

Policy: **CHILD SAFE POLICY – SSA027**

Policy Title:	Child Safe Policy – SSA027
Policy Coverage:	Board, Committees, Employees, Volunteers, Members and Players.
Author:	Squash SA
Author Title:	General Manager Member Communications
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Updates to Policy:

Reviewed:	Nature of Amendment	Update Author(s):
1/7/13	Combines billeting policy and takes into account changes to legislation and compliance	General Manager, Member Communications
31/1/17	Procedures updated to reflect changes in legislation and DCSI processes	CEO, Member Communications

1. Purpose

This policy was written to demonstrate the strong commitment of the Association, employees and volunteers to child safety. Squash SA has a commitment to establishing and maintaining child safe and child friendly environments, where children feel respected, valued, and encouraged to reach their full potential.

2. Context

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

It complies with our 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 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 applies to all employees, members, volunteers, children, parents, carers and other individuals involved in the association.

4. Commitment to Child Safety (include Risk Management)

All children who come to Squash SA have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed a Responsible Officer as first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our organisation. The Responsible Officer is the General Manager, Squash SA.

This policy was developed in collaboration with members, volunteers, the children who use our services and their parents.

5. Children's Participation

Squash SA employees, members and volunteers encourage children to express their views, and make suggestions, especially on matters that directly affect children. We actively encourage children who use our services to 'have a say' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We teach children what behaviours are appropriate, and what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

6. Recruitment Practices

Squash SA takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all employees.

6.1 Criminal History Assessments

We ensure a Child Related Employment Screening (screening) is conducted through the Department for Communities and Social Inclusion (DCSI) for all people working with children. This is done pursuant to section 8B of the *Children's Protection Act 1993* to determine whether the person may pose a risk to the safety of children.
(refer to Squash SA Procedure: Criminal History Assessment – SSA021)

Squash SA considers a DCSI screening a minimum requirement for all Squash SA:

- Staff and Volunteers
- Coaches
- Referees and Officials

This policy is available for Clubs to adopt at the club/venue level, however it is the obligation of the club, or venue operator to ensure their own staff, coaches, referees, officials and volunteers (i.e. non-Squash SA persons) working with children undergo a screening. Squash SA display a list of coaches on the Squash SA website, including whether or not they have a DCSI screening for clubs to reference.

We ensure 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 as contained in *Child Safe Environments: Dealing with information obtained about the criminal history of employees and volunteers who work with children*.

All assessments will be valid for a maximum period of three years. Squash SA will maintain a log of screening outcomes. Prior to the need for renewal of an individual's screening, Squash SA will initiate the renewal process through the DCSI online screening application portal.

7. Code of Conduct

Squash SA abide by the Code of Conduct set by Squash Australia in their Member Protection Policy. This policy makes particular note of The Codes of Behaviour.

8. Support for Employees and Volunteers

Squash SA seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that volunteers and employees who work with children have ongoing supervision, support and training so that their performance is developed to promote the establishment and maintenance of a child safe environment.

9. Reporting and Responding to Suspected Child Abuse and Neglect

Squash SA will not tolerate incidents of child abuse.

All employees and volunteers are aware of and understand their obligation under the *Children's Protection Act 1993* to notify the Child Abuse Report Line (CARL) 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. Employees and volunteers are aware that failure to notify the Child Abuse Report Line may be considered an offence.

A reasonable suspicion must be based on facts, for example:

- a disclosure of abuse from a child
- professional judgment, based on the notifier's experience and observations
- disclosure by a child or an adult that a child is being abused

Squash SA provide opportunities for employees and volunteers to attend an information session on mandatory reporting.

Employees and volunteers must in addition to making a report to CARL report to the Responsible Officer or Management any reasonable suspicion that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

Squash SA may resolve to take protective action to keep the child and others safe. These reports are kept in accordance with Squash SA's privacy policy.

10. Strategies to Minimise Risk

To help maintain a safe environment for children, Squash SA reviews its risks regularly and implements strategies to minimise and manage these risks.

Policies and procedures may address (but are not limited to):

- Taking images of children
- Billeting of Children
- Supervision of children
- Child safety officer (Responsible Person)
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of these policy
- Training\cyber safe guidelines
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence

11. Harassment/bullying

Squash SA opposes all forms of harassment, discrimination and bullying. We take 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 Responsible Officer - Please refer to Anti Bullying Policy SSA 030.

12. Billeting of Junior Players

When conducting activities including local and interstate tournaments, camps, country travel and SAAS training:

1. Squash SA will not administer billeting for junior players / children under the age of 18 – this is the responsibility of the parent/guardian
2. Squash SA will not permit employees to:
 - a. Billet a junior player / child under the age of 18
 - b. Reside with a junior player / child under the age of 18
 - c. Transport a junior player / child under the age of 18 unaccompanied
 - d. Transport a group of children without written consent by the parent / guardian
3. Squash SA will ensure the screening of all State Team Officials in accordance with the State Team Selection Policy
4. Parents and Guardians applying for any position with Squash SA involving children under the age of 18 will be required to obtain a police clearance
5. Squash SA strongly recommends that any athlete does not reside with their principle coach
6. Squash SA recommends that wherever practical, Coaches should avoid unaccompanied and unobserved one-on-one activity with people under the age of 18 years.

12.1 Breaches and Consequences

Squash SA will deal with any breach of the Billeting Policy promptly, seriously, sensitively and confidentially.

12.1.1 Should a breach arise, Squash SA will:

1. Approach the person creating the problem and ask him or her to find other arrangement for the accommodation of the young person.
2. If the behaviour continues, or it is not possible to approach the person, contact either:
 - a. Coach or manager
 - b. The Squash SA's Responsible Officer; &/or
 - c. President or other official of the club or State Association.

12.1.2 If no resolution is achieved, all reports are provided to a disciplinary committee, who will determine the appropriate course of action. The composition of the Disciplinary Committee will consist of, where possible:

- 1 x Board Member
- 1 x Staff Member
- 1 x Independent representative

12.1.3 Names and details relating to breaches will be kept confidential, unless disclosure is:

1. Necessary as part of the disciplinary or corrective process; &
2. Required by law

13. Communication

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

Employees, Board Members, Committee Members, Coaches, Officials, State Team Officials, Volunteers and parents (where appropriate) engaged by Squash SA will sign a written statement

indicating that they have read and will abide by our Child-Safe Policy. Squash SA will retain a copy of all signed statements. Please refer to Induction Document, Stage One.

14. Related policies and procedures

Related policies and procedures that support Squash SAs Child Safe Policy include:

- Criminal History Assessment Procedure
- Code of Behaviour as per Squash Australia Member Protection Policy
- Policy and procedure for dealing with members charged with, or under investigation for, a serious criminal offence
- Anti-Bullying Policy
- Staff and volunteer recruitment procedures, including those relating to conducting criminal history assessments
- Mandatory reporting procedures (including where a suspicion is reported to your organisation)
- Risk management strategy

15. Relevant Legislation and resources

- *Children's Protection Act 1993*
- *Children's Protection Regulations 2010*
- Child Safe Environments: Principles of Good Practice – Government of South Australia
- Keeping Children Safe in Recreation and Sport - [Our Club Supports Kids, Is Safe for Kids, Is Fun for kids](#)

Key Definitions

Child	A person under the age of 18
Criminal History Assessment	An assessment conducted by an organisation to decide whether a person is suitable to work with children based on the person's criminal history (if any) and the assessed risk of harm to children who receive a service from the organisation. As a minimum the assessment must be based on a National Police Check.
Screening	A criminal history assessment conducted by an authorised screening unit
Abuse	Abuse or neglect, in relation to a child, means: • sexual abuse of the child or • physical or emotional abuse of the child, or neglect of the child, to the extent that either: ○ the child has suffered, or is likely to suffer, physical or psychological injury detrimental to the child's wellbeing ○ the child's physical or psychological development is in jeopardy
Billeting	Provision of temporary accommodation
Employee	For the purpose of this policy, an employee refers to an employee of Squash SA or an affiliated club
Volunteer	For the purpose of this policy, a volunteer refers to a volunteer of Squash SA or an affiliated club
Parent	For the purpose of this policy, a parent refers to the legal guardian or parent of a person under the age of 18
Harassment	Behaviour that is threatening or tormenting
Discrimination	Treating a person differently because of their race, gender, age, religion, disability, sexual orientation, social background or culture
Bullying	A deliberate act that has a detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing

Procedure: **CRIMINAL HISTORY ASSESSMENT – SSA021**

Procedure linked to:	Child Safe Policy – SSA027
Coverage:	Staff, Coaches, Referees, Officials, Volunteers
Author:	Squash SA
Author Title:	Member Services
Date Written:	26/08/2010
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Subsequently approved:	Oct 2013

Updates to Policy:

Reviewed:	Nature of Amendment	Update Author:
Aug 2013	Update in line with policy changes.	Member Communications
Jan 2017	Update in line with DCSI changes	Member Communications

1. Introduction

Squash SA has a commitment to establishing and maintaining child safe and child friendly environments, where children feel respected, valued, and encouraged to reach their full potential.

Section 8B of the *Children's Protection Act 1993* requires volunteers and paid staff members who work with children or vulnerable groups to undertake a Criminal History Assessment. To show our commitment to child safe environments, Squash SA require all staff, coaches, (regardless of their involvement with children), referees, officials and volunteers to undertake a Child Related Employment Screening (screening) conducted through the Department for Communities and Social Inclusion (DCSI).

Squash SA will incur the cost of screening incurred by Squash SA staff and/or volunteers. Clubs/squash centres must ensure criminal history assessments are conducted for their staff/volunteers deemed to be working with children (pursuant to legislation). A list of individuals screened by Squash SA is available via the Squash SA website. Squash SA strongly recommend clubs/squash centres adopt these procedures for their staff and volunteers who have not been screened by Squash SA.

2. Requirements

Squash SA requires the following people to undergo a Criminal History Assessment through the DCSI Screening Unit prior to commencing employment or service:

- Squash SA staff
- Contracted coaches
- Rebated coaches
- Referees
- State Team Officials
- Volunteers at Squash SA junior events/camps/trips

Criminal History Assessments will be valid for 3 years at which time a renewal must be undertaken and provided to Squash SA.

All people in sport and recreation who work with children in a prescribed position must complete a criminal history assessment. Squash SA reminds clubs/squash centres that they must check with Squash SA if an individual has provided Squash SA a valid criminal history assessment and in cases where the individual has not been approved by Squash SA, request and sight a DCSI clearance and keep their own database of records.

3. Obtaining a Criminal History Assessment

Squash SA obtain Criminal History Assessments through the Department for Communities and Social Inclusion (DCSI) as an "authorised screening unit" pursuant to the *Children's Protection Regulations 2010*. Applications for screenings are lodged online. As a DCSI registered employer, Squash SA will initiate the lodgement process on behalf of those people listed in Section 2 and organise payment.

DCSI screenings are conducted by trained and experienced staff in strict confidence and in accordance with legislative requirements and standards. DCSI staff will deal directly with applicants and Squash SA to clarify information when required.

Procedure:

1. Squash SA will initiate a DCSI screening application either at request for a previously 'un-screened' individual or before the expiry period of a previously 'screened' individual.
2. Once initiated, you will receive an email via the DCSI screening unit with instructions for completing the application

- a. The email will instruct you to activate your account
 - b. Once activated, a further email will be sent containing a username and password
 - c. You can then log in
3. Once logged in, follow the process for 'Applicants'
 - a. You will be prompted at this point to change your password
4. Work through the application form and complete all required questions
5. Proceed to the '100 Point Identification Check'
6. You must choose from the options of
 - Online verification
 - Requesting organisation

Online Verification

To verify your identification online you must have a current drivers licence AND an Australian Passport (or Australian Birth Certificate/Citizenship Certificate).

Requesting Organisation

If you are unable to verify your identity using the online verification, you will need to make an appointment and bring 100 points of identity (list available at this stage of the process) to Squash SA as the requesting organisation. Squash SA can then verify these documents and complete the application with you.

7. Once your identity is verified, send an email to Squash SA (if using online verification). Squash SA will then organise the payment of the screening and make the final lodgement.
8. DCSI will notify Squash SA of screening outcome so there is no further action on your part.
9. DCSI will post the original documentation directly to you to retain for your records.

4. National Police Check

A National Police Check will no longer be an accepted form of assessment.

5. Squash SA Record Keeping

Squash SA will keep a register of people to verify that a current Criminal History Assessment has been completed.

The register will include name of person, date of birth, role with Squash SA, date of clearance, a check that no adverse findings were sighted, and a reference number. Other information for Squash SA purposes may be recorded at discretion of staff member responsible for maintaining register (eg. address, renewal date) but will not include specific criminal history or sensitive information.

6. Mandatory Reporting of Child Abuse

In South Australia, it is law that if you suspect, based on reasonable grounds, that a person under the age of 18 is suffering from any sexual abuse; physical or psychological abuse or neglect to extent that the child "has suffered, or is likely to suffer, physical or psychological injury detrimental to the child's wellbeing; or the child's physical or psychological development is in jeopardy" it is your responsibility to notify the Child Abuse Report Line on 13 14 78 as soon as practicable.

Failure to notify may be considered a legal offence. The legislation protects the reporter's identity from disclosure and provides that as long as the report is made in good faith, the reporter cannot be liable in any civil, criminal or administrative proceeding.

Reasonable grounds of suspicion can include:

- a disclosure of abuse from a child
- professional judgment, based on the notifier's experience and observations
- disclosure by a child or an adult that a child is being abused

Employees and volunteers must also report to the Responsible Officer or Management any reasonable suspicion that a child has been, or is being, abused or neglected by another member, employee, or volunteer. All such reports remain confidential.

Useful resources

Keeping Children Safe in Recreation and Sport - [Our Club Supports Kids, Is Safe for Kids, Is Fun for kids](#)