

FIJI NATIONAL  
SPORTS  
COMMISSION



# CHILD PROTECTION POLICY IN SPORTS AND PHYSICAL ACTIVITIES

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The Child Protection Policy in sports and physical activities is an official document of the Fiji National Sports Commission.

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# 1. Preamble

- 1.1 This policy is guided by the Conventions on the Rights of the Child (CRC) given that sport and physical activities is played in all age groups. The policy protects all children under the age of 18 years to receive the necessary sports and physical activities in sports programmes. It allows them to appropriately participate in activities that support in the physical development and sporting skills in a safe and protective environment.
- 1.2 This policy is guided by the Ministry of Women, Children Poverty Alleviation, Fiji given that there is a zero tolerance rate for child exploitation and abuse and expects their stakeholders and partners meet these expectations. This aligns to the expected United Nations Convention on the Rights of the Child to which Fiji is a signatory.
- 1.3 This policy is to provide a safe environment in sports and physical activities for children and everyone that is free from harassment, discrimination and abuse, and promote respectful and positive behaviour and values

The key objectives are listed to as follows:

- 1.3.1 Fiji National Sports Commission's commitment to safeguarding the wellbeing of children in the delivery of its sports activities.
- 1.3.2 Child protection is shared responsibility at both individual and organisation levels, including people appointed to the Board, FNCS Staffs, Resources Personal (National Sporting Organisation/ Federations development, officers), and community members that are involved with the commission, stakeholders, partners and visiting athletes.
- 1.3.4 The wellbeing and welfare of children should dependably be the superseding consideration in meeting the necessities of the policy and its usage. Where there is an irreconcilable situation the necessities of the children should dependably be foremost.

# 2. Policy

## 2.1 *Policy Objective*

The Fiji National Sports Commission Child Protection Policy in Sports and Physical activities will assist everyone to understand the role they play in providing a safe, fair and inclusive environment for children, maintain a positive work place for staff and volunteers and enable children to develop, socialise and actively participate in Sports.

## 2.2 *Policy direction Application*

- 2.2.1 Are watchful to any potential dangers to children and find a way to limit such dangers;
- 2.2.2 Understand FNSC Child Protection Code of conduct which traces the standard of conduct in regards to all associations with children;
- 2.2.3 Are educated of the reporting procedure to take after when concerns, grievances or charges in regards to the security of children emerge; and
- 2.2.4 Respond to concerns, protestations or charges of mishandle in a capable and opportune way
- 2.2.5 The Fiji National Sports Commission Child Protection Policy, hereafter known as the 'Policy', provides a Code of Behaviour forming the basis of appropriate and ethical conduct which everyone must abide by.
- 2.2.6 This Policy applies to the following people: People appointed to the Fiji National Sports Commission Board; FNSC Staffs; Resources Personal (NSO Development officers); Community Members that involve with the Commission; Partners; Visiting Athletes.

### 3. Child Safe Recruitment and Screening Procedures

#### 3.1 *Policy Objective*

Fiji National Sports Commission is focused on executing stringent enlistment and determination procedures to guarantee that inappropriate people are not utilized by the commission.

#### 3.2 *Policy direction application*

- 3.2.1 A criminal record check will be done before engagement. Alternatively, a Statutory Declaration will be signed if a reliable criminal record check is not immediately available. The criminal record check and Statutory Declaration will be kept on file.
- 3.2.2 At least 2 verbal referee checks will be conducted and documented. Referees will be asked about the applicant's suitability for the role to work with children and/or to have regular unsupervised contact with children
- 3.2.3 Targeted interview questions regarding the applicant's prior work with children; a documented record will be kept of this discussion.

3.2.4 An interview plan that incorporates behavioural-based questions. The behavioural-based questions to be asked will be taken from the list below:

- Have you worked/volunteered with children in a similar position before? What did you like about it? What did you find difficult?
- How have you handled children who did not want to participate in an activity?
- Do you mind being supervised?
- What motivates you/why do you want to work with children in this program?
- Provide me with 3 examples of how to work safely with children.
- What do you think makes a good community leader or role model for children and young people?
- How would you handle children who were not listening to your instructions?
- How would you create a child safe and friendly space for children to play sport?

3.3.1 FNSC maintains a commitment that the organisation will not permit any individual to work with children if they are deemed to pose an unacceptable risk to the safety and well-being of children. FNSC will not employ any individual with a criminal conviction related to children or offences related to their prospective position.

## 4. Child Protection Training

4.1. All Fiji National Sports Commission Employees, people appointed to Boards, Resources Personal (NSO development, officers), and Community Members that involve with the Commission, Partners and Visiting Athletes will receive standard training on child protection issues and on their commitments under this policy.

4.2 Preparing for the previously mentioned people will be incorporated amid their FNSC acceptance.

4.2.1 Refresher guidance on children protection issues will likewise be given to the previously mentioned individual yearly.

4.2.2 For those people with specific obligations under the policy (e.g. Child Protection Officers) additional training and opportunities to routinely refresh their aptitudes and knowledge in this area will be given as proper.

4.2.3 We will keep a record of the agenda for the instructional course, duplicate of the materials utilized and participation recorded.

## 5. Child Protection Code of Behaviour

- 5.1 Individuals who are engaged for the purposes of assisting FNSC to deliver any of its programs will be requested to sign a FNSC Child Protection Code of Behaviour.
- 5.2 The Child Protection Code of Behaviour will form part of all the contracts.
- 5.3 Employment contracts include provisions for FNSC to dismiss or transfer staff.

## 6. Appropriate use of Child images & Personal Information

### 6.1. *Policy Objective*

FNSC superseding standard is to keep up regard and poise in the depiction of children, families and communities. Pictures, images or different resemblances of children and additionally data identified with children must not trade off their care and protection. Least necessities include:

### 6.2. *Policy direction application*

- 6.2.1 Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- 6.2.2 Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- 6.2.3 Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- 6.2.4 Ensure images are honest representations of the context and the facts
- 6.2.5 Ensure file labels, Meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- 6.2.6 Understand that the onus is on me, as a person associated with the Fiji National Sports Commission to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

## **7. Appropriate Use of FNSC Provided Information & Communication (ICT) Systems**

FNSC rules on the proper utilization of its data and communication technology (ICT) system incorporate accessing children erotic entertainment. People engaged FNSC should never utilize internal systems (e.g. PCs, portable/advanced cells as well as video/computerized cameras) improperly; and should never misuse or harass children, or acquire access to child smut, utilizing any of these mediums. Such conduct is offensive and will be managed extremely, including answering to applicable law authorization offices as proper.

## **8. Risk Assessments**

A risk assessment will be conducted by the Sports Development Manager every 12 months on the activities involving contact with children. The Risk Assessment template will be used and any activities found to be high risk will be recorded. The steps taken to reduce these risks, responsibility for this, dates for action and completion will also be recorded.

## **9. Obligations of Partner Organisations**

Accomplice Organizations will be solicited to meet the base standard of child protection as related with any important program activities that are overseen by FNSC. Contracts with accomplice organizations will incorporate a condition alluding to this arrangement and the prerequisites of such. Accomplice Organizations will be made a request to sign FNSC Child Protection Code of Behaviour and to work as per this.

## 10. REPORTING

### 10.1 Designated Child Protection Officers

As a major aspect of FNSC's responsibility regarding child protection, and to guarantee the planned execution of this policy, the commission has assigned a few Child Protection Officers. The capacity and duties of the assigned Child Protection Officers are to:

- a. Promote child protection all through their individual work area/s;
- b. Coordinate as well as convey child protection training to all applicable FNSC workers, individuals designated to Boards, Resources Personal (NSO advancement, officers), and Community Members that include with the Commission, Partners and Visiting Athletes.
- c. Monitor inner and outside strategy consistence in their separate work area/s;
- d. Appropriately deal with concern, complaint or allegation of child abuse and/or child erotic entertainment in accordance with established procedures;
- e. Monitor the hazard administration of child protection in program execution in their area/s;
- f. Serve as a focal contact point for queries (internal and outer) about child abuse, child explicit entertainment and child protection; and
- g. Coordinating reviews of this policy at required intervals

FNSC nominated Child Protection Officers are:

- Suva FNSC Office:
- Lautoka FNSC Office:
- Labasa FNSC Office:

### 10.2 Procedure

FNSC maintains an internal procedure for managing any concerns complaints or allegations relating to child abuse and child explicit entertainment.

*Documented Reporting procedure for child exploitation and abuse allegations and Policy non-compliance, including available sanctions for breaches*

It is compulsory for all personnel to report any concerns for the safety or wellbeing of a child and/or vulnerable person.

The following steps should be followed to make a report:

 Who can report?

A child or young person, parents or community members, staff, volunteers or any other personnel.

 What to report?

Anything you see, hear, observe, suspect or told that involves a breach of the Policy and Code of Behaviour or makes you concerned for the safety or wellbeing of a child.

 When should I make a report?

Within 24 hours or as soon as possible.

 How to make a report?

Verbally, in writing or by email

 Who should I report to?

The Fiji National Sports Commission Child Protection Officer (CPO)

 What will happen next?

The child protection officer will follow up on the report and will in turn report the matter to the FNSC CEO as soon as practicable within 24 hours. The police or other agencies may be contacted. The person against whom a complaint is made will be contacted if he/she works for our organisation and they may be warned, suspended or terminated. The child involved and the family may be put in contact with local support services.

## 10.3 Investigations

The Fiji National Sports Commission Management will instantly investigate if any staff or volunteers or other personnel are accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse.

For all reports made to the Fiji National Sports Commission:

- a. principles of procedural fairness will be observed
- b. confidentiality will be maintained except when a report to police or authorities is required
- c. anyone making a false allegation will be disciplined; and
- d. will be handled professionally and in a timely manner and reports will be stored securely.

## **10.4 Consequences of Misconduct**

Any individual who has been found to have breached the Policy and Code of Behaviour might be observed, cautioned, suspended or have their business/engagement with FNSC terminated. If the breach of the Policy and Code involved a misunderstanding this will be explained to the person and they will be provided with more information on the Child and Vulnerable Persons Protection Policy . Fiji National Sports Commission has the right to dismiss you or transfer you if you breach the Child Protection Code.

## **10.5 Confidentiality**

All concerns, complaints or charges identifying with child abuse as well as child explicit entertainment must be recorded in adequate detail and retained indefinitely. Information will be imparted on a "need to know "premise, and may be made accessible to the individuals who have a genuine enthusiasm in receiving information relating to the matter. All documentation created or obtained over the span of an examination will be kept private until such time as it might be required to be given to relevant authorities or potentially other legal systems.

## **10.6 Compliance**

At least annually the FNSC Child Protection Officers will conduct and audit to monitor internal and external compliance with this policy as it applies to their respective work location/s.

## **10.7 Review**

This Policy will be reviewed at least every three years by the Sports Development Manager. This must be conducted by May 2020.

## Terms & Definitions

Terms & definitions of the child and the forms of abuse that may arise are outlined below:

Child	<i>For the purpose of this policy, a child is any person under the age of 18 years, as defined by article 1 of the UN Convention on the rights of the Child</i>
Child rights	<i>Children have the “right to life, survival and development “where development encompasses physical, emotional, cognitive, social and cultural development.</i>
Exploitation/ Abuse of Power	<i>The abuse of a position of vulnerability of differential power. The abuse or misuse of a position of influence, or failure to use proper discretion for personal benefit or to benefit another person</i>
Child abuse	<i>Child abuse consists of anything which individuals, institutions or processes do or fail to do directly or indirectly</i>

	<i>which harms children or damages their prospects of safe and healthy development into adulthood. Child abuse can be physical, emotional</i>
Physical abuse	<i>Physical abuse is commonly characterised by a physical injury resulting from practices such as punching, beating, shaking, biting, burning or otherwise physically harming a child.</i>
Sexual abuse	<i>When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and no-contact activities.</i>
Emotional abuse	<i>Emotional abuse tends to be more chronic behavioural pattern directed at the child/young person where by their self-esteem and social competencies is undermined or eroded over time.</i>
Neglect	<i>The failure to provide the child with the basic necessities of life, such as food, clothing, shelter and supervision, developmental and or/emotional needs, to the extent that the child's health and development are placed at risk.</i>

## **A FORM**

### **Child Protection Code of Behaviour**

I, \_\_\_\_\_ [insert name], acknowledge that I have read and understood the *Fiji National Sports Commission Child Protection Policy*, and agree that in the course of my involvement with the Fiji National Sports Commission **I must:**

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant international and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with Fiji National Sports Commission that relate to child exploitation and abuse.
- act in the best interests of children at all times and be a positive role for them in the community.
- not use or be under the influence of alcohol or drugs whilst working with children, or smoke in the presence of children.
- act within the rules and spirit of the sport and encourage and support opportunities for children and young people to learn appropriate behaviours and skills. I will respect the decisions of officials, coaches and administrators
- provide a welcoming, inclusive and safe environment for all children, young people, other staff and community members.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child

- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Understand that the onus is on me, as a person associated with the Fiji National Sports Commission to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Name: .....

Signed: .....

Date: .....

**[For Development Officers]**

## I must:

- Give verbal instructions first and keep physical contact to a minimum. I will ask the players permission first and explain what I am going to do and why. I will demonstrate the skill in a public place wherever possible
  - Physical contact is appropriate if it:
    - is used to assist in skill development
    - is required for the child's safety
    - occurs with the player's understanding and permission
    - is for the child's benefit, not the adults
    - occurs in an open environment
  - Physical contact is inappropriate if it:
    - includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment
    - frightens, distresses or embarrasses a child
    - destroys their trust
    - occurs in a private place
- Not engage in behaviour to shame, humiliate, embarrass or degrade a child or young person, or otherwise emotionally abuse a child or young person.
- Be aware of my position of authority as a coach and avoid intimate relationships with a young person participating in the program even when he/she is over the age of 18 years.
- Always maintain control when working with children and not lose my temper or bully any children or young people.

Name: .....

Signed: .....

Date: .....