

SHEPPARTON BADMINTON ASSOCIATION INC CHILD SAFE POLICY

POLICY NAME	Child Safe Policy
DATE OF ISSUE	November 19 th 2019
POLICY COVERAGE	This policy covers all SBA members and visiting players under 18 years of age
DATE OF REVIEW	Annually at the January General Meeting
CONTROLLING BODY	Shepparton Badminton Association Inc.

1. INTRODUCTION

- 1.1. The Shepparton Badminton Association Inc. is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. The Shepparton Badminton Association Inc. supports and respects children, young people, volunteers and participants.
- 1.2. The aim of The Shepparton Badminton Association Inc. 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 Shepparton Badminton Association Inc. Lachlan Melton 0409 331 001.

2. POLICY STATEMENT

- 2.1. The Shepparton Badminton Association Inc. is committed to providing the highest level of membership service. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the SBA's activities while acting in the best interests of children in the sport.
- 2.2. Specifically, The Shepparton Badminton Association Inc. considers that the health, safety and well-being of children take priority over all other competing considerations. The Shepparton Badminton Association Inc. considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport, The Shepparton Badminton Association Inc. and its affiliate members.

- 2.3. The Shepparton Badminton Association Inc. 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 The Shepparton Badminton Association Inc, parents/guardians, coaches, spectators, volunteers and members of the the Shepparton Badminton Association Inc. community. Everyone that participates in The Shepparton Badminton Association Inc.'s activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.5. The Shepparton Badminton Association Inc. 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).
- 2.6. The Shepparton Badminton Association Inc. 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. The Shepparton Badminton Association Inc. promotes fairness and consideration for all volunteers and participants. For further details please refer to The Shepparton Badminton Association Inc. Member Protection Policy.

3. SCOPE

- 3.1. This Policy applies to participants, parents, spectators, officials, coaches, and committee members throughout all The Shepparton Badminton Association Inc. events and activities.
- 3.2. This Policy will continue to apply retrospectively to a person or Member following the cessation of their association with The Shepparton Badminton Association Inc.

4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

- 4.1. This Policy must be read in conjunction with:
 - 4.1.1. the law of the Commonwealth and Victoria including but not limited to:
 - 4.1.1.1. Children, Youth and Families Act 2005 (Vic)
 - 4.1.1.2. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
 - 4.1.1.3. Crimes Act 1958 (Vic); and
 - 4.1.1.4. Working with Children Act 2005 (Vic)

4.1.2. The Shepparton Badminton Association Inc. policies and procedures, including but not limited to:

- 4.1.2.1. Privacy Policy;
- 4.1.2.2. Constitution;
- 4.1.2.3. Codes of conduct;
- 4.1.2.4. Member Protection Policy;
- 4.1.2.5. Grievance and Discipline procedures, Division 2 SBA Constitution;
- 4.1.2.6. Photography and Media Policy;
- 4.1.2.7. Committee Screening Policy

5. DEFINITIONS

- 5.1. **Child** means a person involved in the activities of The Shepparton Badminton Association Inc. (including athletes) and under the age of 18 years unless otherwise stated under the law applicable to the child.
- 5.2. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- 5.3. **Sexual offence** means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child to, or involves a child 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 child grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child (or the child's carer, family or supervisor) to lower the child's inhibitions and prepare them for engagement in a sexual offence.
- 5.4. **Mandatory reporter** means a person who is legally required to make a report to the Department of Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes 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 The Shepparton Badminton Association Inc. 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 "000" as soon as practicable.

6.3. **Child abuse** can be divided into four categories:

- 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. Child abuse includes any actions that results in actual or potential harm to a child, in circumstances where the child's parents have not protected, or are unlikely to protect, the child.

6.5. **Mandatory Reporters**

- 6.5.1. Select classes of people in the community (including teachers, nurses and doctors) 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.
- 6.5.2. 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.

6.6. **Reasonable grounds for belief**

- 6.6.1. A reasonable belief is formed if a reasonable person believes that:
 - 6.6.1.1. the child is in need of protection;
 - 6.6.1.2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and
 - 6.6.1.3. the child's parents are unable or unwilling to protect the child.
- 6.6.2. 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.

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

6.6.4. You will have reasonable grounds to notify if:

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

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

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

6.6.4.4. 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

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

6.7. Voluntary Reporters

6.7.1. 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 or DHHS.

6.8. Reporting Child Sexual Abuse

6.8.1. 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 3 years imprisonment.

6.9. The Shepparton Badminton Association Inc. Approach to Reports of Abuse

6.9.1. The Shepparton Badminton Association Inc. supports and encourages a person to make a report to the Police 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.

6.9.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or discretionary) will be supported by The Shepparton Badminton Association Inc. and will not be penalised by The Shepparton Badminton Association Inc. for making the report.

6.9.3. 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

Shepparton Badminton Association Inc. or for guidance and information. If in doubt, ask for assistance.

- 6.9.4. If an allegation is made against a volunteer, The Shepparton Badminton Association Inc. will follow the reporting procedure outlined SBA CHILD SAFE INCIDENT REPORT and take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person from active duty, which could entail standing down, reassignment to a role without direct contact with children, working under closer supervision during an investigation, working from home, or any other measures deemed appropriate depending on the seriousness of the allegation.
- 6.9.5. The Shepparton Badminton Association Inc. will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential manner to the greatest extent possible.
- 6.9.6. The Shepparton Badminton Association Inc. will cooperate with the directions of the Police and/or DHHS in relation to any investigation conducted by these authorities.
- 6.9.7. The Shepparton Badminton Association Inc. 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 board, management, staff 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 (Organisation)'s 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. know and follow regulations in relation to the care of 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 The Shepparton Badminton Association Inc.'s services.

8. CHILD SAFE AND CHILD FRIENDLY GUIDELINES TO PREVENT AND MANAGE RISKS OF CHILD ABUSE

8.1. Change Rooms

- 8.1.1. Adult officials, regardless of gender, should only enter change rooms if accompanied by another adult. Prior to entering change rooms, officials should notify the people in the change room of their intended entrance. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

8.2. Collection of Children following completion of Junior Competition

- 8.2.1. Adult officials should ensure prior to leaving the Shepparton Sports Stadium that suitable arrangements have been made to collect any junior players waiting outside the stadium for parents or guardians. This could include contacting the parents by phone and/or waiting at the Stadium until the junior player is collected.

8.3. Adults under investigation

- 8.3.1. Adults under investigation in relation to a matter involving child abuse, or any matter which has the potential to jeopardise their Working With Children Check (WWCC) (or if based in another State the equivalent requirement) status may be prohibited, by The Shepparton Badminton Association Inc. Board, from participating in The Shepparton Badminton Association Inc. activities.

8.4. Coach Assistance

- 8.4.1. All coaches must ensure that all physical contact with athletes which occurs when coaching is appropriate for the situation and necessary for the athlete's safety. It is strongly recommended that:
 - 8.4.1.1. coaches ensure that there are other adults present whenever coaching;
 - 8.4.1.2. coaches take care to explain the procedure to the child prior to beginning any physical contact; and
 - 8.4.1.3. coaches obtain consent from the athlete prior to beginning any physical contact.

9. ENGAGING NEW COMMITTEE MEMBERS

- 9.1. The minimum standard for background checks of volunteers of The Shepparton Badminton Association Inc. and its members is the law as it applies in Victoria.
- 9.2. The Shepparton Badminton Association Inc. undertakes a comprehensive screening process for it's volunteers required to be involved with children which aims to:

- 9.2.1. promote and protect the safety of all children who participate in the activities of The Shepparton Badminton Association Inc.
- 9.2.2. identify the safest and most suitable volunteers who share The Shepparton Badminton Association Inc.'s values and commitment to protect children; and
- 9.2.3. prevent a person from working at The Shepparton Badminton Association Inc. if they pose an unacceptable risk to children.
- 9.3. The Shepparton Badminton Association Inc. requires volunteers to pass the screening process prior to commencing their engagement with The Shepparton Badminton Association Inc.
- 9.4. As part of the screening process, a volunteer working with children must provide a "Working with Children's Check" 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.
 - 9.4.1. all The Shepparton Badminton Association Inc. Committee members require a WWCC; and
 - 9.4.2. the following key event personnel must have a valid WWCC:
 - 9.4.2.1. volunteers;
 - 9.4.2.2. anyone else who The Shepparton Badminton Association Inc. Committee feel requires a WWCC due to the nature of the work that they are undertaking for The Shepparton Badminton Association Inc.
- 9.5. The type of evidence that an applicant is required to provide to The Shepparton Badminton Association Inc. will vary depending on the type of position that they are applying for. However, an applicant will not be offered a position volunteering with children/juniors until they provide to the Shepparton Badminton Inc. Committee the required evidence.
- 9.6. Once engaged, The Shepparton Badminton Association Inc. will provide volunteers with access to this policy and volunteers must review and acknowledge their understanding of this policy.

10. RISK MANAGEMENT APPROACH

- 10.1. Child safety is a part of The Shepparton Badminton Association Inc. 's overall risk management approach.

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 our Member Protection Policy. If disciplinary action is required, please refer to items outlined in Division 2—Disciplinary action, found within the SBA constitution.

12. POLICY PROMOTION

- 12.1. This policy will be made available to all members via our revolutionise website, <https://www.shepbadminton.com.au/about/documents/> .
- 12.2. This policy will be communicated to all staff, Board, and Committee members via email.
- 12.3. References to this policy will be included in documentation provided to all team officials that represent The Shepparton Badminton Association Inc.

13. REVIEW PROCESS

- 13.1. This policy will be reviewed by The Shepparton Badminton Association Inc. Board on an annual basis.
- 13.2. If you would like to provide The Shepparton Badminton Association Inc. with any feedback or suggestions to improve this policy, please contact The Shepparton Badminton Association Inc. Lachlan Melton 0409 331 001.
- 13.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Board 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.

Child Safety Policy

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in Shepparton Badminton Association Inc. activities, including coaches, officials, volunteers, and parents.

All Shepparton Badminton Association Inc. office bearers and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct, and other Shepparton Badminton Association Inc. policies
- Taking all reasonable steps to protect children from abuse.

- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious, and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability.
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children.
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

Shepparton Badminton Association Inc. volunteers MUST NOT:

- Seek to use children in any way to meet the needs of adults.
- Ignore or disregard any concerns, suspicions, or disclosures of child abuse.
- Use prejudice, oppressive behaviour or language with children.
- Engage in rough physical games.
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes.
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention.
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.
- By observing these standards members of the Shepparton Badminton Association acknowledge their responsibility to immediately report any breach of this code to Shepparton Badminton Association Inc.
- This Code of Conduct will be reviewed by Shepparton Badminton Association Inc. annually.