

CHILD SAFE ENVIRONMENT POLICY

CHESS LIFE ACADEMY

July 2022

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Introduction

Chess Life Academy is committed to child safety and the provision of an environment where children and young people are treated with respect and protected from harm. This policy outlines the standards of behaviour and practices that Chess Life Academy has implemented for staff working or volunteering with children and young people. It complies with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and aligns with the National Principles for Child Safe Organisations.

Scope of Policy

This policy applies to all employees and volunteers at Chess Life Academy.

Child Safe Environment

A Child Safe Environment is one where the safety and wellbeing of the child or young person is considered; where the child or young person is encouraged to have fun and participate in chess and its activities; where the child or young person feels valued and respected and is comfortable about expressing opinions on things that are important to him / her; and where the child or young person feels safe to speak if they are concerned about something.

To promote this environment, we will:

- Ensure that all employees and volunteers are aware of the Child Safe Policy and the Procedures and Guidelines for Working with Children (**Appendix A**) and be committed to ensuring that the class is a safe environment for young members
- Promote and enforce our codes of behaviour, particularly for roles associated with children, young people, parents, coaches, and volunteers (**Appendix B and F**)
- Ensure that instruction, supervision and participation of children and young people is appropriate to their age and maturity level.
- Ensure that children and young people are treated respectfully by employees, volunteers, adult members, coaches, officials, and other students.
- Ensure that rules of Fair Play are encouraged and practiced by all.
- Ensure that children and young people know what behaviour is considered appropriate within the club environment.
- Encourage and involve children and young people and provide an environment in which they feel enabled to voice any concerns. We do this by:
 - asking children and young people to complete a quarterly survey
 - advising children and young people using age appropriate language, that they can provide us with feedback or make a complaint either verbally or via email.
- Choose suitable volunteers and coaches and provide supervision and support to develop their skills.

Harassment and Bullying

Chess Life Academy opposes all forms of harassment, discrimination, and bullying. We take this issue seriously and encourage management and coaches to take a stand against bullying behaviour when they see it. Individuals who believe that they, or another person, have been harassed, discriminated against, or bullied are encouraged to advise Chess Life Academy staff or school staff member.

Employees and Volunteers Working with Children

All Chess Life Academy employees and volunteers over the age of 14 years working with children and young people are required to hold a current and valid “Working with Children Check” issued by the Department of Human Services Screening Unit. Prior to commencement with Chess Life Academy, prospective coaches will need to undertake a referee check as part of their job interview process to establish their experience and appropriateness in working with children. Commencement of the job will include adhering to the Code of Conduct.

If Chess Life Academy becomes aware of certain information regarding an individual, including serious criminal offence, child protection information or disciplinary or misconduct information, this will be immediately reported to the Department of Human Services Screening Unit.

All employees and volunteers will undertake a tri-annual Mandatory “Responding to Abuse and Neglect” online course to understand their reporting obligations as part of being a mandated notifier and Chess Life Academy ensures that there are opportunities for training and education to support their employees to meet their obligations.

Awareness of Harm or Risk of Harm and Reporting Requirements

All Chess Life Academy staff and volunteers including coaches, officials and those who hold a management position are considered a Mandated Notifiers. Mandated notifiers have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they suspect on reasonable grounds that a child is or may be at risk of harm or SA Police on 000 if immediate risk. The mandated notifier who identifies the harm is the person who must make the report to authorities.

A mandated notifier does not have to prove that harm has occurred. Reasonable grounds to report harm or risk of harm may include:

- When a child tells you they have been harmed,
- When your own observations of a particular child’s behaviour and or injuries lead you to suspect a child is or may be at risk of harm.
- A child telling you they know of a person who has been harmed (they may possibly be referring to themselves),
- When you hear about it from someone who can provide reliable information.

Chess Life Academy offers support to staff and volunteers when making a report to the authorities if required. An internal report is required to Chess Life Academy Management as well as the school representative following a report of harm or risk of harm authorities.

To ensure the ongoing safety of children and young people, if a staff member has caused harm to a child or young person they will be removed from roles that have contact with children and young people until authorities have concluded their investigation.

We will provide ongoing support to a child or young person following a report having been made to authorities by:

- continuing to provide a service to the child or young person and their family and monitoring their

circumstances

- displaying information about services that can assist children, young people and their families (such as the Kids Helpline on 1800 55 1800 and Youth Helpline on 1300 13 17 19) in areas accessed by them.

Chess Life Academy educates staff about their role and responsibilities to report and respond appropriately. Strategies include:

- All staff to read and understand the Mandatory Notification Information Booklet(see: www.dhs.sa.gov.au/cse)
- All staff to complete the online SMART (Strategies for Managing Abuse Related Trauma) training (see: <https://professionals.childhood.org.au/prosody/2015/07/smart-online>)
- All staff to attend a 'Safe Environments: Through Their Eyes' training course
- Child safety as a standing item on meeting agendas.

The Mandatory Notification Information Booklet provides easy-to-understand information about children or young people at risk of harm. To increase awareness of child safety matters; it is included as part of the Chess Life Academy policies and procedures.

Chess Life Academy support for employees and volunteers.

Chess Life Academy provides support and supervision, so people feel valued, respected, and fairly treated. We ensure that employees/volunteers who work with children have ongoing supervision, support, and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment. Our supervision, support, and training are done through the following activities:

- Induction – All staff is provided with an induction and receive a copy of the induction manual
- Child safe policy – All staff is provided with a copy of the Child Safe policy every year
- Weekly staff meetings to discuss the week that has been and the week ahead. Any questions or concerns can be raised in this forum
- Regular supervision sessions that include a focus on child safety, wellbeing, and development
- Regular communication through Whatsapp/phone to provide an immediate helpline if any situation requires clarification.
- All staff complete the 'Reporting Abuse and Neglect' course every 3 years
- Regular performance appraisals

Communication

Chess Life Academy will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy. This policy will be publicly available on our website. We also ask employees, to sign a written statement indicating that they have read and will abide by our child-safe policy. Chess Life Academy retain a copy of all signed statements.

Reporting and responding to complaints or feedback

Chess Life Academy will deal with all complaints and feedback promptly, sensitively and fairly. We encourage regular feedback through our quarterly survey, which can be completely anonymously as well as with their contact details. We also encourage open conversation with parents, children and young people through email, phone and our social media platform.

When a complaint or feedback is received, Chess Life Academy follows the following process:

- listen to the complaint/feedback and make a record of it
- advise the time expected for an outcome
- respond to the complainant with an outcome
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

Statement of Acceptance:

As an employee of Chess Life Academy I have read, understood and agree with this “Child Safe Policy” and the conditions described above.

At any time, expansion of duties is identified, appropriate measures will be taken to best meet new needs.

	Signature	Date
Name of candidate:		
Name of Direct Supervisor:		

Appendix A

Procedures and Guidelines for Working with Children

These guidelines are for coaches, management, volunteers, and other personnel in Chess Life Academy, to protect them from risk and to keep children safe.

Everyone must:

- comply with the standards of behaviour outlined in our policy
- treat others with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behaviour
- follow the guidelines outlined in this document if they wish to make a complaint or report a concern about possible harm or risk of harm to children and young people, discrimination, harassment, or other inappropriate behaviour.

Maintain appropriate boundaries:

Clear boundaries should be maintained by all employees/volunteers:

Physical boundaries:

- Only use physical contact that is appropriate for the development of a particular skill and meet the specific requirements of the sport for example a high five to encourage good learning
- Treat, prevent, or respond to an injury
- Always work within sight of others.

Emotional/verbal boundaries:

- Use positive and encouraging feedback on performance. (Avoid put-downs and other negative feedback)
- Adopt positive language behaviour (avoid bad or aggressive language that could intimidate a child or set a poor example.)

Social Boundaries:

- Do not socialize with athletes outside sporting functions but do attend sport-related events, fundraising events, annual meetings, and other celebrations etc.

Sexual boundaries:

- Do not have sexual relations with athletes you are coaching.
- Do not make sexual suggestions
- Do not touch athletes in ways likely to make them feel uncomfortable.

Avoid being alone with a child or young person:

To protect yourself and a child or young person from risk:

- Do not isolate yourself and a child and avoid being alone with any child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. other coaches, officials or parents/guardians.)

Transporting children and young people:

Ideally, all children and young people athletes should have their own transportation to and from events. You should only provide transport when:

- The driver is properly licensed to carry passengers
- Other players/parents/participants/guardians are in the vehicle
- The ride has been approved in writing by parents/guardians
- The ride is directly to/from the sporting activity.
- The vehicle has proper insurance and child seats/seat belts are correctly fitted.

Qualified personnel should attend to injuries:

Only persons who are qualified in administering first aid or treating injuries should attempt to treat an injury.

- Personnel should treat injuries where they are insight of others.

Other considerations include:

- The comfort level and dignity of the participant should be a priority
- Always report to parents any injuries incurred and treatment provided and document an incident.

Chess Life Academy will keep an injury register that will contain basic information about the time and date of the injury, where it occurred, the nature of the injury, the treatment provided and by whom, and whether further medical attention was required or recommended.

Photography

It is important that all employees and volunteers of Chess Life Academy understand the current advice about acquiring and using images of children.

Some key points include:

- Do not allow photographers (be they professional, spectators, coaches, media etc.) unsupervised or individual access to children and young people.
- Obtain the written consent of the parent/guardian and their agreement to be present before approving photo/video sessions.
- Ensure you inform the athlete and parents if you want to photograph or video the athlete as a tool to analyse and improve performance.
- If the photographs/videos are to be used generally, as a teaching tool or for promotional purposes, obtain the written consent of the parents that the photographs/video scan be used for those purposes. It should be noted that there are some people who visit sporting events to take inappropriate photographs of children and young people.

Maintain control

Being fair is also important because of the strong message it sends to young impressionable children and young people.

- Set up basic rules, make sure these rules are understood.
- Give positive messages
- Adopt a card system to express concerns with behaviour (rather than losing your cool!!) (eg a yellow card is a warning –a red card means they leave the firing point.)

Make sure parents are clear about collection of their children

Parents need to be responsible for the collection of their children.

A list of actions include:

- Have a register of parent/guardian emergency contact numbers.
- Ensure parents are aware of practice and club meeting times and when their children should be collected.
- Ask parents to collect their child from the clubroom where people will be present.
- Avoid the risk of being alone with a child –ensure a parent or coach is with you until the last child has left.

Appendix B

GENERAL CODE OF CONDUCT

Chess Life Academy expects high standards of behaviour from all people involved in chess. It is vital that the integrity of the sport is maintained in accordance with the Three guiding principles: Fairness, Respect, Responsibility.

Responsibility.

As a person required to comply with this policy, you must meet the following requirements regarding your conduct during any activity held or sanctioned by Chess Life Academy, and in any role you hold within Chess Life Academy.

Fairness:

- Operate within the rules and spirit of chess, promoting fair play over winning at any cost.
- Encourage opportunities for participants to learn appropriate behaviours and skills.
- Encourage participation in all aspects of the sport.
- Be fair, considerate, and honest in all dealing with others.

Respect:

- Treat each person as an individual.
- Be a positive role model.
- Display control, tolerance, and courtesy to all involved with chess.
- Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background, or religion.
- Do not use your involvement Chess Life Academy to promote your own beliefs, behaviours or practices where these are inconsistent with those of Chess Life Academy.

Responsibility:

- Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
- Act with integrity and accept responsibility for your actions.
- Make a commitment to providing quality service.
- Understand your responsibility, if you breach or are aware of any breaches of this Code of Conduct
- Ensure your actions contribute to a safe environment.
- Ensure your actions contribute to a harassment free environment.
- Do not tolerate violence or abusive behaviours.

Appendix C

COACH CODE OF CONDUCT

In addition to the General Code of Conduct, coaches must meet the following requirements regarding conduct during any activity.

- Always treat all athletes with respect. Be honest and consistent with them.
- Honour all promises and commitments, both verbal and written.
- Provide feedback to athletes in a caring sensitive manner to their needs. Avoid overly negative feedback.
- Recognise athletes' rights to consult with other coaches and advisers. Cooperate fully with other members of the public.
- Treat all athletes fairly within the context of their Chess skills, regardless of age, gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other condition.
- Encourage and facilitate athletes' independence and responsibility for their own behaviour, performance, decisions, and actions.
- Involve the athletes in decisions that affect them.
- Determine, in consultation with athletes and others, what information is confidential and respect that confidentiality.
- Encourage a climate of mutual support among your athletes.
- Encourage athletes to respect one another and to expect respect for their worth as individuals regardless of their level of play.
- At all times use appropriate training methods that in the long term will benefit the athletes and avoid those which could be harmful.
- Ensure that the tasks/training set are suitable for age, experience, ability, and physical and psychological conditions of the athletes.
- Be acutely aware of the power that you as a coach develop with your athletes in the coaching relationship and avoid any sexual intimacy with athletes that could develop as are assault.
- Avoid situations with your athletes that could be construed as compromising.
- Refrain from any form of sexual harassment towards athletes. Any physical contact with a person should be appropriate to the situation and necessary for the athlete's skill development.
- Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
- Respect the fact that your goal as a coach for the athlete may not always be the same as that of the athlete. Aim for excellence based upon realistic goals and due consideration for the athlete's growth and development. 18. Recognise individual differences in athletes and always think of the athlete's long term best interests.
- Help each athlete reach their potential.
- Set challenges for each athlete which are both achievable and motivating.
- At all times act as a role model that promotes the positive aspects of sport and of shooting by maintaining the highest standards of personal conduct and always projecting a favourable image of the sport of shooting and of coaching.
- Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your athlete.
- Encourage athletes and coaches to develop and maintain integrity in their relationship with others.

- Respect other coaches and always act in a manner characterised by courtesy and good faith.
- When asked to coach an athlete, ensure that any previous coach-athlete relationship has been ended by the athlete/others in a professional manner.
- Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
- Know and abide by TRA rules, regulations, and standards, and encourage athletes to do likewise. Accept both the letter and the spirit of the rules.
- Be honest and ensure that qualifications are not misrepresented.
- Be open to other people's opinion and willingness to continually learn and develop.

Appendix D

ATHLETES CODE OF CONDUCT

In addition to the General Code of Conduct, you must meet the following requirements regarding your conduct during any activity

1. always Give your best.
2. Participate for your own enjoyment and benefit.
3. Respect the rights, dignity and worth of fellow athletes, coaches, officials, and spectators.
4. Refrain from conduct which could be regarded as sexual or other harassment towards fellow athletes and coaches.
5. Respect the talent, potential and development of fellow chess members and competitors.
6. Care and respect the equipment provided to you as part of your program.
7. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
8. Conduct yourself in a professional manner relating to language, temper, and punctuality.
9. always Maintain high personal behaviour standards.
10. Abide by the rules and respect the decision of the adjudicator, making all appeals through the formal process and respecting the final decision.
11. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
12. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

Appendix E

ADMINISTRATOR (VOLUNTEER) CODE OF CONDUCT

In addition to the General Code of Conduct, you must meet the following requirements regarding your conduct during any Chess activity.

1. Be fair, considerate, and honest in all dealing with others.
2. Be professional in and accept responsibility for your actions. Your language, presentation, manners, and punctuality should reflect high standards.
3. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
4. Resolve conflicts fairly and promptly through established procedures.
5. Maintain strict impartiality.
6. Maintain a safe environment for you and others.
7. Be aware of your legal responsibilities.
8. Be a positive role model for others
9. Act honestly, in good faith and in the best interests of the sport.
10. Ensure that any information acquired, or advantage gained from the position is not used improperly.
11. Conduct responsibilities with due care, competence, and diligence.
12. Do not allow prejudice, conflict of interest or bias to affect your objectivity.

Appendix F

CHILD SAFE CODE OF CONDUCT

Caring for children and young people brings additional responsibilities for staff of our organisation. All employees are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- sticking to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone (this includes staff, students, children, young people and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in our organisation – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activity
- being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them.

Employees and volunteers must not:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Breach of the Code of Conduct

A breach of the Code of Conduct by a staff member may result termination of services.

I agree to abide by this code of conduct

Name:.....

Signature:..... **Date:**.....