

WERRIBEE TABLE TENNIS ASSOCIATION INC
Registration number A0014877Z

CHILD SAFE POLICY (CSP)

Purpose

This policy was written to demonstrate the strong commitment of the committee and volunteers of the Werribee Table Tennis Association Inc. (hereafter “WTTA” or 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. This policy also incorporates and adheres to the new Child Safe Standards in Victoria which took effect on 1 July 2022 and which apply to over 50,000 organisations in Victoria which deal with children.

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 policy was developed by the Association in an endeavour to meet the needs of the children who use the Association's services and their parents, volunteers, visitors and spectators, and the staff at Eagle Stadium (where the Association is located).

This policy applies to all individuals involved in WTTA including, but not

limited to:

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Visitors
- 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 for which 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.

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 of "All Abilities" (i.e. those with a disability) and their families and act to promote their participation; and
- seek appropriate volunteers from diverse cultural backgrounds;
- WTTA has a longstanding culture of inclusivity and activities and plans to increase participation by juniors. As such WTTA is strongly committed to building participation and inclusion for children and young people independent of race, religion, gender etc.
- WTTA also has a well-known and acclaimed culture of inclusion especially in relation to All Abilities (disability) participants including people of all ages and it has an active All Abilities program coordinated closely with major other organisations including Wyndham council.

Recruiting of volunteers

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

- Interview and conduct referee checks on all 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 volunteers.

Supporting volunteers, members and participants

WTTA seeks to attract and retain the best volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Behaviour to provide guidance to our volunteers, members and spectators, all of whom are informed of the Code and expected to adhere to its requirements. WTTA policies and procedures are available for all volunteers, members and spectators and a display is kept in the storeroom display cupboard. Several of these WTTA policies are of immediate relevance to child safety are on:

- Picking up and dropping off children;
- Code of behaviour for committee members, volunteers and members;

- Spectator code of behaviour;
- Participation including people with a disability;
- OH&S;
- WWCC; and
- Injury report procedure (Eagle Stadium staff).

Reporting a child safety concern or complaint

WTTA has appointed Mr xxxxxxxxxxxx as the Association’s Child Safe Officer. He has specific responsibilities as the first point of contact for responding to any complaints made by committee members, volunteers, parents or children. Backup officers to Mr xxxxxxxxxxxx in a supporting role are the committee member/s Mr xxxxxxxxx. These people can be contacted by mobile 04xx xxx xxx or email to secretary@wttt.asn.au with the subject heading “Attention: WTTA Complaints”, or by mail addressed to WTTA, Eagle Stadium 35 Ballan Road, Werribee VIC 3030 with the subject heading “Attention: WTTA Complaints”. In addition a major source of information on reporting child safety concerns is the Victorian Government’s Commission for Children and Young People (<https://ccyp.vic.gov.au/>). The Commission regulates and enforces the Child Safe Standards and Reportable Conduct Scheme and takes action where it observes serious risks to the safety of children. The Commission also offers advice to those who seek guidance and it can be contacted on 1300 78 29 78 (9.30am –11.30am and 2.00pm – 4.00pm, Monday to Friday) or via email: contact@ccyp.vic.gov.au.

Risk Management

WTTA recognises 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;
- physical contact when coaching or managing children.

WTTA mandates that all committee members and volunteers working with children conform to relevant legislative requirements for working with children. For example all committee members and volunteers working with children for coaching or development or training must have WWCCs. WTTA keeps a register of committee members and volunteers who are WWCC holders.

Reviewing this policy

This policy will be reviewed every two years and WTTA undertakes to seek views, comments and suggestions from children, parents, carers, committee members and volunteers involved in the Association.

Victorian Child Safe Standards

New Victorian Child Safe Standards (11 of them) which took effect 1 July 2022 and which form part of this WTTA Policy are provided below. Note that the “relevant entity” in the present case is WTTA Inc.

Child Safe Standard 1 – Relevant entities 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, a relevant entity must, at a minimum, 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 relevant entity 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 relevant entity to ensure racism within the relevant entity is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
- 1.4 The relevant entity actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- 1.5 All of the relevant entity'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, a relevant entity must, at a minimum, ensure:

- 2.1 The relevant entity makes a public commitment to child safety.
- 2.2 A child safe culture is championed and modelled at all levels of the relevant entity 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 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 members and volunteers understand their obligations on information sharing and record keeping.

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, a relevant entity must, at a minimum, ensure:

- 3.1 Children and young people are informed about all of their rights, including 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 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 Relevant entities have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.
- 3.6 Relevant entities provide 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, a relevant entity must, at a minimum, ensure:

- 4.1 Families participate in decisions affecting their child.
- 4.2 The relevant entity 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 relevant entity's policies and practices.
- 4.4 Families, carers and the community are informed about the relevant entity'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, a relevant entity must, at a minimum, ensure:

- 5.1 The relevant entity, including committee members 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 relevant entity 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 relevant entity 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, a relevant entity must, at a minimum, ensure:

- 6.1 Recruitment, including advertising, referee checks and committee members and volunteer pre-employment screening, emphasise child safety and wellbeing.
- 6.2 Relevant committee members and volunteers have up to date and current working with children checks or equivalent background checks.
- 6.3 All committee members 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, a relevant entity must, at a minimum, ensure:

- 7.1 The relevant entity has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, committee members 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, committee members and volunteers, and are culturally safe.
- 7.3 Complaints are taken seriously, and responded to promptly and thoroughly.
- 7.4 The relevant entity 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 – Committee members 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, a relevant entity must, at a minimum, ensure:

- 8.1 Committee members and volunteers are trained and supported to effectively implement the relevant entity's child safety and wellbeing policy.
- 8.2 Committee members and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.
- 8.3 Committee members and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
- 8.4 Committee members 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, a relevant entity must, at a minimum, ensure:

- 9.1 Committee members 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 relevant entity's Code of Conduct and child safety and wellbeing policy and practices.
- 9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.
- 9.4 Relevant entities 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, a relevant entity must, at a minimum, ensure:

- 10.1 The relevant entity 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 relevant entity reports on the findings of relevant reviews to committee members and volunteers, community and families and children and young people.

Child Safe Standard 11 – Policies and procedures document how the relevant entity is safe for children and young people

In complying with Child Safe Standard 11, a relevant entity must, at a minimum, 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 Leaders champion and model compliance with policies and procedures.
- 11.5 Committee members and volunteers understand and implement policies and procedures.