



Child-safe

Child-friendly Policy

www.capoeiras.com

1.	Purpose	2
2.	Context	2
3.	Scope	2
4.	Commitment to child safety (include risk management)	2
5.	Children’s participation	3
6.	Recruitment practices	3
7.	Code of Conduct	3
8.	Support for employees and volunteers	4
9.	Reporting and responding to suspected child abuse and neglect ..	4
10.	Strategies to minimise risk	5
11.	Harassment/bullying	5
12.	Communication	5
13.	Related policies and procedures	6

1. Purpose

This policy was written to demonstrate the strong commitment of the administration, members, volunteers, coaches and parents to child safety and establishing and maintaining child safe and child friendly environments.

2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from abuse.

It complies with our obligations under the *Children's Protection Act 1993*, including:

- Section 8B – 8D – Child Safe Environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the criminal history of volunteers and carers who work with children issued by the Chief Executive of the Department for Families and Communities.

3. Scope

This policy, from the date of endorsement, applies to all administration, members, coaches, volunteers, children, parents, carers and other individuals involved in the Grupo Capoeiras Incorporated.

4. Commitment to child safety (include risk management)

All children who come to Grupo Capoeiras Incorporated have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our association and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed to:

Office of the Children's Guardian

General phone: 02 8219 3600

Fax: 02 8219 3699

Email: kids@kidsguardian.nsw.gov.au

as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children.

This policy was developed in collaboration with all our administration, members, coaches, volunteers, carers of the children who enjoy our capoeira association.

5. Children's participation

Administrators, members, volunteers, coaches, carers and parents encourage children to express their views, and make suggestions, especially on matters that directly affect them. We actively encourage children who use our capoeira association to '**have a say**' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We teach children what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

6. Recruitment practices

Grupo Capoeiras Incorporated takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of coaches, carers and volunteers. We interview and conduct referee checks on all coaches, carers and volunteers.

We conduct criminal history assessment for people working with children, as set out in section 8B of the *Children's Protection Act 1993*. We ensure that criminal history information is dealt with in accordance with the standards developed by the Chief Executive of the Department for Families and Communities.

7. Code of Conduct

All administrators, members, coaches, volunteers, carers and parents are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our administration, members, coaches, volunteers, carers, the children who use our capoeira association and their parents.

8. Support for employees and volunteers

We provide support and supervision so people feel valued, respected and fairly treated. We ensure that administrators, coaches, volunteers, members, parents and carers who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

9. Reporting and responding to suspected child abuse and neglect

Describe mandatory reporting requirements and how your organisation responds to child protection complaints against members. You should attach any relevant procedures.

Information about making appropriate reports of abuse or neglect is available from the Department for Families and Communities' website <http://www.families.sa.gov.au/childsafe>.

Grupo Capoeiras Incorporated **will not tolerate incidents of child abuse.**

All administrators, members, coaches, volunteers, carers and parents understand their obligation to notify the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected by a member of their family.

We ensure that administrators, members, coaches, volunteers, carers and parents are aware of how to make appropriate reports of abuse or neglect. We also provide opportunities for administrators, members, coaches, volunteers, carers and parent to attend an information session on mandatory reporting.

Administrators, members, coaches, volunteers, carers and parents must also report to **Office of the Children's Guardian** or administration any reasonable suspicion that a child has been, or is being, abused or neglected by another administrators, members, coaches, volunteers, carers or parent.

Grupo Capoeiras Incorporated may resolve to take protective action to keep the child and others safe. (**Note:** we also as an organisation have procedures in place to ensure that confidentiality and natural justice applies.)

10. Strategies to minimise risk

To help maintain a safe environment for children, Grupo Capoeiras Incorporated reviews its risks regularly and implements strategies to minimise and manage these risks.

Policies and procedures that are addressed (but are not limited to):

- Safety
- Injuries
- Transportation
- Taking images of children
- Supervision of children
- Code of conduct
- Child safety officer
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Training\cyber safe guidelines
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence
- If practising outside out Centre we follow the 2-adults rule.

Further information on reviewing risks is available from www.families.sa.gov.au/childsafe.

11. Harassment / bullying

Grupo Capoeiras Incorporated opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with the Administration and Committee or Office of the Children's Guardian.

12. Communication

Grupo Capoeiras Incorporated will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask administrators, members, coaches, volunteers, carers and parents (where appropriate) to sign a written statement indicating that they have read and will abide by our child-safe policy.


We retain a copy of all signed statements.

13.Related policies and procedures

List related policies and procedures that support your child-safe policy.

This may include:

- Code of conduct
- Template statement to be signed by employees, volunteers and parents indicating they have read and will abide by this policy
- Any relevant policies or procedures that your organisation has developed to protect children, including:
 - Policy and procedure for dealing with members charged with, or under investigation for, a serious criminal offence
 - Staff and volunteer recruitment procedures, including those relating to conducting criminal history assessments
 - Mandatory reporting procedures (including where a suspicion is reported to your organisation)
 - Risk management strategy
 - Any other policies and procedures developed to manage risks and protect children.

Approved by	Date	Review date
	15/12/2018	15/03/2018

*In developing this policy Grupo Capoeiras Incorporated have utilised a template provided by the The Office of the Children's Guardian NSW
<https://www.kidsguardian.nsw.gov.au/>*