



## Child Safe Standards - CHILD SAFE POLICY

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<b>Purpose of Document:</b>	To demonstrate our commitment to child safety, this document identifies how we will meet our duty of care and responsibilities to the children in our care.
<b>Actions:</b>	<ul style="list-style-type: none"><li>• Read and understand.</li><li>• Ask and ensure that Parents acknowledge that they have read and understand this guide</li><li>• Encourage others to read and understand</li></ul>
<b>Review:</b>	12 months
<b>Traralgon Swimming Club Contact:</b>	Emily Couling CSS@traralgonswimming.org.au
<b>Contents:</b>	<b>Document(s)</b> Child Safe Policy
<b>Other relevant resources</b> <a href="http://www.traralgonswimming.org.au">www.traralgonswimming.org.au</a>	<ul style="list-style-type: none"><li>• Code of Conduct for dealing with Children &amp; Young People</li><li>• Child Safe Policy</li><li>• Guide for Parents and Guardians</li><li>• Guide for Teens</li><li>• Guidance to deal with Child Safe Concerns</li><li>• Tips and Scripts for Complaint Management</li><li>• Form – Confidential Record of Child Safe Concern</li></ul>



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### CHILD SAFE POLICY

#### INTRODUCTION

1. Traralgon Swimming Club is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. Traralgon Swimming Club supports and respects children, young people, staff, volunteers and participants.
2. The aim of Traralgon Swimming Club's 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.
3. Should a person wish to make any enquiries in relation to this Policy, please contact the Traralgon Swimming Club Representative, Madeline Balcombe [CSS@traralgonswimming.org.au](mailto:CSS@traralgonswimming.org.au)

#### POLICY STATEMENT

1. The Traralgon Swimming Club is committed to providing the highest level of safety for all involved with Swimming. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the Traralgon Swimming Club's activities while acting in the best interests of children in the sport.
2. Specifically, the Traralgon Swimming Club considers that the health, safety and well-being of children take priority over all other competing considerations. The Traralgon Swimming Club considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport, Traralgon Swimming Club and its members.
3. Traralgon Swimming Club has a zero tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest



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extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability or sexual orientation etc.

4. Child protection is a shared responsibility between Traralgon Swimming Club, its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of the Traralgon Swimming Club community. Everyone that participates in Traralgon Swimming Club's activities is responsible for the care and protection of children, and reporting information about child abuse.
  
5. Traralgon Swimming Club supports the active participation of all children. It listens to their views, respects their views and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety). Some of the ways in which swimming empowers children are:
  - Leadership roles
  - Swimmer consultation group
  - Goal setting and support
  
6. Traralgon Swimming Club 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.
  
7. Traralgon Swimming Club promotes fairness and consideration for all staff, volunteers and participants. For further details please refer to the Traralgon Swimming Club Member Protection Policy.

## SCOPE

1. This Policy applies to everyone involved in or connected to swimming, including (but not limited to) participants, parents, spectators, contractors, officials, coaches and staff throughout all Traralgon Swimming Club events and activities.
2. This Policy will continue to apply retrospectively to a person or Member following the cessation of their association or employment with Traralgon Swimming Club.



## RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

1. This Policy must be read in conjunction with:
  2. the laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:
  3. Children, Youth and Families Act 2005 (Vic)
  4. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
  5. Crimes Act 1958 (Vic); and
  6. Working with Children Act 2005 (Vic)
  7. Traralgon Swimming Club policies and procedures, including but not limited to:
    - Constitution;
    - Codes of behaviour
    - Grievance and Discipline procedures; and
    - Social Media Policy

## DEFINITIONS

1. **Child** means a person involved in the activities of Traralgon Swimming Club (including athletes) 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).
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.



3. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from Harm.

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. **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.

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.



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

1. A person may, in the course of participating in the sport or other activities of Traralgon Swimming Club or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.

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.

3. Specific types of **Child abuse** include:

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.

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.

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



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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.

## 4. **Mandatory Reporters**

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.

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

## 5. **Reasonable grounds for belief**

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

1. the child is in need of protection;

2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and

3. the child's parents are unable or unwilling to protect the child.



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 is any other related matters known regarding the alleged perpetrator.

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.

4. You will have reasonable grounds to notify if:

1. a child states that they have been physically or sexually abused;

2. a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);

3. someone who knows a child states that the child has been physically or sexually abused;

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

5. signs of abuse lead to a belief that the child has been physically or sexually abused.

**6. Voluntary Reporters**





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**).

## **7. Reporting Child Sexual Abuse**

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.

## **8. Traralgon Swimming Club Approach to Reports of Abuse**

1. Traralgon Swimming Club 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.
2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or voluntary) will be supported by Traralgon Swimming Club, and will not be penalised by Traralgon Swimming Club for making the report.
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 Traralgon Swimming Club CEO or Traralgon Swimming Club MPIO for guidance and information. If in doubt, ask for assistance.



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4. If an allegation is made against a member of staff or volunteer, Traralgon Swimming Club will follow the reporting procedure outlined in the Traralgon Swimming Club grievance policy and take all steps to ensure that the safety of the child and other children is paramount..

5. Traralgon Swimming Club 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. Traralgon Swimming Club will cooperate with the directions of the Police, CCYP and/or DHHS in relation to any investigation conducted by these authorities.

7. Traralgon Swimming Club will keep a register of any allegations regarding inappropriate conduct.

## **7. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN**

1. Personnel involved in protecting children include the Committee, management, staff and volunteers within the Traralgon Swimming Club. Those people have responsibilities in relation to protection of children and are expected to:

1. understand the rights of children, as appropriate to their role;

2. respect the cultural and religious practices of families who access Traralgon Swimming Club's services, programs or events;

3. understand and appropriately respond to the needs of children with developmental delays or disabilities;



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4. appropriately act on any concerns raised by children;
  5. understand the definitions, indicators and impact of child abuse;
  6. at all times, know and follow regulations in relation to the care of children and follow the Code of Conduct for dealing with Children;
  7. co-operate with police and/or other formal investigations to the best of their ability; and
  8. not harm or exploit children who access Traralgon Swimming Club's services.
2. Traralgon Swimming Club will appoint a Child Safety Officer or equivalent role that will be the primary point of contact for all concerns related to child safety.

## 8. RECRUITMENT AND SCREENING

1. The minimum standard for background checks of employees, contractors and volunteers of Traralgon Swimming Club and its members is the law as it applies in Victoria.
2. Traralgon Swimming Club undertakes a comprehensive recruitment and screening process for all staff, contractors and volunteers which aims to:



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1. promote and protect the safety of all children who participate in the activities of Traralgon Swimming Club;
  
2. identify and recruit the safest and most suitable candidates who share Traralgon Swimming Club's values and commitment to protect children; and
  
3. prevent a person from working at Traralgon Swimming Club if they pose an unacceptable risk to children.
  
3. Traralgon Swimming Club requires staff, contractors and volunteers to pass the recruitment and screening process prior to commencing their engagement with Traralgon Swimming Club.
  
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. Traralgon Swimming Club requires that:
  1. all Traralgon Swimming Club staff and Committee members require a WWCC; and
  
  2. the following key event personnel must have a valid WWCC:
    1. those paid by Traralgon Swimming Club for their services (excluding bump in and bump out);
  
    2. volunteers with regular roles in Traralgon Swimming Club;



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3. relevant contractors who may have unsupervised access to children; and
  
4. anyone else who Traralgon Swimming Club staff feel requires a WWCC due to the nature of the work that they are undertaking for Traralgon Swimming Club.
  
5. The type of evidence that an applicant is required to provide to Traralgon Swimming Club 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 Traralgon Swimming Club.
  
6. Traralgon Swimming Club 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 Traralgon Swimming Club in regular intervals.
  
7. Traralgon Swimming Club will undertake at least two thorough reference checks prior to engaging any personnel.
  
8. Once engaged, Traralgon Swimming Club will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.

## **9. SUPPORTING PERSONNEL**

1. Traralgon Swimming Club is committed to ensuring that all staff, Committee members, volunteers and contractors receive training to ensure that they understand their responsibilities in relation to child safety. Mandatory training at Traralgon Swimming Club includes:

1. Play by the Rules Training, (Additional resources TBC)



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2. Traralgon Swimming Club assists its Committee members, staff, 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

1. Child safety is a part of Traralgon Swimming Club's overall risk management approach.
2. See [CCYP Guide for Creating a Child Safe Traralgon Swimming Club](#).

## 11. POLICY BREACHES

1. It is a breach of this policy for any person or Traralgon Swimming Club 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 Member grievance procedure outlined in the Traralgon Swimming Club constitution.

## 12. POLICY PROMOTION

1. This policy will be made available to all members via email, Member Information Booklet and website
2. This policy will be communicated to all staff and Committee members via internal email



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3. References to this policy will be included in documentation provided to all team officials that represent Traralgon Swimming Club.

## 13. RECORD KEEPING

1. Traralgon Swimming Club will retain records of reports of child abuse and complaints about child safety.

2. In maintaining records of reports about child safety, Traralgon Swimming Club will maintain confidentiality and privacy for children and families in accordance with legislation.

3. Traralgon Swimming Club 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

1. This policy will be reviewed by the Traralgon Swimming Club Committee on an annual basis.

2. If you would like to provide Traralgon Swimming Club with any feedback or suggestions to improve this policy, please contact Madeleine Balcombe at [CSS@traralgonswimming.org.au](mailto:CSS@traralgonswimming.org.au).

3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Committee for consideration at any time. 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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