



British Sub Aqua Club Adelaide Incorporated

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Child Safe Environment Policy

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Document control

This policy is to be maintained and reviewed by the BSAC Adelaide Committee in consultation with members of BSAC Adelaide

Revision (Date)	Person	Comments
0 (19/10/2027)	Reviewed: Committee (via Meeting 19/10/2022) Approved: David Kendall	Document released to club membership and available on club website.

1 Purpose of Policy

The aim of this policy is to provide a child safe environment within BSAC Adelaide Scuba Diving Club that protects children and young people from harm and the risk of harm.

Child safe environments are safe and friendly settings where children and young people are protected and feel respected, valued and encouraged to reach their full potential. Organisations providing child safe environments:

- take a preventative, proactive and participatory approach on child wellbeing and safety issues
- value and embrace the opinions and views of children and young people
- assist children and young people to build skills that will assist them to participate in society
- are focused, and take action on, the protection of children and young people from harm.

This policy will outline the roles and responsibilities for everyone involved in BSAC Adelaide.

2 Commitment to the safety of children and young people

This policy was developed to meet the obligations of the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations.

BSAC Adelaide is committed to the safety and wellbeing of all children and young people participating in our activities. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times.

BSAC Adelaide is committed to:

- Ensure that children and young people are valued, respected and encouraged to participate and that safety and protection of young people is always a priority.
- Ensure that all children and young people are recognised and embraced regardless of their abilities, sex, gender or social, economic or cultural background and that equity is upheld.
- Having a zero-tolerance approach to bullying and harassment.
- Ensure children and young people within BSAC Adelaide have easy access to information regarding services that can assist them such as Kids helpline 1800551800, Youth Helpline 1300131719 and Child Abuse Report Line (CARL) 131478

3 Scope of Policy

This policy applies to all members of BSAC Adelaide. By joining BSAC Adelaide members must sign to agree to abide by all BSAC Adelaide Policies and Procedures.

4 Definitions

Child or young person - persons under 18 years of age.

Complainant – person who makes a complaint.

Harm - Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

National Police Check - a summary of an individual's offender history in Australia and a record of their criminal history relating to convictions, finding of guilt or pending court proceedings. They are available from South Australia Police (SAPOL) or organisations accredited by the Australian Criminal Intelligence Commission.

It is an organisational decision if a National Police Certificate (NPC) is required for workers or volunteers, however the organisation can no longer use the NPC to assess if a person is suitable to work or volunteer with children in South Australia, this must be determined by a valid, not prohibited Working with Children Check.

Working with Children Check - People working or volunteering with children in South Australia must, by law, have a valid, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.

5 Communication

Chapter 8 (Section 114(5)) of the *Children and Young People (Safety) Act 2017* requires that an organisation must, on request provide a copy of the organisation's child safe environments policies and procedures.

- BSAC Adelaide Child safe environments policy and procedures will be easily accessible to all members via the website www.bsacadelaide.com under the Policies and Procedures tab. A hard copy will also be available.
- By joining BSAC Adelaide all members must sign to a membership form to agree to abide by the policies and procedures of BSAC Adelaide.

6 Participation of families, children and young people

BSAC Adelaide is committed to:

- Consulting with children and young people within the club utilising methods appropriate to age, developmental level and cultural background.

- Inviting children and young people within the club to provide feedback regarding their experience within the club and offer suggestions to improve the club for other children and young people.
- Ensuring children and young people or their carers where appropriate are aware how they can report concerns or provide feedback

7 Code of Conduct

- BSAC Adelaide code of conduct for working with children and young people applies to all members and can be access on the website www.bsacadelaide.com under the policies and procedures tab.
- All members will sign a copy of the code of conduct for working with children and young people when they join the club.
- A breach of the code of conduct for working with children and young people will be reported to the BSAC Adelaide committee and will result in the termination of the individuals membership and a report being made to the appropriate authority as required.
- A copy of the code of conduct is attached as an appendix to this policy.

8 Recruitment

- BSAC Adelaide will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children and young people.
- This may be achieved using a range of screening measures such as criminal history checks, signed declarations, referee checks, and other relevant background checks. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.
- As part of the requirements of the Child Safety (Prohibited Persons) Act 2016 any member of BSAC Adelaide that provides instruction to children or young people must have a valid not prohibited Working with Children Check issued by the Screening Unit of the Department of Human Services. All Working with Children Checks will be sighted and verified directly with the screening unit of Department of Human Services by BSAC Adelaide.
- Any members providing instruction to children and young people will be provided with an induction in regard to their responsibilities including record keeping, information sharing and reporting.
- BSAC Adelaide committee will immediately advise the screening unit if they become aware of any member within the organisation being involved in serious criminal offence, child protection issues or disciplinary or misconduct issues

9 Supervision, training and support for volunteers

Support

- All new volunteers will receive a copy of the BSAC Adelaide Child Safe Environment Policy and Code of Conduct.
- BSAC Adelaide Welfare and Diversity Officer will ensure all volunteers are familiar with the policy and understand their responsibilities

Training

- Ensure all volunteers read and understand the Mandatory Notification Information Booklet [cse-mandatory-notification-information-booklet-2019-dhs-update.pdf](#)
- Encourage all volunteers to complete the online SMART (Strategies for Managing Abuse Related Trauma) [SMART Online - Australian Childhood Foundation Professionals](#)
- Encourage all volunteers to view the resources Keeping our kids safe at developed by SNAICC at <https://www.snaicc.org.au/policy-and-research/child-safety-and-wellbeing/keeping-our-kids-safe/>
- Include child safety as a standing item on meeting agendas
- Encourage all volunteers to access to web-based resources about issues concerning child safety and wellbeing
- Encourage all volunteers to update their training every 3 years.

10 Reporting and responding to harm or risk of harm

- BSAC Adelaide will make all members aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child or young person has been harmed or is at risk of harm.
- BSAC Adelaide encourages and supports non-mandated notifiers to make voluntary reports about harm or risk of harm to a child or young person.
- Reports regarding the reasonable belief that a child or young person is, or may be, at risk of harm are to be made to the Child Abuse Report Line (CARL) on 13 14 78 or if at immediate risk, report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.

- The individual who identifies the harm or risk of harm is the person who makes the report to CARL/SAPOL
- Members will be guided by the relevant authority (Department for Child Protection/SA Police) about how to proceed after a notification
- Members of BSAC Adelaide are required to notify the committee after they have made a report to CARL/SAPOL regarding a child or young person
- If there is reasonable belief that a child or young person has been, or may be, at risk of harm by a member of BSAC Adelaide (following a report having been made to authorities) they will not be allowed to attend BSAC Adelaide ensure the ongoing safety to all children and young people
- BSAC Adelaide Welfare Officer will offer members children, young people and their families involved opportunity to debrief as appropriate after a report to CARL/SAPOL has been made.

11 Reporting and responding to general complaints or feedback

- BSAC Adelaide will deal with all complaints and feedback promptly, sensitively and fairly.
- Complaints / feedback will be discussed by the committee and a response will be given to the complainant with an outcome
- Complaints / feedback and decisions and actions taken will be documented and securely stored

12 Risk Management

- Members who are children or young people must be supervised at all times by a responsible adult. BSAC Adelaide recommends a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a child or young person is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

13 Related policies and procedures

- BSAC Adelaide Code of Conduct for working with children and young people
- BSAC Adelaide Membership Form
- As an associated club of BSAC UK BSAC Adelaide are also bound by the policies and procedures of BSAC UK which can be found on their website www.bsac.com

14 Policy review

- BSAC Adelaide will review policy and procedures once every five years as required by the Children and young People (Safety) Act 2017 or under the following circumstances:
 - new or added risks are identified for children or young people, which may require a change in the policy or procedures
 - a critical incident where a child or young person has experienced harm through involvement in BSAC Adelaide
 - concerns are raised by anyone involved in BSAC Adelaide about child safety or welfare
 - awareness or compliance to the child safe policy and/or procedures is low.
- BSAC Adelaide will lodge a new child safety environment compliance statement with Department of Human Services each time the policy is reviewed or updated