



Woolooware Golf Club

Child and Youth Protection Procedures

1. Code of Conduct for Interacting with Children and Youth

Woolooware Golf Club has adopted the following specific Code of Conduct for engaging and interacting with children.

Youth volunteers, coaches, staff, members, Club directors, players, committee members, officials, parents, spectators, sponsors, visitors and invited guests **will be asked to:**

- Use appropriate language when engaging and/or interacting with children and youth.
- Not make inappropriate physical contact with any children or youth.
- If coaching, instructing, or officiating, maintain professional relationships with children and youth within the Club and treat them with the same respect as would be given to adults.
- Not tolerate bullying within the Club, either between or amongst children and youth, or from adults towards children and youth.
- Place the safety and wellbeing of children and youth above all else.
- Set a good example for children and youth within the Club by the way you conduct yourself and through your own behaviour.

2. Recruitment, training and management of volunteers and staff

The Club has appointed General Manager John McMahon the **Club Child Protection Officer** with whom any suspicions should be reported confidentially. Any person engaging in recruitment activities, will require all such staff and volunteers to implement the WGC's Child & Youth Protection Policy in all recruitment activities.

The Club will;

- Create an awareness among staff, club members and the wider community of the volunteering opportunities available, the benefits and personal satisfaction of volunteering.
- Individuals undertaking recruitment activities are subject to conditions within the Club's constitution at all times.

- WGC will ensure that new staff & volunteers working with children will be inducted into the Club through a clear induction process.

The induction process will provide staff and volunteers with the tools needed to provide a safe, friendly and welcoming environment for children and youth, the Club's Child and Youth Protection Policy, its procedures and their rights and responsibilities, harm and disclosure procedures, reporting and grievance procedures and the roles of Management and other key personnel and staff.

- Training for staff and volunteers is for the purpose of enhancing skills and knowledge to enable role effectiveness, reduce risks and the potential for exposure to risks together with ensuring a safe, friendly and welcoming environment for children and youth is supported and encouraged. All staff and volunteers are required to be vigilant in seeking to identify and deal with any inappropriate behaviour.

- The Club may use online training materials which help staff and volunteers to identify and manage risks with ongoing training provided for all Club staff and volunteers. The Club aims to support and encourage improvement from continuous learning. Training will be planned and may be offered informally (through on-the-job supervision, a buddy system or self-paced learning) or formally (through TAFE, First Aid or industry accreditation).

[3. Procedures for handling disclosures and suspicions of harm](#)

When there is a disclosure or suspicion of harm, WGC will respond professionally and in the best interests of the child or youth and will be dealt with promptly, seriously, sensitively and confidentially.

Upon receiving a disclosure of harm, the expected response is to:

- Stay calm; not react critically.

- Believe the child or youth.

- Reassure the child or youth that the disclosure or suspicion will be dealt with properly and professionally.

- Ask non-leading questions to gather adequate information.

- Ask only enough questions to determine the need to report the matter to the Police.

- Follow Club procedure in reporting the disclosure or suspicion of harm to management to the **Child Protection Officer** for appropriate action.

- Following a disclosure or suspicion of harm WGC will determine whether the allegation should be reported to the Police. As soon as possible, all alleged incidents will be reported to **the President and/or General Manager (or in their absence, those acting in their role) by the Child Protection Officer for further enquiry**. All alleged incidents should be responded to by Management within 24 hours. If the alleged incident is of an illegal or

criminal nature the Club will respond immediately by reporting the alleged incident/disclosure immediately to the Police.

4. Managing breaches of the Child and Youth Protection Risk Policy

The Child Protection Officer in conjunction with Woolooware Golf Club Board of Directors will review all allegations or breaches of the Child and Youth Protection Policy and will take action to minimise the risk of further breaches.

If, or when, an allegation is made that a breach occurs the Club will:

- Advise all persons concerned what to expect and the process to take place.
- Provide all persons concerned the opportunity to give an account of the event.
- Record the details of the breach and the statements of all parties concerned.
- Ensure the matters of the breach, discussions of the breach and the outcome are kept confidential.
- Ensure an appropriate and suitable outcome.
- Review current policies and procedures to determine necessary potential amendments to the Policy.

When all information has been gathered, the Club will decide the outcome which can include:

- Persons having been identified as breaching the Child Protection Policy will be supported, advised and guided through the relevant risk management protocol and procedure for thorough understanding.
- Provision of closer supervision.
- Further education and training.
- Mediation between all persons involved in the breach.
- Disciplinary actions if deemed necessary as a result of the breach review.
- Develop new procedures and protocols if necessary.

5. Compliance

Woolooware Golf Club will comply with legislation by ensuring that all staff and volunteers working with children and youth will undergo the Working With Children Check and obtain a clearance.

Staff and volunteers engaged by the Club who do not undergo a Working With Children Check will not be permitted to work with children under the age of 18.

The Club will maintain a confidential Working with Children register containing the personal details of staff and volunteers.

This register includes detail regarding:

- When the person applied and/or the date of issue of the Working with Children check.
- The expiry date of the Working with Children check.
- The renewal date (this will be set at least 30 business days before expiry to allow staff and volunteers to continue in their roles).

Staff and volunteers must submit a renewal application before the expiry date of their Working with Children check to continue working with children and youth.

The Club will maintain a written record of the following information for all staff and volunteers:

- Whether a negative notice has been issued
- Any change in status to a Working with Children check (e.g., a change in police information, the positive notice and any cancellation or suspension)
- When there is a change in police information
- Any changes of personal information of staff member or volunteer
- Where a staff member or volunteer ceases to be engaged.

6. High risk activities and special events

Woolooware Golf Club in its intent to welcome children and youth in inclusive participation acknowledges certain environmental factors that are considered high risk for young people.

The Club extends its culture of inclusion and protection to participants engaged in competition from other Clubs and activities from external and community organisations.

The Club will manage risks through:

- Ensuring that parents and carers are well informed to enable decisions regarding travel and attendance.
- Developing standard set procedures to identify risks associated with travel and attendance at venues other than our Club.
- Requiring event organisers to understand the required commitment to providing a safe environment through risk management and assessment procedures and practices.
- A travel plan and contact information and procedures will be communicated to everyone involved.

7. Strategies for communication and support

A copy of the Club's Child and Youth Protection Policy will be provided to all current volunteers and staff and to all new staff and volunteers upon commencement. A copy will be located on the noticeboard at the golf professional shop and on the Club's website.

8. Rights and expectations of parents and caregivers

Parents and caregivers place their children into sport and sporting activities to build character, develop skills, learn teamwork and sportsmanship and to have fun. Parents and caregivers assume, and should expect, their children will be provided with a safe, friendly and welcoming environment. Parents and caregivers have an awareness of the potential for harassment and abuse in sport and understand their children can potentially be exposed to risk of unsafe practices.

The Club understands this and acknowledges its role in a professional capacity to be responsible for minimising and limiting the potential for harm. The Club aims and intends to work in partnership with parents and caregivers to ensure children and youth experience a positive sport environment free from risk and/or harm.

The Club, parents and caregivers will do this by:

- Maintaining open and transparent communication.
- Communication between parents and caregivers and coaches and club officials will be conducted freely, without prejudice and/or recriminations.
- Voice objection courteously using language and attitude which contributes to a positive and safe environment.
- Report incidents of aggression, offensive language and inappropriate actions to the **General Manager and or Child Protection Officer**.
- Engaging in positive actions, language and behaviour only to set a positive example to children and youth.
- Treat all persons with respect and courtesy.
- Encourage and support all attempts for children and youth to learn, train and compete to their personal bests.
- Physical contact should only be made to aid coaching and/or instruction after a verbal explanation is provided first. Permission for contact must be gained in advance.
- Congratulating a junior and positive encouragement should be provided verbally and in a group environment.

- Comforting a junior should use positive language.
- Coaching and/or instruction should always be conducted in an open environment in sight of at least one other adult.
- A designated procedure for the arrival and collection of juniors should be pre- arranged. If a parent/carer is not present at the designated collection time, which shall be no later than the closing of the Golf Shop, the junior must wait in the clubhouse until the person collecting them arrives.
- Parents and carers are required to provide written consent for their children to be photographed and/or filmed, or clubs using social media to promote junior events and happenings, are to use prescribed club consent forms.

9.Smoking and Alcohol

Strict adherence to smoking, alcohol and banned substances legislation is to be practised and promoted.

Adopted by the Club Board of Directors 27th July 2023.