



Ivanhoe Ladies Golf Club

Child Safe Policy

POLICY NAME	Child Safe Policy
DATE OF ISSUE	23/06/2024
POLICY COVERAGE	This Policy relates to all members of the Ivanhoe Ladies Golf club.
DATE OF REVIEW	Biennially from date of Issue
CONTROLLING BODY	Ivanhoe Ladies Golf Club

1. INTRODUCTION

- 1.1. Ivanhoe Ladies Golf Club is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. Ivanhoe Ladies Golf Club supports and respects children, young people, staff, volunteers and participants.
- 1.2. The aim of Ivanhoe Ladies Golf 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 Ivanhoe Ladies Golf Club President or Secretary by emailing admin@ivanhoelgc.com.au

2. POLICY STATEMENT

- 2.1. Ivanhoe Ladies Golf Club is committed to providing the highest level of membership service. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the Ivanhoe Ladies Golf Club's activities while acting in the best interests of children in the sport.

- 2.2. Specifically, Ivanhoe Ladies Golf Club considers that the health, safety and well-being of children take priority over all other competing considerations. Ivanhoe Ladies Golf 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, Ivanhoe Ladies Golf Club and its affiliate members.
- 2.3. Ivanhoe Ladies Golf 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 sex, religion, disability or sexual orientation etc.
- 2.4. Child protection is a shared responsibility between Ivanhoe Ladies Golf Club, its committee, players, guests, and members of the Ivanhoe Ladies Golf Club community. Everyone that participates in Ivanhoe Ladies Golf Club's activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.5. Ivanhoe Ladies Golf 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. Ivanhoe Ladies Golf 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.

3. SCOPE

- 3.1. This Policy applies to participants, parents, spectators, and staff throughout all Ivanhoe Ladies Golf Club events and activities.
- 3.2. Ivanhoe Ladies Golf Club is supported by a wide network of affiliated clubs across Victoria. Affiliation with Ivanhoe Ladies Golf Club is conditional on an affiliated club implementing and complying with this Policy. Failure to implement and comply with this Policy may cause Ivanhoe Ladies Golf Club to end its affiliation with a club that is in breach of its obligations.

4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

- 4.1. This Policy must be read in conjunction with:

- 4.1.1. the law of the Commonwealth and Victoria 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. Ivanhoe Ladies Golf Club policies and procedures, including but not limited to:

- 4.1.2.1. Model Rules

- 4.1.2.2. By-Laws

- 4.1.2.3. Fair Play Code

5. DEFINITIONS

- 5.1. **Child** means a person involved in the activities of Ivanhoe Ladies Golf Club (including athletes) and under the age of 18 years unless otherwise stated under the law applicable to the child.
- 5.2. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- 5.3. **Sexual offence** means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child to, or involves a child in, sexual activity or matters beyond his or her 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 child grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child (or the child's carer, family or supervisor) to lower the child's inhibitions and prepare them for engagement in a sexual offence.
- 5.4. **Mandatory reporter** means a person who is legally required to make a report to the Department of Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes teachers, principals, registered psychologists, nurses, doctors and midwives.

6. RECOGNISING AND REPORTING CHILD ABUSE

- 6.1. A person may, in the course of participating in the sport or other activities of Ivanhoe Ladies Golf 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 "000" as soon as practicable.
- 6.3. **Child abuse** can be divided into four categories:
- 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 his or her 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. Child abuse includes any actions that results in actual or potential harm to a child, in circumstances where the child's parents have not protected, or are unlikely to protect, the child.

6.5. Mandatory Reporters

6.5.1. Select classes of people in the community (including teachers, nurses and doctors) 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.

6.5.2. This report must be made as soon as practicable, and after each occasion where he or she becomes aware of a further reasonable grounds for the belief.

6.6. Reasonable grounds for belief

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

6.6.1.1. the child is in need of protection.

6.6.1.2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and

6.6.1.3. the child's parents are unable or unwilling to protect the child.

6.6.2. 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 is any other related matters known regarding the alleged perpetrator.

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

6.6.4. You will have reasonable grounds to notify if:

6.6.4.1. a child states that they have been physically or sexually abused;

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

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

6.6.4.4. 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

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

6.7. Voluntary Reporters

6.7.1. 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 or DHHS.

6.8. Reporting Child Sexual Abuse

6.8.1. 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 3 years imprisonment.

6.9. Ivanhoe Ladies Golf Club Approach to Reports of Abuse

6.9.1. Ivanhoe Ladies Golf Club supports and encourages a person to make a report to the Police 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.

6.9.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or discretionary) will be supported by Ivanhoe Ladies Golf Club, and will not be penalised by Ivanhoe Ladies Golf Club for making the report.

6.9.3. 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 Ivanhoe Ladies Golf Club President for guidance and information. If in doubt, ask for assistance.

6.9.4. If an allegation is made against a member of staff or volunteer, Ivanhoe Ladies Golf Club will make a report to the Police or DHHS and take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person from active duty, which could entail standing down, reassignment to a role without direct contact with children, working under closer supervision during an investigation, working from home, or any other measures deemed appropriate depending on the seriousness of the allegation.

6.9.5. Ivanhoe Ladies Golf Club will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential manner to the greatest extent possible.

6.9.6. Ivanhoe Ladies Golf Club will cooperate with the directions of the Police and/or DHHS in relation to any investigation conducted by these authorities.

6.9.7. Ivanhoe Ladies Golf 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, management, 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 Ivanhoe Ladies Golf 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. know and follow regulations in relation to the care of children;.
- 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 Ivanhoe Ladies Golf Club's services.

8. CHILD SAFE AND CHILD FRIENDLY GUIDELINES TO PREVENT AND MANAGE RISKS OF CHILD ABUSE

8.1. Change Rooms

- 8.1.1. Adult officials, regardless of gender, should only enter change rooms if accompanied by another adult. Prior to entering change rooms, officials should notify the people in the change room of their intended entrance. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

8.2. Hotel rooms and other accommodation

- 8.2.1. No official should be alone in the room of an athlete without the presence of another adult. The doors should always be open. Should it be necessary for an official to be alone in the room of an athlete, the Team Manager or other responsible official must be informed. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

8.3. Adults under investigation

- 8.3.1. Adults under investigation in relation to a matter involving child abuse, or any matter which has the potential to jeopardise their Working With Children Check (WWCC) (or if based in another State the equivalent requirement) status may be prohibited, by the Ivanhoe Ladies Golf Club Board, from participating in Ivanhoe Ladies Golf Club activities.

9. POLICY BREACHES

- 9.1. It is a breach of this policy for any person or organisation 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 discipline processes as outlined in the Model Rules.

10. POLICY PROMOTION

- 10.1. This policy will be made available to all members via the club website.
- 10.2. This policy will be communicated to all ~~staff, Board, and Committee~~ members and members via email and meetings.
- 10.3. References to this policy will be included in documentation provided to all team officials that represent Ivanhoe Ladies Golf Club.

11. REVIEW PROCESS

- 11.1. This policy will be reviewed by the Ivanhoe Ladies Golf Club Committee on a biennial basis.
- 11.2. If you would like to provide Ivanhoe Ladies Golf Club with any feedback or suggestions to improve this policy, please contact by email the Ivanhoe Ladies Golf Club at admin@ivanhoelgc.com.au
- 11.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Committee for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, newsletter and other appropriate communication channels.

ILGC developed this resource utilising and adapting content from Vicsport which itself was based on Gymnastics Victoria: Child Safe & Child Friendly Policy (2016).