



CHILD SAFETY DOCUMENTATION

Inc. No. A0047844S

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STATEMENT OF COMMITMENT TO CHILD SAFETY

Warrandyte Calisthenics College is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision making.

Warrandyte Calisthenics College has zero tolerance for child abuse.

Warrandyte Calisthenics College is committed to providing a safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/ or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Warrandyte Calisthenics College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision making and operations Warrandyte Calisthenics College will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks or harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviours towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities; Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
9. Value the input of and communicate regularly with families and carers.

Reference: Adapted from Our Community (2016) Child Protection Toolkit: What every not-for-profit organisation must do now. Protect/ The Department of Education and Training. 2016.



CHILD SAFE POLICY

Written By: Warrandyte Calisthenics Committee
Approved By: Warrandyte Calisthenics College Committee
Endorsed By: Warrandyte Calisthenics Committee, November 2019, Anderson Creek Primary School.
Reviewed By: Sandy Segota (President), Kathryn Payne (Vice President), June 2022
Date for Review: Every 2 years

PURPOSE

This policy was written to demonstrate the strong commitment of the management, staff and volunteers of the Warrandyte Calisthenics College to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

COMMITMENT TO CHILD SAFETY

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

APPLICATION OF THIS POLICY

This policy was developed by the Club and in collaboration with staff, volunteers and the children who use our services and their parents.

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

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators.

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 Club is committed to reducing the risk of occurrence.

See definitions in Appendix 1

CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION

The Club 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 concern's children, or their parents, raise with us. We do this via the following avenues, including but not limited to:

- Notice boards
- Informal discussions in classes
- Creating a safe space for children to disclose concerns and express self

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 (physical, social, intellectual, developmental, emotional/mental health) and their families and act to promote their participation; and
- Seek appropriate staff from diverse cultural backgrounds.
- Practice inclusiveness by establishing a sense of belonging for everyone

RECRUITING STAFF AND VOLUNTEERS

The Club 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.

SUPPORTING STAFF AND VOLUNTEERS

The Club 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.

Child protection online course : suggest <https://www.playbytherules.net.au/childprotection-online-course>

REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

The Club has appointed Principal Coach and President as Child Safety Persons with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. The person to be contacted is Katrina Berryman (Principal Coach) on 0425 796 259; warrandytecali@hotmail.com or Sandy Segota (President) on 0419 317 448; ssegota@bigpond.net.au. Our complaints process is outlined in our Grievance Policy.

See Recognising and Report Abuse Appendices 2

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;
- physical contact when coaching or managing children; or
- online forums and groups

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 Club.

APPENDIX 1

DEFINITIONS

Child means a person involved in the activities of (Organisation) (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).

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.

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

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.

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.

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.

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.

APPENDIX 2

RECOGNISING AND REPORTING CHILD ABUSE

- 1.1. A person may, in the course of participating in the sport or other activities of (Organisation) or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.
- 1.2. 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.
- 1.3. Specific types of **Child abuse** include:
 - 1.3.1 **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.
 - 1.3.2 **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.
 - 1.3.3 **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
 - 1.3.4 **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.
- 1.4. Mandatory Reporters
 - 1.4.1 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.
 - 1.4.2 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.
- 1.5. Reasonable grounds for belief
 - 1.5.1 A reasonable belief is formed if a reasonable person believes that:
 - 1.5.1.1 the child is in need of protection;
 - 1.5.1.2 the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and

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

1.5.1.4 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.

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

1.5.3 You will have reasonable grounds to notify if:

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

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

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

1.5.3.4 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

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

1.6 Voluntary Reporters

1.6.1 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).

1.7 Reporting Child Sexual Abuse

1.7.1 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.

1.8 Warrandyte Calisthenics Collage Approach to Reports of Abuse

1.8.1 Warrandyte Calisthenics Collage 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.

1.8.2 Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or voluntary) will be supported by Warrandyte Calisthenics Collage, and will not be penalised by Warrandyte Calisthenics Collage for making the report.

- 1.8.3 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 Warrandyte Calisthenics Collage Principal Coach, President or Warrandyte Calisthenics Collage MPIO for guidance and information. If in doubt, ask for assistance.
- 1.8.4 If an allegation is made against a member of staff or volunteer, Warrandyte Calisthenics Collage will follow the reporting procedure outlined in Warrandyte Calisthenics Collage Member Handbook and take all steps to ensure that the safety of the child and other children is paramount..
- 1.8.5 Warrandyte Calisthenics Collage 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.
- 1.8.6 Warrandyte Calisthenics Collage will cooperate with the directions of the Police, CCYP and/or DHHS in relation to any investigation conducted by these authorities.
- 1.8.7 Warrandyte Calisthenics Collage will keep a register of any allegations regarding inappropriate conduct.



CHILD SAFE CODE OF CONDUCT

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 Warrandyte Calisthenics College including coaches, officials, volunteers and parents.

All Warrandyte Calisthenics College staff 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 Warrandyte Calisthenics College 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.

Warrandyte Calisthenics College staff and 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, you acknowledge your responsibility to immediately report any breach of this code to Principal Coach Katrina Berryman on 0425 796 259 or Club President Sandra Segota. 0419 317 448.

This Code of Conduct will be reviewed by Warrandyte Calisthenics College annually.

Child Safe Standards

Warrandyte Calisthenics College – June 2022



	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 1 Diverse and unique identities of aboriginal children and young people	1.1 Be visible about your commitment to culturally safe environment through strategies such as acknowledgment of country, display of the aboriginal flag and use of Indigenous location names	Yes	1. <i>Aboriginal flag is flow on the premises.</i> 2. <i>Club has adopted Acknowledgement to Country at all formal events.</i> 3. <i>Club is aware of traditional owners and uses this in their Acknowledgement to Country.</i>		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	1.2. Measures are taken to promote the cultural safety of Aboriginal children	Yes	1. <i>Club child safe policy is in place</i> 2. <i>Club has adopted the ACF and CV child safe policy and codes of conduct</i>		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	1.3. A culture exists within your organisation that supports the Cultural safety Aboriginal children	Yes	1. <i>Warrandyte has adopted the ACF National member protection policy and the CV child safe policy.</i> 2. <i>Adopted Statement of Commitment to Child Safety.</i> 3. <i>Child safe code of conduct adopted.</i> 4. <i>Notice on website about Child Safe Standards.</i> 6. <i>Club handbook contains information about child safe standards</i> 6. <i>Implemented WWCCs.</i> 7. <i>Club is inclusive to all racial backgrounds and members with disabilities.</i>	Handbook and website to be updated to include Child Safe Standards	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024

	1.4. In undertaking your risk assessment, you specifically consider the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability	Yes	<p>1. <i>Adopted ACF National Member Protection Policy and CV Child Safe Policy</i></p> <p>2. <i>Warrandyte is an all-inclusive club focused on supporting the diversity of its members. Warrandyte does not tolerate discrimination on the grounds of age, gender, race, culture, language, vulnerability or sexuality</i></p>		<p>30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024</p>
	1.5. Staff and volunteers are trained in child safety, understand and practice appropriate behaviour, including with Aboriginal children	Partially	<p>1. <i>Section Coaches to complete Play By The Rules Child protection on line course</i></p> <p>2. <i>2 committee members to complete PBTR harassment and discrimination courses</i></p> <p>3. <i>Club has set up a child safety officer</i></p> <p>4. <i>Coaches are encouraged to participate in child protection training</i></p>		<p>30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024</p>

	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 2 Culture of Child Safety	2.1. A commitment to child safety is modelled by your organisation's leadership (board, executive, staff and volunteer)	Yes	1. Warrandyte has adopted the ACF National member protection policy and the CV child safe policy. 2. Adopted statement of commitment to child safety. 3. Child safe code of conduct adopted. 4. Notice on website about child safe standards. 5. Club handbook contains information about child safe standards. 6. Implemented WWCCs. 7. Child safe officer Katrina Berryman appointed	Website to be update to include Child Safe Standards Handbook to be updated to include Child Safe Standards	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	2.2. Child safety is a core part of public and internal messages. i.e. part of your strategy and vision, included in your annual report and staff induction.	Yes	1. Warrandyte has adopted the ACF National member protection policy and the CV child safe policy. 2. Adopted statement of commitment to child safety. 3. Child Safe code of conduct adopted. 4. Notice on website about child safe standards. 5. Club handbook contains information about child safe standards 6. Implemented WWCCs.	Website to be update to include Child Safe Standards Handbook to be updated to include Child Safe Standards	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	2.3. A culture exists within your organisation that supports the: <ul style="list-style-type: none"> - Cultural safety of children from culturally & linguistically diverse backgrounds - Safety of children with a disability 	Yes	1. Warrandyte has adopted the ACF National member protection policy and the CV child safe policy. 2. Adopted Statement of Commitment to Child Safety. 3. Child safe code of conduct adopted. 4. Notice on website about Child Safe Standards. 6. Club handbook contains information about child safe standards 6. Implemented WWCCs. 7. Club is inclusive to all racial backgrounds and members with disabilities.	Handbook and website to be updated to include Child Safe Standards	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	2.4. Your organisation raises awareness about child abuse	Yes	1. Reporting process is in place 2. Child safe policy is in place 3. Child safe code of conduct adopted	Handbook to be updated to include Child Safe Standards	30th June 2022 Sandy Segota & Kathryn Payne

			<p><i>4. Club hand book contains information about child safe standards</i></p> <p><i>5. Regular discussions are held with coaches and volunteers</i></p>	More discussion needed with and coaches and volunteers about child safety	Review 30/6/2024
	2.5. Your organisation is aligned with your National Sporting Organisation and its approach to child safety	Yes	<p><i>1. Adopted CV Child Safe Policy and ACF National Member Protection Policy</i></p> <p><i>2. Have implemented the Vic Sport child safe standards and policy</i></p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>

	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 3 Empowerment of young people	3.1. Reporting procedures are accessible for all children	Yes	1.Listed in Club handbook 2.Discussed with children at class	More discussion needed with and coaches and children about child safety	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	3.2. Children have been given information to understand their rights and how to raise any concerns	Yes	1.Discussed at class 2. Child Safe policy available in club handbook	More discussion needed with and coaches and children about child safety	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	3.3. Children can expect to feel safe, empowered and taken seriously if they raise concerns	Yes	1 Discuss at class. 2.Inform all volunteers and coaches that children can have their say and we must listen 3.any matter raised must be reported to the child safe officer (Katrina Berryman)	More discussion needed with and coaches and children about child safety	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	3.4. Your organisation recognises, respects and promotes the belief that cultural identity is fundamental to a child's safety and wellbeing	Yes	1. Warrandyte has adopted the ACF National member protection policy and the CV child safety standards. 2. Adopted statement of commitment to child safety. 3. Child safe code of conduct adopted. 4. Notice on website about child safe standards. 5. Club handbook contains information about child safe standards. 6. Implemented WWCCs. 7. Coaches have been advised to listen to children if they raise a concern	More discussion needed with and coaches about child safety	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024

	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 4 Families and communities are informed and involved	4.1. A culture exists in which staff, volunteers, children and families feel comfortable and supported when talking about child safety concerns	Yes	<ol style="list-style-type: none"> 1. <i>Child safe code of conduct adopted.</i> 2. <i>Notice on website about child safe club.</i> 3. <i>Club handbook contains information about child safe standards.</i> 4. <i>Implemented WWCCs.</i> 5. <i>Coaches have been informed about the policy</i> 6. <i>volunteers have been informed about the standards</i> 	<p>Handbook and website to be updated to include Child Safe Standards</p> <p>More discussion needed with and coaches children about child safety</p>	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	4.2 Families carers and community are informed when changes or updates are being made to policies or procedures and invite them to have a say		<ol style="list-style-type: none"> 1. <i>Monthly newsletters keep members informed</i> 2. <i>Updates to the website keeps the community informed</i> 3. <i>Updates are included in our Member Handbook which is distributed at the commencement of each year</i> 	<p>Handbook and website to be updated to include Child Safe Standards</p>	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	4.3 Ensure staff and volunteers receive training on how to engage and communicate clearly on the issue of child safety		<ol style="list-style-type: none"> 1. <i>Child safe code of conduct adopted.</i> 2. <i>Club handbook contains information about child safe standards.</i> 3. <i>Regular coach meetings where child safety is discussed</i> 4. <i>Resources made available through Cali Vic and VicSport are shared with coaches</i> 	<p>Handbook and website to be updated to include Child Safe Standards</p>	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	4.4 Encourage feedback on what child safety means to families and communities through a range of methods		<ol style="list-style-type: none"> 1. <i>Access to Notices on website about child safe club.</i> 2. <i>Encourage open communication with coaches and volunteers at meetings, AGM's and at Class</i> 3. <i>Appropriate emails and/or contact phone numbers are made available in Newsletters and on the Website.</i> 	<p>Handbook and website to be updated to include Child Safe Standards</p>	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024

	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 5 Equity and Diversity upheld	5.1 The Child Safe Policy promotes the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability?	Yes	<ol style="list-style-type: none"> 1. Adopted CV child safe policy and ACF National member protection policy 2. Warrandyte had their own child safe policy. 3. Club is inclusive towards all nationalities and disabilities. 		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	5.2 . A culture exists within your organisation that supports the: <ul style="list-style-type: none"> - Cultural safety of children from culturally & linguistically diverse backgrounds - Safety of children with a disability 	Yes	<ol style="list-style-type: none"> 1. Warrandyte has adopted the ACF National member protection policy and the CV child safe policy. 2. Adopted Statement of Commitment to Child Safety. 3. Child safe code of conduct adopted. 4. Notice on website about Child Safe Standards. 6. Club handbook contains information about child safe standards 6. Implemented WWCCs. 7. Club is inclusive to all racial backgrounds and members with disabilities. 	Handbook and website to be updated to include Child Safe Standards	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	5.3 . Staff and volunteers are trained in child safety, understand and practice appropriate behaviour, including with children diverse circumstances and backgrounds	Partially	<ol style="list-style-type: none"> 1. Section Coaches to complete Play By The Rules Child protection on line course 2. 2 committee members to complete PBTR harassment and discrimination courses 3. Club has set up a child safety officer 4. Coaches are encouraged to participate in child protection training 		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	5.4 . Your policies clearly explain how concerns regarding the Code of Conduct can be raised and how breaches of the Code of Conduct will be responded to	Yes	<ol style="list-style-type: none"> 1. Club has adopted a child safe code of conduct and child safe policy. 2. Codes of conduct and policies can be found in the Club handbook 3. Breaches of codes of conduct are listed. 4. Child safe officer has been appointed and contact details are available through the website, handbook. 	Handbook to be updated to include Child Safe Officer contact details	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024

	Child Safe Item	Yes/No/ Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 6 Human Resource Practise	6.1. You have clear position descriptions for staff and volunteers that includes the organisations commitment to child safety	Yes	1. Have position descriptions for all volunteer positions. 2. Have position descriptions for all coaches 3. Coaches sign off on VCCA codes of conduct in their membership.		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	6.2. You have documented recruitment procedures including interview processes, referee checks, Working with Children Checks and other screening requirements	Yes	1. Have Coaching Contracts and Checklists to be complete. 2. WWCC are required for all coaches, assistants, volunteers and anyone who comes into contact with a child under age of 18. 3. All WWCC numbers are listed in a data base. No WWCC means volunteers cannot be with any child under the age of 18.		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	6.3. Staff and volunteers are trained in child safety, understand and practice appropriate behaviour, including with Aboriginal children, culturally and/or linguistically diverse children and children with a disability respectively	Partially	1. Section Coaches to complete Play By The Rules Child protection on line course 2. 2 committee members to complete PBTR harassment and discrimination courses 3. Club has set up a child safety officer 4. Coaches are encouraged to participate in child protection training		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	6.4. You have robust staff and volunteer performance management strategies in place	Yes	1. Principal Coach review coaches, performance and assess their suitability to continue.		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	6.5. Your organisation provides training about Child Safety to staff and volunteers	Partially	1. Coaches and volunteers are encouraged to attend child safety work shop when available 2. All section coaches to completed AIS Play by the Rules training Child protection online training course 3. 2 members of the executive committee will complete AIS Play by the Rules training on child protection as well as harassment and discrimination.	Any new coaches will be asked to complete the AIS course on child protection	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024

	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 7 Complaints and concerns	7.1. You have a process for reporting and acting on disclosures or concerns about child safety	Yes	<p>1. Club has a child safety officer</p> <p>2. Members are encouraged to report unwanted or inappropriate behaviour to the child safety officer or grievance officer.</p> <p>3. Adopted ACF National Member Protection Policy, CV child safe policy & Club child safe policy</p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	7.2. Your staff and volunteers are aware of their responsibility to report concerns of harm	Yes	<p>1. All coaches and volunteers are required to read the Child Safe Code of Conduct.</p> <p>2. All section coaches have completed the child PBTR-child protection online course.</p> <p>3. Any coaches or volunteers who are aware of concerns of harm must report to the child safety officer.</p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	7.3. You have policies and procedures concerning record keeping requirements, confidentiality and privacy	Yes	<p>1. All coaches and volunteers are required to keep records and ensure confidentiality and privacy is maintained.</p> <p>2. Adopted ACF National member protection policy and CV child safe policy</p> <p>3. Adopted Club and CV privacy act.</p> <p>4. Club has a social media policy.</p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	7.4. You have a complaints process that is accessible for children and families	Yes	<p>1. Grievance and complaints process is available in Club handbook.</p> <p>2. MPIO and grievance officer has been set up and have completed all relevant training</p>	Handbook to be updated to include Child Safe Standards	<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	7.5. You have child friendly processes in place to ensure children know who to talk to if they feel unsafe or have a concern	Yes	<p>1. Child Safe Officer appointed and communicated via handbook</p> <p>2. Code of conduct and Club Handbook.</p> <p>3. Children can approach coaches at any time if they feel unsafe</p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>

	7.6. The organisation understands that if an allegation of abuse concerns an Aboriginal child, culturally and/or linguistically diverse child or child with a disability, particular measures should be taken to support the child	Yes	<i>1 Club has a policy about child safety 2. Club will suspend any member of the club who is in breach of the child safety policy or who is alleged to have harmed a child until proven.</i>		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
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	Child Safe Item	Yes/No/ Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 8 Staff and Volunteers knowledge, skills and awareness	8.1. Staff and volunteers are trained in child safety, understand and practice appropriate behaviour, including with Aboriginal children	Partially	<ol style="list-style-type: none"> 1. Section Coaches to complete Play By The Rules Child protection on line course 2. 2 committee members to complete PBTR harassment and discrimination courses 3. Club has set up a child safety officer 4. Coaches are encouraged to participate in child protection training 		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	8.2. Your policies clearly explain how concerns regarding the Code of Conduct can be raised and how breaches of the Code of Conduct will be responded to	Yes	<ol style="list-style-type: none"> 1. Club has adopted a child safe code of conduct and child safe policy. 2. Codes of conduct and policies can be found in the Club handbook 3. Breaches of codes of conduct are listed. 4. Child safe officer has been appointed and contact details are available through the website, handbook. 	Handbook to be updated to include Child Safe Officer contact details	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	8.3. There is a Code of Conduct that explains acceptable and unacceptable behaviour of staff, volunteers and children	Yes	<ol style="list-style-type: none"> 1. Adopted CV child safe policy and ACF National member protection policy, which outlines code of conduct. 2 All codes of conduct are outlined in Club handbook 3. education provided at Coach and Volunteer meetings annually 	Handbook and website to be updated to include Child Safe Standards	30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024

	Child Safe Item	Yes/No/ Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 9 Physical and online environment safety	9.1. 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 connection and learning opportunities	Yes	<ul style="list-style-type: none"> 1. Risk Assessment and Risk Management Plan in place 2. Social Media Policy is in place 3. Fire Plan Policy in place 4. Child Safety Policy 5. Code of conduct 		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	9.2 The online environment is used with the organisations Code of Conduct and child safety and wellbeing policy and process	Yes	<ul style="list-style-type: none"> 1. Code of Conduct in place 2. Social Media Policy in place 3. Child Safety Policy in place 		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024
	9.3. Undertaking, monitoring and reviewing the risk management plan	Yes	<ul style="list-style-type: none"> 1. Katrina Berryman to review bi-annually or as required through the year 2. Discussions with Vic Sport if required. 3. Attend workshops if available 		30th June 2022 Sandy Segota & Kathryn Payne Review 30/6/2024

	Child Safe Item	Yes/No/ Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 10 Review and improvement of Child Safe standards	10.1 You undertake regular Child Safety Reviews (such as this) to inform your policy	Yes	<p>1. Child safety review is a standing item</p> <p>2. Review to undertaken each year around the December or as needed.</p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	10.2 Your Child Safe Policy includes requirements relating to Failure to Disclose and Failure to Protect legislative requirements?	Yes	<p>1. Adopted CV Child Safe Policy and ACF National Member Protection Policy</p> <p>2. All coaches and volunteers to report to the Katrina Berryman (child safe officer)</p> <p>3. Children are encouraged to report anything to their coach, child safe officer, members of their team, or other parents/volunteers within the club.</p> <p>4. Any coach, parent, volunteer, club member etc. who does not meet our standards will be suspended or expelled from the Club.</p> <p>5. Any breaches to be handled as per grievance and complaints policy</p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	10.3 When an incident occurs, review what lead to it happening and identify ways to prevent it	Yes	<p>1. Any incidents are handled by executive committee where appropriate.</p> <p>2. Outcomes are not made public but learning outcomes lead to subsequent policy updates where necessary</p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>

	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
STANDARD 11 Child Safety Policy	11.1 Your organisation has a child safe policy and/or statement of commitment, which is accessible to the public	Yes	<p>1. <i>Adopted CV child safe policy and ACF national member protection policy.</i></p> <p>2. <i>Adopted statement of commitment to child safety and child safe code of conduct.</i></p> <p>3. <i>Warrandyte has set up their own child safety policy which is available on the website and in Club handbook.</i></p> <p>4. <i>Members have been informant about the policy and it is available at the Club rooms</i></p>	Handbook and website to be updated to include Child Safe Standards	<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	11.2 The Child Safe Policy specifically addresses the risks that have been identified in your risk assessment	Yes	<p>1. <i>Discussion with coaches about possible risks to be held during coaches meetings</i></p> <p>2. <i>Keep considering possible risks</i></p>	Keep working/adding onto risk assessment areas	<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	11.3 Your Child Safe Policy promotes the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability?	Yes	<p>1. <i>Adopted CV child safe policy and ACF National member protection policy</i></p> <p>2. <i>Warrandyte had their own child safe policy.</i></p> <p>3. <i>Club is inclusive towards all nationalities and disabilities.</i></p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	11.4 Your Child Safe Policy is in alignment with the approach of your National Sporting Organisation	Yes	<p>1. <i>Adopted CV Child Safe Policy and ACF National Member Protection Policy</i></p> <p>2. <i>In line with Vic Sport child safe standards</i></p>		<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>
	11.5. Policies and practices exist that prioritise child safety and promote a shared responsibility to creating a child safe environment	Yes	<p>1. <i>Warrandyte has adopted the ACF National member protection policy and the CV child safe policy.</i></p> <p>2. <i>Adopted Statement of Commitment to Child Safety.</i></p> <p>3. <i>Child safe code of conduct adopted.</i></p> <p>4. <i>Notice on website about child safe standards.</i></p> <p>5. <i>Club handbook contains information about child safe standards.</i></p> <p>6. <i>Implemented WWCCs.</i></p> <p>7. <i>Social media policy complete and handed out to families.</i></p>	Handbook and website to be updated to include Child Safe Standards	<p>30th June 2022</p> <p>Sandy Segota & Kathryn Payne</p> <p>Review 30/6/2024</p>

In old document but not yet in new one, do we want to delete or add to another section:

3.2. The Code of Conduct is well known by your organisation's staff, volunteers, children and families and they are required to comply with it	Yes	<ol style="list-style-type: none"> 1. <i>Adopted Child Safe Code of Conduct. Is available on Website.</i> 2. <i>Noted in the Club Handbook.</i> 	Handbook and website to be updated to include Child Safe Standards	30th January 2022 Katrina Berryman Review 30/1/2024
3.4. You have considered if additional Codes of Conduct are required (such as applying to parents or children)	Yes	<ol style="list-style-type: none"> 1. <i>Club has child safe code of conduct.</i> 2. <i>Club has a volunteer code of conduct</i> 3. <i>Club has a parent/spectators code of conduct</i> 4. <i>Club has a coaches code of conduct</i> 		30th January 2022 Katrina Berryman Review 30/1/2024
3.5. Your Code of Conduct is in alignment with your National Sporting Organisations Child Safe Framework	Yes	<ol style="list-style-type: none"> 1. <i>Adopted child safe code of conduct from the ACF and CV</i> 2. <i>Club has its own child safe code of conduct and child protection policy and specifically outlines who the Child Safe Officer is and how to contact them.</i> 3. <i>Noted in the Club handbook.</i> 	Handbook to be updated to include Child Safe Standards	30th January 2022 Katrina Berryman Review 30/1/2024