



# Somers Yacht Club

## Child Safety Procedures:

### Child Safety Policy:

Somers Yacht Club **Child Safety Policy** outlines our Club's commitment to Child Safety and providing Child Safe Sport throughout our organisation. The purpose of this policy is to outline the procedures our Club has to respond to complaints or concerns relating to child abuse (physical and online) and to ensure that all members, volunteers, staff and contractors of our Club community understand and follow the various legal obligations that apply to the reporting of child abuse to relevant authorities.

### Responsibilities:

#### Executive Committee:

- Develop a Child Safety Policy
- Develop Codes of Conduct as required for Club Officers, Committees, Instructors, Coaches and Members
- Develop a set of Child Safety Procedures to provide the Club, its Committees and Individuals a process to follow in relation to Child Safety
- Develop a Child Safety Incident Report Form and provide copies for use if required
- Review the above Policies and Procedures at least every two years
- Actively promote the above Policies and Procedures to all members
- Appoint at least two "Child Safety Officers" as people that children can approach if they have any concerns
- Provide a Procedure for reporting any Child Safety related incidents and a Report Form for use when required Flag Officers and Child Safety Officers shall be available as contacts to receive and file any Child Safety Incident Reports and shall follow the Security and Confidentiality Procedures (later in this document) in filing them
- Provide Safe Procedures for ensuring that Reports about any incidents are kept confidential and secure (later in this document)
- Work towards all rostered persons over the age of 18 who relate to children to complete their role having Working With Children Checks other than those exempt identified in the Working With Children Act 2005 and the August 2017 Amendments
- Keep a Register of all members with Working With Children Checks in the Club

#### Nominated Child Safety Officers: (Currently Trish Low and Emma Morris)

- Be available for members and children to talk to about the Club Child Safety policies and Procedures
- Promote Child Safety Policies and Procedures at the Club
- Be available at the Club for children and/or members to talk to about their personal safety or the safety of others
- Assist anyone who has Child Safety concerns complete an Incident Report if required
- Follow Procedures to maintain the confidentiality and security of any Reports made

### Sailing School:

- The Sailing School Principal is responsible for ensuring that the following responsibilities are carried out
- Actively promote the Club Child Safety Policy and Child Safety Procedures
- Actively promote the Club Codes of Conduct, especially as they refer to Child Safety
- Ensure that all people who assist in running Sailing School activities that involve children have Working With Children Checks
- Keep a Register of all people who assist the Sailing School and a copy of their Working With Children Checks
- Ensure that these Working With Children Checks are current

### Instructors and Coaches:

- Ensure that they read and follow the Child Safety Policy and Procedures
- Ensure that their behaviour follows the Club Codes of Conduct
- Actively promote the values of the Child Safety Policy in the programs they run
- Act professionally in their role, especially with regard to Child Safety
- Treat all members with respect including listening to and valuing ideas, view, opinions and concerns

### Members:

- All Club Members should read and follow the Club Codes of Conduct and Child Safety Policies

### Completing an Incident Report:

- Child Safety Incident Report Forms are always available in the First aid room in a folder with other incident report forms as well as on our website online.
- Anyone considering completing a Child Safety Incident Report Form is encouraged to but not required to consult with one of the Club Child Safety Officers (Emma Morris and Melinda Gamlen)

### Security and Confidentiality of Reports:

- Child Safety Incident Report Forms will be available in the First Aid room (in a folder with other Incident Report Forms) and on our website online.
- Any completed Child Safety Incident Forms will be kept in a Child Safety Incident Report folder online on the clubs One Drive marked CONFIDENTIAL.
- A person completing a Child Safety Incident Report can ask one of the Child Safety Officers or a Flag Officer to file a report in the Incident Report Folder
- Communication will be treated confidentially on a 'need to know basis'