

Port Macquarie Triathlon Club

Child Safe Policy



PURPOSE

Our Child Safe Policy provides the key elements of our approach in ensuring that the Port Macquarie Triathlon Club (the Club) is a child safe organisation. It sets out the Club's strategies in ensuring compliance with all legislation relevant to child protection in NSW, and that the children who participate in our Club have a safe and happy experience, considering each child's diverse needs, abilities and background.

SCOPE

The Club's Child Safe Policy applies to all everyone involved in the Club including members, other Club event participants, employees (either in a paid or voluntary role), and parents/carers. This policy applies to all race, training and other activities organised/facilitated by the Club.

The Policy **does not apply** to any event or activity not organised by the Club or any conduct not directly related to involvement in a Club activity or event.

CHILD SAFETY REPRESENTATIVE (CSR)

The CSR is responsible for ensuring compliance with this policy. It will normally be the Junior Manager. If there is no Junior Manager, the President will be responsible.

The CSR will undertake the free of charge Child Safe Sport eLearning module, applicable at the time, which is available through the NSW Office of the Children's Guardian (OCG).

The CSR, and other relevant committee members, commit to attending any child safe training sessions run by Triathlon NSW.

COMMUNICATION

To communicate the Club's policy and our commitment to child safety, the policy is included in the Club's website. In addition, the signature block on all email correspondence includes the following wording: "Committed to ensuring we are a child safe organisation"

In addition, junior members and their parent/guardian will be advised of the person they should contact (including a photo) to raise a complaint and the process to do so. They will further be advised that any complaint will be taken seriously, and appropriate action taken. This information will be updated and reissued annually.

Also, feedback will be sought annually from club, and relevant community, members about any child safety concerns they may have about the way the Club operates.

WORKING WITH CHILDREN CHECK

A Working with Children Check (WWCC) is **not** required for any adult assisting during a club arranged Junior race.

However, if the Club arranges specific Junior training sessions, or adults (other than the parent or sibling of the child) travel with Juniors to events or on overnight stays on behalf of the Club,

the person conducting the session/event or travelling with the juniors is regarded as an employee of the Club and a “Child Related Worker” (CRW). In this case the Club must ensure that the CRW has a current WWCC before they can be allowed to work with the children.

Once the Club determines that it has a CRW, it must register the Club with the Office of the Children’s Guardian (OCG) who will provide the Club with a username and password to their site.

The CSR then needs to log in to the site and provide the name, DOB and WWCC number of the CRW. This allows the OSG to contact the Club if the CRW becomes barred from working with children.

If the Club is advised that the CRW has been barred, it will cancel any interaction the CRW with immediate effect.

COMPLAINT HANDLING

If any child, parent/guardian, or other concerned person wishes to make a complaint about any behaviour towards or discussion with a child, by anyone involved in or employed by the Club, they should firstly raise their concerns with the Club’s Child Safety Representative either in person or by email.

Using the PMTC Child Safety Complaint Form, the CSR will take down all relevant details and follow the steps outlined below:

- Ensure the child is removed from immediate harm, including removing the person the allegation is made about from child-related work if required.
- If required, NSW Police are contacted and will give us instructions on how to proceed.
- If required, the OCG is contacted and will give advice on how to proceed with an investigation.
- Investigation is carried out in a timely, fair and transparent manner (being mindful of privacy obligations) in line with our policy on responding to child safety reports.
- The child and parent/guardian receive information about the investigation process, timeframes and outcome (being mindful of privacy and not compromising any ongoing investigation). The child receives ongoing support from both your organisation and through referrals as needed (for example, counselling).
- After a finding is made the Club will take any necessary actions to improve policies and procedures to prevent the incident reoccurring.

ANNUAL REVIEW

The policy will be reviewed annually by each year’s incoming committee to ensure continuous improvement and compliance with legislation current at the time. As part of this, a Child Safe Risk Assessment will be undertaken using a template provided by Triathlon NSW.

In addition, each year’s committee will reaffirm its commitment to the Child Safety Statement in the Triathlon Australia Member Protection Policy as both an agenda item and on our website.