

# *Child Safeguarding Policy*



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## Acknowledgement

### OF COUNTRY

Skate Victoria acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea, and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

### OF DIVERSITY AND INCLUSION

Skate Victoria recognises that inclusion is about making sure our sport reflects the diversity of all participants and are committed to providing a safe, welcoming, and respectful culture where everyone feels welcome and accepted regardless of age, gender, ability, socio economic status or cultural, ethnic, or religious background.

### OF SAFE ENVIRONMENTS

Skate Victoria is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will always act to ensure that a child-safe environment is maintained.



## **COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE**

Skate Victoria and our affiliated clubs, groups and members are committed to providing a safe environment to all children and young people. Our policy complies with the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and aligns with the National Principles for Child Safe Organisations. We value and respect children and young people and welcome them regardless of their abilities, sex, gender, or social economic or cultural background. Bullying and harassment will not be tolerated.

## **SCOPE OF POLICY**

This policy applies to all Skate Victoria affiliate in South Australia including committee members, team managers, captains, coaches, referees, scorers, and timekeepers, parents, and spectators, referred to throughout the policy collectively as volunteers. All volunteers are required to agree to accept and act in accordance with this policy.

## **COMMUNICATION**

This child safeguarding policy and related documents are available on our website. This child safeguarding policy and related documents are provided to all volunteers.

Skate Victoria and our affiliated club and groups encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any volunteer or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

## **CODE OF CONDUCT**

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

- always adhering to the organisation's child safeguarding policy and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone 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 conduct with them
- setting clear boundaries and maintaining appropriate behaviours with children and young people - 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 consulting, coaching, instruction, or other activity

- being alert to children and young people who have been harmed, 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 complaints made by a child, young person, or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them

Volunteers, Parents, and Spectators 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.

Breaches or suspected breaches of the Code of Conduct should be reported as soon as practicable to management either in person, or via email. Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly, and transparently. Any volunteer, parent, or spectator who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the volunteer may have their volunteer position terminated, a parent or spectator may be asked to not attend games, training, or competitions.

## ***RELATED POLICIES AND PROCEDURES***

- Skate Victoria: Victorian Child Safe Policies

## ***RECRUITMENT***

In accordance with the Child Safety (Prohibited Persons) Act 2016, Skate Victoria affiliated clubs and groups in South Australia registered with the DHS Screening Unit and link all Working with Children Checks (WWCC). All volunteers over the age of 14 years, even if not providing services directly to children or young people, must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services. All volunteers must provide evidence of their WWCC prior to volunteering and renew the WWCC every 5 years. Affiliates will verify the accuracy of all WWCCs in the DHS Screening unit portal as required by law.

The Department of Human Services Screening Unit will be contacted immediately if an affiliate becomes aware of assessable information regarding any person involved with their club or group, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

## ***TRAINING AND SUPPORT FOR VOLUNTEERS***

Skate Vitoria affiliates in South Australia have strategies in place to supervise, train and support volunteers to understand our organisation's child safeguarding policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment.

These strategies include, but are not limited to:



- Training:
  - ensure all volunteers read and understand the Mandatory Reporting Information Booklet available at:  
[https://dhs.sa.gov.au/data/assets/pdf\\_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF](https://dhs.sa.gov.au/data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF)
  - complete “Safeguarding Children and Young People in Sport Induction” training every 2 years, available at Sports Integrity Australia:  
[https://elearning.sportintegrity.gov.au/blocks/androgogic\\_catalogue/index.php?c1=courses](https://elearning.sportintegrity.gov.au/blocks/androgogic_catalogue/index.php?c1=courses)
  - include child safety as a standing item on meeting agendas
- Support:
  - ensure all new volunteers receive a copy of this policy document
  - appointing a child safety officer who has an educative role within your club or group.

## ***REPORTING AND RESPONDING TO HARM OR RISK OF HARM***

Skate Victoria aims to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines ‘harm’ to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental, or emotional abuse or neglect.

Mandated reporters in our affiliated clubs and groups in South Australia are volunteers who:

- provide services to children and young people
- hold a management position in the club or group, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

Mandated reporters have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion that a child or young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000.

Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another volunteer to do so if required.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department for Child Protection website: <https://www.childprotection.sa.gov.au/reporting-child-abuse>.

All adult volunteers (even if not a mandated reporter) have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.

Following a report being made to CARL or SAPOL volunteers must make an internal report to their club or group committee or leaders.

We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.

If a volunteer is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

Following a report to CARL or SAPOL, our affiliated club and groups will support the child or young person by:

- referring the child, young person, or their family to other appropriate services
- continuing to provide a service to the child, young person and their family and monitor their circumstances

Skate Victoria affiliated clubs and groups in South Australia are required to document all information received regarding the report and store this securely in a separate file.

## ***REPORTING AND RESPONDING TO GENERAL COMPLAINTS OR FEEDBACK***

Providing opportunities for complaints and feedback ensures that children, young people, and their families feel valued and respected and enables us to improve the quality of our service. Children, young people, and their families are informed that they can provide feedback or make a complaint through their club or groups.

Compliments, complaints, or feedback can be provided verbally to any committee member, group leader or direct via email.

Skate Vitoria affiliated clubs and groups will deal with all complaints and feedback received promptly, sensitively, and fairly. They will:

- listen to the complaint/feedback
- the person receiving the complaint will make a record of it if received verbally
- advise the time expected for an outcome
- if a volunteer receives a complaint, they must forward it to the Complaints Officer or the Child Protection Officer as soon as possible
- the Complaints officer or the Child Protection Officer will respond to the complainant with an outcome in a timely manner
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is always followed

If the child, young person, or their family is not happy with the outcome from the complaints process they can contact:

- Skate Victoria office via email on [office@skatevictoria.com.au](mailto:office@skatevictoria.com.au) or by phone on 03 5182 6816.
- Health and Community Services Complaints Commissioner 8226 8666
- Australian Health Practitioners Regulation Agency 1300 419 495
- Australian Human Rights Commission Online: [www.humanrights.gov.au](http://www.humanrights.gov.au) or by phone on 1300 656 419
- South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: [www.eoc.sa.gov.au](http://www.eoc.sa.gov.au) Tel: 08 8207 1977.

## RISK MANAGEMENT

Identified risk	Actions to minimise risk
Physical contact	<ul style="list-style-type: none"> <li>any physical contact must be appropriate to the delivery of services being provided</li> <li>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</li> <li>unnecessary physical contact is not allowed</li> </ul>
Online communications	<ul style="list-style-type: none"> <li>cyber safety and social media guidelines are in place and provided to all volunteers</li> <li>volunteers must not communicate with children or young people via social media outside of group chat conversations</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>if child/young person not collected by parent/guardian at end of training or games, two adults are to stay with child/young person until they are collected</li> <li>if providing one to one consultation with a child or young person, it will be in line of sight of another adult</li> </ul>
Taking images of children and young people	<ul style="list-style-type: none"> <li>consent of child young person and their parent/guardian required</li> <li>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</li> <li>images must be presented in a way that de-identifies the child or young person</li> </ul>
Physical environment	<ul style="list-style-type: none"> <li>ensure all equipment provided by Skate Victoria affiliated clubs and groups in South Australia is in good working order</li> </ul>
Privacy and confidentiality	<ul style="list-style-type: none"> <li>all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access)</li> <li>digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties</li> <li>volunteers must not disclose information regarding any child or young person without written consent of the child, young person, and their parent/guardian</li> </ul>
Change room requirements	<ul style="list-style-type: none"> <li>adults must not shower or change whilst supervising children or young people</li> <li>phones, cameras and recording devices must not be used in change room</li> </ul>

## ***POLICY REVIEW***

Skate Victoria, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:

- 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 with Skate Victoria affiliated clubs and groups in South Australia
- concerns are raised by anyone involved in Skate Victoria affiliated clubs and groups in South Australia about child safety or welfare within their club or group
- awareness or compliance to the child safe policy and/or procedures is low
- legislative changes/requirements.

Skate Victoria will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.

Policy Date: 4<sup>th</sup> November 2025

Review Date: 4<sup>th</sup> November 2029

## ***DOCUMENT REVISION HISTORY***

November 2025	Policy	Created
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**SKATE**  
***VICTORIA***  
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