



Child Safeguarding / Working with Children Policy & Procedures

of

WA Council of the Australian Power Boat Association (WA APBA)

Version #	Date Reviewed	Reason for Revision	Approved by President

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INTRODUCTION

Children and young people have the right to be emotionally and physically safe at all times. In Australia, each state and territory has implemented its own scheme for conducting background checks for people seeking to engage in child-related work. Working with Children Checks (WWCCs) help to ensure the right person are chosen to work or volunteer with children. WA APBA has a duty of care and responsibility to ensure and provide a high level of safety and protection for children under the age of 18 years.

PURPOSE

The purpose of this policy is to prevent people from working or volunteering with children if records indicate that they may pose an unacceptable level of risk to children.

The aim of the WWC Check is to help protect children by:

- Deterring people from working with children where they have a relevant charge or conviction on their criminal record that indicates they may harm children; and
- Detecting new charges and convictions of those people who hold a current WWC Card and preventing them from continuing to engage in child-related work where their criminal record and behaviour indicated they may harm a child.

POLICY & PROCEDURES

The guiding principles of this Policy is ensure all people working with children are educated and are enforced.

Child Protection

The WA APBA adopt the following practices:

- Avoid one on one situation with children;
- Ensure there is appropriate supervision to the age of the children;
- Always meet a child in an open and public visible area;
- Ensure children have access to an adult of the same gender;
- If physical contact is required, it should be appropriate for the development of a skill and permission should be sought from the child and parent / guardian in a public setting;
- Adopt good sportsmanship by positive language and behaviour when talking to and in the presence of children;
- Avoid unnecessary physical and sexual provocative contact and inappropriate language;
- Never enter a change room with children without first knocking or loudly announcing that you are entering. Only gender appropriate persons should enter;
- On overnight trips (parent/guardian not present) adults should sleep separately to children. Adults of both genders should attend.

Criminal Record Screening / Working with Children Check Requirements

The WA APBA adopt the following Working with Children Check requirements:

1. WA APBA identifies the person that are involved in working, coaching, supervising or regular unsupervised contact with child under the age of 18 years in accordance with the WWC Act (see Factsheet 1: What is “Child-Related Work” – Working with Children Check WA website).
2. Once a person has been identified, WA APBA obtains and completes a Member Protection Declaration (MPD) (Attachment C2). (see APBA Member Protection Policy)
3. The identified person must apply for a WWC Check. An authorised committee member of WA APBA must complete and sign parts of the application form on behalf of the association.
4. Both WA APBA and the identified person have obligations under the WWC Act (for a full list of your obligations see Working with Children Check WA website).

Responding to a Disclosure or Suspicion of Abuse

Any complaints, disclosure or suspicion of child abuse should be directed to the MPIO and or a member of the committee as soon as possible.

It is important for the person who receives the complaint from a child / young person to remain calm and in control by reassuring the child / young person. It is important that the person:

- Listens carefully;
- Tells the child / young person that you believe them, it’s not their fault and telling an adult is the right thing to do;
- Let the child use his / her own words;
- As soon as the person form the view that the abuse or neglect may have occurred, seek professional input;
- Explain the information will need to be shared with the appropriate people who will be able to help;
- Try and not leave the child / young person in a distressed state;
- Don’t make promises that cannot be kept;
- Don’t force the child into giving you details of the abuse – asking direct or leading questions of the child might prejudice any subsequent investigations;
- Don’t dismiss anything a child / young person has to tell you;
- Don’t dismiss any report made to you by any adult;
- Don’t discuss the circumstances of the child / young person with others not directly involved and
- As soon as possible after the conversation, record exactly what the child said, using their own words. (see Attachment E1: Confidential Record of Informal Complaint – APBA Member Protection Policy)

Anyone who reasonably suspects that a child has been or is being abused by someone within the sport, is to be reported immediately to the WA Police Child Abuse Squad or the Department of Child Protection.

PRINCIPLES

This policy is based on:

Legislative

- Working with Children Act (Criminal Record Checking) Act 2004
- Working with Children (Criminal Record Checking) Regulations 2005

Peak Body, Social and Community

- Working With Children Check WA
- Department for Child Protection and Family Support
- Department of Sport and Recreation
- Western Australia Police

RESPONSIBILITIES

It is the responsibility of the President and to ensure that:

- Committee members, volunteers and contractors are aware of this policy;
- any breaches of this policy will be brought to the attention of the committee and are dealt with appropriately.

Whilst the association will undertake to educate affiliated club members, officials and volunteers about child safeguarding / working with children policy through promotion in club newsletters, website / social media sites and within the association walls, it is the responsibility of each individual to access this information and that they comply with this policy.

RELATED DOCUMENTS

- Member Protection Policy – Australian Power Boat Association (February 2014)
- Safe Clubs 4 Kids Manual

MONITORING AND EVALUATION

This policy will formally be reviewed, evaluated and re-endorsed or modified by the Committee Members annually. Ongoing monitoring and evaluation will take place with any reported complaints or reported incidents in relation to this policy are to be reported to the next Committee meeting. Any recommendations for changes can be submitted and tabled for discussion by the Committee. All changes will be communicated to all affiliated clubs (or players, coaches, volunteers etc.) and posted on the organisations website, newsletter and social media.