

Warrnambool Yacht Club



Child Safe Policy

Version 1

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Good Leadership

As a family friendly yacht club, child safety and wellbeing are of paramount importance. We place the responsibility for the implementation and ongoing management of this policy with the Commodore. The Commodore shall ensure that:

- the spirit and intent of the Child Safe Standards are implemented and adhered to.
- Incidents sexual abuse are reported to the police.
- If they are aware of a substantial risk to a child of sexual abuse they will act to remove or reduce the risk.

Irrispective of cultural background, language spoken or ability.



Child Safe Policy

1. Purpose

This policy was written to demonstrate the strong commitment of the management, employees and volunteers 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 requirements of the Victorian Parliament's *Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015* (Vic.) Child Safe Standards enacted by the State of Victoria and managed by the Commission for Children and Young People.

3. Scope

This policy, from the date of endorsement, applies to all employees, volunteers, children, parents, carers and other individuals involved in Warrnambool Yacht Club (WYC).

4. Commitment to child safety and risk minimization

All children who come to the WYC 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 a child safety officer 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 organization. This policy was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

WYC shall appoint a Senior Instructor to manage the team of instructors for the junior sailing program. The Senior Instructor will be responsible, in particular on the junior sailing courses for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behaviour;
- Supervising the security/issue/return of vessels and equipment; and
- Comply with the clubs child protection policy.

5. Support for employees and volunteers

WYC seeks to attract and retain the best volunteers when dealing with children. We provide support and supervision so people feel valued, respected and fairly treated.

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We ensure that volunteers 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.

6. Children's participation

WYC 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.

7. Recruitment practices

Induction

On starting with WYC all members, staff and volunteers will be made aware of the Child Safe Standards and asked to sign the Code of Conduct.

Training

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture aims for all members and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our members and volunteers through ongoing supervision to:

- develop their skills to protect children from abuse;

and

- promote the cultural safety of
 - Aboriginal children,
 - children from linguistically and/or diverse backgrounds, and
 - the safety of children with a disability.

New members who have responsibility for the wellbeing of children will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

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Review

On an annual basis, members, staff and volunteers, who have direct contact with children, will be assessed against the principle of the Child Safe Standards and be made aware of any changes that may impact on the interactions with children.

Disipline

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Warrnambool Yacht 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.

8. 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 members, volunteers, the children who use our services and their parents.

9. Photography of Children

WYC will photograph and use the images of children participating in its activities on its social media and other publications. It will not use these images if the photographs are deemed to be;

- indecent
- defamatory
- used to cyber bully
- used for commercial purposes without the consent of the subject
- being used for voyeurism
- protected by a court order
- of a provocative or sexual manner, or
- if the parent has expressly denied permission for their child's image to be used.

10. Harassment/bullying

WYC 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 the Commodore or member of the management committee.



11. Supervision of children

WYC committed to the provision of a safe and healthy environment, ensuring, so far as is reasonably practicable, the health, safety and welfare of its members, guests and users of its facilities.

Instructor and Coaches will have;

1. Signed the Code Of Conduct
2. Have a current Working with Children's Check

Coaching sessions will not take place without the instructors present having the following skill and qualifications between them;

1. Level 2 First Aid
2. Boating Licence
3. Level 1 (or above) coaching qualification from Sailing Australia

Coaches and supervisors will:

- Display awareness - a skill that requires a knowledge of children, including knowing each child's range of skills, interests, ability to interact with others and developmental stage.
- Implement positioning - Staff position themselves to be aware of the entire environment and to see as many children as possible. All children are monitored by sight or sound at all times.
- Implement scanning - a skill that involves regularly glancing around to see children's involvement and what is happening.
- Use redirection - a skill used as an aid in preventing undesirable and unsafe behaviour. Children are redirected to other areas/ activities when undesirable behaviour is imminent or occurs.
- Provide supervision for all children in areas that are near equipment where injury may occur, requires the use of the above methods and being in close proximity to the children. Children waiting to be picked up due to illness or injury are kept safe, comfortable, and under close supervision.
- Implement quality Interactions – staff will engage in meaningful interactions with children to promote learning during play and routine times.
- Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.
- Be aware of the importance of communicating with each other about their location within the environment.

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12. Reporting and responding to suspected child abuse and neglect

WYC will NOT tolerate incidents of child abuse. All employees and volunteers understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected by a member of their family. We ensure that employees and volunteers are aware of how to make appropriate reports of abuse or neglect. We also provide opportunities for employees and volunteers to attend an information session on mandatory reporting.

Employees and volunteers must also report to the Commodore or a member of the management committee any reasonable suspicion that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

Warrnambool Yacht Club Management Committee may resolve to take protective action to keep the child and others safe.

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Who can report?

Parent

Child

Staff member or volunteer

What to report?

Any child safety concerns, including:
disclosure of abuse or harm
allegation, suspicion or observation
breach of Code of Conduct
environmental safety issues.

Call 000 if a child is in immediate danger

How?

Face-to-face verbal report, letter, email, telephone call, meeting

Who to?

Child Safety Person, manager, supervisor

What happens next?

The Child Safety Person, manager or supervisor will:

- offer support to the child, the parents, the person who reports and the accused staff member or volunteer
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.

Outcome

Investigation; outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation; policies, procedures updated where necessary.



13. Protecting Privacy and Confidentiality

WYC is committed to protecting the privacy of individual's personal information and we will only collect, use or disclose information in necessary to manage the functions of the club and fulfil our responsibilities to Sailing Australia.

14. Dealing with a Complaint / Breach of Policy / Police Investigation

At no time will WYC take on the responsibility of the Police or child services and all mandatory reporting principles must be adhered to.

When an initial complain is received the person who the complaint is initially reported to shall

- Listen and be supportive.
- Reassure the child that what has occurred is not their fault:
 - be honest and explain that other people may need to be told in order to stop what is happening
 - Ask the child "What happened?" and "Then what happened?"
- If another person makes the complaint, ask the person to:
 - explain their reasons for suspecting abuse (observation, injury or other)
 - provide the names and contact details of all people involved, including witnesses.
- Fill in an incident report.

If the incident is not of a sexual or criminal matter (ie bullying) WYC shall convene a complaints handling board, comprising the club executive and an external person with sufficient expertise to ensure the board carries out its function according to the following principles;

- **Treat** complaints seriously
- **Act** promptly
- **Treat** people fairly and listen to both sides of the story
- **Stay** neutral
- **Keep** parties to the complaint informed
- **Try to Maintain** confidentiality if possible
- **Protect** against victimisation
- **Keep** accurate records
- **Make** decisions based only on information gathered not personal views
- **Disciplinary** action should be relative to the breach

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WYC may access the expertise and resources of Yachting Victoria in managing an investigation in to an allegation of a breach of its Child Safe policy.

The person at the centre of any allegation cannot be a member of the complaints handling board and if they hold an executive role within the WYC will stand down from that position until the issue is resolved.

If the report is of a serious or criminal nature the person shall:

- Report it to the police or child protection authority immediately.
- If the child's parent/s are suspected of committing the abuse, report the allegation to the relevant government agency.

The club will not try and investigate the incident themselves and will support the investigating agency as appropriate.

During the course of the investigation members of the WYC;

- will not talk to the alleged victim, the family or alleged perpetrator about the complaint, &
- take action to enquire the ongoing safety of members, particularly children, until the authorities have completed the investigation



Child Safe Code of Conduct

All staff, volunteers and board members of Warrnambool Yacht Club are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All members and volunteers of Warrnambool Yacht Club are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Warrnambool Yacht Club's child safe policy at all times / upholding Warrnambool Yacht Club's statement of commitment to child safety at all time
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to of Warrnambool Yacht Club's Child Safety Officer Don Allen, and ensure any allegation to reported to the police or child protection
- reporting any child safety concerns of Warrnambool Yacht Club's Child Safety Officer Don Allen
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Members and Volunteers of the Club must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children

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- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Warrnambool Yacht Club's Child Safety Officer, Don Allen.

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date:

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Incident report

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. You can provide this resource to a child or their family if they disclose an allegation of abuse or safety concern in your organisation. Your staff can also use this resource to record disclosures.

All incident reports must be stored securely.

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No ☐

Yes, Aboriginal ☐

Yes, Torres Strait Islander ☐

Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse

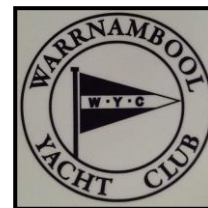
Serious neglect

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please describe the incident

When did it take place?	
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Who was involved?	
What did you see?	
Other information	

Parent/carer/child use

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

Office use:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

Has the incident been reported?

Child protection	
Police	
Another third party (please specify):	

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes

☐

No

☐

Reporting Officer: _____

Date: _____

Signature: _____