

Lakeside Rockers Gippsland Inc

Reg No: A0032941R

P.O. Box 9056, SALE, VIC. 3850



# Child Safety Policy



# Lakeside Rockers Gippsland Inc

Reg No. A0032941R

## Child Safety Policy

Dated: 14.4.18

Revised: 23.4.18

### Introduction & Background:

Lakeside Rockers provides services for minors under 18 years of age.

### Policy Statement:

**Lakeside Rockers is committed to Child Safety and will maintain a child safe organisation that provide policies and practices ensuring the safety and wellbeing of all children and young people, keeping them safe from harm, including abuse.**

### Definitions:

A child or minor is a person under the age of 18 years

Child abuse includes:

- Sexual abuse
- Physical abuse
- Serious psychological or emotional abuse and includes verbal abuse
- Serious neglect

### Scope:

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Committee members
- Dance Teachers
- Participants
- Parents
- Spectators.



### Procedure:

Lakeside Rockers will implement and maintain compulsory Child Safe standards under the Child Safety and Wellbeing Act that address the 7 Child Safe Standards, being:

- Standard 1: Governance and leadership
- Standard 2: Clear commitment to child safety
- Standard 3: Code of conduct
- Standard 4: Human resource practices
- Standard 5: Responding and reporting
- Standard 6: Risk management and mitigation
- Standard 7: Empowering children.

Each of the standards will be understood and applied in the context of:

- Promoting the cultural safety of Aboriginal children
- Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- Promoting the safety of children with a disability

### Discretion:

Refer additional existing Club Policy:

### **Attendance of children and minors under 18 years of age**

Original Undated

Revised 24.6.17

Revised 23.4.18

Children and minors under the age of 18 years old attending lessons, dances or any club event must be accompanied by a parent or guardian at all times.

Exception:

Minors 16 years and older may attend lessons and dances unaccompanied at the discretion of the Committee, providing they are Associate Members.

# Victoria's Child Safe Standards

All organisations that work with children and young people are required to meet Child Safe Standards



## Standard 1:



# **Governance and leadership**

The Committee of LSR will ensure a culture of Child Safety is embedded into the club by:

- Induction and training for all existing and new Committee members.
- Regular revision and assessment of policies and risk mitigation at Committee level.
- Educating and informing the membership at lessons and via the newsletter, email and website, including circulating the Statement of Commitment.

## **Standard 2:**

### **Clear commitment to child safety**



## Commitment to Child Safety - Lakeside Rockers Gippsland Inc.

- Lakeside Rockers Gippsland is committed to child safety.
- We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Our organisation thoroughly screens all staff and volunteers.
- Our organisations is committed to regularly educating our staff and volunteers on child abuse risks.
- We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

## **Standard 3:** **Code of conduct**

Lakeside Rockers Gippsland Inc.



# Code of Conduct for Committee Members, Volunteers and Dance Teachers

**All Committee Members, Volunteers in direct contact with children and Paid Dance Teachers of Lakeside Rockers Gippsland are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, and are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- upholding Lakeside Rockers Gippsland's Child Safety Policy at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring that parents/guardians are present at all times and adults are not alone with a child (a couple in a relationship is not considered as two supervising adults)
- reporting any child safety concerns to one of the currently serving committee members of Lakeside Rockers Gippsland.
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) is/are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.
- having a current Working With Children Check and registering Lakeside Rockers as an organisation they are involved with

**Committee Members, Volunteers in direct contact with children, and Paid Dance Teachers must not:**

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)



- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without the family of the child's consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- have any online contact with a child without their family's consent (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to a Committee Member of Lakeside Rockers Gippsland. If you believe a child is at immediate risk of abuse contact police.

I agree to adhere to this Code of Conduct:

Name: .....

Signature: .....

Date: .....

## **Standard 4:**

### **Human resource practices**

All Committee Members ,Volunteers and Dance Teachers in direct contact with children and Dance teachers will:





- have legislated Working with Children Checks
- sign the Code of Conduct agreeing to uphold Lakeside Rockers Gippsland Child Safety Policy
- be conversant with Lakeside Rockers Gippsland Child Safe Policy
- agree to attend training and information sessions

Although the club is primarily a volunteer based organisation, where applicable, advertised recruitment procedures may include:

- selection criteria in job descriptions
- advertising of the Club's commitment to Child Safety
- interviews including behavioral based questions regarding involvement and motivation for working with children
- reference checks
- probationary periods
- agreement to attend training & information sessions

To ensure Child Safety Anyone wanting to join the Lakeside Committee must have an up to date WWCC within 1 month of appointment.

## **Standard 5:**

### **Responding and reporting**

Committee members to be made identifiable to all patrons and children by means of:



- ongoing promotion specifying Committee Members as the Club's Child Safety Officers (newsletter, website, announcements, posters)
- Committee Members wearing appropriate identifiable name tags at all times

Any information regarding risks to children that is received by any person is forwarded to a Committee member immediately who in turn must:

- Immediately advise all other Committee members.
- Complete an Incident Report (see page 10)
- Refer Child Safety Reporting Flowchart for action guideline (see page 12)

## LAKESIDE ROCKERS GIPPSLAND INCIDENT REPORT

**Incident details:**

Date of incident:	
Time of incident:	
Location of incident:	



Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

Does the child identify as Aboriginal or Torres Strait Islander?

(Circle if applicable) **Yes, Aboriginal**      **Yes, Torres Strait Islander**

**Please categorise the incident:**

Physical violence	
Sexual offence	
Serious emotional or psychological abuse	
Serious neglect	

**Please describe the incident:**

When did it take place?	
Who was involved?	
What did you see?	
Other information	

**Parent/carer/child use:**

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	



Name(s) of staff/volunteer involved:	
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**Office use:**

Reference # \_\_\_\_\_ (if applicable)

Date incident report received:	
Staff member managing incident:	
Follow-up date:	

**Has the incident been reported?**

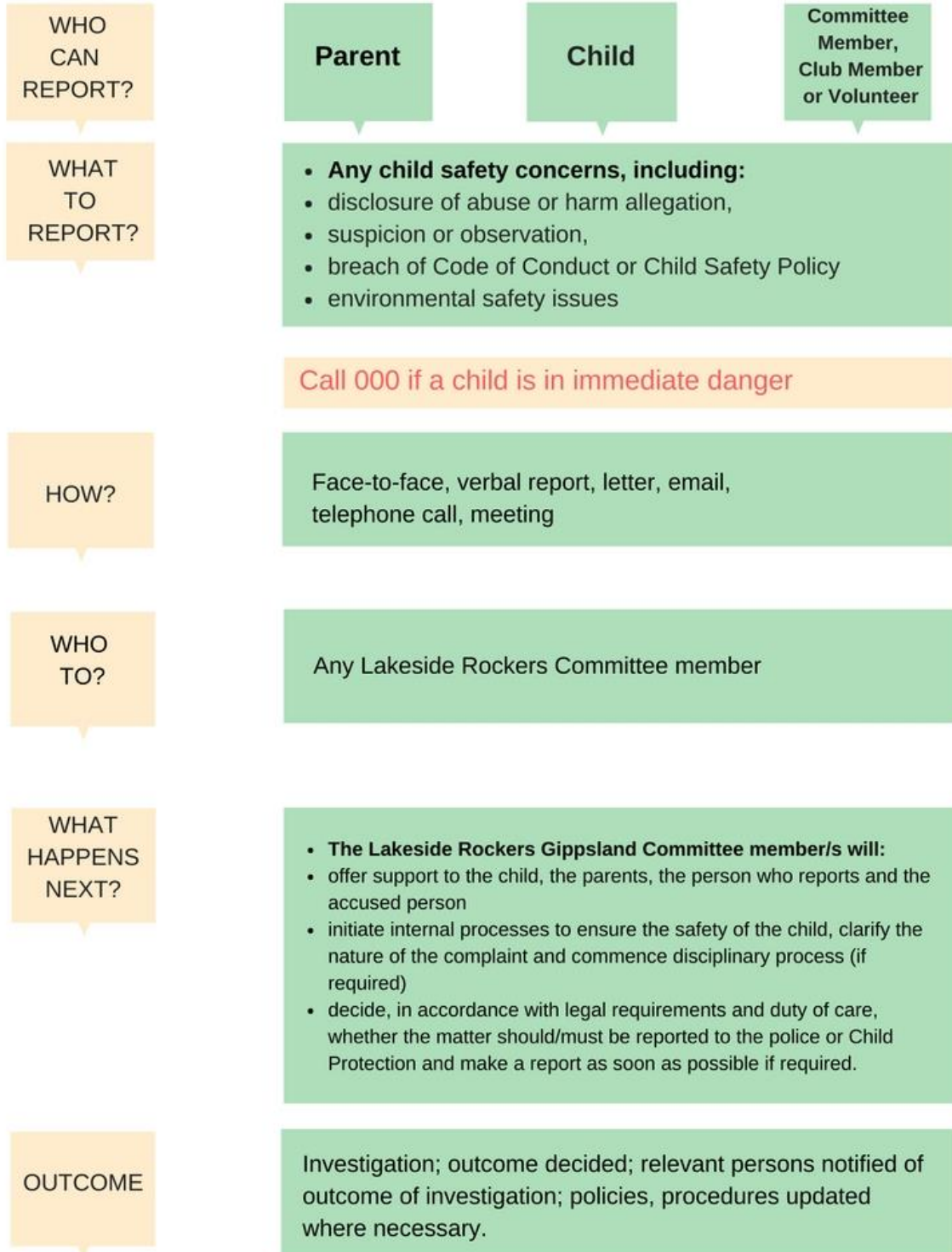
Child protection	
Police	
Another third party (please specify):	

Incident reporter wishes to remain anonymous?

Circle as applicable.      **Yes No**



## Lakeside Rockers Gippsland Flowchart: Child Safety Reporting Process





## **Standard 6:**

# **Risk management and mitigation**

Committee to conduct a Child Safety Review incorporating a Risk Management Assessment at the commencement of their term (June) and a second review half way through their term (January)

Key areas to be covered include:

Priority of supervision

Contact - physical, favouritism, other (refer \*VicSport Physical Contact Guidelines)

Communication /social media (Refer \*VicSport Guidelines for Communication)

Education of teachers

The Committee will utilise :

- \*VicSport Child Safe Review Template
- \*VicSport Child Safe Risk Management Checklist
- \*CCYP - A guide for Creating a Child Safe Organisation- Risk Management Pages 48-51

**\* REFER LAKESIDE ROCKERS SHARED GOOGLE DRIVE  
Folder - Admin- Child Safe & WWCC-  
Folder - Risk Management Review**

[www.vicsport.com.au/childsafestandards](http://www.vicsport.com.au/childsafestandards)

[www.ccyp.vic.gov.au](http://www.ccyp.vic.gov.au)

## **Standard 7:**



## Empowering children.

A culture of empowerment of children will be demonstrated through:

Initial contact - Parents and children will receive information by way of handouts (Appendix 1 and Appendix 2) including:

- the Club's commitment to Child Safety,
- who the Child Safety Officers are
- policy regarding parent/guardian presence
- directive for more information on the Club's Child Safety policy
- encouragement for children to speak up

Posters will displayed predominantly at lessons promoting: Lakeside Rockers as a Child Safe organisation Appendix 3

'How Sport Should Be' poster - Appendix 4

Parental supervision - Appendix 5

A 'Kid's Only' suggestion box form will be available to encourage participation and being heard. Appendix 6

A regular fixture in the club newsletter, affirming Child Safety and the empowerment of children. Appendix 3

### Appendix 1 - Sample - Parent Info Flyer




Lakeside Rockers Gippsland extends a warm welcome to you and child.  
We would like to share with you information regarding our commitment to Child Safety.

We believe that all children are entitled to find our club a fun, safe, friendly and happy place to be.

We have zero tolerance for child abuse

We have systems in place to protect children

We support and respect children with a disability and children from diverse cultures.



Children must be accompanied by a parent or guardian at all times.

#### Child Safety Policy

Our policy is available in hard copy at Wednesday night lessons or on our website [www.lakesiderockers.com.au](http://www.lakesiderockers.com.au)

#### Child Safety Officers

The current Committee members are the designated Child Safety Officers. They will be wearing a badge identifying them. You or your child can talk to any member of the Committee.

## Appendix 2 - Sample - Speak Up Poster



# Speak up – it's your right

Victoria's Child Safe Standards are designed to keep you safe.

## Why the standards came about

In 2013, the Victorian Government looked at how safe organisations are for children and young people.

It found that sometimes children and young people have not been kept safe by organisations and the adults who work in them.

More needed to be done to keep children and young people safe in the future.



## What are they for?



Out of home care providers, schools, churches, sports clubs, dance schools and other organisations have to keep you safe.

This means:

- Only choosing adults who are safe to work with you.
- Listening to you about what makes you feel safe.
- Acting to protect you if someone hurts you or makes you feel unsafe.

## What they mean for you

You can expect to be safe and to feel safe, wherever you go and whatever you do.

You can expect that adults that work with you know how to keep you safe.



You can tell an adult if you don't feel safe and they have to help you.



## Get in touch with us

[www.cocyp.vic.gov.au](http://www.cocyp.vic.gov.au)

(03) 8601 5281

  cocypvictoria

## Appendix 3 -



## Sample - LSR Child Safe Organisation Poster

### Sample- Newsletter Item

The poster is enclosed in a double-line teal border. At the top left is the Lakeside Rockers Gippsland logo. To its right, the text reads: 'Lakeside Rockers Gippsland Inc. is a Child Safe Organisation'. Below this, there is a list of three bullet points, each preceded by a green checkmark. A central box with a teal border contains a commitment statement. At the bottom, it lists the committee members as Child Safety Officers and provides the website address.

 Lakeside Rockers Gippsland Inc.  
is a Child Safe Organisation

- ✓ We have zero tolerance for child abuse
- ✓ We have systems in place to protect children
- ✓ We support and respect children with a disability and children from diverse cultures

Lakeside Rockers is committed to Child Safety and will maintain a child safe organisation that provide policies and practices ensuring the safety and well-being of all children and young people, keeping them safe from harm, including abuse.

Lakeside Rockers Child Safety Policy Statement 23.4.2018

Committee members are the Child Safety Officers  
[www.lakesiderockers.com.au](http://www.lakesiderockers.com.au)

## Appendix 4 - Sample - How a Club Should Be Poster

# Child Safe Club

This is how dancing should be...



**Fun, Safe, Friendly and Happy**

If you do not feel this way, speak to  
a Committee Person



**VICSPORT**



This resource is supported by the Victorian Government



## Appendix 5 - Sample - Poster for lessons and dances



Lakeside Rockers Gippsland Inc.  
is a Child Safe Organisation

Children  
are to be accompanied  
by their parent or  
guardian at all  
times

Lakeside Rockers is committed to Child Safety and will maintain a child safe organisation that provide policies and practices ensuring the safety and well-being of all children and young people, keeping them safe from harm, including abuse.

Lakeside Rockers Child Safety Policy Statement 23.4.2018

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Appendix 6 - Sample - Kids Only Suggestion Form



# Just for Kids

## Suggestion Box Form



Share your thoughts and good ideas  
We'd love to hear them  
Put this form in the suggestion box

### Resources and References

Commission for Children and Young People



<https://ccyp.vic.gov.au/>

Working with Children Check Unit  
Department of Justice and Regulation

<http://www.workingwithchildren.vic.gov.au/>

Vicsport- Resources for Clubs, Leagues and Associations

<https://vicsport.com.au/child-safe-standards>

GippSport - Child Safe Standards

<http://gippsport.com.au/programs/child-safe-standards/>