

# Child Safeguarding Framework



DECEMBER 2020

# Carlile Swimming Child Safe Policy Framework

We want children and young people who participate in our programs to have a safe and happy experience. This Child Safe Policy Framework outlines the range of policies and procedures in place to minimise risk and safeguard children.

\* A child is any person aged under 18 years.

## 1. Our Commitment

Carlile Swimming is committed to:

- Protecting children from abuse, neglect or mistreatment
- Having zero tolerance for misconduct that causes harm to children
- Safeguarding children participating in our lessons, programs and attending our facilities
- Listening to children, actively seeking their feedback and taking their concerns seriously
- Treating children fairly and with respect
- Managing risks to prevent harm to children
- Continually improving how we safeguard children
- Supporting and respecting our children, young people, staff, trainees and carers

## 2. Our Leadership

Our leadership team commits to making safeguarding children a priority and allocating adequate resources to support implementation of activities that strengthen safeguarding children.

We recognise our obligation to provide a safe environment for all staff, students and visitors to our premises, including children.

## 3. Our staff know the behaviour we expect of them

Staff are all ongoing, temporary and casual employees and contractors. They all are required to be aware of and apply to everyday practice our:

## Code of Conduct

Provides a standard of professional conduct for staff to follow when undertaking business to achieve the excellence expected by Carlile Swimming. Provides clarity to those working with, around or accessing information about children, as to the expected professional standards of conduct to ensure children are treated with respect and are provided with a safe environment whilst participating in activities provided by Carlile Swimming. These professional standards of conduct are required at all times by staff while representing Carlile Swimming.

## Induction Process

We provide new staff with information about our commitment to keeping children safe, and the policies and procedures we have in place to safeguard children as part of our induction process. All staff and trainees are inducted prior to training and accept the code of conduct, acknowledging that they agree to abide by it at all times when representing Carlile Swimming.

## Ongoing Training and Education

We provide staff with ongoing education and training to refresh and update their knowledge of child safe policies, procedures and practices on a regular basis.

## Specialised Training and Education

Our managers have additional training to enable them to support their staff, build child safe environments and comply with relevant legislation.

Training is also provided in WHS issues and all staff are actively encouraged to identify any potential hazards to children and take action to control any risks.

#### **4. We encourage transparency and safe reporting systems**

All staff and customers are encouraged to report any instance where they witness or become aware of behaviour that is below our expected standards.

Our organisation has developed procedures to make it easy for people to report any concerns and complaints relating to inappropriate behaviour around children. These are detailed in our **Child Safe Complaint Procedures** and can be viewed on our website. We have appointed Child Safety Contacts to respond to any concerns about the safety and well being of children. Our staff and office can provide immediate support over the phone or in person if any child, parent or carer would prefer.

[Appropriate action will be taken as misconduct that harms children is not tolerated.](#)

#### **5. We place considerable importance on protecting the privacy and confidentiality of information provided to us in particular about children**

We will honour and respect the personal nature of the information provided to us about children and their families. We have developed a privacy policy and procedures regarding collecting, use and storage of information.

#### **6. We reduce the likelihood of recruiting people who are not well suited to working with children and young people**

##### **Working with Children Check Procedures**

Our staff in child-related roles must have a Working with Children Check (WWCC) clearance before commencing work with us. We verify every WWCC with the Office of the Children's Guardian to ensure we are informed if there is any change to the clearance status of our staff.

Managers must confirm that a WWCC clearance has been obtained before a new staff member commences training in a child-related role.

##### **Child Safe Recruitment Procedures**

Our recruitment procedures aim to find applicants well suited to working with children and who are committed to keeping them safe. While recruiting to child-related roles managers must adhere to the Child Safe Recruitment Procedures which require:

- Child related positions to be advertised with a child safe intent statement
- Behaviours and conduct based on interview questions that aim to identify any person likely to pose a risk to children
- Referee checks that provide insight into an applicant's professional standards, character, skills and suitability for working with children
- Thorough checking of applicant's identity and qualifications

##### **Probation Period**

Upon gaining employment, all staff are subject to a probation period during which their performance and suitability for working with children is actively monitored. During this period, they are supervised closely and they may be offered further training if required. Once past probation all teachers continue to have supervisors assigned to support and supervise their teaching.