



GLIDING NEW ZEALAND INCORPORATED

ADVISORY CIRCULAR
AC 1-08

WELFARE OF PERSONS INVOLVED
IN GLIDING IN NEW ZEALAND

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1 Introduction

- 1.1 Gliding New Zealand (GNZ) is a sporting organisation that is committed to ensuring all activity associated with the sport of gliding is undertaken by its affiliated members in accordance with the GNZ Code of Conduct as attached in Appendix A.
- 1.2 The Code details how affiliated members are expected to conduct themselves to ensure the welfare of all persons involved in the sport of gliding in NZ.

2 Purpose

- 2.1 The purpose of this AC is to ensure that there are mechanisms to uphold the Safety and Welfare Policy in the MOAP and the Code.
- 2.2 The Executive has established the roles of a National Welfare Officer (NWO) and Club Welfare Officers (CWOs) who can hear and respond to welfare concerns that compromise this commitment. Their appointment criteria and responsibilities are detailed in Appendix B.
- 2.3 This AC is for the benefit of all: adults, children and young persons alike. Any person can raise a welfare concern. However, this AC provides additional methods of protection for children and young persons.
- 2.4 In no way does this AC purport to override any law that otherwise applies, and any matters involving breaches of New Zealand law will be referred to the Police.

3 Terms, Definitions and Abbreviations

- 3.1 AC – Advisory Circular
- 3.2 Affiliated member – a member of a gliding club affiliated to GNZ.
- 3.2 Club – a Gliding Club affiliated to GNZ.
- 3.3 Club Accommodation – any overnight accommodation facility provided by a Club or by an event organiser for the purposes of participation in that event.
- 3.4 Code of Conduct (the Code) – the GNZ Code of Conduct as detailed in Appendix A and the GNZ website.
- 3.5 CWO – Club Welfare Officer.
- 3.6 CYPs – Children and Young Persons (people under the age of 18 years old).
- 3.7 Event Organiser – any person organising an overnight gliding club camp, either at club accommodation or at an alternative location.
- 3.8 Executive – the GNZ Executive as defined in 1.1 of the GNZ Constitution.
- 3.9 GNZ – Gliding New Zealand Incorporated.
- 3.10 MOAP – GNZ Manual of Approved Procedures.
- 3.11 NWO – National Welfare Officer.
- 3.12 Criminal History Checks – the process of gaining a satisfactory Criminal History Check as detailed on the Ministry of Justice Website - see Appendix C.
- 3.13 Safety and Welfare Policy – as in section 1-3 of the MOAP, particularly paragraph 4 - Guiding Principles.

- 3.14 Welfare Concern – any action, comment or behaviour by any member of GNZ that compromises the Code.
- 3.15 Welfare Concern Form – this form is used for reporting and processing a welfare concern; it is attached in Appendix D.

4 Gliding Operations with Children and Young Persons (CYPs)

- 4.1 The NWO, CWOs and their respective clubs should work together to ensure safety and welfare of CYPs. Child safeguarding practices ought to be followed. These may include, but are not limited to:
- Ensuring parents, caregivers or whānau give informed consent by providing them with detail on what is involved with participation in the sport of gliding.
 - Minimising 1:1 contact between adults and CYPs, outside of the physical confines of the aircraft, unless necessary.
 - Only communicating with CYPs directly after gaining consent from their parents or caregiver and including the parent, caregiver or whanau in communications.
 - Avoiding favouritism.
 - Keeping a register of members who are CYPs, including emergency contacts and an individual's allergies.
 - Ensuring there is safe and comfortable accommodation for any activities involving an overnight stay.
 - Ensuring proper nutrition/hydration is available/provided for CYPs during organised gliding activities (including down-time).
 - Banning and removing alcohol and non-prescription drugs from CYPs at any time (including down-time) when they are participating in an organised gliding event.
- 4.2 For any overnight camp at a club site, or other organised gliding event at an alternative location, where any members are CYPs, it is the responsibility of the gliding event organiser (who must be a named person) to ensure that the following standards are adhered to:
- At least one nominated CWO should be organised to be present, or readily contactable, to address any welfare concerns that may occur, whether raised by a CYP or others.
 - The CWO must confirm their availability to perform that function for any given organised event.
 - The name and contact details of the CWO will be circulated to both the CYPs and their parents, in advance of the event taking place.
- 4.3 If a club or event organiser cannot source a CWO from the local club where the event is taking place, it is GNZ's recommendation that they should find another club's CWO to stand in. Or they may contact the NWO to stand in as the named welfare contact person.

5 Scope of Powers

- 5.1 If a CWO or the NWO consider a welfare concern that comes to their attention is a matter requiring the NZ Police and/or another Government agency, it will be passed to the appropriate agency without undue delay.

- 5.2 Welfare Officers will always work with the individual who raised a welfare concern, to ensure that a case-specific resolution is achieved. This may include but is not limited to dispute resolution processes.
- 5.3 If the CWO holds serious or ongoing worries about a Welfare Concern, they must escalate the matter to the NWO. This may be either:
- on an informal basis, to seek guidance and direction to resolving the matter locally, or
 - on a formal basis, if they consider the matter may constitute a breach of GNZ's Code of Conduct or seriously compromise a CYP's welfare.
- 5.4. Where the responsible CWO and NWO consider that an individual may be in serious breach, the NWO may recommend that an individual be suspended from the GNZ and/or relevant Club membership in accordance with the GNZ Constitution, pending a fuller investigation. This is a temporary, precautionary measure, and must only be done with the approval of the President of GNZ, after receiving disclosure permission of any individual originally raising the welfare concern.
- 5.5 In the event of suspension, the NWO will be responsible for conducting a fuller investigation in which the individual concerned will have the right to be heard. One outcome may be the fixed-term, or permanent removal of that individual from the GNZ and/or relevant Club membership register, at the discretion of the GNZ Executive.
- 5.6 Prior to removal from the membership register, the individual will receive 20 working days' notice to respond. The NWO and President of GNZ will consider their response and advise the individual of their final decision, in line with natural justice considerations.

6 Privacy

- 6.1 Any individual raising a welfare concern will be informed, prior to disclosure, of all those who may be made aware of the concern raised, per the procedures in this AC. This must include mention that a Welfare Officer may have to report a welfare concern to the NZ Police and/or another Government agency.
- 6.2 Submitted forms will be stored securely, in an encrypted electronic file accessible only the NWO and the relevant CWO. After seven years, the forms may be deleted.
- 6.3 The individual raising the welfare concern has the right to contact the NWO and review or amend the form, prior to deletion.

7 Advisory Circular Review

- 7.1 To request reviews of this AC, refer to section 1-2, paragraph 8 of the MOAP.

APPENDIX A Gliding New Zealand Code of Conduct

Statement of Intent

Every Gliding New Zealand member understands that the future success of gliding in New Zealand relies on being safe and maintaining a good reputation.

Each member will therefore give courtesy and consideration to other members and enable all to operate within a culture of safety.

Gliding New Zealand as a sporting organisation has legal obligations in relation to harassment, discrimination, abuse and child protection. We also have moral obligations in relation to establishing standards of appropriate behaviour and in providing safe, respectful and appropriate sporting environments. As an aviation organisation we have specific safety obligations under the Civil Aviation Act 2023. We may also have general health and safety obligations under the Health and Safety at Work Act 2015. Obligations apply to anyone participating in gliding administration or operations in any capacity in New Zealand – not just to pilots.

The development and maintenance of a safety culture relies on everyone being able to trust one another, and for each person to show consideration and to have a duty of care for fellow participants.

To these ends every member agrees to show respect and understanding to other members' rights, safety and welfare (and the rights, safety and welfare of anyone interacting with the organisation) and conduct themselves in a way that reflects these principles.

CONSIDERATE & FAIR, RESPONSIBLE, TRUSTWORTHY & IMPARTIAL

- Gliding New Zealand is responsible for the technical administration and promotion of the sport of soaring and associated safe flying and airworthiness practices in New Zealand.
- All active members of local Gliding Clubs are affiliated to Gliding New Zealand.
- Whether we are volunteers (most members) or are contractors, we comply with this code of conduct and are accountable for acting with a spirit of service to all in the gliding community, meeting the same high standards of integrity and conduct in everything we do.
- As part of complying with this code, we, and Clubs in New Zealand must maintain policies and procedures that are consistent with it.

CONSIDERATE & FAIR

- strive to add to all members' enjoyment of the sport to treat everyone fairly and with respect
- put others' safety and welfare first, when raising concerns or stating points of view, focus on issues rather than personalities
- be 'professional' and responsive.

RESPONSIBLE

- act lawfully and objectively - in particular abiding the rules of the air and not putting ourselves or others in danger (whilst upholding the Gliding New Zealand constitution)
- contribute to a sporting environment free of discrimination, child abuse and harassment
- use Gliding New Zealand's resources carefully and only for intended purposes to treat information with care and use it only for proper and agreed purposes
- contribute as and where possible to the performance and efficiency of Gliding New Zealand.

TRUSTWORTHY

- be honest
- undertake any activities associated with the sport of gliding to the best of our abilities
- avoid any activities, work or non-work, that may harm the reputation of Gliding New Zealand
- bring to the attention of the Gliding New Zealand Executive any situation which is believed to constitute a hazard, so that adequate risk avoidance or mitigation can be applied.

IMPARTIAL

- carry out the functions of each of our roles within Gliding New Zealand, unaffected by our personal beliefs and relationships
- respect the authority of Civil Aviation Authority and its officers
- if providing advice to support Gliding New Zealand, ensure that advice is robust and unbiased.

APPENDIX B NWO & CWO Roles and Responsibilities

1. National Welfare Officer (NWO) – Role

- 1.1 The NWO is an individual appointed by the GNZ Executive.
- 1.2 The standard term is 2 years from the date of appointment by the Executive.
- 1.3 The NWO must provide a satisfactory Criminal History Check to the GNZ Executive prior to their appointment being confirmed. They must also complete training from an organization approved by the Executive.
- 1.4 The Executive may replace the NWO at any time.
- 1.5 The NWO may resign at any time, with 20 days' notice given to the Executive.
- 1.6 At any vacancy, the Executive will appoint a new NWO at the earliest opportunity.

2. NWO – Responsibilities

The NWO is responsible to the GNZ Executive for:

- Ensuring affiliated members are aware of their responsibilities in relation to the Code.
- Receiving and responding to Welfare Concern Forms submitted by an individual or CWO. If receiving a welfare concern directly from the individual, the NWO must fill out the form as soon as practicable. Any consultation with others must be disclosed to the individual raising the concern, in advance.
- Standing in if necessary for a CWO, if no local or alternative CWO is available as detailed in 4.3.
- Ensuring that all CWO's are aware of their responsibilities under this AC, are enrolled in appropriate training for the performance of the role and are NZ Police vetted.
- Making recommendations relating to this AC to the Executive at any time.
- Making efforts to attend GNZ Executive meetings when requested by the Executive.

3. Club Welfare Officer (CWO) – Role

- 3.1 The CWO is an individual appointed by the NWO on recommendation from a club.
- 3.2 The standard term is 2 years from commencement.
- 3.3 The NWO has the power to remove a CWO at any time.
- 3.4 A CWO may resign with 20 days' notice to the NWO.
- 3.5 At any vacancy, a club should recommend a new individual for appointment.
- 3.6 The CWO must provide a satisfactory Criminal History Check to the NWO prior to their appointment being confirmed. They must also complete training from an organization approved by the Executive
- 3.7 Each club should have at least one, but may have up to three CWOs.

4. CWO – Responsibilities

The CWO is responsible to the NWO for:

- Ensuring affiliated members within their clubs are aware of their responsibilities in relation to the Code.
- Receiving and responding to welfare concerns verbally, or in person, as soon as possible after the concern has been raised.
- Ensuring the Welfare Concern Form is used to record the details raised, and submitted, as soon as practicable after hearing a concern.
- Ensuring the relevant parents/whanau are advised where a welfare concern relating to a CYP has been raised.
- Ensuring a completed Welfare Concern Form is submitted to the NWO without undue delay.
- If submitting a Welfare Concern Form in their own right (i.e. as the CWO), ensuring the person concerned is informed. And, in the case of a CYP their parents/whanau are informed that such a concern is being submitted.
- CWO's may have additional responsibilities relating to CYP's, as listed in section 4 of this AC.

Note 1: If a welfare concern involves the NWO, the concern must be passed along to the President of GNZ after informing the individual raising the concern of such intentions.

Note 2: All welfare concerns raised with a CWO must be recorded and submitted on a Welfare Concern Form, irrespective of whether the matter is serious. The submission of Welfare Concern Form does NOT, per se, imply any wrongdoing. The information supplied on the Welfare Concern Forms should always be used to help facilitate and improve the way in which GNZ supports the CYPs participating in the sport of gliding.

APPENDIX C Criminal Record Check

Any person being considered for either the National Welfare Officer role, or one of the Club Welfare Officer roles, must first provide a satisfactory Criminal Record Check from the Ministry of Justice, as set out in this AC. It is at the discretion of the GNZ Executive as to whether the existence of any Criminal History shall prevent the appointment of a potential candidate into any of the Welfare Officer roles.

Potential appointees into Welfare Officer roles are responsible for supplying an up-to-date Criminal Record Check using the following web address: <https://www.justice.govt.nz/criminal-records/get-your-own/>

On receipt of the Criminal Record Check, the potential candidate will supply the letter provided to them from the Ministry of Justice, at the earliest opportunity to:

- 1) The National Welfare Officer, in the case of Club Welfare Officer appointments, or
- 2) The President of GNZ, in the case of a National Welfare Officer appointment.

The appointing officer shall advise the candidate of the outcome of their appointment process, as soon as possible thereafter.

APPENDIX D Gliding New Zealand Incorporated - Welfare Concern Form

This form is to be used for lodging a welfare concern as soon as it is raised. Welfare concerns mean anything breaching GNZ's Code of Conduct that falls outside the scope of the GNZ Accident / Incident Report (GNZ Form Ops 10).

Before hearing a concern, inform the individual(s) that their concern may be raised with the National Welfare Officer, the President of GNZ or appropriate Government agency.

Call 111 if danger is imminent.

Share this form with the National Welfare Officer within one working day.

REMEMBER, WHEN HANDLING THE DISCLOSURE OF A WELFARE CONCERN:

- Do not put off the moment.
- You may need to find a place of privacy.
- Respond briefly, slowly, and gently do not assume there is only one person involved, keep calm and reassure, do not ask leading questions or over question.
- Do not promise confidentiality.
- Inform the child what will happen next.
- All disclosures should be taken seriously and acted upon, even if they happened in the past
- It is not your role to investigate.
- All actions taken must be recorded on this form.

Guidelines on information to include:

- The reasons you are concerned.
- What you have heard, observed, or been told.
- What you have said.
- Who was present.
- Risk factors to the individual.
- Observations, not opinions.
- A timeline or known history of events relating to the individual or situation. Dates and times.
- If there are injuries or marks. If there is a child/young person, have you spoken to their parents/caregivers/whanau?
- If you have spoken to anyone else about your concern.
- What actions you have taken.
- If reporting your concern increases risk to the individual.

Insert Details of the Welfare Concern Form Below

Once complete, send it to the National Welfare Officer as soon as possible and no later than two working days.

Date concern raised:		Location/ Club		Gliding event	
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Person raising concern		CWO reporting concern	
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Details of concern raised, including date/time/location of when the concerning activity took place:

Witnesses, if any:

Record any immediate action taken by CWO:

Checklist before submitting:

Record of concerns confirmed by person raising them:	Signature:	Date:	Time:
Parents/Whanau advised by CWO	CWO initials:	Date:	Time:
CYP and parents/whanau informed who else is to be advised:	CWO initials:	Date:	Time:

Submitters details:	Name:	Signature:	Phone:
	Address or email:		

To be completed by NWO

Comments/follow up action taken including dates.

Investigation Report (continue further in space provided below if necessary)

Outcome advised to person raising concern (including parents/whanau if a CYP):

Signature of NWO:

Date:

Investigation report (continued)