

Child Safety Policy

1. Purpose

The main objective of our Child Safety Policy is to maintain responsible behaviour and the making of informed decisions by all involved in our organisation. The focus of the policy is on the care and protection of children participating in our organisation's activities.

2. Scope

The safety and wellbeing of children is everyone's responsibility.

This policy applies to everyone involved in our organisation including committee members, administrators, employees, contractors, coaches, officials and volunteers.

This policy covers all areas of our business. It also covers private behaviour where that behaviour brings our organisation into disrepute or there is suspicion of harm towards a child or young person.

3. Definitions

Abuse - An act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children - Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation – Defined in the Royal Commission Final Report as one that:

- Creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions;
- Places emphasis on genuine engagement with and valuing of children and young people;
- Creates conditions that reduce the likelihood of harm to children and young people;
- Creates conditions that increase the likelihood of identifying any harm, and
- Responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Child Safe - For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm - Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing - Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

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4. Responsibilities

4.1 Management Responsibilities

- Implement and comply with this policy;
- Promote our policy to everyone involved in our organisation;
- Promote and model appropriate standards of behaviour at all times;
- Respond to breaches or complaints made under our policy promptly, fairly, and confidentially.

4.2 Personnel Responsibilities

Everyone associated with WestCycle must:

- Comply with the standards of behaviour outlined in our policy;
- Treat others with respect;
- Always place the safety and welfare of children above other considerations;
- Be responsible and accountable for their behaviour;
- Follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

5. Protection of Children

WestCycle is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff, coaches and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

WestCycle acknowledges that our staff, coaches and volunteers provide a valuable contribution to the positive experiences of children involved in cycling. WestCycle aims to continue this and to take measures to protect the safety and welfare of children participating in cycling by complying with the principles outlined below.

WestCycle must comply with the [National Principles for Child Safe Organisations](#). The State Government, through the Department of Local Government, Sport and Cultural Industries (DLGSC), encourages organisations undertaking child-related work to:

- Understand child safety and child safeguarding;
- Implement the National Principles for Child Safe Organisations;
- Undertake a self-assessment against the national principles;
- Develop an action plan to improve existing child safe practices;
- Meet existing legislative requirements relating to child safety.

The self-assessment must be completed prior to WestCycle performing child-related work and can be found [here](#).

5.1 Identify and analyse risk of harm

WestCycle will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine

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what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

5.2 *Develop Codes of Conduct for Adults and Children*

WestCycle will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in WestCycle's care.

The Business Conduct Policy will set out professional boundaries, ethical behaviour and unacceptable behaviour.

5.3 *Selection of suitable employees and volunteers*

WestCycle will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

WestCycle will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, WestCycle will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

5.4 *Taking images of children*

Images of children cannot be used inappropriately or illegally. WestCycle requires that wherever possible, permission is obtained from a child's parent/guardian before taking an image of a child that is not their own is taken and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If WestCycle uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will only use appropriate images of a child, relevant to cycling and ensure that the child is suitably clothed in a manner that promotes cycling and displays its successes.

5.5 *Report and respond appropriately to suspected abuse and neglect*

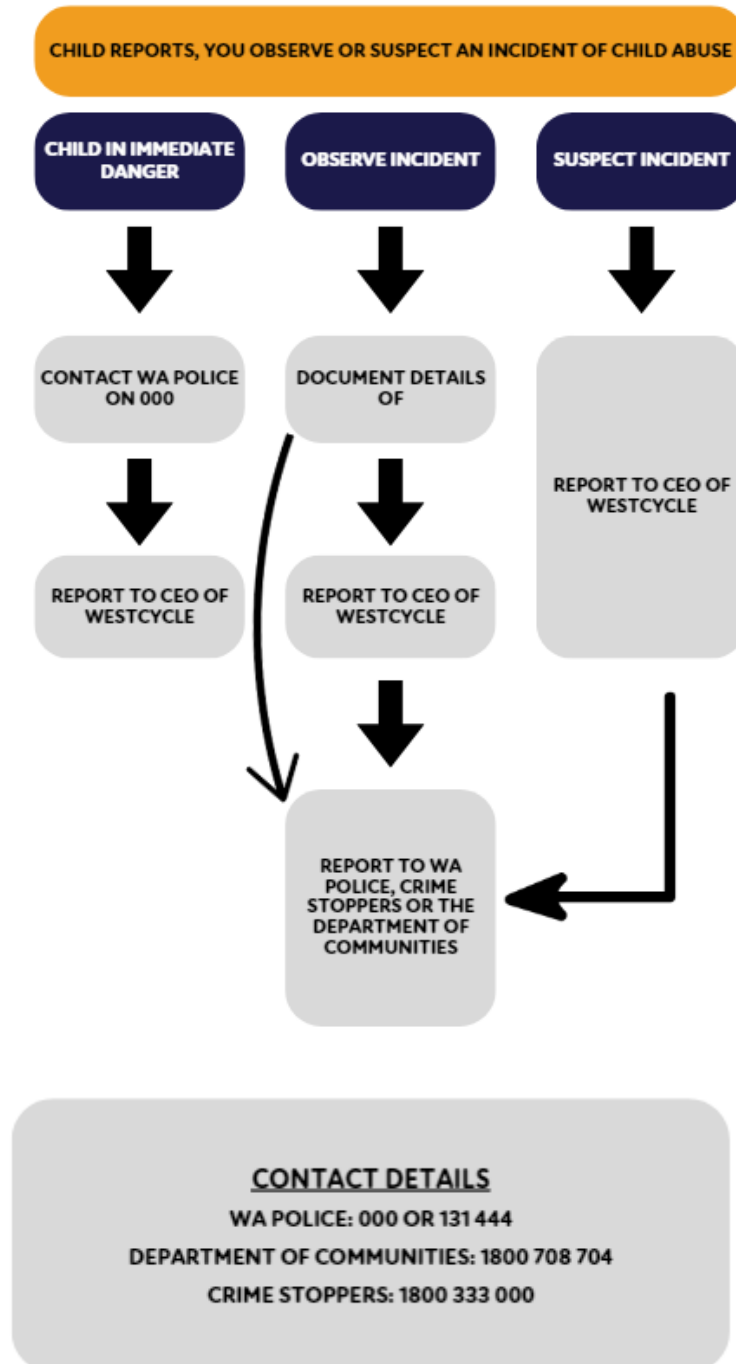
WestCycle will ensure that volunteers, coaches, contractors and employees are able to identify and respond to children at risk of harm. If any person feels another person or organisation bound by this policy is acting inappropriately towards a child, they must report it to the Chief Executive Officer immediately.

If you have a concern, are not too sure of a situation or feel that there is an environment putting children at risk discuss this with the Chief Executive Officer of WestCycle. If it is not relevant to discuss it with the Chief Executive Officer, contact the Chair of WestCycle or a Director of the Board.

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Reporting Model

The below model is a basic guide to reporting an incident or suspicion of an incident.



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6. Consequences of Breach of this Policy

Disciplinary action, including termination of employment, may be taken against you if you breach this policy or any aspect of this policy.

7. Review

This policy and its implementation will be reviewed on an ongoing basis in terms of its suitability and effectiveness. Internal control systems and procedures will be audited regularly to ensure that they are effective in minimising the risk of non-compliance with this policy.

All employees are required to understand and comply with this policy and to follow the requirements set out in this policy.

8. Further Information

If you are in any doubt as to any aspect of this policy, please talk to your Manager.

9. Related Documents

WestCycle Business Conduct Policy

WestCycle Discrimination, Bullying and Harassment Policy