



CHILD SAFETY STANDARD

The purpose of this standard is to create safe environments for children and young people involved in Little Athletics.

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EXTERNAL USE

CHILD SAFETY STANDARD

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CHILD SAFETY STANDARD

Child Safety Standard Foundation

Purpose

The purpose of this standard is to create safe environments for children and young people involved in Little Athletics. It provides standards and expectations on:

- Risk Management
 - Reporting and responding to notifications
 - Safeguards and screening processes
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Scope

In Scope of this document is applicable to all children and young people who participate in any way in Little Athletics and includes:

- SALAA
 - Affiliated Clubs
 - SALAA Personnel
 - Athletes, Coaches, Officials
 - Spectators
-

Intended Users

Intended users of the Child Safety Standards are:

- SALAA Board
 - SALAA Management & Staff
 - Affiliated Clubs
 - Athletes
 - Parents and Guardians
 - Coaches
 - Officials
 - Volunteers
-

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1. Child Safety Standard Expectations

Responsibilities and Accountabilities

The responsibilities and accountabilities are as follows:

SALAA Board is responsible for:

- Oversight of the child safety systems and processes.
- Ensure all staff and volunteers with direct responsibilities have the appropriate skills and knowledge to undertake their roles.

Chief Executive Officer (CEO) is responsible for:

- Receiving reports of inappropriate behaviour.
- Investigate and determine required actions on behalf of SALAA and its affiliated clubs.
- Liaison with Police or other external agencies.
- Reporting of any child safety issues to the Board.

SALAA Staff are responsible for:

- Monitoring and ensuring compliance of Working With Children Check legislation.
- Meeting reporting obligations.
- Communicating any child safe issues to the CEO.

Affiliated Clubs are responsible for:

- Reporting any incidence of inappropriate behaviour to the Association.
- Ensuring Working With Children Check systems are implemented and monitored.

Other Intended Users are responsible for:

- Adhering to the child safety standard.
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1.1 Commitment Statement

SALAA's Commitment Statement

SALAA's commitment to the safety of children and young people is fundamental to the principles and values as an Association and sport.

We aim to create an environment where all children and young people can participate in Little Athletics, are valued, feel safe and are protected.

Inappropriate or criminal behaviour will not be tolerated.

What does inappropriate behaviour include?

Inappropriate behaviour includes but is not limited to:

- Child abuse
- Bullying or harassment
- Neglect
- Grooming
- Physical, verbal or mental abuse
- Photography without consent

SALAA will ensure systems and processes are in place to provide protection against this behaviour and address any complaints as they arise.

Child Safe Framework

This standard forms part of the child safe framework. Refer to the Child Safety Policy for more details. Also refer to the Code of Conduct (Child Safety) for expectations on interactions with children and young people.

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1.2 Risk Management

Risk Management Plan (RMP) Child safety is a consideration in SALAA's Risk Management Plan (RMP). All clubs RMPs must include:

- Child safety
 - Measures in place to mitigate the risk
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Monitoring the RMP The RMP must be monitored and reviewed for effectiveness. This is to ensure all measures are in place and effective in the creation of a child safe environment. Additional actions should be developed where there are identified gaps.

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2. Child Safety Standard Detail

2.1 Reporting and Responding

What should be reported?

A report should be made if there is a suspicion on reasonable grounds that a child or young person is or may be at risk of harm.

What are reasonable grounds for a report?

Reasonable grounds include:

- First-hand observation.
- What the child has disclosed.
- A child telling you they know someone who has been harmed (and may be themselves).
- From a reliable source of information.



NOTE: The reporter is not required to prove that abuse has occurred.

Who CAN make a report?

Anyone can make a child protection notification. Certain people are legally obliged to make a report (refer to Section 2.3 – Mandatory Reporters).

How to Report

Reports can be made to the CEO or the Child Safety Officer of SALAA. Reports can also be made to the police and/or Child Abuse Report Line (CARL) on 13 14 78.

Any reports made by a club or member to the police or CARL, must be notified to the SALAA's CEO immediately.



NOTE: Regardless whether the police advise if they will investigate or not, it is imperative that any concerns are reported to SALAA.

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Responding to Reports

Processes to respond to complaints of child sexual abuse must be child focused.

Any allegation or suspicion of child abuse or neglect, or any situation involving a child at risk of harm, should be reported immediately.



NOTE: If you believe a Child or Young Person is in immediate danger or a life-threatening situation, contact the Police immediately on **000**.

Any concerns at all should be raised. All reports will be taken seriously and respond promptly and thoroughly by SALAA.

Information Required for Reports

When reporting a suspicion, the following information is required:

- Child’s name, age, and address (where known).
- Reason for suspecting abuse (observation, injury or other).
- Name and contact details of witnesses or other people with information.

Dealing with Reports

How you deal with a report is very important. Always listen, stay calm and be supportive.

| Do | Don't |
|---|---|
| Make sure you are clear about what the child has told you. | Do not challenge or undermine the child. |
| Reassure the child that what has occurred is not their fault. | Do not seek detailed information, ask leading questions, or offer an opinion. |
| Explain that other people may need to be told in order to stop what is happening. | Do not discuss the details with any person other than those who must be notified. |
| Promptly and accurately record the discussion in writing. | Do not contact the alleged offender. |

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2.2 SALAA’s Response to Reports

SALAA’s Response

The SALAA CEO or Child Safety Officer will contact any persons reporting and gain further information. The level of response will be determined based on that initial information.

| Step | Action |
|------|---|
| 1. | Make contact with the reporter and gain information. |
| 2. | Offer support to the child, parents or other persons as required. |
| 3. | Determine whether Police or external agencies deemed it to be a criminal offence and require an investigation. |
| 4. | Undertake an internal investigation. |

Following internal investigations, temporary suspensions will need to be considered.

Investigating Allegations Against a SALAA Employee

An allegation of inappropriate behaviour or abuse against a SALAA employee should be reported to the CEO (or Chairman of the Board). An internal investigation will occur immediately and contact with any child or young person will not be permitted by the SALAA employee whilst the investigation is happening.

Interim findings from the investigation will be determined within twenty-four (24) hours to determine the next course of action.

Follow Up of Reports

All issues of inappropriate behaviour reported to SALAA should follow the Complaints Handling & Disputes Resolution Procedure. Investigations will be conducted with confidentiality. Appropriate action will be determined and may require reporting to external agencies.

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2.3 Mandatory Reporting

Mandatory Reporting Mandatory reporting forms a legal and important part of the child safe framework. Making a notification does not necessarily exhaust a mandated notifier's duty of care to a child and their family.

Mandatory Reporters Mandatory reporters within SALAA are any employee, or volunteer who:

- Provides services directly to children or young people.
- Holds a management position in the organisation, including direct responsibility or supervision for the provision of services to children or young people.

In essence this includes:

- SALAA Board, Management & Staff
- SALAA Coaches & Officials
- Club Committees
- Club chaperones, coaches, officials, and other volunteers involved in running the club activities.

A mandated notifier should consider how they can continue to respond to the needs of the child and their family.

Confidentiality of Mandatory Reporters A mandated notifier's identity will not normally be disclosed unless:

- Consent is given.
- It is required by law or is of critical importance to court or tribunal matters.
- Is reasonably necessary to prevent further harm.

Failure to Notify Failure by a mandated notifier to report a suspicion, may result in a person being prosecuted and the court imposing a fine.

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2.4 Working With Children Checks (WWCC)

Who needs a WWCC?

The following people involved in SALAA that legally require a WWCC are:

- All Committee Members.
- All Officials.
- All Coaches.
- Any person chaperoning an age group in which they do NOT have a child participating.
- Any person who is involved in an event in which they do not have a child participating.
- Any person who volunteers on a regular basis.

The person must also be 14 years of age or older.

Who does not require a WWCC?

Those people who do not require a WWCC are:

- People who are employed as a state or federal police officer.
 - Anyone under 14 years of age.
 - Visitors from interstate who hold an interstate child related check and involved in an event in South Australia for less than 10 consecutive days.
-

What are SALAA's responsibilities?

SALAA must sight, record, and monitor WWCC for:

- All Staff and Board Members.
- All SALAA Coaches and Officials.
- All Club Committee Members.
- Any individual who volunteers on a regular basis (e.g. work experience students, general helpers etc.)

All WWCC must be current.

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What are clubs responsibilities?

All clubs must sight, record, and monitor WWCC for all their volunteers.

All WWCC must be current.

Club monitoring of WWCC

The online Department of Human Services (DHS) monitoring system allows clubs to monitor WWCC's online. Each club must meet the following with their DHS system access:

- Register a minimum of three (3) separate individual users from the committee.
- The nominated Child Safety Officer must be included in the list of users.
- SALAA must remain as a user with the club SALAA email address.

The online system is constantly live and will update automatically and advise the club if an individual is "prohibited" from working with children.

What happens if a prohibited notice is received?

If a prohibited notice is received for a club member/volunteer or SALAA staff/volunteer, the following will occur:

| Step | Action |
|------|---|
| 1. | Notification is received by the club/SALAA from DHS that a person has been prohibited. |
| 2. | Where it is club related, the club must notify SALAA immediately. |
| 3. | SALAA will communicate by letter with the prohibited person that their involvement with Little Athletics must cease immediately. |

SALAA will act on behalf of the club when notified of any prohibited persons being identified.

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Review of WWCC Outcome A prohibited person may seek a review of their WWCC outcome through the South Australian Civil and Administrative Tribunal. The person remains prohibited from involvement in Little Athletics and the club until a final decision on the persons outcome is made.

Non-Compliance with SALAA's Requirements If the prohibited person does not comply and attends a SALAA or club organised activity, then the club or SALAA representative must contact the police immediately and advise SALAA's CEO shortly after.

2.5 Child Safety Officers

What is a Child Safety Officer? The **Child Safety Officer (CSO)** is a person who can deliver advice and awareness within SALAA or clubs around developing a child safe environment. All clubs must have a CSO. SALAA will always have a CSO.

What does a Child Safety Officer do? The CSO primary role is to:

- Educate and promote awareness within SALAA/club on child safety.
- Be first point of contact for members who have concerns about a child or young person.
- Assist with advising SALAA/club on how to deal with child safety issues.

What doesn't a Child Safety Officer do? The CSO is not responsible for making a report on behalf of a member to the Child Abuse Report Line nor should they take any responsibility in dealing with an issue.

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Training for Child Safety Officers All CSO's should complete a CSO training course, and should renew the training every three (3) years. A suitable training option is the Play by the Rules Child Protection course, which is a free, interactive online training course suitable for coaches, administrators, officials, players, parents, and spectators. Sport SA's CSO course, the Reporting Abuse and Neglect (RAN) course and other CSO related training is also acceptable.

2.6 Child Safe Environments Compliance (CSEC) Statement

CSEC Statement A child safe environments compliance (CSEC) statement is a statement from SALAA and clubs about child safe environments policies and procedures.

Lodging a CSEC Statement Compliance statements must be lodged or relodged as soon as reasonably practicable, after varying or substituting policies and procedures on child safety. Compliance statements can be lodged online via the CSEC online lodgement system.

2.7 Training and Education

Online Training The Play by the Rules Child Protection course is a free, interactive online training course. It is suitable for all people involved with Little Athletics. All volunteers should be encouraged to undertake the training. Other suitable training available through Play by the Rules is Harassment & Discrimination and Complaint Handling courses.

Education SALAA and all clubs should regularly educate and reinforce child safe behaviours and standards to members, including making them aware of the child safe framework and associated documentation.

Information should also be provided to children and young people in age-appropriate language.

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2.8 Record Keeping

Maintain
Documentation

Places, times, dates, names of people, observable behaviours or evidence of harm are to be recorded.

Documentation
Storage

All documents must be stored securely by SALAA and/or the club. Confidentiality must be maintained at all times.

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3. Resources and Reference Material

Documents to Support the Framework

The documents that support the child safe framework are outlined below. They should be referred to for specific requirements of keeping children and young people safe.

Child Safety Policy

Demonstrating SALAAs commitment to protect children and young people within Little Athletics. The policy provides the framework for ensuring creation of a safe, fair and inclusive environment within the sport.

Member Protection Policy (MPP) Template

Outlines how SALAA affiliated clubs meet their obligations to provide a safe environment for all, and to ensure there is responsible behaviour and fair decision-making. A template is available for all clubs to adapt and adopt.

Complaints Handling & Disputes Resolution Procedure

Provides the steps to be taken to deal with any grievance or complaint referred to SALAA.

Code of Conduct (Behaviour)

Outlines the accountabilities and responsibilities for all stakeholders within SALAA in behavioural expectations. This must be adopted by all SALAA affiliated clubs.

Code of Conduct (Child Safety)

Outlines the expected behaviours of everyone in Little Athletics towards children and young people. This must be adopted by all SALAA affiliated clubs.

Child Safety Legislation

[Children and Young People \(Safety\) Act](#)

Mandatory Reporting Guide

NCCD [Mandatory Reporting Guide](#) 2018

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4. Definitions

Child Abuse Definition

The mistreatment of a Child or Young Person that harms, is harming or is likely to harm or endanger the Child or Young Person's physical and/or emotional health, safety, development or wellbeing and includes Emotional and/or Psychological abuse, Bullying, Grooming, Sexual Exploitation, Neglect and/or Harassment.

CARL Definition

Refers to the Child Abuse Report Line, ph 131 478, or online electronic notification through E-CARL at <https://www.childprotection.sa.gov.au/>
