
CHILD SAFE, CHILD FRIENDLY POLICY

PURPOSE

Rooty Hill RSL Club Limited (**West HQ/Company**) is committed to taking reasonable steps to ensure persons working with children are suitable for child-related employment. It is an important part of the West HQ recruitment process to prevent unsuitable people from being employed or acting as a chaperone in child-related employment and activities.

SCOPE

The West HQ Child Safe, Child Friendly Policy applies to all persons working or seeking to work in child-related employment for and on behalf of the Company whether at its premises or elsewhere. This includes all officers, workers, contractors, volunteers, work experience placements, apprentices, trainees and other authorised workers (**Workers**), whose employment or engagement primarily involves direct contact with children, where that contact is not directly supervised by a person having the capacity to direct the person in the course of employment.

APPLICATION

West HQ aims to minimise the risk of abuse to children and young adults through ensuring all Workers have obtained the working with children check. The check is a screening mechanism to reduce the likelihood that unsuitable people work in child-related employment.

Under the *Child Protection (Working with Children) Act 2012* it is mandatory for any person working in, or seeking to work in child-related employment, to declare that they are not a prohibited person (ie. they are not a person who has been convicted of a serious sex offence or child-related personal violence offence).

Child related work includes:

- work for clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature) that involves providing programs or services primarily for children.
- work as a coach or as a team manager, or an assistant coach or assistant team manager, for a sport or activity for children.
- work in education and care services, child care centres, nanny services and other baby sitting or child minding services arranged on a commercial basis.
- an approved manager and certified supervisor of a care service.

However, the work is not child-related work if the work is work as a referee, umpire, lines-person or otherwise as a sporting official or a grounds-person, and the work **does not** ordinarily involve contact with children for extended periods without other adults being present.

West HQ will:

- (i) ensure that each Worker performing child related work obtains and maintains a clearance under the *Child Protection (Working with Children) Act 2012*; and

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- (ii) maintain an electronic register that sets out each Worker (including Chaperones) by their full name, date of birth, WWC number, verification date, verification outcome, expiry date and whether the Worker is in paid or volunteer work.
 - (iii) ensure that all Worker's are provided with appropriate and adequate training in relation to child protection; and
 - (iv) undertake regular audits and reviews in relation to all operating systems and practices under this Policy to ensure compliance with the legislation and guidelines of the Office of Children's Guardian (or other nominated authority).

Any Worker that is classified as barred, interim barred or not found will be immediately removed from child-related work and may be summarily dismissed or suspended (pending the outcome of any appeal).

PHYSICAL CONTACT

Physical contact initiated by a Worker may be required from time to time to assist in the safe and effective coaching or the execution of an activity. Immediate contact may only be initiated when:

- (i) in a location that is within clear sight lines of a parent, guardian or responsible person, or in an open and accessible space;
- (ii) only in a manner that assists in the safe and effective execution of an activity; or
- (iii) when immediate delivery of first aid and/or emergency response is required.

A Worker must not initiate physical contact in a closed door or private environment (except in the case of first aid and emergency response).

To keep children safe and protect them from risk the Worker will observe the Guidelines for Working with Children developed by Play by the Rules.

CONTACT

Under no circumstances is a Worker to make contact with a child, or their parents, guardian or responsible person in an unmoderated environment or via social media.

The use of social media, personal telephones and other such methods of communication are not permitted.

COMPLAINTS AND REPORTING

Any Worker that knows or reasonably suspects that a child or young person has been the victim of abuse, bullying, harassment or discrimination by another client or Worker is to immediately report it to the General Manager Human Resources.

The General Manager Human Resources will report the allegation to the Child Protection Officer within 24 hours of notification. These persons will immediately commence an investigation into the complaint to determine the appropriate action.

In the event that the investigation reveals that the complaint/alleged incident is serious and requires further detailed investigation the Police will be contacted.

All allegations of abuse (including bullying, harassment and/or discrimination) against a child or children will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons will be respected.

STATEMENT OF COMMITMENT

West HQ provides an open, welcoming safe environment for everyone participating in our programs and activities. We provide high quality programs for children that are safe and welcoming for them.

We seek advice and guidance from children, parents (guardians and responsible persons) and colleagues so these standards are maintained.

Management will:

- be responsible for the overall welfare and wellbeing of Workers;
- be accountable for managing and maintaining a duty of care towards Workers; and
- provide information and support to all Workers, children, young people and their families regarding child protection matters.

Workers will:

- maintain a duty of care towards others;
- be a positive role model for children and young people in all their dealings with them;
- establish and maintain a child safe environment for children and young people;
- be fair, considerate and honest with others;
- treat children and young people with respect, listen to and value their ideas and opinions and protect their wellbeing;
- abide by this Policy;
- be professional in their actions through the use of their language, presentation, manner and punctuality;
- resolve conflicts fairly and promptly and report and act on any breaches of these standards of behaviour through established procedures;
- maintain strict impartiality;
- comply with any specific Company policies or guidelines in relation to physical contact with children and young people;
- respect the privacy of children and young people (and their families) and not to disclose information to any people other than Management; and
- notify the Coach, General Manager Fitness Sport & Recreation or Human Resources (as appropriate) as soon as practicable if there is a reasonable suspicion that a child or young person has been or is being abused or neglected.
- Maintain professional boundaries with members, clients, parents of children in programs, staff and other persons indicated within the scope of this policy at all times.

Some examples of breaches are:

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- intimidating, victimising or acting aggressively towards children, members, Workers, customers or others (including stand over tactics, physical violence, swearing, verbal or written threats of harm, antagonism, exclusion or ostracisation and hazing or the like);
 - the development of 'special' relationships with children that could be seen as favouritism such as offering gifts or special treatment;
 - doing things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes;
 - not reporting inappropriate behaviours or actions of Workers, Customers and Visitors that are a breach of this Policy;
 - discrimination on the basis of age, gender, race, culture, vulnerability or sexuality.

I understand and acknowledge the requirements of this Child Safety Child Friendly Policy and the Guidelines for Working with Children and agree to abide by them at all times.

Print Name: _____ Date: _____

Signature: _____

Related Policies and Documents

Chaperone Policy
Guidelines for Working with Children
Child Protection (Working with Children) Act 2012 [including amendments, variations and regulations]