BASKETBALL NEW ZEALAND

SAFEGUARDING POLICY

Basketball New Zealand ("**BBNZ**") is committed to safe basketball activities in New Zealand for all, underpinned by our values of Mana (Respect), Tika (Integrity) and Hono (Connection). This policy outlines safety for basketball activities, with a particular emphasis on those in society who are at risk (vulnerable) and offers guidance on how actions, values and behaviours that prevent abuse and harm are fully integrated into our culture to create safer environments.

INTRODUCTION

BBNZ is committed to providing safe, inclusive, and positive basketball environments. We prioritise the wellbeing of all participants, especially those considered vulnerable including tamariki (children), rangatahi (youth), and adults who are at risk and need extra care.

Safeguarding means taking steps to prevent abuse and harm. If any harm is suspected, our protection measures ensure a prompt and effective response.

PURPOSE

- **Create safe environments:** ensure basketball activities are fair, respectful, and secure for everyone.
- **Meet standards:** follow the Code of Integrity for sport and recreation to proactively safeguard vulnerable groups.
- **Screen and educate:** make sure anyone working with tamariki, rangatahi, or at-risk adults is properly checked and has access to adequate education for safeguarding.
- **Respond effectively:** set up clear procedures to identify, report, and respond to any incidents of abuse or harm.

WHO IS COVERED

This policy applies to:

- BBNZ and its members
- employees, volunteers, and contractors
- all participants in basketball activities and events (players, coaches, officials, parents, etc.)

KEY DEFINITIONS

Abuse: any act that causes physical, emotional, or sexual harm, or neglect.

Participant includes:

- a player, competitor, or any other person who takes part in basketball
- an official or administrator
- a coach, trainer, or other person who gives instruction in relation to basketball

- a manager, an agent, or a team staff member
- a person providing medical or paramedical services to a person who takes part in basketball or a team or group
- a parent or caregiver of a person who takes part in basketball
- any other person working with, treating, or assisting a person who takes part in basketball or a team or group
- a volunteer providing services for basketball.

Prohibited behaviours means the following:

- bullying, violence, abuse, intimidation, or harassment
- tamariki & rangatahi abuse, sexual abuse or neglect
- sexually harmful behaviour
- discrimination
- competition manipulation and associated activity
- corruption, fraud, deception or breach of trust
- retaliation against or victimisation of any person because that person makes or intends to make a complaint or disclosure to BBNZ, the Sport Integrity Commission or another organisation bound by the Integrity Code.

Safeguarding:

- **Prevention:** the proactive steps taken to stop abuse or harm.
- **Protection:** the immediate response when harm is suspected or has occurred.

Specified person: any adult who works or volunteers in roles with regular or overnight contact with vulnerable groups without a caregiver present.

Vulnerable: people unable to protect themselves—this includes tamariki (children), rangatahi (youth), and adults at risk.

SAFETY PRACTICES AND PROCEDURES

Coaching, Training, and Instruction

- **Environment:** coaches and instructors must create respectful and inclusive settings.
- **Screening:** all must pass safety checks before starting their role.

One-on-One Interactions

- **Avoidance:** private interactions between adults and vulnerable participants should be avoided.
- **Emergency exceptions:** if unavoidable (e.g., emergencies), safe practice guidelines must be followed.

Media and Image Handling

- Images must meet the definition below of '**Appropriate Images**'

- Images are taken respectfully and by a person known to the team, or organisation.
- The Team Manager from each team is aware that images will be taken, and no legitimate objections are raised.
- Identifying information is excluded from any publication of images unless permission has been obtained and granted.

Images of children must not be used inappropriately or illegally.

Camera phones, videos and cameras are not permitted to be used inside changing areas, showers and toilets.

No person taking images will be allowed unsupervised access to children.

Appropriate Images

- Persons unknown to you should not be made the subject of an image without permission.
- Persons must be appropriately clothed.
- Images should be relevant to the sport (ie. during a game, presentation).
- Images should not involve unusual body positions or poses that could potentially be misused.
- Personal information must not be published without permission (if unavoidable, only first name should be used).
- Information that has potential to be used as a grooming tool must not be publicised (e.g. name of school, hobbies).
- **Further guidelines:** safe practice guidelines can be found using this link (Taking and sharing images) to provide further information if required.

Transport, Travel, and Overnight Events

Planning: ensure safe travel arrangements and adequate supervision during trips and overnight stays.

Travelling and Transportation

If someone will be transporting other people's tamariki or rangatahi in a ride share or carpool:

- get written permission from caregivers — this could be as simple as asking them for a text or email
- confirm the drop-off and pick-up times and locations in advance
- make sure each traveller is okay with the arrangements — and listen and act on any concerns they raise
- communicate delays or changes to the pickup and drop off points to the caregivers before transporting
- we don't recommend using taxis or Uber drivers unless an adult accompanies the tamariki or rangatahi.

If it's a regular arrangement, reduce the chance of one person being alone frequently with a tamariki or rangatahi by:

- dropping two tamariki or rangatahi off together at the last stop, if possible
- varying who is dropped off last
- alternating who does the driving.
- tamariki and rangatahi should sit in the back seat (unless it's already full) and wear a seatbelt.

If the ride or carpool is arranged by the organisation:

- make sure anyone driving has a full, clean driver's licence
- check if they have insurance and a current warrant of fitness (WOF) for their vehicle
- ensure they know who to tell if they receive any driving penalties.
- unless it's an emergency, you should avoid taking other people's tamariki or rangatahi on journeys alone in your car or vehicle, where possible. This applies even if you are a coach, volunteer or a member of staff at your club or organisation.

Overnight Stays

- Start planning early.
- Get consent from caregivers for the trip include asking for dietary and medical requirements.
- Make sure you have enough adult supervision, maturity and experience required to supervise the group for all activities.
- Make sure everyone can contact each other.
- Brief the adults supervising the trip to ensure they are clear on their role and confirm expected behaviours and necessary procedures, protocols for the trip.
- Check if they have insurance and a current warrant of fitness (WOF) for their vehicle.
- Ensure they know who to tell if they receive any driving penalties.

During the stay:

- Adults are never to be alone in a room with a tamariki or rangatahi
- Don't invite tamariki or rangatahi into your accommodation.
- Supervise in pairs with another adult for personal activities, such as room checks or taking tamariki or rangatahi to showers or bathrooms.
- Don't leave tamariki or rangatahi to be supervised by adults who have not been pre-approved as supervisors.
- Before entering tamariki or rangatahi's rooms, knock and wait to be asked to come in. Don't enter the room without having another adult present.
- Respect privacy in their rooms, toilets and showers, and changing rooms.
- Dress appropriately in the presence of tamariki or rangatahi.
- Don't use mobile phones, iPads or cameras where tamariki or rangatahi are dressing or sleeping. There's a risk that people could think you're taking inappropriate photos or filming.

Make sure you:

- Address any rough, bullying or sexually inappropriate games immediately.
- Don't allow tamariki or rangatahi to have access to alcohol or other prohibited substances.
- Have a roster if tamariki or rangatahi are showering or changing in communal areas, so that similar age and gender do so together.

Further guidelines are available here (travelling with tamariki and rangatahi and Planning and supervising safer overnight stays)

Changing Facilities

- **Supervision:** provide secure changing room arrangements and close oversight, as these environments can be more vulnerable to abuse.
- Safe practices guidelines can be found here (Safer changing rooms)

SAFETY CHECKS

Before starting work with vulnerable groups, all specified persons must undergo safety checks every three years. This process includes:

- **Identity verification** and an interview to assess suitability.
- **Background checks:** through New Zealand Police or the Ministry of Justice.
- **References:** obtain at least two character references.
- **Qualifications:** verify relevant experience and credentials.

Important: an individual will be automatically disqualified if convicted of offences under Schedule 2 of the Children's Act 2014. Other concerns will be evaluated based on the nature, timing, and context of any convictions. Additional safeguards (like supervision or restricted duties) may be applied when needed.

See Appendix 1 – Background Check Process and Appendix 2 – Risk Categorisation for more information.

EDUCATION

We encourage everyone to complete available safeguarding courses by clicking this link **Safeguarding courses** and undertake further learning utilising this link **Sport Integrity Commission Catalogue of Courses**

All specified persons are required to complete annual safeguarding training (provided by SportTutor). This covers:

- understanding and preventing prohibited behaviours (e.g., bullying, sexual abuse, neglect)
- clearly recognising and following all safe practice guidelines.

The training course is available online by following this link **Take the full course on SportTutor**.

ROLES AND RESPONSIBILITIES

Safeguarding Lead:

- **Role:** Oversee the implementation of this policy.
- **Contact:** General Manager Marketing and Communications
  - Phone: 027 809 9347
  - Email: **bbnz@nz.basketball**
- **Backup Contact:** CEO
  - Phone: 04 498 5950

- Email: bbnz@nz.basketball

Everyone's Duty:

- follow safe practices.
- report concerns immediately.

REPORTING CONCERNS

If you suspect or observe behaviour that may harm tamariki, rangatahi, or adults at risk, you can report through:

- **Your local Basketball Association**
- **StopLine** independent and confidential reporting service:
  - Website: basketball.stoplinereport.com
  - 0800 425 008
- **BBNZ Directly:**
  - Email: bbnz@nz.basketball
  - Phone: 04 498 5950
- **Sport Integrity Commission:**
  - Website: Sport Integrity Complaint Process
  - Email: complaints@sportintegrity.nz
  - Phone: 0800 378 437

RELATED POLICIES

Tamariki and Rangatahi Protection policy

Code of Conduct

POLICY APPROVAL AND REVIEW

- **Approval:** approved by the BBNZ Board on 16 October 2025.
- **Review:** this policy will be reviewed on or before 1 April 2027.

APPENDIX 1 – BACKGROUND CHECK PROCESS

1. **Review:**
    - check for any criminal charges or convictions.
    - if clear, continue with the recruitment process.
    - if concerns arise, move to the next steps.
2. **Evaluate:**
    - Assess the severity and relevance of any concerns (minor vs. serious; recent vs. past).
3. **Discuss:**
    - Speak with the individual, allowing them to explain their history and provide evidence (e.g., rehabilitation or references).
4. **Decision:**
    - Approve with/without conditions, or decline based on the assessment.
    - Ensure any decision is clear, consistent, and fairly communicated.
5. **Document:**
    - Keep secure records of the background check, assessment, decision, and any conditions set.
6. **Monitor:**
    - Re-check individuals every three years and remain vigilant for any new concerns.

APPENDIX 2 – RISK CATEGORISATION

Risk Level	Criteria	Outcome
Disqualifying	Convictions for Schedule 2 offences relating to abuse	Automatic disqualification from working with vulnerable groups
High-Risk	Serious offences (e.g., sexual/domestic violence) or ongoing issues	Likely disqualification or employment only with strict safeguards
Medium-Risk	Minor or isolated offences; history not directly impacting vulnerability	May be approved with added supervision or conditions