

Ignite Netball Club Child Safe Policy



TABLE OF CONTENTS

<u>Statement of commitment to child safety</u>	<u>3</u>
<u>Child Safe Policy</u>	<u>3</u>
<u>Appendices</u>	<u>7</u>
<u>- Screening requirements</u>	<u>7</u>
<u>- Policy & Code of Conduct</u>	<u>12</u>
<u>- Suspected child abuse form</u>	<u>14</u>

Statement of commitment to child safety

Ignite Netball Club is committed to child safety.

Ignite Netball Club (Ignite) has a zero tolerance for child abuse, and is committed to providing a child safe environment.

Ignite regards its child safe responsibilities with utmost importance and:

- aims to comply with all relevant legal obligations with respect to child protection and safety of children;
- is committed to preventing child abuse, identifying risks early, removing and reducing these risks;
- understands the importance of child safety training and ensures Ignite Committee members, coaches and key volunteers understand and acknowledge compliance with Ignite's Child Safety Policy (the **Policy**) and Child Safety Codes of Conduct (the **COC**);
- is committed to the cultural safety of children from culturally and/or linguistically diverse backgrounds, and providing a safe environment for children with a disability; and
- will regularly review the Policy and COC.

Child Safe Policy

1. Objective & Scope

The objective of this Policy is to provide the framework for:

- (a) the development of practices and policy that promotes child safety at Ignite and the creation of a child safety culture; and
- (b) compliance with relevant laws and regulations with respect of child safety in Victoria.
- (c) enabling Ignite's Executive Team and all Volunteers to make informed and confident decisions on the safety of children.

This Policy applies to all Ignite Volunteers, Coaches and parents/guardians (**Parents**) and Members of Ignite.

Child:

The words 'child' and 'children' in this document refer to children and young people up to the age of 18 years.

1.1 Policy Statement

1. Children's Rights to Safety and Child Participation

The welfare of the child is paramount and Ignite is committed to the safety and wellbeing of all children who have contact with the Club. Ignite supports the involvement and participation of children, especially about matters that directly affect them. Ignite listens to their views and respects what they have to say. Ignite values people from all cultural backgrounds and supports the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds.

2. Risk Management

Ignite is committed managing risks on child safety, by regularly reviewing the Policy and its practices to determine whether any additional strategies or processes are required to minimize the risk of harm to children.

3. Codes of Conduct

Ignite will maintain specific Child Safety Codes of Conduct for Volunteers & Committee Members, Coaches, Parents and Players that specify standards of care with interacting with children. Ignite will require Volunteers & Committee Members, Coaches, Parents and Players to read and acknowledge the relevant Code of Conduct applying to them, and give opportunity to provide feedback on the relevant Code of Conduct.

4. Training and Supervision

Ignite is committed to providing regular training to Volunteers, Committee Members and Coaches to understand our Club's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as ensuring that their behaviour towards children is safe and appropriate.

Team training schedules are designed to ensure support and supervision of new coaches by having more than 1 team train at the same scheduled time.

5. Welfare Officers

Ignite will appoint each of its Executive Committee as the Welfare Officers to manage any child safe complaints, allegations or concerns. This includes the President, Vice President, Secretary and Treasurer of Ignite.

6. Allegations, Concerns and Complaints

Ignite will take all allegations of child safeguarding and child sexual abuse seriously and has practices in place to investigate such allegations thoroughly and quickly.

We expect all Volunteers and Parents to be able to discuss any concerns that they may have about the welfare and safety of a child immediately with a Welfare Officer. The Welfare Officers will ensure that the concerns or child safety incidents reported to them remain confidential and that

the identity of the person reporting the concern or incident is not revealed unnecessarily.

The Welfare Officers will be required to report to Victoria Police where there is reasonable belief that an adult has committed a sexual offence against a child under 16.

Ignite's organisational culture aims for all Volunteers, Coaches, Committee Members and Parents to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns with a Welfare Officer.

7. Screening and Recruitment

Ignite will ensure that reasonable steps are taken to engage appropriate people to be Coaches.

All Coaches, Team Managers and Committee Members and any Volunteers with access to children **must have a valid Working with Children Check** prior to commencing their role with Ignite and hold this throughout the term of their role.

See Appendix #1 Screening requirements.

8. Induction

Interview and Induction

All Committee Members, Coaches and Volunteers will receive induction during which:

- Their role requirements and responsibilities will be clarified
- They will sign up to Ignite's Code of Conduct (as relevant to their role) and the Member Safe Declaration
- Child safety procedures will be explained including:
 - what is deemed good child safe practice that is likely to protect them from false allegations;
 - recognising responsibilities and reporting any concerns about suspected poor child safe practices and child abuse;
 - responding to concerns expressed by a child;
 - working safely and effectively with children.

9. Fair and Just Procedures for Volunteers

The safety and wellbeing of children is our primary concern but at the same, Ignite aims to be also fair and just to our Volunteers. The decisions Ignite makes when recruiting, assessing incidents, and undertaking disciplinary action aims to be thorough, transparent and based on evidence.

Ignite will record all allegations of abuse and safety concerns, including investigation updates. All records are securely stored.

10. Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be committee members, volunteers, coaches, parents or children, unless there is a risk to someone's safety. Ignite will have safeguards and practices in place to ensure personal

information is protected.

11. Legislative Responsibilities

Ignite takes our legal responsibilities seriously, including:

- **Failure to disclose:** All adults in Victoria who have a *reasonable belief that an adult has committed a sexual offence against a child under 16* have an obligation to report that information to Victoria Police.
- **Leaving children unattended** - In Victoria it is an offence for a person responsible for a child to leave the child unattended for any longer than is reasonable, without making appropriate arrangements for the child's supervision and care. This includes leaving a child at home, or in a car, or anywhere else unattended.
- **Reporting of child abuse** – this is not mandatory for Ignite as a sporting club, but anyone can report “reasonable suspicion of child abuse or neglect” to the Victorian Child Protection Services (131 278) who will assess and where necessary investigate if a child is at risk of harm.

12. Regular Review

This policy will be reviewed every two years and following significant incidents if they occur.

Reviewed Date: January 2022

- Next Review Due: January 2024

APPENDIX #1

Screening requirements

The Victorian *Working with Children Act 2005* (the Act) makes it compulsory for all coaches and volunteers (such as team managers) with direct, regular contact with minors to be screened unless the person is under 18 years of age, or is currently employed as a police officer or teacher. All persons identified by Ignite as working in direct child-related work (those who coach, supervise or have regular unsupervised contact with people under the age of 18 years) will be required to undergo the screening procedures as follows:

1. Complete a satisfactory Working With Children Check (WWCC) and list Ignite Netball Club on their WWCC application.
2. Results of the Working With Children Check Application will be sent to a designated Ignite appointee (Ignite Secretary) and will be treated as strictly “private and confidential”. If there is an adverse report about a person then that report will be immediately directed to: “The Executive Committee, Ignite Netball Club, c/o Donvale Christian College 155 Tindals Road, Donvale 3111” who shall then inform the person in question.
3. Persons who already have the Working With Children Check will not be required to undergo another WWCC until expiry of the Check (5 years from issue).
4. Any query should be directed to the Club Secretary.

Instructions on Applying for a Working With Children Check:

Working with Children Checks can be done at most post offices or online form at <http://www.workingwithchildren.vic.gov.au>. On the Application Form:

1. Select Volunteer
2. Under Details of the Organisation fill in the following
Ignite Netball Club
155 Tindals Road, Donvale 3111
PH: 03 9844 2471
Select option #42 – Clubs, associations or sporting nature

Ensure that the section “Declaration of Volunteer Status” is completed before training or competition begins.

Ignite Procedures

1. The Ignite Secretary must receive lists of volunteer applicants to be screened one week prior to the commencement of training or the first competitive game.
2. Applicants are notified in writing, by the Ignite Secretary, of adverse decisions.

APPENDIX #2

Policy & Code of Conduct - General

This Code of Conduct applies to all Ignite representatives including Coaches, Team managers, Committee Members, Volunteers as stated in the Ignite Child Safe Policy who are required to:

- Adhere to the Ignite Child Safe Policy at all times.
- Take all reasonable steps to protect children from exploitation and abuse.
- Treat all children fairly, and with respect and dignity, regardless of race, colour, gender, sexual orientation, language, religion, political or other opinion, natural, ethnic or social origin, disability, or other status.
- Avoid physical contact with children unless necessary.
- Commit to a culture of openness, and as such I will not ask children to keep secrets, nor will I promise to keep secrets if asked.
- Listen and respond to the views and concerns of children, particularly if they are telling me that they or another child has been abused and/or they worried about their wellbeing, safety or safety of another
- Immediately report concerns or allegations of child abuse in accordance with the procedures stated in Ignite's Child Safe Policy.
- Wherever possible, I will ensure that another adult is present when working in the proximity of children
- Immediately report any breach of this Code of Conduct to a Welfare Officer.

Unacceptable behaviour:

- Use language or behaviour towards children that is, or could be interpreted as inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Use physical discipline or in any way punish a child.
- Engage in undisclosed private meetings with a child that is not your own child.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.

- Take or publish (including online) photos, movies or recordings of a student without Parent consent.
- Develop any 'special' relationships with children, beyond what is required of me in my role that could be seen as favouritism.
- Abuse the power and influence I have by virtue of my position over the life and wellbeing of a child.

APPENDIX #3

Reasonable belief of Child Sexual Abuse Form

This form is to be completed by the person to whom a disclosure was made or wishes to disclose a **reasonable belief that an adult has committed a sexual offence against a child under 16**. The completed form should be given to a member of the Executive Committee and kept confidential. The information will be used for reporting to the authorities in accordance with relevant laws.

Details of Reporting Person

Full Name: _____

Contact number: _____

Relationship to alleged victim: _____

Basis for Reporting

Direct disclosure by victim (please provide date and time of disclosure): ___/___/___ at ___ am/pm

Reasonable belief of child sexual abuse

Please state immediate concerns below and describe why you have reasonable grounds for this report:

Details of Alleged Sexual Abuse Victim

Full Name: _____

Age: _____ DOB: _____ Gender: Male Female

Address: _____

Name of Parents/Guardians: _____

Have the parents/guardians of the alleged victim been notified?

If yes, please include date and details of what they were told.

Details of Alleged Perpetrator of the Sexual abuse (if known)

Full Name: _____

Age: _____ DOB: _____ Gender: Male Female

Address: _____

Contact number: _____

Does the perpetrator know about the report? Yes No

If yes, who spoke to him/her and when? Name: _____ Date: __/__/__

What was he/she told?

Ignite's Responses to Report of Suspected Child Abuse

Has an Ignite Executive Committee Member been notified?

Yes Name of member: _____ Date: __/__/__

No Please notify an Executive Committee Member immediately

Has a State Child Safe Agency / Authority been notified?

Yes Agency/Authority Name: _____ Date: __/__/__
Advice provided by Agency:

No Please state reasons why:

Have the Police been notified?

Yes Name of station: _____ Date: __/__/__
Name of officer: _____
Advice provided by the police:

No Please state reasons why:

Name of person making this report

Full Name: _____

Contact number: _____

Signature: _____ Date: __/__/__

Please pass form to member of Executive Committee (President/VP/Treasurer/Secretary)

Name of Ignite Executive Committee Member receiving report

Full Name: _____

Signature: _____ Date: __/__/__