

Ferntree Gully Bowling Club, Inc

Child Safe Policy



Date approved by the Board of Management:	21 March 2023
Audience:	Ferntree Gully Bowling Club
Version:	2023:1
Purpose of Document:	The purpose of this policy is to inform and educate all members, bowlers, volunteers, staff and spectators of the Ferntree Gully Bowling Club (the Club) of their responsibilities when interacting with children and young people, and to familiarise them with the Club's processes and responses to any concerns, incidents or allegations of harm or abuse to children and young people.
Actions:	<ul style="list-style-type: none">• It is the responsibility of all members, bowlers, volunteers, staff, contractors and spectators of the Ferntree Gully Bowling Club who interact with children and young people, or contribute to decisions concerning children and young people, to read and understand this policy• All members, bowlers, volunteers, staff, contractors and spectators of the Ferntree Gully Bowling Club have access to this policy and can request of copy
Review:	March 2025 (biennially)
Ferntree Gully Bowling Club Contact:	<ul style="list-style-type: none">• The current Chief Executive Officer (CEO) of the Board of Management of the Ferntree Gully Bowling Club• If this person is unavailable, contact any current member of the Board of Management
Contents:	<ul style="list-style-type: none">• Child Safe Policy
Other relevant resources / Appendices:	<ul style="list-style-type: none">• Commission for Children and Young People, Child Safe Standards• Form – Confidential Record of Child Safe Concern• Victorian Mandatory Reporting of Child Abuse Summary• Working with Children Check Record-Keeping Sheet

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1. INTRODUCTION

- 1.1. Ferntree Gully Bowling Club is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. Ferntree Gully Bowling Club supports and respects children, young people, staff, volunteers and participants.
- 1.2. The aim of Ferntree Gully Bowling Club's Child Safe Policy (the Policy) is to protect the safety of children in our care and prevent abuse from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.
- 1.3. Should a person wish to make any enquiries in relation to this Policy, please contact the Chief Executive Officer (CEO) of the Board of Management.
- 1.4. Notes regarding children and young people visiting and bowling at the Ferntree Gully Bowling Club:
 - 1.4.1. No persons under 18 years of age will be permitted in the gaming room
 - 1.4.2. Persons under 18 years of age who use the bowling clubrooms and the bistro will be under the supervision of their parents or guardians over the age of 18 years
 - 1.4.3. Children and young people under the age of 18 years are permitted on the bowling greens and surrounds under the supervision of their parents / guardians, staff such as coaches or accredited volunteers of the Club.

2. POLICY STATEMENT

- 2.1. Ferntree Gully Bowling Club is committed to providing the highest level of safety for all involved with lawn bowling. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the Ferntree Gully Bowling Club's activities while acting in the best interests of children in the sport.
- 2.2. Specifically, Ferntree Gully Bowling Club considers that the health, safety and well-being of children take priority over all other competing considerations. Ferntree Gully Bowling Club considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport, Ferntree Gully Bowling Club and its members.
- 2.3. Ferntree Gully Bowling Club has a zero-tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their gender, religion, disability, sexual orientation or sex characteristics etc.
- 2.4. Child protection is a shared responsibility between Ferntree Gully Bowling Club its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of the Ferntree Gully Bowling Club community. Everyone that participates in Ferntree Gully Bowling Club's activities is responsible for the care and protection of children, and reporting information about child abuse.



2.5. Ferntree Gully Bowling Club supports the active participation of all children. It listens to their views, respects their views and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety).

2.6. Ferntree Gully Bowling Club is also committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

2.7. Ferntree Gully Bowling Club promotes fairness and consideration for all staff, volunteers and participants.

3. SCOPE

3.1. This Policy applies to everyone involved in or connected to lawn bowling, including (but not limited to) bowlers, volunteers, parents, spectators, contractors, officials, coaches, umpires and staff throughout all events and activities at Ferntree Gully Bowling Club.

3.2. This Policy will continue to apply retrospectively to a person or Member following the cessation of their association or employment with Ferntree Gully Bowling Club

4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

4.1. This Policy must be read in conjunction with:

4.1.1. the laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:

4.1.1.1. Children, Youth and Families Act 2005 (Vic)

4.1.1.2. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)

4.1.1.3. Crimes Act 1958 (Vic); and

4.1.1.4. Working with Children Act 2005 (Vic)

4.1.2. Ferntree Gully Bowling Club's policies and procedures, including but not limited to:

4.1.2.1. Constitution

5. DEFINITIONS

5.1. **Child** means a person involved in the activities of Ferntree Gully Bowling Club and under the age of 18 years unless otherwise stated under the law applicable to the child (eg, for the purposes of child sexual offences in Victoria, a "child" refers to a person under the age of 16 years).

5.2. **Child Abuse** is the mistreatment of a Child or Young Person that has Harmed, is Harming or is likely to Harm or endanger that Child or Young Person's physical or emotional health, development or wellbeing and the Child has not, or is not likely to be protected by the parent(s) or guardian(s). For the avoidance of doubt, this includes but is not limited to



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Emotional or Psychological Abuse, Bullying, Grooming, Sexual Exploitation, Neglect and Harassment.

- 5.3. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- 5.4. **Grooming** is a term used to describe what happens when a perpetrator of Abuse builds a relationship with a Child with a view to abusing them at some stage. There is no set pattern in relation to the Grooming of Children. For some perpetrators, there will be a lengthy period of time before the Abuse begins. The Child may be given special attention and what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a Child in and Abuse them relatively quickly. Some abusers do not groom Children but Abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by other technological channels.
- 5.5. **Harm** means Harm to a person or a Child is any detrimental effect of a significant nature to the person or Child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:
- Physical, Psychological or Emotional Abuse or Neglect;
 - Sexual Abuse or Exploitation;
 - a single act, omission or circumstance; and
 - a series or combination of acts, omissions or circumstances.
- 5.6. **Sexual offence** (in Victoria) means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child under the age of 16 years to or involves a child under the age of 16 years in, sexual activity or matters beyond their understanding or contrary to accepted community standards. Sexually offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child under the age of 16 years (or their carer, family or supervisor) to lower their inhibitions and prepare them for engagement in a sexual offence.
- 5.7. **Mandatory reporter** means a person who is legally required to make a report to the Department of Health and Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes (but is not limited to) teachers, principals, registered psychologists, nurses, doctors and midwives.
- 5.8. **Staff** means any person employed to conduct lawn bowling related activities, including, but not limited to, coaches and supervisors of bowling activities.

6. RECOGNISING AND REPORTING CHILD ABUSE

- 6.1. A person may, in the course of participating in lawn bowling or other activities of Ferntree Gully Bowling Club or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.
- 6.2. If a person is concerned about an immediate risk to a child's safety, the person must phone Victoria Police on "000" as soon as practicable.



6.3. Specific types of **Child abuse** include:

- 6.3.1. **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant Harm as a result of a physical injury, such as a non-accidental physical injury.
- 6.3.2. **Sexual abuse:** occurs when a child has suffered, or is likely to suffer, significant Harm as a result of sexual abuse, such as when a child is exploited, or used by another for their sexual gratification or sexual arousal, or for that of others.
- 6.3.3. **Emotional and psychological abuse:** occurs when a child has suffered, or is likely to suffer, emotional or psychological Harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and
- 6.3.4. **Neglect:** occurs when a child's physical development or health has been or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

6.4. **Mandatory Reporters**

- 6.4.1. Select classes of people in the community (including teachers, nurses and doctors – amongst others) are required by law to report to the Child Protection Unit of the Department of Health and Human Services (DHHS) where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.
- 6.4.2. This report must be made as soon as practicable, and after each occasion where they become aware of a further reasonable grounds for the belief.

6.5. **Reasonable grounds for belief**

- 6.5.1. A reasonable belief is formed if a reasonable person believes that:
 - 6.5.1.1. the child is in need of protection;
 - 6.5.1.2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and
 - 6.5.1.3. the child's parents are unable or unwilling to protect the child.
- 6.5.2. To form a reasonable belief, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.
- 6.5.3. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.
- 6.5.4. You will have reasonable grounds to notify if:
 - 6.5.4.1. a child states that they have been physically or sexually abused;



6.5.4.2. a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);

6.5.4.3. someone who knows a child states that the child has been physically or sexually abused;

6.5.4.4. professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; or

6.5.4.5. signs of abuse lead to a belief that the child has been physically or sexually abused.

6.6. Voluntary Reporters

6.6.1. In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child is in need of protection from any form of child abuse, *may* disclose that information to the Police, DHHS or the Commissioner for Children & Young People (CCYP).

6.7. Reporting Child Sexual Abuse

6.7.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of imprisonment.

6.8. Ferntree Gully Bowling Club's Approach to Reports of Abuse

6.8.1. Ferntree Gully Bowling Club supports and encourages a person to make a report to the Police, CCYP or DHHS if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.

6.8.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or voluntary) will be supported by Ferntree Gully Bowling Club and will not be penalised by Ferntree Gully Bowling Club for making the report.

6.8.3. If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the CEO or any Board member for guidance and information. If in doubt, ask for assistance.

6.8.4. If an allegation is made against a member of staff or volunteer, Ferntree Gully Bowling Club will follow the reporting procedure outlined in the Constitution of the Ferntree Gully Bowling Club and take all steps to ensure that the safety of the child and other children is paramount.



- 6.8.5. Ferntree Gully Bowling Club will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential and sensitive manner to the greatest extent possible.
- 6.8.6. Any Ferntree Gully Bowling Club bowler, coach, board/committee member or volunteer who is the subject of a child or young person related concern or complaint may be requested to stand down from their position in the Club during an investigation, and have their duties altered so they do not engage with children and young people.
- 6.8.7. Ferntree Gully Bowling Club will cooperate with the directions of the Police, CCYP and/or DHHS in relation to any investigation conducted by these authorities.
- 6.8.8. Ferntree Gully Bowling Club will keep a register of any allegations regarding inappropriate conduct.

7. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN

- 7.1. Personnel involved in protecting children include the Board, the Bowling Committee, bowlers, staff and volunteers within the Organisation. Those people have responsibilities in relation to protection of children and are expected to:
- 7.1.1. understand the rights of children, as appropriate to their role;
 - 7.1.2. respect the cultural and religious practices of families who access Ferntree Gully Bowling Club's services, programs or events;
 - 7.1.3. understand and appropriately respond to the needs of children with developmental delays or disabilities;
 - 7.1.4. appropriately act on any concerns raised by children;
 - 7.1.5. understand the definitions, indicators and impact of child abuse;
 - 7.1.6. at all times, know and follow regulations in relation to the care of children and follow this policy
 - 7.1.7. co-operate with police and/or other formal investigations to the best of their ability; and
 - 7.1.8. not harm or exploit children who access Ferntree Gully Bowling Club's services.
- 7.2. Ferntree Gully Bowling Club will appoint a Child Safety Officer, the CEO, or equivalent role that will be the primary point of contact for all concerns related to child safety.

8. RECRUITMENT AND SCREENING

- 8.1. The minimum standard for background checks of employees, contractors and volunteers of Ferntree Gully Bowling Club and its members is the law as it applies in Victoria.



- 8.2. Ferntree Gully Bowling Club undertakes a comprehensive recruitment and screening process for all staff, contractors and volunteers which aims to:
- 8.2.1. promote and protect the safety of all children who participate in the activities of the Ferntree Gully Bowling Club
 - 8.2.2. identify and recruit the safest and most suitable candidates who share Ferntree Gully Bowling Club's values and commitment to protect children; and
 - 8.2.3. prevent a person from working at Ferntree Gully Bowling Club if they pose an unacceptable risk to children.
- 8.3. Ferntree Gully Bowling Club requires staff, contractors and volunteers to pass the recruitment and screening process prior to commencing their engagement with Ferntree Gully Bowling Club.
- 8.4. As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g. WWCC or other state equivalent and/or Police check) to show that they are suitable to work with children and young people in a recreational setting. Ferntree Gully Bowling Club requires that:
- 8.4.1. all paid bowling staff, coaches, Board and Bowling Committee members require a WWCC; and
 - 8.4.2. the following key event personnel must have a valid WWCC:
 - 8.4.2.1. those paid by Ferntree Gully Bowling Club for their services;
 - 8.4.2.2. volunteers with regular roles at Ferntree Gully Bowling Club
 - 8.4.2.3. relevant contractors who may have unsupervised access to children; and
 - 8.4.2.4. anyone else who Ferntree Gully Bowling Club staff feel requires a WWCC due to the nature of the work that they are undertaking for Ferntree Gully Bowling Club.
- 8.5. The type of evidence that an applicant is required to provide to Ferntree Gully Bowling Club will vary depending on the type of position that they are applying for. However, an applicant will not be offered a position until they provide the required evidence to Ferntree Gully Bowling Club.
- 8.6. Ferntree Gully Bowling Club will exercise discretion and may require applicants to provide a Police check in accordance with the law and as appropriate, before they commence their engagement and during their time with Ferntree Gully Bowling Club at regular intervals.
- 8.7. Ferntree Gully Bowling Club will undertake at least two thorough reference checks prior to engaging any personnel.
- 8.8. Once engaged, Ferntree Gully Bowling Club will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.

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9. SUPPORTING PERSONNEL

- 9.1. Ferntree Gully Bowling Club is committed to ensuring that all staff, coaches, Board and Bowling Committee members, volunteers and contractors meet to discuss this policy to ensure that they understand their responsibilities in relation to child safety.
- 9.2. Ferntree Gully Bowling Club assists its Board and Bowling Committee members, staff, coaches, contractors and volunteers to incorporate child safety considerations into decision-making and to promote a culturally safe environment where children are empowered to speak up about issues that affect them.

10. RISK MANAGEMENT APPROACH

- 10.1. See [CCYP Guide for Creating a Child Safe Organisation](#).

11. POLICY BREACHES

- 11.1. It is a breach of this policy for any person to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to the discipline process outlined in the constitution of the Ferntree Gully Bowling Club.

12. POLICY PROMOTION

- 12.1. This policy will be made available to all members via a request to the CEO or any Board member.
- 12.2. This policy will be communicated to all staff, Board and Bowling Committee members and volunteers with regular roles via email and meetings. A regular meeting / training session will be convened each year following the AGM and the establishment of a new Board of Management, Bowling Committee and any other committees and groups who interact with young people.

13. RECORD KEEPING

- 13.1. Ferntree Gully Bowling Club will retain records of reports of child abuse and complaints about child safety.
- 13.2. In maintaining records of reports about child safety, Ferntree Gully Bowling Club will maintain confidentiality and privacy for children and families in accordance with legislation.
- 13.3. Ferntree Gully Bowling Club will appropriately note identified risks to child safety through the record keeping process and will incorporate those into its risk management plan.

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14. REVIEW PROCESS

- 14.1. This policy will be reviewed by the Ferntree Gully Bowling Club Board on a biennial basis or as needed when relevant legislation changes take place.
- 14.2. If you would like to provide Ferntree Gully Bowling Club with any feedback or suggestions to improve this policy, please contact the CEO.
- 14.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Board for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via appropriate Ferntree Gully Bowling Club communication channels.

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Appendix 1:

Commission for Children and Young People

11 Child Safe Standards

<https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/> Accessed: 16/01/23

Std	Expected Outcome:	Compliance Indicators:
1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.	<p>1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.</p> <p>1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.</p> <p>1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.</p> <p>1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.</p> <p>1.5 All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.</p>
2	Child safety and wellbeing is embedded in organisational leadership, governance and culture.	<p>2.1 The organisation makes a public commitment to child safety.</p> <p>2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.</p> <p>2.3 Governance arrangements facilitate implementation of the Child Safety and Wellbeing Policy at all levels.</p> <p>2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.</p> <p>2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.</p> <p>2.6 Staff and volunteers understand their obligations on information sharing and record keeping.</p>
3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.	<p>3.1 Children and young people are informed about all of their rights, including to safety, information and participation.</p> <p>3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.</p> <p>3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.</p> <p>3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.</p> <p>3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.</p> <p>3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.</p>



4	Families and communities are informed and involved in promoting child safety and wellbeing.	<p>4.1 Families participate in decisions affecting their child.</p> <p>4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.</p> <p>4.3 Families and communities have a say in the development and review of the organisation's policies and practices.</p> <p>4.4 Families, carers and the community are informed about the organisation's operations and governance.</p>
5	Equity is upheld and diverse needs respected in policy and practice.	<p>5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.</p> <p>5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.</p> <p>5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.</p> <p>5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.</p>
6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.	<p>6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.</p> <p>6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.</p> <p>6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.</p> <p>6.4 Ongoing supervision and people management is focused on child safety and wellbeing.</p>
7	Processes for complaints and concerns are child-focused.	<p>7.1 The organisation has an accessible, child-focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.</p> <p>7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.</p> <p>7.3 Complaints are taken seriously and responded to promptly and thoroughly.</p> <p>7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.</p> <p>7.5 Reporting, privacy and employment law obligations are met.</p>
8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and	<p>8.1 Staff and volunteers are trained and supported to effectively implement the organisation's Child Safety and Wellbeing Policy.</p>



	young people safe through ongoing education and training.	<p>8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.</p> <p>8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.</p> <p>8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.</p>
9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.	<p>9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.</p> <p>9.2 The online environment is used in accordance with the organisation's Code of Conduct and Child Safety and Wellbeing Policy and practices.</p> <p>9.3 Risk management plans consider risks posed by organisational setting, activities and the physical environment.</p> <p>9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.</p>
10	Implementation of the Child Safe Standards is regularly reviewed and improved.	<p>10.1 The organisation regularly reviews, evaluates and improves child safe practices.</p> <p>10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.</p> <p>10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people.</p>
11	Policies and procedures document how the organisation is safe for children and young people.	<p>11.1 Policies and procedures address all Child Safe Standards.</p> <p>11.2 Policies and procedures are documented and easy to understand.</p> <p>11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.</p> <p>11.4 Leaders champion and model compliance with policies and procedures.</p> <p>11.5 Staff and volunteers understand and implement policies and procedures.</p>

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Appendix 2:

CONFIDENTIAL RECORD OF CHILD SAFE CONCERN

Complainant Name: (if other than Child)			
Age: "Adult" if over 18		Date Complaint Received:	/ /
[Organisation/Sport] Club:			
Date notified:			
Anonymity?:	Does complainant/child wish to remain anonymous? (Circle) YES NO		

Child's Details					
Full Name:	<i>(Use alias if child's identity needs to be protected)</i>				
Address:	<i>(If known and can be disclosed in line with protection requirements)</i>				
Date of Birth:		Sex:		Age at time of alleged offence:	
[Organisation/Sport] Club:					
Parent/Guardian Name:					
Parent/Guardian Address:					
Parent/Guardian Telephone No.					
Person's reason for complaint/concern (e.g. observation, injury, disclosure)					
Location of alleged incident(s):					

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Name of Person Complained About				
Full Name:				
Date of Birth:		Sex:		Age at time of alleged offence:
[Organisation/Sport] Club or Association:				
Role/Status <i>(in sport)</i>	Administrator (volunteer) <input type="checkbox"/> Parent Athlete <input type="checkbox"/> Spectator Coach/Assistant Coach <input type="checkbox"/> Support Personnel Employee <input type="checkbox"/> Official Other _____ _____			
Alleged Breach(es) of [Child Safety Framework or Equivalent]				
[Detail sections of Framework that you believe that the behaviour/conduct/incident(s) may have breached, with particular reference to the [Code of Behaviour/Conduct for dealing with Children or Young People – or equivalent]				
Outcome the complainant is seeking:				

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Witnesses (if more than 3 witnesses attach details to this form)		
Name (1):		
Contact details:		
Consent to provide details to others?:	YES / NO	
Name (2):		
Contact details:		
Consent to provide details to others?:	YES / NO	
Name (3):		
Contact details:		
Consent to provide details to others?:	YES / NO	
Other notes?		
Interim action (if any) taken (to ensure Child's safety and/or to support needs of person complained about)		
Police Contacted	Who:	
	When:	
	Advice provided:	
Government agency contacted	Who:	
	When:	
	Advice provided:	

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Government agency contacted (if more than one)	Who:	
	When:	
	Advice provided:	
[Organisation/Sport] Personnel contacted	Who:	
	When:	
Police and/or Government agency investigation: ADVICE AND/OR FINDING		
Other reporting?		
(eg, Board, peak State or National Body in your sport, etc)		
Internal investigation (if any): PROGRESS/FINDING		
Action taken		
Completed by:	Name:	
	Position in Organisation:	
	Signature:	
		Date:
Signed by:	Complainant (if not a Child)	

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This record and any notes must be kept in a confidential place and provided to the relevant authorities (Police and Government) should they require them. This record must be kept for a minimum of seven (7) years.

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Appendix 3:

1. Victorian Mandatory Reporting of Child Abuse Summary

The following information provides further clarification around the requirements relating to when individuals are required to report identified or suspected child abuse.

1. Immediate Danger or Life Threatening Situation involving a Child or Young Person

Report the matter immediately to police - call 000.

2. Failure to Disclose Offence

In Victoria, ALL adults who have a reasonable belief that **child sexual abuse of a child under 16 years**, by an adult, has occurred or is likely to occur **MUST** report that belief to police.

3. Reportable Conduct

In addition to the Standards, under the Victorian Reportable Conduct Scheme, if an incident occurs on overnight stays or camps, or you are a person who is required to report, under the Reportable Conduct Scheme, the following acts/behaviour, or reasonable beliefs or suspicions of acts/behaviours or likely acts/behaviours **MUST** be reported to the Commission for Children and Young People (CCYP) within three business days:

Sexual offence committed against a child
Sexual offence committed with a child
Sexual offence committed in the presence of a child
Physical violence committed against a child
Physical violence committed with a child
Physical violence committed in the presence of a child

Sexual misconduct committed against a child
Sexual misconduct committed with a child
Sexual misconduct committed in the presence of a child
Behaviour that causes significant emotional or psychological harm to a child
Significant neglect of a child

4. Mandatory Reporters

Mandatory Reporters **MUST** report to the Department of Family, Fairness & Housing (DFFH), child physical and sexual abuse (actual or likely) where the child's parents have not protected or are unlikely to protect them. See <https://providers.DFFH.vic.gov.au/mandatory-reporting> to check who is mandated to report in Victoria.

5. Moral Obligation to Report

In Victorian sport, even if you are not a mandatory reporter, nor required to report under the Reportable Conduct Scheme to report a concern about a Child or Young Person (eg, some of the above acts/behaviours or reasonable beliefs or suspicions of the behaviour listed above have not occurred on an overnight camp or stay), you can and are advised to report matters to DFFH and CCYP that you reasonably believe or suspect did cause or are likely to cause significant harm to a child under the age of 18 years.

6. Definitions – “Reasonable Belief” and “Significant Harm”

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A “*reasonable belief*” is “*a belief that a reasonable person in the same position would have formed the same belief on the same grounds*”.

“*Significant*” harm or neglect is “*more than trivial or insignificant, but need not be as high as serious and need not have a lasting permanent effect*”.

How to make a report to child safety authorities

Is there a helpline mandated reporters can contact to discuss a possible report prior to making one?

Child protection intake staff are experienced practitioners skilled in receiving reports and discussing with reporters their concerns about a child. The legislation requires mandatory reporters to make a report to child protection as soon as practicable after forming the belief and after each occasion you become aware of any further grounds for the belief.

Who can I consult?

As a mandated reporter, the legislation requires you to make a report to child protection as soon as practicable after forming the belief and after each occasion you become aware of any further grounds for the belief.

Also, any person in Victoria is entitled to make a report to DFFH or CCYP if they believe a child is in need of protection from actual or likely significant harm AND that they have not or are unlikely to be protected by their parents/guardians – you don’t need to be a mandatory reporter. Child protection staff are experienced practitioners skilled in receiving reports and discussing concerns about a child with reporters.

How do I make a report?

In Victoria, reports to child protection must be made to a protective intervener, or other appropriately delegated officer. Reports cannot be made via the DFFH website or email, as staff who monitor the department’s website are not delegated officers. Almost all reports are made to child protection by phone.

To make a report, you should contact the child protection intake service covering the local government area (LGA) where the child normally resides.

Telephone numbers to make a report to DFFH during business hours (8.45am -5.00pm), Monday to Friday, are listed below.

North Division intake: 1300 664 977

South Division intake: 1300 655 795

East Division intake: 1300 360 391

West Division intake - metropolitan: 1300 664 977

West Division intake - rural and regional: 1800 075 599

If you are not sure which number to call, check the following website for details on the LGAs covered by each intake service at [Child protection contacts](https://services.DFFH.vic.gov.au/child-protection-contacts) <<https://services.DFFH.vic.gov.au/child-protection-contacts>>

For immediate help for a child:

To report concerns that are life threatening, you should contact Victoria Police: **000**

To report a matter to CCYP under the Reportable Conduct Scheme: **13 12 78**

To report concerns about the immediate safety of a child outside of normal business hours, you should contact the After Hours Child Protection Emergency Service on **13 12 78**.

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Appendix 4:
Working With Children Check: Record Keeping Sheet