



NATIONAL PRINCIPLE 10

Policies and procedures document how the organisation is safe for children and young people





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GLOSSARY OF TERMS

Child Safeguarding

Child Safeguarding relates to the actions taken by organisations to promote the safety and wellbeing of children and young people in it's care, to protect them from harm.

Children and young people

Those involved in your SSA who are under the age of 18 or fit into a youth category.

Child Safety Code of Conduct

A document that provides guidelines for everyone involved in organisations (including staff and volunteers and children and young people) to understand their expected behavioural standards and responsibilities.

National Principles

The National Principles for Child Safe Organisations (National Principles) reflect the ten child safe standards (standards) recommended by the Royal Commission into Institutional Responses to Child Sexual

Abuse and were endorsed by all Commonwealth, state and territory governments. The National Principles are the vehicle for giving effect to recommendations relating to the standards. The National Principles aim to provide a nationally consistent approach to creating organisational cultures that foster safety and wellbeing.

SSA

State Sport Association.

Staff and volunteers

All people undertaking paid or unpaid work within your SSA.

True Sport

True Sport provides a framework for a long-term sustainable approach to safeguarding, support and equip the sports industry from now and into the future. Its all about creating the environment for sport in WA that allows the industry to thrive and prosper for generations to come.



KEY ACTION AREA 10.1:

Policies and procedures address all National Child Safe Principles.

OVERVIEW

It is important for your SSA policies and procedures to address all of the National Principles for Child Safe Organisations. This can be achieved by the following:

- Establishing a clear framework of policies and procedures that guide your organisation's implementation of child safe practices and environments
- Your SSA creating and implementing a Child Safety Code of Conduct ([see Fact Sheet 1.4](#)), a risk management strategy ([see Fact Sheet 1.5](#)), and a feedback and complaints procedure ([see National Principle 6 resources](#))
- Having clear procedures for your SSA's staff and those who manage volunteers, which includes recruitment ([see Fact Sheet 5.1](#)), education and development ([see National Principle 7 resources](#)), as well as ongoing supervision ([see Fact Sheet 5.4](#)) and disciplinary matters ([see National Principle 6 resources](#)).



EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 10.1	<p>The SSA has a clear framework of policies and procedures that guide the organisation's implementation of child safe practices and environments.</p>
	<p>The SSA has a Child Safety Code of Conduct, a risk management strategy, and a feedback and complaints procedure.</p>
	<p>The SSA has clear procedures for staff and volunteer management (including recruitment, education and development), ongoing supervision and disciplinary procedures.</p>

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KEY ACTION AREA 10.2:

Policies and procedures are documented and easy to understand.

OVERVIEW

It is important for your SSA policies and procedures to be documented and easy to understand, to enable clarity for everyone about what is being done to help keep children and young people safe.

Your SSA policies and procedures will only enable safer environments for children and young people if they are understood by everyone and then implemented. Therefore, it is essential that staff and volunteers are informed and educated about your SSA child safety and wellbeing policies and that these are discussed regularly during meetings and in staff and volunteer reviews.

In order for your SSA policies and procedures to be understood (which will increase the likelihood of effective implementation), it is important they are clear, easy to understand and accessible to everyone. This includes your SSA staff and volunteers, families, children and young people.

Different groups of people may require different formats or versions of these policies and procedures, which is something your SSA needs to consider and action accordingly. To assist in understanding whether separate versions are required, your SSA can seek feedback during engagement and communication with each group ([see National Principle 2 and 3 resources](#)).

It is important for your SSA policies and procedures to enable the inclusion of everyone including:

- Aboriginal and Torres Strait Islander children and young people
- Children and young people with a disability
- Children and young people from culturally and linguistically diverse backgrounds
- Those who are unable to live at home
- Lesbian, gay, bisexual, transgender and intersex children and young people.

It is useful for SSA documents to make clear reference to additional considerations or specific strategies that help ensure the safety and participation of the above-mentioned groups ([see National Principle 4 resources](#)).

The strategies your SSA identifies to assist with this inclusion need to be implemented and the outcomes monitored ([see National Principle 9 resources](#)).



EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 10.2	SSA staff and volunteers are trained in the child safety and wellbeing policies, and these are discussed in meetings and reviews.
	SSA policies and procedures make clear reference to additional considerations or specific strategies around safety and participation of groups of people identified as being at particular risk of not being included.

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KEY ACTION AREA 10.3:

Best practice models and stakeholder consultation informs the development of policies and procedures.

OVERVIEW

It is important that your SSA child safety and wellbeing policies and procedures are informed by best practice models and stakeholder consultation. This can be achieved by seeking input from everyone involved in your SSA (including staff, volunteers, children and young people, and families) to inform the development of those policies and procedures. This input can take a variety of forms, including:

- Surveys
- Informal discussions
- Focused meetings.

Input on the following questions needs to be considered in the development of your SSA child safety and wellbeing policies and procedures:

- What do people know about the measures your SSA has in place to keep children and young people safe?
- What suggestions do people have for your SSA to create safer environments for children and young people?
- What do people think they should do if they are concerned a child or young person is at risk of harm?
- What suggestions do people have to assist your SSA in helping everyone to understand what they need to do if they are concerned that a child is at risk of harm?



EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 10.3	<p>The SSA uses a variety of methods to involve everyone in the development of child safety and wellbeing policies and procedures (eg via surveys, informal discussions and meetings).</p>
	<p>The SSA regularly asks everyone involved in the organisation about current measures in place to keep children and young people safe and what they should do if they are concerned a child or young person is at risk of harm, to identify their awareness and understanding of the SSA's child safety policies and procedures.</p>

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November 2023

KEY ACTION AREA 10.4:

Leaders champion and model compliance with policies and procedures.

OVERVIEW

It is important for your SSA leaders to champion and model compliance with child safety and wellbeing policies and procedures. This will encourage others to follow and implement those policies and procedures ([see National Principle 9 resources](#)), which in turn will create safer environments for children and young people.

Your SSA leaders need to put the best interests of children and young people first at all times, and this needs to be communicated across the organisation and highlighted so that everyone is aware that this is occurring. Children and young people are likely to feel more respected and valued as a result of this approach, which will increase their understanding of their rights and safety within your SSA.

Building a culture in which everyone is aware of how they can speak up and raise concerns, and feel safe to do so, is essential. An important step towards this is to have leaders in your SSA supporting people to safely disclose concerns they may have about the safety of children or young people and being responsive to those concerns ([see National Principle 6 resources](#)).

Making people within your SSA feel that their voices are heard on day-to-day matters will mean they are more likely to consider sharing sensitive information such as a disclosure or suspicion of abuse. To demonstrate this culture, it is essential that your SSA leaders are open and responsive to general suggestions and complaints.



EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 10.4	Leaders within the SSA raise awareness of the need to comply with child safety policies and procedures, while demonstrating their own compliance and encouraging staff and volunteers to follow suit.
	Leaders within the SSA put the best interests of children and young people first at all times.
	Leaders within the SSA are open and responsive to suggestions and complaint handling, and support anyone to safely disclose any concerns they may have.

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KEY ACTION AREA 10.5:

Staff and volunteers understand and implement policies and procedures.

OVERVIEW

It is important your SSA staff and volunteers understand and effectively implement child safety and wellbeing policies and procedures. Understanding policies and procedures is required to enable implementation, and implementation is essential to the actions that are needed to help keep children and young people safe.

Child safe practices need to be consistently delivered and applied across your SSA and also aligned with all of its policies and procedures, including [cultural safety](#). Your SSA needs to regularly survey leaders, including managers, board members, administrators, and volunteers about their understanding of child safety and wellbeing policies, procedures and practices. If the results of the survey highlights that there is a lack of understanding, your SSA needs to take steps to increase the understanding.



EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 10.5	Child safe practices within the SSA are consistent and compliant with child safety and wellbeing policies and procedures, including cultural safety.
	The SSA regularly surveys leaders, including managers, board members and administrators about their understanding of child safety and wellbeing policies, procedures and practices. If the awareness of these policies and procedures are low, steps will be taken to increase this understanding.

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