



# HALLS HEAD BOWLING & RECREATION CLUB INC

## CHILD PROTECTION POLICY 2023-2024

### INTRODUCTION

The Halls Head Bowling and Recreation Club (Inc.) (the Club) has a duty of care towards its members and participants in providing a safe environment for all participants free of all incidents of Harassment. In particular, the issue of Child Protection within the sporting environment is of great concern to many members.

As such the Club believe where there is a provision for children and young people the following must be considered:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All members and staff (paid /unpaid) working in the Club have a responsibility to report concerns to the appropriate officer.

### POLICY STATEMENT

The Club will not abide in the criminal act of child sexual maltreatment. This occurs when a child (defined as a person under the age of 18 years) has been exposed of subjected to sexual behaviours or acts which are exploitative and/or inappropriate to his or her developmental level. Such behaviour involves a wide range of sexual activities that exploit children and includes forcing, tricking, bribing, threatening or pressuring a child into sexual activity.

The abuse of youth members, by employee's, other members or external source, is not acceptable. The Club insists all incidents of such abuse as described above to be reported immediately to the appropriate authorities.

### OBJECT OF THIS POLICY

The object of this policy is to convey a message to all employees, members and prospective members, responsible for Halls Head Bowling and Recreation Club (Inc.) activities, particularly those involving members under 18 years of age, about minimising risk exposure. It is to promote good practice providing appropriate safety and protection whilst in the care

of the sport. Managers, coaches, officials, leaders, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of those under the age of 18 years (youth).

This policy is to be adhered to in conjunction with the Club Constitution, Bye Laws, and Code of Conduct Guidelines for suspected child abuse

## **SAFEGUARDS**

The following good practice guidelines apply to those members who undertake the delivery or supervision of youth activities in their capacity as managers, coaches, trainers, officials, administrators, etc.

### **TO DO**

- Always working in an open environment (eg avoiding private or unobserved situations and encouraging an open environment i.e. no secrets)
- Always put the welfare of each young person first, before winning or achieving goals
- Maintain a safe and appropriate distance with players (eg it is not appropriate to have an intimate relationship with a child or to share a room with them)
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Involving parents/carers wherever possible (eg for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents / coaches / officials / teachers work in pairs
- Keep parents / carers informed as much as possible in all aspects of the youth's development and behaviours
- Ensure that any manual / physical support required is provided openly, and with the child and parents express permission
- Both a male and a female adult should accompany mixed gender teams when travelling away
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Request written parental consent if club officials are required to transport young people in their cars
- Report immediately to another colleague, record and inform parents if:
  - you accidentally hurt a player
  - they seem distressed in any manner
  - if a player appears to be sexually aroused by your actions
  - if a player misunderstands or misinterprets something you have done

## AVOID

- Try to avoid spending excessive amounts of time alone with children away from others
- Avoid taking children to your home where they will be alone with you
- Do not allow aggressive, physically distressing or sexually provocative activities or comments to be directed to a young person
- Do not share a room with a child
- Do not allow or engage in any form of inappropriate touching
- Do not reduce a child to tears as a form of control
- Do not allow allegations made by a child to go unchallenged, unrecorded or not acted upon

## DON'T EVER

- Do not invite or allow youths to stay with you at your home unsupervised

## RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS

The Club is responsible for the recruitment of personnel (paid and volunteers) and as such the below guidelines are to be used in the recruitment of:

- all State Development officers
- Any persons appointed or seeking appointment to a role which is likely to have individual and unsupervised contact with youth for example managers and coaches

All personnel should complete an application form containing information on an applicant's past history in similar roles

Check a person's referees (at least two) through verbal or written contact as to the persons suitability for the proposed role and their suitability for involvement with youth.

A National Police Check for criminal records involving dishonesty, drugs, violence, and offence against a person (eg sex offences, assault) or an offence which in any way involved persons under 18 years of age.

Evidence of identity (passport or drivers licence with Photo)

Interview with applicant including questioning as to their suitability for the proposed role and involvement with children.

Should an applicant fail to provide the required documents, or not meet standards in relation to interviews or reference checks, they shall not be appointed.

All information obtained during the course of screening (including any Police Check) must be kept confidential to the persons within the Club and their affiliates who have been delegated the task of investigating and appointing the positions.

- Prohibited Person Declaration

All persons in the following roles shall be required to complete the Prohibited Person

Declaration:

- All State Development officers
- Any persons appointed or seeking appointment to a role which is likely to have individual and unsupervised contact with youth for example managers and coaches
- Club volunteers
- Any persons appointed or seeking appointment to a role which to have contact with youth however is supervised at all times by another adult

The purpose of the Prohibited Person Declaration is to establish whether the person has any previous relevant criminal convictions. If the Declaration reveals a person has committed a Criminal Offence then they are not permitted to be appointed.

All information in the Prohibited Person Declaration must be kept confidential to the persons within the Club and their affiliates who have been delegated the task of requesting and reviewing the Declaration.

## **PROCEDURES IF SUSPICIONS OR ALLEGATIONS ARISE**

It is the responsibility of all persons within the Halls Head Bowling and Recreation Club (Inc.), in a paid or unpaid capacity to act on any concerns through contact with the appropriate authorities.

The Club and their affiliates will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports their concern that a child is being abused.

In all cases, the Management must ensure the child/ren is safe (if in the persons immediate care and / or control). They must also record the personal particulars and a summary of fact of the situation including the child's name, age and address, facts leading to suspicion or allegations (i.e. personal observations, injury observations, other information), an assessment of the level of risk, particulars of the alleged offender or suspect, and identify the steps taken to reduce the risk to the child. This report must be immediately provided to the Club Management

Poor Practice

If, following consideration, the allegation is clearly about poor practice; the Club Management will deal with it as a misconduct issue.

If the allegation is about poor practice by the Club Management, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant Halls Head Bowling and Recreation Club (Inc.). Management who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

### Suspected Abuse

Any suspicion that a child has been abused by either an employee, member or a non member should be reported to the Club Management, who will ensure the safety of the child in question and any other child who may be at risk.

The parents or carers of the child will be contacted as soon as possible following advice from relevant authorities.

### Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signature

Signed:



Club President

Date: 10<sup>th</sup> June 2023

Signed:



Club Secretary

Date: 19<sup>th</sup> June 2023

Next policy review date is June 2024

