



## Child Safe Organisation Policy

### **Introduction**

The Kiama Down's Surf Club is dedicated to the safe conduct of our activities, especially in relation to our juniors. The following outlines the procedures and practices that are to be used around children in our organisation.

### **Purpose**

To ensure that children are treated in a safe manner and that members acting for the club are protected.

### **Responsibility**

All members of Kiama Downs Surf Club are responsible for the safe practices around children.

The Club Welfare Officer is the person that ensures the policy is adhered too and any matters arising are to be dealt with in a confidential manner.

### **Procedure**

Members of the Club should never undertake any activities that leave them in a position to be alone with another person that is under the age of 18. This includes but not limited to:

- Patrol room
- Club Hall
- First Aid Room
- Downstairs areas
- Toilet areas
- Away at carnivals or other club activities.

If required to escort a minor, always take another adult, especially if required to go to enclosed areas.

If there is an incident that occurs that includes a minor, it should be reported to the Club Welfare Officer. The matter will be dealt with in confidence between the people involved.

If required, the Club Welfare Officer will pass relevant information onto the Club Executive, where a decision can be made for further proceedings

### **Working with Children Check (WWCC)**

Under current NSW legislation, there is a requirement for people in a child related industry (that are 18 years old and over) to have a WWCC with the Office of the Children's Guardian.

This is a free check with the Office and will provide them with a number. This number should be forwarded to the Club Welfare Officer at [welfare@kiamadownssurf.com](mailto:welfare@kiamadownssurf.com) for verification.

Annually, the Club Welfare Officer, with assistance from the Club Executive, will determine if a WWCC is required by any of the Club's members after following the current guidelines for who is required to be checked. If there is a requirement then the Welfare Officer will ensure that this occurs and the check is verified via the WWCC number provided by the member and the online checking procedure.

It is highly recommended that any club member that joins a committee at any level does a Working With Children Check with the Office of the Children's Guardian, this is regardless of whether they need to do a WWCC or not.

### **Conclusion**

The above policy will assist in ensuring that all children involved with the Kiama Downs Surf Club will be in a Child Safe environment.

### **References and Further Reading**

Surf Life Saving NSW Member protection and child related Policies are available at Surf NSW website, in the members section.  
[www.surflifesaving.com.au](http://www.surflifesaving.com.au)

Office of the Children's Guardian is the government body responsible for WWCC's and other child related matters in the workplace and Surf lifesaving.  
[www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)