



Name	PADHC Child Safe Policy		
Document No:	PO—003	Version:	002
Approved by:	Management Committee		
Issue date:	15 February 2017	Review Date:	February 2018

## **CHILD SAFE POLICY PORT ADELAIDE DISTRICT HOCKEY CLUB INC.**

### **1. PURPOSE**

Our policy demonstrates the commitment of the Port Adelaide District Hockey Club ('the Club') to child safety and establishing and maintaining child safe and child friendly environments.

The 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 harm.

It complies with our obligations under the *Children's Protection Act 1993*, including:

- Section 8B – 8D – child safe environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children. (Section 8A, *Children's Protection Act 1993*).

### **2. SCOPE**

Our policy applies to all people involved in the Club, including:

- employees (permanent and casual)
- volunteers
- contractors
- sub-contractors
- indirect service providers
- any other individual involved in this organisation

Note: the term "employee" is intended to cover all persons occupying any position listed above

### **3. POLICY**

#### **3.1 Commitment to child safety**

All children who come to the Club 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 organisation.

This policy was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

### **3.2. Children's Participation**

The Club encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.

### **3.3 Recruitment Practices**

The 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 in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all employees.

We conduct criminal history assessment for people working with children, as set out in Section 8B of the *Children's Protection Act 1993*.

We ensure that criminal history information is dealt with in accordance with the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, issued pursuant to Section 8A, *Children's Protection Act 1993*.

### **3.4 Codes of Behaviour**

The Club has implemented a Codes of Behaviour Policy which sets out the various Codes of Behaviour for the Club.

All members, coaches, administrators, officials, players, parents and spectators are made aware of and must abide by our Codes of Behaviour Policy.

### **3.5 Support for Volunteers and Employees**

The Club seeks to attract and retain the best volunteers and employees. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that volunteers / employees who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented include:

- All new employees undergo induction and receive a copy of our child safe policy and codes of behaviour.
- Child safety officers have been appointed as a first point of contact for all child protection matters.

### **3.6 Reporting and responding to suspected child abuse and neglect**

The Club 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.

We will ensure that support is also available for the employee or volunteer making the report, particularly where an ongoing service is provided to the child, young person and their family.

### **3.7 Supporting children, young people and their families**

Child Protection is everyone's responsibility. The Club recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information about services that can assist children and their families (such as the Kids Helpline **1800 55 1800**) in areas accessed by children and their families.

### **3.8 Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation**

In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to a Club Child Safe Officer, or the committee if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

In response to any report to the committee concerning a member, employee or volunteer of this organisation, the committee may determine to take disciplinary action.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

### **3.9 Strategies to minimise risk**

Policies and procedures may address (but are not limited to):

- Transportation
- Taking images of children
- Supervision of children
- Child safety officers
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

### **3.10 Harassment / Bullying**

The Club 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 committee immediately.

### 3.11 Communication

The Club will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

#### 4. REVIEW OF POLICY

The Club will review this policy annually or as often as it determines necessary and will make any changes it determines necessary or desirable.

#### 5. ACCESS TO POLICY

This policy will be available for viewing by any member of the club via its website ([www.padhc.com.au](http://www.padhc.com.au)) or a copy will be provided upon request.

#### 6. RELATED POLICIES

Policy
<ul style="list-style-type: none"><li>PADHC Codes of Behaviour Policy</li></ul>

#### 7. RELATED EXTERNAL REFERENCES

Name
<ul style="list-style-type: none"><li>Hockey Australia Member Protection Policy <a href="http://www.hockey.org.au/Portals/2/PDFs/Committees%20&amp;%3B%20Governance/2015%20Hockey%20Australia%20Member%20Protection%20Policy%20V9%20%20FINAL.pdf">http://www.hockey.org.au/Portals/2/PDFs/Committees%20&amp;%3B%20Governance/2015%20Hockey%20Australia%20Member%20Protection%20Policy%20V9%20%20FINAL.pdf</a></li></ul>

#### 8. CHANGE HISTORY

Version	Approval date	Approved by	Change
001	13 January 2016	Management Committee	Original
002	15 February 2017	Management Committee	Reviewed – no change