

Seacliff Community Recreation Association Incorporated

CHILD SAFE POLICY

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Approved by Board of Management of Seacliff Community Recreation Association Incorporated October 2010

Revised August 2014, November 2015, October 2017, October 2020, September 2021, November 2021, July 2023, August 2023
Review date August 2026

Member Group Chairpersons of Seacliff Community Recreation Association Incorporated, hereby sign their commitment to Child Safe Policy on 25th July 2023

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1. Purpose

This policy was written to demonstrate the strong commitment of the Seacliff Community Recreation Association Incorporated Board of Management as well as Member Groups, administrators, coaches, officials (umpires/referees/judges) and volunteers to child safety and establishing and maintaining child safe and child friendly environments.

This policy was developed by the Seacliff Community Recreation Association Incorporated Board of Management in collaboration with all our committee members, Member Groups, administrators, coaches, volunteers, participants, parents and carers who use our services.

2. Context

This policy reflects the Seacliff Community Recreation Association Incorporated commitment to provide a safe environment where every child and young person has the right to be treated with respect and is safe and protected from harm and risk of harm. (Seacliff Community Recreation Association Incorporated Constitution Section 4)

This policy must be read in conjunction with Seacliff Community Recreation Association Incorporated Member Protection Policy.

Seacliff Community Recreation Association Incorporated is committed to the safety and wellbeing of children and young people who participate in our Member Groups activities or use our services. We support the rights of the child and young person and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing and acknowledge the valuable contribution of our staff, volunteers and members and encourage their active participation in building and a secure and safe environment for all participants.

Seacliff Community Recreation Association Incorporated has lodged a compliance statement with the Department of Human Services to acknowledge that we are aware of our obligations to create and maintain a child safe environment according to the requirements of the *Children and Young People (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016*.

3. Scope

This policy, from the date of endorsement, applies to all committee members, Member Groups, administrators, coaches, officials (umpires/referees/judges), volunteers, participants, parents and carers and other individuals involved in the organisation.

4. Commitment to safety

All children and young people who visit Seacliff Community Recreation Association Incorporated have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services therefore the welfare of the children and young people in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children and young people are valued and feel safe.

5. Meaning of harm

Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission) including harm caused by sexual, physical, mental or emotional abuse or neglect.

6. Child Safe Officer

A Child Safe Officer is a person who can deliver advice and awareness within Seacliff Community Recreation Association Incorporated around developing a child safe environment. Child Safe Officers complete training to support them in this role and this training is updated every three (3) years. Training is through a recognised training provider and documented.

As a first point of contact to children and young people, parents and volunteers for advice and support regarding the safety and well-being of children and young people in our organisation, contact any Seacliff Community Recreation Association Incorporated Board of Management member or our appointed Child Safe Officer. Names and contact details are located on the Seacliff Community Recreation Association Incorporated Notice Board and social media posts identify each Child Safe Officer.

7. Children's participation

Seacliff Community Recreation Association Incorporated encourages children and young people to express their views, and make suggestions, especially on matters that directly affect themselves.

We actively encourage children and young people who use our services to 'have a say' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices. (Seacliff Community Recreation Association Incorporated Constitution Section 4-5).

Children and Young People are encouraged to join Member Group Committees, provide feedback using our feedback forms available in the foyer area, provide feedback on our website, <https://www.seacliffrec.org.au/about-us/feedback/> and this is advertised regularly on social media. Posters are displayed encouraging children and young people (and their carers) to report any concerns or provide feedback.

We inform children and young people what they can do if they feel unsafe. We listen to and act on any concerns children and young people, or their parents raise with us.

8. Recruitment practices

Seacliff Community Recreation Association Incorporated and Member Groups will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children and young people especially those in positions that involve contact with children and young people. This may be achieved using a range of screening measures for example signed declarations, referee checks and other background checks. Position Descriptions are available from Member Groups. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children and young people. Seacliff Community Recreation Association Incorporated and Member Groups will ensure that Working with Children Checks are conducted for all employees and volunteers over the age of 14 year regardless of their involvement with children and young people at SCRA in accordance with the *Child Safety (Prohibited Persons) Act 2016*. An 'Employee Volunteer Handbook', Volunteer Membership Form, Employee Membership Form,

contract, Member Protection Declaration and an Induction form in addition to all screening obligations are completed as necessary by Member Groups.

9. Code of Conduct

All members are made aware of, and must abide by the committee members, Member Groups, administrators, coaches, volunteers Code of Conduct.

The Code of Conduct was developed by our Board of Management in collaboration with all our volunteers including leaders, coaches, administrators, Member Group committees and helpers, the children and young people who use our services, their parents and guardians.

10. Support for employees and volunteers

Seacliff Community Recreation Association Incorporated seeks to attract and retain the best volunteers and employees by providing support, supervision and training so they feel valued, respected and fairly treated.

We ensure that our volunteers and employees who work with children and young people have ongoing supervision, support and training so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment. Child Safe Officers complete training to support them in this role and this training is updated every three (3) years. Training is through a recognised training provider and documented.

An induction for all new employees, volunteers and committee members includes access to all policies and procedures including maintaining a child safe environment. Our policies and procedures are accessible in forms that are easy to understand, and reviews are communicated to all committees. All committees are aware of their responsibility to forward the relevant information on to their members. Information regarding mandatory notification is on display next to our telephone in the kitchen and displayed on Seacliff Community Recreation Association Incorporated Notice Board. All policies and procedures are available on our website <https://www.seacliffrec.org.au/policies/>

11. Procedure for handling suspicions of a child or young person at risk

We will treat any suspicion of a child or young person at harm or risk of harm promptly, seriously and with a high degree of sensitivity.

A child or young person at risk is defined in the Children and Young People (Safety) Act 2017

All people working within Seacliff Community Recreation Association Incorporated in a paid or unpaid (voluntary) capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Forming a suspicion

If a child or young person raises with you an allegation of harm or risk of harm or tells you of a situation that places a child or young person at risk that relates to them or to another child or young person, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child or young person has told you.	Do not challenge or undermine the child or young person.
Reassure the child or young person that what has occurred is not his or her fault.	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Additionally, during the course of providing activities and services of behalf of Seacliff Community Recreation Association Incorporated employees and volunteers may observe actions and behaviours that cause them concern over the safety and wellbeing of a child or young person.

Step 2: Report the suspicion

- Immediately report any suspicion of a child or young person being harmed or at risk of harm, to SAPOL on 000 (if child or young person is in imminent danger of harm) and/or the Child Abuse Report Line (CARL) on 131478. You may need to make a report to both.
- If there is a suspicion of child sexual abuse, then you must call the Police. Failure to report sexual abuse or protect a child from sexual abuse is a crime.
- Contact the CARL for advice if there is any doubt about whether your suspicion should be reported.
- If the suspicion involves a person to whom this policy applies, then also report the circumstances to the Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated so that he or she can manage the situation or refer it as may be required, to a Child Safe Officer.

Step 3: Protect the child or young person and manage the situation

- The Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated will assess the immediate risks to the child and take interim steps to ensure the child or young person's safety and the safety of any other children or young people. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children or young people, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee.
- The Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated will consider what services may be most appropriate to support the child or young person and his or her parent/s.

- The Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated will consider what support services may be appropriate for the alleged offender.
- The Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated will seek to put in place measures to protect the child or young person and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- Different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by SAPOL)
 - a child protection investigation (conducted by the Department for Child Protection)
- Member Groups own affiliated state body association will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in *[Clause 10]* of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take. We will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information or disciplinary or misconduct information.

Contact details for advice or to report suspicions of a child or young person at risk

South Australia Police Non-urgent police assistance Ph: 131 444 www.police.sa.gov.au	Department for Child Protection www.childprotection.sa.gov.au/reporting-child-abuse Ph: 131 478
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12. Strategies to minimise risk

- Transportation of athletes (refer SCRA Member Protection Policy item 7.3)
- Recruitment procedures – Criminal History Assessments, Member Protection Declarations & Statutory Declarations (if required) (refer SCRA Child Safe Policy item 8)
- Taking images/photographs of children (refer SCRA Member Protection Policy item 7.4)
- Child Safe Officer (refer SCRA Child Safe Policy item 6)
- Complaints procedures (refer SCRA Member Protection Policy item 10)
- Risk Management Strategies (refer SCRA Risk Management Plan)

- Responsibilities of coaches, committees, parents & athletes (refer SCRA Member Protection Policy item 6)
- Procedure for breaches of policy (refer SCRA Member Protection Policy item 10.4)
- Training of coaches and other members (refer SCRA Child Safe Policy item 10)
- Protecting privacy and confidentiality (refer SCRA Privacy Policy)
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence (refer SCRA Child Safe Policy item 11)
- Equipment maintenance (refer SCRA Risk Management Plan)

Related policies and procedures

- Codes of Conduct Policy Refer www.seacliffrec.org.au for policy
- Codes of Behaviour Policy Refer www.seacliffrec.org.au for policy
- Seacliff Community Recreation Association Incorporated Constitution Refer www.seacliffrec.org.au
- Mandatory reporting procedures (currently displayed on Seacliff Community Recreation Association Incorporated notice boards and near telephone) Refer *sample Mandated Notification attachment 1*
- Risk Management Refer www.seacliffrec.org.au

13. Harassment/bullying/discrimination

Seacliff Community Recreation Association Incorporated opposes all forms of harassment, discrimination and bullying. (Seacliff Community Recreation Association Incorporated Constitution Section 4-5).

We take this issue seriously and encourage anyone who believes that they, or another person, that has been harassed, discriminated against or bullied to raise this issue with a member of the Board of Management or our Child Safe Officer.

14. Communication

Seacliff Community Recreation Association Incorporated will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy. All policy reviews are communicated to all Member Group Committees and an induction for all new employees, volunteers and committee members includes access to all policies and procedure including maintaining a Child Safe Policy.

A copy of the Seacliff Community Recreation Association Incorporated Child Safe Policy will be permanently on display on the Seacliff Community Recreation Association Incorporated Notice Board. Posters are displayed explaining our commitment to maintaining a child safe environment and information is shared on social media.

Mandated Notification

Under section 31 of the *Children and Young and People (Safety) Act 2017*, certain people are **obliged by law** to notify the Child Abuse Report Line (CARL) if they suspect on reasonable grounds that a child or young person is at risk or may be at risk of harm and the **suspicion is formed in the course of the person's work** (whether paid or voluntary) or in carrying out official duties

The identity of any person making a report to the Department for Child Protection ('the Department') via CARL is protected by the Act

In South Australia, anyone under the age of 18 is classified as a "child or young person"

The person must notify the Child Abuse Report Line of the suspicion as soon as practicable after they form that suspicion

Please refer to the SCRA Child Safe Policy for further details

**Child Abuse Report Line
(CARL) 13 14 78**