

Enable Fitness Centre

Child Safe Environment Policy



Associated Policies and Procedures:

- Code of Conduct
- Managing Client Risk of Harm, Abuse and Neglect
- Complaints and Feedback
- Work Health and Safety
- Incident Reporting
- Privacy and Confidentiality

BACKGROUND

Policy Statement

The United Nations Convention on the Rights of the Child (UNCRC) outlines that children and young people have the right to be protected from harm or risk of harm. When working with children and young people, it is important to understand their rights and needs.

Enable Fitness Centre advocates for children and young people and has a strong commitment to child safety and establishing and maintaining a child safe environment. Our service embeds the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise harm and the risk of harm to children and young people.

At Enable Fitness Centre:

- Children and young people are valued, respected and encouraged to participate and the safety and protection of children and young people is always the first priority.
- Our policy complies with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations.
- We are committed to diversity; all children and young people are embraced regardless of their abilities, sex, gender, or social economic or cultural background and equity is upheld.
- Bullying and harassment is not tolerated.

Purpose

The purpose of this policy is to outline our legal and ethical responsibilities and our strategy to provide a safe environment where all children and young people are safe, respected, valued and encouraged to reach their full potential. We aim to take all practical steps to protect children and young people from harm, ensuring a healthy and safe environment.

To meet the obligations of the Children and Young People (Safety) Act 2017, organisations that provide services to children and young people must have a child safe environments policy in place; meet the South Australian working with children check obligations; and lodge a child safe environments compliance statement with the Department of Human Services. Enable Fitness Centre provides allied health services to a very small number of young people between the ages of 12 and 18, and is therefore subject to these obligations.

Scope and Communication

This policy applies to children and young people, employees, volunteers, students and visitors of Enable Fitness Centre. The policy will outline the roles and responsibilities of all parties.

The *Children and Young People (Safety) Act 2017* requires that an organisation must, on request, provide a copy of the organisation's child safe environments policies and procedures. This policy will be available on our website for public viewing, and on request by any client or interested party.

Participation of children and young people

Enable Fitness Centre has a zero tolerance to harm of children and young people, and we are committed to their safety, participation and empowerment. We promote diversity and respect and aim to form equitable and positive relationships with children and young people. We are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability. We ensure children and young people participate in decisions affecting them and listen and respect their suggestions and ideas.

We welcome and respond to any feedback, as per our Complaints and Feedback Policy and Procedure. We respond to any concerns, disclosures, allegations or suspicions of harm in line with our Managing Client Risk of Harm, Abuse and Neglect Policy and Procedure.

IMPLEMENTATION

Code of Conduct

Employees, volunteers, students and visitors of Enable Fitness Centre will adhere to our code of conduct for working with children and young people. We will:

- provide adequate supervision of children at all times
- take reasonable action to protect children and young people from harm and risk of harm
- ensure the service premise is free from the use of tobacco, illicit drugs and alcohol
- adhere to our Privacy and Confidentiality Policy
- not discriminate against any child, because of culture, race, ethnicity, gender, family beliefs or disability
- be responsible for their own, and others health and safety
- be a positive role model to children
- respect children's privacy and dignity at all times
- not put children at risk of abuse - eg. refusing interaction, physically touching children that is outside the scope of treatment, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- report any allegations of child abuse as mandatory reporter to the Child Abuse Report Line on 13 14 78

Breaches of this code of conduct can be reported as per the Complaints and Feedback Policy and Procedure, or to any employee of Enable Fitness Centre. Breaches of the code of conduct will not be tolerated, and incidents will be reported and managed through our Incident Management Policy and Procedure.

Recruitment

Enable Fitness Centre maintains a rigorous and consistent recruitment, screening and selection process to ensure the best staff possible based on skills, qualifications, experience and suitability for the position available.

- All staff participate in robust interviews and have reference checks completed to ensure the applicant's suitability to the role, previous experiences and their commitment to child safe values and practices.
- Induction

- All staff are provided with a comprehensive induction process which includes training in and acknowledging their understanding and acceptance of our key policies and procedures, including our Code of Conduct; Managing Client Risk of Harm, Abuse and Neglect; Child Safe Environments; Complaints and Feedback; Work Health and Safety; Incident Reporting; and Privacy and Confidentiality.
- This also includes understanding their obligations as Mandated Notifiers of harm and risk of harm of children and young people, by reading and maintaining an understanding of the principles set out in the SA Government Department of Human Services 'Safe Environments for Children and Young People - Mandatory notification information booklet'.
- All staff and volunteers have a current, 'not prohibited' Working with Children Check (WWCC) issued by the DHS Screening Unit (meeting the requirements of the *Child Safety (Prohibited Persons) Act 2016*). The requirement is outlined in all our employment contracts. Management at Enable Fitness Centre 'registers interest' each employee's WWCC through the Organisation Portal (DHS Screening Unit) at the point of recruitment and time of renewal, and validity/expiry is checked every 6 months for all employees.
- We will advise the Screening Unit if/when we become aware of certain information regarding any person involved with us, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

Supervision, training and support for employees and volunteers

Children and young people's safety is embedded in our day-to-day practices. We implement:

- Regular on-the-job supervision sessions that include a focus on child safety and wellbeing
- An induction process that includes new employees/volunteers receiving a copy and training in this policy and those outlined under 'Recruitment'.
- Regular performance appraisals of all employees
- Further training and debriefing following any incident
- Refresher training in our key policies annually
- The appointment of a child safety officer (General Manager) who has an educative role within our business and attends Safe Environment training every 3 years

Reporting and responding to harm or risk of harm

- Employees of an organisation that provides health services for children or young people, and that employee provides such services directly to children or young people, or holds a management position in that organisation, are mandated notifiers under South Australian law. Therefore, Enable Fitness Centre practitioners and management employees are mandated notifiers.
- A mandated notifier is required by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person is being harmed, or is/may be at risk of harm. The individual who identifies the harm or risk of harm is the person who makes the report to CARL/SAPOL and this is not reported internally for another staff member to determine if it is a reportable matter.
- Non-mandated notifiers, including non-management administrative staff, are encouraged to make voluntary reports if required.
- A mandated notifier must make the notification as soon as is reasonably practicable after forming the suspicion.
- Reports are to be made to the Child Abuse Report Line (CARL) on 13 14 78 or if at immediate risk, report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.
- We will be guided by the relevant authority (CARL/SAPOL) about whether an internal investigation is appropriate. The process for internal reporting is outlined in our Managing Client Risk of Harm and Abuse Policy and Procedure.

- If the person reported for causing harm to a child or young person is an employee of Enable Fitness Centre, an internal investigation must occur. The employee subject to investigation will be immediately stood down until an outcome of the investigation is complete.
- Any internal reports/investigations will determine further actions, including how we will ensure the ongoing safety of a child or young person subject to the incident.
- After the notification is made, the child/young person and/or their family may be referred to other appropriate supports, or we will put additional strategies in place to ensure services can continue to be provided.
- Further information about the process for assessing and making a report can be found in the SA Government Department of Human Services ‘Safe Environments for Children and Young People - Mandatory notification information booklet’, or via the quick links below:
 - [Indicators of abuse and neglect](#)
 - [Talking to a child about abuse or neglect](#)
 - [The role of Mandated Notifiers](#)
 - [What information you need to make a report](#)
 - [How to report](#)
 - [What not to report](#)

Reporting and responding to general complaints or feedback

Enable Fitness Centre’s Complaints and Feedback Policy and Procedure outlines how children, young people and their families can make complaints and provide feedback. This policy is publicly available on our website or by request, and is identified in our Service Agreements, which are signed by all parties prior to commencing the service.

Risk Management

Enable Fitness Centre implements a risk management system where we identify and manage hazards and risks within the workplace to ensure a child safe environment, as per our WHS Policy and Procedure.

It is the responsibility of all employees to complete a risk assessment where children’s safety may be jeopardised on the Enable Fitness Centre premises. Children’s safety must be incorporated into our everyday practice.

Identified risk	Actions to minimise risk
Culture of organisation is not child-safe focussed	<ul style="list-style-type: none"> ● child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs ● culture of management reflects our strong commitment to the safety of children and young people ● the National Principles for Child Safe Organisations are embedded in policies and procedures ● we meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks)

<p>Organisational staff (including employees, volunteers, students, etc) harm children/young people</p>	<ul style="list-style-type: none"> ● recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation ● interview questions (no prior preparation) should gauge an applicant’s understanding of child safe principles and actions that would be taken to prevent harm to children and young people ● all organisational staff have WWCC with ‘not prohibited’ result prior to working with children and young people ● WWCCs updated every 5 years and status remains as not prohibited ● children and young people and their families are made aware of our policies through the signing of a service agreement
<p>Organisational staff (including employees, volunteers, students, etc) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)</p>	<ul style="list-style-type: none"> ● all organisational staff must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)
<p>Physical contact</p>	<ul style="list-style-type: none"> ● any physical contact must be appropriate to the delivery of services being provided ● where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding ● unnecessary physical contact is not allowed
<p>Online communications</p>	<ul style="list-style-type: none"> ● cyber safety and social media guidelines are in place (through our Code of Conduct) and provided to all organisational staff ● organisational staff must not communicate with children or young people via social media
<p>Supervision</p>	<ul style="list-style-type: none"> ● Children and young people will never be alone with an adult ● children and young people are to be supervised by parents/guardians at all times ● if child/young person not collected by parent/guardian at end of class/training, two adults are to stay with child/young person until they are collected ● when providing one to one consultation with a child or young person, it will be in line of sight of another adult

Taking images of children and young people	<ul style="list-style-type: none"> ● consent of child young person and their parent/guardian required ● disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian
Physical environment	<ul style="list-style-type: none"> ● maintain a risk register that is reviewed annually to ensure effectiveness ● conduct risk assessments for all activities ● ensure all equipment is in good working order
Personal health and wellbeing	<ul style="list-style-type: none"> ● All employees have Senior First Aid Training ● All employees delivering services to children and young people are experienced and trained in delivering services to a range of demographics
Privacy and confidentiality	<ul style="list-style-type: none"> ● all documents containing confidential information will be shredded after being digitised ● digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties ● organisational staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian

MONITOR AND REVIEW

This procedure will be monitored for compliance and effectiveness by the General Manager, and reviewed:

- At the time of legislative change
- As necessary, such as
 - New or added risks are identified for children or young people, which may require a change in the policy or procedures
 - A critical incident where a child or young person has experienced harm through involvement in the organisation
 - Concerns are raised by anyone involved in our organisation about child safety or welfare in the organisation
- At least every 3 years

We will lodge a new child safe environment compliance statement with the Department of Human Services each time we review and update our policy.

Next review: April 2026