



Child Safe Risk Management Plan

managing the safety and wellbeing of children within our organisation

Table 1 – Document details

Title	Child Safe Risk Management Plan
Description	Managing the safety and wellbeing of children within our organisation
Document created by	Michael Manser DipWHS (0408 731832)
Issue date	9/06/2023
Review date	Scheduled review: On an annual basis Unscheduled review: After a serious incident
Maintained by	Secretary/Manager in consultation with the TGC Board
Document control	This is a controlled document. Only registered holders of controlled copies will receive TGC approved updates.

Table 2 – Document revision history

Revision	Date	Revision description	Author	Reviewed by TGC Management/Board	Approved by TGC Management/Board
Draft 01	6/06/2023	Issued to TGC Management/Board for review.	M.Manser	✓	✓
Draft Final	9/06/2023	Approved for release.	M.Manser	✓	✓

Contents

1. About this document	4
2. Document distribution and revision policy	4
3. Workplace details	5
4. Roles and responsibilities	5
5. Applicable law	6
6. Definitions	6
7. National principles for child safety	8
8. Statement of commitment to child safety	8
9. General worker responsibilities	9
10. Working with children check	9
11. Child Safe risk management actions	10
11.1 <i>Supervision of children</i>	10
11.2 <i>Managing drop offs and pick ups</i>	10
11.3 <i>Transportation of children</i>	10
11.4 <i>Photography and the use of images</i>	10
11.5 <i>Alcohol, drugs, cigarettes, vapes and pornography</i>	10
11.6 <i>Inappropriate conversations</i>	10
11.7 <i>Trophies, gifts and benefits</i>	11
11.8 <i>Physical contact with children</i>	11
11.9 <i>Out of hours contact / professional boundaries</i>	11
11.10 <i>Illness and injury management</i>	11
12. Engaging with families and communities	11
13. Respecting equity and diversity	12
14. Responding to a child safety concern	12
15. Reporting concerns about other adults	12
16. Reviewing our child safe policies and practices	13
17. Making our policies and procedures available	13

1. About this document

This Child Safe Risk Management Plan has been developed to align with establishing an organisational culture to assist in adopting strategies to act and prevent harm to children, including sexual abuse.

Our organisational Child Safe culture will assist in:

- Creating conditions to reduce the likelihood of children being harmed,
- Creating conditions that increase the likelihood of identifying and reporting harm, and
- Responding appropriately to disclosures, allegations and suspicions of harm.

This Child Safe Risk Management Plan has been developed to comply with the requirements of:

- Applicable legislation
- National Principles for Child Safety.

2. Document distribution and revision policy

This document will be distributed to relevant stakeholders who will then become a registered holder who will receive updates with document review and revision details.

Only registered holders will receive TGC approved revision details for this document.

Revision updates to this plan will be numbered consecutively.

A hard copy of this document (with revision details) will be available in the Clubhouse at all times for all personnel to reference as required.

All other paper copies of this document will be considered uncontrolled.

3. Workplace details

Trading name	Tenterfield Golf Club Ltd
Secretary/Manager	Dean Hines
Operations Manager	Mitch Clark
ACN	001 057 825
ABN	53 001 057 825
Business address	288 Pelham Street, Tenterfield NSW 2372
Postal address	PO Box 217 Tenterfield NSW 2372
Business phone	02 6736 1480
Business fax	02 6736 2379
Email	admin@tenterfieldgolfclub.com.au
Website	www.tenterfieldgolfclub.com.au
Scope of work	Registered Club / Golf Course
Industry	Arts and Recreation Services

4. Roles and responsibilities

Board members	Ensure Child Safe policies and procedures are developed, implemented and reviewed.
Club management	Ensure a Child Safe culture is embedded in the organisation governance through training, education and leading by example.
Club workers	Know their obligations and ensure that they understand clear behavioural standards when interacting with children (see Item 9)
Others e. g. volunteers, engaged contractors.	Know their obligations and ensure that they understand clear behavioural standards when interacting with children (see Item 9)

5. Applicable law

Legislation:

- 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:

- United Nations Convention of the Rights of the Child
- Child Safe Standards.

6. Definitions

Allegation

Means an assertion that someone has done something wrong. Proof is not required for an allegation.

Child abuse offence

As defined in section 316A of The Crimes Act 1900.

Children

Children and young people under the age of 18.

Child related work

Child-related work (including voluntary work) is:

- providing services for children and young people under 18
- where the work normally involves being face to face with children
- where contact with children is more than incidental to the work.

Child safe organisation

An organisation that creates cultures, adopts strategies and acts to prevent harm to children, including sexual abuse and systematically creates conditions to reduce the likelihood of children being harmed, creates conditions that increase the likelihood of identifying and reporting harm and responds appropriately to disclosures, allegations and suspicions of harm.

Children with vulnerabilities

Children who may be exposed to greater risk due to their experience, ability, location or background.

Complaint

Any suggestion of abuse or harm that is disclosed, witnessed or demonstrated by a child.

Cultural bias

Involves a prejudice or highlighted distinction in viewpoint that suggests a preference of one culture over another. Cultural bias introduces one group's accepted behaviour as valued and distinguishable from another lesser valued societal group.

Disclosure

Means that a person has reported, or made known, an instance of abuse or suspected abuse.

Equity and equality

Equity encourages people to live to their full potential. Equality is treating everyone the same.

Grooming

When an adult person engages in conduct that exposes a child to indecent material or provides a child with an intoxicating substance or with any financial or other material benefit with the intention of making it easier to procure the child for unlawful sexual activity.

Lack of appropriate care

Includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

Misconduct

Inappropriate behaviour that may not be as severe as abuse, although could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct*, including showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Notifiable incident (*Work Health and Safety Act s35 - s39*)

The death of a person, a serious injury or illness (physical or psychological) or a dangerous incident must be reported to SafeWork NSW on 13 10 50.

Physical abuse

Includes physical punishment such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

Psychological abuse

Includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Reportable Conduct

Is defined in section 20 of the Children's Guardian Act 2019 as:

- any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material), or
- any assault, ill-treatment or neglect of a child, or
- any offence under section 43B (fail to reduce or remove the risk of abuse) or 316A (concealing child abuse offence) of the Crimes Act 1900 or
- any behaviour that causes significant emotional or psychological harm to a child.

Risk of Significant Harm

Means a risk which is serious enough to warrant a response by a statutory authority, irrespective of a family's consent.

Sexual abuse

Includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material (often known as photography).

7. National principles for child safety

We support the National Principles for Child Safe Organisations	
1.	Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2.	Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3.	Families and communities are informed and involved in promoting child safety and wellbeing.
4.	Equity is upheld and diverse needs respected in policy and practice.
5.	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6.	Processes to respond to complaints and concerns are child focused.
7.	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8.	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9.	Implementation of the national child safety principles is regularly reviewed and improved.
10.	Policies and procedures document how the organisation is safe for children and young people.

8. Statement of commitment to child safety

Our statement of commitment to child safety:

- To demonstrate commitment to the safety and wellbeing of children and young people by embedding child safety in organisational leadership, governance and culture,
- To minimise the risk of abuse, misconduct and misuse of positional power by implementing child safe practices via policies and procedures with a culture of continuous improvement, and
- To inform all staff, volunteers and others of their obligations and responsibilities in keeping children safe by prioritising training and education and ensuring child safety is a key part of our business induction process.

9. General worker responsibilities

Our staff, volunteers and others must uphold our organisation's values in accordance with our Child Safe Policy and also demonstrate behaviour which is consistent with our Child Safe Policy and other child safe related documents.

All persons engaged by us must be proactive about upholding and promoting our child safe values, which include, but not limited to:

- Remaining alert and aware of possible safeguarding risks to children.
- Guarding children against harmful environments with appropriate actions e. g. adequate supervision.
- Taking positive steps to maintain the safety and wellbeing of children engaging with our organisation.
- Reporting concerns expeditiously and appropriately, in line with child protection procedures.
- Understand the duty to report specific concerns and the confidentiality requirements.
- Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly.
- Acting appropriately in the presence of children.
- Not taking any inappropriate risks.
- Not smoking, drinking or taking any form of illicit substances in the presence of children.
- Ensuring that children who come into contact with our organisation or access our services understand their rights and responsibilities.
- Communicating with children clearly and respectfully and using language which they can understand, and which is appropriate for their age and level of development.
- Ensuring that any children who come into contact with our organisation or access our services are supported and get any necessary assistance with exercising their rights and responsibilities.

All persons engaged by us are responsible for ensuring that they personally comply with our Child Safe Code of Conduct and all applicable laws.

10. Working with children check

When deemed as a requirement by Club management, a condition of engagement will require persons either employed as a paid Club worker or engaged as a volunteer worker, to undergo a working with children check as per the NSW Office of the Children's Guardian guidelines.

11. Child Safe risk management actions

11.1 Supervision of children

During the Tenterfield Golf Club Ltd junior golf program we will provide adequate supervision of children and young people to ensure the management of potential hazards and risks.

Where we hold any other events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

11.2 Managing drop offs and pick ups

The area around the Clubhouse is a signed shared zone (pedestrians, motorised golf buggies and vehicles) with a 10kph speed limit. Parents and guardians are to be aware of motorised vehicles and educate and restrain their children from running around indiscriminately during the conduct of drop offs and pick ups.

11.3 Transportation of children

Persons operating the Club bus are to Tenterfield Golf Club Ltd inducted and provided with information, training and instruction on the Bus Operating Safe Work Procedure.

When transporting children the Club bus operator will ensure the safe access and egress of all passengers.

11.4 Photography and the use of images

Due to the risk of photographs of children being used in a damaging or inappropriate manner we will

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them, and

- always ensure that a child and their parent/guardian are properly informed on how an image will be used and shared, and

- always ensure that a child's identity is protected as far as is possible within any published material, and

- always store photos in accordance with the Tenterfield Golf Club Ltd data protection policy.

11.5 Alcohol, drugs, cigarettes, vapes and pornography

Whilst in the presence of children a Club worker must not drink alcohol, smoke, vape or take any form of illicit substance.

A Club worker must not view or show any form of inappropriate images or content to a person under 18 years of age.

11.6 Inappropriate conversations

A Club worker must not engage in conversation with a child deemed to be inappropriate or harmful behaviour. Inappropriate conversation may include verbal abuse or sexually explicit overtones.

11.7 Trophies, gifts and benefits

Trophies presented to children must be appropriate in nature and awarded for performance in golf as deemed by the Tenterfield Golf Club Ltd junior golf program organising committee.

11.8 Physical contact with children

During interaction with children a Club worker must not engage in any form of physical contact that a child may consider unwanted or makes them feel uncomfortable.

Inappropriate touching can include any kind of touching that is sexual in nature, such as kissing, hugging or touching inappropriate areas of the body. Inappropriate touching can also include touching that is meant to be comforting or reassuring, such as touching the child's head or arm or rubbing their back.

11.9 Out of hours contact / professional boundaries

Club engaged personnel required to contact children out of hours e. g. checking or confirming a child's status in regard to attending a Tenterfield Golf Club Ltd junior golf event, must communicate with the child's parent or guardian and conduct themselves in accordance with the Tenterfield Golf Club Ltd Child Safe Code of Conduct.

11.10 Illness and injury management

In the event of an injury to a child the nearest Club first aider or competent person should provide adequate first aid to the child, in consultation with the child's parent or guardian if readily available. If an ambulance is required, call 000, and advise the Secretary/Manager or Duty Manager. Details of any incident must be recorded in the Club Injury/Incident Register.

12. Engaging with families and communities

We encourage our workers, when engaging with children, to involve the families of those children whenever it is appropriate, and provided that doing so will not compromise the safety of the child.

We use the following measures to ensure that we have effective communication and participation strategies for engaging with and responding to the diverse needs of families and communities:

- Social media
- Website
- Newsletters
- Email correspondence to Club members and others
- Public meetings.

13. Respecting equity and diversity

We strive to create an environment where children and young people's diverse needs and circumstances are recognised and all children feel safe, welcome and included.

14. Responding to a child safety concern

We aim to provide accessible and responsive complaints management processes that are focused on the needs of children and young people. We do this in the following manner:

- Where a child is at immediate risk of serious harm, any adult present should call 000. Thereafter, the Secretary/Manager or responsible person should be contacted as soon as is reasonably practicable.
- Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Secretary/Manager or responsible person as soon as practicable and by no later than the end of that same day.
- Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:
 - Listen calmly and carefully, showing that the child's views are taken seriously, and
 - Provide an appropriate and honest level of assurance, and
 - Avoid interrogating children and asking probing, intrusive and/or leading questions, and
 - Avoid making false promises regarding secrets and confidentiality with the child, and
 - Make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned.
- Refer all relevant information to the Secretary/Manager or responsible person as soon as practicable afterwards, and by no later than the end of the day.
- Upon receipt of any safeguarding concern, the Secretary/Manager or responsible person shall consult with any other relevant persons and make any appropriate referrals to the relevant authorities.

15. Reporting concerns about other adults

Where any person has a concern regarding the conduct of an adult connected to the Tenterfield Golf Club Ltd, which poses or may pose a safeguarding risk to children such as:

- Harming a child either physically or emotionally, or
- Exposing a child to behaviour which may cause physical or emotional harm, or
- Engaging in criminal activity concerning a child

This must be raised in the first instance with the Secretary/Manager or responsible person so that the next appropriate steps may be agreed and actioned.

Action may include the following:

- Further initial enquiries
- Escalation to the applicable authority for assessment and/or the police for investigation
- Instigation of any appropriate disciplinary measures within our organisation, or
- A referral to any relevant regulatory authority.

Any person from within the Tenterfield Golf Club Ltd who has allegations made against them shall be treated fairly, and any enquires, investigations and decisions taken to be treated in a just and fair manner with the safety of any child concerned at the heart of the process.

Any person from within the Tenterfield Golf Club Ltd who makes an allegation against another person from within the organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

16. Reviewing our child safe policies and practices

Our child safe policies, procedures and practices will be reviewed on a regular basis to ensure improvement, currency and relativity to our goals in keeping children and young people safe from harm whilst on our business premises.

17. Making our policies and procedures available

We will endeavour to ensure that our child safe policies and procedures are understood by all persons engaged by us and all relevant stakeholders.

We will endeavour to ensure that children and young people who engage with our organisation, as well as their families and relevant community members, are aware of and have confidence in our child safe policies, procedures and practices.