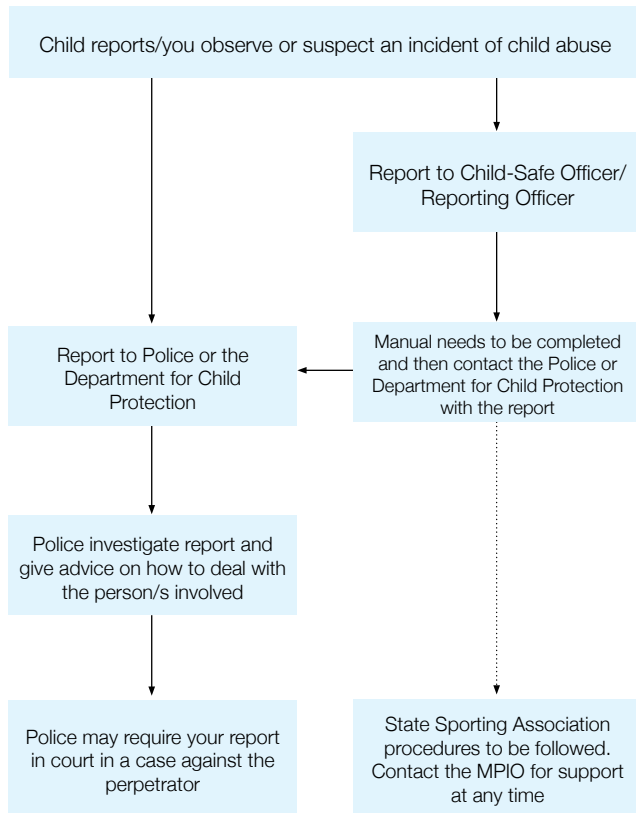


NOTIFICATION & REPORTING PROCESS

The diagram below provides some guidelines for reporting a disclosure.



A SAFE CLUBS 4 KIDS CLUB

The following information provides an overview of the steps clubs need to take to become Safe Clubs 4 Kids:

- Adequately screen people working with children**
(e.g. complies with the Working with Children Legislation; conducts referee and credential checks)
- Foster a positive environment for children**
- Have a Member Protection Policy**
- Have reporting processes in place**
- Promote and follow child-safe guidelines**



PARTNERS

The Department of Sport and Recreation acknowledges the WA Sports Federation, WA Police, Surf Life Saving WA and the Department for Child Protection – Working with Children Screening Unit in the conducting of this workshop and production of support materials.

Safe Clubs 4 Kids

Department of Sport and Recreation

WASF
WA Sports Federation

Working with Children Check

Australian for life.

SURF LIFE SAVING

GOVERNMENT OF WESTERN AUSTRALIA

POLICE

IMPORTANT CONTACT NUMBERS

| | |
|---|--------------------|
| Kids Help Line: | 1800 551 800 |
| Police Assistance Centre: | 131 444 |
| Department for Child Protection: | 9222 2555 |
| | 1800 622 258 |
| | TTY (08) 9325 1232 |
| Crisis Care (24 hrs): | (08) 9223 1111 |
| | 1800 199 008 |
| Princess Margaret Hospital – Child Protection Unit: | (08) 9340 8646 |
| WA Police Child Abuse Squad | (08) 9428 1660 |

CREATING SAFE CLUBS 4 KIDS

Children should be able to grow and develop in a safe environment and be protected from the risk of harm.

Most people who volunteer or work with children are safe and do so to help children develop to their full potential. They make a positive contribution in the lives of children in the community and should be recognised and valued for their work.

Unfortunately not all children are safe. Research suggests that child abuse occurs across all sectors of the community, including the areas of sport and recreation. However, by taking a few simple steps, you will be able to take a proactive approach to protecting children and young people in your club.

KNOW THE POLICY

Research has shown that organisations that have adequate child protection policies in place are less likely to experience incidences of abuse.

We encourage you to read your State Sporting Association's Child Protection Policy and/or Member Protection Policy so that you understand what is considered to be appropriate and inappropriate behaviour.



ENSURE YOU HAVE THE RIGHT STAFF/VOLUNTEERS

Ensure that all staff/volunteers who are required to do so apply for a Working with Children Check. Further information about this can be found at: www.checkwwc.wa.gov.au

Conduct interviews with new staff and volunteers and obtain references from their previous employment/sporting club. If you have staff/volunteers that have recently arrived from overseas you can:

- check their credentials with the relevant overseas sporting body; and
- request a Police Check from the country in which they have previously lived.

Develop and communicate written codes of conduct for staff/volunteers/participants/spectators. Your state sport or recreation association may have templates for this. Alternatively, visit the Department of Sport and Recreation's website www.dsr.wa.gov.au or www.playbytherules.net.au.

FOLLOW CHILD-SAFE GUIDELINES

Clubs, employees and volunteers can follow the simple guidelines below to create a safe environment for children and young people:

- Avoid being alone with a child.
- Always meet with a child where others can see you both.
- Foster an environment of friendship, cooperation, tolerance and good sportsmanship.
- Ensure that all physical contact with a child is appropriate to the situation or the skill being taught.
- Never enter a change room without first knocking or loudly announcing that you are entering.
- Males should only enter male change rooms; females should only enter female change rooms.
- Adults should sleep separately to children on overnight camps.
- Adults of both genders should attend overnight camps.

UNDERSTAND THE SIGNS OF ABUSE

All employees and volunteers should be aware of the signs of potential abuse. Information about this is available on the Play by the Rules website www.playbytherules.net.au under 'Legal Stuff'.

The Safe Clubs 4 Kids education sessions aim to:

- increase awareness about how to create safe and friendly environments for children;
- provide information about how to report suspected or alleged cases of child abuse; and
- increase awareness about child abuse.

If you would like to attend a course please contact the WA Sports Federation on 9387 8100 or your State Sporting Association.

REPORTING A DISCLOSURE OR SUSPICION

If a disclosure has been made to you or you have reason to suspect that a child is being abused you can make a report directly to:

- WA Police Child Abuse Squad.
- Department for Child Protection.
- Your club's Child Safe Officer or Member Protection Information Officer (MPIO).

