



**CHILD SAFEGUARDING POLICY OF THE ALTONA
YACHT CLUB, INC.**

Rationale

Altona Yacht Club (AYC) believes that all children who participate at the Club have a right to feel and be safe and this is our priority. We want children to have fun and feel safe in a child-friendly environment. Altona Yacht Club is a Child Safe Organisation, and this policy is one of the ways we will demonstrate our commitment to child safeguarding.

Australian Sailing and Sport Integrity Australia

This Policy has considered Australian Sailing's Child Safeguarding Policy summary that:

- Has a zero-tolerance policy to child abuse and neglect in any form.
- Is committed to safeguarding and promoting the welfare of Children in Sailing by providing a safe and inclusive environment.
- Ensures that everyone involved in Sailing is educated and informed of their responsibilities to protect and look after Children.
- All Children have the right to feel safe and protected from all forms of abuse, harm, and neglect.
- Children have the right to take part in sport in a safe, positive, and enjoyable environment.
- Australian Sailing aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved in Sailing.

This Policy has considered Sport Integrity Australia's Child Safe Policy commitment to:

- Recognise children's rights and interests.
- Build and maintain a child safe culture and environment.
- Zero tolerance of the abuse or harm to children.
- Use of a risk management approach to prevent the abuse or harm to children.
- Ensure staff are aware of and comply with relevant requirement.

Who is affected by this policy?

This policy applies to all volunteers of the Altona Yacht Club. Unless otherwise defined:

- **Club** Means the Altona Yacht Club Incorporated.
- **Volunteer Means** someone who performs any unpaid task for or on behalf of the Altona Yacht Club

Altona Yacht Club Child Safeguarding Principles

AYC Child safeguarding has adopted the child safe principles of Sport Integrity Australia:

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimizing the opportunity for children and young people to be harmed.
9. Implementing of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Altona Yacht Club Child Safeguarding Requirements

AYC volunteers **must**:

1. Act in accordance with Australian Sailing Child Safeguarding Policy and Sport Integrity Australia's Child Safe Policy and procedures at all times.
2. Involve children in making decisions about activities, policies and processes that concern them.
3. wherever possible, listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
4. Demonstrate appropriate personal and professional boundaries.
5. Consider and respect the diverse backgrounds and needs of children by creating an environment that: promotes and enables children's participation; is welcoming; culturally safe; and inclusive for all children and their families.
6. Identify and mitigate risks to children's safety and wellbeing as required by Sport Integrity Australia's risk assessment process.
7. Wherever possible, ensure that another adult is present when working with or near children.
8. Where required to have contact with children in the course of your duties, do not have contact with these children outside of the AYC environment.
9. Immediately disclose to the Sport Integrity Australia all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those that occurred before or during association with the agency.
10. Immediately report to the committee any concerns or allegations of child harm or abuse and failure to comply with the Child Safe Policy in accordance with appropriate procedures.
11. Before photographing or videoing a child or using children's images for AYC related purposes
12. Always obtain informed consent from the child and parent or guardian of the child and an explanation of how the photograph or film will be used must be provided.
13. Ensure photographs, films, videos, and DVDs present children in a dignified and respectful manner and not in a vulnerable, suggestive, or submissive manner. Do not reveal identifying information about a child when sending images electronically or publishing images in any form.
14. Comply with all relevant Australian legislation including Working with Children Checks and mandatory reporting requirements.

AYC volunteers **must not**:

1. Use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
2. Engage in or allow any form of sexual behavior between, with, or in the presence of a child.
3. Use physical or emotional punishment on children.
4. Access or use child-related data maintained by Sport Integrity Australia to exploit or harass children.
5. Use any computers, mobile phones, video cameras, cameras, or social media to exploit or harass children, or access child exploitation material through any medium.
6. Use a personal phone, camera, or video camera to take images of a child.

Responding to Child Abuse Allegations

You must ACT.

As a person involved in Sailing you play a crucial role in protecting Children. You must follow the four actions set out below when responding to any Child Abuse allegations.

Action 1 - Responding

If a Child is at risk of immediate harm you must ensure their safety by:

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child and others involved;
- Identifying an appropriate contact person for any on-going liaison with the Police.

If there is no immediate harm, go to Action 2 below.

Action 2 – Reporting

- If you suspect, on reasonable grounds that a Child was, or is at risk of being abused and/or neglected, you must report it to the police and/or the relevant State/Territory child protection agency.
- If the alleged Child Abuse is occurring in a Relevant Organisation, it must be documented on the Report Form found at [MAKE AN INTEGRITY COMPLAINT OR REPORT | Sport Integrity Australia](https://www.sportintegrity.gov.au/contact-us/make-an-integrity-complaint-or-report)
- <https://www.sportintegrity.gov.au/contact-us/make-an-integrity-complaint-or-report>
- You must also report internally to your designated contact in your sport, who then needs to report to the Integrity Unit, CEO and Board.

Action 3 – Contact

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/guardians, and who should lead this contact (i.e. police, child protection department or Relevant Organisation representative). This could include advice:

1. Not to contact the parents or guardians in circumstances where they are alleged to have engaged in the abuse.
2. To contact the parents/guardians and provide agreed information as soon as possible.

Action 4 - Support

- Support should be provided to any Child that has experienced abuse.
- It is important that the person providing support to the Child does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.
- This information needs to be well documented and shared with Sailing's designated contact.
- Further support for the Child, relevant adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.
- The Child Safe Contact in Australian Sailing is David Edwards david.edwards@sailing.org.au

Referenced Documents

- Child Safe Policy – Sport Integrity Australia (August 2023)
- Child Safeguarding Policy – Australian Sailing (31 March 2022)

Timing

1. This Policy was approved at Altona Yacht Club Inc at Committee meeting 14th November 2023
2. Effective from 14th November 2023

For and on Behalf of its Members. The Altona Yacht Club Inc. Board