

Child Safeguarding Policy

Policy Name: Child Safeguarding Policy

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Next Review: November 2024

Applicable Legislation:

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

This policy will be reviewed every three years or earlier if required by the organisation. The review will ensure it reflects both the community expectations and all legal requirements.



Purpose Statement

Volleyball WA (VWA) supports and respects the individual needs of every child, as well as our employees, contractors, members, and volunteers. VWA actively promotes diversity and tolerance throughout the association and welcomes participants from all backgrounds. VWA aims to safeguard the well-being of all children who participate in our sport.

The purpose of this policy is to ensure VWA create an environment where a child's safety and wellbeing is always considered. VWA will create an environment that reduces the likelihood of harm to children and will respond to any concerns, disclosures, allegations, or suspicions of harm.

Policy Application

This policy applies to all VWA employees, contractors, volunteers, members and all other people or organisations which by agreement, or otherwise, are bound to comply with this policy.

This policy applies to behaviour occurring during VWA business, activities, competitions, and events.

Definitions

The following definitions are listed to provide clarity for this policy.

- **Child/children** means a person who is under the age of 18 years.
- **Contact** means any form of physical contact, any form of oral communication, whether face to face, by telephone or otherwise and any form of electronic communication but does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer.
- **Child-related work** has a specific definition in the WWC legislation. Work is classified as child-related work if the usual duties of the work involve or are likely to involve contact with a child, in connection with at least one of the categories of child-related work unless an exemption applies.
- **Member** means an individual, club, affiliated club, or association who is a member of VWA.
- **Screening Check** means the process outlined in the Volleyball WA Screening Procedure, to determine whether a person is suitable for the position of application.
- **Staff** refers to employees, contractors, volunteers, and unpaid students on placement.
- **Voluntary work** is where an individual receives no financial reward or remuneration. A person who receives payments that just cover the costs of carrying out their child-related work is considered to receive "no financial reward" and is considered to be a volunteer by the WWC Screening Unit.
- **WWCC Registration Officer** means the VWA employee who is responsible for maintaining compliance.
- **Working with Children Check (WWC Check)** is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as "[child-related work](#)" under the *Working with Children (Criminal Record Checking) Act 2004*.
- **WWC Act** means the *Working with Children (Criminal Record Checking) Act 2004*.

Background

VWA acknowledges the valuable contribution made by our employees, contractors, members and volunteers. VWA encourages their active participation in providing a safe, fair, and inclusive environment for all. VWA seeks to ensure that all persons are aware of their legal and ethical responsibilities, as well as the standards of behaviour expected of them when it comes to contact with children.

The WWC Act applies to people who engage in certain paid or unpaid work with children, described as “child-related work”. Under the WWC Act, people whose usual duties of work involve (or are likely to involve) contact with a child in connection with one or more categories of child-related work, and where no exemptions apply, are required to have a WWC Check.

VWA have established processes and procedures in place to comply with the requirements of the WWC Act and will continue to take all reasonable steps to ensure the volleyball community understand their legal obligations to ensure the safeguarding of children.

Policy Statement

VWA is committed to ensuring all children can participate in a safe and inclusive environment. As such, VWA will:

Safe Environments – Physical and Online

- Place safety and welfare of children above other considerations in the physical and online space.
- Commit to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds.
- Create environments that are inclusive for all children.

Suitability

- Take reasonable steps to ensure that VWA engages and appoints suitable and appropriate people to work with children.
- Require that anyone who is considered an employee, volunteer or contractor provides a WWC card for validation prior to commencing their work for VWA.
- Provide all applicants with information regarding the screening process and the specific criteria for the position in accordance with the requirements of the WWC Act.
- Have robust recruitment processes in place including reference and referee checks.

Managing Staff and Members

- Incorporate clear reference to what is expected in terms of behaviour, commitment, and responsibility for child safety in contracts, statements of appointment, and position statements.
- Maintain an induction pack and process for new starters which outline WWC requirements, expectations and reporting in relation to child safeguarding.
- Provide opportunities to share observations and challenges, and to safely explore views about child safety issues.
- Ensure that all staff and members are supported to respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected.
- Educate staff and members so they have an understanding that failure to report is considered serious misconduct.

- Provide all members with an outline of VWA requirements and expectations of them in relation to child safeguarding, through sharing key policies and documents.
- Require all employees and key volunteers to undertake the Play by the Rules Member Protection Information Officer online course. Identified employees are also required to complete the face-to-face training to obtain the full Member Protection Information Officer accreditation.
- Support and supervise employees and key volunteers through the Performance Review process.

Screening

- Appoint a VWA employee as the WWC Check Registration Officer.
- Maintain a WWC Check Policy and Procedure including screening measures to ensure that people who pose a risk to children are not recruited.

Travel

- Ensure that when children travel to another state/territory as a representative of VWA, there will be strict compliance with the legislation within that state/territory. Volleyball Australia (VA) may also be required to be consulted in this process.
- Ensure that when children travel for volleyball activity in a representative team, there are guidelines and procedures in place to prevent and manage the risk from such activities, such as accommodation, ground travel, flights and changeroom access.

Education and Development

- Provide ongoing education, development, and support to ensure that all applicable persons understand that child safeguarding is everyone's responsibility.
- Provide ongoing education for staff in child abuse awareness, child abuse prevention and safe practices.
- Provide suitable education and development to assist coaches to understand what is and is not appropriate for physical contact when coaching.
- Provide opportunities for staff and members for the sharing of best practice and feedback through meetings and forums.

Codes of Behaviour

- Promote and distribute Codes of Behaviour that establish the conduct that is expected of staff and members when they deal and interact with children involved in our sport, especially those in our care.
- Maintain Codes of Behaviour that establish the conduct that is expected of adults when they deal and interact with children involved in volleyball, especially those in our care.

Empowering Children

- Encourage children, parents/guardians to be involved in developing a child safe environment and engage in the decision-making structure of the sport.
- Encourage parents/guardians to become involved in one of the VWA Committees, in particular the Junior Committee.
- Engage children through the VWA Leadership Pathway, culminating in the Lead Volley Panel.

Child Friendly Complaint Process and Reporting

Have a system that is accessible, responsive and respectful if a child wishes to speak up and make a complaint to a VWA employee or volunteer.

- Have a Complaints Management process that identifies and tracks the implementation of any actions of a complaint.

Policy Breaches

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially.

Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaints Management Procedure.

If a criminal offence is considered to have been committed, the appropriate authorities will be contacted for advice and guidance.

Document Control

Version History

Date	Version number	Executive Summary of changes
August 2019	1.0	This policy was adopted at the August 2019 VWA Board Meeting.
October 2021	2.0	<ul style="list-style-type: none"> • Updated Policy in accordance with the new framework adopted by the VWA Board. • Removed reference to Policy Procedures and created a separate document for the WWC Check Screening Policy and Process. • Updated revisions made to reflect the latest advice from Working with Children Check Screening Unit.

Appendix & Relevant Policies and Procedures

- VWA WWC Check Policy
- VWA WWC Check Screening Procedure
- VWA Complaint Management Policy
- VWA Misconduct Policy
- VWA Photography and Videography Policy
- VWA Codes of Conduct
- VWA Member Protection Policy Statement
- VWA Alcohol Policy