



Policy

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Child Safeguarding Policy

Purpose

Shire Gymnastics promotes and maintains a culture that does not tolerate child abuse, neglect, or exploitation. This policy establishes Shire Gymnastics' expectations of all staff and volunteers to provide a safe environment for children and sets out our approach to managing risk to children and young people arising through the day-to-day work of Shire Gymnastics.

Shire Gymnastics' priority is to ensure the welfare and safety of every child that has contact with its employees, contractors, consultants, officials, and providers engaged by Shire Gymnastics to deliver services to children.

The policy outlined in this document has been developed to give effect to the Commonwealth Child Safe Framework, and the NIF Child Safeguarding Policy were both set out the minimum standards for creating and embedding a child safe culture in organisations, and the National Principles for Child Safe Organisations.

Shire Gymnastics' Child Safeguarding Policy is guided by the following principles:

- Recognise children's rights and interests.
- Build and maintain a child safe culture and environment.
- Provide support and protection to staff who report incidents under this policy.

If you are unsure about your obligations under this policy, please speak to your manager or email: integrity@gymnsw.org.au

Scope and Audience

This policy applies to all persons who undertake work for Shire Gymnastics.

Service providers who deliver services to children as funded by Shire Gymnastics (for example, contracted service providers and subcontractors – third party provider/s) must comply with the terms and conditions in their contracts and agreements pertaining to child safety.

This policy must be considered when developing, designing, and managing Shire Gymnastics policies and programs to ensure they promote children's rights and include relevant child safety considerations.

For the purposes of this policy, the definition of child-related work is being engaged in:

- a) work activities where contact (physical, face-to-face, oral, written, or electronic contact) between a staff member and a child would reasonably be expected as a normal part of the work and such contact is not occasional (infrequently or irregularly) and incidental (occurring by chance) to the work; or
- b) work that requires a Working with Children Check (WWCC) in the state or territory jurisdiction in which the work is being undertaken.

Responsibilities

Ensuring the safety, welfare and wellbeing of children is the responsibility of all staff.

Shire Gymnastics will:

- a) Annually review and publish its Child Safe Policy.

- b) Undertake an annual risk assessment in relation to child safety activities, to identify the level of responsibility for, and contact with, children and young people, evaluate the risk of harm or abuse and put in place appropriate strategies to manage identified risks.
- c) The results of the assessment will inform any revisions to the Child Safe Risk Management Plan.
- d) The annual risk assessment will be completed by 31 December of each year and the Child Safe Risk Management Plan revised when significant functions within the organisation are gained or lost.
- e) Annually publish a statement of compliance with the Commonwealth Child Safe Framework including an overview of the child safety risk assessment to be uploaded to the GNSW website.
- f) Maintain a register of child safe positions.
- g) Coordinate child safe training for staff and monitor compliance.
- h) Maintain a record of relevant child safe complaints.

All staff will:

- a) Ensure child safety is considered when developing risk plans for any functions that are associated with children and/or young people within their business area.
- b) Ensure child safety in the design of programs and policies that impact upon children.
- c) When managing grants and procurements, consider child safety implications if the services are for children, or activities will or may involve contact with children, that are as a usual part of, and more than incidental, to the services or grant activity.
- d) Complete Child Safety training as directed.
- e) Appropriately report potential risk to child safety including any breaches of this policy.
- f) If they require a Working with Children or Vulnerable Persons Check (however described), comply with the appropriate legislative requirements of the jurisdiction, including reporting a change in circumstances and mandatory reporting requirements.

Definitions

See Glossary of Terms Below.

Working with People and Young Children

1. Shire Gymnastics will undertake an annual review of staff positions to identify any child safe positions, with these recorded in the Human Resource Management System.
2. Staff employed in an identified child safe position, will be required to maintain a WWCC before they are appointed to the position. If, in the course of their employment in that position, they are not able to maintain their WWCC, the matter will be referred to Shire Gymnastics Integrity Officer.
3. When hiring new staff for an identified child safe position, staff must follow the child safe protocols in the recruitment process.
4. When recruiting an under 18-year-old, supervising staff over 18 years of age will require a WWCC. The requirement for a WWCC will be dependent upon the legislation of the state or territory in which the work is being performed.
5. Please refer to the Office of Children's Guardian WWCC Policy for guidance on working with children or vulnerable persons check as required.

Training

All staff must complete the following Child Safe eLearning training modules as part of their induction the Child:

1. Keeping children safe in organisations,
2. Child Safe Sport and Responding to Reportable Allegations.

These modules can be accessed via the Office of Children's Guardian Website: [eLearning | Office of the Children's Guardian \(nsw.gov.au\)](https://www.octg.nsw.gov.au)

Reporting Suspicions of Child Abuse or Harm

As soon as immediate health and safety concerns are addressed, you must report all incidents, allegations, and complaints.

Failure to report assault or child sexual abuse may amount to a criminal offence under the Crimes Act 1900. Depending on the circumstances, reports to multiple authorities may be required.

Reporting requirements can differ based on where the alleged abuse occurred.

1. **Report to management:** You must report to your manager or the Shire Gymnastics Integrity Officer and complete an incident report.
2. **NSW Police:** You must report all instances (alleged or witnessed) of child abuse, including assault or sexual abuse (including grooming).
3. **NSW Department of Communities and Justice (Child Protection Helpline):** As a mandatory reporter, you must report if a child is considered to be at risk of significant harm - [Reporter Child Story](#)
4. **NSW Office of the Children's Guardian (Reportable Conduct Scheme):** Any reportable allegation or conviction involving a staff member, volunteer or contractor must be reported within 7 business days. [Reportable Conduct Scheme | Office of the Children's Guardian \(nsw.gov.au\)](#)

Managing Complaints

All complaints made to Shire Gymnastics or a Shire Gymnastics staff member which involve children will be investigated in accordance with relevant Club, Gymnastics Australia and Gymnastics NSW Child Safe and Safeguarding Policies as well as in accordance with the Shire Gymnastics Discipline and Complaints Policies.

The complaint will be investigated and escalated to Gymnastics Australia, Sports Integrity Australia, or a relevant regulatory organisation such as NSW Police or the Office of Children's Guardian.

Sanctions for non-Compliance

Failure to adhere to any aspect of this policy may constitute a breach of the Shire Gymnastics Code of Behaviour, the Shire Gymnastics Employment Contract, and any other code/policy that details behavioural expectations and may result in disciplinary action that could include termination of employment.

Failure to adhere to relevant Working with Children or Vulnerable People Assessments and mandatory reporting legislation requirements may result in penalties to Shire Gymnastics and the employee(s), as well as the potential of criminal charges.

Any incidences of non-compliance should be referred to Shire Gymnastics Integrity Officer in the first instance.

Relevant Documents

- Codes of Conduct
- Child Safe Reporting Policy:
 - tracking minor breaches and recording them in your organisation
 - external reporting obligations
- Child Safe Risk Management Plan (CSRMP)
- WWCC Checklist and Framework
- National Integrity Framework Policies
- Gymnastics Australia Child Safeguarding Policy
- Any other policy that your Child Safe Policy references

Related Legislation, Regulations, and Standards

Include legislation relevant to the work undertaken in your organisation. It may include:

- *Children’s Guardian Act 2019*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Regulation 2013*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Crimes Act 1900*
- *Children and Young Persons (Care and Protection) Regulation 2012*
- *Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015*
- *Disability Inclusion Act 2014*
- *Anti-Discrimination Act 1977*

Standards may include:

- United Nations Convention of the Rights of the Child
- Child Safe Standards
- any other standards related to your organisation’s area of work.

Publication

This Policy will be available on the Shire Gymnastics website and will be provided to staff upon employment and referred to in relevant staff meetings and public meetings as well as during induction and training.

Review

This policy is effective from 01 January 2025 and will be reviewed annually.

Glossary of Terms

Term	Definition
Child or children	Child or children In Accordance with the United Nations Convention on the Rights of the Child, child means any human under the age of 18 years.
Child Exploitation	One or more of the following: a) committing or coercing another person to commit an act or acts of abuse against a child. b) possessing, controlling, producing, distributing, obtaining, or transmitting child exploitation material c) committing or coercing another person to commit an act or acts of grooming or online grooming. d) using a minor for profit, labour, sexual gratification, or some other form of personal or financial advantage.
Child Protection	An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse.

Child-related work	Means being engaged in: <ul style="list-style-type: none"> a. work activities where contact (physical, face-to-face, oral, written, or electronic contact) between a staff member and a child would reasonably be expected as a normal part of the work and such contact is not occasional (infrequently or irregularly) and incidental (occurring by chance) to the work, or b. work that requires a Working with Children Check (WWCC) in the state or territory jurisdiction in which the work is being undertaken.
Child safe position	A GNSW position that has been identified as having contact with a child as a normal part of work activities (that is, child-related work), and therefore is required to obtain. and maintain a Working with Children Check in order to be engaged in that position.
Contractor	The individuals engaged to perform temporary services for which: <ul style="list-style-type: none"> a. the output is being produced on behalf of GNSW. b. the services are performed under the direction or supervision of GNSW. c. remuneration is based on time worked, usually calculated on an hourly rate.
Emotional abuse	Emotional abuse A parent or caregiver's inappropriate verbal or symbolic acts towards a child and/or a pattern of failure over time to provide a child with adequate non-physical nurturing and emotional availability. Such acts of commission or omission are likely to damage a child's self-esteem or social competence.
Neglect	Neglect The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential. for the physical and emotional development and wellbeing of the child.
Physical abuse	The use of physical force against a child that results in harm for the child's health, survival, development, or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning, and suffocating.
Policy non-compliance	The failure to abide by GYMNSW and Shire Gymnastics policy.
Sexual abuse	The use of a child for sexual gratification by an older or significantly older child, adolescent, or adult.
Staff	Staff are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis, staff can include paid staff, volunteers, interns, trainees, and consultants.

<p>Working with Children</p>	<p>Being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. This includes volunteering or other unpaid work.</p>
<p>Working with Children Check</p>	<p>An assessment of whether a person poses an unacceptable risk to children. As part of this process, the applicant's criminal history, child protection information and other information is checked. A Working with Children Check may also be known under other names, such as a Working with Vulnerable People Check, a Blue Card, Working with Children Clearance, Ochre Card, etc.</p>