



**BUNDOORA**

CALISTHENIC CLUB



Child Safe Standards

Effective 5 June 2020





	CHILD SAFE ITEM	YES/NO /PARTIALLY	HOW DOES YOUR ORGANISATION DO THIS?	WHAT NEEDS TO BE DONE TO BETTER MEET THESE STANDARDS?	ADOPTED
<b>STANDARD 1</b> Culture of Child Safety	1.1. A commitment to child safety is modelled by your organisation's leadership (board, executive, staff and volunteers).	YES	1. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy. 2. WWCC has been implemented for all coaching staff, committee, volunteers and over-18 participants as part of completing their Application for Membership or Members Registration form. 3. The BCC website will provide links to Child Safe Policy and Child Safe Code of Conduct. 4. The BCC Members Handbook covers the Child Safe Policy and relevant procedures. 5. Affiliation with Play by the Rules, which provides free online training in child protection, discrimination and complaint handling to committee, coaching staff, volunteers, parents/guardians and participants.		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	1.2. Child safety is a core part of public and internal messages. i.e. part of your strategy and vision, included in your annual report and staff induction.	YES	1. Child Safe Code of Conduct adopted. 2. Duty of care and the importance of child safety outlined in internal messaging to coaching staff, via BCC Coaches Handbook. 3. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy. 4. The BCC website will provide links to Child Safe Policy and Child Safe Code of Conduct. 5. The BCC Members Handbook will cover the child safety policies and procedures.	1. Provide a means to enquire about BCC annual reports via the website.	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	1.3. A culture exists within your organisation that supports the: <ul style="list-style-type: none"> <li>• Cultural safety Aboriginal children</li> <li>• Cultural safety of children from culturally &amp; linguistically diverse backgrounds</li> <li>• Safety of children with a disability</li> </ul>	YES	1. Child Safe Code of Conduct adopted 2. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy. 3. BCC has adopted a statement around the Value of Diversity as part of their Child Safe Policy and Child Safe Code of Conduct. 4. BCC is an all-inclusive club focused on supporting the diversity of its members. BCC does not tolerate discrimination on the grounds of age, gender, race, culture, language, vulnerability or sexuality.		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	1.4. A culture exists in which staff, volunteers, children and families feel comfortable and supported when talking about child safety concerns.	PARTIALLY	1. Notice on Website about Child Safe Standards. 2. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy. 3. The BCC website will provide links to Child Safe Policy and Child Safe Code of Conduct. 4. All volunteers informed of policies and procedures. 5. All coaching staff informed of child safe standards. 6. All parents informed of child safe standards. 7. Affiliation with Headspace – National Youth Mental Health Foundation 8. Regular reminders in BCC monthly EDMs about Member Protection Policy and appropriate procedures for communicating concerns to coaches/group representatives, as well as for filing grievance/complaint forms.		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	1.5. Policies and practices exist that prioritise child safety and promote a shared responsibility to creating a child safe environment.	YES	1. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy. 2. BCC advertise as a child safe club. 3. BCC have a Social Media Policy. 4. Child Safe Posters displayed at BCC club venue.		Adopted on 01.07.19 by the executive committee -to be reviewed annually



1.6. Your organisation raises awareness about child abuse	YES	<ol style="list-style-type: none"> <li>1. Links on website to documents.</li> <li>2. Reporting child abuse process in place, as outlined in the Child Safe Policy and BCC Members Protection Policy.</li> <li>3. Child Safe Policy reiterates BCC’s commitment to reducing the risk of abuse occurring and outlines Children’s Rights to Safety and Participation.</li> <li>4. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>5. The BCC Members Handbook will cover the child safety policies and procedures.</li> <li>6. Regular discussions with coaching staff and committee.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
1.7. Your organisation recognises, respects and promotes the belief that cultural identity is fundamental to a child’s safety and wellbeing.	YES	<ol style="list-style-type: none"> <li>1. BCC Child Safe Code of Conduct adopted.</li> <li>2. Notice on BCC website about Child Safe Standards.</li> <li>3. Links on website to documents.</li> <li>4. Reporting child abuse process in place, as outlined in the Child Safe Policy and BCC Members Protection Policy.</li> <li>5. Child Safe Policy reiterates BCC’s commitment to reducing the risk of abuse occurring and outlines Children’s Rights to Safety and Participation.</li> <li>6. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>7. The BCC Members Handbook will cover the child safety policies and procedures.</li> <li>8. Coaching staff advised on listening to any concerns raised by children.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
1.8. Your organisation provides training about Child Safety to staff and volunteers.	PARTIALLY	<ol style="list-style-type: none"> <li>1. BCC coaching staff and volunteers to attend Child Safety Standards Workshop at Cali Connect.</li> <li>2. Committee to meet on a regular basis to discuss training for coaching staff and volunteers.</li> </ol>	1. BCC has requested that all coaching staff complete the PBTR Child Protection Online Course and Harassment Course.	Adopted on 01.07.19 by the executive committee -to be reviewed annually
1.9. Your organisation is aligned with your National Sporting Organisation and its approach to child safety	YES	<ol style="list-style-type: none"> <li>1. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>2. Have implemented the 7 Standards and Principles of Application as outlined by the Vic Sport Child Safe Standards.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually

**BUNDOORA CALISTHENICS CLUB – CHILD SAFE STANDARDS**  
**ADOPTED: 01.07.2019**



	CHILD SAFE ITEM	YES/NO /PARTIALLY	HOW DOES YOUR ORGANISATION DO THIS?	WHAT NEEDS TO BE DONE TO BETTER MEET THESE STANDARDS?	ADOPTED
<b>STANDARD2</b> Child Safe Policy	2.1 Your organisation has a child safe policy and/or statement of commitment, which is accessible to the public.	YES	<ol style="list-style-type: none"> <li>Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>Adopted statement of commitment to child safety and Child Safe Code of Conduct.</li> <li>BCC Child Safe Code of Conduct will be available on the website, the Members Handbook, as well as at the club venue.</li> </ol>	<ol style="list-style-type: none"> <li>Specific EDM to be sent out to all parents to advise of any updates to BCC policies and procedures.</li> </ol>	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	2.2 The Child Safe Policy specifically addresses the risks that have been identified in your risk assessment	YES	<ol style="list-style-type: none"> <li>BCC will continue to consider all possible risks and how to best address them, as part of implementing the Child Safe Policy.</li> <li>Coaching staff, committee and volunteers will discuss how to deal with the risks of child safety.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	2.3 You undertake regular Child Safety Reviews (such as this) to inform your policy	YES	<ol style="list-style-type: none"> <li>Child Safety Review is a Standing Item for the Executive Committee.</li> <li>Review to be completed annually or as required.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	2.4 Your Child Safe Policy promotes the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability?	YES	<ol style="list-style-type: none"> <li>Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>BCC is an all-inclusive club focused on supporting the diversity of its members. BCC does not tolerate discrimination on the grounds of age, gender, race, culture, language, vulnerability or sexuality.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	2.5 Your Child Safe Policy includes requirements relating to Failure to Disclose and Failure to Protect legislative requirements?	PARTIALLY	<ol style="list-style-type: none"> <li>Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>Children are encouraged to report to their coach or group representative, who will contact the Child Safe Officer.</li> <li>Coaching staff, committee and volunteers are aware of the failure to protect or disclose standards.</li> </ol>	<ol style="list-style-type: none"> <li>Failure to disclose and/or failure to protect child safe policies will be implemented.</li> </ol>	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	2.6 Your Child Safe Policy is in alignment with the approach of your National Sporting Organisation.	YES	<ol style="list-style-type: none"> <li>Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>Have implemented the 7 Standards and Principles of Application as outlined by the Vic Sport Child Safe Standards.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually



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<b>STANDARD 3</b> Code of Conduct	3.1. There is a Code of Conduct that explains acceptable and unacceptable behaviour of staff, volunteers and children	YES	<ol style="list-style-type: none"> <li>1. Outlined in BCC Members Handbook.</li> <li>2. The BCC website will provide links to Child Safe Policy and Child Safe Code of Conduct.</li> <li>3. BCC Rules &amp; Guidelines outlines grounds for disciplinary action, as well as grievance procedures.</li> <li>4. BCC has a code of conduct for coaches, volunteer, committee and parents, as cited in Appendix 1-5 of the BCC Members Protection Policy.</li> </ol>		<p>Adopted on 01.07.19 by the executive committee -to be reviewed annually</p> <p>Adopted on 31.03.19 by the executive committee -to be reviewed annually</p>
	3.2. The Code of Conduct is well known by your organisation's staff, volunteers, children and families and they are required to comply with it.	YES	<ol style="list-style-type: none"> <li>1. Outlined in BCC Members Handbook.</li> <li>2. The BCC website will provide links to Child Safe Policy and Child Safe Code of Conduct.</li> <li>3. BCC has a Child Safe Code of Conduct that all coaching staff, committee, volunteers, parents/guardians and over-18 participants are required to abide by. This is validated via signature and date.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	3.3. Your policies clearly explain how concerns regarding the Code of Conduct can be raised and how breaches of the Code of Conduct will be responded to.	YES	<ol style="list-style-type: none"> <li>1. Child Safe Code of Conduct adopted, which specifically identifies the Child Safe Officer and outlines their contact information.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	3.4. You have considered if additional Codes of Conduct are required (such as applying to parents or children).	YES	<ol style="list-style-type: none"> <li>1. Child Safe Code of Conduct adopted.</li> <li>2. BCC has specific codes of conduct for coaching staff, committee, volunteers and parents, as cited in Appendix 1-5 of the BCC Members Protection Policy. This is in line with the Codes of Behaviour of the ACF National Member Protection Policy.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	3.5. Your Code of Conduct is in alignment with your National Sporting Organisations Child Safe Framework.	YES	<ol style="list-style-type: none"> <li>1. Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>2. BCC has modelled its own Child Safe Code of Conduct and Child Safe Policy from framework provided by ACF and CV.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually



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<b>STANDARD 4</b> Human Resource Practices	4.1. You have clear position descriptions for staff and volunteers that includes the organisations commitment to child safety.	PARTIALLY	1. BCC provides clear position descriptions for all staff and volunteers.	1. Ensure these descriptions emphasise the duty of care that staff and volunteers have at BCC. 2. Add failure to disclose or failure to protect child safe policies.	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	4.2. You have documented recruitment procedures including interview processes, referee checks, Working with Children Checks and other screening requirements.	PARTIALLY	1. Have Coaching Contracts and Checklists to be complete. 2. Coaching staff to provide WWCC as part of national requirement. 3. All BCC members must provide a current WWCC as part of completing their Application for Membership or Members Registration form. 4. As outlined in Child Safe Policy, the BCC Secretary maintains a register of club WWCC's. 5. A copy of the register will be provided to all Group Representatives and the coaching staff in each section prior to the commencement of costume fittings each year.	1. Reference checks to be added.	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	4.3. Staff and volunteers are trained in child safety, understand and practice appropriate behaviour, including with Aboriginal children, culturally and/or linguistically diverse children and children with a disability respectively.	PARTIALLY	1. Coaching staff to participate in child protection training. 2. All executive committee members to complete child protection training. 3. Both coaching staff and committee to complete harassment course.	1. BCC has requested that all coaching staff complete the PBTR Child Protection Online Course and Harassment Course.	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	4.4. You have robust staff and volunteer performance management strategies in place.	YES	1. Coaching staff are provided with BCC Coaches Handbook. 2. Committee and Senior Coaches to review how coaching staff and assistants perform, to assess their suitability to continue. 3. Assistants required to annually complete BCC Assistants Expectations and Agreement form.		Adopted on 01.07.19 by the executive committee -to be reviewed annually

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<b>STANDARD 5</b> Responding and Reporting	5.1. You have a process for reporting and acting on disclosures or concerns about child safety	YES	<ol style="list-style-type: none"> <li>Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy &amp; Club Child Safe Policy.</li> <li>BCC has modelled its own Child Safe Policy and Child Safe Code of Conduct from framework provided by ACF and CV.</li> <li>Reporting forms provided via the BCC website and club venue.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	5.2. Your staff and volunteers are aware of their responsibility to report concerns of harm.	PARTIALLY	<ol style="list-style-type: none"> <li>BCC has a Child Safe Code of Conduct that all coaching staff, committee, volunteers, parents/guardians and over-18 participants are required to abide by. This is validated via signature and date.</li> </ol>	<ol style="list-style-type: none"> <li>BCC has requested that all coaching staff complete the PBTR Child Protection Online Course and Harassment Course.</li> </ol>	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	5.3. You have policies and procedures concerning record keeping requirements, confidentiality and privacy.	YES	<ol style="list-style-type: none"> <li>All coaching staff and volunteers are required to keep records and ensure confidentiality and privacy is maintained.</li> <li>Committee are bound by confidentiality and privacy policies, as outlined under BCC Rules, Guidelines and Policies in BCC Members Handbook. Committee members are required to complete the BCC Committee Members Confidentiality Agreement &amp; Members Protection Declaration.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	5.4. You have a complaints process that is accessible for children and families.	YES	<ol style="list-style-type: none"> <li>Grievance and Complaints processes available in BCC Members Handbook and BCC Members Protection Policy, via the website or at the club venue.</li> <li>Grievance procedure is also outlined in Division 3 of the BCC Rules &amp; Guidelines.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	5.5. You have child friendly processes in place to ensure children know who to talk to if they feel unsafe or have a concern.	PARTIALLY	<ol style="list-style-type: none"> <li>Children are encouraged to report to their coach or group representative, who will contact the Child Safe Officer.</li> <li>Child Safe Officer appointed and identified via BCC Members Handbook.</li> <li>Child Safe Code of Conduct adopted, which specifically identifies the Child Safe Officer and outlines their contact information.</li> </ol>	<ol style="list-style-type: none"> <li>Discuss with the committee and coaching staff more ways for children to address concerns.</li> </ol>	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	5.6. The organisation understands that if an allegation of abuse concerns an Aboriginal child, culturally and/or linguistically diverse child or child with a disability, particular measures should be taken to support the child.	PARTIALLY	<ol style="list-style-type: none"> <li>Have adopted the ACF National Member Protection Policy and the CV Child Safe Policy.</li> <li>BCC has modelled its own Members Protection Policy, Child Safe Policy and Child Safe Code of Conduct from framework provided by ACF and CV.</li> <li>BCC will follow appropriate procedures to apply the Child Safe Policy if an allegation of abuse were to be raised.</li> </ol>	<ol style="list-style-type: none"> <li>BCC has requested that all coaching staff complete the PBTR Child Protection Online Course and Harassment Course.</li> <li>BCC will implement specific measures for responding to allegations of abuse within Risk Management Plan.</li> </ol>	Adopted on 01.07.19 by the executive committee -to be reviewed annually



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<b>STANDARD 6</b> Identify & Remove Risks	6.1. Your organisation undertakes risk assessments and has an organisational Risk Management Plan.	PARTIALLY	<ol style="list-style-type: none"> <li>1. Risk assessment and relevant risk management advice provided in Child Safe Policy.</li> <li>2. This section details that to reduce risk, adults should avoid direct, unsupervised contact with children in compliance with the policy. This includes, but is not limited to: using change room facilities, using accommodation or overnight stays, travel and/or physical contact when coaching, costume fittings or managing children.</li> </ol>	<ol style="list-style-type: none"> <li>1. A risk assessment committee to be formed to create and implement Risk Management Plan – part of bronze leading clubs.</li> </ol>	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	6.2. Undertaking, monitoring and reviewing the risk management plan the designated responsibility of a specific staff member.	NO		<ol style="list-style-type: none"> <li>1. Committee to review Risk Management Plan and to assign responsibility to Child Safe Officer.</li> </ol>	Adopted on 01.07.19 by the executive committee -to be reviewed annually
	6.3. In undertaking your risk assessment, you specifically consider the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability.	NO		<ol style="list-style-type: none"> <li>1. Risk assessment committee to address the need to specifically protect children who are Aboriginal, culturally and/or linguistically diverse, as well as children with a disability. This committee will adopt appropriate measures in the BCC Risk Management Plan.</li> </ol>	Adopted on 01.07.19 by the executive committee -to be reviewed annually



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<b>STANDARD 7</b> Participation of Childre	7.1. Reporting procedures are accessible for all children.	YES	<ol style="list-style-type: none"> <li>1. Reporting procedures provided in BCC Members Handbook. This handbook is supplied to all new students and is available on the BCC website.</li> <li>2. Reporting procedures also made available to children at the club venue.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	7.2. Children have been given information to understand their rights and how to raise any concerns.	YES	<ol style="list-style-type: none"> <li>1. Children are made aware that they can approach their coaching staff, group representative and/or Child Safe Officer with any concerns.</li> <li>2. These processes are reiterated through the BCC website, monthly EDMs and social networking sites, such as Facebook or Instagram.</li> <li>3. These processes are discussed with coaching staff and parents.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	7.3. Children can expect to feel safe, empowered and taken seriously if they raise concerns.	YES	<ol style="list-style-type: none"> <li>1. Children are made aware that they can approach their coaching staff, group representative and/or Child Safe Officer with any concerns.</li> <li>2. The importance of safe communication regularly reinforced during classes and through BCC EDMs to ensure that all children feel empowered to raise any concern.</li> <li>3. Child Safe Officer appointed and identified via BCC Members Handbook.</li> <li>4. Child Safe Code of Conduct adopted, which specifically identifies the Child Safe Officer and outlines their contact information.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually
	7.4. Measures are taken to promote the cultural safety of Aboriginal children, the cultural safety of culturally and/or linguistically diverse children and the safety of children with a disability.	YES	<ol style="list-style-type: none"> <li>1. Child Safe Code of Conduct adopted.</li> <li>2. BCC is an all-inclusive club and as part of adhering to the Child Safe Code of Conduct, members must be respectful and sensitive at all times when interacting with children who are Aboriginal, or otherwise culturally or linguistically diverse.</li> <li>3. BCC also expects respect and sensitively to be shown when interacting with children who have a disability.</li> </ol>		Adopted on 01.07.19 by the executive committee -to be reviewed annually