

GolfWA Child Safety Policy

Approval History

Version	Date	Approved By	Date Effective	Responsible
1.0	6/8/2012	Chief Executive/GMC	Immediate	Golf Operations Manager

Distribution

Audience	Access
GolfWA Staff	GolfWA Intranet, GolfWA Policy & Procedures Manual

Required Reading

- All

Revision Schedule

Date of Next Review: As required

Reviewer/s: Chief Executive, Member Protection Information Officer

Document History

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1.0	July 2012	Russell O'Callaghan (P&AA)	Original

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Introduction and Purpose

As a focal point in leadership of golf in Western Australia, GolfWA plays an important role in modelling desired practices and behaviours within the sport environment.

This policy provides a framework aimed at creating an appropriate environment for the delivery of GolfWA programs that maximises child safety within a friendly environment through appropriate background screening, awareness and management practices. It also aims to demonstrate that GolfWA understands its obligations, in addition to its commitment, to child safety.

This policy was adapted from the Australian Sports Commission Child Safety Policy TRIM ref. 2010/140258/D

Scope

This policy applies to the GolfWA corporate body, its employees, board members, coaches, officials, volunteers who provide services directed towards children or the conduct of activities involving children. It also applies to 'external providers' who may be engaged to provide services for, or on behalf of, the GolfWA that are directed towards children, or the conduct of activities involving children.

Principles

The following principles apply to child safety at GolfWA:

- Children have a fundamental right to be safe from any form of abuse or neglect which applies to their involvement in activities conducted by GolfWA. Protecting children involves legal as well as universal moral obligations.
- Child protection is the responsibility of all GolfWA representatives where the function of their job includes, or is likely to include, providing services directed towards children or the conduct of activities involving children.
- GolfWA is committed to the provision of appropriate training and support to assist employees and officials in providing and maintaining a safe and friendly environment for children. External providers are required to have completed all training and provide the support to assist their employees and officials in providing and maintaining a safe and friendly environment for children.
- GolfWA will abide by all aspects of Child Protection in Golf Australia's Member Protection Policy and GolfWA's Member Protection Policy.
- GolfWA will also ensure that all its member affiliated clubs are aware of their obligations and aim to provide best practice advice on child safety.

Policy

GolfWA as an organisation will provide a child safe and friendly environment, with screening, monitoring and training procedures in place, to ensure children are protected whenever they are contact with GolfWA.

All GolfWA representatives defined as employees, board members, coaches, officials and volunteers whose position involves or is likely to involve *working with children (WWC)*, are required to obtain and maintain appropriate WWC clearance(s) according to the Western Australian Working with Children (Criminal Record Checking) Act 2004, unless exempted under the Working with Children (Criminal Record Checking) Regulations 2005.

External providers, whose provision of services involves, or is likely to involve *working with children*, are also required to obtain and maintain appropriate WWC clearance(s) and provide evidence of these clearances to GolfWA.

Any GolfWA representatives, or external providers whose position involves or is likely to involve working with children, will have their WWC clearances or exemptions logged in a GolfWA WWC register that will be regularly maintained and validated by GolfWA.

GolfWA representatives and external providers engaged to work with children are not permitted to have unsupervised involvement with children under any circumstances, until the clearance has been obtained and a copy provided to the GolfWA. Managers must provide alternative duties, or duties must be conducted in the physical presence of an authorised supervisor until a clearance is obtained.

Employees recruited from overseas must provide evidence of an overseas penal clearance as part of their Australian work visa application. Where possible, a copy of this clearance is to be provided to GolfWA.

The cost of clearing GolfWA employees and board members shall be borne by GolfWA. However unless otherwise agreed in writing by GolfWA, coaches, officials, volunteers and external providers shall cover the cost of obtaining their clearances.

All GolfWA representatives are expected to commit to providing protection to children and this requires:

- awareness of the legislative and policy requirements for dealing with children;
- awareness of “GolfWA Guidelines for Working With Children” for supervising or conducting activities with children;
- a commitment to practices that minimise the risks to children;
- GolfWA has appointed a Child Safety officer who will review and monitor all elements of child safety at GolfWA, including its activities and events.
- GolfWA will advise all member affiliated clubs of child safety best practice.

- Where child abuse is alleged or suspected:
 - the matter must be reported to the GolfWA Child Safety Officer (or in their immediate absence, a GolfWA Manager), and the Chief Executive of GolfWA;
 - immediate steps must be taken to remove the real or potential threat to the child/children;
 - investigation proceedings will be initiated with appropriate confidentiality being maintained;

the matter may be reported to the Department for Community Development and/or the WA Police Service.

Definitions

Authorised Supervisor - A person nominated by the GolfWA who holds all mandatory clearances required for their position.

Child – Any person under the age of 18

Child Abuse and Child Neglect –commonly involves the misuse of power or authority, or a breach of trust that results in physical, psychological or sexual abuse or neglect.

Examples of behaviours that could constitute abuse or neglect include inappropriate touching when demonstrating techniques, inappropriate training methods requiring children to take on extra physical loads as 'punishment', physical aggression when disciplining a child, through to sexual assault and sexual intercourse with a minor.

Child Protection – involves keeping children safe from abuse and neglect including protecting them from people who are deemed unsuitable to work with children.

Contact – Refers to any form of physical contact, oral communication (whether face to face, by telephone or otherwise) and any form of electronic communication

External Provider – Broad term used to describe a person or persons engaged to provide services to the GolfWA who may or may not be paid by the GolfWA. External providers may be engaged under contractual arrangements between the GolfWA, their employer and where applicable other parties. 'External providers' covers a broad range of roles; from PhD scholars, research scientists, coaches and other sports professionals who provide coaching and sport services to the GolfWA; to the cleaning, catering and maintenance contractors who service the athlete residences.

Overseas penal clearance – Criminal history check from a country other than Australia that is required by the Department of Immigration and Citizenship when assessing the character of applicants for an Australian work visa.

Recognised reporting authority – The GolfWA recognises several screening authorities across Australia. These include the Australian Federal Police (AFP); CrimTrac; Commission for Children and Young People (NSW and Qld); Department of Child Protection (WA); Department of Justice (Vic)

Unsupervised involvement – Refers to close, personal contact with children without the presence of an authorised supervisor.

Validation of clearance – Where clearance has been provided by an authority for a period longer than two years and the screening authority maintains a 'live' database of criminal activity (Vic, WA & Qld), the cardholder's clearance can be 'validated' with the screening authority to confirm that no activities have been lodged that would cause clearance to be withdrawn.

Volunteer - A person engaged to provide services without being an employee or a contractor and without remuneration.

Working with children - A role includes, or is likely to include:

- Providing services directed towards children, or;
- Supervising or conducting activities that involve contact with children

Relevant References:

- Western Australian Working with Children (Criminal Record Checking) Act 2004
- Working with Children (Criminal Record Checking) Regulations 2005
- GolfWA Member Protection Policy
- GolfWA Guidelines for Working with Children