

HPSNZ SAFEGUARDING GUIDANCE: CONSIDERATIONS AND RECOMMENDATIONS



The purpose of safeguarding policies is to promote and protect the safety and wellbeing of participants, including athletes, coaches, support staff, family/whānau and volunteers. This Safeguarding Guidance document is developed for sports with high performance environments (HPE) to reduce risk and prevent harm.

General considerations	HPE-relevant considerations
Review your existing Safeguarding Policy (you may be updating or fully overhauling what you already have)	Unique factors of the sport (e.g., athlete median age, de/centralisation, location/hemisphere, gender, vulnerable participants)
Clarify the purpose of the Safeguarding Policy	Dedicated time for pre-event briefings and post-event debriefs
Articulate your mission, values and principles based on your strategic plan	Distribution of athletes across the pathway
Specify the scope (who the policy applies to) – consider if all participants are adequately attended to (sub-sections may be needed for different groups)	Travel (both domestic and international, including transportation and accommodation, and with minors and potentially whānau)
Clarify expectations (behaviour standards) of each group for whom the policy applies	Athlete performance support needs/requirements
Include a flowchart that clearly outlines processes used to address issues	Extent and nature of engagement from family/whānau and volunteers (including attention to communications planning)
Emphasise what best practice principles look like (examples, checklists and articulated safety protocols can be helpful)	Roles of stakeholders such as consultants in HPE
Identify other policies that might be included as part of the policy (see below)	Recruitment of staff/volunteers and police vetting requirements
Refer to other codes that should be considered (e.g., national integrity codes, WADA)	Social media use and implications
	Alignment to HPSNZ Wellbeing Framework and Guidelines and related materials

RECOMMENDATIONS:

1. When developing or revising your Safeguarding Policy, ensure a clear understanding of prevention and response in Safeguarding in sport.
2. Once clarity is achieved, establish the various factors that are distinct and/or will require particular consideration based on your HPE.
3. Conduct a thorough risk assessment/mitigation review and systematically address potential issues as needed.
4. Engage in legal consultation (e.g., this could include a Board member with such expertise) and ensure that you attend to general and HPE-specific considerations in your Safeguarding Policy (and all policy documents).
5. Include relevant parties throughout the development and implementation process (anyone who should have input and awareness).
6. Align your Safeguarding Policy to related policies, such as:
 - Code of Conduct
 - Discrimination, bullying, harassment policy
 - Diversity, equity, and inclusion (DEI) policy
 - Social media guidance
7. Provide both general and tailored Safeguarding education and training to all participants, as aligned to their role.
8. Ensure that you disseminate your Safeguarding Policy (and supporting materials) to ALL relevant parties at onboarding and on a regular basis.
9. If multiple policies are incorporated/presented, consider creating a multi-tabbed spreadsheet or bookmarked pdf for ease of access.

Note. Safeguarding policies should not conflict with any codes of practice (such as the National Integrity Code) if those have been adopted by sports/NSOs, as the national code would take precedence. See also the [Sport Integrity Commission Te Kahu Rauenui](#) website for additional information and resources.