

Purpose

The Howlong Golf Resort (“HGR”) Child safe policy has been developed to demonstrate our strong commitment to the safety and welfare of all children and young people who attend our facility and outlines the framework of policies and procedures put in place to ensure compliance with all relevant laws, standards and relevant child protection regulations.

To ensure our Child Safe policy, standards and processes are child focused our Child Safe policy has been developed in consultation with our junior members, their Parents/Caregivers and the wider community.

Commitment to Child Safety

All children and young people who are attending Howlong Golf Resort have a right to feel and be safe, in an environment that is child friendly, fun and child safe with focus on minimising risk of abuse or misconduct.

HGR has a zero tolerance for child abuse. The welfare of children and young people whilst in our care will be our first priority. Our programs and activities aimed at children and young people will always be carried out in the best interests of the child.

Our commitment to child safety is based on the National Principles for Child Safe Organisations.

Standard 1 Child safety is embedded in organisational leadership, governance and culture

Standard 2 Children participate in decisions affecting them and are taken seriously

Standard 3 Families and communities are informed and involved

Standard 4 Equity is upheld and diverse needs are taken into account

Standard 5 People working with children are suitable and supported

Standard 6 Processes to respond to complaints of child abuse (or other concerns) are child-focused.

Standard 7 Staff are equipped with the knowledge, skills and awareness to keep children safe, through continual education and training

Standard 8 Physical and online environments minimise the opportunity for abuse or other kinds of harm to occur.

Standard 9 Implementation of the Child Safe Standards is continuously reviewed and improved

Standard 10 Policies and procedures document how the organisation is child safe

These standards guide the development and review of our policies, procedures, systems and practices to protect the children and young people attending our Resort from abuse and other harm.

Children’s Rights to Safety and Participation

Howlong Golf Resort encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to ‘have a say’ about things that are important to them.

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

Other interacting policies and legislation

Howlong Golf Resort regularly reviews their policies and procedures including our Child safe policy to ensure compliance with relevant legislation, best practice and governance requirements. This Child safe policy should be read in conjunction with other HGR policies and governance including (but not limited to):

- By-laws
- Constitution
- Diversity & Inclusion Policy
- Code of Conduct
- Child Safe Code of Conduct
- Interacting with Children Policy
- Working with Children's Check Policy
- Responding to and Reporting Child Safety Incidents or Concerns

As well as any other policy adopted by Howlong Golf Resort from time to time and as provided.

The relevant child protection legislation and standards that are applicable to HGR as a child safe sporting organisation:

- Child Safe Standards
- Children and Young Persons (Care and Protection) Act 1998 (NSW);
- Child Protection (Working with Children) Act 2012 (NSW);
- Child Protection (Working with Children) Regulation 2013 (NSW);
- Children's Guardian Act 2019 (NSW);
- Failure to Protect Offence
- Crimes Act 1900 (NSW); and
- Civil Liability Act 2002 (NSW).

As well as any other relevant Federal or NSW specific standard or legislation which may be introduced from time to time.

Who does the Child safe policy apply to?

Our Child safe policy has been developed in collaboration with committee members, children and young people who attend HGR activities and parents.

This policy applies to all individuals including but not limited to:

- Directors
- Employees (referred to as team members)
- Contractors
- Coaches
- Committee members
- Volunteers
- Parents/Care givers

Our responsibilities

Child Safety and protection is everyone's responsibility. All individuals to which this policy applies have a role and responsibility in relation to child protection and must all:

- Understand the indicators and risks of child abuse
- Comply with our Child Safe Policy, Child Safe Code of Conduct and other relevant policies and procedures
- Understand and follow all applicable laws in relation to the protection of children and report or management of child and young people safety concerns; and
- Appropriately act on any child safety incidents or concerns

Additional and/or Role specific responsibilities:

Team members

- undertake all relevant training upon commencing employment as well as refresher training scheduled by Howlong Golf Resort
- obtain and maintain a current working with children's check (if relevant for your role) and immediately notify a Child protection officer if working with children's check is no longer valid for any reason
- Read and understand all company policies, procedures, standards and guidelines and seek clarification from a supervisor or manager if I am unsure of anything

Managers/Supervisors

- Lead by example, comply with this code, company policies and all laws that apply in your area of responsibility
- Build team's knowledge of and compliance with this code and all relevant laws
- Provide an environment where people feel comfortable raising concerns or making reports

Volunteers, coaches and contractors directly involved in junior activities

- undertake all relevant training upon commencement as well as undertake refresher training scheduled by Howlong Golf Resort
- obtain and maintain a current working with children's check and immediately notify a Child protection officer if working with children's check is no longer valid for any reason

Board of Directors

- undertake all relevant training upon commencement as well as undertake refresher training scheduled by Howlong Golf Resort
- Assist HR Manager and General Manager with response to child safe incident reports

Child Protection Officers

The following Howlong Golf Resort team members are nominated as the Child Protection Officers:

POSITION	PHONE	EMAIL
HR Manager	(02) 6026-5321	elise@howlonggolf.com.au
General Manager	(02) 6026-5321	gm@howlonggolf.com.au

The Child Protection Officers are a point of contact for raising child safety concerns, increasing child protection awareness with team members, volunteers and the wider community.

As Child Protection Officers these roles have additional child safety responsibilities as follows:

HR Manager

- First point of contact for all child safety incidents and/or concerns
- Undertake mandatory reporting;
- Coordinate Howlong Golf Resorts response to child safety incidents in conjunction with the General Manager and Board of Directors
- Maintain Child Safe relevant policies and procedures
- Recruitment in accordance with all child safe related legislation and policies
- Obtain the working with children check (WWC) from relevant employees and volunteers, undertake initial verification on WCC as well as periodic audit of WWC
- Monitor compliance with this policy and maintain all records relevant to the policy including
 - Policy acknowledgements
 - Working with children check clearance verifications and register
 - Mandatory report register – including reports, investigation outcomes and/or criminal convictions
- Develop and implement Child safe training and conduct sessions (in person or via online learning) with all new onboarding

- All team members and Directors
- Volunteers, coaches and contractors involved in children and young people's activities

As well as ensure refresher training is undertaken annually or following an incident with the above.

General Manager

- Overall responsibility for ensuring Howlong Golf Resorts compliance with Child Safe legislation and policies
- Keep abreast of all legislation updates and requirements and notify HR Manager and Board of Directors of any changes
- Assist the HR Manager in review of all policies, incidents, reports and responses
- Reporting contact if the concern relates to the HR Manager

President

- Reporting contact if the concern relates to the General Manager
- Escalation point, if required, for child safety concerns

Contact details for the Howlong Golf Resort President can be obtained by contacting reception (02) 6026-5321.

Definitions

Child & Young person

For the purposes of our Child safe policy and as defined in the Children and Young Persons (Care and Protection) Act 1998 (NSW) a Child is defined as a person who is under the age of 16 years old and a young person as a person aged 16 or 17 as defined in the Care and Protection Act.

Please note however that for the purposes of Reportable conduct, working with vulnerable people registration obligations and failure to protect and reporting to police Howlong Golf Resort will follow the Crimes Act 1900 (NSW) which defines a child as a person under the age of 18.

Child Safe Incidents and concerns

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse as well as neglect. Child abuse can occur whenever there is actual or potential harm to a child. All forms of abuse will be referred to as Child Safe incidents or concerns. For further definitions refer to the Failure to Protect Offence and Criminal Acts 1900.

Policy publication and review

Our Child safe policy has been reviewed and endorsed by the Howlong Golf Resort Board of Directors. The Child Safe Policy and child safe statement are available on the policy section of our website.

All Child safe policies, standards and procedures will be reviewed annually.