



# **Child Safeguarding Policy**

## Overview

Indoor Beach Volleyball Federation (IBVF) supports and respects the individual needs of every child, as well as our employees, centres and volunteers. IBVF actively promotes diversity and tolerance throughout the Federation and welcomes participants from all backgrounds. IBVF aims to safeguard the well-being of all children and young people who participate in our sport or access our services by:

- Creating an environment where children and young people's safety and wellbeing is central
- Placing emphasis on the engagement with and valuing of children and young people
- Creating conditions that reduce the likelihood of harm to children and young people
- Creating conditions that increase the likelihood of identifying any harm
- Responding to any concerns, disclosures, allegations or suspicions of harm

This policy is to be read in-conjunction with the following documents and legislation:

- National Principles for Child Safe Organisations<sup>1</sup>
- IBVF Complaint Management Policy
- IBVF Diversity and Inclusion Policy
- IBVF Social Media
- IBVF Anti-Harassment Policy
- IBVF Member Protection Policy Statement

## Definitions

- **Abuse** involves treating someone with cruelty or violence and it often happens regularly or repeatedly<sup>2</sup>. Types of child abuse include physical abuse, psychological or emotional abuse, neglect sexual abuse and exposure to family violence.<sup>3</sup>
- **Centre** means an organisation, club or centre federated to IBVF
- **Child** means a person who is under the age of 18.
- **Child abuse** 'constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power'.<sup>4</sup> Types of child abuse include physical abuse, psychological or emotional abuse, neglect sexual abuse and exposure to family violence.<sup>5</sup>
- **Contact** means any form of physical contact, any form of oral communication, whether face to face, by telephone or otherwise and any form of electronic communication
- **Criminal record** means the formal record of offences that the individual has been convicted of, in a court of law
- **Exposure to family violence** 'can take many forms, including being subjected to deliberate or accidental violence, overhearing violence, intervening on behalf of a parent or other person and experiencing the aftermath of violence, such as being cared for by a distressed or withdrawn parent'.<sup>6</sup>
- **Member Protection Information Officer (MPIO)** means a person appointed by IBVF to be the first point of contact for a person reporting an issue or a complaint under, or a breach of, this policy.
- **National Police Certificate (NPC)** 'contains a list of a person's disclosable court outcomes and pending charges from all Australian police jurisdictions. This includes traffic and non-police prosecuted matters'.<sup>7</sup>

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<sup>1</sup> [https://childsafesafe.humanrights.gov.au/sites/default/files/2019-02/National\\_Principles\\_for\\_Child\\_Safe\\_Organisations2019.pdf](https://childsafesafe.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf)

<sup>2</sup> <https://au.reachout.com/articles/what-is-child-abuse>

<sup>3</sup> <https://aifs.gov.au/cfca/publications/what-child-abuse-and-neglect>

<sup>4</sup> [https://www.who.int/violence\\_injury\\_prevention/violence/global\\_campaign/en/chap3.pdf](https://www.who.int/violence_injury_prevention/violence/global_campaign/en/chap3.pdf)

<sup>5</sup> <https://aifs.gov.au/cfca/publications/what-child-abuse-and-neglect>

<sup>6</sup> <http://www.familycourt.gov.au/wps/wcm/connect/fcoaweb/reports-and-publications/publications/family+violence/exposure-to-family-violence-and-its-effect-on-children>

<sup>7</sup> <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates>

- **Paid Work** refers to the transfer of money as compensation or recompense for work done or services rendered
- **Physical abuse** means ‘the intentional use of physical force against a child that results in – or has a high likelihood of resulting in – harm for the child’s health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating’.<sup>8</sup>
- **Sexual abuse** ‘is defined as the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared, or else that violates the laws or social taboos of society. Children can be sexually abused by both adults and other children who are – by virtue of their age or stage of development – in a position of responsibility, trust or power over the victim’.<sup>9</sup>
- **Screening Check** refers to the process outlined in the IBVF Screening Procedure, to determine whether a person is suitable for the position of application
- **Emotional and psychological abuse** ‘involves both isolated incidents, as well as a pattern of failure over time on the part of a parent or caregiver to provide a developmentally appropriate and supportive environment....Abuse of this type includes: the restriction of movement; patterns of belittling, blaming, threatening, frightening, discriminating against or ridiculing; and other non-physical forms of rejection or hostile treatment’.<sup>10</sup>
- **Neglect** ‘includes both isolated incidents, as well as a pattern of failure over time on the part of a parent or other family member to provide for the development and well-being of the child – where the parent is in a position to do so – in one or more of the following areas: health, education, emotional development, nutrition, shelter and safe living conditions’.<sup>11</sup>
- **Unpaid Work / Voluntary** refers to any duties that require an individual to volunteer time and effort to a non-for-profit organisation
- **Volunteer National Police Certificate (VNPC)** contains a list of a person’s disclosable court outcomes and pending charges from all Australian police jurisdictions. This may include traffic and certain juvenile convictions as well as non-police prosecuted matters.
- **Working with Children Check (WWCC)** ‘is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as “[child-related work](#)” under the *Working with Children (Criminal Record Checking) Act 2004*.<sup>12</sup>

## Background

IBVF acknowledge the valuable contribution made by our employees, centres and volunteers and encourages their active participation in providing a safe, fair and inclusive environment for all. IBVF also seeks to ensure that applicable persons are aware of their key legal and ethical responsibilities as well as the standards of behaviour expected of them.

### Codes of Behaviour / Conduct

IBVF aims to ensure that our employees and centres understand their role and the behaviour that we expect in relation to working with children and protecting them from abuse and neglect. This includes:

- Promotion and distribution of Codes of Behaviour that establish the conduct that is expected of adults when they deal and interact with children involved in our sport, especially those in our care.

<sup>8</sup>[https://apps.who.int/iris/bitstream/handle/10665/43499/9241594365\\_eng.pdf;jsessionid=12B398913BBEB2364C0DE2C11A1813DE?sequence=1](https://apps.who.int/iris/bitstream/handle/10665/43499/9241594365_eng.pdf;jsessionid=12B398913BBEB2364C0DE2C11A1813DE?sequence=1)

<sup>9</sup>[https://apps.who.int/iris/bitstream/handle/10665/43499/9241594365\\_eng.pdf;jsessionid=12B398913BBEB2364C0DE2C11A1813DE?sequence=1](https://apps.who.int/iris/bitstream/handle/10665/43499/9241594365_eng.pdf;jsessionid=12B398913BBEB2364C0DE2C11A1813DE?sequence=1)

<sup>10</sup>[https://apps.who.int/iris/bitstream/handle/10665/43499/9241594365\\_eng.pdf;jsessionid=12B398913BBEB2364C0DE2C11A1813DE?sequence=1](https://apps.who.int/iris/bitstream/handle/10665/43499/9241594365_eng.pdf;jsessionid=12B398913BBEB2364C0DE2C11A1813DE?sequence=1)

<sup>11</sup>[https://apps.who.int/iris/bitstream/handle/10665/43499/9241594365\\_eng.pdf;jsessionid=12B398913BBEB2364C0DE2C11A1813DE?sequence=1](https://apps.who.int/iris/bitstream/handle/10665/43499/9241594365_eng.pdf;jsessionid=12B398913BBEB2364C0DE2C11A1813DE?sequence=1)

<sup>12</sup> <https://workingwithchildren.wa.gov.au/about>

- Implementation an Athlete Code of Behaviour to promote appropriate conduct between children and young people
- Our employees and key volunteers acknowledge, in writing, that they have read, understand and are committed to the Codes of Behaviour

#### Employee and Volunteer Suitability

IBVF takes all reasonable steps to ensure that the Federation engages suitable and appropriate people to work with children. This will be achieved by using a number of screening measures to ensure that people who pose a risk to children are not recruited. These measures include:

- Recruitment – utilising clear position descriptions for employees and volunteers that clearly state the child safety requirements and promoting the screening procedures within the advertisement process
- Interviews and Reference Checks – inclusion of child safeguarding related questions in all interviews and child safeguarding related questions asked as part of the professional reference checks process
- Working with Children Checks - Under the *WWC Act*, people who engage in child related work must obtain a Working with Children Check (exemptions do apply). A person is considered to be engaged in child-related work if their “usual duties of work involve, or are likely to involve contact with a child in connection with at least one of the categories of child-related work, unless an exemption applies”.<sup>13</sup> Examples of IBVF centre positions where a person may require a WWCC include:
  - Referees
  - Coaches
  - Presenters
  - Assessors
  - Competition Officials

If a criminal history report is obtained as part of their screening process, IBVF will handle this information confidentially and in accordance with the relevant legal requirements and the IBVF Screening Procedure

- National Police Certificate - It is recommended that centres in a position of responsibility, who are found to be exempt under the *WWC Act* or do not engage in child-related work, obtain a Volunteer National Police Certificate (VNPC) or National Police Certificate (NPC). Examples of positions within IBVF centres where a person may require a VNPC or NPC are:
  - Centre Executive Officers / Board Centres
  - Centre Administrators
- International Criminal Record Check – an applicant who is in child-related work and has resided overseas for a period of 12 months in the last 10 years may be requested to complete an International Criminal Record Check for each country of residence. If a criminal history is identified the applicant will be provided an opportunity to provide further information and context.

#### Training, Support and Supervision

Ongoing training, support and supervision are essential to ensure that all applicable persons understand that child safeguarding is everyone’s responsibility.

- Inductions – employees and volunteers are provided with a comprehensive induction process outlining requirements and expectations in relation to child safeguarding. All Centres are also provided with information regarding key policies and documents within their Welcome Pack
- Training – all employees and key volunteers are required to undertake the Play by the Rules Centre Protection Information Officer online course. Identified employees are also required to complete the face to face training to obtain the full Member Protection Information Officer accreditation.
- Support and supervision – provided to employees and key volunteers through the Performance Review process. IBVF also operates a clear and transparent communication, feedback and reporting process through the Committee structure, employee meeting opportunities, the risk management reporting framework and the IBVF Complaint Management Policy. Child

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<sup>13</sup> <https://workingwithchildren.wa.gov.au/resources/publications/glossary/#childrelatedwork>

Safeguarding, along with Workplace Health and Safety is a standing agenda item on the monthly IBVF Staff Meetings.

#### Empowering and Promoting the Participation of Children and Young People

IBVF encourage children, young people and parents / guardians to be involved in developing a child safe environment and engage in the decision making structure of the sport. Parents / Guardians are encouraged to become involved in one of the IBVF Committees.

#### Interstate Travel

IBVF Employees and Volunteers travelling with Children to another state or territory in a work-related capacity must comply with the screening requirements of that particular state or territory. IBVF will liaise with the relevant groups and individuals concerned to facilitate these checks.

In respect to national events being held in WA; IBVF will liaise with the relevant organisations who are travelling to participate.

#### Images of children

IBVF requests that no images of children are taken during the course of activities and events of the Federation. Where possible, an official photographer will be provided for state events.

When using a photo of a child, IBVF will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent/guardian. IBVF will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child. IBVF will only use images of children that are relevant to our sport and we will ensure that they are suitably clothed in a manner that promotes participation in the sport. IBVF will seek permission from the parents/guardians of the children before using the images.

#### Responsible Service and Consumption of Alcohol

IBVF is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol:

- Alcohol should not be available or consumed at sporting events involving children and young people under the age of 18;
- Alcohol-free social events are provided for young people and families;
- Food and low-alcohol and non-alcoholic drinks are available at IBVF events where alcohol is served;
- A staff member is present at IBVF events where alcohol is served to ensure appropriate practices in respect of the consumption of alcohol are followed;
- Safe transport options are promoted as part of any IBVF event where alcohol is served.

#### Report and Respond Appropriately to Suspected Child Abuse

IBVF will ensure that all our employees, volunteers and centres are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected. This includes:

- Employees and volunteers meeting all legislated mandatory reporting requirements (where applicable)
- Employees, volunteers and centres following the process outlined in this Policy when reporting abuse
- Employees, volunteers and centres understanding that failure to report is considered serious misconduct

Further, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child, or is in breach of this policy, he or she may make an internal complaint to us in accordance with the IBVF Complaint Management Policy. IBVF will document any allegation, disclosure or concern regarding Child abuse and document responses to all allegations, disclosures or concerns.

### **Policy Application**

1. This policy applies to all IBVF employees, volunteers and centres and all other people or organisations which by agreement or otherwise, are bound to comply with this policy
2. This policy applies to behaviour occurring during the course of IBVF business, activities, competitions and events

### **Responsibilities**

IBVF's role and contribution in making this policy work is to take all reasonable steps necessary to ensure that everyone in the organisation knows:

- What child abuse is, that it is against the law and that it will not be tolerated
- What this policy represents and their roles and responsibilities

This will be achieved by:

- 1. Embedding child safety and wellbeing in organisational leadership, governance and culture**
  - a. Integrate Child safety and wellbeing principles within the risk management strategy and Federation documentation and other policies and procedures
  - b. Embed child safety and wellbeing values, principles and responsibilities within employee and volunteer position descriptions
  - c. Promote and distribute the Member Protection Policy Statement and Codes of Behaviour to all employees, volunteers and centres
  - d. Educate employees, volunteers and centres on this policy and the National Principles for Child Safe Organisations.
  - e. Notify all centres and participants in all IBVF activities and / or events that they will be required to comply with this policy and outline the possible consequences associated with breaches of this policy
  - f. Provide opportunities for the sharing of best practice and child safety and wellbeing learnings through meetings and education / development forums
- 2. Informing children and young people about their rights and ensuring that children and young people participate in decisions affecting them and are taken seriously**
  - a. Distribute and promote the National Principles for Child Safe Organisations fact sheets to children, young people and their families
  - b. Involve children, young people and their families in the decision making committee structure
- 3. Informing and involving families and communities in promoting child safety and wellbeing**
  - a. Undertake surveys to gain feedback of children, young people and their families on relevant programs, initiatives and the effectiveness of policies and procedures
- 4. Upholding equity and respecting diverse needs in policy and practice**
  - a. Distribute and promote the IBVF Diversity and Inclusion to employees, volunteers and centres to build cultural safety and inclusion
  - b. Continue to work in partnership with community groups to address the needs of children and young people from under-represented groups
  - c. Continue to provide Cultural Awareness training to all employees
  - d. Provide accessible, child-friendly and culturally safe information
- 5. Ensuring that employees and volunteers working with children and young people are suitable and supported to reflect child safety and wellbeing values**
  - a. Ensure that all volunteer and employee recruitment advertisements identify child safety and wellbeing values and screening procedures required

- 6. Ensuring that processes to respond to complaints and concerns are child focused**
  - a. Distribute, promote and educate employees, volunteers and centres on the IBVF Complaint Management Policy and Procedure
- 7. Equipping employees and volunteers with the knowledge, skills and awareness to keep children and young people**
  - a. Provide ongoing training for employees and key volunteers regarding Member Protection, child safety and wellbeing responsibilities, policies and procedures
- 8. Provision of safe physical and online environments, minimising the opportunity for children and young people to be harmed**
  - a. Provide training and instruction to employees, volunteers and contractors regarding risk management practices
  - b. Undertake risk assessments for all activities and events
  - c. Ensure communication with children and young people is conducted using the appropriate channels
- 9. Regularly review and improve the implementation of the national child safe principles, policies and practices**
  - a. Monitor complaints and concerns to identify trends, systemic weaknesses and report recommended improvements to the Board, in conjunction with the Risk Management Framework – Reporting and Communication Procedure
  - b. Review this policy and update as required every three years, unless required earlier
  - c. Review the risk register in accordance with the risk management strategy
- 10. Ensuring policies and procedures document how IBVF is safe for children and young people**
  - a. Ensure that all policies and procedures are included in the Employee and Volunteer Induction Handbooks, promoted on the IBVF website and distributed to centres.

#### Specific Responsibilities

The Manager's role and contribution is to:

1. Ensure that all recruitment, screening and induction procedures are implemented
2. Ensure that ongoing training and supervision is provided to employees and volunteers
3. Report any concerns or issues to the Chief Executive Officer

Employees and volunteers roles and contribution are to:

1. Comply with this policy and subsequent related policies
2. Place the safety and welfare of children above other considerations
3. Not making false, misleading or vexatious claims against any other centre or person
4. Report any areas of concern to IBVF within a timely manner

IBVF Centres roles and contributions are to:

1. Comply with this policy and ensure information is made available
2. Ensure all significant personnel are familiar with the policy at each level of the IBVF network
3. Offer support to anyone who may have concerns and let them know where they can obtain help and advice.
4. Collaborate with IBVF employees to implement best practice
5. Report any areas of concern to IBVF within a timely manner

#### **Policy Statement**

IBVF will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively and confidentially. Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaints Management Procedure.

This policy will be reviewed every three years, unless required earlier.



## **IBVF Child Safeguarding Procedures**

### Procedure for Handling Allegations of Child Abuse

1. If a child or young person raises an allegation of child abuse or neglect that relates to them or to another child; listen, stay calm and be supportive.
  - a. Make sure you are clear about what the child has told you
  - b. Reassure the child that what has occurred is not his or her fault
  - c. Explain that other people may need to be told in order to stop what is happening
  - d. Promptly and accurately record the discussion in writing

**Do not:**

  - Challenge or undermine the child
  - Seek detailed information, ask leading questions or offer an opinion
  - Discuss the details with any person other than those detailed in these procedures
  - Contact the alleged offender
2. Submit your report to a trained Member Protection Officer immediately
3. The MPIO will follow the steps outlined in the Complaint Management Policy
4. If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

### Screening Procedure

1. Recruitment and Selection
  - a. Use of a formalised application processes in order to identify suitable candidates for positions of responsibility / child related work. Prospective applications must follow the process established
  - b. Conduct verbal face to face interviews. The interview process should consist of questions designed to obtain work related information specific to the role the applicant has applied for. Throughout the process, interviewers should assess candidates for reactions to particular questions, manner and interpersonal skills. It is critical that applicants are afforded every opportunity to prove their suitability or a particular role
  - c. Ensure that applicants hold necessary qualifications for the prospective position. For example, a coach must hold a current coaching accreditation
2. Reference Checks
  - a. Applicants are expected to supply a minimum of two contactable referees that can attest for the individuals' previous conduct in other professional roles. If applicants fail to provide referees, it is recommended that the screening process goes no further
3. Criminal record checks (including Working with Children)
  - a. Conduct screening checks for individuals seeking to engage in positions of responsibility / child-related work
  - b. Applicants must comply with requirements and obtain necessary screening checks
4. Respond to any person with a criminal record check and / or feedback of broader concern
  - a. In the event that an applicant receives a negative notice and interim negative notice the Chief Executive Officer should consider all information and provide direction
5. Appointment and induction
  - a. Advise applicant of outcome of application process
6. Provide ongoing support, training and supervision



## Process for Criminal Screening Checks

Volunteer National Police Certificate	National Police Certificate (Paid Employees)
<ol style="list-style-type: none"> <li>1. Register as a Volunteer organisation with the Department of Local Government and Communities (an ABN is required)</li> <li>2. Applicants to obtain the Volunteer National Police Certificate (VNPC) from, and submit to, IBVF and provide proof of identification</li> <li>3. IBVF will then process the applicants VNPC and determine whether the applicant is deemed suitable for the role. These details should be recorded in a spreadsheet.</li> <li>4. A copy of the certificate will be uploaded to the centre record on CRM</li> </ol>	<p><i>PLEASE NOTE* This check is for paid employees only.</i></p> <ol style="list-style-type: none"> <li>1. Applicants must collect, complete and apply for a National Police Certificate Application at their local Australia POST outlet</li> <li>2. Upon receiving the NPC, Applicants need to provide a certified copy to IBVF for processing</li> <li>3. A copy of the certificate will be uploaded to the centre record on CRM</li> </ol>
<b>Working With Children Check</b>	
<ol style="list-style-type: none"> <li>1. Applicants must collect and complete a Working with Children booklet from their local Australia POST outlet</li> <li>2. The booklet must be presented to IBVF for signing (if they have been deployed by IBVF in a paid or voluntary capacity)</li> <li>3. Applicant to take booklet to Australia POST outlet with identification checks for processing</li> <li>4. The Department for Child Protection and Family support – working With Children Screening Unit will notify the outcome (in confidence) to the IBVF Chief Executive Officer and to applicants directly</li> <li>5. In the event that an individual receives a “<b>Negative Notice</b>” or “<b>Interim Negative Notice</b>”, that person is prohibited from all child-related work within Western Australia. IBVF must not continue to engage the individual in child-related work and must inform the Department for Child Protection and Family Support – ‘Working with Children Screening Unit’ immediately. <a href="https://workingwithchildren.wa.gov.au/employers-organisations/managing-wwc-checks/action-a-negative-notice">https://workingwithchildren.wa.gov.au/employers-organisations/managing-wwc-checks/action-a-negative-notice</a></li> <li>6. The individual centre must maintain their WWCC number and expiry date</li> <li>7. IBVF must maintain a WWCC register of those engaged in child-related work, which is periodically checked by validating the cards (<a href="https://workingwithchildren.wa.gov.au/card-validation">https://workingwithchildren.wa.gov.au/card-validation</a>)</li> </ol>	
<p>If an applicant already holds a Working with Children Check</p>	
<ol style="list-style-type: none"> <li>1. Obtain a copy of the card</li> <li>2. Validate the card, (<a href="https://workingwithchildren.wa.gov.au/card-validation">https://workingwithchildren.wa.gov.au/card-validation</a>)</li> <li>3. Once appointed and card has been validated, notify the Screening Unit that the individual has commenced employment / voluntary activity <a href="https://workingwithchildren.wa.gov.au/employers-organisations/online-services/registeremployees">https://workingwithchildren.wa.gov.au/employers-organisations/online-services/registeremployees</a></li> <li>4. Add the individual to the WWCC register and periodically check validity as per step 7 above</li> </ol>	