



Child Safe Statement & Policy

Created 31 May 2022

Policy Aim

Bicycle SA Incorporated is committed to safety and wellbeing of all children and young people when participating and /or being encouraged to participate in the delivery of Bicycle SA educational programs.

Bicycle SA operates in accordance with the [Children & Young People \(safety\) Act 2017](#) which relates to creating child safe environments.

Bicycle SA has zero tolerance for child harm and is committed to providing a child safe environment where children and young people are safe and feel safe when participating in our programs. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved at Bicycle SA is given a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront when running programs with children in attendance.

Bicycle SA Statement of Commitment & Policy Summary

When delivering programs that include children participation Bicycle SA will:

1. Take a preventative, proactive and participatory approach to child safety.
2. Value and empower children to participate and feel inclusive in our programs.
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children.
4. Engage only the most suitable people to work with children and have staff and volunteers compliant with the appropriate working with children accreditation.
5. Foster an environment where children feel safe to speak out if they are feeling worried or unsafe.
6. Report suspected harm or risk of harm promptly to the appropriate authorities.

Training, Supervision & Code of Conduct

Bicycle SA understands that child safety is everyone's responsibility. Our organisational culture aims for all board members, staff, volunteers, families, and children to feel confident and comfortable in discussing any allegations of child harm or risk of harm or child safety concerns. We train our board members, staff, and volunteers on induction to identify, assess, and minimise risks of child harm and to detect potential signs of the risk. We also support our board members, staff, and volunteers through ongoing supervision to develop their skills to protect children from harm and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.



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New board members, staff and volunteers are supervised regularly to ensure they understand Bicycle SA's commitment to child safety and that everyone has a role to play in protecting children from harm. Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and South Australian Police, depending on the severity and urgency of the matter.

Recruitment

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legal responsibilities. Bicycle SA understands that when recruiting board members, staff, and volunteers, we have ethical as well as legislative obligations. We actively encourage applications from Aboriginal people, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people who are engaged in child-related work, including volunteers, are required to hold a Working with Children clearance and to provide evidence of this check and be prepared to comply with our code on conduct (Annexure A).

Bicycle SA carry out reference checks and police record checks to ensure that we are recruiting the right people. If during the recruitment process a person's records indicate a criminal history, then the person will be given the opportunity to provide further information and context.

Reporting

The Chief Executive Officer is the designated Child-Safe Officer and has the responsibility of oversight of with any alleged child abuse which has occurred during a Bicycle SA event or participation program.

The Chief Executive Officer shall ensure:

Any allegations of child harm; physical, sexual, emotional, psychological, is reported to the appropriate authorities on the Child Abuse Report Line 13 14 78. (Dept. for Education and Child Development) or SA Police on 000 in the event of a risk right now.

Bicycle SA complies with [Child Safety \(Prohibited Persons\) Act 2016](#) which relates to obligations around mandatory reporting

Risk Management

Bicycle SA strategies focus on preventing, identifying, and mitigating risks to children'. All staff and volunteers are responsible for ensuring children are safe. This is achieved by adopting the following practices.

- Child safety is embedded in organisational leadership, governance, and culture.
- Families and communities are informed and involved.
- Equity is upheld and diverse needs are considered
- People working with children are suitable and well supported.
- Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and participation in our programs.
- implementation of the Child Safe Standards is continuously reviewed and improved.
- (See attachment C - Risk Management Policy)



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Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, families, or children, unless there is a risk to someone's safety. Everyone is entitled to know how this information is recorded, what will be done with it and who will have access to it. This is intended to protect reporters and to ensure that all members of Bicycle SA are comfortable to disclose any allegations or concerns in relation to child safety without repercussions.

Review of Policy

The Child-Safe Policy shall be reviewed annually and involve assessing the effectiveness of the policy by such means as: Reviewing overall compliance; Monitoring the effectiveness of policies and procedures; Ensure that Policy remains current and relevant to Bicycle SA's standards of practice.

Annexure A – Below



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Annexure A – Bicycle SA Code of Conduct

The Bicycle SA code of conduct provides the minimum expected behaviour of all personnel within Bicycle SA. All personnel are required to acknowledge and sign the code of conduct.

Caring for children and young people brings additional responsibilities for employees and volunteers of Bicycle SA. All employees and volunteers of our organisation are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- Sticking to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people.
- Treating everyone (this includes staff, volunteers, students, children, young people and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- Being a positive role model to children and young people in all your conduct with them
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – boundaries help everyone to understand their roles
- Listening and responding appropriately to the views and concerns of children and young people
- Being alert to bullying behaviours and responding promptly and appropriately
- Ensuring another adult is always present or in sight when conducting one to one instruction or other activity
- Being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Employees and volunteers must not:
 - Engage in rough physical games
 - Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
 - Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
 - discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability, or sexuality.



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Breach of the Code of Conduct will result in further investigation and may result in dismissal.

I agree to abide by this code of conduct

Name:.....Date.....