

## Purpose of this policy

The Child Safeguarding Policy to ensure the Norwood Croquet Club (the Club) supports a child safe environment for providing services to children and young people, and as required by law.

This policy is to be read in conjunction with the South Australian Croquet Association (SACA) Child Safeguarding Policy, including the addendum.

## To whom this policy applies

This policy applies to all members of the Club and will be overseen by the Club's Child Safe Officer and Club Committee.

## Policy statement

This policy applies:

- in relation to any dealings with a child at the Club
- when a child participates in any sessions organised by the Club
- when a child at any session where Club members are involved

Club members involved with session where children are present must always:

- comply with the Requirements of Responding to Child Abuse Allegations (Annexure A of SACA Child Safeguarding Policy)
- comply with the Child Safe Practices (Annexure B of SACA Child Safeguarding Policy)
- report any concerns or allegations of Prohibited Conduct (see below)
- provide true and accurate information during screening
- comply with all obligations as required under Australian Child Protection Legislation
- comply with all legislative obligations that they are subject to in relation to reporting of suspected Child Abuse or Working with Children Check (see below)

Prohibited Conduct includes:

- child abuse (physical, emotional, sexual, neglect, violence, or discrimination)
- grooming
- misconduct with a child
- request or infer that the child keep any communication secret from their parents, guardian, carer, or other such relevant person
- supply alcohol or drugs (including tobacco) to a child or
- supply medicines, except when permitted by law or with the consent of the parents, guardian, or carer of the child and under a valid prescription for that child and at the prescribed dosage

## Sessions with Children

At any sessions involving children, whether at the Club or an external venue, **ALL** members at the session must have a Working with Children Check.

## Working with Children Check (WWCC)

As required by South Australian legislation, all "Entrusted Persons" involved in activities with children is required to have current Working with Children Check (WWCC) from the Department of Human Services (DHS).

An Entrusted Person is any individual who works, trains or volunteers in an organisation where their position is defined as:

- a) working with or in close proximity to children and young people
- b) having access to records relating to children and young people
- c) contributing to policy or decisions affecting children and young people in education and care environments
- d) supervising or managing persons who work with or in close proximity to children and young people children or
- e) a position defined under legislation as requiring a criminal history check.

Members of the Club are considered Volunteers when applying for a Working with Children Check and there is no cost for the application.

Applications can be made online at <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/apply-for-a-screening-check>

The application requires a 100-point ID check, which includes at least one form of ID that contains a photo of the applicant. ID can be verified online using:

- Australian driver's licence and
- Any one of the following:
  - Australian birth certificate
  - Australian passport
  - Australian citizenship certificate

ID document information (such as driver's licence number) needs to be entered online. The documents do not need to be uploaded

WWCC are valid for five (5) years.

The Club's Child Safe Officer will maintain a register of all members with WWCC, including the Unique ID of the WWCC and the expiry date. The Child Safe Officer will regularly review expiry dates to ensure WWCC are updated when required.

### **Review timeframe**

This Policy will be reviewed/revised by the Club Committee within three (3) years of its implementation or previous review/revision date. It may be necessary to review/revise the policy before the due date to meet changes in operations.

<b>Date Introduced:</b>	<b>11/10/2023</b>
<b>Date Reviewed/Revised:</b>	
<b>Date for next Review/Revision:</b>	<b>11/10/2026</b>