



Child Safety Policy

Lightning Ridge District Bowling Club Ltd we have a zero tolerance for child abuse and are committed to acting in children's best interest and keeping them safe from harm. The Club regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a healthy child safe culture. We demonstrate this through implementing our Code of Conduct and this Child Safety Policy.

It is the responsibility of all at Lightning Ridge District Bowling Club Ltd, from the Board, CEO, Management and Staff, to:

- Protect children and young people from all forms of abuse, bullying and exploitation by our people.
- Be alert to incidents of child abuse and neglect occurring outside of our 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

We expect all within our 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 their roles; and
- Reporting any abuse or neglect of which they become aware to our management and/or to external authorities responsible for child protection and/or to police, regardless of who is perpetrating that abuse.

Child Safety Code of Conduct

Lightning Ridge District Bowling Club Ltd is a community club delivering community activities, entertainment and sports to our rural community. Our Club's vision is to provide a friendly environment that encourages respectful behaviour towards everyone including all children and ensure their safety and wellbeing.

All Staff paid or unpaid and Members of Lightning Ridge District Bowling Club Ltd. (the Club) are responsible for the safety and wellbeing of children and young people who engage with the Club. Staff paid or unpaid and Members are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

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I will:	➤ Act in accordance with the Club's child safety and wellbeing policies and procedures at all times. ➤ Behave respectfully, courteously, and ethically towards children, their families, visiting club members and towards other staff. ➤ Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well. ➤ Promote the human rights, safety, and wellbeing of all children in the Club. ➤ Demonstrate appropriate personal and professional boundaries. ➤ Consider and respect the diverse backgrounds and needs of children. ➤ Create an environment that promotes and enables children's participation and is welcoming, culturally safe, and inclusive for all children and their families. ➤ Involve children in making decisions about activities, policies and processes that concern them wherever possible. ➤ Contribute, where appropriate, to the Club's policies, discussions, learning and reviews about child safety and wellbeing. ➤ Identify and mitigate risks to children's safety and wellbeing as required by the Club's risk assessment and management policy or process. ➤ Respond to any concerns or complaints of child harm or abuse promptly and in line with the Club's policy and procedure for receiving and responding to complaints. ➤ Report all suspected or disclosed child harm or abuse as required by relevant legislation and by the Club's policy and procedure on internal and external reporting. ➤ Comply with the Club's protocols on communicating with children. ➤ Comply with relevant legislation and the Club's policies and procedures on record keeping and information sharing.
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I will NOT:	➤ Engage in any unlawful activity with or in relation to a child. ➤ Engage in any activity that is likely to physically, sexually, or emotionally harm a child. ➤ Unlawfully discriminate against any child or their family members. ➤ Be alone with a child unnecessarily. ➤ Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the Club's activities. ➤ Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by the Club's policy and procedure on reporting. ➤ Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material. ➤ Work with children while under the influence of alcohol or prohibited drugs. ➤ Ignore or disregard any suspected or disclosed child harm or abuse.
If I think this Code of Conduct has been breached by another person in Lightning Ridge District Bowling Club Ltd. I will:	➤ Act to prioritise the best interests of children. ➤ Take action promptly to ensure that children are safe. ➤ Promptly report any concerns to my supervisor, the Member Protection Officer, CEO or Board of Director of the Club. ➤ Follow the Club's policies and procedures for receiving and responding to complaints and concerns. ➤ Comply with legislative requirements on reporting if relevant, and with the Club's policy and procedure on internal and external reporting.

By registering with Lightning Ridge District Bowling Club Ltd. you agree to abide by this Code of Conduct during your employment or volunteer capacity with the Club.

You understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment or volunteer capacity with Lightning Ridge District Bowling Club Ltd.

Lightning Ridge District Bowling Club Ltd.

Member & Child Protection Policy



Lightning Ridge District Bowling Club Ltd. (the Club) aims to provide a safe and enjoyable environment for all Person and/or child entering The Club. Everyone involved should be treated with respect and dignity and be free to enjoy the Club without being discriminated against, harassed, bullied, or abused.

The Club does not tolerate direct and indirect discrimination, unwelcome verbal or physical conduct and any unreasonable behaviour directed at an individual or group of persons and/or children.

The Club is also dedicated to the safety and wellbeing of all children participating in the Club allowable activities. The Club supports the rights and wellbeing of any child, its staff, and volunteers to ensure a safe environment for whoever participates in any Club activity.

The Club takes all reasonable steps to ensure that only suitable and appropriate people are engaged to work with children. This is achieved using a range of screening measures, primarily NSW WWCC. The Club requires that all members engaged to work with children adhere to the Child Safety Code of Conduct.

Lightning Ridge District Bowling Club Ltd. Member Protection Policy is part of the Club's ongoing commitment to ensuring there is an inclusive and safe culture for our members, which safeguards them against any forms of harassment and abuse.

The Policy applies to everyone involved in the activities of the Club, whether in a paid or voluntary capacity. Specifically, this includes but is not necessarily limited to all employees, members, volunteers, community, and spectators, as well as sponsors or other guests attending Club events.

The Policy covers all matters directly and indirectly related to the Club and its activities. It also covers private behaviour where that behaviour brings the Club into disrepute or there is suspicion of harm towards a child.

Club Responsibilities	o Individual Responsibilities
The Club Will: ➤ Adopt, implement, and comply with this policy ➤ Publish this Policy and the consequences of breaches ➤ Promote and model appropriate standards of behaviour ➤ Deal with any breaches or complaints made under this Policy in a sensitive, fair, and timely manner ➤ Enforce any penalty imposed by this Policy ➤ where appropriate, seek advice from or refer serious issues to the child protection agency and/or police. ➤ Review the Policy every two years	Anyone associated with the Club must: ➤ Make themselves aware of the contents of the Policy ➤ Comply with all relevant provisions of the Policy. ➤ Complete a New South Wales (NSW) Working with Children check (WWCC) when required by the Club. ➤ Treat other people with respect ➤ Place the safety and welfare of children above other considerations ➤ Follow the guidelines outlined in this policy if they wish to make a complaint or report a concern. ➤ Comply with any decisions and/or disciplinary measures imposed.

DISCRIMINATION, HARRASSMENT & BULLYING

DISCRIMINATION	Unlawful discrimination is the less favorable treatment of a person and/or child on the basis of one or more of the person and/or child's characteristics protected by State or Commonwealth anti-discrimination laws. Discrimination includes both direct and indirect discrimination: ➤ <u>Direct Discrimination</u> occurs if a person and/or child treats, or proposes to treat, a person and/or child with a protected person and/or child characteristic unfavorably because of that person and/or child characteristic. ➤ <u>Indirect Discrimination</u> occurs if a person and/or child imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person and/or child with a protected person and/or child characteristic and that requirement, condition or practice is not reasonable. The offender's awareness and motive are irrelevant in determining whether discrimination has occurred.
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HARRASSMENT

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends, or humiliates another person and/or child and which happens because a person and/or child has a certain characteristic protected by State or Commonwealth anti-discrimination legislation.

Harassment includes, but is not limited to, sexual harassment. Sexual harassment is not limited to members of the opposite sex.

The following is a list of all the person and/or child characteristics that apply in Australia:

- Gender, race, colour, descent, national or ethnic origin, nationality, religious origin, immigration.
- National extraction or social origin.
- Marital status, relationship status, identity of spouse or domestic partner.
- Pregnancy, potential pregnancy, breastfeeding.
- Family or carer responsibilities, status as a parent of carer.
- Age.
- Religion, religious beliefs, or activities.
- Political beliefs or activities.
- Lawful sexual activity, sexual orientation, and gender identity.
- Profession, trade, occupation or calling.
- Irrelevant criminal record spent convictions.
- Irrelevant medical record.
- Member of association or organisation of employees or employers, industrial activity, trade union activity.
- Physical features.
- Disability, mental or physical impairment.
- Defence service.
- Person and/or child association with someone who has, or is assumed to have, any of these characteristics.

Legislation also prohibits:

- Racial, religious, homosexual, transgender, non-binary and HIV/AIDS vilification.
- Victimisation resulting from a complaint.

BULLYING	Bullying is characterised by repeated, unreasonable behaviour directed at a person and/or child, or a group of person and/or children, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person and/or child in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend, or intimidate a person and/or child. Bullying behaviour can include actions of an individual or group. One off instance can also amount to bullying. The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying: ➤ Verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism. ➤ Excluding or isolating a group or person and/or child. ➤ Spreading malicious rumours. ➤ Psychological harassment such as intimidation. ➤ Bullying includes cyber-bullying. The Club does not tolerate abusive, discriminatory, intimidating, or offensive statements being made online. If any person and/or child believes they are being, or have been, bullied by a person and/or child or organisation bound by the Policy, they may make a complaint.
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DIVERSITY

The Club is welcoming of members from all areas of the community, including, but not limited to people with a disability, people from diverse cultures, people of all genders, religions, sexual identities and pregnant women.

COMPLAINTS

The Club takes all complaints seriously. Complaints will be handled according to the principles of procedural fairness.

- The complainee will be given full details of the allegation/s against them and have the opportunity to respond to those allegations.
- Irrelevant matters will not be taken into account.
- Decisions will be unbiased
- Penalties imposed will be reasonable.

More serious complaints may be escalated to the CEO. If the complaint relates to suspected child abuse, sexual assault or other criminal activity, the Club may report the behaviour to the police and/or relevant authority.

In the instance of complaints by a member, or parent/guardian, we recommend that the first point of contact be the relevant Supervisor (unless this is inappropriate i.e., the complaint is against the Supervisor). The Club encourages all members to maintain a respectful and open relationship to avoid misunderstandings.

Once the complainant decides on their preferred option for resolution, the Club will assist where appropriate and necessary with the resolution process

This may involve:

- facilitating communication between the complainant and complaine, including external mediation if appropriate.
- gathering more information.
- seeking advice from the CEO and/or Board or another relevant external agency AND/OR
- referring the complaint to another relevant external agency and/or police.

Where a complaint is referred to the Member Protection Officer and an investigation is conducted, the Club and all concerned will:

- co-operate fully with the investigation
- where applicable, ensure the complainant is not placed in an unsupervised situation with the complaine; and
- respond to and act appropriately on the Member Protection Officers recommendations.

At any stage, a person and/or child can seek advice from an appropriate external agency such as an anti- discrimination commission and, if the matter is within their jurisdiction, may lodge a complaint with that agency.

1. Communication: Raise the issue with the relevant person and/or child (e.g., supervisor or staff) to be addressed or passed onto the correct person.
2. If the issue is not resolved, submit a complaint in writing to the Clubs CEO.
3. The CEO will discuss the complaint with the relevant parties, if necessary, the Board and/or child protection agency and/or police. You will receive an email outlining the steps and the process for resolution.

Note that in some circumstances, step 1 will not apply, and the initial complaint should be made straight to the Member Protection Officer (e.g., allegation of child abuse).

In some instances, if the Club is unable to resolve the complaint, the issue may be referred to the relevant child protection agency or other relevant external agency.

If disciplinary action is required, this will be handled in line with the Club's Disciplinary Policy.



Complaint / Suggestion details. Please provide specific details of your complaint or suggestion. What is the complaint about? • an action or decision of a member/staff member other • the health, safety or wellbeing of child/ren within the Club • the Club's response to an incident? Describe what happened and where the matter occurred.
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Have you raised this matter with anyone before? Yes/ No

What was the outcome from your discussion?

What is the outcome you are seeking? For example., apology, feedback/explanation, additional information, review or change of policy or practice.

Our Club values your feedback to improve the Club's processes, procedures and practices.

Complainant Signature

Date



Child Safety Complaints Register

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