

## **Wollongong Golf Club Child Safe Policy**

### **1. Purpose**

This Policy outlines Wollongong Golf Club's commitment to protecting children and young people and providing a safe, respectful and inclusive environment for all child-related activities.

### **2. Scope**

This Policy applies to all Directors, employees, PGA Professionals, contractors, volunteers, members and visitors involved in child-related activities conducted by or on behalf of Wollongong Golf Club.

### **3. Zero Tolerance**

Wollongong Golf Club has zero tolerance for child abuse, neglect, grooming, bullying, harassment or any behaviour that places a child or young person at risk.

### **4. Shared Responsibility**

Child safety is everyone's responsibility. All persons covered by this Policy are expected to contribute to a safe environment and report concerns immediately.

### **5. NSW Child Safe Standards**

The Club is committed to implementing and continually improving the NSW Child Safe Standards and embedding child safety into its governance, culture and operations.

### **6. Reporting Concerns**

Any concern relating to the safety or wellbeing of a child or young person must be reported immediately in accordance with the Club's Child Safety Procedures. If a child is in immediate danger, contact NSW Police on 000.

### **7. Child-Related Work**

The Club will ensure appropriate recruitment, screening, induction, supervision and support for anyone undertaking child-related work.

### **8. Working with Children Checks**

Working with Children Checks will be obtained, verified and maintained where required under NSW legislation.

### **9. Record Keeping**

The Club will maintain confidential records relating to child safety matters in accordance with legislative and privacy requirements.

## **10. Supporting Documents**

- Statement of Commitment
- Child Safe Code of Conduct
- Child Safety Procedures
- Golf Australia National Integrity Framework
- Golf Australia Safeguarding Children and Young People Policy
- NSW Child Safe Standards

## **11. Review**

This Policy will be reviewed every two years, or earlier if required by legislative or operational changes.

## **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**

| <b><i>Role</i></b> | <b><i>Responsibility</i></b>                                |
|--------------------|-------------------------------------------------------------|
| 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.

## **Wollongong Golf Club**

### **Child Safe Code of Conduct**

This Code of Conduct outlines the expected standards of behaviour for all Directors, employees, PGA Professionals, contractors, volunteers and members involved in child-related activities at Wollongong Golf Club.

#### **I will:**

- Treat every child and young person with respect, dignity and fairness.
- Provide a safe, welcoming and inclusive environment.
- Act as a positive role model at all times.
- Place the safety and wellbeing of children above all other considerations.
- Maintain appropriate professional boundaries.
- Listen to children and take their concerns seriously.
- Promote a culture where children feel safe to speak up.
- Follow the Club's Child Safe Framework and Procedures.
- Use appropriate communication, including electronic communication and social media.
- Obtain appropriate consent before taking or using photographs or videos where required.
- Report any child safety concern immediately.

#### **I will not:**

- Engage in bullying, harassment, discrimination or abusive behaviour.
- Develop inappropriate or exclusive relationships with children.
- Engage in any behaviour that could reasonably be perceived as grooming.
- Be alone with a child where it is unnecessary or avoidable.
- Use inappropriate language, jokes or behaviour.
- Communicate privately with children through personal social media or messaging platforms unless authorised by the Club and transparent to parents or guardians.
- Share images or personal information without appropriate consent.
- Attend child-related activities while affected by alcohol or illegal drugs.
- Ignore or fail to report a child safety concern.

#### **Failure to Comply**

Failure to comply with this Code of Conduct may result in disciplinary action, removal from child-related activities, termination of employment, contract or volunteer engagement, suspension of Club privileges and/or referral to the appropriate authority where required.

#### **Review**

This Code of Conduct will be reviewed every two years or earlier if required.

## **Wollongong Golf Club Statement of Commitment**

Wollongong Golf Club is committed to providing a safe, welcoming and inclusive environment where children and young people are respected, valued and protected.

We have zero tolerance for child abuse, neglect, grooming, bullying, harassment or any behaviour that places a child or young person at risk.

The Club is committed to implementing the NSW Child Safe Standards and embedding child safety into our governance, culture and everyday operations. Child safety is everyone's responsibility and is shared by our Directors, employees, PGA Professionals, contractors, volunteers, members, parents and visitors.

### **We are committed to:**

- Promoting the safety, wellbeing and participation of children and young people.
- Providing a safe, respectful and inclusive environment for every child.
- Listening to children and responding appropriately to their concerns.
- Supporting parents and guardians as partners in child safety.
- Recruiting, screening and supporting suitable staff and volunteers.
- Responding promptly and appropriately to child safety concerns.
- Continuously reviewing and improving our child safe practices.

Wollongong Golf Club supports the principles of the NSW Child Safe Standards, Golf Australia's National Integrity Framework and relevant child safeguarding guidance to ensure our practices reflect current best practice.

Approved by Management

Review: Every two years or earlier if required.

# The Child Safe Standards



## STANDARD 1

Child safety is embedded in organisational leadership, governance and culture



## STANDARD 3

Families and communities are informed and involved



## STANDARD 4

Equity is upheld and diverse needs are taken into account

## STANDARD 2

Children participate in decisions affecting them and are taken seriously



## STANDARD 6

Processes to respond to complaints of child abuse are child focused

## STANDARD 5

People working with children are suitable and supported



## STANDARD 7

Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training



## STANDARD 9

Implementation of the Child Safe Standards is continuously reviewed and improved



## STANDARD 8

Physical and online environments minimise the opportunity for abuse to occur



## STANDARD 10

Policies and procedures document how the organisation is child safe



Office of the  
Children's Guardian

For more information on the Child Safe Standards or to arrange an information session please visit [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au), contact [childsafe@kidsguardian.nsw.gov.au](mailto:childsafe@kidsguardian.nsw.gov.au) or phone 02 9286 7225

**The Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse provide a framework so organisations can create cultures and adopt strategies to keep children safe from harm.**

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They:

- help drive cultural change in organisations
- are principle-based and outcome-focused
- are flexible enough that they can be adapted by organisations of varying sizes and characteristics
- avoid placing undue burden on organisations
- help organisations address multiple risks
- balance caution and caring
- are a benchmark against which organisations can assess their child safe capability and set performance targets
- are of equal importance and are interrelated



## Standard 1



### **Child safety is embedded in organisational leadership, governance and culture**

- The organisation publicly commits to child safety and leaders champion a child safe culture
- Child safety is a shared responsibility at all levels of the organisation
- Risk management strategies focus on preventing, identifying and mitigating risks to children
- Staff and volunteers comply with a code of conduct that sets clear behavioural standards towards children
- Staff and volunteers understand their obligations on information sharing and record keeping

## Standard 2



### **Children participate in decisions affecting them and are taken seriously**

- Children are able to express their views and are provided opportunities to participate in decisions that affect their lives
- The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and be less isolated
- Children can access abuse prevention programs and information
- Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to communicate and raise their concerns

## Standard 3



### Families and communities are informed and involved

- Families have the primary responsibility for the upbringing and development of their child and participate in decisions affecting their child
- The organisation engages in open, two-way communication with families and communities about its child safety approach and relevant information is accessible
- Families and communities have a say in the organisation's policies and practices
- Families and communities are informed about the organisation's operations and governance

## Standard 4



### Equity is upheld and diverse needs are taken into account

- The organisation actively anticipates children's diverse circumstances and responds effectively to those with additional vulnerabilities
- All children have access to information, support and complaints processes
- The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds

## Standard 5



### People working with children are suitable and supported

- Recruitment, including advertising and screening, emphasises child safety
- Relevant staff and volunteers have Working With Children Checks
- All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities, including reporting obligations
- Supervision and people management have a child safety focus

## Standard 6



### Processes to respond to complaints of child sexual abuse are child focused

- The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families
- The organisation has an effective complaint-handling policy and procedure which clearly outline roles and responsibilities, approaches to dealing with different types of complaints and obligations to act and report
- Complaints are taken seriously, responded to promptly and thoroughly, and reporting, privacy and employment law obligations are met



## Standard 7



**Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training**

- Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
- Staff and volunteers receive training on the organisation's child safe practices and child protection
- Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures

## Standard 8



**Physical and online environments minimise the opportunity for abuse to occur**

- Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development
- The online environment is used in accordance with the organisation's code of conduct and relevant policies



## Standard 9



**Implementation of the Child Safe Standards is continuously reviewed and improved**

- The organisation regularly reviews and improves child safe practices
- The organisation analyses complaints to identify causes and systemic failures to inform continuous improvement



## Standard 10



**Policies and procedures document how the organisation is child safe**

- Policies and procedures address all Child Safe Standards
- Policies and procedures are accessible and easy to understand
- Best practice models and stakeholder consultation inform the development of policies and procedures
- Leaders champion and model compliance with policies and procedures
- Staff understand and implement the policies and procedures