



ASHS Child Safe / Child Protection National Policy

The ASHS is committed to providing a safe and secure environment for all young members to enjoy their ASHS activities.

This policy guides paid personnel, volunteers, committees and officials on how to behave with children and young people in our organisation. The policy focuses on how we can promote children's participation in our organisation and make it safer for them.

ASHS supports the active participation of children in our organisation. We listen to children's views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.

Any serious allegations against a Member for child abuse or neglect should be reported through the appropriate channels such as the police or the appropriate department in your State as this is a criminal offence. It is also an offence for a person who has been convicted or found guilty of a listed serious offence against children to engage in child-related employment in any capacity, whether paid, volunteering or self-employed.

Support staff, volunteers, committees, trainees and children

1. We promote respect, fairness and consideration for all paid personnel, volunteers, committees, officials and children across the organisation. (Paid personnel can be defined as staff, officials and coaches).
2. Mentors should be assigned to all paid personnel, volunteers, committees and officials to support and supervise their work. Special consideration should be given to interaction with all trainees, and especially children.
3. We will ensure that all paid personnel, volunteers, committees and officials who may be working with children will undertake a working with children check in their state and will periodically review these checks are still in place and valid.
4. We will ensure that paid personnel, volunteers, committees and officials have access to adequate and appropriate training to deliver child-related services in a safe and productive way.
5. A National register of those employees and volunteers will be maintained with records as to when checks are reviewed.
 - a. Checks should be undertaken by Head Office, either as an Official selected to officiate at an event or annually – whichever is the shorter time period.
6. A copy of the Child-safe Policy, Code of Conduct and Dealing with Complaints process will be made available to all new paid personnel, volunteers, committees, officials and children.

Recruitment

1. Our organisation will maintain a rigorous and consistent recruitment, screening and selection process to identify applicants that are suitable for your organisation as well as those that are not suitable.
2. Find the people that are qualified and who will contribute to facilitating a safe and supportive environment for children.
3. Ensure that any issues with staff, committees, officials and volunteers performance or conduct are identified early and actioned appropriately.
4. Check references of staff, committees, officials and volunteers.
5. Check Working with Children.

Categories of Members who require Working with Children Check (WWCC)

- Directors
- ASHS Staff
- Branch Facilitators
- Professional / Endorsed Coaches
- Child Welfare Officers - A member of each Branch or Management Council who is designated by the Branch or Management Council as their Child Welfare Officer.
- ASHS National Youth Exchange:
 - Host Family – all members of the Host Family for the programme.
 - Any persons, of 18 years or over, who reside with the Host Family at any time during the exchange,
 - Youth Ambassadors who are 18 years or over, placed with a Host Family with persons of under 18 years of age residing with the Host Family.
- At Youth only Events ie. Youth Camps or clinics, Youth Shows
 - Judges
 - Stewards
 - Committees.
- Any member who regularly attends youth camps or shows in the capacity of a supervisor of children ie, group leaders, assistant Branch Facilitators. Regularly can be defined as 3 or more times in a twelve month period.

Categories of Officials who do NOT require WWCC:

- Judges
- Stewards
- Parents who are supervising their child along with other children in a group activity
- Other members of Committees of Management Councils or Branches
- Other Members not directly involved with child related activities

Communication

1. Our policy will be discussed during induction sessions for all new staff.
2. Our policy will be discussed at all event induction sessions conducted by committees with volunteers and paid personnel or officials.
3. We will outline the issues of child protection and provide information regarding the policy to all staff, committees, officials and volunteers.
4. Our policy will be made available to all Members and available publicly.

Conduct at ASHS Sanctioned Events

Adults should be encouraged to:

1. Not engage in conversation / activities with children, without being in full view of others, unless you are a parent/guardian/close family friend.
2. Not put themselves in a position where they could be accused of inappropriate behaviour.
3. Be vigilant in ensuring that all children are in a safe & friendly environment.
4. Encourage children to adhere to the points below.
5. Be positive in their encouragement of children involved in the activities.
6. Be careful of selfies with children and **Do Not** take photos in change rooms.

Children should be encouraged to:

1. Be accompanied when they move around at venues, for example when going to the amenities blocks.
2. Ensure that adults / friends are present when engaging in conversation / activities with people who are not their parents or guardians.
3. Not to go out of sight of friends / adults into areas where they cannot be easily seen by parents / guardians.
4. Do not have selfies taken with adults and do not share them with others.
5. Tell a trusted friend or parent about anything where they feel uncomfortable / threatened or where inappropriate behaviour may have occurred.

Code of Conduct for Working with Children

- Treat everyone with respect and honesty (this includes paid personnel, volunteers, committees, officials, children, young people and parents).
- Remember to be a positive role model to kids in all your conduct with them. Set clear boundaries about appropriate behaviour between yourself and the kids in your organisation. Boundaries help everyone to carry out their roles well.
- Follow organisational policy and guidelines for the safety of children as outlined in your Child-safe Policy.
- Always have another adult present or in sight when conducting one to one coaching, instruction, etc.
- Record and act on complaints of abuse.

Dealing with Complaints

1. Each committee, whether Branch, Management Council or Event shall appoint a Child Welfare Officer to manage all complaints, initially onsite and then raise any concerns with the National Child Welfare Officer.
2. Workers, volunteers and children should raise concerns or complaints regarding child welfare with a Child Welfare Officer.
3. Such complaints should be kept completely confidential.

Mandatory Reporting may apply – please see <https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect> for a National Summary of Mandatory Reporting Requirements.

Review: The policy and Code of Conduct will be reviewed every 2 years and incorporate comments and suggestions from staff, committees, officials and volunteers and other Members including children and young people.