



NELSON BAY TENNIS CLUB INC
REG. NO. Y0390535

CHILD PROTECTION POLICY

Purpose

Nelson Bay Tennis Club Inc ("NBTC") is a community-based tennis club that includes involving children and young people between the ages of 8 and 16 years. Our tennis club operates in Nelson Bay, NSW, and engages children and young people through our programs such as the ANZ Hot Shots.

We take seriously our responsibility to deliver a sporting environment that is caring, nurturing and safe.

We promote equity and respect diversity by:

- actively anticipating children's diverse circumstances and responding effectively to those with additional vulnerabilities
- by giving all children access to information, support and complaints processes, and
- paying attention to the needs of Aboriginal and Torres Strait Islander children, children with a disability and children from culturally and linguistically diverse backgrounds.

Our club committee approves and endorses NBTC's commitment to keeping children and young people from abuse and neglect. It is the responsibility of all at NBTC, from executive committee members to staff and volunteers, to:

- protect children and young people from all forms of abuse, bullying and exploitation by our club members;
- be alert to incidents of child abuse and neglect occurring outside of our tennis club that may have an impact on the children and young people; and
- create and maintain a child safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access our programs and services at NBTC.

We expect all within our tennis club, regardless of their role or level of responsibility, to act to keep children safe from such harm by:

- adopting the practices and behaviour we have set as our standard when carrying out the committee's roles, and reporting any abuse or neglect of which they become aware to our executive committee and/or to external authorities responsible for child

protection or to police, regardless of whether that abuse is being perpetrated by staff and volunteers within our tennis club, or by those outside our tennis club including those from the child's family, extended family, their family's extended network or strangers.

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Responsibilities

- The NBTC management committee is responsible for the development and endorsement of the NBTC Child Safe Sport Commitment. It delegates the implementation of the policy to the Manager/coach. The role of each entity in relation to the development and compliance of the NBTC Child Safe Sport Commitment is detailed in the table below.

Entity	Role/Responsibility
NBTC Board	<ul style="list-style-type: none"> • Promote the commitment to this policy and its expectations. • Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the policy and all relevant procedural guidelines. • Ensure compliance to the policy via an inbuilt review mechanism. • Ensure adequate resources are allocated to allow for the development and effective implementation of this policy. • Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability to child protection and club member welfare. • Advocate and promote child rights, empowering and engaging children and young people in support of this policy and its expectations.
Manager/Tennis coach	<ul style="list-style-type: none"> • Ensure all staff and volunteers understand their obligations in accordance with the NBTC Child Safe Sport Commitment and any relevant policy and procedural documentation. This includes induction, a minimum of one compulsory training session, and regular discussion and guidance at monthly NBTC committee meetings. • Ensure the suite of child safe policies is implemented and adhered to amongst relevant club staff and/or members. • Ensure the development and implementation of required internal policy/operating procedures and guidelines are in place to support child protection practice in accordance with the expectations of the NBTC Child Safe Sport Commitment. • Ensure adequate resources are allocated to allow effective implementation of the suit of child safe policies. • Ensure to support staff and volunteers in a joint way with a decision to initiate any form of action to protect a child from abuse, neglect, grooming or exploitation. • Ensure appropriate supports, such as counselling and formal debriefing, are provided for any staff and volunteers involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person. • Advocate and promote child rights, empowering and engaging children and young people in support of this Statement. • Proactively share resources and experience in the development of child safe initiatives as they are identified.

Entity	Role/Responsibility
	<ul style="list-style-type: none"> • Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of child protection and club member welfare. • Ensure that NBTC staff and volunteers are aware of the appropriate recruitment, screening and employment practice in relation to individuals with specific roles in working, coaching or volunteering with children and families.
NBTC Staff and Volunteers	<ul style="list-style-type: none"> • Maintain a full understanding of the commitments and expectations of this policy, as well as all other policy relevant child safety. • To undertake any induction and training anticipated in this policy, in relation to policy and procedures relevant to keeping children and young people safe. • To seek guidance from a NBTC executive committee member if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy. • To take action to protect children and young people from all forms of abuse, bullying and exploitation. • To assist in creating and maintaining a child safe culture and a culture of inclusion and safety

Our Commitment

NBTC is committed to ensuring the safety and wellbeing of all children and young people who are involved in our tennis club. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices. Our suite of child safe policies is: accessible in forms that are easy to understand; have been informed by stakeholder consultation; and are communicated to children, young people and their families, our staff and volunteers and the general public. We regularly review our policies, gain endorsement of changes and advise our staff and volunteers of changes.

We are committed to keeping children & young people safe

Through our Child Safe Sport Framework, we document our clear commitment to keeping children and young people safe from abuse and neglect. We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

Our staff and volunteers know the behaviour we expect

NBTC ensures each club member involved in our delivery of services to children and young people understands their role and the behaviour we expect in relation to keeping children

and young people safe from abuse and neglect through application of the Code of Behaviour. We utilise clear position descriptions which clearly state relevant child safe requirements. We have a Code of Behaviour, which is approved and endorsed from the NBTC executive committee that outlines our expectations for behaviour towards children and young people. Our staff and volunteers are given a copy of and have access to the Code of Behaviour. Our staff and volunteers indicate, in writing, that they have read and are committed to the Code of Behaviour.

We minimise the likelihood of recruiting a person who is unsuitable

We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work / volunteer with children or young people. We have recruitment procedures that ensure:

- our child safe commitment is communicated to potential applicants for positions
- face-to-face interviews are held which includes child safety related questions
- two professional reference checks are undertaken
- screening checks are undertaken, including identity, criminal record, working with children or equivalent checks and qualification checks.

WHS Induction and training is part of our commitment

NBTC provide all new staff and volunteers with information during their WHS induction about our commitment to keep children safe including our policy, Code of Behaviour and child abuse reporting policy. We have a process for ensuring all staff and volunteers complete child safe training. We support ongoing education and training for our staff and volunteers to ensure child safe information is provided in an ongoing way.

We ensure that our staff and volunteers have up to date information relevant to specific legislation applying in NSW they are based in.

We encourage the involvement of children, young people and their parents

NBTC involves and communicates with children and young people, and their families in developing a safe, inclusive and supportive social tennis club and tennis coaching environment. We provide information to children and their carers (such as brochures, posters, handbooks, guidelines) about:

- our commitment to keeping children safe and communicating their rights
- the behaviour we expect of our staff and volunteers and of themselves
- our policy about responding to child abuse

NBTC has processes for encouraging two-way communication with children and families. We seek their feedback and have a process for responding. We respect diversity and seek to facilitate effective communication and involvement.

NBTC staff and volunteers understand their responsibility for reporting child abuse

NBTC`s policy for responding to child abuse is approved and endorsed by the executive committee, and applies to all our staff and volunteers. The policy states that:

- staff and volunteers must immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers.
- staff and volunteers must meet any legislated mandatory or other jurisdictional reporting requirements
- staff and volunteers must follow a specified process when reporting abuse or neglect including who will receive reports
- failure to report is serious misconduct

NBTC staff and volunteers are given a copy of and have access to the policy and understand the implications of the policy for their role. NBTC documents any allegation, disclosure or concern regarding child abuse and monitor responses to all allegations, disclosures or concerns.

NBTC maintains and improves its policies and practices

NBTC is committed to maintaining and improving its policies, procedures and practices to keep children and young people safe from neglect and abuse. We have assigned responsibility for maintaining and improving our policies and procedures to a club member qualified to inspect our policies and procedures, Rorque Poisson, who also specialises in WHS audits and risk assessments. NBTC monitors its staff and volunteers and external providers to ensure appropriate practice and behaviour, and policies are followed. We communicate with our staff and volunteers to ensure that they understand our policies and that the policies are effective in the incorporated association. We require our staff and volunteers to disclose convictions or charges affecting their suitability to work with children and young people and, as a mandatory requirement for our club committee, we review police records and WWCC checks periodically. We have formal reviewed our service delivery to identify and document potential risks to children or young people. We undertake formal reviews, at least annually, to identify and document potential risks to children or young people associated our service delivery. We have a procedure to undertake annual reviews, as part of our ongoing compliance with child safe requirements.

Reference	Date approved	Date Last amended	Date of next review	Status
NBTCCPP	5 May 2020	N/A	1 November 2020	Endorsed by: Rorque Poisson Adv Dip OH&S Approved by: Rod Stubbs – President