**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 ExecutiveChild 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 OfficerOffice ManagerChief 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 StaffChild 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 StaffChild 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 StaffChild 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 ExecutiveChild 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
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