

RECROSPORT CHILD SAFE ENVIRONMENTS POLICY

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| Policy Number: Recro_004 | Version: 2 |
| Drafted By: General Manager | Approved by Board on: 23/04/2018 |
| Responsible Person: Management | Scheduled Review Date: 07-2028 |
| First Approved 23/04/18 | Revised By Dawn Portlock 27/07/2023 |

INTRODUCTION

Recrosport Pty Ltd is committed to promoting and protecting the interests and safety of children and young people. We have zero tolerance for child harm or risk of harm.

Everyone working at Recrosport is responsible for the care and protection of children and young people and reporting information about child harm or risk of harm.

In South Australia, organisations providing services to children and young people must, by law provide child safe environments. These organisations are required to:

- Have a child safe environments policy (ies) in place and at minimum, review their policy(ies) once every 5 years
- Meet Working with Children Check obligations and
- Lodge a child safe environments compliance statement with the Department of Human Services and lodge a new statement each time policy (ies) are reviewed and updates (or every 5 years whichever occurs first).

PURPOSE

The purpose of this policy is

1. That it complies with the Children and Young People (Safety) Act 2012, Child Safety (Prohibited Persons) Act 2016 and the National Principals for Child Safe Organisations
2. To facilitate the prevention of child harm or risk of harm occurring within Recrosport
3. To work towards an organisational culture of child safety.
4. To prevent child harm or risk of harm within Recrosport
5. To ensure that all parties are aware of their responsibilities for identifying possible occasions for child harm or risk of harm and for establishing controls and procedures for preventing such harm or risk of harm and/or detecting such harm or risk of harm when it occurs.
6. To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any harm or risk of harm within or outside of the organisation.
7. To provide a clear statement to staff/volunteers/contractors forbidding any such harm or risk of harm.
8. To provide assurance that any and all suspected harm or risk of harm will be reported

POLICY

Recrosport is committed to promoting and protecting the best interests of children and young people involved in its programs. Child protection is a shared responsibility between all employees, volunteers, contractors, students, associates, and members of the Recrosport community.

Children and young people are valued, respected, and encouraged to participate and that the safety and protection of children and young people is always the first priority.

All children and young people, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from harm or risk of harm.

Recrosport has zero tolerance for child harm or risk of harm. Bullying and harassment will not be tolerated. Everyone at Recrosport or a branch of Recrosport, is responsible for the care and protection of the children and young people within our care and reporting information about suspected child harm or risk of harm.

Recrosport supports and respects all children and young people, staff and volunteers. Recrosport is committed to the cultural safety of Aboriginal children and young people, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children and young people living with a disability.

If any person believes a child is in immediate risk of harm or risk of harm, telephone SA Police on 000.

DENFINITIONS

Child or young person - persons under 18 years of age.

Complainant – person who makes a complaint.

Harm - Section 17 of the Safety Act defines ‘harm’ to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

National Police Check - a summary of an individual’s offender history in Australia and a record of their criminal history relating to convictions, finding of guilt or pending court proceedings. They are available from South Australia Police (SAPOL) or organisations accredited by the Australian Criminal Intelligence Commission. It is an organisational decision if a National Police Certificate (NPC) is required for workers or volunteers, however the organisation can no longer use the NPC to assess if a person is suitable to work or volunteer with children in South Australia, this must be determined by a valid, not prohibited Working with Children Check.

Working with Children Check - People working or volunteering with children in South Australia must, by law, have a valid, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.

COMMUNICATION

Recrosport’s child safe environment policy and code of conduct for our South Australian Venues can be found on our website www.lifebeinitunley.org and also available upon request.

Employees of Recrosport can access it on our website or on our HR Platform which is provided at induction to the Company.

PARTICIPATION OF FAMILIES, CHILDREN AND YOUNG PEOPLE

Recrosport will listen to children and young people, and we encourage them to:

- Be involved and informed about their rights using age and developmentally appropriate language
- Understand what child safety and wellbeing means
- Provide feedback including raising complaints.

Refer to Participation Guide for raising complaints and feedback.

EMPLOYMENT OF NEW PERSONNEL

When Recroport undertakes to employ new employees and volunteers we aim to:

- promote and protect the safety of all children and young people under the care of the organisation;
- identify the safest and most suitable people who share Recroport's values and commitment to protect children and young people; and
- prevent a person from working for Recroport if they pose a risk to children and young people.

Recroport does this by

- clear position descriptions with a clear commitment to child safety and wellbeing
- face-to-face interviews that include behavioural questions in relation to child safeguarding
- screening processes, including at least two referee checks and qualification checks
- requiring that staff and volunteers have a current, 'not prohibited' Working with Children Check issued by the DHS Screening Unit before they commence working at Recroport

Recroport will verify new employees and volunteers have a current, not prohibited Working with Children Check before employing them to work with children and young people, and for existing employees, Recroport will verify they have renewed their Working with Children Check every 5 years and the status remains as not prohibited. Verification will be done online through the Organisation Portal accessed via the DHS Screening Unit

Recroport will immediately contact the DHS Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

SUPPORTING EMPLOYEES & VOLUNTEERS

Recroport is committed to providing Employees and Volunteers with ongoing training and support to ensure they understand their responsibilities in relation to Child Safety. We do this by:

- part of the induction process for all Employees and Volunteers outlining their obligations under the Child Safe Environments Policy
- regular supervision sessions that include a focus on child safety and wellbeing
- regular performance appraisals
- access to web based/online resources about issues concerning child safety and wellbeing
- attend 'Safe Environments: Through Their Eyes' training course every 3 years

REPORTING AND RESPONDING TO HARM OR RISK OF HARM

All employees or volunteers of Recroport are mandated notifiers. All mandated notifiers have a legal obligation to report a reasonable belief that a child or young person has been harmed or is at risk of harm.

All reports regarding the reasonable belief that a child or young person is, or may be, at risk of harm are to be made to the Child Abuse Report Line (CARL) on 13 14 78 or if at immediate risk, report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tiramangkotti - an Aboriginal team, via the CARL number.

Recroport agrees that the individual who identifies the harm or risk of harm is the person who makes the report to CARL/SAPOL and this is not reported internally for another staff member to determine if it is a reportable matter.

Recroport will be guided by the relevant authority (Department for Child Protection/SA Police) about how to proceed after a notification. Recroport employees or volunteers are required to notify the Centre

Manager after they have made a report to CARL/SAPOL regarding a child or young person receiving a service from our organisation.

If the Department for Child Protection/SA Police decide to investigate a report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Centre Manager will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the General Manager/Member of the Board may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The General Manager/Member of the Board will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected harm or risk of harm warrants additional investigation, the General Manager/Member of the Board shall coordinate the investigation with the appropriate investigators and/or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the companies policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the companies policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the companies. The findings of the investigation will also be reported to any external body as required.

After a report to CARL/SAPOL has been made, Recrosport will support the child, young person or family by referring them to other appropriate services and continue to provide our services and monitor their circumstances.

In addition, all employees and volunteers of Recrosport have a legal obligation to:

- report child sexual abuse to the police and
- to protect a child from sexual abuse
- failure to meet these obligations may be considered a criminal offence (Criminal Law Consolidation Act 1935 (s.64A & s.65))

REPORTING AND RESPONDING TO GENERAL COMPLAINTS & FEEDBACK

Recrosport's complaints and feedback procedure is outlined in Section 18 of the Participation Guide. The Participation Guide can be found on our website www.lifebeinitunley.org or printed copies are on display in the foyers of both the Unley & Immanuel Centres, Away Venues have a copy in their folders that can be accessed by Duty Staff or they can be requested a printed copy at the Unley and Immanuel Centres.

RISK MANAGEMENT

To help Recrosport maintain a safe environment for children and young people, we will review our risks annually and implement strategies to minimize and manage these risks.

Recrosport has developed a Risk Assessment Document to help this process. Please refer to the Recrosport Risk Assessment document.

RELATED POLICIES AND PROCEDURES

These include

- Participation Guide
- Code of Conduct
- Risk Assessment Document

POLICY REVIEW

Recrosport will, at a minimum, review the policies and procedures once every 5 years as required by the *Children and Young People (Safety) Act 2017*

Recrosport will review its documents when

- New or added risks are identified for children or young people, which may require a change in our policies or procedures
- Where an incident where a child or young person has experienced harm through involvement with our organisation
- Where concerns are raised by anyone involved in our organisation about child and young person safety or welfare

Recrosport will lodge a new child safe environments compliance statement with Department of Human Services each time you review and update your policy.

Version Control

| Version | Date | Nature of Amendment | Update Author/s |
|---------|------------|---|---------------------------------|
| 1 | April 2018 | New Policy | General Manger |
| 2 | July 2023 | Title of document changed from Child Protection Policy to Child Safe Environment Policy. Revised and reworked policy to ensure it meets new policy format. Added CARL & SA POL information. Updated to meet Child Safe Compliance | Dawn Portlock – Finance Manager |