

Cycling New Zealand Overview

Purpose: Unlocking People Potential

Vision: A thriving community across the sport of cycling

Values:

- Integrity**
We are honest and transparent, uncompromising in our commitment to strong moral, respectful, and ethical principles
- Innovation**
We constantly look at working smarter and more efficiently – seeking improvement in all we do
- Excellence**
We aim high in everything we do, striving to be better in all we do
- Collaboration**
We connect to achieve our purpose, we build trust in our relationships

CHILD & VULNERABLE ADULT

Purpose

At Cycling New Zealand (CNZ), we believe that every child and vulnerable adult has the right to have fun, be safe, protected, and free from harm whether training at a local club or school or representing their country at an international level. As such, CNZ has adopted a zero-tolerance policy toward any behaviour that violates this policy.

The purpose of this policy is to ensure all personnel under this policy receive the support, training, or education they need to safeguard members of the cycling community from harassment and abuse by:

- Promoting the health and welfare of children and vulnerable adults by providing opportunities for them to take part in sport and physical activity safely.
- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
- Annual appointment of a Safeguarding Committee. For calendar years 2024 and 2025 this Committee will be comprised of CNZ’s People & Culture Manager, a HPSNZ Psychologist, CNZ’s Event Director, a representative of CNZ’s coaching team, and one member from the athlete’s leadership team.
- Ensuring all personnel can recognise the signs and symptoms of abuse and have the education, training and knowledge and confidence to take appropriate action.
- Requiring the adoption and compliance with this Child & Vulnerable Adult Policy and associated policies and procedures.
- Promoting and implementing appropriate safeguarding procedures.
- Providing safer recruitment and training to enable personnel to identify and respond appropriately to suspicion, disclosure or allegations of vulnerability, abuse, or neglect, to protect children and vulnerable adults from harm and to reduce the risk of allegations or complaints against themselves.
- Regularly monitoring and evaluating the implementation of this policy and associated procedures.

The Safeguarding Committee will refer any allegations of child abuse to the appropriate authorities and if appropriate, will initiate employment proceedings.

Scope

This Policy applies to the following who will be referred to collectively as Personnel:

- (i) CNZ employees, contractors, and volunteers of CNZ, member organisations, centres/regions, clubs, and school cycling teams and programmes, affiliated to CNZ; and
- (ii) High Performance Sport New Zealand and Sport New Zealand employees or contractors operating within the sport of cycling; and
- (iii) Any other support personnel appointed or elected to CNZ teams and squads; and
- (iv) All CNZ licenced riders, including national representative and development athletes; and
- (v) Technical Officials, including coaches, commissaires and other officials involved in the sport; and
- (vi) Athletes, coaches, officials, and other personnel participating in or assisting in events recognised or sanctioned by CNZ; and
- (vii) Athletes, coaches, officials, and other personnel participating in or assisting in other activities including camps and training sessions, held, or sanctioned by CNZ; and
- (viii) Spectators, parents/guardians, and sponsors, who or which agree in writing (whether on a ticket, entry form or otherwise) to be bound by this policy.

Definitions

Child	Someone under the age of 18 years.
Vulnerable Adult	A person unable, by reason of detention, age, sickness, mental impairment, or any other cause, to withdraw themselves from the care or charge of another person.
Safeguarding Committee (SC)	The persons responsible for providing advice and support to personnel where they have a concern about an individual child or vulnerable adult and will notify Oranga Tamariki and/or the Police if there is a belief that a child or vulnerable adult has been, or is likely to be, abused or neglected. This group will also serve as the point of contact for any assessment or investigation conducted by the Sport and Recreation Complaints and Mediation Service (SRCMS)
Physical Abuse	A non-accidental act on a child or vulnerable adult that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child or vulnerable adult. Physical abuse also involves the fabrication or inducing of illness.
Emotional Abuse	Emotional abuse is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a child or vulnerable adult. This includes inappropriate electronic communications.
Sexual Abuse	Sexual Abuse is an act or acts that result in the sexual exploitation of a child or vulnerable adult, whether consensual or not. Sexual abuse can be committed by a relative, a trusted friend, an associate, or someone unknown to the child or vulnerable adult.
Neglect	Neglect is any act or omission that results in impaired physical functioning, injury and/or development of a child or vulnerable adult. It may also include neglect of a child's or vulnerable adult's basic or emotional needs. Neglect is a lack of action, emotion, or basic needs.

Provision of Training

To enable CNZ to build a safeguarding culture where the safety of children and vulnerable adults is paramount, safeguarding training is mandated for all personnel who work with children and vulnerable adults on an annual basis.

Child protection procedures will be included as part of the induction process for personnel who work with children and vulnerable adults. All new personnel will be taken through the child protection policy and associated procedures, advised where they are located online and asked to ensure that they read and understand the content.

All personnel will be informed promptly of any changes to the child protection policy and associated procedures.

Recruitment

During the recruitment process, CNZ personnel who work with children and vulnerable adults will be required to utilise safer recruitment processes as outlined in our recruitment policy. This includes satisfactory police vetting. Personnel may also be subject to annual, biennial, or triennial police re-checks if the nature of their role requires frequent contact with children or vulnerable adults.

In situations where there is no formal recruitment process, for example, for volunteer positions, volunteers will undergo the same police background checks as a CNZ employee. Additionally, coaches endorsed by CNZ to participate in the HPSNZ Core Knowledge program will be required to have completed safeguarding training.

Confidentiality

We are committed to sharing information as appropriate, therefore if there is a concern about a child or vulnerable adult, the SC and/or CEO will seek advice from Oranga Tamariki and/or the Police before identifying information about an allegation is shared with anyone else.

The Safeguarding Committee will also encourage any complainant to engage with the SRCMS.

In addition to seeking advice from Oranga Tamariki and /or the Police, we will refer to the privacy commission guidelines on sharing information about vulnerable children and adults, to guide decisions on when to share information and talk to parents/whanau/caregivers. The SC will be responsible for ensuring that any information relating to a child or vulnerable adult protection matter is stored securely online, within a restricted access area.

The SC will also be responsible for the secure and confidential sharing of relevant information when required. Under the Privacy Act 1993 and the Children and Young People's Well-being Act 1989, personnel may disclose information when there is a good reason to do so.

Under sections 15 and 16 of the Children and Young People's Well-being Act 1989, any person who has a concern that a child has been or is likely to be harmed may report the matter to Oranga Tamariki or the Police and provided the report is made in good faith, no civil, criminal, or disciplinary procedures will be brought against them.

Steps following disclosure

Allegations, suspicions, or complaints of abuse against personnel will be taken seriously and should be reported to a member of the Safeguarding Committee, who will respond to the allegation immediately, sensitively, and expediently within the procedures outlined in this policy and associated procedures. The Safeguarding Committee will engage the SCRMS where possible and where appropriate.

If the Police decide to undertake a criminal investigation, then the member of personnel may be suspended as outlined in their individual Employment Agreement or applicable contract, without

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prejudice, as a precautionary measure. It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal investigation.

Any complaint will be considered in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles. Where a complaint is investigated but not substantiated, the findings along with a right of reply should be held on the record.

Breaches

Any breach of this policy, or any part of it, may result in disciplinary action under the individual's employment agreement, contract or other applicable CNZ regulations and policies.

Amendments

CNZ may, at its sole discretion, amend this policy to suit business needs at any time and will provide an update specifying any such amendments.

References

- Cycling New Zealand Code of Conduct
- Cycling New Zealand Disciplinary Policy
- Cycling New Zealand Discrimination, Bullying & Harassment Policy
- Cycling New Zealand Employee Disciplinary Policy
- Cycling New Zealand Whistleblower Policy

Policy Owner:	CEO		
Policy Reviewed By:	People & Culture Manager		
Date Reviewed:	September 2023	Version Number	5
Next Review Date:	September 2026		
Approved By:	Board Chairman		
Signature:			