

CHILD SAFETY POLICY

Policy Statement: Bendigo Triathlon Club is committed to child safety.

We expect children will be safe, happy and supported. We encourage and respect all children, including members, volunteers and guests.

We are committed to the safety, participation and support of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently.

We recognise and will honour our legal and moral obligations to contact authorities when we are worried about a child's safety.

Bendigo Triathlon Club is committed to preventing child abuse through identifying risks early and removing and reducing these risks.

We support and respect all children, as well as our adult members, volunteers and guests.

We have specific policies, procedures and training in place that support the Bendigo Triathlon Club Committee, members and volunteers to achieve these commitments.

OUR CHILDREN

This Policy is intended to empower children who are vital and active participants in our club. 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 club, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- Promote the cultural safety, participation and support of children from culturally and/or linguistically diverse backgrounds.
- Ensure that children with a disability are safe and can participate equally.

OUR MEMBERS & VOLUNTEERS

This policy guides our members and volunteers on how to behave with children in our club.

All of our members agree to abide by our Code of Conduct upon renewing their annual membership, whilst volunteers must agree to abide by our code of conduct before commencing any activity.

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TRAINING & SUPERVISION

Training and education is important to ensure that everyone in the Bendigo Triathlon Club understands that child safety is everyone's responsibility.

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

We also support our members and volunteers through ongoing supervision to develop their skills to protect children from abuse.

New members and volunteers will be supervised regularly to ensure they understand the commitment of our club 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 the Bendigo Triathlon Club'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 Victorian Police.

RECRUITMENT

All people engaged in child-related work, including members, volunteers, visiting trainers and contractors are required to hold a Working with Children Check and provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au/) website <<http://www.workingwithchildren.vic.gov.au/>> for further information.

FAIR PROCEDURES FOR PERSONNEL

The safety and wellbeing of children is our primary concern. We follow a Child Safety Reporting Process (see Appendix 1)

We record all allegations of abuse and safety concerns using our incident reporting form (see Appendix 2), including investigation updates. All records are securely stored.

PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be members, volunteers, parents 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 how this information is recorded, what will be done with it, and who will have access to it.

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LEGISLATIVE RESPONSIBILITIES

Bendigo Triathlon Club takes our legal responsibilities seriously, including:

- **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.
- **Failure to protect:** People of leadership in the Bendigo Triathlon Club will commit an offence if they know of a substantial risk of child abuse and have the power of responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are **mandatory reporters** must comply with their duties. Mandatory reporters (doctors, nurses, midwives, 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.

RISK MANAGEMENT

In Victoria, clubs 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 actively minimise opportunities for adults to be alone with children and young people.

ALLEGATIONS, CONCERNS & COMPLAINTS

Bendigo Triathlon Club takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our members and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, members and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

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).

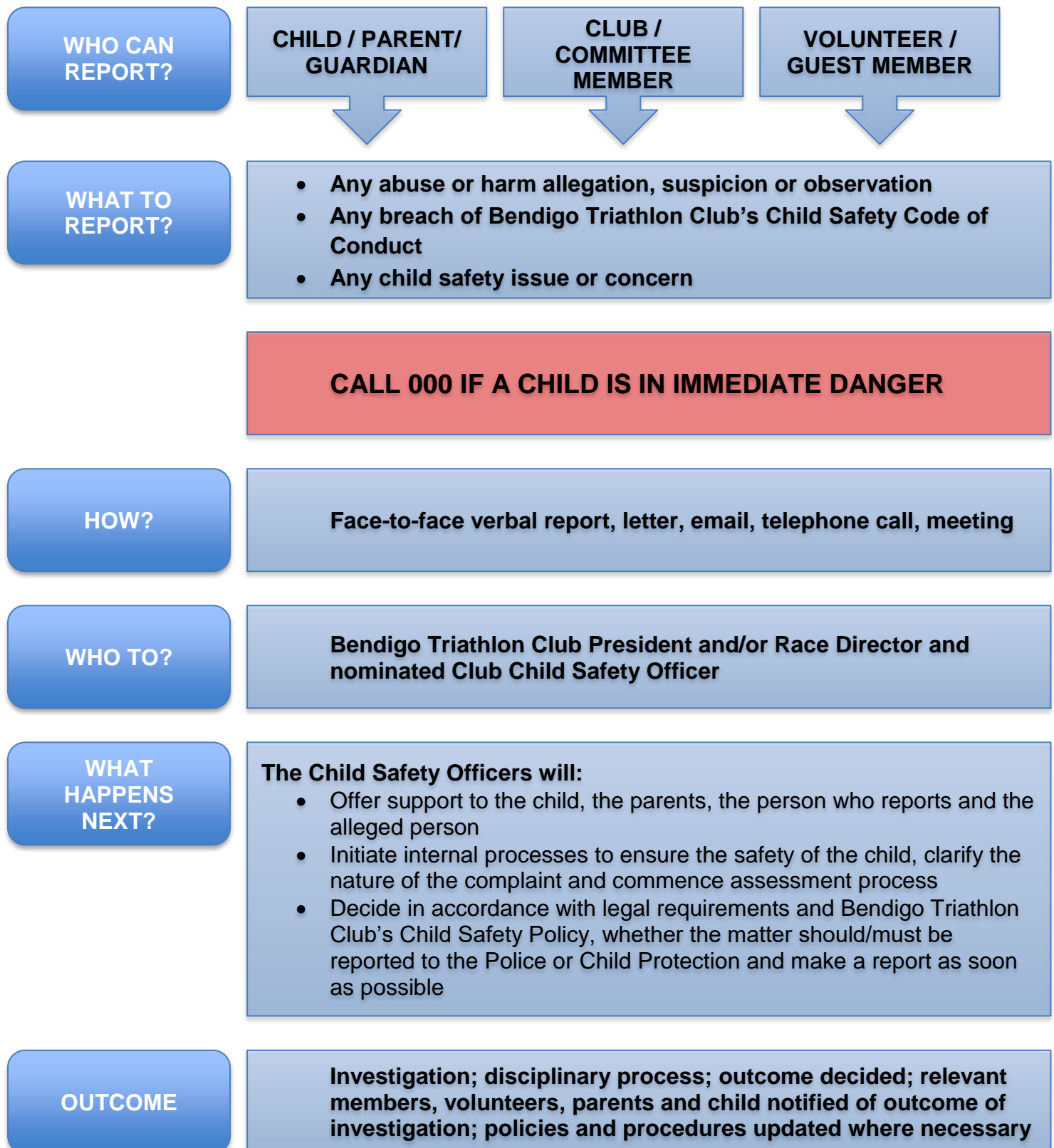
If an adult has a **reasonable belief** than an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- 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 observed.
- Someone else has raised a suspicion of abuse but is unwilling to report it.
- Observing suspicious behaviour.

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APPENDIX 1: CHILD SAFETY REPORTING PROCESS



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APPENDIX 2: CHILD SAFE INCIDENT REPORT FORM

CHILD SAFE INCIDENT REPORT FORM

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. This resource may be provided to a child or their family if they disclose an allegation of abuse or safety concern. Members and volunteers can also use this resource to record disclosures.

All completed incident reports must be submitted to the Bendigo Triathlon Club President, Race Director and/or Club Child Safety Officer and will be stored securely.

CHILDREN'S DETAILS

Name of child/ren:	
Age or Date of Birth: (if known)	
Gender:	
Cultural Background:	
Disability:	
Other Relevant Information:	

REPORTER'S DETAILS

Reporter's Name:	
Contact Details:	Phone: Address: Email:
Relationship to child/ren:	

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

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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 relevant information	

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OFFICE USE:

Date incident report received:	
Club member managing the incident:	
Follow up date:	
Incident reference number:	

HAS THE INCIDENT BEEN REPORTED?

Child Protection	
Police	
Another third party (please specify)	

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