



Child Safe Policy

Child Safe Policy	
Policy title	Child Safe Policy
Purpose	<p>It is the intention of the Bathurst Golf Club Limited (the Club) to implement, monitor and enforce Policies that:</p> <ul style="list-style-type: none">• demonstrate the Club's commitment to the safety and welfare of children and young people• minimise the risk of injury, abuse, misconduct and misuse of positional power• inform all staff and volunteers of their obligations and responsibilities in keeping children safe.
Scope and audience	<p>This Policy applies to:</p> <ul style="list-style-type: none">• board members• people in leadership roles• staff members• volunteers• contractors• children and young people• families, carers and communities, <p>engaged in the management and conduct of all activities relating to, or arising from, the operation of the Club or it's Committees as they relate to children.</p>
Statement of Commitment	<p>Bathurst Golf Club Ltd is committed to embedding the NSW Child Safe Standards within our Club to achieve and maintain a child safe culture where the best interests of children and their protection from harm is the highest priority.</p> <p>We will achieve this through our leadership, governance and culture, the provision of policies, procedures, training, and support and ensuring processes to respond to complaints of child abuse are child focussed.</p>

Responsibilities

Board members must:

Ensure the Club's policies and procedures adhere to all Australian and NSW legislation, peak body requirements, our organisational values, Child Safe Policies, and other organisational and employment policies (including those that cover discrimination, bullying and harassment).

Actively seek to create a culture that enables all participants to feel safe, that they are respected, being listened to, can trust the people they are interacting with and to contribute positively the enjoyment of golf at the Club.

Regularly review Policies, Procedures and the Code of Conduct to give **affect** to above.

Appoint and ensure the training of a Child Protection Officer and at least 1 other key contact to receive and action reports, either Formal or Informal (see definitions).

People in leadership roles, staff members, volunteers and contractors must:

Acquaint themselves with the Club's Child Safe Policies and Procedures and must read and sign the Code of Conduct (signed copy to be provided to the Board and recorded in an appropriate form) before commencing any activities covered by the foregoing.

Act with integrity by raising concerns with management if risks to child safety are identified anywhere in an organisation.

Report and act on any behavioural complaints, concerns or observed breaches regarding the Code of Conduct to the relevant person or authority.

Take all reasonable steps to protect children from abuse.

Respect the privacy of children and their families by keeping all information regarding Child Protection concerns confidential and only discussing information with the relevant people to follow your organisation's reporting procedures.

Treat all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, health status, national, ethnic or social origin, culture, property, ability or other status.

Report any conflicts of interest (such as an outside relationship with a child, babysitting arrangements or any other formal or informal relationships with a child that exist outside your organisational setting).

Children and young people, their families, carers and communities must:

Take all reasonable steps to protect children from abuse (such as completing all induction and compulsory training, and work in an open transparent manner).

Respect the privacy of children and their families by keeping all information regarding Child Protection concerns confidential and only discussing information with the relevant people to follow your organisation's reporting procedures.

Report and act on any behavioural complaints, concerns or observed breaches regarding the Code of Conduct to the relevant person or authority.

Treating all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, health status, national, ethnic or social origin, culture, property, ability or other status.

Reporting any conflicts of interest (such as an outside relationship with a child, babysitting arrangements or any other formal or informal relationships with a child that exist outside your organisational setting).

Definitions of

General Terms

- **Children** refers to all children and young people under the age of 18.
- **Children with vulnerabilities** refers to children who may be exposed to greater risk due to their experience, ability, location, or background.
- **Complaint** means any suggestion of abuse or harm that is disclosed, witnessed, or demonstrated by a child.
Typically, three categories of behaviour are the subject of a complaint:
 - **concerning conduct** – behaviours or patterns of behaviour that are a risk to the safety of children. This also refers to ambiguous behaviours that are potentially inappropriate for children to be exposed to but may not necessarily be indicators of abuse occurring. The sharing of inappropriate jokes may be an example of this.
 - **misconduct** – behaviours that constitute a breach of the institution's Code of Conduct
 - **criminal conduct** – conduct that, if proven, would constitute a criminal offence.
- **Equity and equality.** Equity encourages people to live to their full potential. Equality is treating everyone the same. If someone is disadvantaged, they may not achieve the same outcome as a non-disadvantaged person if they are treated 'equally' because they may need more support.
- **Leader** means anyone in a position of authority in a child-related organisation, including board members, managers and supervisors.
- **Staff** refers to all employees, volunteers and contractors.

Definitions of Child Abuse

Physical abuse

The intentional or reckless use of physical force against a child that results in harm to the child's health, development, or dignity, or which has a high likelihood of resulting in such harm. It may also include the threat of abuse where the child reasonably fears it may occur.

Sexual abuse

Any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. This can include both sexual offences (a child-related criminal offence of a sexual nature) as well as sexual misconduct (conduct with, towards or in the presence of a child that is sexual in nature but is not a sexual offence).

Psychological abuse

Includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Emotional abuse

Behaviour towards a child that is likely to damage a child's self-esteem or social competence.

Neglect

Behaviour by a person responsible for the care of a child (such as a parent, carer or staff member if the child is in their care) that constitutes a failure to act in ways consistent with accepted community standards about what is necessary to meet the developmental needs of a child.

Ill-treatment

Conduct towards a child that is unreasonable and seriously inappropriate, improper, inhumane or cruel.

Grooming

Is intended to manipulate and control a child, their family and other support networks (including organisations and the community), with the intent of gaining access to the child, and obtaining their compliance and silence in order to avoid abuse being discovered. It does so by building trust and favouring some children over others in order to isolate and manipulate them.

Risk Minimisation

The Board of the Club is totally committed to minimising risk and ensuring the safety and wellbeing of all children who interact with the Club in any way.

The Board will, at all times, demonstrate strong leadership and a culture of transparency and accountability in respect of child safety.

The Board will cause an application to be received, considered and, if appropriate, approved by a quorum of the Board before any person is permitted to interact with children in the care of the Club and its staff, volunteers and contractors. Said applications must include a current Working with Children Check and possibly a NSW Police Check.

- **Supervision of children.**

Will only be permitted by approved persons over the age of 18 during activities where the children are in the care of the Club and its staff, volunteers and contractors.

- **Managing drop offs and pick-ups.**

Notwithstanding that the primary responsibility for the safety of their children rests with the child's parents/carer's/guardians (guardians), the Board will identify a safe place and procedure for the above under advice to those people.

- **Transportation of children.**

The Club must advise the child's guardians of the name, qualifications and Club approval of all adults involved in transporting children to Club approved events and must receive that guardian's written approval before any transport can be commenced.

- **Online communication, social media and photography and the use of images.**

The Club must seek and receive a child's guardians' written approval before publishing any details of the child on any platform.

- **Alcohol, drugs, cigarettes, vapes and pornography**

The use or presence of any of the above at any Club activity involving children is strictly prohibited and must be reported immediately to the identified key contacts and will be dealt with under the provisions of the Club's Code of Conduct.

- **Inappropriate conversations**

Inappropriate conversations are not acceptable at any Club activity involving children and must be reported immediately to the identified key contacts and will be dealt with under the provisions of the Club's Code of Conduct.

- **Personal and intimate care.**

Can only be provided by the child's guardian or with their written consent in the event of an unexpected emergency.

- **Acceptable physical contact**, with the child's permission, should only occur when:

assisting to develop sports skills or techniques, treating an injury, preventing an injury, or meeting the requirements of the sport.

	<ul style="list-style-type: none"> • Change room etiquette At all times, supervising adults will ensure that a private space will be provided to children who wish to undress, shower or toilet that is appropriately supervised while respecting the child's privacy. It is not appropriate for a supervising adult to insist that a child access changing facilities if they indicate they are uncomfortable doing so. At all times supervising adults should actively discourage adult nudity in front of children if changing facilities are to be shared, especially with the general public. • Illness and injury management. In the event of an illness or injury when a guardian is not immediately available and decisions have to be made about care and treatment, the supervising adult is to immediately contact 000 Ambulance and arrange for care. It is the responsibility of the guardian to provide family Medicare details and details of at least Ambulance cover to the Club before the child can participate. • Overnight accommodation. Is permissible only with the written permission of the child's guardian and must comply fully with the provisions of the Code of Conduct for such activities.
Reporting	<p>All members must know what to report, who to report to, and, how to report.</p> <p>The Club's Child Safe Reporting Procedure explains how to</p> <ul style="list-style-type: none"> • report any concerns about the safety or welfare of a child or young person immediately • ensure the safety and well-being of the child is paramount when an allegation is made • respond if a child is at risk of harm or abuse <p>It also enables you to</p> <ul style="list-style-type: none"> • feel confident in reporting unacceptable behaviours around children and young people • feel confident that concerns and allegations will be dealt with honestly and fairly <p>The Record of Incident, Complaint or Allegation Form is to be used to record a suspicion, allegation or disclosure of child abuse, or a complaint of unacceptable behaviour.</p> <p>It should be used in conjunction with the Child Safe policy.</p> <p>People can also report by phone, email or in person to the Club's Child Safe Liaison Officer or the General Manager</p>
Related documents	<ul style="list-style-type: none"> • Child Safe Code of Conduct • Child Safe Reporting Procedure: <ul style="list-style-type: none"> — tracking minor breaches and recording them in your organisation — external reporting obligations • Record of Child Safe Allegation Form • Any other policy that your Child Safe Policy references

Related legislation, regulations and standards	<p>Legislation to be considered includes:</p> <ul style="list-style-type: none"> • <i>Children’s Guardian Act 2019</i> • <i>Child Protection (Working with Children) Act 2012</i> • <i>Child Protection (Working with Children) Regulation 2013</i> • <i>Children and Young Persons (Care and Protection) Act 1998</i> • <i>Crimes Act 1900</i> • <i>Children and Young Persons (Care and Protection) Regulation 2012</i> • <i>Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015</i> • <i>Disability Inclusion Act 2014</i> • <i>Anti-Discrimination Act 1977</i> <p>Standards that apply are:</p> <ul style="list-style-type: none"> • Office of Children’s Guardian: NSW Child Safe Standards • United Nations Convention of the Rights of the Child
Publication	<p>This Policy is to be distributed to all relevant parties via the following platforms, where appropriate:</p> <ul style="list-style-type: none"> • social media • website • noticeboards • newsletters • staff meetings and public meetings • inductions and training.
Review	<p>Last reviewed: 24 July 2023</p> <p>Next review date: 1 July 2024 then annually or after a significant incident.</p> <p>Responsible officer: General Manager, Bathurst Golf Club</p>