



Monbulk Aquatic Club Inc
CHILD SAFETY & WELFARE POLICY

Policy Name	Child Safety and Welfare Policy
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Version	v2023.1
Approved by	President
Responsible Person	Child Safety Officer
Date of Review	This policy will be reviewed every 12 months. Next review date April 2024

1. INTRODUCTION

- 1.1. Monbulk Aquatic Club Inc is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. Monbulk Aquatic Club Inc supports and respects children, young people, staff, volunteers and participants.
- 1.2. The aim of Monbulk Aquatic Club Inc's Child Safe Policy (the Policy) is to protect the safety of children in our care and prevent abuse from occurring, and in the event that 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 our Child Safety Officer Kellie McDonald on 0437 699 170 or by email at childsafety@monbulkmarlins.com.au

2. POLICY STATEMENT

- 2.1. Monbulk Aquatic Club Inc is committed to providing the highest level of safety for all involved with swimming. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the Monbulk Aquatic Club Inc's activities while acting in the best interests of children in the sport.
- 2.2. Specifically, Monbulk Aquatic Club Inc considers that the health, safety and well-being of children take priority over all other competing considerations. Monbulk Aquatic Club Inc considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport, Monbulk Aquatic Club Inc and its members.
- 2.3. Monbulk Aquatic Club Inc 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 gender, religion, disability, sexual orientation etc.

- 2.4. Child protection is a shared responsibility between Monbulk Aquatic Club Inc, its employees, parents/guardians, coaches, spectators and volunteers. Everyone that participates in Monbulk Aquatic Club Inc's activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.5. Monbulk Aquatic Club Inc 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. Monbulk Aquatic Club Inc 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. Cultural safety includes the rights of each child to develop and express their background, customs, language, religion or spirituality, beliefs and way of living.
- 2.7. Monbulk Aquatic Club Inc promotes fairness and consideration for all staff, volunteers and participants. For further details please refer to the Monbulk Aquatic Club Inc's Member Welfare Policy and Code of Conduct.

3. SCOPE

- 3.1. This Policy applies to everyone involved in or connected to Monbulk Aquatic Club Inc including (but not limited to) participants, parents, spectators, coaches and staff throughout all Monbulk Aquatic Club Inc events and activities.
- 3.2. This Policy will continue to apply retrospectively to a person or Member following the cessation of their association or employment with Monbulk Aquatic Club Inc.

4. DEFINITIONS

- 4.1. Child means a child or young person under the age of 18 years
- 4.2. Child Safe Standards as made under section 17(1) of the Child Wellbeing and Safety Act 2005

5. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

- 5.1. This Policy must be read in conjunction with:
 - 5.1.1. the laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:
 - 5.1.1.1. the [Child Wellbeing and Safety Act 2005 \(Vic\)](#)
 - 5.1.1.2. [Child Safe Standards](#).



- 5.1.1.3. Working with Children Act 2005 (Vic)
- 5.1.2. Monbulk Aquatic Club Inc policies and procedures, including but not limited to:
 - 5.1.2.1. Constitution;
 - 5.1.2.2. Codes of Conduct;
 - 5.1.2.3. Grievance and Discipline procedures

6. RECOGNISING AND REPORTING CHILD ABUSE

- 6.1. A person may, in the course of participating in the sport or other activities of Monbulk Aquatic Club Inc or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.
- 6.2. If a person is concerned about an immediate risk to a child's safety, the person must phone Victoria Police on "000" as soon as practicable.
- 6.3. Specific types of **Child abuse** include:
 - 6.3.1. **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant Harm as a result 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 as a result of sexual abuse, such as when a child is exploited, or used by another for their 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. Monbulk Aquatic Club Inc's Approach to Reports of Abuse

- 6.4.1. Monbulk Aquatic Club Inc supports and encourages a person to make a report to the Police, CCYP or DHHS if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.
- 6.4.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or voluntary) will be supported by Monbulk Aquatic Club Inc, and will not be penalised by Monbulk Aquatic Club Inc for making the report.



- 6.4.3. If an allegation is made against a member of staff or volunteer, Monbulk Aquatic Club Inc will follow the reporting procedure outlined in Monbulk Aquatic Club's Complaints Procedure and take all steps to ensure that the safety of the child and other children is paramount.
- 6.4.4. Monbulk Aquatic Club Inc will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential and sensitive manner to the greatest extent possible.
- 6.4.5. Monbulk Aquatic Club Inc will cooperate with the directions of the Police, CCYP and/or DHHS in relation to any investigation conducted by these authorities.
- 6.4.6. Monbulk Aquatic Club Inc 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 the Organisation. 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 Monbulk Aquatic Club Inc'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. at all times, know and follow regulations in relation to the care of children and follow the Monbulk Marlins Code of Conduct.
- 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 Monbulk Aquatic Club Inc's services.

7.2. Monbulk Aquatic Club Inc will appoint a Child Safety Officer or equivalent role that will be the primary point of contact for all concerns related to child safety.

8. Human Resources Management

8.1. Monbulk Aquatic Club Inc undertakes a comprehensive recruitment and screening process for all staff, contractors and volunteers which aims to:



- 8.1.1. promote and protect the safety of all children who participate in the activities of Monbulk Aquatic Club Inc;
 - 8.1.2. identify and recruit the safest and most suitable candidates who share Monbulk Aquatic Club Inc's values and commitment to protect children; and
 - 8.1.3. prevent a person from working at Monbulk Aquatic Club Inc if they pose an unacceptable risk to children.
- 8.2. Monbulk Aquatic Club Inc requires staff, contractors and volunteers to pass the recruitment and screening process prior to commencing their engagement with Monbulk Aquatic Club Inc.
- 8.3. As part of the screening and recruitment process, an applicant must provide appropriate evidence (e. 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. Monbulk Aquatic Club Inc requires that:
- 8.3.1. all Monbulk Aquatic Club Inc staff and Board members require a WWCC.
- 8.4. Monbulk Aquatic Club Inc will undertake at least two thorough reference checks prior to engaging any personnel.
- 8.5. Once engaged, Monbulk Aquatic Club Inc will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.
- 8.6. We actively encourage applications from Aboriginal peoples and people from culturally and linguistically diverse background and those with a disability.

9. POLICY BREACHES

- 9.1. It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have done anything contrary to this policy. Any person who breaches this policy may be subject to disciplinary action. This may include being asked to leave the premises, increased supervision, suspension of membership or termination of employment.

10. POLICY PROMOTION

- 10.1. This policy will be made available to all members via our website www.monbulkmarlins.com.au/child-safety
- 10.2. This policy will be communicated to all staff and Committee members via email on commencement and on our website (www.monbulkmarlins.com.au)

11. RECORD KEEPING

- 11.1. Monbulk Aquatic Club Inc will retain records of reports of child abuse and complaints about child safety.



- 11.2. In maintaining records of reports about child safety, Monbulk Aquatic Club Inc will maintain confidentiality and privacy for children and families in accordance with legislation.
- 11.3. Monbulk Aquatic Club Inc will appropriately note identified risks to child safety through the record keeping process and will incorporate those into its risk management plan.

12. REVIEW PROCESS

- 12.1. This policy will be reviewed by the Monbulk Aquatic Club Inc Management Committee on a twelve (12) monthly basis.