

Child Safe Risk Management

Child-related organisations have a **legal and ethical** responsibility to create an environment where children and young people are safe from harm and abuse. At Surf Life Saving NSW (SLSNSW), keeping children and young people safe is a shared responsibility. All Surf Life Saving Clubs (SLSC) are responsible for implementing the [NSW Child Safe Standards](#) to reduce the risk of harm and abuse to children and young people.

The following are two ways that clubs can monitor the implementation of the NSW Child Safe Standards and their Child Safe Risk Management strategies.

1. Complete the **Office of the Children's Guardian Child Safe Self-Assessment**, to identify areas of strength and opportunities for improvement in how your club implements the NSW Child Safe Standards.
2. Complete this **SLSNSW Club Child Safe Risk Management Document** as part of your Child Safe Risk Management strategies to meet the NSW Child Safe Standards. This resource is particularly in relation to Standard 8, which aims to manage the 'physical and online environments to minimise the opportunity for abuse (or other kinds of harm) to occur.'

What is the SLSNSW Club Child Safe Risk Management Document?

This **Club Child Safe Risk Management Document** supports club executives and Child Safe Coordinators to:

- **Review club practices** in line with NSW Child Safe Standards
- **Identify strategies** to help improve child safe practices in your club
- **Reduce the risk** of harm and abuse for children and young people
- **Consider risk factors** such as physical and online environments, supervision levels, vulnerable groups, screening volunteers and staff, communication with CYP, parents/guardians, training and monitoring of the Child Safe Policy and Guideline
- **Implement a preventative approach to child safety** to reduce the likelihood of inappropriate behaviour occurring by:
 - Increasing the effort required for inappropriate behaviour to be carried out
 - Increasing the risks of perpetrators being caught
 - Making it harder for perpetrators to excuse or dismiss inappropriate behaviour

How to use the SLSNSW Club Child Safe Risk Management Document

1. Work through each section of the document.
2. Tick the mitigation strategies you already have in place to manage the risk factor.
3. Where relevant, include examples or further information relating to the mitigation strategy.

What other tools are available to support clubs with Child Safe Risk Management?

The **SLSNSW Child Safe Activity Planning Guide (CSAPG)**:

- Provides a guide to planning activities involving children and young people (CYP) under the age of 18yrs.
- Includes potential child safe risk areas, strategies to manage the risks and a template activity information letter to assist communications with participants, parents/guardians.
- Should be used every time you organise an activity that includes CYP including social events, day trips, overnight stays or carnivals where the team is travelling as a club. (A new Child Safe Activity Planning Guide should be completed even if the activity has been run previously)

To get the most out of this Child Safe Risk Management Document we recommend you work through it as a club executive and include your Club Child Safe Coordinator.

Support is also available from the SLSNSW team to facilitate the process.

Please contact Member Services on memberservices@surflifesaving.com.au

Terms and Definitions used in the Club Child Safe Risk Management Document

Activity – any competition, activity or event run by your club including social events, day trips, overnight stays or special events.

Child Safe Coordinator – is the main point of contact for all communication regarding the club's child safe information. They are responsible for overseeing the club's implementation of the child safe requirements.

CSAPG – SLSNSW Child Safe Activity Planning Guide.

CYP – children and young people under 18 years of age.

Consent form – written permission from a parent/guardian for CYP to participate in an activity (e.g. consent to attend a program, consent to travel and transport, consent for taking and/or publishing photos and video).

MPIO – Member Protection Information Officer – the person who provides information on the complaints procedures and is the first point of contact in the club for enquiries, concerns or complaints about harassment, abuse or other inappropriate behaviour.

Natural Surveillance – the ability to see into and out of an area. This includes the placement of physical features, activities, and people in ways that maximize the ability to see what is happening and who may be in each space. This includes the placement of clear windows and open areas to provide clear lines of sight.

Parents/guardians – the person responsible for the primary care of the CYP and/or signs the SLS Club membership forms for/with the CYP.

Supervisors – volunteers who organise the activity or provide supervision for adult and CYP members during the activity.

Volunteers – club members who volunteer to organise or facilitate a club activity.

WWCC – a 'Working with Children Check'. More information can be found in the [Working with Children Requirements](#) information on the SLSNSW website.

Checklist for Prevention and Mitigation Strategies	Examples and/or Further Actions	✓
Increase the effort for inappropriate behaviour to be carried out		
Screen Applicants and Deflect Offenders – Child Safe Standards 1,5,7,9,10		
1. Has the club signed the SLSA Child Safe Commitment Statement and published it on the club website?		
2. Is the SLSA Child Safe Policy (6.04) available on the club website?		
3. Recruitment and Screening volunteers – Does the club state the requirement for volunteers, engaged in child-related activities, to hold a Working with Children Check (WWCC) and/or the requirement to complete the online Child Safe Awareness course?		
4. Does the club: <ul style="list-style-type: none"> - Verify the WWCC's of ALL volunteers required to hold one? - Re-verify WWCC's when they are renewed? 		
5. Are all WWCC recorded and updated in SurfGuard?		
Modify the Physical Environment – Child Safe Standards 1,2,3,8		
1. Where possible, has the club modified the physical environment to assist in natural surveillance?		
2. Has the club closed off, barricaded or locked all secluded areas such as closets, equipment rooms, storerooms, or areas which are out of sight?		
3. Are there rules and/or signage in place to ensure any secluded areas (examples listed above) are 'out of bounds' ?		
4. Are the doors and windows at the club transparent (i.e. have clear glass) to assist natural surveillance?		
Increase the chance of an offender being caught		
Extend Guardianship – Child Safe Standards 1,2,3,4,8		
1. Empower and consult – Does the club encourage and support the inclusion of parents/guardians, families, and children in programs and in decision making?		
2. Empower CYP – Does the club encourage and support children to have a voice and speak up if they do not feel safe?		
3. Empower CYP – Inclusion and Diversity – Does the club provide child safe information and support to meet disability, cultural and religious needs? E.g. clubhouse accessibility, ability to choose clothing on gender or cultural needs.		
4. Communication and consent – Are parents/guardians included in all communications with CYP? e.g. copied into emails, approve inclusion and/or are included in groups such as WhatsApp, Facebook.		
5. Consent – Does the club gain written consent from parents/guardians and CYP for activities for example: <ul style="list-style-type: none"> - Transport - Taking/publishing photos or videos 		

Assist Natural Surveillance – Child Safe Standards 1,2,3,6,7,8		
1. Lighting – Are areas at the club and surrounding areas well lit? e.g. gym entry, bathrooms.		
2. Open Plan spaces – Where possible, are rooms and spaces where children interact with adults designed with open plan layouts to allow for line-of-sight supervision? (e.g. club rooms, first aid room)		
3. CYP feedback – Does the club ask and encourage CYP to identify areas or activities where they do not feel safe?		
4. Transparent windows and doors – Does the club ensure that interior windows are not obscured with posters, frosted glass, etc?		
5. Supervision – Does the club: <ul style="list-style-type: none"> - Provide adequate supervision of CYP which always includes at least 2 approved adults? - Identify and inform members that isolated areas are 'out of bounds' for CYP unless they are supervised by approved persons e.g. either the child's parent/guardian, or 2 adults who are approved to work with children 		
6. Random safety checks – Does the club allocate volunteers or supervisors to carry out random checks of obstructed and out-of-the-way locations e.g. dressing rooms, first aid rooms, or areas away from main buildings?		
Reduce Anonymity – Child Safe Standards 1,2,3,4,5,6,7,8,10		
1. Identification – Are all club volunteers easily identifiable to CYP, parents/guardians and families because of their uniforms or name badges?		
2. Feedback and Complaints – Does the club encourage feedback on all areas, including about staff/volunteers, the environment and the club's organisational culture?	SLSA online reporting procedures	
Make it harder for perpetrators to excuse or dismiss inappropriate behaviour		
Set Rules – Child Safe Policies and Procedures – Child Safe Standards 1,2,3,4,5,6,7,8,9,10		
1. Code of Conduct – Does the club have codes of conduct that describe expected behaviours when interacting with children?	SLS Child Safe Policy – 6.04 SLS Child Safe Guideline	
2. Implement Policies and Procedures – Are the Child Safe Policy, Guideline and Code of Conduct implemented and monitored consistently?		
3. Consequences for breaches of Child Safe Policy or Code of Conduct – Does the club provide information for volunteers, CYP and parents/guardians about possible outcomes if the Child Safe Policy, Guideline and Code of Conduct are breached?	SLS Child Safe Policy – 6.04	
4. Clear roles – Do volunteers have role descriptions outlining their duties and responsibilities?		

<p>5. Support and Feedback – Does the club provide information and opportunities for feedback to/from CYP, parents/guardians and volunteers. For example, does the club provide,</p> <ul style="list-style-type: none"> - Pre-activity written information and briefings either face to face or online? - Opportunities for post-activity feedback – written, face to face or online? 		
Training and Information – Child Safe Standards 1,2,3,4,6,7,9,10		
<p>1. Accessible information – Are the Child Safe Policy, Guideline, Code of Conduct and Child Safe information accessible to all members? e.g. online, on the club website, displayed at the club, communicated through social media or email</p>		
<p>2. New Members – Does the club provide new members with information regarding Child Safe Awareness and the code of conduct?</p>		
<p>3. Support and Resources for CYP – Does the club provide CYP with information and links to support services they can access if they feel unsafe or need to talk to someone about how they are feeling?</p>	Kids Helpline	
<p>4. Protective Behaviours for CYP – Does your club provide accessible protective behaviours information and/or training for CYP e.g. Before and during activities, what behaviours are appropriate from adults, what to do if CYP feel unsafe.</p>		
Governance and leadership – Child Safe Standards 1,2,3,9,10		
<p>1. Policies and Procedures – Does the club follow the SLSA Member Protection Policy and Complaints Handling Policy for disciplinary procedures for breaching the Code of Conduct?</p>		
<p>2. Leadership – Do club leaders provide support and guidance about child safe best practices in the club environment. E.g. Does the club,</p> <ul style="list-style-type: none"> - Have an MPIO and a Child Safe Coordinator? - Provide all members and CYP with contact details for the MPIO? - Include ‘Child Safe’ as an agenda item for the club AGM, committee, club and parent/guardian meetings? - Provide information and training for all club position holders about what to do if they suspect or witness potential harm to children? e.g. executive, coaches, trainers, age managers 		
<p>3. Child Safe Risk Management – Does the Club conduct a Risk Assessment or use the Child Safe Activity Planning Guide (CSAPG) before conducting activities including CYP under 18 years?</p>		
<p>4. Feedback and Complaints processes – Is there support for members who make complaints or allegations?</p>	SLSNSW Member Assistance Program (Converge International) is available to all members by calling 1300 687 327	

Online Environment – Child Safe Standards 1,6,7,8,9,10

<p>1. Promote and implement the Code of Conduct – Does the club inform and remind members about prohibited online behaviour including:</p> <ul style="list-style-type: none"> • Adult members or supervisors must: <ul style="list-style-type: none"> - Avoid communications and private messages with CYP on personal social media platforms, mobile phones and emails - Gain consent from the CYP parent/guardian, if communication with a CYP is required - Try to communicate through the CYPs parent/guardian - Communicate with CYP only about issues directly related to the activity e.g. advising that training is cancelled. - Communicate in group texts, not one to one with CYP • Uploading and sharing images (e.g. photos or videos) of a CYP MUST have written consent from the parent/guardian and, if possible, the CYP as well. • Inform the CYP parent/guardian and your club if a CYP communicates with you outside your role. Respectfully inform the CYP the contact is not appropriate. 		
<p>2. Confidentiality and Authorised access to CYP information – Does the club ensure access to SurfGuard, SurfCom or SEMS Is restricted to appropriate personnel and updated when personnel changes occur?</p>		
<p>3. Managing Club Memberships – Does the club follow the guidance in the SLSA IT Systems Guide for Season Close & Start of Season Tasks to effectively manage the club's memberships?</p>		