



CHILD SAFE POLICY

Commitment

This policy demonstrates **Mount Martha Yacht Clubs (MMYC)** commitment to the safety and wellbeing of all children and young people participating in sailing and other club activities.

MMYC protects children when a risk of harm is identified. In addition to managing general occupational health and safety risks and risks associated with the sport of sailing, MMYC actively manages risks of abuse to children and young people.

Purpose

The policy lays out the guidelines for those individuals that are involved in activities with children to protect them from risk and to keep children safe.

Application of this Policy

The policy applies to all individuals at MMYC (paid and unpaid) that are involved in any activity with children. These may include, but not be limited to; Members, Officials, Instructors, Coaches, Participants, Parents, Spectators, Contractors, Volunteers.

Code of Conduct

All individuals engaged by MMYC to perform work with children must agree to abide by the club **Child Safe Code of Conduct**, which specifies the standards of conduct required when working with children and young people. To reduce risk of child abuse occurring, individuals to whom this policy applies should avoid direct, unsupervised contact with children.

Recruitment

MMYC takes reasonable steps to employ appropriately skilled and qualified people to work with children and young people. Instructors, volunteers, club members and other individuals in positions of authority will have a current working with children check.

MMYC understands the ethical and legislative obligations involved when recruiting individuals to perform work with children.

Any individual who performs work with children and who meets the Victorian legislative requirement for having a working with children check (or equivalent) must have a valid working with children check.

Table 1 below sets out the relevant legislation in Victoria, the circumstances when a check is required and the period of validity.

Table 1. Relevant legislation and state and territory screening programs		
State	Act	Type of program
VIC	<i>Working With Children Act 2005</i> (Vic) http://www.workingwithchildren.vic.gov.au/	requires people aged 18 years and over who are engaged in child-related work, including volunteers, to hold a Working with Children Check valid for 5 years and to provide evidence of this Check.

Induction Procedure

Instructors, volunteers and other individuals in positions of authority are required to complete the [*'Playing by the Rules – Child Protection'*](#) online course.

MMYC will maintain a register of working with children checks held by individuals who are required to have one.

MMYC's training requirements ensure that all individuals who perform work with children understand that child safety is everyone's responsibility and undertake their duties in accordance with MMYC's policies, guidelines and procedures so that they are able to:

- care for and support one another; and
- feel confident and comfortable in discussing any allegations of child abuse or child safety concerns;
- identify, assess, and minimise risks of child abuse; and
- detect potential signs of child abuse.

All individuals who perform work with children are regularly assessed to ensure they understand MMYC's commitment to child safety and their role in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

MMYC's commitment to Child Safety and our screening requirements are included as part of the induction process for new instructors, volunteers and other individuals (paid and unpaid) involved in club activities with children. **MMYC Induction Procedure.**

Reporting

MMYC takes all allegations of child abuse made against anyone in our organisation (paid or volunteer) seriously and has procedures in place to thoroughly and quickly investigate any allegation. MMYC also ensures any members engaged to deal with allegations are appropriately trained.

MMYC works to ensure all members know what action to take and who to notify if they observe abuse or other inappropriate behaviour involving a child or young person.

All complaints received will be dealt with by MMYC following the **Procedures for Handling Report of Child Abuse** and completing the Confidential **Child Safe Incident Report Form**.

MMYC works to ensure all individuals know what action to take and who to notify if they observe abuse or other inappropriate behaviour involving a child or young person.

All members and individuals at MMYC have a responsibility to report an allegation of child abuse if they believe an incident occurred. MMYC may, in some circumstances, also have a mandatory requirement to report suspected cases of child abuse to government authorities. Table 2 below sets out the “state of mind” that activates a reporting duty.

Table 2. Key features of legislative reporting duties: “state of mind” that activates reporting duty and extent of harm		
Jurisdiction	State of mind	Extent of harm
Australia	Suspects on reasonable grounds	Not specified: any assault or sexual assault; serious psychological harm; serious neglect

MMYC’s contact person for child safety and management of complaints is Ian Gould, Principal of MMYC Discover Sailing Centre and they can be contacted at 0418 397 295 or commodore@mmyc.com.au

Procedural Fairness and Transparency

The safety and wellbeing of children and young people is a primary concern of MMYC. MMYC is also fair and just to its personnel and the decisions made by MMYC when recruiting, assessing incidents and undertaking disciplinary action will always be thorough, transparent and based on evidence.

Allegations against any individual of abuse or safety concerns in connection with children and young people are recorded using the confidential **Record of Child Safe Incident Report Form**. The status and outcome of an investigation into the allegation is also recorded and all records are securely stored. Incidents are also recorded on RevSport.

If an allegation of abuse or a safety concern is raised, MMYC will provide updates to the affected children and their families on the progress of investigation and any actions taken in response to the outcome of the investigation.

Communication

To communicate to participants, members and volunteers the clubs commitment to providing a child safe sporting environment MMYC displays the following media;

Child Safe Sport posters located in club house, change rooms and Learn to Sail shed.

Informational brochures found in club house in information cabby.

Links to [Sport Australia](#) and Victoria [Child safety laws](#) displayed on the club website.

Links to MMYC Statement of Commitment to Child Safety, Child Safety Code of Conduct, Procedure for Handling Report of Child Abuse and other policies displayed on club website.

Information related to child safety are shared on social media platforms and via newsletters.

Risk Management

MMYC recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this method to inform our policy, procedures and activity planning.

Reviewing this policy

This policy will be reviewed every 2 years and following any significant incidents. Where possible, MMYC will ensure that all individuals involved in our organisation (paid and volunteer) that are involved in any activity involved with children. These may include, but not be limited to; Members, Officials, Instructors, Coaches, Participants, Parents, Spectators, Contractors, Volunteers, have the opportunity to contribute to any review.

Next Review Date: Oct 2022