

## CHILD SAFE POLICY OF THE NORTH BALWYN TENNIS CLUB

**Purpose:** This policy was written to demonstrate the strong commitment of the management committee and club members of the North Balwyn Tennis Club (**the Club**) to child safety and to provide an outline of the policies and practices the Club has developed to keep young people safe from any harm or abuse. This policy is intended to be understood and in accord with the policies of Tennis Australia.

**Commitment to Child Safety:** All children who are a part of the Club have a right to feel safe and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

**Application of this Policy:** This policy was developed by the Club Management Committee in collaboration with Club members (both Seniors and Juniors).

This policy applies to all individuals involved in our organisation, including, but not limited to; management committee, coaches, members, parents, visitors/ spectators and contractors.

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all;

- understand the indicators and risks of child abuse
- appropriately act on any concerns raised by children
- understand and follow applicable laws in relation to the protection of children and the reporting or management of child safety concerns
- understand requirements of the Club's Code of Conduct

**Child Abuse:** Child abuse can take a broad range of forms, including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual harm or potential harm to a child. The Club is committed to reducing the risk of these circumstances occurring.

**Children's Rights to Safety and Participation:** The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our facilities to have a say about things that are important to them. We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

**Valuing Diversity:** We value diversity and do not tolerate any discriminatory practices. To achieve this we;

- promote the cultural safety, participation and empowerment of Aboriginal children and their families, and of children from culturally and or linguistically diverse backgrounds and their families.
- welcome children with a disability and their families and act to promote their participation

This policy is also to be issued in Mandarin, as a large number of our members are from a Mandarin-speaking background.

**Recruiting Contractors and Volunteers:** The Club takes the following steps to ensure best practice standards in recruitment and screening contractors and volunteers.

- Interview and conduct referee checks on all key Contractors (esp. coaches).
- Require Working with Children Checks for all Coaches and committee members.
- Include our commitment to Child Safety in all advertisements, screening requirements and induction processes.

**Supporting Contractors and Volunteers:** The Club seeks to attract and retain the best contractors and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our Contractors and Volunteers, and provide child safety training via use of the Australian Sports Commission training module "Play by the Rules"

**Reporting a Child Safety Concern or Complaint:** The club has appointed the following Child Safety Persons;

- as a first point of contact, the Junior Conveners (coaches) have a responsibility for responding to any concerns or complaints made by parents or children.
- an additional Child Safety Officer will be appointed with responsibility for responding to concerns and complaints, especially when a Junior Convener is unavailable or it is inappropriate to do so. Contact details of these people will be listed on the Club notice board.

- The Club recognises we have some members from diverse linguistic backgrounds with limited English and will endeavour to assist in facilitating translation services for those with any child safety concerns or complaints.
- Our complaints process is outlined in the supporting document. Child Safe Code of Conduct.

**Risk Management:** We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to guide our policy, Code of Conduct procedures and activity planning.

In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example this should be a consideration when

- using change room facilities
- transporting children
- physical contact when coaching

This Draft Policy was written by the Child Safety Sub Committee and approved by the Committee of Management on 17th May 2017

**Reviewing This Policy:** This policy will be reviewed every year following the election of a new Management Committee at the AGM. We also undertake to seek views, comments and suggestions from children, parents and members involved in the Club

Reviewed: 03.02.2020