

Table Tennis South Australia Inc.



Child Safe Environment Policy

Revisions, Approvals, Distribution & Review

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1. Purpose

This policy was written to demonstrate the strong commitment of Table Tennis South Australia Inc (TTSA) to child safety and establishing and maintaining a child safe and child friendly environment.

This Child Safe Policy complies with Section 8C of the Children's Protection Act 1993.

2. Context

This policy reflects TTSA's commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with TTSA's obligations under the Children's Protection Act 1993, including:

- Section 8B – 8D – Child safe environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the *Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children* issued by the Chief Executive of the Department for Education and Child Development.

3. Scope

This policy, from the date of endorsement, applies to all persons within this organisation or any one of its affiliates, including:

- volunteers (Including board members, club officials, players, coaches and officiators)
- employees (permanent and casual)
- contractors
- sub-contractors
- indirect service providers

Note: In this policy, the term "volunteer" is intended to cover all persons occupying any position involved within TTSA and any of its affiliates involving the administration in any way of the sport of table tennis. The term "TTSA" is an umbrella term intended to cover the organisation and all of its affiliates.

4. Commitment to child safety

TTSA is committed to the safety and well-being of all children and young people accessing TTSA's services and the welfare of the children and young people in TTSA's care will always be TTSA's first priority.

All children and young people who come to TTSA have a right to feel and be safe. Everyone within TTSA has a role to play in ensuring a safe environment for children and young people. This includes TTSA officials, volunteers and employees working with children and young people or in close proximity to them and those with access to the records of children and young people.

TTSA's has appointed a child safety officer as a first point of contact to provide advice and support to volunteers, officials, employees, children, young people, and parents regarding the safety and well-being of children and young people accessing TTSA. The child safety officer is also responsible for monitoring TTSA's child safety policy and practices, including ongoing training needs relating to child protection issues.

5. Children's participation

TTSA encourages and respects the views of children and young people who access our services. TTSA listens to and act upon any concerns that children, young people or their families raise. TTSA ensures that children, young people and their families know their rights and how to access the complaints procedures available to them.

TTSA will involve children and young people in decision-making as appropriate.

TTSA value diversity and do not tolerate any discriminatory practices.

6. Recruitment practices

TTSA is a voluntary organisation and has no paid employees. TTSA takes all reasonable steps to ensure that it screens and engages the most suitable and appropriate people to work with children. In the event that TTSA would engage an employee, it employs a range of screening measures in the recruitment of an employee including undertaking, at a minimum, interviews and referee checks on all employees.

TTSA conducts criminal history assessment for people working with children, as set out in Section 8B of the *Children's Protection Act 1993*. Criminal history assessments are required for anyone within TTSA that:

- has regular contact with children and is not directly supervised at all times;
- works in close proximity to children on a regular basis and is not directly supervised at all times; or
- supervises or manages persons who:
 - have regular contact with children or
 - work in close proximity to children on a regular basis; or
 - has access to any records relating to children.

TTSA ensures that criminal history information is dealt with in accordance with the Standards developed by the Chief Executive of the Department for Education and Child Development.

TTSA's procedure for conducting criminal history assessments are provided in Appendix 1.

7. Code of Conduct

TTSA has a code of conduct. Everyone covered by the scope of this policy is aware of, and must abide by, the code of conduct. The code of conduct is provided to all volunteers, officials and employees working directly with children.

8. Support for volunteers, officials and employees

TTSA seeks to attract and retain suitable volunteers, officials and employees. TTSA provides support and supervision so people feel valued, respected and fairly treated. TTSA ensures that persons who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented include:

- All new volunteers and officials receive a copy of our child safe policy and code of conduct. Any new employee (if TTSA employs an paid employe) would undergo induction and receive a copy of TTSA's child safe policy and code of conduct.
- From time to time, volunteers and officials working regularly with children and young people are provided opportunities to attend training sessions about their mandatory notification obligations.
- A child safety officer has been appointed as a first point of contact for all child protection matters.

9. Reporting and responding to suspected child abuse and neglect

TTSA will not tolerate incidents of child abuse.

All volunteers, officials and employees understand their obligation to notify the Child Abuse Report Line on **13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

From time to time TTSA will provide opportunities for volunteers and officials to attend information sessions about these mandatory reporting obligations as provided by qualified external parties. *(Note: offering formal mandatory notification training to staff and volunteers is not a legal requirement.)*

TTSA also ensures that volunteers, officials and employees have access to relevant information resources available from the Department for Education and Child Development, including:

- Child safe environments: Guidelines for mandated notifiers and information for organisations (available to view or download from www.families.sa.gov.au/childsafes)
- Department for Education and Child Development's reporting child abuse website: www.dfc.sa.gov.au/pub/default.aspx?tabid=485.

TTSA ensures that support is also available for an employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

10. Supporting children, young people and their families

Child protection is everyone's responsibility. TTSA recognises that even where a report is made, it may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information within our club rooms about other relevant services that may help.

11. Dealing with reports or concerns relating to the actions of a volunteer or employee of TTSA.

In addition to making a report to the Child Abuse Report Line, volunteers, employees and officials must also report to TTSA any reasonable suspicion that a child has been, or is being, abused or neglected by another volunteer, official or employee. Volunteers, officials and employees of TTSA have a duty of care to report any concerns about the behaviour of another volunteer or employee to TTSA even if they are not mandated notifiers under the *Children's Protection Act 1993*.

In response to any report to TTSA concerning a volunteer, official or employee of TTSA, TTSA may determine to take disciplinary action against the volunteer or employee and take other protective actions to ensure the safety of children and young people within TTSA.

Other protective actions may also be introduced to ensure the safety of children and young people within our TTSA.

12. Strategies to minimise risk

TTSA takes steps to minimise the risks to children due to the actions or omissions of volunteers, officials, employees, contractors or other people within TTSA. TTSA will undertake a periodical risk review to identify any new or emerging risks in order to maintain a safe environment for children.

Strategies include:

- All volunteers, officials and employees are required to abide by TTSA's child safe policy

- Volunteers, officials and employees are aware of and are responsive to the particular needs and vulnerabilities of children and young people (such as age, language barriers, developmental capabilities, disability, mental health, trauma or abuse)
- All volunteers, officials and employees are made aware that young children entering TTSA must be supervised at all times. Where a child or young person is unaccompanied by a parent or caregiver, the volunteer or official will consider whether a chaperone is required
- Volunteers, officials and employees understand their obligation to notify the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected
- TTSA will ensure a physically and socially safe environment, for children and young people, that is free of any identifiable hazards.

13. Harassment/bullying

TTSA opposes all forms of harassment, discrimination and bullying. TTSA takes this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with the Child Safety Officer or TTSA.

14. Communication

TTSA will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

TTSA will also ask volunteers, officials and employees, who are working directly with children in a coaching or supervision role, to sign a written statement indicating that they have read and will abide by this policy with a record of acknowledgment kept.

15. Related policies and procedures

- Code of Conduct
- Member Protection Policy
- Social Media Policy
- National Police Check
- Non-Smoking Policy
- Anti-Doping Policy
- Risk Management Policy
- Volunteer recruitment procedures, including those relating to conducting criminal history assessments (refer to appendix 1)
- Guidelines to assist in the protection of children (refer to appendix 2)
- Guidelines to identify what are prescribed positions and prescribed functions (refer to appendix 3)

Appendix A - Conducting criminal history assessments

TTSA Specific Requirement

All Accredited coaches, Junior Team Managers, and any officials, employees or volunteers working with juniors are required by Table Tennis SA to have a National Police check. This is necessary to comply with the Children's Protection Act 1993 and to ensure the safety of any children coming into contact with any of the above personnel.

1. The Applicant must complete a PD267 National Police Certificate application form - obtainable from a local police station after providing a 100 Point of Identification for verification. Form must be signed by a Police Officer. A photocopy of the verified identification must be attached to the authorized PD267.
2. The applicant then returns the application form back to the TTSA for endorsement – an authorized officer of TTSA will confirm that the volunteer will be interacting with vulnerable groups.
3. TTSA's VOAN and authorized officer's original signature must be provided on the PD267 application form.
4. TTSA then sends the application form to the Records Release Unit.
5. SAPOL receives the application, completes a check of all national criminal history indices and produces a National Police Certificate.
6. The Certificate is then posted to the applicant's nominated residential or postal address.
7. The applicant must then forward the National Police Certificate to the current TTSA designated officer for perusal. If this certificate is not forwarded to the TTSA designated Officer then the Certificate is not considered to be valid. After sighting the document it will then be posted back to the applicant. TTSA will not keep a copy of the certificate.
8. TTSA records the applicants Name, Position, Police Certificate Reference Number, Date of Certificate and date for renewal on the Criminal History Assessment Register and note if there is a criminal history or not. The Club records the applicants Name, Position, Police Certificate Reference Number, Date of Certificate and date for renewal on the Criminal History Assessment Register.

Assessments required for prescribed positions

All volunteers, officials or employees of TTSA who occupy a prescribed position (as set out under Section 8B (8) of the *Children's Protection Act 1993*) are required to undergo a criminal history assessment once every three years (Refer appendix 3 for definition of a prescribed position).

Criminal history assessments are also required prior to the appointment of new volunteers, officials and employees to prescribed positions.

This requirement applies to all volunteers, officials and employees who regularly work with or around children in an unsupervised capacity or have access to children's records.

Each assessment is conducted on its individual merits and with consideration to the inherent requirements of the position. Principles of procedural fairness and natural justice are applied throughout the decision-making process and the individual is provided an opportunity to confirm or dispute the information contained within the report and to provide contextual information for consideration during the assessment process.

Criminal history information will not be retained once a decision has been made regarding the person's suitability to work with children. No criminal history information will be retained beyond three months in any circumstances.

In accordance with its legal requirements, TTSA will retain the following information regarding its decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes
- Statutory declarations (where applicable).

TTSA may obtain a further criminal history assessment for an employee/volunteer at any time that the TTSA believes it necessary or desirable for the purpose of maintaining a child safe environment.

Appendix B - Child Protection guidelines Volunteers, Officials and Employees of TTSA

Caring for children and young people brings additional responsibilities for volunteers, officials and employees of TTSA.

All volunteers, officials and employees of TTSA are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people with dignity, equality and respect.
- Adhering to this Practice's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people within TTSA.
- Taking all reasonable steps to ensure the safety and protection of children and young people within TTSA.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.

Volunteers, Officials and Employees will not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with children or young people outside of the professional relationship.

Appendix C - What are prescribed positions and prescribed functions?

A prescribed position is a position that involves one or more prescribed functions.

Prescribed functions are:

- regular contact with children or working in close proximity to children on a regular basis unless that contact or work is directly supervised at all times; or
- supervision or management of persons in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis; or
- access to records that are prescribed by regulation relating to children, or
- functions of a type prescribed by regulation (currently only the provision of overnight care is prescribed)

A prescribed position also includes a position, or a position of a class, in a government organisation designated (by notice in the Government Gazette) by the responsible authority for the government organisation as a prescribed position.

Identifying prescribed functions and prescribed positions

Organisations must identify which people and positions in their organisation require an assessment of their relevant history. An organisation may do this by identifying the prescribed functions undertaken by their organisation and considering whether the people performing these functions are employed by the organisation. In doing so, an organisation should assess the job descriptions and duty statements for all paid and unpaid positions in their organisation.