



# West Coast Swimming Club

## West Coast Swimming Club Child Safe Policy

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# West Coast Swimming Club

## 1. Purpose

This policy was written to demonstrate the strong commitment of the management, employees and volunteers of West Coast Swimming Club to child safety and establishing and maintaining child safe and child friendly environments.

## 2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from abuse. It complies with our obligations under the Children & Young Person's Safety Act 2017, including:

- Child Safe Environments and criminal history assessments for people working with children; and
- Mandatory reporting

It also complies with the Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive of Department for Child Protection.

## 3. Scope

This policy, from the date of endorsement, applies to all employees, volunteers, children, parents, carers and other individuals involved in the organisation.

## 4. Commitment to child safety (include risk management)

All children who come to West Coast Swimming Club 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 and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed two child safety officers (one male and one female) as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our organisation. This policy was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

## 5. Children's participation

West Coast Swimming Club employees, members and volunteers encourage children to express their views, and make suggestions, especially on matters that directly affect children. We actively encourage children 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.

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



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## 6. Recruitment practices

West Coast Swimming Club takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers.

We interview and conduct referee checks on all employees.

We conduct criminal history assessment for people working with children, as set out in Children and Young Person's Safety Act 2017. We ensure that criminal history information is dealt with in accordance with the standards developed by the Chief Executive of the Department for Child Protection

## 7. Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

## 8. Support for employees and volunteers

West Coast Swimming Club seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that volunteers and employees who work with children 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.

## 9. Reporting and responding to suspected child abuse and neglect

West Coast Swimming Club will not tolerate incidents of child abuse. All employees and volunteers understand their obligation to notify the **Crisis Response Unit** on **13 14 78** as soon as practicable if they have a suspicion that a child has been, or is being, abused or neglected.

We ensure that employees and volunteers are aware of how to make reports of abuse or neglect. We also provide opportunities for employees and volunteers to complete online or face to face mandatory reporting training.

Employees and volunteers must also report to management any suspicion that a child has been, or is being, abused or neglected by another member, employee, or volunteer. West Coast Swimming Club may resolve to take protective action to keep the child and others safe.

## 10. Strategies to minimise risk

Policies and procedures may address (but are not limited to):

- ✓ Transportation of children
- ✓ Taking images of children



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- ✓ Supervision of children
- ✓ Child safety officer
- ✓ Complaints procedures
- ✓ Physical contact
- ✓ Responsibilities
- ✓ Procedure for breaches of policy
- ✓ Social media policies
- ✓ Protecting privacy and confidentiality
- ✓ Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence

## 11. Harassment/bullying

West Coast Swimming Club opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with management.

## 12. Communication

West Coast Swimming Club will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy. A copy will be made available on the club's website. A copy of the Child Safe Policy will be emailed to all members within the first month of each swimming season, once annual membership renewals have been processed.

## 13. Related policies and procedures

- ✓ Code of conduct
- ✓ Any relevant policies or procedures that West Coast Swimming Club has developed to protect children, including:
- ✓ Policy and procedure for dealing with members charged with, or under investigation for, a serious criminal offence
- ✓ Staff and volunteer recruitment procedures, including those relating to conducting criminal history assessments
- ✓ Mandatory reporting procedures (including where a suspicion is reported to West Coast Swimming Club)
- ✓ Risk management strategy
- ✓ Any other policies/procedures that aim to manage risks and protection of children
- ✓ Swimming SA's Child Safety Policy Guidelines
- ✓ Swimming Australia's Child Safety Policy Guidelines

Approved By	Date	Review Date
Kelly White Club President	Implemented November 2014	October 2018