**Badminton New Zealand Child Safeguarding Practice Plan**

This practice plan aligns with the Badminton New Zealand Child Protection Policy.

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| **CSPP #** | **When** | **Safeguarding Practice** | **Who is Responsible** | **Reporting** |
| 1.1 | 1st February Each Year. | * Badminton NZ CPP, CoC and CSR documents are checked and uploaded to the Badminton New Zealand website. | Communications Manager |  |
| 1.2 | First Badminton NZ Board Meeting of the Year. | * Badminton NZ Child Protection Policy reviewed by the Board of Badminton New Zealand including Codes of Conduct. * Badminton NZ Child Safeguarding Practice Plan reviewed and approved by the Board of Badminton NZ. * Confirm the appointment or re-appointment of the organisations Child Protection Officer. | Chief Executive  Child Protection Officer |  |
| 1.3 | When a new staff member, coach, manager, or key volunteer is recruited to work for or support Badminton NZ. | * New people to Badminton NZ have the following included with their induction: * Provided an electronic copy of the Badminton NZ CPP, CoC and CSR documents. * Are provided with opportunity to complete the Child Protection in Play, Active Recreation and Sport e-learning module. * Are NZ Police Vetted through Badminton NZ | Child Protection Officer  Office Manager  Chief Executive |  |
| 1.4 | Prior to all Badminton NZ led programmes, events, and initiatives. | * Lead Badminton NZ Staff ensure: * All staff & volunteers are reminded of the Badminton NZ CPP, CoC and CSR documents. * All staff and key volunteers present have been Police Vetted. | Lead Badminton NZ Staff  Child Protection Officer |  |
| 1.5 | Prior to Badminton NZ led programmes, events, and initiatives that include overnight stays with young people | * Lead Badminton NZ Staff ensure: * All staff & volunteers are reminded of the Badminton NZ CPP, CoC and CSR documents. * All staff & volunteers briefed on expectations inline with these documents. * All staff and key volunteers present have been Police Vetted * Badminton NZ has a register of contact details for all young peoples parents/caregivers. * Badminton NZ complete all Health & Safety plans and process inline with policy. * Badminton NZ have a pre-arranged policy for the safe collection of young people after Badminton NZ activities have concluded. | Lead Badminton NZ Staff  Child Protection Officer |  |
| 1.6 | Following NZ Team or Squad Selection | * Determine ages of players involved * Ensure that if any players under the age of 18 are included with any adult players that special consideration is made to ensure the young person’s safety. * This may include additional codes of conduct or rules, regulations, expectations. | Lead Badminton NZ Staff  Child Protection Officer |  |
| 1.7 | 1st December Each Year. | * Review of the Badminton NZ CSPP and CSPP Reporting. * Make any improvements required for next year | Chief Executive  Child Protection Officer |  |
| 1.8 | Ongoing Communication: | Badminton New Zealand ensures that Child Safeguarding promotion, education, reminders and best practice is shared regularly as part of:   * E-news and newsletters * Social media posts * Member Association Workshops and Conferences * Player, Coach, Technical Officials and Volunteer Communications and Workshops * Coach Development – including BWF Level 1 and Shuttle Time Coaching courses * Badminton NZ Event Briefings & Communications |  |  |