

## **Safeguarding Policy NAO Aotearoa**

---

### **1. INTRODUCTION**

The Award in Aotearoa is bound by three primary areas of responsibility:

1. The local requirements and expectations for agencies working with Rangatahi and regulations for safeguarding Rangatahi in Aotearoa
2. The requirements under the License granted by the International Award Foundation
3. That all persons involved with the Award in Aotearoa are safe and treated with respect.
4. Whilst a Policy is required and necessary all must be taken in account to sit alongside the Accident Compensation Act 2001 In Aotearoa accidents and incidents of any nature are treated on a 'no blame' basis under the Act.

### **2. ADHERENCE FOR SAFEGUARDING WITHIN AOTEROA NEW ZEALAND**

The Award in Aotearoa has zero tolerance for harassment, exploitation, bullying, sexual exploitation, and abuse. Whilst this policy relates to protection from harm of all people associated with the Award in Aotearoa, Tamariki and Rangatahi are at particular risk and this policy focuses on this group. Keeping Award participants, and those they engage with, safe from harm is the number-one priority.

In Aotearoa the policy is informed by:

- MSD (Ministry of Social Development) Level three accreditation to deliver the Award programme to Rangatahi in Aotearoa
- Adoption and adherence through operations and delivery to the Ara Taiohi Code of Ethics
- No sublicense (Award Unit) or Approved Activity Provider is licensed to operate without having a Safety management Policy and Child Protection Policy
- All Award leaders, volunteers, Activity Providers, staff and governors are Police Vetted before starting any activity
- Accident Compensation Legislation and outcomes

Regarding the Foundation License requirements this Policy informs operations and delivery within the definitions and principles outlined by the Foundation.

### **3. PRINCIPLES**

- All people are enabled to have the best outcomes from their Award experience regardless of age, sex, disability, sexual orientation, race, religion, or gender
- In the context of the Award, to ensure we have the highest standards of safeguarding processes and protocols, all Tamariki, Rangatahi and vulnerable adults should be protected.

- Award participants are aged between the school year they turn 14 until their 25<sup>th</sup> birthday. For the purposes of the Award, all Award participants are Rangatahi when considering how they should be treated regarding contact with adults.
- All adults who are engaged in Award related activities that bring them into contact, regularly or from time to time, with Tamariki, Rangatahi, and vulnerable adults are termed as “adults in the Award”. These ‘Adults in the Award’ include paid staff and volunteers acting as Award Leaders, Adventurous Journey Supervisors, Award Assessors (or equivalent titles) and volunteers in a range of different roles. In the context of the Award, an ‘adult’ volunteer or paid employee is defined as anyone over the age of 16
- Award participants may engage with Tamariki, Rangatahi and/or vulnerable adults during their Award. In this case, an Award participant, even if aged under 16, must adhere to the standards of conduct described in this policy and expected of an adult engaged in Award related activity.
- It is important to note that a Tamariki, Rangatahi or vulnerable adult may occupy the role of Award participant and Adult in the Award concurrently.
- The licensed Award Operator’s approach to safeguarding is underpinned by the following principles:
  - Everyone has a responsibility for safeguarding
  - Do no harm
  - Act in the best interests of the Tamariki /Rangatahi/vulnerable adult
  - All Tamariki, Rangatahi, and vulnerable adults will be treated equally, irrespective of race, gender, religion/or none, sexual orientation or disability
  - Safeguarding is embedded in every activity of our organisation

#### **4. SAFEGUARDING FRAMEWORK**

The Award in Aotearoa’s safeguarding framework maintains a safe, positive and empowering environment for Rangatahi development. The safeguarding framework core areas are:

1. Safeguarding and Child Safety
2. Human Resources
3. Risk Management
4. Code of Conduct
5. Cultural Safety
6. Governance

1. Safeguarding and Child Safety

oversight of the comprehensive safe environment in the operations and delivery of the National Office and all Award Units and Providers, and Award participants.

This is demonstrated through:

- Delivery sub – licensee’s child protection policies
- Serious Incident policy and requirements
- MSD Accreditation (Aotearoa endorsement)

- HR Manual that encompasses the behaviour of staff and the processes, including whistleblowing
- Police vetting of all governors, staff, Award leaders
- Safeguarding Register
- Registration diligence/accreditation process for sub-licenses (Award Units, Leaders and Providers)
- Accident Compensation Legislation

## 2. Human Resources

Recruitment of governors, staff, and the Award community is designed to accredit the right people with appropriate vetting, training and accreditation to ensure and support safeguarding.

This incorporates:

- Clear Role and Position descriptions
- Clear guidelines for recruitment (HR Manual)
- 16 years and over
- Be orientated and trained
- Police Vetting
- Ongoing training

## 3. Risk Management

A Risk management register is maintained by the National office and assessed and reviewed quarterly.

This incorporates:

- Risk Management Policy and Register with Safeguarding as a reportable line
- Registration and Accreditation of providers including their Child Safety and Safety Management systems
- Clear guidelines and processes to manage incidents<sup>1</sup>
- Designated Safeguarding lead is the National Director

## 4. Code of Conduct

The Code of Conduct adopted by the Award in Aotearoa outlining the ethics and behaviours required by the individuals involved in the Award is the Ara Taiohi (the Peak Body for Youth Development in Aotearoa) [Code of Ethics](#) as this is honed to the youth landscape and what is expected in Aotearoa. The Trustees of the Award in Aotearoa have an additional Trustee [Code of Conduct](#).

---

<sup>1</sup> The Award has a central Process and reporting mechanism for Serious incident and Notifiable Events Reporting all incidents are managed and recorded in the central Register

- The Ara Taiohi Code of Ethics is adopted by staff, and all Award Leaders, Providers and Volunteers
- This forms part of the registration, orientation and training processes and the refresh of terms and conditions every two-years along with Police Vetting.

## 5. Cultural Safety

Aotearoa New Zealand is a Nation that is Treaty-based which means a collective commitment to Te Tiriti o Waitangi, based on tikanga and kaupapa Māori. The three pillars of engagement with Treaty principles are Partnership, Protection, and Participation. Acknowledging the Treaty is a cornerstone of life in Aotearoa and is central to Cultural Safety.

The Treaty of Waitangi principle puts Rangatahi and their learning at the centre of youth development. The Award youth development programme engages and challenges Rangatahi supporting them to be forward looking. It's inclusive and affirms Aotearoa's unique identity.

(said in paragraph above)

Partnership encourages engagement, inquiry, equity and power sharing

Protection is valuing, validating and protecting tikanga and kaupapa

Participation is positive Maori inclusion at every level, reflecting bi-culturalism and equity.

The Award is young in its Te Ao journey and being a culturally safe organisation is essential to operating within Aotearoa in the 21<sup>st</sup> century.

The Treaty is embodied in all Government organisations, and many others in Aotearoa and seamlessly partners within the Award environment. It is place based, living experiences, learning outside the classroom. We work on strong partnership, participation and protection of the shared path. Acknowledging the Treaty in our delivery means we live our values.

*Whaowhia te kete matauranga – Fill the basket of knowledge*

## 6. Governance

The Board of Trustees has the responsibility and duty of care for the safeguarding of staff, volunteers and Rangatahi who are part of the Award environment.

The Board must include safeguarding as a regular part of their engagement with the operations and delivery of the Award in Aotearoa.<sup>2</sup>

## 5.MANAGING THE POLICY

---

<sup>2</sup> Legal Opinion 2019 on [Liability within the devolved model](#); [National Office Virtual Centre](#)

## Systems and Processes

- Every Award Leader, Staff and Board member in the Award must sign adherence to the Code of Ethics and be Police Vetted
- All adults /volunteers in the Award re-sign and renew their Vetting every two-years
- All sublicensed Units, Providers, National Organisations must have their own Safety Management System, Child Protection Policy and all outdoor Approved Activity Providers are required to have a Third-party Audit of their Safety Management Systems.

## Process for reporting and registering serious incidents and notifiable events including safeguarding

- The response to serious incidents and notifiable events, including safeguarding are managed through a central process and Register ([Refer to the process in the serious incidents and notifiable events Policy](#))

## 6.GENERAL COMPLAINTS

- Refer to the Award [Complaints – Compliments Policy and Process](#)

## 7.FURTHER INFORMATION

### 7.1 Associated Policies

- [Serious Incident and Notifiable](#) events
- [Privacy including data protection](#)
- [Health and Safety Manual](#)
- [Ara Taiohi Code of Ethics](#)
- [Delegation of Authority](#)
- [HR Manual](#)

### 7.2 Due Diligence

Due diligence is part of the registration of Sub-licenses and Award Leaders and all staff and governors. This takes into account the devolved model for Award delivery in Aotearoa. The areas canvassed for areas requiring due diligence are:

- Having a Safety Management System
- Having a Child Protection Policy
- Police Vetting – every Staff and Board member of the Award and registered Award Leaders
- Safety for whistle – blowing
- All staff recruited are Police Vetted and referees are contacted and verified
- The HR Manual outlines the recruitment and appointment process
- The Employment Relations Act 2000 governs the employments of staff in Aotearoa
- The Award has [Risk Management](#) reporting, monitoring and processes to manage Risk
- This Register is monitored by the board quarterly, with a board member having responsibility for oversight

- All Staff, Governors, and Award Leaders adhere to the [Ara Taiohi Code of Ethics](#)
- This is part of the orientation and induction process

### 7.3 Registers

[X:\Award Delivery\Incident Reports\Notifiable Incidents for Award Units and AAPs](#)

### 7.4 Legislation

- [Accident Compensation Act 2001](#)
- [The Children's Act 2014](#)
- [Clean Slate Scheme](#)

