



GLYC POLICY DOCUMENT

Policy	Child Safe Policy
Further Information Contact	WGA
Date Adopted By CoM	17th February 2017
Implementation Date	17th February 2017
Last Reviewed	
Next Review Due	February 2018

Purpose

The Child Safe Policy was written to demonstrate the strong commitment of the GLYC committee, club members and volunteers to child safety and to provide an outline of the policies and procedures the Club has developed to keep children from any form of abuse.

Commitment to Child Safety

GLYC believes that all children who are part of the Club have a right to feel and be safe. GLYC supports the rights of children and aims to create an environment where children are welcome, safe and have fun. GLYC has a zero tolerance of child abuse and will act without hesitation to ensure a child safe environment is maintained. GLYC is committed to respecting, embracing and supporting the diversity of all children.

Application of this Policy

This Child Safe Policy was developed in collaboration with committee members, volunteers, parents and children who are involved with GLYC.

This Policy applies to all individuals involved in our Club including, but not limited to:

- Committee Members
- Club Members
- Training Instructors
- Parents and Carers
- Visitors
- Spectators
- Contractors

GLYC encourages everyone involved in the Club to follow the policies and procedures outlined in this document. GLYC is legally required to implement compulsory child safe standards to protect children from harm. GLYC is also required by the 'Reportable Conduct Scheme' to report any 'reasonable belief' of child abuse and child-related misconduct by an adult to the relevant authorities.

(See – GLYC Code of Conduct, The Child Safety and Wellbeing Act 2015, Betrayal of Trust FactSheet-Failure to Disclose Offence,)

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If a child is in imminent or immediate danger, call 000 immediately.

Culture of Child Safety

GLYC Committee and Sub Committees provide strong clear governance and leadership with regards to building a child safe organisation. The Committee has adopted a harm-based perspective, recognising there is a continuum of harm which is damaging to all children. This harm-based perspective will assist our Club to be proactive in identifying and preventing more serious abuse. (See GLYC Policies and Procedures – Code of Conduct, Risk Assessments...)

Valuing Diversity

GLYC values diversity and does 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
- Encourage membership from diverse cultural backgrounds

(See GLYC Policies and Procedures – Code of Conduct, provision of disability facilities and information, culturally/linguistically appropriate signs/posters and information)

Code of Conduct

The GLYC Code of Conduct for Members outlines appropriate standards of behaviours 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 members and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficulty situations.

(See GLYC Code of Conduct, - update to Child Safe Organisation Standards)

Children's Rights to Safety & Participation

GLYC encourages children to express their views. Children's suggestions especially on matters that directly affect them will be listened to and considered in the development of a Child Safe Organisation. GLYC actively encourages all children who use our services to 'have a say' about things that are important to them.

GLYC aims to teach and empower children about what they can do if they feel unsafe and provide information about who they can talk to. GLYC listens to and acts on any concerns children, their parents or members express about child safety and wellbeing at the Club. GLYC will ensure that both the physical and psychological safety of children is addressed and maintained and that children are empowered to understand their rights and responsibilities.

(See Information on what to do if feeling unsafe, responding and reporting child safety concerns, provide confidential feedback options.)

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Recruiting and supporting Volunteers

GLYC works proactively to engage and retain members and volunteers who demonstrate a commitment to a child safe organisation..

GLYC will consider carefully all persons who work with children at the club. As a guide, volunteers should be members of the club, or people who are well known to members of the club who are known to be of appropriate character or people referred to us by Australian Sailing. Members and volunteers are required to be cognizant of the Code of Conduct and Child Safe Policy, Those volunteering to work with children must have current Working with Children's Checks and police record checks.

All GLYC programs for children will have a Lead Instructor who is responsible for the co-ordination and supervision of volunteers. This person will ensure that children are protected from abuse whilst participating in our programs, and that any reported incidents (whether occurring at the club or elsewhere, are handled in a manner that is supportive of both victim and accused.

Where Practical, two staff members will be present during activities with children.

Training instructors and Child Safety Officers

GLYC aims to provide support, training and supervision so children feel valued, respected and fairly treated.

GLYC will provide information which directs people working with children at the Club towards information that outlines the legal requirements, information on responding and reporting child abuse and/or child related misconduct by an adult.

GLYC will conduct an information session at the start of each season to ensure that all volunteers know and understand their rights and obligations in relation to our Child Safety Policy and related documents

(See Code of Conduct; add code of conduct specifics for standards of behaviour by adults towards children. Develop Policy for Guiding principles and process for recruiting GLYC volunteers, paid positions for those working with children and Child Safety Officer. See - Relevant links for information on WWC and Police Checks, Reporting Criminal Abuse of Children to Police)

Responding and Reporting a Child Safety concern or complaint

GLYC recognises that the safety of children is everyone's responsibility. Children who disclose feeling unsafe or being abused must be heard, must be taken seriously (believed) and must be treated with sensitivity and compassion (retelling their story can cause further trauma. Children who disclose need to hear that they will be safe from further risk of harm.

GLYC aims to provide information on responding to disclosures and about a clear reporting process to assist members and volunteers to feel confident to make a report. GLYC will provide,

- 3 Child Safety Positions held by the Commodore, Sailability Officer and discover Sailing Principal to manage the reporting process

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- Information on key steps to responding and acting on a disclosure, (newsletter articles, posters)
- A simple clear reporting process (see Flowchart: Child Safety Reporting Process)
- Fair and just procedures for all involved in the reporting of a Child Safety Concern or Complaint
- Confidential accurate and secure records of reports, actions taken, internal investigations and reports made to statutory authorities in accordance with security and privacy requirements.

Identify and removing risk:

GLYC recognizes 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. GLYC has risk management strategies in place and these are reviewed annually.

(See Risk Management Policy and Procedures – update for Child Safe Organisation requirements?)

Reviewing this policy:

This policy will be review every 2 years and GLYC undertakes to seek views, comments and suggestions from members, volunteers, children and parents. If risk management issues in relation to children are identified before the formal review date GLYC will respond promptly and proactively to maintain a child s safe environment.

Definitions:

Child – A person 17 years of age or under

Child Abuse - Child abuse is an act by parents, caregivers or other person who interacts with a child which endangers a child or young person's physical or emotional health or development. Child abuse can be a single incident, but usually takes place over time

Child Protection – the act of keeping children safe from violence, exploitation, abuse and neglect. .

Club Member – A person who has paid any category of membership fee for the current year

Failure to Disclose Offence- A person who forms a reasonable belief that a child has been or is at risk of abuse and fails to report that belief may be guilty of an offence under the Reportable Conduct Scheme

Mandatory Reporting- is a term used to describe the legislative requirement imposed on selected classes of people to **report** suspected cases of child abuse and neglect to government authorities.

Reasonable Belief - exists, when there is a **reasonable** basis to believe that a crime (for the purpose of this policy, child abuse) is being or has already been committed.

Volunteer- A person who provides a service to the club and or its programs which no payment is given

Links and Resources:

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Commission for Children and Young People. www.ccyp.vic.gov.au/

Child Safety Reporting Process Flowchart: Commission for Children and Young People.
www.ccyp.vic.gov.au/

Department of Health and Human Services – Child Safe Standards. www.dhs.vic.gov.au

Sample Incident Report. Department of Health and Human Services – Child Safe Standards.
www.dhs.vic.gov.au

Victoria Police – Reportable Conduct Scheme. www.ccyp.vic.gov.au/downloads/victoria-new-reportable-conduct-scheme-factsheet.docx