POLICY GUIDELINES OF KUNG-FU WUSHU NEW ZEALAND INCORPORATED

[REVISED 1 DEC 2025]

KUNG-FU WUSHU
NEW ZEALAND

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Policy guidelines approval

The policy guidelines herein referred to/abbreviated as 'policy' in the body of the document, were first approved on 1 February 2025 by Glen Keith, New Zealand Kung-Fu Wushu Federation Incorporated President, and revised on 1 December 2025 ahead of the Federation's AGM on 16 December 2025, and prior to the Federation's re-registration under the Incorporated Societies Act 2022. The re-registration included the adoption of a new Constitution and a formal change to the Federation's name, now Kung-Fu Wushu New Zealand Incorporated (The Society). These policy guidelines have been reviewed and aligned to the Societies' new Constitution. The Societies' new Constitution and Bylaws shall be the definitive documents in any matters pertaining to interpretation between these policy guidelines, the Constitution and Bylaws.

Review of policy guidelines

The policy guidelines must be reviewed annually before each Annual General Meeting.

Member Protection policy

Our commitment to you

We're committed to protecting your rights to take part in and:

- be safe, respected and treated fairly
- participate in activities free from harm, cheating and corruption.

This policy provides more detailed information about what behaviours are not allowed at The Society or in Kung Fu/Wushu (Chinese Martial Arts) and what happens if these behaviours do occur.

How we protect you

We do this by prohibiting harmful behaviours at The Society. This means that it is against our rules for you to be:

- bullied, abused, intimidated, or harassed
- discriminated against including because of your ethnicity, disability, or sex
- harmed sexually, which includes any sexual contact or activity you don't consent to
- retaliated against or victimised if you make a complaint or participate in a complaint or investigation process related to integrity
- participating in an event or activity where there is corruption, match-fixing or any other form of fraud.

You also have commitments

As well as being protected, you also have obligations not to behave this way towards others in Kung Fu/Wushu (Chinese Martial Arts).

Who you can speak to

If you are concerned about behaviour, you see or experience at The Society or in Kung Fu/Wushu (Chinese Martial Arts), you can make a complaint under this policy to:

- The Societies' 'Disputes and Complaints Sub-Committee'
- Contact: Julian Paul, 021 120 6227, julian.paul@wushu.org.nz

Introduction

1. Everyone at The Society including members, participants and those who work for and with us has the right to:
    - take part in Kungfu/Wushu (Chinese martial arts)
    - be safe, respected and treated fairly, equitably and with dignity
    - participate in Kungfu/Wushu (Chinese martial arts) activities and environments that are free from harmful behaviour, cheating and corruption
2. The Society aims to protect these rights by putting in place minimum standards of behaviour to ensure the Kungfu/Wushu (Chinese martial arts) activities and environments we organise and oversee are fair, inclusive, positive and safe.

Purpose

3. This policy helps to create a fair, inclusive and safe environment at The Society.
4. The policy:
    - describes our commitment to building a culture of integrity
    - describes the behaviours that are prohibited at The Society and in Kungfu/Wushu (Chinese martial arts) and the environments we are responsible for
    - gives effect to our obligations under The Societies' Constitution.

Who this policy applies to

5. This policy applies to the members, officials, staff, volunteers and contractors of The Society, as well as all participants (as defined below) including competitor, coach, judge, official, medical staff, parent, caregiver, observer, involved in Kungfu/Wushu (Chinese martial arts) activities, events, competitions and environments we are responsible for. Including, New Zealand representative teams-team delegation, at international or continental competitions-events hosted by affiliated kung fu wushu organisations, including IWUF and KWO.
6. We are committed to ensuring that all members, staff, volunteers, contractors and participants are aware of, and understand this policy and all other relevant policies, processes and guidance.

When this policy applies

7. This policy applies to a person who is bound by it when they are participating or performing any roles or responsibilities in relation to The Society or Kungfu/Wushu (Chinese martial arts) activities, events and competitions The Society is responsible for, including, but not limited to:
    - participating in Kungfu/Wushu (Chinese martial arts) training, competitions and events

- communication about or related to The Society or Kungfu/Wushu (Chinese martial arts) including online and social media communication
- relationships that are connected to The Society or Kungfu/Wushu (Chinese martial arts)
- any acts or omissions that occur in or outside of Aotearoa New Zealand.

8. We are committed to ensuring that our members, staff, volunteers, contractors and participants are aware of, and understand, this policy and all other relevant processes and guidance.

Definitions

9. In this policy, participant includes:
    - a player, competitor, or any other person who takes part in
    - an official or administrator
    - a coach, trainer, judge or other person who gives instruction in relation to Kungfu/Wushu (Chinese martial arts)
    - a manager, an agent, a team leader or a team staff member
    - a person providing medical or paramedical services to a person who takes part in Kungfu/Wushu (Chinese martial arts) or a team or group
    - a parent or caregiver of a person who takes part in Kungfu/Wushu (Chinese martial arts)
    - any other person working with, treating, or assisting a person who takes part in Kungfu/Wushu (Chinese martial arts) or a team or group, including an official observer
    - a volunteer providing services for Kungfu/Wushu (Chinese martial arts).

Our integrity commitment

10. The Society wants all people to have positive, safe and enjoyable experiences within the Kungfu/Wushu (Chinese martial arts) activities, events, competitions and environments we organise and oversee.
11. The Society expects those bound by this policy to:
    - obey the laws that apply to them
    - follow the principles of fairness, and encourage others to do the same
    - respect the rights, dignity and value of others
    - be considerate and treat everyone fairly and equitably
    - be a positive role model
    - communicate with others in a way that is honest and considerate
    - be committed to enhancing the quality of the Kungfu/Wushu (Chinese martial arts) environment

- behave professionally, responsibly and ethically at all times
- behave in a way that is not discriminatory, bullying, harassing, racist, sexist, violent, abusive or otherwise inappropriate or harmful to others
- act in good faith towards The Society
- show commitment to The Societies' purpose and values
- act consistently with The Societies' policies, rules and processes
- promptly report to The Society any actual or suspected breaches of this policy or any other The Society policies they are bound by.

Prohibited behaviours are not tolerated

12. The Society does not tolerate behaviour that undermines the safety of participants in The Society and the safety and fairness of Kungfu/Wushu (Chinese martial arts).
13. A person who is bound by this policy must not engage in or attempt to engage in any of the following prohibited behaviours, which are further defined in Schedule 1 of this policy:
    - bullying, violence, abuse, intimidation, or harassment
    - child abuse, child sexual abuse or child neglect
    - sexually harmful behaviour
    - any form of 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 The Society.

    A prohibited behaviour can be an act or an omission and includes behaviour that happens online or through electronic means.
14. A person breaches this policy if they engage in, or attempt to engage in, a prohibited behaviour.
15. A person who breaches this policy may be disciplined under The Societies' disciplinary policy.

What is not a prohibited behaviour

16. Occasional differences of opinion, conflicts and problems in relationships do not necessarily represent bullying or harassment. Fair management, coaching, managing under-performance, or other legitimate actions in line with The Societies' policies and procedures do not constitute a prohibited behaviour.
17. Some examples of behaviours that do not constitute abuse, bullying or harassment include:

- one-off or occasional instances of forgetfulness, rudeness or tactlessness
- friendly, occasional banter, light-hearted exchanges, non-sexual mutually acceptable jokes and compliments
- issuing reasonable instructions, in a reasonable way, and expecting them to be carried out
- warning or disciplining someone in line with policies and procedures
- insisting on high standards of performance in line with agreed upon expectations
- legitimate feedback about activity/sporting or work performance (not expressed in a hostile, harassing manner)
- expressing opinions that are different from others
- targeted diversity policies or reasonable accommodation and provision of work aids for disabled people
- queries reasonably made to determine eligibility to participate in competitive sporting events or activities a single incident of low-level unreasonable behaviour.

18. Force or aggression will not be a prohibited behaviour if it is permitted under the rules or required during a sport or recreation activity, or if it is not within the rules but was resolved within the course of the sport or recreation activity.
19. A behaviour that does not meet the definition of prohibited behaviour set out in this policy may still be inappropriate, harmful, and contrary to the values of The Society or may constitute a breach of another The Society policy or rule.

Reporting prohibited behaviours

20. We take allegations and complaints about instances of prohibited behaviour seriously.
21. Any suspected or actual breaches of this policy should be reported promptly and in accordance with The Societies' complaints and dispute resolution policy.

Schedule 1 – Definitions of prohibited behaviours

Bullying, violence, abuse, intimidation and harassment in sport and recreation

Abuse includes physical, psychological, emotional and sexual abuse.

Bullying

a. means unreasonable behaviour directed towards a person or people that does, or is likely to, lead to physical or psychological harm

b. includes repeated behaviour but may be a serious single incident.

Examples of bullying in sport and recreation include:

- name-calling, insults, swearing, or sarcasm
- punishment that is out of proportion, unfair or dangerous
- frequent teasing or horseplay that goes too far and causes a person distress
- physical violence, rough touching that is not justified in a contact sport
- spreading gossip or rumours, including on social media and online platforms
- withholding information, assistance or equipment that a person needs to perform.

Harassment

a. means unwelcome or unwanted behaviour that is offensive, threatening, or degrading (including harassment that is sexual in nature) and that has had, or is likely to have, a harmful effect on the person or group the behaviour is targeted at

b. includes unwanted and repeated contact with a person but may be a serious single incident.

Examples of harassment in sport and recreation include:

- sexual harassment (e.g., sending unwanted sexually suggestive emails or texts)
- racial harassment (e.g., telling insulting jokes about a person's culture or the country they're from).

Intimidation means behaviour that is intended to cause fear or distress (e.g., threatening an act of violence, or watching, following or accosting a person).

Violence

a. means the intentional use of force or aggression (including verbal) to harm a participant physically, psychologically, emotionally, spiritually, sexually or socially

b. does not include:

- force or aggression that is permitted under the rules or required during a sport or recreation activity (i.e., permitted striking techniques in Sanda)
- force or aggression that is not permitted under the rules or required during a sport or recreation activity, but can be, or was, resolved within the ordinary course of the sport or recreation activity (i.e., prohibited techniques and fouls in Sanda)

Child abuse and neglect

Child abuse means harming (whether physically, emotionally, psychologically, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person under 18 years of age.

Child sexual abuse means acts or behaviours where an adult, older or more powerful person uses a child or young person under 18 years of age for a sexual purpose.

Child neglect means the persistent failure to meet the physical and/or psychological needs of children and young people under 18 years of age and not doing or providing the things they need to stay safe and be healthy.

Sexually harmful behaviour

Sexually harmful behaviour means any verbal, visual or physical sexual contact or activity that is not freely consented to and includes:

a. any non-consensual touching, contact or behaviour (verbal, visual or physical) of a sexual nature
b. forcing, coercing, pressuring or manipulating a person (whether directly or indirectly) into sexual activity
c. sexual attention or comments that are unwelcome and offensive and are either repeated, or of such a significant nature that it has a detrimental effect on that person, including about a person's sexual orientation, gender identity, gender expression, variations of sex characteristics, or sexual history, or sexual comments about a person's body, personality or other characteristics
d. any sexual contact or conduct, including sexual attention or comments, by an adult with a child or young person under 16 years of age regardless of whether the person consents
e. an adult building a relationship with a child or young person that is, or appears to a reasonable person to be, for the purposes of instigating sexual contact or sexual attention (this is commonly known as grooming)
f. using a position of trust, authority or power (perceived or actual) to enter into a sexual or intimate relationship with a participant
g. taking, sharing or displaying images, recordings or videos of a sexual nature without consent.

Discrimination

Discriminatory behaviour includes:

a. slurs, derogatory language or other offensive behaviour directed at a person or group of people because of a prohibited ground of discrimination under the Human Rights Act 1993

b. excluding, neglecting, or refusing to participate with other people based on a prohibited ground of discrimination

c. inciting or encouraging others to behave in a discriminatory manner

d. any other prohibited behaviour (e.g., bullying, harassment, sexually harmful behaviour, or retaliation) directed at a person or group of people based on a prohibited ground of discrimination.

It does not include an act or omission covered by an exception in the Human Rights Act 1993 (e.g., competitive sporting events or activities that only disabled people take part in) or is a reasonable query to determine eligibility to participate in competitive sporting events or activities.

Competition manipulation and associated activity

Manipulation of the result or course of a sporting competition or activity means an intentional arrangement, act or omission aimed at improperly changing the result or course of a sporting competition in order to remove all or part of the unpredictable nature of the sporting competition with a view to obtaining an undue benefit for oneself or for others.

Sports betting activity connected with competition manipulation includes betting in relation to:

a. a competition the participant is directly participating in any event of a multisport competition they are a participant of.

Misuse of inside information means:

a. using inside information for betting, any form of manipulation of sporting competitions or any other corrupt purpose, whether by the participant or another person or entity

b. disclosing inside information to any person, with or without a benefit, where the participant knew or should have known that such disclosure might lead to the information being used for the purpose of betting, any form of manipulation of competitions or any other corrupt purposes

b. giving or receiving a benefit for providing inside information, regardless of whether any inside information is actually provided.

Conduct that is permitted under the rules or required during a sport or recreation activity cannot be considered improper.

Inside information means information relating to any competition that a person possesses by virtue of their position in a sport or competition, excluding any information:

a. already published or common knowledge

b. easily accessible to interested members of the public

c. disclosed in accordance with the rules and regulations governing the competition.

Corruption, fraud and other forms of deception or breach of trust

Corruption, fraud and other forms of deception or breach of trust in sport and recreation includes:

a. offering, promising or giving an undue benefit to a person in a position of trust or authority;

b. the solicitation, acceptance or receipt of an undue benefit by a person in a position of trust or authority;

c. abusing or misusing a position of trust or authority to obtain an undue benefit

d. obtaining a benefit, or causing loss or injury to another person, through deception

e. an intentional failure to disclose a conflict of interest or manage a conflict of interest

f. using or disclosing confidential information to obtain a benefit.

For the purposes of the definition above:

a**. benefit** includes a financial benefit, valuable consideration, office, employment, or any other benefit, whether direct or indirect

b**. undue benefit** means any benefit that is improperly or unlawfully obtained, accepted, offered, given, or agreed to

c**. conflict of interest** is when a person's personal interests or obligations conflict with the responsibilities of their job or position.

Retaliation or victimisation in relation to complaints and dispute resolution

Retaliation is when an organisation subjects, or organises to subject, a participant to any detriment or disadvantage (including any detrimental or disadvantageous effect on the participant's selection for activities, events, or competitions in sport or recreation) in circumstances in which other participants in those activities, events, or competitions are not or would not be subjected to such detriment or disadvantage because the participant:

a. makes or intends to make a complaint to The Society

b. provides or intends to provide information to The Society for the purposes of an investigation by The Society.

Victimisation is when a person (A) treats, or threatens to treat, another person (B) less favourably than A would treat other persons in the same or substantially similar circumstances because:

a. B (or a relative or an associate of B):

- makes or intends to make a complaint to The Society, has encouraged another person to do so, or has given information in support of, or relating to the complaint
- provides or intends to provide information to The Society for the purposes of an investigation by The Society, has encouraged another person to do so, has given information in support of, or relating to the investigation

b. A believes or suspects that B (or a relative or an associate of B) intends to do, or has done, anything described in paragraph (a).

- A's actions are not considered victimisation if B knowingly made a false allegation or otherwise acted in bad faith.
- If victimisation occurs and A is not bound by The Societies' Rules, then the victimisation is unlawful under section 55(3) of the Human Rights Act 1993.

Child protection policy

Introduction

Children have the right to:

- access and take part in sport and recreation free from abuse and harm
- participate in cultural life and practices and express their identity
- thrive in safe and supportive environments.

Our commitment to you

We're committed to safeguarding and protecting children from abuse and harm at The Society and in Kungfu/Wushu (Chinese martial arts)

We want children to be able to:

- participate in sport and recreation and express their identity
- thrive in safe and supportive environments.

How we protect children

We do this by:

- describing the behavioural and physical signs that can help identify harmful and abusive behaviours towards children, including grooming
- setting out how to respond when a child discloses abuse or harm
- requiring all staff, volunteers and contractors of The Society to report any safety concerns about a child
- telling you how to report and respond to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
- having a safeguarding lead person responsible for overseeing the obligations required by this policy.

This policy provides detailed information about how to identify, report, and respond to child abuse, child sexual abuse and child neglect at The Society or in Kungfu/Wushu (Chinese martial arts).

Who you can speak to

If you are concerned about behaviour you see or suspect at The Society or in Kungfu/Wushu (Chinese martial arts), you can make a report under this policy to:

- Julian Paul, 021 120 6227 julian.paul@wushu.org.nz

22. The Society aims to protect these rights by implementing standards of safeguarding and protection to ensure sport and recreation environments are fair, inclusive, positive and safe.
23. Safeguarding and protection go hand in hand.
    - Safeguarding means the actions we take to reduce the risk of harm to children and to promote their overall wellbeing.

      Safeguarding includes:

      – agreeing on how people interact with children, young people and adults at risk to keep them safer

      – providing safe activities and environments in sport and recreation.
    - Protection means the actions taken to respond when children are or may be experiencing harm, including from child abuse, child sexual abuse and child neglect.

Purpose

24. This policy demonstrates The Societies' commitment to identify, report, and respond to all suspected or real cases of child abuse, child sexual abuse and child neglect that may happen inside or outside of The Society. It supports The Societies' safeguarding policy, and they should be read together.
25. The policy:
    - outlines behavioural and physical signs that can help identify harmful and abusive behaviours towards children, including grooming (Appendix 1)
    - sets out a process for responding to a disclosure (Appendix 2)
    - requires all staff, volunteers and contractors of The Society to report any safety concerns about a child
    - provides a process for reporting (Appendices 3, 4 and 6) and responding to (Appendix 5) suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
    - provides access to guidance on areas of child protection
    - requires appointing a safeguarding lead person responsible for overseeing the obligations required by this policy

Who this policy applies to

26. This policy applies to the members, staff, volunteers and contractors of The Society as well as all participants involved in the Kungfu/Wushu (Chinese martial arts) activities, events and competitions we are responsible for.
27. We are committed to ensuring that all members, staff, volunteers, contractors and participants are aware of, and understand this policy and all other relevant policies, processes and guidance.

Definitions

In this policy:

adult means a person who is 18 years or over

child abuse means harming (whether physically, emotionally, psychologically, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person under 18 years of age

child neglect means the persistent failure to meet the physical and/or psychological needs of children and young people under 18 years of age and not doing or providing the things they need to stay safe and be healthy

child protection means the actions taken to respond when children are or may be experiencing child abuse, child sexual abuse and child neglect

child sexual abuse means acts or behaviours where an adult, older or more powerful person uses a child or young person under 18 years of age for a sexual purpose

child or young person means people who are under the age of 18 years

disclosure means information shared with people by a child in relation to abuse or neglect, or suggests their safety is at risk

grooming means engaging or contacting a child or children under 16 years old with the intent of sexually abusing or exploiting them

harm includes physical, psychological, emotional, or sexual harm, ill-treatment, abuse, neglect, or deprivation of any child, young person or adult at risk

harmful and abusive behaviour includes the following:

- grooming
- bullying, violence, intimidation or harassment
- child abuse, child sexual abuse or child neglect
- any form of discrimination
- retaliation against or victimisation of any person because that person makes or intends to make a complaint or disclosure to The Society.

For the avoidance of doubt, harmful and abusive behaviour include online conduct.

participant includes:

- a player, competitor, or any other person who takes part in Kungfu/Wushu (Chinese martial arts)
- an official or administrator
- a coach, trainer, judge or other person who gives instruction in relation to Kungfu/Wushu (Chinese martial arts)
- a manager, an agent, or a team staff member

- a person providing medical or paramedical services to a person who takes part in Kungfu/Wushu (Chinese martial arts) or a team or group
- a parent or caregiver of a person who takes part in Kungfu/Wushu (Chinese martial arts)
- any other person working with, treating, or assisting a person who takes part in Kungfu/Wushu (Chinese martial arts) or a team or group, including an observer
- a volunteer providing services for Kungfu/Wushu (Chinese martial arts)

report refers to the actions taken to ensure the suspected or real cases of child abuse, child sexual abuse and child neglect are immediately, and correctly, handed over to the appropriate people and services that are trained to receive the information and handle it properly

respond refers to the actions taken to reduce the chances of further child abuse, child sexual abuse and child neglect happening, and to provide support to those that have been affected

safeguarding means actions to prevent harm to children and to promote their overall wellbeing.

Child protection commitment

28. The Society wants all children to have a positive, safe and enjoyable experience within the Kungfu/Wushu (Chinese martial arts) activities, events, competitions and environments that we are responsible for.
29. The Society is committed to providing a safe environment where children are protected from harm. We have other policies, learning and practical guidance to support all members and participants.
30. We are committed to having a strong culture of safeguarding and protection in place, which goes beyond compliance. The Society acknowledges that a failure to take reasonable measures to safeguard children involved in Kungfu/Wushu (Chinese martial arts) and report and respond to harm and abuse is a threat to integrity and a breach of this policy.
31. As part of this commitment, we require everyone to report any concern about the safety of a child no matter how small they believe it may be, to The Society. The reporting process is outlined in Appendix 3.]

Identifying harmful and abusive behaviour

32. The Society requires our staff, volunteers, contractors and participants to contribute to our culture of safeguarding and protection. This requires everyone to understand what harm and harmful and abusive behaviour looks like so they can act in the correct manner to ensure it is handled in the best way.
33. Appendix 1 lists behavioural and physical signs that can help identify the signs of harm in children, and the harmful and abusive behaviours in others, which includes grooming.

Disclosures of harm and abuse by a child

34. It's difficult for a child to tell an adult about being abused. They may not speak out about it even when asked directly. It may take time for a child to fully disclose what happened to them. Be kind and patient. Let them proceed at their own pace.
35. Appendix 2 sets out the process that must be followed when responding to a disclosure of harm or abuse by a child.

Reporting harm and abuse

36. The Society requires our members, staff, volunteers, contractors and participants to report any concern about the safety of a child no matter how small they believe it may be to The Society. Failing to do so is a breach of this policy.
37. The Society acknowledges that it is everyone's responsibility to look out for the children around them.
38. It's not your individual responsibility to investigate whether or not a child has been harmed. You just need to know how to identify and report your concerns appropriately.
39. Appendix 3 sets out the reporting process that must be followed by our members, staff, volunteers, contractors and participants of The Society for suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours. Appendix 4 sets out a reporting flow chart.
40. The reporting process includes completing section 1 of the reporting template in the Child Protection Incident Register (Appendix 6). This will then be stored securely in The Societies' Child Protection Incident Register database.

Responding to harm and abuse

41. The Society understands that responding appropriately to all suspected or real cases of child abuse, child sexual abuse and child neglect is required to protect the wellbeing of our members and participants.
42. Appendix 5 outlines the response process that must be followed for suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours. It describes how we will:
    - take a child-centred approach so the safety and wellbeing of the child is the primary concern
    - support children, their whānau, staff, and others affected by the incident to receive the appropriate care
    - take all required steps to stop further harm and implement measures to reduce the risk of reoccurrence.

Safeguarding lead

43. The Society will at all times have a safeguarding lead at a national level responsible for overseeing the obligations required by this policy.
44. The name and contact details of the lead person will be provided on the website of The Society as well as within this policy.
45. This lead person is responsible for receiving reports of suspected or real cases of child abuse, child sexual abuse and child neglect under this policy.
46. The safeguarding lead for The Society is Julian Paul/ Their contact details are:
    - Phone: 021-120-6227
    - Email: julian.paul@wushu.org.nz
47. As good practice, we have a secondary person at The Society who can be contacted if the safeguarding lead is unavailable and is referenced in Appendices 3, 4 and 5. This person is Glen Keith.

    Their contact details are:

    - Phone: 021-283-0927
    - Email: glen.keith@wushu.org.nz

Reporting breaches of this policy

48. Any person may report a breach of this policy to:
    - The Society in accordance with our complaints and dispute resolution policy. Contact details at The Society are:
        - Phone: 021-283-0927
        - Email: President@wushu.org.nz

Appendix 1: Signs of harm and harmful and abusive behaviours

Physical and behavioural signs may be isolated or there may be several signs, so it's important to try and identify patterns of concern, including the harmful and abusive behaviours of adults and other children towards the child. The child may also be trying to tell you about the abuse or harm that's happening but not have the words or understanding to tell you. This is why it is important to be able to identify the signs.

The physical and behavioural signs set out below suggest the possibility of child abuse or harm, but do not necessarily prove it is happening. They are reasons to be concerned, and you need to take steps to check on the safety and wellbeing of the child by documenting what you are told, or what you notice, and report these concerns in accordance with this policy.

Behavioural signs of harm and abuse in children

Signs can include the child:

- appearing depressed or anxious, and may be withdrawn, aggressive or violent
- having sexual knowledge and sexualised behaviour not appropriate to their age
- being self-destructive – self-harming, suicide attempts, engaging in drug or alcohol abuse
- dressing inappropriately for the activity which may be to hide bruises or other injuries
- not being able to recall how injuries occurred or giving inconsistent explanations
- being wary of adults or a particular person
- having poor social skills or poor understanding of self-care or basic hygiene
- avoiding training or participating in sport or other recreation activities
- seeming overly wary of people beyond shyness, flinches or freezes, or is excessively vigilant.

Physical signs of harm and abuse in children

Signs can include the child:

- having unexplained bruises, welts, cuts, abrasions, burns, broken bones and fractures
- being inadequately supervised or left alone for unacceptable periods of time
- appearing not adequately cared for, leading to malnourishment or inadequate medical attention
- having bruising, lacerations, redness, swelling, bleeding or itching and pain in their genital or anal areas
- having frequent physical complaints or prolonged headaches, nausea, abdominal pains, vomiting or diarrhoea.

Indicators of abusive behaviour

Signs to look out for include if a person around the child

- is vague about the details of the cause of injury to a child, and the reasons for the injury may change
- is violent, aggressive, attempts to injure, or intimidates, bullies or harasses a child
- delays seeking medical attention for a child
- fails to provide for the child's basic needs, such as nutrition, medical and psychological care
- has unrealistic expectations of the child
- may be unusually over-protective of a child or has physical contact or affection that appears sexual in nature or has sexual overtones
- seeks time alone with a particular child or singles them out repeatedly for punishment, praise or gifts
- is jealous of a child's relationships with peers or other adults or is controlling of the child.

Grooming behaviours

Look out for incidents where someone repeatedly sets up ways to be alone with a child:

- in a way that isolates them
- by using a position of authority, for example, in coaching or instructing relationships
- by seeming overly helpful, for example, offering babysitting or childcare, or offering a child rides
- by encouraging children to spend time with them in secret – this could be in person or online.

Look out for people who could be manipulating relationships by:

- seeking to build unusual connections with others beyond their role in the club or organisation
- offering special treatment or gifts to certain children or their caregivers and whānau
- befriending a child by acting like their best friend or someone cool to hang out with
- interfering with or manipulating a child's relationships with their friends or whānau
- rewarding and encouraging children to keep secrets, for example though special attention online or in person, or giving gifts secretly to imply favouritism.

Watch out for people who:

- test boundaries by blurring the line between appropriate and inappropriate behaviour — for example, joking about grooming, being alone regularly with someone else's child and downplaying any concerns
- insist on physical contact with a child, such as hugging, tickling or touching them
- erode interpersonal boundaries and shift from acceptable to inappropriate boundaries (for example, safe, appropriate and legitimate touching to correct a swim stroke shifting to inappropriate touching)
- push sexual boundaries and introduce sexual topics and actions into a conversation or situation around children, even when it's joking
- uses alcohol and other enticements and gifts
- provides access to adult material
- often walks in on children in changing areas, showers and toilets
- makes a habit of undressing in front of children
- talks about their sexual fantasies or adult relationship problems with a child

Appendix 2: Process for responding to a disclosure

Step	Process
Listen to the child	*Disclosures by children are often subtle and need to be handled with particular care, including an awareness of the cultural identity of the child and how that affects how you interpret their behaviour and language.*
Protect and check for safety	*Check if the child is safe, or whether the harm is still happening.* • *Is the child in immediate danger?* • *Are they still experiencing this harm?*
Reassure the child	*Reassurance might be:* • *thanking the child for sharing their disclosure with you and acknowledge that it may have been difficult* • *letting them know they are not in trouble, and that they have done the right thing* • *providing appropriate reassurance if the child is visibly distressed.* • *not asking questions beyond open prompts for the child to continue.* *Do not make promises that can't be kept. For example, "I will keep you safe now".*
Inform the child	• *Inform the child of the limits of confidentiality and explain to them you need to act on the information they have provided.* • *Tell the child exactly what you are going to do and who you are going to talk to. Ensure they are fully informed and there are no surprises for them.* • *Explain who will be keeping them informed during the process.*

Collecting information

Write down:

- everything the child says, and in their own words
- the date, time, location, and the names of the people involved (including alleged perpetrator/s)
- the facts or observations that have led to the suspicion of real abuse or neglect (e.g., any behavioural, or physical signs and concerns).

When responding to disclosures, **do not:**

- attempt to formally interview the child
- ask leading questions
- push for information or make assumptions

- gather irrelevant or unnecessary facts
- make assumptions, offer alternative explanations, or diminish the seriousness of the behaviour or alleged incidents
- keep the information to yourself or promise confidentiality to the child
- take any action that might undermine future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or carers
- let personal doubt prevent you from reporting the disclosure in accordance with Appendix 3 of this policy.

Appendix 3: Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour

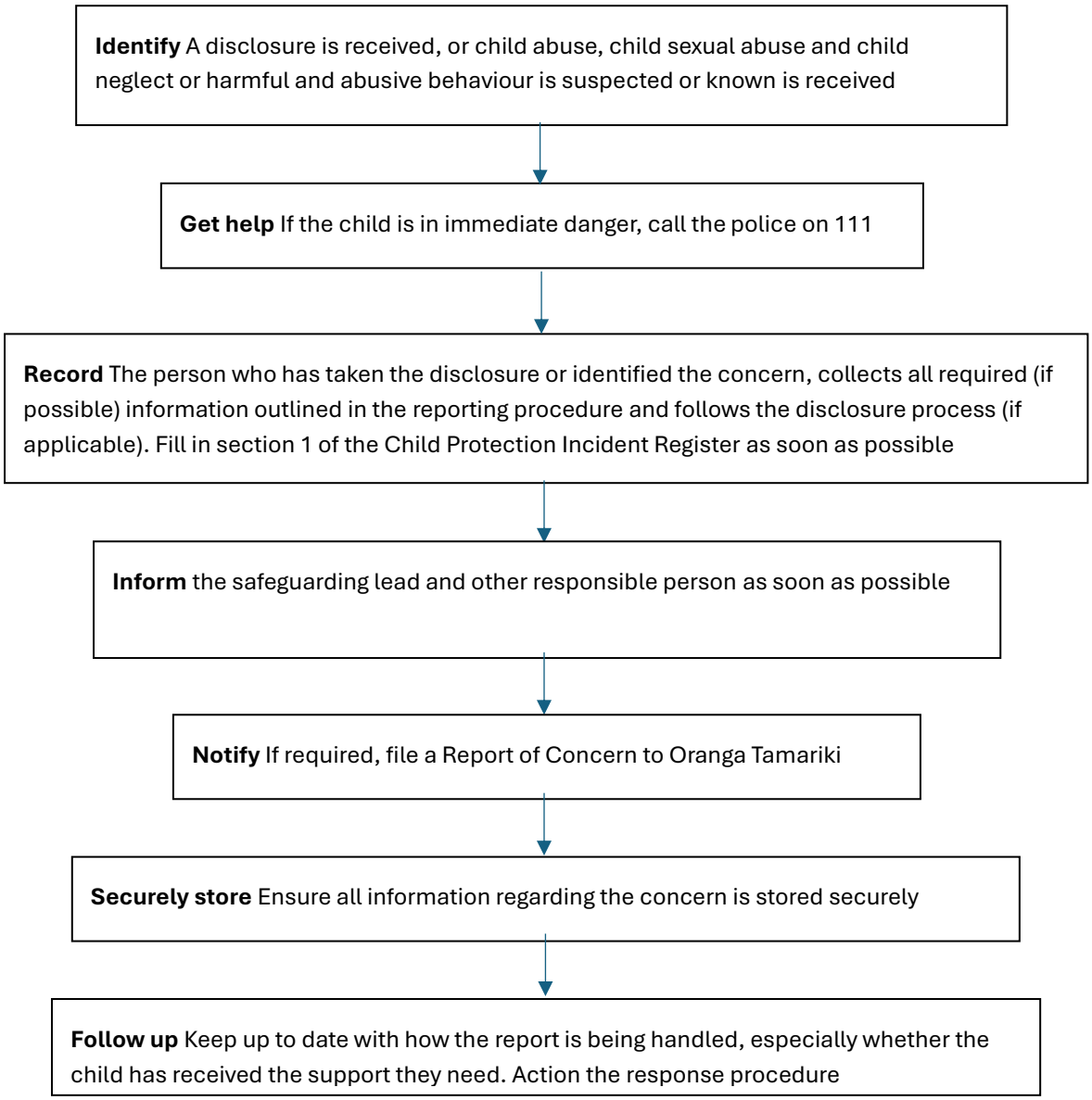
When child abuse, child sexual abuse and child neglect, or other harmful and abusive behaviour is suspected or known, it is important that information is recorded accurately and reported promptly.

Step	***Process***
Identify	*A disclosure is received. Or there is suspected or known child abuse, child sexual abuse and child neglect, or other harmful and abusive behaviour.*
Get help	*If the child is in immediate danger, notify the Police on 111.* *Identify if the child has a trusted adult present and, if appropriate, inform the adult.*
Record – For a disclosure	*Follow the Process for responding to a disclosure (Appendix 2).* *Record at the time, or as soon as possible after, the disclosure is made:* • *everything the child says, and in their own words* • *the date, time, location, and the names of the people involved (including alleged perpetrator/s)* • *the facts or observations that have led to the suspicion of or real abuse or neglect (e.g., any behavioural, or physical signs and concerns)* • *any other information that may be relevant.* *Fill in section 1 of the Child Protection Incident Register reporting template (Appendix 6) as soon as possible after the disclosure is made.*
Record – For a suspected or real case	*Record at the time, or as soon as possible:* • *facts or observations of a child that have led to the suspicion of or real harm or abuse (e.g., behavioural, or physical signs and concerns)* • *facts or observations of harmful or abusive behaviours towards a child that have led to the suspicion of or real harm or abuse (e.g., behavioural signs)* • *the date, time, location, and the names of the people involved (including alleged perpetrator/s)* • *any other information that may be relevant (e.g., what a child or adult has said or done).* *If you are making the report on behalf of someone else, let them know what actions you are going to take.*

Step	Process
	Fill in section 1 of the Child Protection Incident Register reporting template (Appendix 6) as soon as possible.
Inform	*Inform the safeguarding lead and the President of the disclosure or concern you reported and any other actions you have taken.* *If the safeguarding lead or the President is an alleged perpetrator, they will be omitted from the process and the Chief Executive informed.*
Notify Oranga Tamariki	*The safeguarding lead and the President, along with any other child protection specialists, will need to determine if making a Report of Concern to Oranga Tamariki is the most appropriate course of action.* *A Report of Concern requires providing relevant information to the Oranga Tamariki National Contact Centre via email or phone so they can assess whether it meets the threshold for formal investigation and/or a referral to the police.* ***Oranga Tamariki contact details*** *Phone: 0508 Family (0505 326 459) Lines are open 24/7.* *Email: contact@ot.govt.nz*
Storing information	*The following information must be recorded and stored securely in the Child Protection Incident Register:* • *the date when the initial concern was reported or the date of the incident or disclosure (as applicable)* • *type of harm or abuse and a description as to its concerning nature* • *any other completed documentation* • *a record of any advice received (including copies of correspondence received)* • *any action and rationale taken by relevant organisation/s or agencies, for example. police, Oranga Tamariki* • *date when the disclosure or the concern was followed up* • *how The Society responded to the incident (see Follow up below).*
Follow up	*As soon as possible, and no more than seven days after the disclosure or concern has been received, the safeguarding lead and the President should discuss and reflect on the following.* • *Where is the reporting process at?* • *Has it been handled and processed in the timeframes agreed upon by those handling the concern or disclosure?* • *Has it been followed in line with the requirements of the child protection policy?* • *Has the victim, the person who raised the concern and any others affected been updated?* • *What needs to happen next?* • *Who is responsible for the next steps?*

Step	Process
	The process for The Society to respond to the disclosure or concern is set out in Appendix 5.

Appendix 4: Reporting process



Appendix 5: Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours

Follow this process to reduce the chances of further child abuse, child sexual abuse and child neglect happening and to provide support to those affected. You will also need to complete the response table of the reporting template in the Child Protection Incident Register (Appendix 6).

Step	***Process***
Debrief	*The safeguarding lead, the President, and any others affected by harm or abuse (if appropriate) should discuss and reflect on the following.* 1. *Could the alleged abuse or neglect have been prevented?* – *Is the nature of the harm and abuse prohibited in a policy?* – *Do we provide enough guidance on this type of harm or abuse for staff, volunteers, contractors and participants?* – *Do we provide training to build knowledge and skill in this area for staff, volunteers, contractors and participants?* – *Does everyone know about and understand the policies, processes and guidance we provide?* 2. *Were the processes set out in the child protection policy effective and easy to follow?* – *Did the person receiving the disclosure know how to take a disclosure, including the right information to collect?* – *Did the person reporting the harm or abuse know who to contact? Could they reach them in an appropriate timeframe?* – *Was the harm or abuse stopped by implementing the child protection policy?* 3. *What was the outcome of the concern or disclosure report (if known)?* – *Was it handled internally or externally?* i. *If internally, who was involved and how was it handled?* ii. *If externally, were we regularly updated by the agencies, organisations and individuals handling the incident?* – *Have the children and those affected from the harm or abuse received the care and support they need?* – *If applicable – are the perpetrator/still a risk to children at The Society? Are they a risk or active at another club or organisation?*

Step	Process
	4. What actions are required to address identified gaps or issues in the policies, processes and guidance that we provide? – *If 'no' is answered to any of the questions above, discuss and create actions to address each.*
Create and implement a plan	*From the debrief, create a plan to address the necessary actions. Include:* • *what the actions are* • *who is responsible for each action* • *who else will provide support* • *timeframes for each action* *Communicate the plan to everyone; the actions you are taking and how they will be impacted.*

Appendix 6: Child Protection Incident Register – Reporting template

Section 1

Date and time of incident: _____

Location of incident: _____

Date and time reported: _____

Who it was reported to: _____

Your details:

Name: _____ Organisation: _____

Role: _____

Contact number: _____

Child's name:	
Date of birth:	
Child's gender:	
Child's address:	
Parent or caregiver's details:	***Name:*** ***Address:*** ***Phone number:***
Have parents or caregivers been notified of this incident?	***Yes / No*** *(Please circle one)* *If yes, provide details of what was said, and actions agreed:*
Are you reporting your own concerns or responding to concerns raised by someone else?	***Own concerns*** ☐ ***Concerns made by someone else*** ☐
If responding to concerns raised by someone else, please provide further information about them:	***Name:*** ***Position within the organisation and relationship to the child or person the report is related to:*** ***Phone number:***

Details of the incident or concerns: *Include relevant information such as:* • *the nature of the incident* • *when it took place (including the disclosure), what was said, who was involved, whether there are any injuries* • *the signs of abuse, harm and harmful and abusive behaviours* • *reference any relevant documentation or advice received and who from* • *actions that have already been taken by anyone – organisation, police and so on.* *Ensure you use facts or exactly as reported to you.*
Add details here:

Inform the safeguarding lead.

Safeguarding lead name	***Date and time informed***

Reporting person signed: _____ Date: _____

Section 2

Safeguarding lead to complete

Actions required:

Reporting			
Action	***Confirmation***		
Safeguarding lead refers to Oranga Tamariki	*YES / NO*	*Date:*	*Time:*
Safeguarding lead refers to Police	*YES / NO*	*Date:*	*Time:*
Safeguarding lead has updated The Society of actions	*YES / NO*	*Date:*	*Time:*
Safeguarding lead has updated all affected individuals of actions	*YES / NO*	*Date:*	*Time:*
Records and any associated notes of the disclosure or concern been stored in a confidential and safe place	*YES / NO*	*Date:*	*Time:*

Response		
Reflections	***Answer***	***Actions***
Could the alleged abuse or neglect have been prevented?	*YES / NO*	
Were the processes set out in the child protection policy effective and easy to follow?		
What was the outcome of the concern or disclosure report (if known)?		
What actions are required to address identified gaps or issues in the policies, processes and guidance that we provide?		

Reporting and response actions completed date: _____

Safeguarding lead signed: _____

Please ensure that this record and any associated notes are stored in a confidential and safe place.

Complaints and dispute resolution policy

Our commitment to you

We're committed to ensuring any complaints and disclosures you make are handled and resolved in a fair, timely and appropriate manner.

We do this by:

- *taking all integrity complaints and disclosures seriously*
- *dealing with each complaint objectively and impartially, and treating you fairly and with respect*
- *having a clear process for you to make a complaint or disclosure*
- *making sure our complaints and resolution process is age appropriate and culturally responsive*
- *making sure your privacy rights are protected and any personal information you share meets our privacy policy*
- *providing adequate support, direction and resources to facilitate the fair, timely and effective resolution of integrity complaints and disclosures.*

This policy provides more detailed information about how we manage and resolve complaints and disclosures at The Society and what happens when you make a complaint or if a complaint is made about you.

Who you can speak to

If you are concerned about behaviour, you see or experience you can make a complaint or disclosure under this policy to:

- *Julian Paul*
- *Phone: 021-120-6227*
- *Email: julian.paul@wushu.org.nz*

Introduction

1. Everyone at The Society has the right to:
    a. take part in sport and recreation
    b. be safe, respected and treated fairly, equitably and with dignity
    c. participate in activities and environments that are free from harmful behaviour, cheating and corruption.
2. This policy supports this by providing a fair and effective process to raise and resolve integrity issues.

Purpose

3. This policy sets out how complaints and disclosures are handled by The Society. The policy:
    a. sets out how to make a complaint or disclosure
    b. ensures complaints and disclosures are handled in a timely, fair and appropriate way
    c. help people to resolve integrity concerns on their own where appropriate

Who this policy applies to

4. This policy applies to the members, staff, volunteers and contractors of The Society as well as all participants involved in Kungfu/Wushu (Chinese martial arts) the sport and recreation] activities, events and competitions that we are responsible for.
5. We are committed to ensuring that all our members, staff, volunteers, contractors and participants are aware of and understand this policy and all related policies and processes.

When this policy applies

6. This policy applies to any complaints or disclosures that:
    a. may constitute a breach of The Societies' policies.
    b. arise in participating in, or performing any roles or responsibilities in relation to, The Society or Kungfu/Wushu (Chinese martial arts) we are responsible for, including, but not limited to:

i. participating in Kungfu/Wushu (Chinese martial arts)

ii. relationships that are connected to The Society or Kungfu/Wushu (Chinese martial arts)

iii. complaints made about The Society including about our staff, volunteers and contractors

iv. complaints made by members to The Society about another member, participant or other person involved in Kungfu/Wushu (Chinese martial arts) we are responsible for

v. any acts or omissions that occur in, or outside of, New Zealand.

7. **This policy does not apply to**:
   a. complaints or disputes about the rules of the game or activity or in-play decisions
   b. breaches of the rules of the game or activity
   c. disputes relating to selection or eligibility.

Our integrity commitment

8. The Society is committed to receiving, handling and resolving complaints and disclosures in relation to threats to integrity in a fair, timely and appropriate manner.
9. We will:
   a. take all integrity complaints and concerns seriously
   b. treat all people involved in a complaint fairly and with respect, including people who make a complaint or disclosure
   c. encourage the early resolution of complaints where appropriate
   d. comply with this policy
   e. provide adequate support, direction and resources to facilitate the fair, timely and effective resolution of integrity complaints and disclosures

Definitions

In this policy:

adult means a person who is 18 years or over

adult at risk means any adult who needs care and support, is experiencing or is at risk of abuse or neglect, and is unable to remove or protect themselves from that risk because of those needs

children and young people means people under the age of 18 years

complainant means a person making a complaint under this Policy

confidential information is information that is not publicly available, may or may not be sensitive, is communicated in confidence, and is reasonably protected

complaint means an expression of dissatisfaction with an explicit or implicit expectation of a response or resolution

complaints officer means the person appointed by us to receive complaints and disclosures under this policy

disclosure means a disclosure of information relating to an alleged or actual breach of The Societies' policies.

dispute resolution means any process used to respond to or resolve a complaint or disclosure, including:

- two-party consent-based processes such as mediation, restorative processes or arbitration
- determinative processes such as investigation and disciplinary processes

harm means physical or mental damage or injury resulting from a prohibited behaviour

in connection with sport and recreation means:

- the behaviour occurs while a person is engaging in sport and recreation to which The Societies' policies apply.
- the behaviour occurs while a participant is dealing with an organisation including its employees, volunteers or contractors in the context of their mutual involvement in sport and recreation
- a person is acting in their capacity as a participant, member, officer, or representative of an organisation
- the behaviour occurs between people interacting with each other primarily because of their mutual involvement in sport and recreation

issue of serious concern has the meaning given in our mandatory notification policy

needs of participants includes their psychological needs and other needs such as those based on vulnerability, age, culture, language, gender identity and expression, sexual identity, sex characteristics, and disability

participant includes:

- a player, competitor, or any other person who takes part in Kungfu/Wushu (Chinese martial arts)
- an official or administrator
- a coach, trainer, judge or other person who gives instruction in relation to Kungfu/Wushu (Chinese martial arts)
- a manager, an agent, or a team staff member
- a person providing medical or paramedical services to a person who takes part in Kungfu/Wushu (Chinese martial arts) or a team or group
- a parent or caregiver of a person who takes part in Kungfu/Wushu (Chinese martial arts)

- any other person working with, treating, or assisting a person who takes part in Kungfu/Wushu (Chinese martial arts) or a team or group, including an observer
- a volunteer providing services for the Kungfu/Wushu (Chinese martial arts)

personal information is any information about an identifiable individual

prohibited behaviours means the following:

- bullying, violence, abuse, intimidation and harassment
- child abuse, child sexual abuse and child neglect
- sexually harmful behaviour
- discrimination
- competition manipulation and associated activity
- corruption, fraud, deception and breach of trust
- retaliation against or victimisation of any person because that person makes or intends to make a complaint or disclosure to The Society.

respondent means a person or organisation complained about or whom an allegation has been made against

safeguarding means action to reduce the risk of harm to participants, including children and young people.

Making a complaint

10. The Society is committed to having a clear, transparent and accessible process for people to make a complaint or disclosure. This includes ensuring that everyone (including staff, volunteers, contractors, members, parents, children and young people, and adults at risk) connected with The Society knows how and when to report issues.
11. Complaints or disclosures can be made in relation to any matters that arise in connection with The Society or Kungfu/Wushu (Chinese martial arts) matters that we are responsible for or oversee. This can include actions or decisions of The Society members or officials, processes not being managed well (or at all), disagreements between our members, unprofessional or upsetting behaviour, or delays or failure to communicate about matters affecting a person.
12. It also covers prohibited behaviours that represent a threat to integrity within The Society or Kungfu/Wushu (Chinese martial arts).
13. Complaints or disclosures should be made in writing, as soon as possible after issue occurs. If you are able to, please use the complaints form at Appendix 3 of this policy providing as much of the information requested as possible. Where this is not possible, you can make a verbal complaint by contacting The Society complaints officer directly (see their details in the Disputes & Complaints Officer / Committee section).

Anonymous complaints

14. Natural justice ordinarily requires that respondents are fairly and transparently advised of the allegations against them.
15. The Society may accept anonymous complaints if there is a compelling reason to do so and if sufficient information is provided to enable fair and effective resolution or investigation of the matter.
16. If a complainant wishes to remain anonymous or asks that certain information remain confidential and this prevents The Society from carrying out a fair process, The Society may decide not to take any further action in relation to the complaint. The Society will inform the complainant of this before closing the matter.

Responding to complaints or disclosures

17. As soon as reasonably practicable after receiving a complaint or disclosure, or otherwise becoming aware of a prohibited behaviour, The Society will take steps to resolve the matter.
18. Appendix 1 of this policy sets out The Societies' process for handling complaints and disclosures.
19. The Society will encourage complaints to be resolved informally and at the earliest opportunity if it is appropriate to do so.
20. If a complaint cannot be resolved informally or the complaint is unsuitable for informal resolution, The Society will handle the complaint using the process set out in Appendix 1. The Society will consult the parties to a complaint or disclosure on the outcome(s) they are seeking and their preferences for dealing with the matter. This includes seeking and taking into account their views on:
    a. what steps should be taken to resolve the matter
    b. the extent to which they want to participate in any complaint process and how this can be supported or facilitated
    c. what support they need to support their participation in a complaint process (see 'Responsive to the needs of parties' below)
    d. what necessary and reasonably practicable steps The Society can take to safeguard a complainant, including to mitigate the risks of retaliation or victimisation.
21. The Society may take steps to resolve the matter in accordance with this policy, including through:
    a. Two-party consent-based dispute resolution including facilitation, mediation, or restorative practice; or
    b. an investigation and disciplinary process.

Responsive to the needs of parties

22. As far as reasonably practicable, we will be responsive to the needs of the parties involved in a complaint or disclosure. This may include, but is not limited to:
    a. consulting with those involved in the process about their needs and preferences in addressing the matter
    b. adapting the process to support the equitable participation of all parties
    c. taking steps to accommodate and respond to the needs of participants
    d. using culturally responsive resolution processes
    e. supporting the involvement of support people, family, whānau and intermediaries.

Disciplinary action

23. A breach of The Societies' policies may lead to sanctions being imposed on a participant.
24. Sanctions may be imposed in accordance with The Societies' disciplinary policy.

Appeal rights

25. Any decision made by The Societies' disciplinary body may be appealed to The Society.

Privacy and confidentiality

26. Personal information collected or held by The Society, including in relation to any integrity complaint or disclosure, must be managed in accordance with the Privacy Act 2020 and with The Societies' privacy policy.
27. Personal and confidential information will only be disclosed or used by us as required or permitted under the relevant privacy laws and any relevant confidentiality obligations.
28. As far as reasonably practicable, we will seek permission from the complainant before disclosing personal or confidential information provided by or on behalf of a complainant.
29. The Society confirms that anyone who provides personal information to it in connection with any complaint will be advised about:
    a. the purpose of collecting the personal information
    b. what it will be used for
    c. how it will be stored
    d. how long it will be kept for
    e. whether the information will be shared or disclosed.

Fairness, impartiality and conflicts of interest

30. The Society will address each complaint equitably, objectively and impartially.
31. If a complaint is about The Society or a person employed or acting on behalf of The Society, we will ensure that the person handling the complaint is different from any person who is involved in the complaint.
32. Conflicts of interest, whether actual or perceived, will be managed responsibly. In particular, reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

Natural justice

33. The Society and any person acting on behalf of The Society must give effect to this policy in a way that is consistent with the principles of natural justice. This includes ensuring affected parties are given the opportunity to be heard in relation to any matter which affects that person's rights, obligations or interests protected or recognised by law and decision makers are unbiased.
34. The right to be heard before a complaint is resolved or any outcome is determined will be taken to have been given if:
    a. the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response
    b. the complainant and respondent have had a reasonable opportunity to be heard in writing or at an oral hearing (if one is held)
    c. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing
    d. an oral hearing (if any) is held before the decision maker
    e. the written statements or submissions of the complainant and the respondent (if any) are considered by the decision maker.
35. A decision maker must be impartial and able to consider the matter without a predetermined view.
36. If The Society or any party to the complaint has serious concerns about the ability of the matter to be decided fairly and in accordance with the principles of natural justice and raises such concerns with us, we will assess whether there are other ways the matter may more appropriately be dealt with.

Issues of serious concern

37. If, at any time, The Society considers that a complaint or disclosure it is dealing with under this policy may constitute an issue of serious concern, it must report the matter in accordance with The Societies' mandatory notification policy.
38. The Society may notify any other person, body or public sector agency (e.g., New Zealand Police or a professional regulatory body) if it is:

a. permitted under the Privacy Act 2020 (e.g., because a person consents to their information being shared or it is necessary to prevent or lessen a serious threat to public health or public safety)

b. required to do so under law or by another legal obligation.

Recording keeping

39. All matters relating to a complaint or a disclosure will be recorded in writing and held on file securely and confidentially. This includes:

    a. details about the complaint or disclosure including the issues raised

    b. contact information of the person making the complaint or disclosure and any other parties involved

    c. notes of any meetings or conversations related to the complaint or disclosure

    d. relevant documents and information about the complaint or disclosure including any relevant minutes

    e. details of any action or decision or outcome relating to the complaint or disclosure.

40. The Society will maintain a record of complaints and disclosures for the purposes of:

    a. providing updates and responding to requests for information by the complainant or person making a disclosure and parties

    b. supporting any further action in relation to the complaint such as disciplinary action, appeals or reviews

    c. meeting our obligations to notify issues of serious concern.

    d. identifying trends and patterns in The Society related to integrity

    e. improving our processes for addressing complaints or disclosures in relation to threats to integrity, including the fairness, timeliness and effectiveness of this policy.

41. Our record keeping will comply with our privacy policy.

Complaints officer

42. The Societies' Disputes and Complaints' Sub-Committee will be responsible to:

    a. ensure this policy is kept up to date and reviewed every year

    b. provide information and guidance about this policy, including to our members, complainants, persons making a disclosure and parties

    c. ensure this policy is accessible (e.g., on our website) and our members are informed about the complaints process from time to time.

43. The Disputes and Complaints Sub-Committee Chair's details are set out below.

Name(s): John Grace
Role: Disputes and Complaints Sub-Committee Chair
Phone: 022-092-9306
Email: john.r.grace@gmail.com

Reporting breaches

44. A person may report an apparent breach of this policy to the Disputes and Complaints Sub-Committee Chair at any time.

Appendix 1 – Complaints, disclosures and resolution process

45. This document sets out our complaints and resolution process for integrity complaints or disclosures.
46. When receiving and handling complaints or disclosures, The Society will handle matters in accordance with this policy and the process set out in its Constitution, including as below.

Information about our complaints process

47. This policy and information about our complaints and disclosure process is:
    a. available on our website
    b. shared regularly in our communications with our members and participants (e.g., newsletters, social media)
    c. provided to participants, our members and other persons bound by The Societies' policies at relevant times (e.g., when agreeing to participate in our activities, events or competitions).
48. Information that is shared about our complaints process includes:
    a. how complaints and disclosures can be made
    b. who complaints can be made to (including the contact information for our complaints officer or disputes and complaints committee)
    c. what information should be provided by the complainant and how it will be handled (e.g., any privacy or confidentiality obligations that apply)
    d. what the complainant should expect to happen next.
49. We will ensure that our systems to manage complaints and disclosures are easily understood and accessible to everyone, including children, young people and adults at risk.

Informal and early resolution

50. Informal and early resolution will be appropriate for many issues and concerns that arise within The Society and the events and activities we are responsible for.
51. This is appropriate for minor, low-level and one-off issues such as:
    a. low-level swearing, derogatory or disrespectful comments
    b. aggressive or heated verbal exchanges or verbal abuse
    c. mistakes, misunderstandings, or poorly judged comments and jokes.
52. Informal resolution can include:
    a. raising concerns directly with the person who has behaved in a way causing concern

b. asking a trusted person in The Society or the relevant club or team to address the issue on your behalf or facilitate a conversation

c. calling out poor behaviour in a respectful and appropriate way.

53. Informal resolution may not be possible in some circumstances. This includes if there are safety concerns, the behaviour is serious, there are actual conflicts of interest, or the complainant wishes to remain anonymous.

54. Informal resolution will not be appropriate for issues of serious concern (as defined in our mandatory notification policy), behaviour causing serious harm or risk of harm, repeated prohibited behaviour, or for most matters involving harm to children, young people, and adults at risk.

55. If an issue cannot be resolved informally, then it should be reported as a complaint or disclosure in accordance with this policy.

The complaints process

56. The Society has a five-step complaints process.

a. Step 1 – Receive and acknowledge a complaint or disclosure

b. Step 2 – Assess the complaint

c. Step 3 – Resolve or investigate the complaint

d. Step 4 – Determine the outcome of the complaint

e. Step 5 – Close the complaint

Step 1 – Receive and acknowledge a complaint or disclosure

Making a complaint or disclosure

57. Complaints should be made in writing as soon as possible after the behaviour occurs. Complaints can be made by:

- Email President@wushu.org.nz

58. Where this is not possible, you can contact Julian Paul at julian.paul@wushu.org.nz who can assist you to put your complaint in writing.

Acknowledgment of complaints and disclosures

59. We will acknowledge receipt of complaints or disclosures within three working days.

60. We will initially assess the complaint or disclosure to understand the urgency and/or seriousness of the issues raised. A complaint may be referred, escalated or dealt with urgently if it:

a. concerns an immediate risk to safety or security

b. is an issue of serious concern

c. involves actual or suspected criminal behaviour and should be reported to the police or another organisation.

61. We will consult with and inform the complainant if we consider that the complaint should be referred to the police and/or another organisation.
62. We note that where a disclosure is made and the person making that disclosure does not wish to give their identity or advance the issue as a complaint, The Society will take reasonably practicable steps to address any harm identified, but may not be able to conduct a full assessment of the issue and/or advance the issue through the complaints process. For further information about receiving and responding to disclosures, see Appendix 2.

Step 2 – Assess the complaint

63. We will assess the information provided by the complainant and contact the complainant to discuss next steps, support and any safeguarding or wellbeing concerns the complainant has. We may ask the complainant to provide further information.
64. We will inform the complainant that the complaint (and relevant information) will be shared with:
    a. individuals within The Society who are responsible for addressing the complaint
    b. the person or organisation complained about (the respondent).
65. If the complainant is not willing to have their complaint or identity shared with the respondent, we will advise that the complaint may not be capable of resolution to the complainant's satisfaction.
66. If the complainant is under 18, we will generally encourage the complainant to notify their parent/guardian and have a parent/guardian involved in the complaint resolution process.
67. If the respondent is under 18, their parent/guardian must be notified and must be present at any discussion about the complaint.
68. Complaints will be raised with the respondent in a way that seeks to preserve the dignity and mana of that person, their whānau and their wider community and their privacy.
69. We will consult and seek the views of the parties involved in the complaint on:
    a. what outcome they are seeking
    b. what process they would like to follow
    c. their needs.
70. We will inform parties of:
    a. the expected time frames for our actions
    b. the progress of the complaint and reasons for any delay
    c. if we are unable to deal with any part of the complaint and provide information about other options if possible.

Step 3 – Resolve or investigate the complaint

71. We will identify the most appropriate way to resolve the complaint, taking into account the views and needs of the parties.
72. Possible resolution pathways include:
    a. consideration of the issues raised by the person or organisation complained of and provision of a written explanation for their or its actions
    b. dialogue between the parties, facilitated by The Society
    c. early resolution, mediation or a culturally responsive process
    d. use of a decision-making process by The Society.
73. We will identify and clearly communicate to the complainant what resolution process (if any) we propose to use and will talk with the parties to seek their agreement to that process before it is put in place.

Early resolution

74. Early resolution is an informal and flexible way to restore communication between parties, find solutions and help the parties to move forward assisted by an impartial person.
75. The Society will use our best efforts to help the parties resolve the complaint through early resolution.
76. If resolution is not achieved at this stage, The Society will consider if two-party consent-based mediation, investigation or another resolution process is appropriate.

Mediation

77. Mediation is a process where the parties both agree, with the assistance of external help, create a safe environment to address their issues and resolve them if they want to. Mediation is based on the principles of voluntariness, confidentiality, impartiality, and self-empowerment.
78. The Society will arrange for mediation of a complaint if:
    a. the complainant and respondent agree to mediation, and
    b. The Society considers that there is a reasonable prospect of the complaint being resolved through mediation.
79. The Society may:
    a. arrange for mediation of the complaint at the cost of the organisation, including selection of a mediator
80. The Society may, with the consent of all parties:
    a. choose to attend the mediation
    b. receive a copy of any agreement reached through the mediation, whether or not The Society attended the mediation.

81. The Society reserves the right to refer some, or all matters to an investigation and/or a disciplinary process regardless of the outcome of any mediation.

Investigation

82. Investigation is a process in which an independent person investigates the complaint to make factual findings and/or determinations.
83. The Society may:
    a. arrange for investigation of some or all issues at the cost of the organisation.

Appointment of investigator

84. The Society will appoint an appropriately qualified person to undertake a fact-finding investigation. The Society must:
    a. consider the needs of parties involved, including for a culturally responsive, age-appropriate or trauma-informed investigation process and ensure any appointments are made on that basis, and
    b. consult all parties on the proposed investigator before commencing.
85. No person who has an actual or perceived conflict of interest which may affect their actual or perceived impartiality may undertake the investigation.

Investigation process

86. The investigator will engage with The Society and the relevant parties about the nature and scope of the investigation before starting an investigation, unless inappropriate or not reasonably practicable in all the circumstances for this to occur.
87. The investigator will meet separately with the parties. These meetings will be held at a time and place and run according to a protocol/agenda that suits everyone, to the extent possible.
88. The parties can have a lawyer, advocate, and/or support person(s) (including family/whānau) at any meeting, who can make submissions on that person's behalf.
89. The investigator can request an interview with any person and request any evidence or information they consider to be relevant.
90. Where a party wants to rely on documents, these must be sent to the investigator (where appropriate to do so) who will provide them to the other party.
91. If a person declines to participate in the investigation process, the investigator cannot compel them to do so.
92. The investigator will provide a draft finding of fact and report based on all the information available to them at the time and provide it to all parties for comment. All parties will be given a reasonable time to provide feedback. The investigator's final report will take this feedback into account.

Step 4 – Determine the outcome of the complaint

93. If some or all matters are resolved through consensual resolution between the parties (including through informal resolution, early resolution or mediation), the outcome of the complaint will be the resolution agreed between the parties.

94. If a decision is required, including on the outcomes of any investigation, the following process will apply.

Decision-making process

95. The Society will provide the complainant and the respondent, in advance of the process, with an overview of the structure of the process, the identity of the decision maker(s) and expected timeframe.

96. The Society may ask the complainant and any other relevant people, including the respondent, to give further information in a way that is comfortable to them.

97. The decision maker will usually meet separately with the complainant and the respondent. These meetings will be at a time and place and will be run according to a protocol/agenda that suits everyone, to the extent possible. People may be accompanied by chosen family/whānau and/or other support people.

98. Decisions will be made in a careful, reasoned way that is justified on the facts and is consistent with any rules that apply and, if the decision follows an investigation, that the decision reflects the findings of fact and determinations made by the investigator.

99. The decision-maker will make their findings on the balance of probabilities. The decision will be recorded in writing and state, in plain language:

    a. the issue

    b. any applicable policy or rule

    c. the process followed

    d. the decision (complaint upheld or not upheld)

    e. the facts and any evidence relied on, including any submissions or explanations by anyone involved

    f. the reason for the decision

    g. whether the matter will be referred to a disciplinary process under The Societies' disciplinary policy.

100. Where the decision-maker considers that the concerns raised by the complaint and/or the outcome of the decision affect or are likely to affect the interests of other parties, The Society will make best endeavours to obtain the views of such parties so the full context of the issue can be considered.

101. The Society will promptly provide a copy of the decision to the respondent and the complainant and outline any appeal process. The outcome should be discussed so that the parties understand the decision, why it was made, and what will happen next.

Restoring trust and relationships

102. The Society will consider, and seek the views of the parties, on what support can reasonably be provided by The Society to:

a. support any decision or outcome to be implemented

b. restore the relationship between the parties and other affected stakeholders, including any restorative process

c. prevent the same or similar issues arising in future

d. what improvements to The Societies' policies, processes or practices are required.

103. Where any complaints involve employees, should any decision relate to their employment, The Society will treat them in accordance with their employment contracts and employment law.

104. The Society will treat contractors (who are not employees) fairly, reasonably, and consistent with the terms of their contract.

105. The Society will treat volunteers fairly, reasonably and respectfully in making any decisions about their future conduct or participation in Kungfu/Wushu (Chinese martial arts).

Step 5 – Close the complaint

106. At the time of closing the complaint we will record the following to assist in responding to any further reviews or appeals of the complaint, as well as supporting quality improvements:

a. the nature and details of the complaint

b. steps taken to address the complaint

c. the outcome/s of the complaint (including whether it or any aspect of it was proven, any recommendations made to address problems identified and any decisions made on those recommendations)

d. any outstanding actions to be followed up, including analysing any underlying or root causes to prevent the same or similar issues arising in future.

107. The Society will ensure that outcomes are properly implemented, monitored and reported by/to the Disputes and Complaints Sub-Committee Chair, Executive Committee and the Board of The Society as appropriate.

108. All information relating to a complaint will be recorded in writing and placed on a confidential complaint file, including the complaint itself, any response to the complaint, notes of any meetings or conversations relating to the complaint, relevant meeting minutes, investigation report, the decision and any outcome, and held in accordance with The Societies' privacy policy.

Appendix 2 – Receiving and responding to a disclosure

Step	***Process***
Listen	• *Stay calm. Don't panic. Do not appear shocked.* • *Accept what they're saying without any judgement. Do not interrogate them. Limit the discussion to finding out generally what happened.* • *Don't make assumptions, offer alternative explanations, or diminish the seriousness of the behaviour or alleged incidents.*
Protect and check for safety	*Check if the person is safe, or whether the harm is still happening.* • *Is the person in immediate danger?* • *Are they still experiencing this harm?*
Reassure	*What reassurance might look like.* • *Reassuring them that telling someone was the right thing to do and you will do your best to help.* • *Assuring them that it is not their fault.* • *Letting them know they are not in trouble, and that they have done the right thing.* • *If the person is visibly distressed, providing appropriate reassurance.* • *Not asking questions beyond open prompts for the person to continue.* • *Do not make promises that can't be kept, for example, "I will keep you safe now".*
Record	• *Write down what the person says in their own words, including slang or swear words.* • *Ask open questions and don't put words in their mouth.* • *Record the date, time and place and how they spoke and seemed to you.* • *Make certain you distinguish between what the person said and your opinions and assumptions. Accuracy and sticking to the facts are really important.* • *Unless it's for the safety of the person, yourself or others, seek help only after the person has finished telling you.*
Inform	• *Let the person know you need to tell someone else, and you won't keep secrets. And the person you are telling is someone whose job it is to protect them. It could be the club's safeguarding or welfare officer, or police.* • *Let them know what you are going to do next and that you will let them know what happens.* • *Explain who will be keeping them informed during the process.*

Information to collect:

- anything said by the person (in their words)
- the date, time, location, and the names of anyone that may be relevant (including alleged perpetrator/s)
- the factual concerns or observations that have led to the suspicion of or real abuse or neglect (e.g., any behavioural, or physical signs and concerns).

When responding to disclosures, **do not:**

- attempt to formally interview the person
- ask leading questions
- push for information or make assumptions
- gather irrelevant or unnecessary facts
- make assumptions, offer alternative explanations, or diminish the seriousness of the behaviour or alleged incidents
- keep the information to yourself or promise confidentiality to the person
- take any action that might undermine future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator.
- let personal doubt prevent you from debriefing with your manager.

Appendix 3: Complaint form

Use this form to make a complaint to The Society.

Tell us about yourself

Name:

Club/Organisation:

How do you want to be contacted?

Phone: Email:

Age

Under 18 ☐

18 years or over ☐

If you are making a complaint for someone else:

Name of person complaining on behalf of:

Contact details of person complaining on behalf of:

Your relationship to them:

Do you have permission to do this?

What is the complaint about?

Tell us what you want to make a complaint about. Describe the events. Please give us all the dates and relevant details that you can remember. What happened? Who did it happen to? When did it happen? (date and time) Where did it happen? You can attach any documents or photos that are relevant.

I have read The Societies' privacy policy, and I am aware of how my personal information will be used. Yes ☐

You can post or email your complaint to:

Julian Paul

Address: 28 Calvin Place, Avondale

Email: julian.paul@wushu.org.nz

If you have any questions, please call 021-120-6227.

Anti-Corruption Policy

Values

The Society knows everyone involved in the sport is here because of a shared passion for the sport and care for the people involved.

Children and young people in particular must be cared for, treated with respect and their welfare placed at the centre of everything we do in the sport.

Everyone involved in the sport joins with good intentions, and we are all expected to do our part responsibly and to comply with our policies and rules.

Corruption has no place in our sport. We want to protect the integrity of the sport and of the people who work and play within it.

We all need to be fair, impartial, responsible and trustworthy in all our actions for the sport.

Purpose

We are part of a global sporting village. With all the benefits that brings, there is also greater vulnerability to the issues faced globally, such as corruption, match-fixing and doping.

Corruption is not common in Aotearoa New Zealand, and certainly not on the scale found overseas. However, we can't afford to be complacent. Being prepared will help us manage corruption if it does happen here.

While match-fixing and doping are forms of corruption, they are dealt with in separate policy documents.

This policy predominantly applies to sport organisations, but some forms of corruption can occur in active recreation and play organisations, such as an employee stealing money. This policy aims to:

- support people to identify corruption
- identify the main organisations responsible for dealing with corruption in Aotearoa New Zealand
- give clear guidance for dealing with corruption
- make sure the approach taken to deal with corruption is fair and consistent, including enabling culturally appropriate responses and processes.

What is corruption

Put simply, corruption is the abuse of power given to a person to work in the best interests of the sport, for private or personal gain.

This policy covers anybody who can influence or change the outcome of a sporting event or decision. The power can be held by a public official, an athlete, a coach, a judge, or a committee member. For example, officials involved in deciding the location of the next event.

In corruption there will always be some aspect of improper or illegal gain. The gain will not always be money. It could include hospitality, a better job or gifts.

It may not be the official themselves who receives the benefit. It may be someone close to them, such as an athlete being selected for a team, a contract for services going to a close friend, or the club getting a reward in return for losing a competition.

An official could also misuse their position to encourage others to do something to affect or change the outcome of a sporting event or decision.

The following are examples of corruption in sport:

- Administrators taking bribes to ensure an off-field outcome – e.g. a city gets to host an event.
- Administrators stealing money belonging to The Society.
- A bribe being paid to cover up another breach of sport integrity – e.g. paying an official to ignore a positive drug test result.
- Club committee members getting inappropriate gifts or favours, such as corporate box hospitality in return for making a decision that benefits the donor.

Corruption harms the sport and the community. Money may not be going to the sport or The Society as it should be. The integrity of the sport and everyone involved in the sport is put at risk when decisions or actions are taken for corrupt reasons

Behaviour that is not corruption

Sometimes an athlete will deliberately lose, underperform or perform in a manner which the athlete intends to try and gain a better sports outcome, for example, a more favourable draw in a competition. This is not considered corruption even though it may look like it.

An athlete may also pretend to be unable to compete, for example faking poor health to get a better draw later.

Any situation where the athlete is acting in a certain way to gain a tactical advantage may be covered by rules applying to the sport, but they are not intended to be captured by this policy.

What can you do?

Speak up. If you know or suspect someone is using their position to get an improper benefit for themselves or someone else, then raise it with someone as soon as possible.

Corruption is a crime. In Aotearoa New Zealand we have several laws that make corrupt behaviour illegal. We take corruption seriously. You will be taken seriously if you have a concern.

You probably will not be the only person to have noticed. Others may have already identified and raised the improper behaviour. Your speaking up may encourage others to speak up as well.

Being brave and speaking up will help stamp out corruption in our sport.

Who can you go to?

Who you raise the issue with will depend on who is involved in the corruption. The following is a list of possible people and organisations you can contact within the sport.

- Your Instructor or Club Director
- The Administrator of The Society admin@wushu.org.nz
- The President of The Society Glen.keith@wushu.org.nz

If you would feel more comfortable, you can always go to organisations outside the sport. For example:

- The NZ Police National Integrity Unit
- NZ Police
- NZ Serious Fraud Office.

The most important thing is to raise it with someone you feel comfortable with and who will know what to do next.

It is not recommended that you discuss it with the person suspected of corruption.

How to keep yourself safe

Be smart:

Know your sport's rules on corruption. If someone approaches you with an offer that does not sound right, check the rules.

Be safe:

- Never gamble on sports events that you are involved in.
- Never ask someone else to bet on a sporting event you are involved in.
- Ensure anything you do during the event-competition is for the right reasons and not because you will get an improper reward.
- Never give and take any gift or benefit in circumstances that might bring you or the sport into question.

Be open:

If you suspect corruption tell someone who can do something about it. If someone offers you money or favours for information, tell someone. If someone threatens you to force you to do something improper, tell someone. The Police and national anti-corruption laws are there to protect you.

Be careful:

Do not share information about your team or the sport that is not available to the general public. This information could be useful to someone wanting a betting advantage to make an improper financial gain.

Strong management

Complacency, or an "it won't happen here" attitude opens The Society to the risk of corruption.

Clubs have legal obligations to keep strict financial records and rules for the handling of funds. [Incorporated Societies Act 2022 and Charities Act 2005] These obligations and rules are intended to support the management of financial matters, ensure transparency and reduce the risk of corruption.

Sport New Zealand provides online education e-Learning, seminars and policy templates to further help people and clubs in the management of financial operations.

Strong and transparent management reduces the risk of corruption.

Competition Manipulation Policy

Purpose

This policy aims to uphold the integrity of competitions in Kung-Fu/Wushu (Chinese martial arts) by preventing manipulation, ensuring fair play, and promoting respect among competitors.

Scope

This policy applies to all participants, including athletes, coaches, judges, officials, and organisers involved in any Kung-Fu/Wushu (Chinese martial arts) competitions sanctioned by The Society.

The competition rules followed by The Society are the recognised rules set of the Internation Wushu Federation and includes, but is not limited to

- Wushu Sanda Competition Rules and Judging Methods (2024)
- Wushu Taolu Competition Rules and Judging Methods 2024
- And any of The Societies' own rules and regulations

Definitions

- **Competition Manipulation**: Any act of unfair advantage, including but not limited to collusion, match-fixing, doping, or any form of dishonest behavior that undermines the integrity of the sport.
- **Officials**: Individuals responsible for overseeing competitions, including judges, referees, and organisers.

Prohibited Conduct

- **Competition-Fixing**: Athletes, coaches, judges or officials must not engage in any agreement that alters the natural outcome of a competition.
- **Collusion**: Competitors must not agree to act in concert to gain an unfair advantage.
- **Doping**: The use of prohibited substances or methods to enhance performance is strictly forbidden.
- **Bribery**: Offering or accepting gifts or rewards to influence the outcome of a competition is prohibited.

Reporting Violations

- Participants are encouraged to report any suspected manipulation or unethical behavior to the appropriate authorities or competition organizers anonymously if preferred.
- A designated officer will investigate any claims of competition manipulation.

Disciplinary Actions

Violations of this policy may result in:

- Disqualification from the competition.
- Suspension or banning from future events.
- Reporting to relevant sports authorities or law enforcement if necessary.

Education and Training

- Event organisers provide education and training on competition integrity to all participants and officials prior to competitions. There are also opportunities to attend international workshops that are facilitated by the International Wushu Federation and other organisations.
- Regular workshops and seminars are held to reinforce the values of fair play and ethical conduct.