



VICSPORT



Child Safe Standards

Traralgon Table Tennis Association Incorporated Child Safe Standards and Policy - 2022

Written By: Rob Thompson
Approved By: TTTA Inc. General Committee
Endorsed By: TTTA Inc. General Committee – Effective from 1 July 2022
Date for Review: July 2024 *(Two year Review)*

Purpose

This policy was written to demonstrate the strong commitment of the management, staff and volunteers of the Traralgon Table Tennis Association Incorporated (The Association) to child safety and to provide an outline of the policies and practices the Association has developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety

All children who are a part of the Association have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Association has a zero tolerance to child abuse. The Association aims to create a child safe and child friendly environment where children feel safe and have fun and the Association's activities are always carried out in the best interests of the children.

Application of this Policy

This ChildSafe Policy was developed by the Association and in collaboration with registered members, volunteers and the children who use our services along with their parents. The ChildSafe Policy works in conjunction with the TTTA Junior Membership Protection Policy – 2022.

This policy applies to all individuals involved in our organisation (Association) and programs (paid and volunteer) including, but not limited to:

- Administrators
- Committee
- Coaches and Assistants
- Officials,
- Program Co-Ordinators and Assistants
- Participants
- Parents / Guardians
- Spectators
- Visiting Coaches and Officials

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Association is committed to reducing the risk of occurrence.

Children's Rights to Safety and Participation

The Association encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them. We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

Refer: TTTA Junior Membership Protection Policy - 2022 Clause 7.1.6

Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate staff from diverse cultural backgrounds.

Refer: TTTA Junior Membership Protection Policy - 2022 Clause 9.2

Recruiting staff and volunteers

The Association takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers
- Require police checks and Working with Children Checks for relevant positions.
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

Refer: TTTA Junior Membership Protection Policy - 2022 Clause 7.1.3

Supporting staff and volunteers

The Association seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

The Association will ensure that all reasonable steps are taken to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

Refer: TTTA Junior Membership Protection Policy - 2022 Clause 7.1.3

Reporting a child safety concern or complaint

The Association has appointed Committee Members and Program Coordinators as Child Safety Persons with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. The General Committee executive will formally oversee any complaint proceedings.

The General Committee executive can be contacted through the Association Secretary. Association Secretary Contact email address: Secretary@tta.com.au . Our complaints process is outlined in the Association's Junior Membership Protection Policy.

The Association will make all members and volunteers aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child (Junior member) has been or is being abused or neglected. The Association normal complaints and grievance procedures, as outlined in the Association Constitution, will be applied to manage and mediate the problem.

Refer: TTTA Junior Membership Protection Policy - 2022 Clause 7.1.6 and Section 10

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.

The Association has a developed risk management policy, strategy and assessment protocols, which includes a review of existing child protection practices, to determine how child-safe and child-friendly Junior Programs are managed.

Refer: TTTA Junior Membership Protection Policy – Clause 7.1.1

Reviewing this policy

This policy will be reviewed every two years and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the Association.

Policy Review

TTTA ChildSafe Policy

Reviewed By:	R Thompson, Rev 1 review completed in July 2020 R Thompson, Rev 2 review completed in July 2022
Endorsed By:	TTTA Inc. General Committee
Comments:	Compliant, no revision required

Date of Next Review: Rev 3 - July 2024

Child Safe Standards 2022

Traralgon Table Tennis Association

Child Safe Standards Introduction:

The Victorian Government's eleven new Child Safe Standards: were introduced from 1 July 2022. The new Victorian Government Standards set out minimum requirements and outline the actions organisations must take to keep children and young people safe. The new standards provide more clarity for organisations (Sport Associations) and are more consistent with Standards across the balance of Australia. The Child Safe Standards provide governance guidance, systems and processes for Sport Associations to keep children and young people safe within a culturally safe and inclusive sporting environment in Victoria.

Child Safe Standard 1:

Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

In complying with Child Safe Standard 1, the Association is required, at a minimum, to ensure:

- 1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- 1.2 Strategies are embedded within the Association which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- 1.3 Measures are adopted by the Association to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
- 1.4 The Association actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- 1.5 All of the Association's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

Child Safe Standard 2:

Child safety and wellbeing is embedded in organisational leadership, governance and culture

In complying with Child Safe Standard 2, the Association is required, at a minimum, to ensure:

- 2.1 The Association makes a public commitment to child safety.
- 2.2 A child safe culture is championed and modelled at all levels of the Association from the top down and bottom up.
- 2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
- 2.4 A Code of Conduct provides guidelines for Committee, staff (coordinators), members and volunteers on expected behavioural standards and responsibilities.
- 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 2.6 Committee, staff (coordinators), members and volunteers understand their obligations on information sharing and recordkeeping.

Child Safe Standard 3:

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

In complying with Child Safe Standard 3, the Association is required, at a minimum, to ensure:

- 3.1 Children and young people are informed about all of their rights, including to safety, information and participation.
- 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.
- 3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.
- 3.4 Committee, staff (coordinators), members and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.
- 3.5 Association has strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.
- 3.6 Association provides opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

Child Safe Standard 4:

Families and communities are informed, and involved in promoting child safety and wellbeing

In complying with Child Safe Standard 4, the Association is required, at a minimum, to ensure:

- 4.1 Families participate in decisions affecting their child.
- 4.2 The Association engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.
- 4.3 Families and communities have a say in the development and review of the organisation's policies and practices.
- 4.4 Families, carers and the community are informed about the Association's operations and governance.

Child Safe Standard 5:

Equity is upheld and diverse needs respected in policy and practice

In complying with Child Safe Standard 5, the Association is required, at a minimum, to ensure:

- 5.1 The Association, including Committee and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.
- 5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- 5.3 The Association pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.
- 5.4 The Association pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Child Safe Standard 6:

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

In complying with Child Safe Standard 6, the Association is required, at a minimum, to ensure:

- 6.1 Recruitment, including advertising, referee checks and staff (coordinators) and volunteer pre-employment screening, emphasise child safety and wellbeing.
- 6.2 Relevant staff, members (coordinators) and volunteers have current working with children checks or equivalent background checks.
- 6.3 All Committee, staff (coordinators) and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- 6.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Child Safe Standard 7:

Processes for complaints and concerns are child focused

In complying with Child Safe Standard 7, the Association is required, at a minimum, to ensure:

- 7.1 The Association has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.
- 7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.
- 7.3 Complaints are taken seriously, and responded to promptly and thoroughly.
- 7.4 The Association has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.
- 7.5 Reporting, privacy and employment law obligations are met.

Child Safe Standard 8:

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

In complying with Child Safe Standard 8, the Association is required, at a minimum, to ensure:

- 8.1 Association Committee, Staff (coordinators) and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.
- 8.2 Association Committee, Staff (coordinators) and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.
- 8.3 Association Committee, Staff (coordinators) and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
- 8.4 Association Committee, Staff (coordinators) and volunteers receive training and information on how to build culturally safe environments for children and young people.

Child Safe Standard 9:

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

In complying with Child Safe Standard 9, the Association is required, at a minimum, to ensure:

- 9.1 Committee, Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- 9.2 The online environment is used in accordance with the Association's Code of Conduct and child safety and wellbeing policy and practices.
- 9.3 Risk management plans consider risks posed by Association settings, activities, and the physical environment.
- 9.4 Associations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Child Safe Standard 10:

Implementation of the Child Safe Standards is regularly reviewed and improved

In complying with Child Safe Standard 10, the Association is required, at a minimum, to ensure:

- 10.1 The Association regularly reviews, evaluates and improves child safe practices.
- 10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.
- 10.3 The Association reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Child Safe Standard 11:

Policies and procedures document how the organisation is safe for children and young people

In complying with Child Safe Standard 11, the Association is required, at a minimum, to ensure:

- 11.1 Policies and procedures address all Child Safe Standards.
- 11.2 Policies and procedures are documented and easy to understand.
- 11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.
- 11.4 Association Committee and Leaders champion and model compliance with policies and procedures.
- 11.5 Association Committee, members and volunteers understand and implement policies and procedures.

Child Safe Policy - Child Safety Standards 2022



Traralgon Table Tennis Association
