



INVERLOCH WINDSURFING CLUB

Child Safe Policy

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Purpose

This policy was written to demonstrate the strong commitment of all members of the INVERLOCH WINDSURFING CLUB (**the Club**) to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

Application of this Policy

This policy was developed by the Club and in collaboration with volunteers and the children who use our services and their parents.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Administrators
- Coaches
- Officials
- Participants
- Parents

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.

Children's Rights to Safety and Participation

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

All children who participate in our club activities or events should feel safe. We listen to and act on any concerns children, or their parents, raise with us.

Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate staff from diverse cultural backgrounds.

Recruiting staff and volunteers

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Exercise due diligence in determining if the individual is properly suited to the club position.
- Require police checks and Working with Children Checks for relevant positions.
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

Supporting staff and volunteers

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

Reporting a child safety concern or complaint

The Club has appointed the President, Vice President, or Women's Representative with the responsibility of responding to any complaints made by staff, volunteers, parents or children. They can be contacted by email on president@inverlochwindsurf.org.au, vicepresident.inverloch@inverlochwindsurf.org.au, or womens.rep@inverlochwindsurf.org.au. Our specific child safety reporting process is outlined in the following flow chart (Appendix 1).

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.

Reviewing this policy

This policy will be reviewed every year and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the Club. Please see our website at http://inverlochwindsurf.org.au/who-we-are/child_safe/.

Appendix 1: CHILD SAFETY REPORTING PROCESS

Who can report?

Parent

Child

Staff member
or volunteer

What to report?

Any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of Code of Conduct
- environmental safety issues.

Call 000 if a child is in immediate danger

How?

Face-to-face verbal report, letter, email, telephone call, meeting

Who to?

The following individuals can be contacted by email:

President at president@inverlochwindsurf.org.au

Vice President at vicepresident.inverloch@inverlochwindsurf.org.au

Womens rep at womens.rep@inverlochwindsurf.org.au

as well as any official of the club

What happens next?

The Child Safety Person, manager or supervisor will:

- offer support to the child, the parents, the person who reports and the accused staff member or volunteer
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (when and as required)
- will comply with all legislative requirements, which may include the matter being reported to the police, and making the report as soon as possible

Outcome

Investigation; outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation when possible; policies, procedures updated