

NOWRA CROQUET CLUB INC

# CHILD SAFE POLICY

**June 2023**

Adopted by the Committee

14 June 2023

Effective from 01 July 2023

Karen James  
Secretary

24 June 2023

This policy to be read in conjunction with the Child Safeguarding Policies of the Australian Croquet Association (ACA) v2.0 April 2022 and the NSW Office of the Children's Guardian (OCG) available online.

## **1. Introduction**

**Nowra Croquet Club Inc.** Has a zero tolerance policy to child abuse and neglect in any form.

Nowra Croquet Club aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented and adhered to by all members of the Club.

Nowra Croquet Club accepts Junior Membership (under 18 years), hosts schools and disabled groups for sporting events as well as visiting children.

## **2. Refer to ACA Child Safeguarding Policy (available on CNSW website) for the following:**

**(a) Definitions**

**(b) Jurisdiction**

**(c) Requirements of Relevant Persons and Organisations**

**(d) Prohibited Conduct**

**(e) Reporting**

**(f) Complaints, Disputes & Discipline Policy**

## **3. Child Safe Commitment Statement**

Nowra Croquet Club is committed to ensuring the safety and well being of all Children that are involved in our sport of Croquet. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices.

(a) We are committed to keeping children safe

(b) We promote equity and diversity

(c) Our members know the behaviour we expect

(d) We minimise the likelihood of inviting / recruiting a person who is unsuitable

(e) Our members are made aware of our commitment to child safety

(f) We encourage the involvement of children and their parents

(g) Our members understand their responsibility for reporting child abuse

(h) We maintain and improve our policies and practices.

#### **4. Child Safe Practices**

Nowra Croquet Club Inc. has developed practices to identify and prevent behaviour and situations that may be harmful to the children in our sport of croquet.

- (a) Sexual misconduct - under NO circumstances is any form of “sexual behaviour” to occur between, with, or in the presence of children (refer to ACA policy for definitions for contact and non-contact sexual behaviour)
- (b) Keep professional boundaries
- (c) Use appropriate language and tone of voice
- (d) Give positive guidance - fair, respectful, appropriate behaviour
- (e) Supervision must be constant, active and vigilant
- (f) Electronic and online communication must involve a parent or guardian
- (g) Photographs of children involved in our sport must have prior written consent from the parent or guardian and have NCC knowledge and approval. Captions or texts will limit the identification of the child (See Appendix 3)
- (h) Physical contact with a child must be appropriate to the delivery of the croquet sports program or services e.g. technique, setting up equipment
- (i) Overnight stays and sleeping arrangements are only to be allowed when accompanied by a parent or guardian of the child involved
- (j) Change room arrangements must allow the child privacy but where a common change room is available two other adults of the same gender should be present
- (k) No possession or supply of alcohol or drugs to a child
- (l) Parent or Guardian involvement must be involved especially in the signing of documentation. Also be allowed to watching any training and games
- (m) Transporting children must have the knowledge and approval of a parent or guardian and be directly related to our sport of croquet (its programs and services)
- (n) Drop Off and Pick Up of children is the responsibility of the parent or guardian but where a NCC member provides transport to and from home for a junior member that adult member is required to have a verified WWCC.
- (o) NCC has an accessible register of parent and guardian emergency numbers (a minimum of two)

(p) NCC encourages members to apply for a WWCC and conducts audits of members' checks to prevent expiry

(q) NCC has an account with the OCG in order to verify WWCC

(r) Where a service is supplied to a junior member (e.g. coaching) that person supplying the service **MUST** have a verified WWCC prior to the service by the member organising that service

(s) NCC maintains a file of junior members that includes parental permissions and any other records it believes necessary to keep a junior member safe

(t) School groups must be accompanied and supervised by authorised teachers i.e. teachers who have the relevant child safety checks

(u) Visiting children **MUST** be accompanied and supervised by a parent or close family relative

(v) School groups and visiting children will only be engaged in croquet at our Club by members with WWCC

## Appendix 1: Self Assessment Checklist

Note: State and Territory jurisdictions have different requirements regarding screening and WWCC. This child-related position assessment aims to assist Relevant Organisations identify child-related positions however. **It should not be used to determine if a Relevant Person requires a WWCC.**

Question - Does the position/activity (paid/unpaid or volunteer):	Yes	No
Involve supervising children?		
Involve being alone with children or engaging with children in any way that is not observed or monitored?		
Involve activities with children away from the organisation's usual location?		
Involve direct one-on-one or group contact with children via phone, letter, email, online or social media?		
Involve supervising child-to-child online contact?		
Have access (online or paper based) to a child's or children's personal and/or confidential information?		
Involve the need for physical contact/touching children?		
Involve any of the following: transporting children; over-night supervision; and/or out-of-town activities?		
Have a perceived or actual level of authority (including from a child's perspective)?		
Involve any other type of contact with children?		

**\* If you answered YES to one or more of the above questions, the position is a child-related position.**

# Appendix 2: WORKING WITH CHILDREN

## Who needs a Check

Last update: 31 March 2023 (NSW Office of the Children's Guardian)

Decide if you, your workers or volunteers need a Check. Employers and organisations need to decide who engages in child-related work and requires a Working with Children Check, or if any roles fall under an exemption.

### Remember

The Check lasts for 5 years even if someone moves jobs – a new employee or volunteer who already has a Check does not need a new Check.

The Working with Children Check is required for people in NSW who work with children. It is different from the Police Check.

### Child-related work

Child-related work (including voluntary work) is:

- providing services for children and young people under 18
- where the work normally involves being face to face with children
- where contact with children is more than incidental to the work.

[The legislation](#) lists sectors and services that are child-related work.

### Other roles that require a Check

The following roles also require a Working with Children Check:

- an adult who resides or stays regularly (several nights a week) on the property of an authorised carer (foster carer or other authorised carer of children in statutory or supported out-of-home-care)
- a home-based education and care service provider
- a family daycare service provider (where care is provided at home)
- potential adoptive parents
- heads of organisations captured by the Child Safe Scheme.

The head of a child safe organisation is defined in the [Children's Guardian Act 2019](#) and generally means the most senior person in your organisation, such as a chief executive officer.

If you have workers whose roles require them to have access to confidential records or information about children, but they aren't considered child-related work, then you can apply for those roles to be deemed child-related work.

## Check exemptions

People who do not work or deliver services to children in NSW do not need a NSW Working with Children Check. If someone occasionally enters NSW to deliver services to children, it is the organisation's responsibility to decide if a NSW Working with Children Check is required, or if an exemption applies.

[The Regulations](#) include exemptions to requiring a Working with Children Check. Employers should check the legislation for any exemptions that apply to their situation.

Exemptions include:

- under 18s
- workers visiting NSW for a short time
- parents and close relatives volunteering at their children's usual school and extra-curricular activities.

There are 3 specific instances when close relatives **do** need a Check when they are volunteering at school or activities:

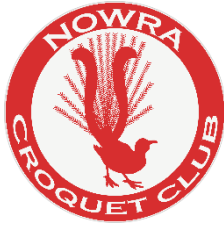
- providing personal care for a child with disability
- participating in a formal mentoring program
- at an overnight camp for kids.

## Role examples

- Situations that do and don't require a Working with Children Check. The following list is not exhaustive and should only be used as a general guide.

<b>WWCC Required</b>	<b>NO WWCC Required</b>
You work with children. This includes music teachers, extracurricular coaches, instructors, dance teachers, tutors, nannies, faith leaders and children's entertainers.	You work in an organisation that delivers services for children but you do not have more than incidental contact with the children.
You work with or help children with disability. Note: If you work with children with a disability, you may also need a NDIS Worker Check.	You are a student, over 18, on a clinical placement in a hospital or other health service.
Your work would not usually require you to hold a Check, but it involves accessing confidential records or information about children. (Note that your employer can only require you to hold a Check if it has the approval of the Children's Guardian to do so).	Your work occasionally includes helping out with children as an incidental part of your role, but your work with children is very short term.
You provide transport for children (including to their work in the entertainment industry).	You are under 18 or a co-worker or supervisor of a worker who is under 18.
You volunteer to work with children who are not close relatives.	You work as a referee, umpire or linesperson or other sporting official where the work does not involve contact with children for extended periods without other adults being present.
You are working or volunteering at an overnight camp for children.	You are a private practice health practitioner who treats children with another adult present.
You provide babysitting through an agency.	You baby sit by private arrangement, or do informal domestic work at a home where there are children.
You are joining a formal mentoring program.	You are visiting from interstate and working with children for fewer than 30 days.
You dress or make-up children working in the entertainment.	A tradesperson who may incidentally come into contact with children but is not working with the children.
You chaperone or supervise children working in the entertainment industry.	





### Appendix 3: Photography & Video Permission Form

Parent/Guardian Name:

The Parent/ Guardian of:

Give permission for my child's photographs or videos taken as part of Nowra Croquet Club's daily program, to be used now from 2023 until July 2024 for the purpose of external communications, including advertising and marketing as well as posted on the Club's Social Media account(s) including Facebook, Instagram and website.

I give permission for only his/her first name (\_\_\_\_\_) to be used when identified in the photographs, videos or articles written to accompany these.

I understand I can withdraw the above consent at any time by advising the Club's Secretary in writing.

Parent/Guardian Name:

Child's Name:

Home Address:

Parent/Guardian's Signature:

Date:

:

## Resources:

1. NSW Office of Children's Guardian have a range of resources and online training to help organisations implement the Standards:

[https://ocg.nsw.gov.au/resources?combine=&field\\_published\\_date\\_value=&field\\_topic\\_target\\_id%5B35%5D=35](https://ocg.nsw.gov.au/resources?combine=&field_published_date_value=&field_topic_target_id%5B35%5D=35).

You can also undertake a free self-assessment <https://cssa.ocg.nsw.gov.au/>.

[Home | Office of the Children's Guardian \(nsw.gov.au\)](#)

2. Croquet NSW has adopted a Child Safeguarding Policy ( v2.0 20th April 2022) that is available online

[Microsoft Word - NIF Child Safeguarding Policy v2.0 Apr22.docx \(croquet-australia.com.au\)](#)

3. NSW Department of Sport and Recreation: *Child Protection in Sport and Recreation* [www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au)