

## Child Safe Standards

### CHILD SAFE POLICY

<b>Date created:</b>	1 July 2022					
<b>Audience:</b>	Activities provided by the Hawthorn Community & Youth Club (HCYC)					
<b>Version:</b>	2022:1					
<b>Purpose of Document:</b>	To provide protection and safety of children in our care at HCYC and to prevent abuse from occurring and in the event that allegations are raised in relation to child abuse to ensure that the allegations are properly addressed.					
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• Read and understand.</li> <li>• Ensure managers, coaches, volunteers read and understand</li> <li>• Ensure that parents acknowledge that they have read and understand this guide</li> </ul>					
<b>Review:</b>	1 July 2023					
<b>Contact:</b>	Hawthorn Community & Youth Club, Iolanda Coffa (Secretary) <a href="mailto:secretary.hcyc@gmail.com">secretary.hcyc@gmail.com</a>					
<b>Contents:</b>	<table border="1"> <thead> <tr> <th>Document(s)</th> <th>Page</th> </tr> </thead> <tbody> <tr> <td>Child Safe Policy</td> <td>2</td> </tr> </tbody> </table>	Document(s)	Page	Child Safe Policy	2	
Document(s)	Page					
Child Safe Policy	2					
<b>Other relevant resources (see website)</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for dealing with Children &amp; Young People</li> </ul>					

## 1. INTRODUCTION

- 1.1. Hawthorn Community & Youth Club (known from here on as HCYC) is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. HCYC supports and respects children, young people, staff, volunteers, and participants.
- 1.2. The aim of HCYC Child Safe Policy (the Policy) is to protect the safety of children in our care and prevent abuse from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.
- 1.3. Should a person wish to make any enquiries in relation to this Policy, please contact the Secretary, Iolanda Coffa at [secretary.hcyc@gmail.com](mailto:secretary.hcyc@gmail.com)

## 2. POLICY STATEMENT

- 2.1. HCYC is committed to providing the highest level of safety for all involved with activities run at all its venues. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the HCYC activities while acting in the best interests of children in the sport.
- 2.2. Specifically, HCYC considers that the health, safety, and well-being of children take priority over all other competing considerations. HCYC considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport, HCYC, and its members.
- 2.3. HCYC has a zero-tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability, or sexual orientation etc.
- 2.4. Child protection is a shared responsibility between HCYC, its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers, and members of the HCYC community. Everyone who participates in HCYC activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.5. HCYC supports the active participation of all children. HCYC listens to and respects their views, and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety).
- 2.6. HCYC is also committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.
- 2.7. HCYC promotes fairness and consideration for all staff, volunteers, and participants. For further details please refer to the HCYC Member Protection Policy (as provided by Australian Calisthenics Federation).

## 3. SCOPE

- 3.1. This Policy applies to everyone involved in or connected to activities run at HCYC facilities, including (but not limited to) participants, parents, spectators, contractors, officials, coaches, judges and staff throughout all HCYC events and activities.
- 3.2. This Policy will continue to apply retrospectively to a person or member following the cessation of their association or employment with HCYC.

## 4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

4.1. This Policy must be read in conjunction with:

- 4.1.1.1. The laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:
- 4.1.1.2. Children, Youth and Families Act 2005 (Vic)
- 4.1.1.3. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
- 4.1.1.4. Crimes Act 1958 (Vic); and
- 4.1.1.5. Working with Children Act 2005 (Vic)

4.2. HCYC policies and procedures, including but not limited to:

- 4.2.1.1. Privacy policy.
- 4.2.1.2. HCYC Constitution.
- 4.2.1.3. Codes of behaviour.
- 4.2.1.4. Code of conduct.
- 4.2.1.5. HCYC Member Protection Policy.
- 4.2.1.6. Grievance and Discipline procedures.
- 4.2.1.7. Image use policy.
- 4.2.1.8. eSafety guide.
- 4.2.1.9. Child safe guide for teens.
- 4.2.1.10. Child safe guide for parents.
- 4.2.1.11. Guide for physical contact when working with children.

- 4.2.1.12. Guide for communication when working with children, and;
- 4.2.1.13. Guide to responding to and reporting child safe concerns.

## 5. DEFINITIONS

- 5.1. **Child** means a person involved in activities at HCYC and under the age of 18 years unless otherwise stated under the law applicable to the child (eg, for the purposes of child sexual offences in Victoria, a “child” refers to a person under the age of 16 years).
- 5.2. **Child Abuse** is the mistreatment of a Child or Young Person that has Harmed, is Harming or is likely to Harm or endanger that Child or Young Person’s physical or emotional health, development or wellbeing and the Child has not, or is not likely to be protected by the parent(s) or guardian(s). For the avoidance of doubt, this includes but is not limited to emotional or psychological abuse, bullying, grooming, sexual exploitation, neglect, and harassment.
- 5.3. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from Harm.
- 5.4. **Grooming** is a term used to describe what happens when a perpetrator of Abuse builds a relationship with a Child with a view to abusing them at some stage. There is no set pattern in relation to the Grooming of Children. For some perpetrators, there will be a lengthy period of time before the Abuse begins. The Child may be given special attention and what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a Child in and abuse them relatively quickly. Some abusers do not groom Children but Abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports, and religious activities, or in internet chatrooms, in social media or by other technological channels.
- 5.5. **Harm** means harm to a person, or a child is any detrimental effect of a significant nature to the person or child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:
  - Physical, psychological, or emotional abuse or neglect.
  - Sexual abuse or exploitation.
  - a single act, omission, or circumstance; and
  - a series or combination of acts, omissions, or circumstances.

- 5.6. **Sexual offence** (in Victoria) means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child under the age of 16 years to or involves a child under the age of 16 years in, sexual activity or matters beyond his or her understanding or contrary to accepted community standards. Sexually offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger, or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child under the age of 16 years (or their carer, family, or supervisor) to lower their inhibitions and prepare them for engagement in a sexual offence.
- 5.7. **Mandatory reporter** means a person who is legally required to make a report to the Department of Health and Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes (but is not limited to) teachers, principals, registered psychologists, nurses, doctors, and midwives.

## 6. RECOGNISING AND REPORTING CHILD ABUSE

- 6.1. A person may, in the course of participating in the sport or other activities of HCYC or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.
- 6.2. If a person is concerned about an immediate risk to a child's safety, the person must phone Victoria Police on "000" as soon as practicable.
- 6.3. Specific types of **Child abuse** include:
- 6.3.1. **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of a physical injury, such as a non-accidental physical injury.
  - 6.3.2. **Sexual abuse:** occurs when a child has suffered, or is likely to suffer, significant Harm as a result of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.
  - 6.3.3. **Emotional and psychological abuse:** occurs when a child has suffered, or is likely to suffer, emotional or psychological Harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and
  - 6.3.4. **Neglect:** occurs when a child's physical development or health has been or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

## 6.4. Mandatory Reporters

6.4.1. Select classes of people in the community (including teachers, nurses, and doctors – amongst others) are required by law to report to the Child Protection Unit of the Department of Health and Human Services (DHHS) where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.

6.4.2. This report must be made as soon as practicable, and after each occasion where he or she becomes aware of a further reasonable ground for the belief.

## 6.5. Reasonable grounds for belief

6.5.1. A reasonable belief is formed if a reasonable person believes that:

- 6.5.1.1. the child is in need of protection.
- 6.5.1.2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and
- 6.5.1.3. the child's parents are unable or unwilling to protect the child.

6.5.2. To form a reasonable belief, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

6.5.3. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation.

6.5.4. You will have reasonable grounds to notify if:

- 6.5.4.1. a child states that they have been physically or sexually abused.
- 6.5.4.2. a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves).
- 6.5.4.3. someone who knows a child states that the child has been physically or sexually abused.
- 6.5.4.4. professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; or
- 6.5.4.5. signs of abuse lead to a belief that the child has been physically or sexually abused.

## 6.6. Voluntary Reporters

6.6.1. In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child is in need of protection from any form of child abuse, *may* disclose that information to the Police, DHHS or the Commissioner for Children & Young People (CCYP).

## 6.7. Reporting Child Sexual Abuse

6.7.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of imprisonment.

## 6.8. HCYC Approach to Reports of Abuse

6.8.1. HCYC supports and encourages a person to make a report to the Police, CCYP or DHHS if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.

6.8.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or voluntary) will be supported by HCYC and will not be penalised by HCYC for making the report.

6.8.3. If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the HCYC Secretary or their section manager, Safety Officer or HCYC MPIO/Grievance Officer for guidance and information. If in doubt, ask for assistance.

6.8.4. If an allegation is made against a member of staff or volunteer, HCYC will follow the reporting procedure outlined in reporting guide (listed on the website) and take all steps to ensure that the safety of the child and other children is paramount.

6.8.5. HCYC will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential and sensitive manner to the greatest extent possible.

6.8.6. HCYC will cooperate with the directions of the Police, CCYP and/or DHHS in relation to any investigation conducted by these authorities.

6.8.7. HCYC will keep a register of any allegations regarding inappropriate conduct.

## 7. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN

- 7.1. Personnel involved in protecting children include the management, coaches, and volunteers within the organisation. Those people have responsibilities in relation to protection of children and are expected to:
  - 7.1.1. understand the rights of children, as appropriate to their role.
  - 7.1.2. respect the cultural and religious practices of families who access HCYC services, programs, or events.
  - 7.1.3. understand and appropriately respond to the needs of children with developmental delays or disabilities.
  - 7.1.4. appropriately act on any concerns raised by children.
  - 7.1.5. understand the definitions, indicators, and impact of child abuse.
  - 7.1.6. at all times, know and follow regulations in relation to the care of children and follow the Child Safety - Code of Conduct for dealing with Children.
  - 7.1.7. co-operate with police and/or other formal investigations to the best of their ability; and
  - 7.1.8. not harm or exploit children who access HCYC services.
- 7.2. HCYC has appointed a Child Safety Officer – Iolanda Coffa, that will be the primary point of contact for all concerns related to child safety.

## 8. RECRUITMENT AND SCREENING

- 8.1. The minimum standard for background checks of employees, contractors and volunteers of HCYC and its members is the law as it applies in Victoria.
- 8.2. HCYC undertakes a comprehensive recruitment and screening process for all staff, contractors and volunteers which aims to:
  - 8.2.1. promote and protect the safety of all children who participate in the activities of HCYC.
  - 8.2.2. identify and recruit the safest and most suitable candidates who share HCYC values and commitment to protect children; and
  - 8.2.3. prevent a person from working at HCYC if they pose an unacceptable risk to children.
- 8.3. HCYC requires coaches, contractors, and volunteers to pass the recruitment and screening process prior to commencing their engagement with HCYC.



- 8.4. As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g. WWCC or other state equivalent and/or Police check) to show that they are suitable to work with children and young people in a recreational setting. HCYC requires that:
  - 8.4.1. all HCYC coaches require a WWCC; and
  - 8.4.2. the following key event personnel must have a valid WWCC:
    - 8.4.2.1. those paid by HCYC for their services (excluding bump in and bump out).
    - 8.4.2.2. volunteers with regular roles in HCYC.
    - 8.4.2.3. relevant contractors who may have unsupervised access to children; and
    - 8.4.2.4. anyone else who HCYC staff feel requires a WWCC due to the nature of the work that they are undertaking for HCYC.
- 8.5. The type of evidence that an applicant is required to provide to HCYC will vary depending on the type of position that they are applying for. However, an applicant will not be offered a position until they provide the required evidence to HCYC.
- 8.6. HCYC will exercise discretion and may require applicants to provide a Police check in accordance with the law and as appropriate before they commence their engagement and during their time with HCYC in regular intervals.
- 8.7. HCYC will undertake at least two thorough reference checks prior to engaging any personnel.
- 8.8. Once engaged, HCYC will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.
- 8.9. HCYC requires all staff and volunteers (including coaches and any officials) likely to have contact with participants (and other children) have a current WWCC, which needs to be signed off annually as part of the affiliation process. Those who do not comply with their legal obligations will be found to have not complied with the HCYC affiliation requirements and will be disaffiliated.
- 8.10. HCYC requires all affiliated club personnel including owners, Volunteers, Coaches, and anyone else who has contact with children to possess a valid working with children check. Any costs associated with gaining a valid WWCC will be dealt with in a manner determined by that club.

## 9. SUPPORTING PERSONNEL

9.1. HCYC is committed to ensuring that all Coaches, volunteers, and contractors receive training to ensure that they understand their responsibilities in relation to child safety. Mandatory training at HCYC includes:

9.1.1. Induction Play by the Rules Training – Child Protection and Safeguarding,

9.1.2. Child Safeguarding in sport induction, risk management training, cultural awareness training.

9.2. HCYC assists its coaches, contractors, and volunteers to incorporate child safety considerations into decision-making and to promote a culturally safe environment where children are empowered to speak up about issues that affect them.

## 10. RISK MANAGEMENT APPROACH

10.1. Child safety is a part of HCYC' overall risk management approach.

10.2. See [CCYP Guide for Creating a Child Safe Organisation](#).

## 11. POLICY BREACHES

11.1. It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to expulsion or suspension from the Club.

## 12. POLICY PROMOTION

12.1. This policy will be made available to all members via the handbook and is located on the website.

12.2. This policy will be communicated to all Coaches, Volunteers, & Parents via the Club newsletter and the handbook.

12.3. References to this policy will be included in documentation provided to all team officials that represent HCYC.

## 13. RECORD KEEPING

13.1. HCYC will retain records of reports of child abuse and complaints about child safety.

13.2. In maintaining records of reports about child safety, HCYC will maintain confidentiality and privacy for children and families in accordance with legislation.

13.3. HCYC will appropriately note identified risks to child safety through the record keeping process and will incorporate those into its risk management plan.

## 14. REVIEW PROCESS

- 14.1. This policy will be reviewed by the HCYC Secretary and the committee on an annual basis or earlier if required.
  - 14.2. If you would like to provide HCYC with any feedback or suggestions to improve this policy, please contact Iolanda Coffa - HCYC [secretary.hcyc@gmail.com](mailto:secretary.hcyc@gmail.com)
  - 14.3. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.
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