✓ I will help you
- ✓ I know you are afraid, but it was right to tell me
- ✓ This is what I'm going to do next
- ✓ You are not going to get into trouble
- ✓ Is there anything I can do that would help right now
- ✓ I can't keep what you have told me a secret; I need to talk to someone who can help me to help you

DO

- ✓ Believe them
- ✓ Let them know what you will do next
- ✓ Listen
- ✓ Share the information
- ✓ Ask open questions - TEDS
Tell me / Explain / Describe / Show me

Things not to say when receiving a disclosure

- × You should have told someone before
- × I won't tell anyone else
- × No not (Joe Bloggs), she's a friend of mine
- × I can't believe it
- × Why?
- × How?

DON'T

- × Promise confidentiality
- × Accuse anyone
- × Spread rumours
- × Investigate
- × Put the moment off
- × Do nothing!