

## Child Safe Policy

<b>Document Title:</b>	Child Safe Policy
<b>Date of Issue:</b>	August 2022
<b>Controlling Body:</b>	Denmark Gymnastics Committee

### **1.0 Background**

Denmark Gymnastics is strongly committed to the safety, wellbeing, mental and physical health and empowerment of all children and young people accessing our programs and services.

Denmark Gymnastics supports and respects all participants - children, young people, staff, volunteers and members regardless of age, race, gender, religion, skill level and ability, disability and sexual orientation. We support their rights and will act immediately to ensure an environment is maintained where all participants feel safe, respected, valued and empowered.

### **2.0 Policy Statement**

Denmark Gymnastics has the responsibility of ensuring a safe environment for all children and young people. This means having policies, procedures, rules, standards and guidelines that promote child safe programs in a safe environment which are overseen by relevant personnel.

Denmark Gymnastics values the contribution of children, young people and families by fostering a culture of openness where all feel comfortable and encouraged to voice their concerns.

Denmark Gymnastics has adopted and implemented a tailored Child Safe Policy to compliment Gymnastics Western Australia and Gymnastics Australia's Child Safe Policy, so as to ensure the highest standards are achieved in respect to the protection and safety of all participants.

Denmark Gymnastics has on our committee a Child Safety Officer and access to a Member Protection Information Officer who acts on behalf of our club.

**Denmark Gymnastics has a zero-tolerance approach to any form of child abuse and is committed to promoting and protecting all children and young people from abuse and neglect.**

Child protection is a shared responsibility between Denmark Gymnastics, its committee, coaches, volunteers, spectators and members. Everyone who participates in Denmark Gymnastics activities are responsible for the care and protection of children and young people and the reporting of information concerning child abuse.

Denmark Gymnastics supports the active participation of all children and young people. It listen's to their views, respects what they have to say and involves them when making decisions concerning matters that directly affect them – including their safety.

### **3.0 Policy scope**

This policy applies to all Denmark Gymnastics members, athletes, participants, coaches, committee members, administration staff, judges and volunteers throughout all Denmark Gymnastics programs, events and activities.

This policy will continue to apply retrospectively to a person or member following the cessation of their association or employment with Denmark Gymnastics.

All the people to which this policy applies have a role and responsibility in relation to child protection. This includes:

- Understand the indicators and risks of child abuse;
- Appropriately act on any concerns raised by children; and
- Understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

#### 4.0 Definitions

**Child or Young Person** means a person involved in the activities of Denmark Gymnastics who are under the age of 18 years unless otherwise stated under the law applicable to the child.

**Child protection** means any responsibility, measure or activity undertaken to safe guard children from harm.

**Sexual offence** means any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding. It relates to any sexual contact made with a child – this can include a range of sexual behaviours that can be physical, verbal or emotional.

**Child grooming** means any action deliberately undertaken with the aim of befriending and establishing an emotional connection with a child (or the child's carer, family or supervisor) in order to lower the child's inhibitions and prepare them for engagement in a sexual offence.

Child abuse means any act which causes the maltreatment of a child or young person. This includes the following 4 types of abuse:

- **Physical abuse:** occurs when a child or young person has suffered, or is likely to suffer, significant harm as a result of a physical injury, such as non-accidental physical injury.
- **Sexual abuse:** occurs when a child or young person has suffered, or is likely to suffer, significant harm as a result of sexual abuse, such as when a child is exploited or used by another for his or her sexual gratification or sexual arousal, or for that of others.
- **Emotional and psychological abuse:** occurs when a child or young person has suffered, or is likely to suffer, emotional psychological harm of such a kind that the child's or young person's emotion or intellectual development is or is likely to be significantly damaged.
- **Neglect:** occurs when a child's or young person's physical development or health has been, or is likely to be significantly damaged. It refers to an omission, such as depriving a child or young person of food, clothing, warmth, hygiene. Intellectual stimulation, supervision and safety, attachment to and affection from adults or medical care.

#### 5.0 Recognising and reporting child abuse

A person may, in the course of participating in the sport or other activities at Denmark Gymnastics or carrying out their work at the club, form a belief on reasonable ground that a child or young person is in need of protection from child abuse.

If a person is concerned about an immediate risk to a child's or young person's safety, the person must phone '000' as soon as practicable.

Child abuse includes any actions that result in the actual or potential harm to a child or young person.

#### 6.0 Mandatory Reporters

Select classes of people in the community (including teachers. Nurses and doctors) are required by law to report to the Department of Communities Child Protection and Family Support or Police if they have formed

a belief, on reasonable grounds, that a child is in need of protection because they have suffered or are likely to suffer significant harm due to physical or sexual abuse. This report must be made as soon as practicable.

## **7.0 Reasonable grounds for belief**

A reasonable belief is formed if a reasonable person believes that:

- The child or young person is in need of protection.
- The child or young person has suffered or is likely to suffer significant harm as a result of physical or sexual injury.
- The child or young person's parents are unable or unwilling to protect the child.

To form a reasonable belief, one should consider and objectively assess all the relevant facts, such as source of the allegation and how it was communicated, the nature of and details of the allegation and whether there are any other related matters known regarding the alleged perpetrator.

A 'reasonable belief' or a belief on reasonable grounds is not the same as having proof, but is more than mere rumour or speculation.

One would have reasonable grounds to notify if:

- A child or young person states that they have been physically or sexually abuse.
- A child or young person states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves).
- Someone who knows a child or young person states that the child or young person has been physically or sexually abused.
- Professional observations of the child or young person's behaviour or development leads a professional to form a belief that the child or young person has been physically or sexually abuse or is likely to be abused.
- Signs of abuse lead to a belief that the child or young person has been physically or sexually abused.

## **8.0 Voluntary reporters**

In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child or young person is in need of protection from any form of child abuse may disclose that information to the Department of Communities Child Protection and Family Support or Police.

## **9.0 Denmark Gymnastics approach to reports of abuse**

Denmark Gymnastics takes all child safety complaints seriously and responds promptly and appropriately.

Denmark Gymnastics fosters an open complaints culture and ensures that all staff, children and young people and their families know who to talk to if they are worried or feel unsafe.

Denmark Gymnastics refers all child safety complaints (as appropriate) to Gymnastics Western Australia, Gymnastics Australia and Sport Integrity Australia for independent oversight.

Denmark Gymnastics ensures that:

- Any person who makes a complaint will not suffer adverse consequences.
- Children and young people are consulted and have input into the design of a complaints process (where appropriate).

- Any affected child or young person is provided with ongoing support throughout the complaints process, including having access to a support person at all times
- Relevant people are kept informed of the progress of the complaint, outcomes and resolution of the complaint
- All complaints are stored and managed in accordance with relevant privacy laws
- All allegations and complaints relating to child safety regardless of whether the complaint meets statutory reporting thresholds.

For further guidance refer to Denmark Gymnastics Complaints Handling Policy.

## **10.0 Identifying and Analysing Risks of Harm**

Denmark Gymnastics will develop and implement a Child Safe Risk Management Strategy, which includes a review of our existing child protection practices to determine how child safe our club is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteers or another person.

## **11.0 Denmark Gymnastics Child Safe Guidelines**

### **Choosing suitable Employees and Volunteers**

Denmark Gymnastics will conduct various recruitment and screening procedures in accordance with best practices to ensure that all staff, volunteers and committee members are suitable to working with children and young people.

Denmark Gymnastics ensures that Child Safety is embedded throughout all stages of the employment process. This consists of:

- Child Safety Policy and Gymnastics Australia Codes of Behaviour included in employment advertising.
- Child Safety embedded in Selection Criteria.
- Instructions on how employee will work with children or young people and what their child safe and reporting responsibilities are.
- A Working with Children Check (WWCC), Police check and referee check as a prerequisite to receiving an offer of employment.
- Denmark Gymnastics screens potential applicants for identity, criminal record, qualifications and professional registration.
- Reference checks are conducted – with at least 2 referees.
- WWCC and Police checks are conducted prior to commencement.
- Recording of each staff/committee members WWCC number, date and expiry.
- Ensuring that the applicant has suitable experience working with children.
- Throughout the interview the applicant is provided with clear information concerning Denmark Gymnastics commitment and policy on child safety.
- Questions are asked of the applicant relating to child safe practices.
- The applicant will be asked about motives and attitude towards working with children and why they are leaving current job.
- All Denmark Gymnastics staff, volunteers and committee members will be made to read and sign Denmark Gymnastics Child Safe Policy and Gymnastics Australia Codes of Behaviour.

### **Working with Children Check**

WA Working with Children (WWC) Check In WA, the WWC Check is a compulsory screening strategy which aims to protect children from individuals who have a relevant charge or conviction on their criminal record that indicates they may cause harm to a child. A WWC Check is required if the person engages in certain paid or unpaid work with children.

There are some general exemptions from who is required to hold a WWC Check, including but not limited to the following:

- Work carried out on a voluntary basis by a child.
- Unpaid students on placement under 18 years of age.
- Short-term visitors to WA (only applies during the two-week period after arrival).
- Parents volunteering in certain activities where their child is also involved or participates (unless attending an overnight activity)
- A WWC Card expires after three years and can be renewed at least 1 month before the Card's expiry.

### **Change Rooms/Toilets**

- Where changing facilities or bathrooms are not able to be supervised by staff, children should be encouraged to use the change rooms in groups of 2 or 3.
- Children (under 8 years) may enter the change rooms that aligns with the gender identity of their accompanying parent/guardian.
- Children over the age of 8 years should use the change rooms that aligns with their gender identity.
- Routine checks should be performed by Denmark Gymnastics coaches to ensure all children are adequately supervised.
- If staff members are required to supervise or enter the change rooms, staff should knock or announce themselves before entering.
- Staff members should not undress when children or young people are present in the change room. Staff members must avoid being in one-on-one situations with children or young people without supervision by another staff member or the child's parent.
- Adults must not enter the change room of the opposite gender, under any circumstances.
- The use of mobile phones, cameras and video cameras is strictly prohibited in change room areas.

### **Supervision**

Children under the age of 18 years old must be supervised at all times by a responsible adult. Denmark Gymnastics endeavours to provide an appropriate level of supervision at all times. If a member finds a child under the age of 18 is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian is located.

### **Report and Respond Appropriately to Suspected Abuse and Neglect**

Denmark Gymnastics will ensure that employees, volunteers and committee members are able to identify and respond appropriately to children and young people at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable belief that a child or young person is being or has potential to be abused or neglected.

In addition to any legal obligations, if any person believed that another person or organisation bound by the policy is acting inappropriately towards a child or is in breach of this policy, they may make a complaint.

**Any person who believes a child is in immediate danger or in a life threatening situation should contact the police immediately.**

### **Transportation**

Parents and or guardians are responsible for organising the transportation of their child/children to and from club activities (including training and competitions).

## **Taking Images of Children**

We require that all members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used. To respect people's privacy, we do not allow mobile phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian.

We will not provide information about a child's hobbies, interests, school etc. We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club.

We will seek permission from a child's parent or guardian before using their images. This permission is obtained at enrolment on our Denmark Gymnastics Membership Form.

## **Coach assistance – Spotting**

Spotting is a necessary part of gymnastics that is required for the safety of the athletes. All coaches must ensure that all physical contact with the athletes which occurs when 'spotting' is appropriate for the situation and necessary for the athlete's safety. It is strongly recommended that coaches explain the spotting procedure to the child or young person.

## **13.0 Policy Breaches**

It is a breach of this policy for a person to which this policy applies, to have been found to have done anything contrary to this policy. Any person breaches this policy is subject discipline measures as per Gymnastics Australia Membership Policy.

## **14.0 Policy Promotion**

This Policy will be made available to all members via the Denmark Gymnastics website at <https://denmarkgymnastics.weebly.com/>

This policy will be communicated to all staff, committee, technical coaches and volunteers.

## **15.0 Relevant related documents**

Denmark Gymnastics Complaints Handling Policy  
Gymnastics Australia Child Safe Policy  
Gymnastics Australia A Guide to Child Safe Behaviours in Gymnastics  
Gymnastics Australia Codes of Behaviour  
Gymnastics Australia Member Protection Policy  
Gymnastics Western Australia Photography Policy  
Gymnastics Western Australia Social Media Policy  
Gymnastics Western Australia Photography Guidelines and Forms  
Gymnastics Australia Gymsport Technical Regulations

## **16.0 Review Process**

Denmark Gymnastics is committed to ensuring the Child Safe Policy and child safe practices are continuously reviewed and improved.

Denmark Gymnastics achieves this by:

- Reviewing the Child Safe Policy and related policies on an annual basis.
- Welcoming feedback from staff, parents/guardians, and children and young people.
- Conducting a review as soon as a complaint is made, and again when the complaint is finalised.
- Holding consultations with staff, children, young people and their families.
- Responding to feedback and complaints in a timely manner.
- Ensuring complaints and concerns are analysed to identify causes and systemic failures to inform continuous improvement.
- Providing staff with ongoing child safe education and training.

When conducting an annual review of the Child Safe Policy, Denmark Gymnastics considers the following:

- Whether policies and procedures were followed.
- Whether any incidents relating to child safety occurred.
- The process used to manage any incidents.
- The effectiveness of policies and procedures in preventing or minimising harm to children and young people.
- The content and frequency of training in relation to the Child Safe Policy.

### 17.0 Review History

Version	Date Reviewed	Date Endorsed	Content Reviewed

Child Safety Policy

Responsible Officer: President – Denmark Gymnastics

Date of first issue: August 2022

Date of last review: August 2022

Date of next review: August 2023

Prepared by: Jenni Welsh

Signed: 

Date: 20/10/22

Approved by: Kym Phillips

Signed: 

Date: 20/10/22