

Wollongong Golf Club

Child Safety Procedures

Purpose

These procedures explain how Wollongong Golf Club responds to child safety concerns and supports a safe environment for children and young people.

Immediate Danger

If a child or young person is in immediate danger or requires urgent assistance, contact NSW Police on 000 immediately. Ensure the child's immediate safety before taking any further action.

Reporting a Concern

Any concern about the safety or wellbeing of a child must be reported as soon as practicable to the Member Protection Information Officer. All concerns will be treated seriously and confidentially.

Responding to a Disclosure

- Remain calm and listen carefully.
- Reassure the child they have done the right thing by speaking up.
- Do not investigate or ask leading questions.
- Record the facts as accurately as possible.
- Report the matter immediately.

Working with Children Checks

Where required by NSW legislation, employees, contractors and volunteers undertaking child-related work must hold a valid Working with Children Check. The Club will verify and maintain records of these checks.

Record Keeping

All child safety concerns, disclosures and actions taken will be documented and stored securely. Records will only be accessed by authorised personnel and managed in accordance with privacy legislation.

Roles and Responsibilities

<i>Role</i>	<i>Responsibility</i>
Board of Directors	Provide governance oversight of the Child Safe Framework.
General Manager	Executive responsibility for implementation and compliance.



Human Resources	Manage recruitment, Working with Children Checks and training.
Member Protection Information officer	Receive reports, coordinate responses and maintain records.
Staff, Volunteers & Contractors	Comply with the Framework and report concerns immediately.

Reporting Process

1. Identify a child safety concern.
2. Is the child in immediate danger?
 - Yes – Call 000
 - No – Report to the Member Protection Information Officer
3. Record the concern.
4. Assess whether external notification is required.
5. Notify relevant authorities where required.
6. Maintain confidential records.
7. Review the outcome and improve practices where appropriate.

Supporting Resources

Statement of Commitment

Child Safe Policy

Child Safe Code of Conduct

NSW Child Safe Standards

Golf Australia National Integrity Framework

Golf Australia Safeguarding Children and Young People Policy

Review

These procedures will be reviewed every two years or earlier if required.