

CHILD PROTECTION POLICY

Policy number	V002	Version	1.0
Drafted by	Governance Officer	Committee Approval	October 25, 2019
Responsible person	Governance Officer	Scheduled review date	June 30, 2022

INTRODUCTION

The **Sports Excellence Scholarship Fund (Victoria Inc)** is committed to promoting and protecting the interests and safety of children.

Everyone involved with the **Sports Excellence Scholarship Fund (Victoria Inc)** is responsible for the care and protection of children and reporting information about child abuse.

PURPOSE

The purpose of this policy is

1. To facilitate the prevention of child abuse occurring within the Association.
2. To work towards an organisational culture of child safety.
3. To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
4. To provide guidance to Members/volunteers/associates as to action that should be taken where they suspect any abuse within or outside of the organisation.
5. To provide a clear statement to Members/volunteers/associates forbidding any such abuse.
6. To provide assurance that any and all suspected abuse will be reported and fully investigated.

POLICY

The **Sports Excellence Scholarship Fund (Victoria Inc)** is committed to promoting and protecting the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

The **Association** has zero tolerance for child abuse. Everyone involved with the **Association** is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between Members, volunteers, and all associated with the **Sports Excellence Scholarship Fund (Victoria Inc)** community.

The **Association** will consider the opinions of children and may use their opinions to further develop child protection policies.

The **Association** supports and respects all children, members, volunteers and all associated. The **Association** is 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.

If any person believes a child is in immediate risk of abuse, telephone 000.

AUTHORISATION

Signature of Chair

A handwritten signature in black ink that reads "P. Wright". The signature is written in a cursive style with a prominent loop at the end of the last name.

Date: 12th February 2020

Sports Excellence Scholarship Fund (Victoria Inc)

CHILD PROTECTION PROCEDURES

Procedures number	V002	Version	1.0
Drafted by	Governance Officer	Approved by Board	25 October, 2019
Responsible person	Governance Officer	Scheduled review date	30 June, 2022

RESPONSIBILITIES

The Board of the **Sports Excellence Scholarship Fund (Victoria Inc)** has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

The Chair of The **Sports Excellence Scholarship Fund (Victoria Inc)** is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all Members, volunteers and associates are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the **Sports Excellence Scholarship Fund (Victoria Inc)** community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all Members, volunteers and associates are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for Members, contractors and associates in undertaking their child protection responsibilities.

All Members must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible;
- Educate themselves about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

Members should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All Members, volunteers, and associates share the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and the **Sports Excellence Scholarship Fund (Victoria Inc)** policies and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and/or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to the Chair (or, if the Chair is involved in the suspicion, to another responsible person in the organisation); and
- Provide an environment that is supportive of all children's emotional and physical safety.

DEFINITIONS

Child means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive 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 child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include 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.

A reasonable belief is formed if a reasonable person believes that:

- (a) the child is in need of protection,
- (b) the child has suffered or is likely to suffer "significant harm as a result of physical injury," or
- (c) the parents are unable or unwilling to protect the child.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- a) a child states that they have been physically or sexually abused;
- b) a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- c) someone who knows a child states that the child has been physically or sexually abused;
- d) 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; and/or
- e) signs of abuse lead to a belief that the child has been physically or sexually abused.

ENGAGEMENT OF NEW PERSONNEL

The **Sports Excellence Scholarship Fund (Victoria Inc)** will undertake an appropriate recruitment and screening process for all members and volunteers that aims to:

- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share the **Sports Excellence Scholarship Fund (Victoria Inc)** values and commitment to protect children; and
- prevent a person from being involved with the **Sports Excellence Scholarship Fund (Victoria Inc)** if they pose a risk to children.

The **Sports Excellence Scholarship Fund (Victoria Inc)** requires all members and volunteers to pass through the organisation's recruitment and screening processes prior to commencement.

The **Sports Excellence Scholarship Fund (Victoria Inc)** may require any associated parties to provide a police check (Working with Children) in accordance with the law and as appropriate, before they become involved with the **Sports Excellence Scholarship Fund (Victoria Inc)** and during their time with the **Sports Excellence Scholarship Fund (Victoria Inc)** at regular intervals.

The **Sports Excellence Scholarship Fund (Victoria Inc)** will undertake thorough reference checks as deemed appropriate.

Once engaged, members / volunteers must review and acknowledge their understanding of this Policy.

RISK MANAGEMENT

The **Sports Excellence Scholarship Fund (Victoria Inc)** will ensure that child safety is a part of its overall risk management approach.

REPORTING

Any member, volunteer or associate who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise the Chair about their concern.

In situations where the Chair is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the Governance Officer.

The Chair must report complaints of suspected abusive behavior or misconduct to the Governance Officer and also to any external regulatory body such as the police.

INVESTIGATING

If the appropriate child protection service or the police decide to investigate a report, all members, volunteers and associates must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Chair will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Chair may decide to conduct such an investigation. All members, volunteers and associates must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The Chair will make every effort to keep any such investigation confidential; however, from time to time other members may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Chair shall coordinate the investigation with the appropriate investigators and/or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

RESPONDING

If it is alleged that a member, volunteer or associate may have committed an offence or have breached the organization's policies or its Code of Conduct the person concerned may be stood down (with pay, if applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organization's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organization. The findings of the investigation will also be reported to any external body as required.

PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. The **Sports Excellence Scholarship Fund (Victoria Inc)** will have safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

REVIEWING

Every three years, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care.

RELATED DOCUMENTS

- Confidentiality Policy
- Privacy Policy
- Risk Management Policy
- Board Member Recruitment Policy
- Board Member Induction Policy
- This policy must be read in conjunction with:
 - The law of the Commonwealth or of the relevant state or territory;
 - The organisation's Code of Conduct;

AUTHORISATION

Signature of Governance Officer



Date: 12th February 2020

Sports Excellence Scholarship Fund (Victoria Inc)