Artistic Swimming New Zealand (ASNZ)
Safeguarding Policy:
NZ Squads & Small Routines

Artistic Swimming New Zealand (ASNZ) recognises that working with children and young people is a privilege. We are committed to providing a safe, child-centred environment where all participants—including squad members, coaches, officials/selectors and team managers—can thrive in safe, respectful, and supportive environments, free from abuse, harm, and discrimination.

Key Reasons for the Safeguarding Policy:

- Protection of Rights: To guarantee that all participants, including children, have the right to participate in a safe, fun, and inclusive environment.
- Preventing Harm: To identify risks early and proactively prevent abuse, harassment, violence, and neglect.
- Establishing Clear Procedures: To guide coaches, volunteers, and officials/selectors on how to respond to concerns and report potential harm effectively.
- Building a Safe Culture: To cultivate a positive sporting environment where integrity is maintained, and everyone feels supported. High-performance environments can be intense. Implementing safe recruitment and independent oversight is a proactive measure to maintain a culture of respect and safety.
- Compliance and Safety: To adhere to legislative requirements and promote a proactive approach to safety and well-being

This policy is based on the Sport New Zealand model and aligns with our commitment to Te Tiriti o Waitangi and its principles of Partnership, Protection, and Participation

What is Safeguarding?

Safeguarding is the proactive process of protecting the health, well-being, and human rights of children and young people. It involves:

- Creating safe and supportive environments for play and sport.
- Ensuring children are in the care of safe, skilled, and vetted adults.
- Implementing effective procedures to identify and report concerns of abuse or neglect.
- Empowering children by listening to their views and putting their welfare first in every decision.

Scope

This policy applies to all ASNZ staff, board members, volunteers, and contractors (coaches/ administrators- known as staff) and swimmers. It covers all children and young people up to 18 years of age participating in ASNZ activities, as well as child spectators or siblings in contact with our staff.

This specific policy section details the mandatory safeguarding and supervision standards for all New Zealand representative teams, including full squads and small routines (solos and duets), both domestically and during international travel.

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1. Supervision & Duty of Care Standards

To ensure a safe and child-centred environment, ASNZ mandates specific adult-to-athlete ratios to ensure no official/ coach/ team manager is ever left alone with a minor and or athlete. By putting in place these guidelines, we ensure that the coach/s are not left isolated with athletes in a high-pressure environment. This protects the athletes, but it also protects the coach.

Domestic Training (Poolside/ During a variety of training venues, i.e. gym, pool)

- **The Two-Person Rule:** A minimum of **two adults** must be present poolside or at training venues at all times during training sessions.
- **Personnel Mix:** This requirement is met by having a coach and a team manager, or two coaches present.
- **No Solo Coaching:** A coach is strictly prohibited from being alone with athletes during any training session.

International Tours (World Cups & Championships, International Competitions)

When representing New Zealand abroad, the following "Officiating People" requirements apply to ensure continuous duty of care:

- **NZ Squads (Full Teams):** Every squad must be accompanied by at least **three team personnel**. This typically includes two coaches and one team manager.
- **NZ Small Routines:** Solos and duets must be accompanied by at least **two personnel**. **This can be:**
    - One coach and one team manager.
    - Two coaches (e.g. a Head Coach and an Assistant Coach, where one also fulfils the Team Manager duties).

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2. Personnel Requirements & Vetting

All adults appointed to positions of authority within New Zealand squads and small routines must meet high safety standards:

- **Police Vetting:** All Coaches and Team Managers/ Personnel are required to undergo formal **Police vetting**.
- **Mandatory Induction:** Every official must be inducted into the ASNZ safeguarding culture, ensuring they understand the procedures for identifying and reporting concerns.

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3. Reporting and Response

- **Reporting Concerns:** Team personnel are mandated to report any safety concern, regardless of perceived severity, to a designated Child Safeguarding Representative (CSR) on the ASNZ Board and or ASNZ Chair.
- **Documentation:** All observations and actions must be recorded on the **ASNZ Concern Form** (Appendix 1) as soon as possible, using the person's own words where applicable.
- **Immediate Danger:** If an athlete/ squad member/ Personnel member is in immediate danger while on tour or at home, they must act to ensure safety and contact the **Police (111 in NZ)** or local emergency services immediately.

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4. Our Commitment to Athletes and Whānau

ASNZ commits to putting the welfare of our NZ squad members, coaches and team managers/officials and personnel first in every decision we make, ensuring they feel respected, listened to, and valued as they represent their country.

We will maintain transparent communication with parents and whānau regarding all aspects of an athlete's welfare during domestic camps and international tours.

APPENDIX

Based on the Sport New Zealand model, here is the **Child Concern Form (Appendix 1)** specifically tailored for **Artistic Swimming New Zealand**.

This form is designed for coaches, team managers, and officials to record factual observations about any safeguarding concerns within NZ Squads or Small Routines.

Guidance for NZ Squad Officials on Tour

When travelling with **NZ Squads** or **Small Routines**, please remember:

- **Keep it Factual:** Record only what you see and hear. Do not include your own opinions or interpretations.
- **Confidentiality:** These records must be stored securely by the Team Manager and shared only with the ASNZ Child Safeguarding Representative (CSR).
- **Support:** Dealing with these situations is difficult. Always seek support for yourself through ASNZ leadership or Sport NZ resources after following the reporting procedure.

APPENDIX 1: Concern Form

Purpose:

To capture and record concerns about a young person or a team member including a coach/ team manager/ team personnel. This form must be completed as soon as concerns are raised.

Note: It is **not** your role to investigate. Completed forms must be shared with the ASNZ Child Safeguarding Representative (CSR) within one working day.

Immediate Danger: If the person is in immediate danger, contact the Police on 111 (or local equivalent if international).

1. Person's Details

- First Name:
- Surname:
- Date of Birth / Age:
- Address:
- Phone

2. Parent or Caregiver Details (if known)

- Caregiver 1 Name:
- Relationship to Child:
- Phone / Email:
- Caregiver 2 Name:
- Relationship to Child**:**

3. Record of Concern

Please provide a factual account of the concern. Avoid personal opinions or assumptions.

- **Reasons for concern:** (e.g., physical marks, behavioural changes, a specific disclosure, abuse, harm, or discrimination has been experienced).

- **Observations:** What have you heard, seen, or been told? (If recording a young person's recount, please use their exact words where possible)

- **Context:** Date, time, and location of the incident or observation. Who else was present?

- **Your Response:** What did you say, if applicable, what did others say?

- **Actions Taken:** Have you spoken to the parents? Have you contacted the CSR?

4. Reporter Details

- **Name of person completing form:**
- **Position:** (e.g., NZ Squad Coach, Team Manager)
- **Phone Number:**
- **Date and Time of Completion:**
- **Signature:** _____

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5. Safeguarding Representative (CSR) Action & Review

(To be completed by the CSR upon receipt)

- **Date Form Received:**

- **Action Taken:** (e.g. e, advice sought from Sport NZ, Sports Integrity Commission- Other)

- **Review Date:** Weekly reviews are mandatory for active concerns.

CSR Signature: _____