

CHILD SAFE POLICY

Jets Gymnastics is committed to child safety.

We want to create a positive environment where children feel safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability

We have;

- A strong commitment to the safety, participation and empowerment of all children.
- zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Jets Gymnastics is committed to preventing child abuse, identifying risks early, and removing and reducing these risks. It has robust human resources and recruitment practices for all staff and volunteers.

Our organisation is committed to regularly training and educating our staff and volunteers on child abuse risks.

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

OUR CHILDREN

This policy is intended to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- promote the cultural safety, participation and empowerment of children from

- culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally

OUR STAFF AND VOLUNTEERS

This policy guides our staff and volunteers on how to behave with children in our organisation.

All of our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

TRAINING AND SUPERVISION

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse: and promote the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

RECRUITMENT

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our

commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

We carry out reference checks and working with children checks to ensure that we are recruiting the right people. If during the recruitment process a person's records indicate a criminal history, then the person will be given the opportunity to provide further information and context.

FAIR PROCEDURES FOR PERSONNEL

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we will be transparent on progress and any actions we as an organisation take.

LEGISLATIVE RESPONSIBILITIES

Our organisation takes our legal responsibilities seriously, including:

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parent or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know this information in recorded, what will be done with it and who will have access to it.

- Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.¹
- Failure to protect: People of authority in our organisation will report an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or

remove the risk, but negligently fail to go so.²

- Any personnel who are mandatory reporters must comply with their duties.

RISK MANAGEMENT

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock) and online environment (for example, no staff or volunteer is to have contact with a child or family in organisation on personal social media).

REGULAR REVIEW

This policy will be reviewed every year and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with Aboriginal and Torres Strait Islander communities, culturally and /or linguistically diverse communities and people with a disability.

Allegations, Concerns and Complaints

Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations. We work to ensure all children, families, staff and volunteers know about what to do and who to tell if they observe or are a victim or if they notice inappropriate behaviour.

¹ A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

² Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

³ Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

See the Department of Health and Human Services website for information about [how to make a report to child protection](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to a reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed⁴
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour

⁴ For example behaviour, please see [An Overview of the Victorian child safe standards: www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc](http://www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)

STATEMENT OF COMMITMENT TO CHILD SAFETY

Jets Gymnastics upholds the following statement of commitment to child safety-

- Jets Gymnastics has zero tolerance for child abuse
- Jets Gymnastics actively works to listen to and empower children
- Jets Gymnastics has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently in like with the organisations policies and procedures
- Jets Gymnastics is committed to promoting cultural safety for Aboriginal and Torres Strait Islander children, cultural safety for children from cultural and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

STAFF CODE OF CONDUCT

All staff and volunteers of Jets Gymnastics are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Jets Gymnastics are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Jets Gymnastics Child Safe Policy at all times/ upholding Jets Gymnastics Statement of Commitment to Child Safety 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 and Torres Strait Islander 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 as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to Jets Gymnastics Member Protection Information Officer (MPIO) / leadership (ensure any allegation is reported to the Police or Child Protection)
- reporting any child safety concerns to the Jets Gymnastics MPIO / leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) 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

Staff and volunteers 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)
- 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 registering a conflict of interest to management (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- have any online contact from a personal account with a child or their family
- keep or upload photos of children on your personal device or personal account
- ignore or disregard any suspected or disclosed child abuse.

Staff and volunteers MUST:

All staff and volunteers are required to watch the company Child Safety video annually as seen on BambooHR or at www.youtube.com/watch?v=zVDI6seaXf4&t=19s

To see the latest child safe standards 2022 we encourage you to review:

ccyp.vic.gov.au/child-safe-standards/new-child-safe-standards-start-in-victoria-on-1-july-2022-to-better-protect-children/

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Jets Gymnastics Management Team or email childsaf@jetsgym.com.au

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

I agree to this code of conduct:

Name: _____

Signature: _____

Date: _____

