



Child Safety and Risk Management Policy

Contents

Framework	2
Statement of Commitment.....	3
Code of conduct overview	3
Child Safe Policy	5
Managing High Risks and Special Events	12
Risk Identification, Assessment, Evaluation and Treatment	13
Capability	14
Policy and Procedures for Handling Disclosures or Suspicions of Harm	14
Plan for managing breaches	16
Disciplinary Policy	17
Consistency	17
Policies and Procedures	17
Review.....	17

This document is the combination of our aims, values, protocols, policies and procedures to foster a safe and supportive environment for children at our camps. The purpose of our strategy is to help identify potential risks to children and implement strategies to minimise this risk.

Framework

Our code of conduct policy applies to all ASC employees and provides the framework of principles for carrying out their role, dealing with other staff, participants and parents. The code of conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following: ASC expects cooperation from all coaches, camp staff & volunteers in conducting themselves in line with our Child Safety and Risk Management Policy. This policy will be regularly review by ASC and any necessary changes will be implemented by management.

Statement of Commitment

Our organisation provides high quality sports coaching programs for kids in an open, welcoming and safe environment where we will foster positive and supportive learning and skill development. ASC is committed to the safety and wellbeing of all children and young people and they will be treated with respect and understanding always.

We seek advice and guidance from young people, parents and colleagues so these standards are maintained. Everyone participating in Australian Sports Camps' programs (including staff, volunteers, students, children, parents and visitors) must keep to the following codes of behaviour, so that we can continually strive to provide a safe and supportive environment for all.

Code of conduct overview

As a coach / camp staff member / volunteer for ASC, I will promote the safety and wellbeing of children and young people by:

- Adhering to our Child Safety and Risk Management Policy, this Code of Conduct, and other Australian Sports Camps policies.
- Welcoming all children and their families and carers and being inclusive.
- Listening to all parties, valuing their ideas and opinions and responding to them appropriately.
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability. Respect the rights, dignity and worth of every person, regardless of their abilities gender, religion or cultural background, (this includes staff, volunteers, students, children, young people and parents).
- Modelling appropriate adult behaviour. Be a positive role model to participants, imparting knowledge and skills of the game in a respectful and encouraging manner.
- Setting clear boundaries about appropriate behaviour between yourself and the participants in your group. Boundaries help everyone to carry out their roles well.
- Taking all reasonable steps to protect children from abuse by complying with our guidelines on physical contact with children. Ensure that physical contact with participants is appropriate to the situation and necessary for the person's skill development, always having another adult present or in sight when conducting one to one coaching & instruction. Always ensure that participants are sent to the toilet in pairs.
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children.
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect. Record and act on serious complaints and report to the venue Chief of Staff.

As a coach or camp staff member or volunteer for ASC, I will not:

- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention.
- Seek to use children in any way to meet the needs of adults.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes.
- Use prejudice, oppressive behaviour or language with children.
- Discriminate based on: age, gender, race, culture, vulnerability or sexuality.
- Engage in rough physical games or contact.
- Be alone with a child, without other staff, or appointed Australian Sports Camps member in the facility.

- Have unauthorised contact with children and young people online or by phone or exchange personal contact details such as phone number, social networking site or email addresses.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse.

Bullying:

ASC has a zero tolerance for bullying. We want all participants to feel encouraged and enjoy the camp program.

Child Safe Policy

1. INTRODUCTION

- 1.1. Australian Sports Camps is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. Australian Sports Camps supports and respects children, young people, staff, volunteers and participants.
- 1.2. The aim of Australian Sports Camp's Child Safe Policy (the Policy) is to protect the safety of children in our care and prevent abuse from occurring, and if allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.
- 1.3. Should a person wish to make any enquiries in relation to this Policy, please contact Australian Sports Camps Managing Director, Scott Taylor.

2. POLICY STATEMENT

- 2.1. Australian Sports Camps is committed to providing the highest level of service. This includes protecting participant's privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of all, particularly children and delivering the Australian Sports Camps' programs while acting in the best interests of all involved.
- 2.2. Specifically, Australian Sports Camps considers that the health, safety and well-being of children take priority over all other competing considerations. Australian Sports Camps considers that this is necessary to ensure the health, safety and welfare of all participants.
- 2.3. Australian Sports Camps has a zero-tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability or sexual orientation etc.
- 2.4. Child protection is a shared responsibility between Australian Sports Camps, its employees, workers, contractors, associates, parents/guardians, coaches, and volunteers. Everyone that participates in Australian Sports Camps' activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.5. Australian Sports Camps supports the active participation of all children. It listens to their views, respects their views and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety).
- 2.6. Australian Sports Camps is also committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.
- 2.7. Australian Sports Camps promotes fairness and consideration for all staff, volunteers and participants.

3. SCOPE

- 3.1. This Policy applies to participants, parents, spectators, contractors, officials, coaches, and staff throughout all Australian Sports Camps events and activities.
- 3.2. This Policy will continue to apply retrospectively to a person following the cessation of their association or employment with Australian Sports Camps.

4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

- 4.1. This Policy must be read in conjunction with:
 - 4.1.1. The law of the Commonwealth and Victoria including but not limited to:
 - 4.1.1.1. Children, Youth and Families Act 2005 (Vic)
 - 4.1.1.2. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
 - 4.1.1.3. Crimes Act 1958 (Vic); and
 - 4.1.1.4. Working with Children Act 2005 (Vic)
 - 4.1.2. Australian Sports Camps policies and procedures, including but not limited to:
 - 4.1.2.1. Privacy Policy;
 - 4.1.2.2. Constitution;
 - 4.1.2.3. Codes of behaviour;
 - 4.1.2.4. Grievance and Discipline procedures; and

5. DEFINITIONS

- 5.1. **Child** means a person involved in the activities of Australian Sports Camps and under the age of 18 years unless otherwise stated under the law applicable to the child.
- 5.2. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- 5.3. **Sexual offence** means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child to, or involves a child in, sexual activity or matters beyond his or her understanding or contrary to accepted community standards. Sexually offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child (or the child's carer, family or supervisor) to lower the child's inhibitions and prepare them for engagement in a sexual offence.
- 5.4. **Mandatory reporter** means a person who is legally required to make a report to the Department of Human Services or the Police if they form a belief on reasonable grounds that a child needs protection. It includes teachers, principals, registered psychologists, nurses, doctors and midwives.

6. RECOGNISING AND REPORTING CHILD ABUSE

- 6.1. A person may, during participating in the activities of Australian Sports Camps or carrying out their work, form a belief on reasonable grounds that a child needs protection from child abuse.

- 6.2. If a person is concerned about an immediate risk to a child's safety, the person must phone "000" as soon as practicable.
- 6.3. **Child abuse** can be divided into four categories:
 - 6.3.1. **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant harm because of a physical injury, such as a non-accidental physical injury.
 - 6.3.2. **Sexual abuse:** occurs when a child has suffered, or is likely to suffer, significant harm because of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.
 - 6.3.3. **Emotional and psychological abuse:** occurs when a child has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and
 - 6.3.4. **Neglect:** occurs when a child's physical development or health has been, or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.
- 6.4. Child abuse includes any actions that results in actual or potential harm to a child, in circumstances where the child's parents have not protected, or are unlikely to protect, the child.
- 6.5. **Mandatory Reporters**
 - 6.5.1. Select classes of people in the community (including teachers, nurses and doctors) are required by law to report to the Child Protection Unit of the Department of Health and Human Services (DHHS) where they have formed a belief, on reasonable grounds, that a child needs protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.
 - 6.5.2. This report must be made as soon as practicable, and after each occasion where he or she becomes aware of a further reasonable grounds for the belief.
- 6.6. **Reasonable grounds for belief**
 - 6.6.1. A reasonable belief is formed if a reasonable person believes that:
 - 6.6.1.1. the child needs protection;
 - 6.6.1.2. the child has suffered or is likely to suffer significant harm because of physical or sexual injury; and
 - 6.6.1.3. the child's parents are unable or unwilling to protect the child.
 - 6.6.2. To form a reasonable belief, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there is any other related matters known regarding the alleged perpetrator.
 - 6.6.3. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

- 6.6.4. You will have reasonable grounds to notify if:
- 6.6.4.1. a child states that they have been physically or sexually abused;
 - 6.6.4.2. a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
 - 6.6.4.3. someone who knows a child states that the child has been physically or sexually abused;
 - 6.6.4.4. professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; or
 - 6.6.4.5. signs of abuse lead to a belief that the child has been physically or sexually abused.

6.7. Voluntary Reporters

- 6.7.1. In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child needs protection from any form of child abuse, *may* disclose that information to the Police or DHHS.

6.8. Reporting Child Sexual Abuse

- 6.8.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of 3 years' imprisonment.

6.9. Australian Sports Camps Approach to Reports of Abuse

- 6.9.1. Australian Sports Camps supports and encourages a person to make a report to the Police or DHHS if they form a belief on reasonable grounds that a child needs protection, or they are concerned about the safety, health or wellbeing of a child.
- 6.9.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or discretionary) will be supported by Australian Sports Camps, and will not be penalised by Australian Sports Camps for making the report.
- 6.9.3. If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the Australian Sports Camps Managing Director for guidance and information. If in doubt, ask for assistance.
- 6.9.4. If an allegation is made against a member of staff or volunteer, Australian Sports Camps will follow the reporting procedure outlined in Australian Sports Camps Child Safe Incident Report and take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person from active duty, which could entail standing down, reassignment to a role without direct contact with children, working under closer supervision during an investigation, working from home, or any other measures deemed appropriate depending on the seriousness of the allegation.
- 6.9.5. Australian Sports Camps will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential manner to the greatest extent possible.

- 6.9.6. Australian Sports Camps will cooperate with the directions of the Police and/or DHHS in relation to any investigation conducted by these authorities.
- 6.9.7. Australian Sports Camps will keep a register of any allegations regarding inappropriate conduct.

7. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN

- 7.1. Personnel involved in protecting children include the board, management, staff and volunteers within Australian Sports Camps. Those people have responsibilities in relation to protection of children and are expected to:
 - 7.1.1. understand the rights of children, as appropriate to their role;
 - 7.1.2. respect the cultural and religious practices of families who access (Australian Sports Camps)'s services, programs or events;
 - 7.1.3. understand and appropriately respond to the needs of children with developmental delays or disabilities;
 - 7.1.4. appropriately act on any concerns raised by children;
 - 7.1.5. understand the definitions, indicators and impact of child abuse;
 - 7.1.6. know and follow regulations in relation to the care of children;
 - 7.1.7. co-operate with police and/or other formal investigations to the best of their ability; and
 - 7.1.8. not harm or exploit children who access Australian Sports Camps' services.

8. CHILD SAFE AND CHILD FRIENDLY GUIDELINES TO PREVENT AND MANAGE RISKS OF CHILD ABUSE

8.1. Change Rooms

- 8.1.1. Adults, regardless of gender, should only enter change rooms if accompanied by another adult. Prior to entering change rooms, coaches/staff should notify the people in the change room of their intended entrance. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

8.2. Accommodation

- 8.2.1. No coaches/staff should be alone in the room of a participant without the presence of another adult. The doors should always be open. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

8.3. Adults under investigation

- 8.3.1. Adults under investigation in relation to a matter involving child abuse, or any matter which has the potential to jeopardise their Working With Children Check (WWCC) (or if based in another State the equivalent requirement) status may be prohibited, by Australian Sports Camps management, from participating in Australian Sports Camps activities.

8.4. Coach Assistance

- 8.4.1. All coaches must ensure that all physical contact with participants which occurs when coaching is appropriate for the situation and necessary for the athlete's safety. It is strongly recommended that:
 - 8.4.1.1. coaches ensure that there are other adults present whenever coaching;
 - 8.4.1.2. coaches take care to explain the procedure to the child prior to beginning any physical contact; and
 - 8.4.1.3. coaches obtain consent from the athlete prior to beginning any physical contact.

9. ENGAGING NEW PERSONNEL

- 9.1. The minimum standard for background checks of employees and volunteers of Australian Sports Camps and its members is the law as it applies in Victoria.
- 9.2. Australian Sports Camps undertakes a comprehensive recruitment and screening process for all staff and volunteers which aims to:
 - 9.2.1. promote and protect the safety of all children who participate in the activities of Australian Sports Camps;
 - 9.2.2. identify and recruit the safest and most suitable candidates who share Australian Sports Camps' values and commitment to protect children; and
 - 9.2.3. prevent a person from working at Australian Sports Camps if they pose an unacceptable risk to children.
- 9.3. Australian Sports Camps requires staff and volunteers to pass the recruitment and screening process prior to commencing their engagement with Australian Sports Camps.
- 9.4. As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g. WWCC or other state equivalent and/or Police check) to show that they are suitable to work with children and young people in a recreational setting.
 - 9.4.1. all Australian Sports Camps staff and management require a WWCC; and
 - 9.4.2. the following key event personnel must have a valid WWCC:
 - 9.4.2.1. coaches paid by Australian Sports Camps for their services
 - 9.4.2.2. Volunteers; and
 - 9.4.2.3. anyone else who Australian Sports Camps staff feel requires a WWCC due to the nature of the work that they are undertaking for Australian Sports Camps.
- 9.5. The type of evidence that an applicant is required to provide to Australian Sports Camps will vary depending on the type of position that they are applying for. However, an applicant will not be offered a position until they provide the required evidence to Australian Sports Camps.
- 9.6. Australian Sports Camps will exercise discretion and may require applicants to provide a Police check in accordance with the law and as appropriate, before they commence their engagement and during their time with Australian Sports Camps in regular intervals.

- 9.7. Australian Sports Camps will undertake thorough reference checks prior to engaging any personnel.
- 9.8. Once engaged, Australian Sports Camps will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.
- 9.9. Australian Sports Camps requires that all staff and volunteers (including coaches and any staff) likely to have contact with children have a current WWCC, which needs to be signed off regularly.
- 9.10. Australian Sports Camps requires all affiliated club personnel including, Volunteers, Coaches and anyone else who has contact with children to possess a valid working with children check. Any costs associated with gaining a valid WWCC will be dealt with in a manner determined by Australian Sports Camps.

10. RISK MANAGEMENT APPROACH

- 10.1. Child safety is a part of Australian Sports Camps' overall risk management approach.

11. POLICY BREACHES

- 11.1. It is a breach of this policy for any person or Australian Sports Camps to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to ASC Child Safety Risk Management Policy.

12. POLICY PROMOTION

- 12.1. This policy will be made available to all members via website.
- 12.2. This policy will be communicated to all staff, Board, and Committee members via email.
- 12.3. References to this policy will be included in documentation provided to coaches/staff/volunteers involved with Australian Sports Camps.

13. REVIEW PROCESS

- 13.1. This policy will be reviewed by Australian Sports Camps on an annual basis.
- 13.2. If you would like to provide Australian Sports Camps with any feedback or suggestions to improve this policy, please contact the Managing Director, Scott Taylor – staylor@australiansportscamps.com.au.
- 13.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to management for consideration at any time. If changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels

Managing High Risks and Special Events

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Describe the Activity	Identify Risks	Analyse the Risk	Evaluate the Risk	Manage the Risk	Review
If extreme weather, then will need to buss children to indoor centre	Could lose children in between venues	This is unlikely but consequences could result in harm	Low	Group coaches will need to mark the role before and after travelling and count participants in their group	Chief of Staff will review afterwards to ensure steps were followed
	Children could get restless and anxious	This is likely but is unlikely to result in harm	Low	Could run an activity such as a quiz or questions on the bus	Chief of Staff will review after
	Children could become disoriented or distressed at new venue	This could happen and result in some emotional harm	Medium	All participants should go to the toilet or to get a drink in pairs	Chief of Staff will review at the end of the day

Risk Identification, Assessment, Evaluation and Treatment

The Risk	Source	Impact/Outcome	Risk Rating			Current control strategies	Control effectiveness rating (A) (R) (I)	Further action to be taken
			Lik	Con	Risk			
Vulnerable person in the care of the organisation may be placed at risk of physical or emotional harm	<ul style="list-style-type: none"> Poorly recruited staff Inadequate training or induction of staff following recruitment Inadequate supervision of staff 	<ul style="list-style-type: none"> Assault of participants Participant injury Participants wellbeing may be compromised 	1	2	L	<ul style="list-style-type: none"> Recruitment practices allow for appropriate coaches to be hired Referrals from other staff taken into consideration Code of conduct presented to all staff Supervision strategy in place 	A	<ul style="list-style-type: none"> Reviews of risk management policy yearly Unless breach occurs or significant legislation changes occur then it will be reviewed as and when required
Vulnerable Person sustains injury as a result of participating in the program	<ul style="list-style-type: none"> Other participant Accident Poor supervision 	<ul style="list-style-type: none"> Participant injury Requires medical attention Can no longer participate 	3	2	L	<ul style="list-style-type: none"> First aider present at all camps Coaches have small group to supervise Guidelines on safe use of equipment No playing with equipment during breaks All incidents must have an incident report filled out 	A	<ul style="list-style-type: none"> Review of Chief of staff procedures annually Review of practices if a serious breach occurs
Vulnerable person leaves program	<ul style="list-style-type: none"> Person leaves without parent/guardian 	<ul style="list-style-type: none"> Wellbeing maybe compromised 	1	3	L	<ul style="list-style-type: none"> All participants sign-in in the morning Participants are signed out with coach by parent/guardian 	A	<ul style="list-style-type: none"> Review annually to ensure policy is being followed Review of practices if a serious breach occurs

Key: Risk Rating: Likelihood 1-5 with 1 being rare and 5 being almost certain, Consequences: 1-5, with 1 being insignificant and 5 being catastrophic. Risk level- E (Extreme risk), H (High risk), M (Medium Risk), L (Low Risk). Effectiveness: A-adequate, R- requires improvement and I inadequate.

Capability

Policy and Procedures for Handling Disclosures or Suspicions of Harm

The following policy and procedures will ensure that staff respond as quickly as possible and in the best interests of the child or young person less than 18 years of age, when disclosures or suspicions of harm are received. Our organisation recognises that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them.

Policy

Staff will receive training in identifying risks of harm, and handling disclosures or suspicions of harm (where applicable). All staff will report disclosed or suspected harm to the appropriate authorities.

Who must comply with this policy?

The following people must comply with this policy:

- Employees and volunteers
- Contractors
- Work experience students/students on placement.

Definitions

Harm may be categorised in the following types:

- Physical abuse, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication.
- Emotional or psychological abuse, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement.
- Neglect for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school, and
- Sexual abuse or exploitation, for example, sexual jokes or touching, exposing children to sexual acts or pornography or having sexual intercourse with a child or young person under 16 years of age (even if the child appears to have consented).

Suspicion of harm

You can suspect harm if:

- You are concerned by significant changes in behaviour or the presence of new unexplained and suspicious injuries.

Disclosure of harm

- A disclosure of harm occurs when someone, including a child, tells you about harm that has happened or is likely to happen.

Procedures to minimise harm to children and young people

Our organisation works to minimise harm to children and young people by acting in a manner that supports their interests and wellbeing, by:

- Making sure that children know that it is their right to feel safe at all times.
- Teaching them about acceptable and unacceptable behaviour in general.
- Making sure they are safe by monitoring their activities and ensuring their environment meets all safety requirements.
- Taking anything a child or young person says seriously and following up their concerns.
- Teaching them about appropriate and inappropriate contact in a manner appropriate to their age and level of understanding.
- Listening to children and young people and letting them know that staff are available for them if they have any concerns.

Procedures for receiving a disclosure of harm

When receiving a disclosure of harm:

- Find a private place to talk
- Don't promise that you'll keep a secret; tell them they have done the right thing in telling you but that you'll need to tell someone
- Only ask enough questions to confirm the need to report the matter.
- Do not conduct your own investigation refer to relevant persons

Reporting guidelines for disclosures or suspicions of harm

Following are the actions our organisation will take immediately following a disclosure or suspicion of harm.

Documenting a suspicion of harm

If you or others have concerns about the safety of a child, record your concerns in a non-judgmental and accurate manner as soon as possible.

Documenting a disclosure of harm

Complete an **incident report form** or record the details as soon as possible so that they are accurately captured.

Reporting the disclosure or suspicion of harm to authorities

Our organisation will not conduct its own enquiries in relation to the disclosure or suspicion of harm or try to come to an agreement between the parties involved. The person who receives a disclosure or suspects harm is to contact the relevant authority to ensure information provided is comprehensive and accurate.

Actions following a disclosure of harm

Support and counselling as required will be offered to all parties involved.

Processes for those involved in the report

The person who made the report, a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics. Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.

The person against whom the allegation has been made

If the person responding to the allegation of harm is a member of the organisation, we may need to review their duties. The person will not continue to interact/work with children at ASC.

Review procedures

The organisation's policy and procedures for handling disclosures or suspicions of harm are to be reviewed and assessed regularly to ensure that the organisation is continuing to provide a safe and supportive service environment.

Plan for managing breaches

Purpose: This plan outlines the steps to be taken following a breach of the child and youth risk management strategy to address the breach in a fair and supportive manner.

Definition: A breach is any action or inaction by any member of the organisation, including children and young people that fail to comply with any part of the strategy. This includes any breach of:

- Statement of commitment to the wellbeing of children and the protection of children from harm
- Code of conduct for interacting with children and young people
- Recruitment, selection, training and management procedures
- Policies and procedures for handling disclosures or suspicions of harm
- Policies and procedures for implementing and reviewing the children and youth risk management strategy and maintain a staff register
- Risk management plans for high risk activities and special events
- Strategies for communication and support

Stakeholders should be aware for the actions or inactions that constitute a breach and the potential outcomes of breaching the strategy.

Who must comply with this plan?

- Employees and volunteers
- Contractors
- Parents
- Work experience students/students on placement
- Children and young people

Processes to manage a breach of the child and youth risk management strategy

Breaches will be managed in a fair, unbiased and supportive manner. The subsequent will take place:

- All concerned parties will be advised of the process
- All concerned parties will be given the opportunity to provide their version of events
- The details of the breach from all perspectives will be recorded
- Matters in relation to the breach will be discussed in confidence
- An appropriate outcome will be decided.

Suitable outcomes for breaches

Dependent on the type of the breach the outcomes could include:

- Emphasising the relevant component of the child and youth risk management strategy for example the code of conduct
- Providing closer supervision'
- Further education and training
- Mediating between those involved in the incident (if appropriate)
- Disciplinary procedure's if necessary
- Reviewing current policies and procedures and developing new policies and procedures if necessary

Complaints Policy

Purpose: This policy outlines how complaints will be dealt with.

Processes to manage a complaint

All complaints will be managed in a fair, unbiased and supportive manner. The subsequent will take place:

- All complaints should be reported to the Chief of Staff
- All concerned parties will be given the opportunity to provide their version of events
- An appropriate outcome will be decided and all concerned parties will be informed of the outcome

Suitable outcomes for complaints

Dependent on the type of the breach the outcomes could include:

- Emphasising our policies and procedures that are relevant to the complaint
- Offering a complimentary place or discount
- Reviewing current policies and procedures and developing new policies and procedures if necessary

Disciplinary Policy

Purpose: This policy outlines disciplinary actions for camp staff.

Processes to manage a disciplinary action

All disciplinary matters will be managed in a fair, unbiased and supportive manner. The subsequent will take place:

- All concerned parties will be given the opportunity to provide their version of events
- An appropriate outcome will be decided and all concerned parties will be informed of the outcome

Suitable outcomes for disciplinary actions

Dependent on incident the outcomes could include:

- Emphasising our policies and procedures that are relevant to the incident
- Discussion/training on how to manage a similar situation in the future
- Not reemploying the person concerned at a future program
- Reviewing current policies and procedures and developing new policies and procedures if necessary

Consistency

Policies and Procedures

- All staff who are required will have a working with children check.
- ASC will keep a register of checks for all staff and volunteers.
- It is an offence for a disqualified person to sign a children's check application form or renewal form
- ASC will, where possible, check the validity of coach's card's.
- ASC will not employ any persons who have been issued with a negative notice or whose card is cancelled, suspended or expired.
- ASC will regularly review and update the coach register.
- Coaches who have a negative or suspended check will not be rostered to coach.

Review

ASC will annually review our child and youth risk management strategy to ensure that it remains relevant and up to date.