



**EQUESTRIAN SPORTS  
NEW ZEALAND**

**EQUESTRIAN SPORTS NZ Integrity – Child Protection**

**SECTION 1: Child Safeguarding Policies**

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**POLICY 9: Billeting and Overnight Accommodation Policy**

<b>Policy Rationale</b>	<p><b>Commitment to Te Tiriti O Waitangi</b></p> <p>Equestrian Sports New Zealand (ESNZ) recognises Te Tiriti o Waitangi as Aotearoa New Zealand’s founding document.</p> <p>ESNZ is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.</p> <p><b>Background of the policy</b></p> <p>Our duty of care to children and young people extends into all their activities. As part of our commitment to keeping children and young people safe, we will ensure in every situation where a child or young person is billeted or accommodated for an overnight travel activity that safety checking and safe practices are used. We acknowledge the different types of accommodation we may use, require risk assessment and place different demands on supervision requirements.</p>
<b>Policy Statement(s)</b>	<p><b>Purpose of the policy</b></p> <p>This policy provides clear guidance to staff and volunteers at ESNZ on overnight stays for children or young people.</p>



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	<p><b>Scope of this policy</b></p> <p>This policy is to be followed by all staff and volunteers working for or associated with ESNZ.</p> <p>It applies to all children and young people who staff and regular volunteers come into contact with while carrying out their role at ESNZ. This policy applies to all hosts and accommodation providers.</p>
<p><b>Policy Documentation</b></p>	<p><b>Billeting and overnight accommodation procedures</b></p> <p><b>Types of overnight accommodation:</b></p> <p>Homestay, billeting, hostels, motels, hotels, backpackers, dormitory, Marae, and campgrounds accommodate children and young people in a communal environment where they will interact and be in the presence of the general public. This poses a risk to children and young people that must be assessed, and action taken to reduce the risk.</p> <p><b>Prevention Principles for all Travel and Overnight Stays:</b></p> <p>Where possible a parent should accompany their Child/Youth when undertaking Equestrian activities away from home and especially overnight.</p> <p>The desire for ESNZ to participate in an event must not take priority over the safety and wellbeing of children and young people and will be communicated effectively to parents and coaches.</p> <p>An ESNZ nominated person or group must be responsible for planning any trips or overnight stays. They should be the contact for caregivers, decide on adult: child/young person ratios, assess any risks, and make a plan to mitigate these. They must also brief and debrief all adults involved on safe practice and expectations. They should:</p> <ul style="list-style-type: none"><li>• Consider police vetting all relevant volunteer roles.</li></ul>



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- Monitor and supervise children and young people actively – do head counts, set up a buddy system, and get supervising adults to do bed checks in pairs.
- Where possible, have both female and male helpers.
- Have enough supervising adults to monitor, manage and deal with emergencies for the specific group. As a general guidance:
  - children under 8 should have an adult to child ratio of at least 1:4.
  - children 8 –12 should have a ratio of 1:8.
  - children and young people over 12 a ratio of 1:10 is recommended.
- At any time there must be more than one adult in case of emergency and the one adult is required to leave the site.

Adults travelling or supervising on trips and overnight stays should be briefed and given the ESNZ Code of Conduct and these guidelines, so they are clear on ESNZ rules and who to contact with concerns.

Children and young people should be given a briefing of the ESNZ code of conduct of expected behaviour. This should include who they can talk with if they feel unsafe or uncomfortable while away or travelling and how they can contact these people, i.e., face to face or text message.

Travel and overnight stays should be in relation to ESNZ events, don't detour to other venues not stated to caregivers which are not related to ESNZ.

### **Overnight Stay Specific Guidelines**

#### **Homestay/Billeting**

The use of billets to accommodate children and young people to allow participation in out-of-town play, active recreation and sport activities is a common practice in New Zealand. The risk posed by billeting children and young people is related to them going unaccompanied by a staff member or volunteer into households which are unsafe or



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inappropriate, potentially exposing them to abuse, unacceptable health and safety risks, frightening situations, or danger.

The sad reality is that people who seek to harm children may offer their households to accommodate children and young people, as a way to gain access to them, and as a grooming tactic to enable abuse.

The people in households that billet children and young people are in a Position of Trust and must be vetted to the same standard as staff or volunteers before accommodating children.

ESNZ should assess the risks posed by billets and then decide if it is a mode of accommodation, they wish to continue to use ongoing or in relation to a specific event.

**Before billeting arrangements are agreed, the following steps will be followed:**

- Police vetting takes several weeks, so start the process early.
- Potential hosts will be informed that ESNZ is a Child Safeguarding Organisation and Police vetting standards are in place in a manner that promotes the safety and welfare of the children and young people at ESNZ as a priority.
- Any potential host who refuses or challenges a Police Vet will not be considered.
- The address, names and date of birth of all people within the billeting household will be obtained.
- Information relating to the safety and appropriateness of the property will be obtained - such as smoke alarms.
- All adults who live at the billeting property will be Police vetted, and the results viewed before any child or young person is billeted.
- The Child Safeguarding Representative (CSR) will complete a risk assessment on the billeting information and reject any unsafe or inappropriate households.
- If a Children's Act 2014 Schedule 2 offence is revealed, no child or young person will attend the property and details of



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the offer to billet may be given to the Police for further investigation.

- Any other convictions that are revealed in a Police Vet, the billet host will be considered for their risk to a child or young person by the CSR before the billeting taking place.
- Placing a child in a billet will not occur until a police vet has been returned and any risk assessed.
- If ESNZ or the CSR struggles to find suitable billets, then an alternative way of accommodating the team should be sought, rather than placing children and young people in inappropriate households. Cost should not be a consideration if children and young people are at risk.
- At least two children or young people will be billeted together at a time.
- Children and young people are not to be billeted alone.
- Sleeping arrangement standards will be mandated:
  - no sharing of a room with an adult
  - no bed sharing
  - Children and young people should be of a similar age and same gender
  - privacy to get changed and use the bathroom.
  - children and young people will be made aware of these standards
  - hosts, parents, caregivers or whānau will be informed of these standards.
- Parents, caregivers or whānau will be informed of all the details of the billet:
  - who is in the household
  - address
  - contact number of the host
  - contact number of the CSR
  - outcome of the ESNZ risk assessment and Police vet.
- Throughout the billet, the CSR will keep in regular contact with both the child and young person, as well as the billet host.
- Should there be concerns at any time for the safety and wellbeing of the child or young person, they will be



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immediately removed and placed in other alternative safe accommodation. Parents, caregivers or whānau will be informed of any changes to original plans.

- The desire for ESNZ to participate in an event must not take priority over the safety and wellbeing of children and young people and will be communicated effectively to parents and coaches.

### **Dormitory/Marae**

Before the Dormitory and or Marae accommodation arrangements are agreed, the following steps will be followed:

- Check you will not be sharing sleeping spaces with other groups (outside your ESNZ group).
- Adults sharing sleeping spaces with children must be pre-approved in writing by the CSR and caregivers prior to this trip.
- Appoint 'safe adults' in the room and arrange for children and young people to sleep close to their friends or others they feel safe with. If possible, children and young people sharing dorms should be of the same gender and similar age. No bed sharing.
- Where children and young people are showering or changing in communal showers etc, use a roster so children of a similar age and same gender do so together.

### **Hotel/Motel/Guest House/Hostel**

- Check that all the windows and doors lock properly. Consider using accommodation with internal doors only (no ranch sliders or access to outside from the room).
- Negotiate that all children and young people are housed on the same floor/wing. If not possible, groups of similar ages should be clustered in rooms near each other with at least two ESNZ approved supervising adults for each cluster.
- Children and young people sharing bedrooms should be of a similar age and same gender and no bed sharing.



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	<ul style="list-style-type: none"><li>• Pornographic, violent, and adult movies should be disabled on televisions and all people should be clear that showing children and young people age-restricted material is prohibited.</li><li>• Minibars should be unavailable in rooms where children and young people are accommodated.</li><li>• Where children and young people are staying in a venue which serves alcohol (like a bar/pub), children and young people should always remain accompanied by 2 supervising adults. For instance, when children are put to bed, 2 adults should remain in their room near the children and young people. Children and young people should be briefed about not opening the door to people who are not on their team while alone in their room.</li></ul>
<b>Legislative Compliance Considerations</b>	<p>All current and relevant Acts, Regulations and Rules</p> <p><a href="#">Health and Safety in Employment Act 1992</a></p> <p><a href="#">Oranga Tamariki Act 1989</a> (previously called Children, Young Persons and their Families Act 1989)</p> <p><a href="#">Crimes Act 1961- protection of children</a> <a href="#">Children's Act 2014</a></p>
<b>Review Protocol</b>	<p>Policy Reviewed By: ESNZ Board</p> <p>Date Reviewed: 9 October 2023</p> <p>Next Review Date: 9 October 2024</p>