

DARWIN SAILING CLUB CHILD SAFETY POLICY

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PART A: STATEMENT OF COMMITMENT TO CHILD SAFETY

The Darwin Sailing Club takes seriously its responsibility to deliver a sporting club environment that is caring, nurturing and safe for children and young people and that also is enjoyable and empowering. Darwin Sailing Club promotes equity and respects diversity by:

- actively anticipating children's diverse circumstances and responding effectively to those with additional vulnerabilities.
- by giving all children access to information, support, and complaints processes; and
- paying attention to the needs of Aboriginal and Torres Strait Islander children, children with a disability and children from culturally and linguistically diverse backgrounds.

Darwin Sailing Club is committed to ensuring the safety and wellbeing of all children and young people involved in Club lead activities. This policy documents outlines the Club's commitment to keeping children and young people safe from abuse and neglect by;

- explaining how Darwin Sailing Club creates and promotes a child safe environment; and
- explaining roles and the expected behaviours Club staff and volunteers have for keeping children and young people safe from abuse and neglect.

1 RESPONSIBILITIES

It is the responsibility of all Darwin Sailing Club staff, contractors and volunteers, to:

- protect children and young people from all forms of abuse, bullying and exploitation.
- be alert to incidents of child abuse and neglect occurring outside of sailing that may have an impact on the children and young people; and
- create and maintain a child safe culture that is understood, endorsed and put into action by all staff, contractors and volunteers involved in Darwin Sailing Club's programs and services.

Further, the Darwin Sailing Club expects all within the Club, regardless of their role or level of responsibility, to act in a way to keep children safe from such harm by:

- adopting standard practices and behaviours when carrying out their roles;
- reporting any abuse or neglect of which they become aware to management and/or to external authorities responsible for child protection or to police, regardless of whether that abuse is being perpetrated by staff, contractors or volunteers within sailing, or by those outside of sailing including those from the child's family, extended family, their family's extended network or strangers.

Policies and procedures that support child safety

2 RECRUITMENT

Darwin Sailing Club has measures in place to minimise the likelihood of recruiting staff, contractors or volunteers who are unsuitable to work / volunteer with children or young people.

3 INDUCTION AND TRAINING

Darwin Sailing Club provides all new staff and volunteers with information during their induction about the Club's commitment to keeping children safe.

4 RESPONSIBILITY FOR REPORTING CHILD ABUSE

Staff and volunteers:

- have a duty to report abuse or neglect and any concerns to the appropriate authorities;
- must take steps to protect the child concerned and any other children;
- must follow a specified process when reporting abuse or neglect including who will receive reports.

Darwin Sailing Club thoroughly documents and assesses any allegation, disclosure or concern regarding child abuse and determines the appropriate action to take in the circumstances.

5 CONTINUOUS IMPROVEMENT

Darwin Sailing Club is committed to maintaining and improving its policies, procedures and practices to keep children and young people safe from neglect and abuse.

Staff, contractors and volunteers are required to disclose convictions, charges or changes in their circumstances that affect their suitability to work with children and young people.

Police record and WWCC checks are periodically monitored for currency and ongoing compliance with child safe legislation.

PART B: DARWIN SAILING CLUB CHILD PROTECTION POLICY

This policy demonstrates Darwin Sailing Club's (DSC) commitment to the safety and wellbeing of all children and young people participating in sailing. It sets out how Darwin Sailing Club creates and promotes a child safe environment and the way in which Darwin Sailing Club responds to breaches.

Creating and Promoting a Child Safe Environment

6 CHILD SAFETY CODE OF CONDUCT

Darwin Sailing Club staff, contractors and volunteers who work with children and young people have a responsibility to keep those children and young people safe. Darwin Sailing Club takes steps to protect children from abuse and neglect as outlined in this code of conduct. This code of conduct includes details of acceptable and unacceptable behaviours in dealing with children. It:

- assists with the protection of children from abuse and neglect; and

- provides clarity to staff, contractors and volunteers who work with children by clarifying acceptable and unacceptable behaviour.
- All Darwin Sailing Club staff, contractors and volunteers are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Positive obligations

Darwin Sailing Club staff, contractors and volunteers are responsible for supporting the safety and well-being of children by:

- adhering to Darwin Sailing Club's Child Safety Policy and upholding Darwin Sailing Club's Statement of Commitment to Child Safety at all times;
- taking all reasonable steps to protect children participating in Darwin Sailing Club programs from abuse and neglect;
- treating children and young people with respect;
- listening and responding to the views and concerns of children, particularly if they are reporting that they or another child has been abused and/or are worried about their safety or the safety of others;
- ensuring as far as practicable that an adult (other than a parent) is not left alone with a child;
- reporting any allegations of child abuse in accordance with Darwin Sailing Club's Member Protection Policy;
- if an allegation of child abuse is made, taking steps as quickly as possible to ensure that the child or children concerned are safe; and
- where possible, encouraging children to 'have a say' and participate in relevant organisational activities.

Unacceptable behaviour

Darwin Sailing Club staff, contractors and volunteers must not:

- develop 'special' relationships with children that could be seen as favouritism (for example, by offering gifts or giving special treatment to specific children);
- engage in any form of 'sexual behaviour' with, or in the presence of, children or young people;
- take any disciplinary action against a child or young person involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- exhibit behaviours with children which may be construed as unnecessarily physical (for example: touching their genital area, buttocks or breasts);
- assist a child with activities of a personal nature that the 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;
- 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 outside of sailing without consent (for example, social functions or child minding);
- supply alcohol or drugs (including tobacco) to children and young people participating in sailing;
- use electronic communication (email, text messages, twitter etc) with a child or young person other than in connection with Darwin Sailing Club programs (for example sending e-newsletters to the child and their family);
- Ignore or disregard any suspected or disclosed child abuse.

Darwin Sailing Club staff, contractors and volunteers must observe this code of conduct and accept responsibility for immediately reporting any breach of this code to Darwin Sailing Club's Child Safety Officer or management team.

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

6.1 TRAINING AND SUPERVISION

Darwin Sailing Club works to ensure that all staff, contractors and volunteers who perform work with children understand that child safety is everyone's responsibility and undertake their duties in accordance with Darwin Sailing Club's policies, guidelines and procedures, so that they are able to:

- care for and support one another; and
- feel confident and comfortable in discussing allegations of child abuse or safety concerns;
- identify, assess, and minimise risks of child abuse; and
- detect potential signs of child abuse.

All staff, contractors and volunteers who perform work with children are regularly supervised to ensure they understand Darwin Sailing Club's commitment to child safety and their role in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

6.2 RECRUITMENT

Darwin Sailing Club takes reasonable steps to employ appropriately skilled and qualified people to work with children. This includes developing selection criteria and advertisements which clearly demonstrate Darwin Sailing Club's commitment to child safety and an awareness of social and legislative responsibilities.

Darwin Sailing Club understands the ethical and legislative obligations involved when recruiting staff, contractors and volunteers to perform work with children.

Where possible, Darwin Sailing Club carries out reference checks and police record checks to ensure that only suitable people are recruited. Police record checks are used only for the purposes of recruitment and are securely destroyed after the recruitment process is complete. Darwin Sailing Club will retain a record of the police record check (but not the actual police record) if an applicant's police record affected its decision making process.

If during the recruitment process a person's police record indicates a criminal history then the person will be given the opportunity to provide further information and context.

6.3 WORKING WITH CHILDREN CHECKS

Any staff, contractors and volunteers who perform work with children and who meet the local legislative requirement for having a working with children check (or equivalent) must have a valid working with children check.

The Care and Protection of Children Act 2007 (NT) requires individuals aged 15 years and over who are engaged in child-related employment to hold a current clearance notice, known as an "Ochre Card"

That said, an individual engaged as a voluntary worker in a recreational or sporting club with significant child membership or involvement; or engaged in child related employment under the supervision of a person who holds a current clearance notice, is exempt from the requirement to hold a current clearance notice.

Darwin Sailing Club will maintain a register of child-related employment screening checks and registration held by staff, contractors and volunteers who are required to have one.

7 RISK MANAGEMENT

Darwin Sailing Club protects children when a risk of harm is identified. In addition to managing general occupational health and safety risks, Darwin Sailing Club proactively manages risks of abuse to children and young people.

Darwin Sailing Club has risk management strategies in place to identify, assess and take steps to minimise child abuse risks by ensuring, for example, that required staff, contractors and volunteers hold a current child-related employment screening check and registration.

8 ALLEGATIONS, CONCERNS AND COMPLAINTS

Darwin Sailing Club takes all allegations of child abuse made against its staff, contractors and volunteers seriously and has procedures in place to thoroughly and quickly investigate any allegation. Darwin Sailing Club also ensures any staff, contractors and volunteers engaged to deal with allegations are appropriately trained.

All complaints received will be dealt with by the Darwin Sailing Club Board in a confidential and respectful manner.

Darwin Sailing Club works to ensure all staff, contractors and volunteers know what action to take and who to notify if they observe abuse or other inappropriate behaviour involving a child or young person.

All staff, contractors and volunteers have a responsibility to report an allegation of child abuse if they believe an incident occurred. Darwin Sailing Club may, in some circumstances, also have a mandatory requirement to report suspected cases of child abuse to government authorities.

The “state of mind” which activates this reporting duty is when there is a belief on reasonable grounds that any significant detrimental effect caused by any act, omission or circumstance on the physical, psychological or emotional wellbeing or development of a child has occurred.

Darwin Sailing Club’s contact person for child safety and management of complaints is the Club General Manager. They can be contacted at 08 8981 1700 or gm@dwnsail.com.au

9 PROCEDURAL FAIRNESS AND TRANSPARENCY

The safety and wellbeing of children and young people is a primary concern of Darwin Sailing Club.

Darwin Sailing Club is also fair and just to its personnel and the decisions made by Darwin Sailing Club when recruiting, assessing incidents and undertaking disciplinary action will always be thorough, transparent and based on evidence.

Allegations against any staff, contractors and volunteers of abuse or safety concerns in connection with children and young people are recorded using the Confidential Record of Child Abuse Allegations Form. The status and outcome of an investigation into the allegation is also recorded and all records are securely stored.

If an allegation of abuse or a safety concern is raised, Darwin Sailing Club will provide updates to the affected children and their families on the progress of investigation and any actions taken in response to the outcome of the investigation.

Information collected in any investigation of an allegation of child abuse or safety concerns is confidential and will only be disclosed in accordance with privacy law.

10 REGULAR REVIEW

This policy will be reviewed every two years and following any significant incidents. Where possible, Darwin Sailing Club will ensure that families and children have the opportunity to contribute to any review.

ATTACHMENT A: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

The Darwin Sailing Club will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Darwin Sailing Club in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.

Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.

If the allegation involves a person to whom this policy applies, then also report the allegation to the Darwin Sailing Club Commodore or General Manager so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

The Darwin Sailing Club Board will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of Darwin Sailing Club.

The Darwin Sailing Club Board will consider what services may be most appropriate to support the child and his or her parent/s.

The Darwin Sailing Club Board will consider what support services may be appropriate for the alleged offender.

The Darwin Sailing Club Board will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:

- a criminal investigation (conducted by the police)
- a child protection investigation (conducted by the relevant child protection agency)
- a disciplinary or misconduct inquiry/investigation (conducted by Darwin Sailing Club).

The Darwin Sailing Club will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.

If disciplinary action is undertaken, where required, we will provide the relevant government agency with a report of any disciplinary action we take.

Contact details for advice or to report an allegation of child abuse in the Northern Territory

Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250

ATTACHMENT B: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)