

**SURF LIFE SAVING**  
NEW ZEALAND

# **St Clair Surf Life Saving Club**

## **Member Protection Policy**

September 2023 (Version 2)

## St Clair SLSC Member Protection Policy – Contents

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<b>A. Member Protection Statement .....</b>	<b>3</b>
<b>B. Member Protection Overview.....</b>	<b>4</b>
<b>C. St Clair SLSC standards of practice .....</b>	<b>7</b>
<b>D. Reactive measures and processes.....</b>	<b>9</b>
<b>E. Tools and Specific Policies.....</b>	<b>11</b>

### Appendices

1. SLSNZ Code of Conduct
2. Safeguarding Children Policy and Procedures
3. Club Travel Policy

## A. Member Protection Statement

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St Clair Surf Life Saving Club (the Club) is committed to the health, safety and the well-being of all members and volunteers and is dedicated to providing a safe environment for participating in surf lifesaving activities.

The Club wishes to ensure that all those taking part in Surf Life Saving are able to do so protected and kept safe from harm while they are with Club Members (paid or volunteer), coaches and/or other volunteers/Members. This is particularly true in respect of children and vulnerable adults.

This policy does not address all membership protection matters and there are a number of SLSNZ documents that relate to Member Protection that members should be aware of, including:

- SLSNZ Competition Safety Manual.
- SLSNZ Regulations in particular the Member Protection Regulation, Code of Conduct and Health and Safety Regulation and guidelines.
- SLSNZ National Standing Operating Procedures (NSOP's) and Club Standing Operating Procedures (CSOP's).

### Purpose of this Policy

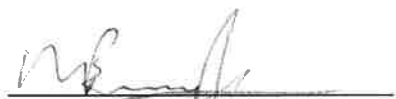
The purpose of the Membership Protection policy is to set out the process that the St Clair Surf Life Saving Club will follow to help ensure the protection of its Members, with particular reference to Minors and Vulnerable Adults.

The principles of the policy and attached documents are based on our moral and ethical duty to ensure all Members can enjoy Surf Life Saving in a safe environment and as such they intend to reflect current best practice.

The Policy may be amended by the Club management committee at any time and will be made available to the members as soon as practical after any changes.

Last Reviewed: (September) 2023

Signed



Matthew Bradley  
Chairperson/President  
St Clair SLSC

Signed



Jeff Foster  
Committee member  
St Clair SLSC

## B. Member Protection Overview

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### Awareness

St Clair Surf Life Saving Club Members will be kept aware of what defines Member Protection and the Clubs role in keep Members safe. All Members especially those in a position of management of responsibility will have a clear understanding of the terms referenced below. Individuals will be referred to the SLSNZ member protection guidelines if more information is needed.

### Defined Terms

- *Club committee/board* means the Committee or Board of the Club as defined in the Club Constitution.
- *Constitution* means the Constitution of the St Clair Surf Life Saving Club.
- *Member* means a member of St Clair Surf Life Saving Club as defined in the Club Constitution.
- *Minor/Child/Children* means a person under the age of 18.
- *Vulnerable Adult* means a person who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### Duty of Care

For the purpose of this policy, a 'Duty of care' generally means: *"The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible"*.

Adults also have a responsibility to ensure Children and Vulnerable Adults are protected. In relation to Surf Life Saving, all St Clair Surf Life Saving Club Members have a duty to ensure the highest possible standards of care are achieved in relation to Children and Vulnerable Adults taking part in Surf Life Saving.

In an activity such as Surf Life Saving, safety and keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. In organised Club activity there is a heightened duty of care and as such members will be made aware that the principal risks extend to the quality of control exercised by those in charge. This duty will extend to Club managers, coaches, officials, event managers or administrators. Therefore they will all take 'reasonable' steps to safeguard those directly taking part in Surf Life Saving activities as at any time they may be deemed responsible for those in their charge. For example, circumstances where a duty of care will be owed includes in vehicles, during journeys to and from Surf Life Saving activities, during events, team training events and camps etc.

The welfare of Minor & Vulnerable Adults is everyone's responsibility in the St Clair Surf Life Saving Club, particularly when it comes to protecting Minors and Vulnerable Adults from abuse. All members of the St Clair Surf Life Saving Club are expected to help - administrators, club officials, coaches, parents, friends and the children themselves.

The common law principle *in loco parentis* imposes a duty on a person to provide the degree of care towards children in their care that could be expected from a reasonably careful and prudent parent. This includes taking reasonable measures to prevent foreseeable risks of injury to children and young people.

### Abuse

Abuse is defined as anything which individuals or organizations' do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. It is generally acknowledged

that there are four main types of abuse - Physical, Sexual, Emotional and Neglect. Abuse generally occurs within a relationship of trust or responsibility and is an abuse of power and/or trust and can include all forms of bullying. More information about abuse is available for Members in the SLSNZ member protection guidelines.

### **Indications of Abuse**

There are physical and behavioral signs that might raise concern about the welfare or safety of a Member. They are only indicators - not confirmation. Some examples are:

Where the person(s):

- Says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring.
- Has an injury for which the explanation seems inconsistent.
- Behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
- Appears not to trust adults, e.g. a parent or coach with whom she / he would be expected to have, or once had, a close relationship.
- Shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.
- Becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.

Physically disabled children and children with learning difficulties and Vulnerable Adults are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

### **Minors**

The protection of Minors Procedures at St Clair Surf Life Saving Club stem from the following principles:

- The Child's welfare is paramount.
- Anyone under the age of 18 is classed as a Minor.
- All Children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity and/or social/economic status have a right to be protected from abuse.
- Respect and promote the rights, wishes and feelings of Minors.
- Clubs and Members (particularly those holding positions of authority e.g. coaches, officials, managers) will be provided with advice to raise awareness of best practice and guidance and support should they become involved in an abuse situation.

### **Health and Safety**

The environment St Clair Surf Life Saving Club operates in can hold many elements of risk to manage. Health and safety of individuals (Members and non-members) in the St Clair Surf Life Saving Club environment is the responsibility of all Members. The Club and its members will take all practicable steps to ensure it has safe people, safe systems and safe operations. Individuals have the responsibility to keep themselves and others safe at all times. St Clair Surf Life Saving Club has a Health and Safety manual, risk register and management programme and a number of documents and processes that must be followed including incident reporting. All Members will be made aware of all health and safety responsibilities and this is especially those roles that have the responsibility for others.

Some areas of particular importance for H & S are:

- Sports events.
- Patrol activities on or off the beach.
- Training sessions and courses.
- Travelling to and from events and Patrol locations.
- Use of Vehicles, especially driving on the beach.
- Manual Handling.
- Storage of equipment, food, fuel and chemicals.
- Building related hazards including decks, stairs, decks, wet areas, kitchens.
- Working around the club (working bees, maintenance, contractors, chemicals)
- Environmental conditions (exposure to sun, heat, cold...)
- Unsupervised and social activities

## C. St Clair SLSC Standards of Practice

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The Club is committed to the protecting all our members and has the following processes in place which will be managed by the club committee.

### Recruiting and Managing Volunteers

The St Clair Surf Life Saving Club has in place the following process for recruiting and managing volunteers:

- Clear roles and responsibilities for volunteers and officers.
- Systematic check that the member holds the required qualifications for the role.
- Induction procedures for all volunteer roles including:
  - Volunteers must read and understand the Member Protection policy and Health & Safety policies.
  - Information about clubs rules/operating procedures.
  - System for feedback and support.
  - Police screening of some volunteer roles.
- Regular checks or supervision of helpers.
- Safeguarding training of helpers and coaches in protection of minors and vulnerable adults.

### Club Committee Meetings

The Club Committee will discuss the following on a regular basis at club committee meetings:

- Any Member issues/incidents that have come up since the last meeting.
- Any activities that have or have the potential of breaching member protection policy.
- Any health and safety issues.
- Any camps or team travel activities.
- Any new staff or volunteers involved in dealing with Members.
- Any changes that need to be made or reviews of this policy.

Any risks or incidents identified must have a remedial plan put in place by the committee to resolve the issue and this must be followed up at the next meeting (or sooner if required).

### Codes of Conduct

All members/coaches/officials/volunteers will adhere to the SLSNZ Code of conduct. Both documents can be found in Appendix xx. The Club will review the Club Code of Conduct annually or as required.

## **St Clair Surf Life Saving Club Guidelines for Members**

The St Clair Surf Life Saving Club promotes the following guidelines and all Members will follow these to help to protect both Minors and Vulnerable Adults in our Clubs, our Club coaches/helpers and Members from wrongful allegations:

- Avoid situations where a Member is alone with one Minor or Vulnerable Adult. Occasionally there may be no alternative, for example, where a Minor or Vulnerable Adult falls ill and has to be taken home, however, that one to one contact will never be allowed to occur on a regular basis.
- If any form of physical support is required ask the persons permission, explain what is going on and why to both the Minor or Vulnerable Adult and their parents or caregivers.
- Where possible ask parents or caregivers to be responsible for Minors or Vulnerable Adults in changing rooms. Always ensure that whoever supervises Minors work in pairs.
- Where there are mixed teams/groups away from home, they should always be accompanied by at least one adult male and at least female coach or helper.
- Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
- If it's necessary to do things of a personal nature for Minors or Vulnerable Adults, make sure there is another responsible adult involved. Get the consent of the parent/caregiver and if possible the Minor or Vulnerable Adult. Let them know what you are doing and why.
- Ensure that any claims of abuse by a Minor or Vulnerable Adult are taken seriously and that it is dealt with by club representatives or officer who knows what to do.
- Ensure that the nature and intensity of training and competition does not exceed the capacity of a Minor's immature growing body and ability or the capacity or ability of a Vulnerable Adult.
- Follow the SLSNZ guidelines for photography and video use (see reference sheet 'Guidelines for use of Photographic and Filming Equipment').
- Follow the overnight stay & alcohol policies from the Club.

All Members that have contact with Minors and Vulnerable Adults will be asked to read and acknowledge their understanding of these guidelines.



## **D. Reactive Measures and Process**

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This section of the policy sets out a process for the committee and Members of St Clair Surf Life Saving Club to be followed if there are concerns about the welfare of another Member involved in Surf Life Saving. In particular, it sets out some examples of situations where a Member may have concerns over the welfare of another Member including a Child or Vulnerable Adult.

### **If there is suspicion on reasonable grounds that abuse is/has taken place:**

This may be by one of the following:

- When a Member advises that they have been abused.
- When someone else advises that a Member has been abused.
- A Member advises that they know someone who has been abused (sometimes they are referring to themselves).
- Observation of a Member's behavior and/or injuries etc... and knowledge of the Member, leads to suspicion of abuse.
- A Member is observed abusing another Member.

### **If another person advises a Member of an abusive situation the approach will be:**

- Stay calm.
- Don't promise to keep it confidential.
- Listen to what the person says and take it seriously.
- Only ask questions if needed to identify what the person is saying - don't ask the person about explicit details.
- Make a detailed note of what the person has said.
  
- Ensure the Member is safe.
- Ensure the safety of other Members potentially at risk.
- Obtain and document the following information:
  - The Members name, age and address.
  - The reason for suspecting abuse – i.e. observation, injury, information.
  - The assessment of danger posed to the Member including information pertaining to the alleged perpetrator.
  - What arrangements, if any, exist for the immediate protection of the Member?
  - What involvement, if any, other agencies have in dealing with the suspected membership protection issues?
  - Immediately tell the Secretary, Chairperson, coach or any committee member, or at an event, the Event Manager or Referee - unless, of course they are suspected of being involved.

### **And**

- Call Police in the case of emergency or serious abuse.

### **Club Officers or Event Organisers will:**

- Talk to the child's parents/caregivers about the concerns if there may be an obvious explanation.
- If working with athletes or lifeguards away from home, at a training camp, or a national/regional competition etc... advise the Team Manager or the Coach.
- If working with a school - inform a teacher.
- If involved with another organisation refer to their contact person for their action.

- If necessary, seek advice from the SLSNZ Child Protection Officer.

#### **Contacting SLSNZ:**

- Confidential contact can be made directly with SLSNZ Child Protection Officer.
- The SLSNZ Child Protection Officer has access to external resources and are tasked with advising you on such issues as parental involvement and police involvement.

**It is not an individual Members responsibility to decide whether a person is being abused but it is the Members responsibility to pass the information on to the appropriate person. Members will make detailed notes of what they have seen or heard and won't delay passing on the information.**

#### **Actions to be taken by the Club:**

In case of abuse involving club Members the Club will take some form of action. The following steps are examples of actions that may be required by Club officials:

- Report the matter to the relevant authorities.
- Report the matter to the police and preferably the child protection unit as appropriate.
- Refer the matter the SLSNZ for further assistance.
- The suspected victim and other family members may be asked to approach SLSNZ support services or their local GP to obtain a referral to professional support services and medical specialists.
- The club committee may refer the matter to a judicial committee made up of people appointed by the committee with specific expertise to investigate the matter and look for a resolution.
- Seek legal advice on how to manage the issue at a club level as it needs to be in accordance with the Constitution.
- The club might impose some form of consequence on the offender which may include termination or suspension.
- If the Member is suspended or his/her membership of SLSNZ is terminated, check periodically to ensure the Member is having no involvement with Surf Life Saving in NZ.
- Periodically follow up on the victim's progress after initial counseling and that they have access to available care.

This is a list of basic options for the club. There may be many other options or actions that may be appropriate to the situation.

#### **Incidents and Accidents**

For situations in which a Member has been injured or potentially injured ('near miss' or non-injury accident) by an accident, incident procedures will be followed.

For major incidents an investigation will be held and learning from this will be documented to minimize the chances of similar incidents happening in the future.

## **E. Tools and Specific Policies**

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This section provides some specific detail for individual policies that all club Members are required to observe and comply with.

### Club Standard Operating Procedures (CSOP's)

All patrol activities will be directed by the CSOP's that is approved by SLSNZ and the Local Lifeguard Committee. All members will comply with the policies relevant to them.

### Travel Procedures

All teams and individuals travelling on club activities will do so in accordance with the club travel policy. This refers to the care of minors, behavior and conduct and vehicle use.

### Alcohol Protocols

The Alcohol policy details the use and restriction of alcohol use by club members at club functions and activities. This will be consistent with New Zealand liquor licensing laws.

### Health and Safety plans

The club has a Health and Safety Manual to protect the safety of its Members. All Members will be made aware of the relevance of its contents and any policies or procedures that are contained in the Manual.

### Police Vetting

The Club are encouraged to undertake police screening for the following persons:

- Voluntary club coaches and managers that have responsibility for and contact with Minors, especially while travelling or when other adults are not present.
- Club volunteers i.e. drivers, parent helpers and support staff if necessary due to the amount of contact with Minors or Vulnerable Adults.
- All new paid employees/staff at the time of job offer.

More information about police vetting can be found in the SLSNZ member protection guidelines.

### Privacy Policy

The club privacy policy protects the privacy of its members and their information. The policy is consistent with the Constitution and the SLSNZ Membership Form.

### Sport New Zealand Child Protection Module (online)

All members in areas where exposure to minors or vulnerable people is a possible occurrence should complete the Sport New Zealand Child protection "Safeguarding" Module Online under the member portal and have it stored on file at the club

## Appendices

- 1 SLSNZ Code of Conduct (below)
- 2 Club Travel Policy
- 3 Safeguarding Children Policy and Procedures

SLSNZ Code of Conduct

### Regulation 5

#### GENERAL

All Members, persons and organisations bound by this Regulation must meet the following requirements in regard to their conduct during any activity held or sanctioned by SLSNZ and in any role they hold within SLSNZ:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate, and honest in all dealings with others.
3. Be professional in, and accept responsibility for, their actions.
4. Make a commitment to providing quality service.
5. Be aware of, and adhere to the Constitution, Regulations, policies and procedures of SLSNZ as well as the rules of Surf Life Saving, including national and international guidelines which govern Surf Life Saving.
6. Ensure that any physical contact with others is appropriate to the situation and necessary for the particular Surf Life Saving activity.
7. Refrain from any form of Harassment, Discrimination, and/or Child Abuse of others.
8. Refrain from any behaviour that may bring SLSNZ into disrepute.
9. Provide a safe environment for the conduct of Surf Life Saving activities.
10. Show concern and caution towards others.
11. Be a positive role model.
12. Understand the repercussions if they breach, or are aware of any breaches of, the Regulations or this Code of Conduct.

Report any alleged breaches of the Regulations or this Code of Conduct in accordance with the Constitution and the Regulations.

[https://www.surflifesaving.org.nz/media/403769/20140901\\_codeofconduct\\_mgmtdocs.pdf](https://www.surflifesaving.org.nz/media/403769/20140901_codeofconduct_mgmtdocs.pdf)