



# Heidelberg Volleyball Club Child Safe Policy

**We are committed to your child's safety and wellbeing.**



We will:

- treat you with respect and behave appropriately towards you
- protect you from harm or abuse
- respect you, welcome you and not make assumptions about

you.



We will:

- support you to speak up and talk about what is important to you, and listen when you do
- always listen, take you seriously and follow up if you speak up about harm or abuse (there are times when we must report harm or abuse to the Police or Child Protection)
- look out for risks to your safety and wellbeing and do what we can to reduce any risks.



We will:

- learn about, respect and support your culture and cultural background
- support your connection with your family and community
- talk with and work together with you and your family.



We will:

- understand the challenges you face and support you to participate in ways that work for you
- communicate with you in ways that help you to understand and to join in
- keep learning and improving how we work with you and help us do our best for you.



# Heidelberg Volleyball Club Child Safe Policy

## **Building a child safe culture**

All staff of Heidelberg Volleyball Club have a responsibility to support Heidelberg Volleyball Club's commitment and obligation to creating a child safe environment.

## **Child Safe Code of Conduct**

All staff must ensure that at all times they display appropriate standards of behaviour towards children and young people, ensuring their rights are respected, they feel safe and protected and their concerns are taken seriously.

Heidelberg Volleyball Club's [Child Safe Code of Conduct](#) outlines appropriate standards of behaviour by adults towards children and young people. It aims to protect children and young people and reduce opportunities for abuse or harm to occur. It also helps staff by providing them with guidance on how to best support children and young people and how to avoid or better manage difficult situations.

## **Training and supervision**

Heidelberg Volleyball Club is committed to ensuring that staff have access to appropriate professional learning and training opportunities to develop and maintain an understanding of child safety and prevention of harm. To support staff, relevant training programs, including Heidelberg Volleyball Club's induction program, should include appropriate content which outline Heidelberg Volleyball Club's expectations and commitment to child safety.

In addition to position specific training requirements, training will be available to staff who are likely to come into regular contact with children and young people. This training will include how to identify, assess and minimise risks of child abuse and to detect potential signs of child abuse.

## **Recruitment**

The recruitment and selection of staff aims to support Heidelberg Volleyball Club's commitment to promoting an organisational culture of child safety. Heidelberg Volleyball Club has robust recruitment and selection processes. Heidelberg Volleyball Club carries out reference checks and police record checks to ensure that the right people are recruited.

For positions that involve contact with children and young people, recruitment should be based on selection criteria which clearly demonstrate commitment to child safety to assist Heidelberg Volleyball Club in ensuring that the most appropriate staff are employed. Selection policies and guidelines, including pre-screening activities, are to reflect an understanding of, and commitment to, a child safe environment.

Heidelberg Volleyball Club's Criminal Record Check Guideline and Related Policy details the requirement for all prospective / new staff members to Heidelberg Volleyball Club to undertake a National Criminal History Record Check prior to commencement of employment.



# Heidelberg Volleyball Club Child Safe Policy

All people engaged in child-related work as defined in the Working with Children Act 2005, including volunteers, are required to hold a Working with Children (WWC) Check and to provide evidence that the WWC Check is valid at all times whilst employed by Heidelberg Volleyball Club.

In addition, positions that may have contact with children and young people due to their working environment are to be assessed as to whether a WWC Check is required to minimise the risk of harm to children and young people.

## Reporting a child safety concern or complaint

Heidelberg Volleyball Club works to ensure all children and young people, families, staff and volunteers understand their obligations and know who to tell if they observe abuse, are a victim, or if they notice inappropriate behaviour. Heidelberg Volleyball Club takes all allegations of child abuse and reportable conduct seriously. It is committed to ensuring that such allegations are addressed in accordance with departmental processes for responding to and reporting suspected child abuse.

Child safe issues should be reported to the appropriate manager and to the Child Safety Officer. If a staff member has a reasonable belief that reportable conduct may have occurred, then they must report the incident to Heidelberg Volleyball Club's Child Safety Officer. If the incident is a criminal offence or, the incident must also be reported to the police on 000.

The following reportable conduct must be reported:

### Reportable conduct includes:

- (a) a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded, or
- (b) sexual misconduct, committed against, with or in the presence of, a child, or
- (c) physical violence committed against, with or in the presence of, a child, or
- (d) any behaviour that causes significant emotional or psychological harm to a child, or
- (e) significant neglect of a child.

The Child Safety Officer can be contacted by email at [childsafe@justice.vic.gov.au](mailto:childsafe@justice.vic.gov.au) ([External link](#)) or by phone on (03) 9136 3666.

In order for Heidelberg Volleyball Club to perform its functions under the Child Safe Standards, it may be required to collect personal information about an employee, consultant/contractor or volunteer and disclose that information to a third party.

Personal information which is collected and/or disclosed about an individual will be managed in accordance with the *Privacy and Data Protection Act 2014* and the *Child Wellbeing and Safety Act 2005*.