



Child Safe

Purpose

All children at Hunters Hill Tennis Club Limited have a right to feel safe, protected and included.

This policy is part of our Club's ongoing commitment to protecting the children in our care from harm and abuse. It:

- outlines the child safe practices our Club has put in place to minimise the risks to child safety; and
- sets out what is required from coaches and volunteers who interact with our Club, so they know what is expected from them to keep children safe.

Our commitment to child safety

At Hunters Hill Tennis Club Limited we commit to the safety and wellbeing of every child in our care. Please read our Statement of Commitment to Child Safety, which is available on our website www.huntershilltennisclub.com.au and is displayed on the clubhouse notice board.

Scope and audience for this policy

The policy describes what is required from all coaches and volunteers in the Club when taking part in any activities, services and events that involve children.

Responsibilities for children's safety

Everyone in our Club is expected to carry out the requirements specific to their role to keep children safe. This includes:

- upholding our Club's commitment to child safety;
- upholding the behaviours set out in our Child Safe Code of Conduct;
- meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management;
- taking part in our regular reviews of our child safe documents; and
- reporting all breaches of our policies or any allegations of child harm or abuse and meeting all external reporting obligations.

Please contact the Club's Secretary with any of your child-safety related questions or concerns.

Active participation of children, families and communities

- All our child-related policies and procedures are easily accessible on our website and offline for everyone who accesses our services and events, including children, parents, carers and community members.
- Children, parents and carers are encouraged to provide feedback on our child-related policies and procedures, including our Child Safe Code of Conduct that describes acceptable and non-acceptable behaviours and our Child Safe Risk Management Plan.

What the policy covers

Social media use and online communication

Coaches and volunteers must never communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence.

Photography and the use of images

Photos and videos of children can only be taken with the permission of parents or carers. Parents and carers must also approve any images used on our social media channels. It is unacceptable for coaches or volunteers to take photos or videos of children, other than their own, on personal devices, or to share images without permission.

Physical contact

Physical contact with children should be kept to a minimum. Everyone involved in the Club is expected to have healthy physical boundaries with children.

Gifts and benefits

Coaches and volunteers must never give gifts to children, or bestow benefits of any kind to a child, unless they have direct permission from the child's parents or carers.

Illness and injury management

In the event of an injury, first aid must be administered in a safe space within lines of sight of other adults. A report of the injury must be supplied to the Club Secretary within 24 hours,

Reporting requirements for different types of concerns or incidents

Everyone engaged to work or volunteer in Hunters Hill Tennis Club must make an internal report about any child abuse or misconduct concerns they either observe or are told about.

The person making the internal report will not be penalised. A failure to report, or preventing another person from reporting, will be considered misconduct.

All breaches and disclosures must be reported to the Club's Secretary.

It is the responsibility of the Club's Secretary to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of any potential investigation.

Once an allegation or complaint has been made, the following process will be appropriately followed:

1. steps will be taken to identify and address any risks;
2. the incident will be formally recorded;
3. external reporting obligations will be met, if necessary;
4. an investigation will be conducted, keeping everyone involved up to date with what is happening;
5. ongoing support will be offered to the child or young person as needed; and
6. the incident will be reviewed and our child safe processes and documents reviewed and updated, if necessary.

Any allegation of abuse must be treated in a fair, transparent and timely manner.

Individuals subject to an allegation will be notified when a disciplinary hearing is to take place and what will occur at the hearing.

Any relevant reportable conduct investigations are conducted with the OCG's Reportable Conduct Directorate.

Additionally:

- all information is recorded on our reporting form for complaints and allegations (see Appendix for a copy of this form);
- all reporting forms for complaints and allegations are stored securely and only accessed by those in the organisation with responsibility for oversight of the investigation;
- information may be exchanged under Chapter 16A of the *Child and Young Persons (Care and Protection) Act 1998*, with other agencies who have responsibilities relating to the safety, welfare or wellbeing of children or young people;
- our organisation maintains the privacy of those involved in accordance with our obligations under the *Privacy and Personal Information Protection Act 1998*; and
- if an incident is found to be substantiated, likely outcomes or responses will be determined from advice given by relevant authorities (police, Department of Community Justice or Office of the Children's Guardian).



Recording complaints and allegations

This form should be used to record a suspicion, allegation or disclosure of child abuse, or a complaint of unacceptable behaviour.

| | |
|--|--|
| Your name and position | |
| Name of the child or young person involved | |
| Name of person making complaint | |
| Name of person who the complaint was made against | |

1. Nature of the complaint: include time, date, location, what happened and who was involved (this can include observations of the child's behaviour).