



# Child Safety Policy & Procedures

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## Purpose

Sporting Shooters Association of Australia (Victoria) is committed to child safety through creating and maintaining an environment where younger people are safe. The purpose of this policy is to provide a safe environment for children.

This ensures compliance with the Education and Training Reform Act 2006 and Ministerial Order No. 870 - Child Safe Standards.



# Child Safety Policy & Procedures

## Definitions

**Younger students** mean students who are under 18 years of age.

## Policy

### 1. Commitment to child safety

- Sporting Shooters Association of Australia (Victoria) is committed to the safety and wellbeing of all younger students regardless of their cultural backgrounds. This focus informs our decision-making and actions.
- Protecting the safety of younger students means protecting all younger students from child abuse regardless of their cultural backgrounds, managing the risk of child abuse, providing support to children at risk of child abuse and responding to incidents or allegations of child abuse.
- This policy and procedures apply to all staff, students, members, volunteers, contractors and visitors of the Sporting Shooters Association of Australia (Victoria).

### 2. Key principles for child safety

- Key principles that inform Sporting Shooters Association of Australia (Victoria) approach to child safety are as follows:
  - Embedding a culture of no tolerance for child abuse by clearly explaining expectations and behaviour required.
  - Being proactive in relation to child safety and wellbeing through identifying potential risks and providing information and training to staff, students, members, volunteers, contractors and visitors.
  - Providing information on what constitutes child abuse and associated key risk indicators, as well as appropriate conduct and behaviour with younger students.
  - Facilitating a culture of openness so that all persons can safely disclose risks of harm to children.
  - Ensuring that only staff and relevant others who have working with children checks are able to work with younger students.
  - Providing information to younger students so that they know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise their concerns.
  - Providing high quality staff training and professional development.
  - Sharing information appropriately and lawfully with authorities and referral services where the safety and wellbeing of younger students is at risk.
  - Reporting suspected abuse, neglect, or mistreatment promptly to the appropriate authorities.
- All persons are required to follow our Child Safety Policy and Codes of Conduct.
- Parents and communities are welcome and encouraged to provide feedback about decisions impacting children by email to [rto@ssaavic.com.au](mailto:rto@ssaavic.com.au) , by sending an enquiry through the SSAA Victoria training page at <https://ssaavic.com.au/education/practical-firearms-training-program/> or calling the State office on 03 8892 2777.

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## 3. Privacy and confidentiality

- Sporting Shooters Association of Australia (Victoria) has a Privacy Policy and Procedures that allow it to collect personal information. Where there is an incident, disclosure or suspicion of child abuse, it is appropriate to share information with other staff and Child Protection and Police authorities. The reporting of suspected child abuse does not constitute a breach of privacy law.

## 4. Responding to incidents, disclosure and suspicions of child abuse.

- Complaints can be raised in instances where staff breach policies and procedures, including the code of conduct and obligations to act. The Association will respond with appropriate urgency based on the nature of the complaint, including managing risk to children while a complaint is investigated.
- Where there is an incident, disclosure or suspicion of child abuse, these four critical actions must be followed including:
  - Initial response to the emergency including immediate report to the RTO manager.
  - Reporting the incident, disclosure or suspicion of child abuse to authorities/referring to services. This may include Victoria Police and the Commission for Children and Young People. the SSAA Victoria RTO will co-operate with law enforcement when necessary.
  - Contacting parents/carers.
  - Providing ongoing support or referring to the Commission for Children and Young People or the Orange Door.
- Reporting must be based on reasonable belief. The level of belief is set at deliberately low threshold that enables authorities to investigate and take action on precautionary basis.

## 5. Orientation.

- Upon enrolment, Sporting Shooters Association of Australia (Victoria) will provide all students with information on child safety including:
  - who to contact in emergency situations, including contact numbers of a nominated staff member and/or an approved service provider.
  - Information on seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.
- The information will also be age and culturally appropriate to ensure students understand the information provided.

## 6. Critical incidents

- In relation to critical incidents, provision has been made for younger students in Sporting Shooters Association of Australia (Victoria) Critical Incident Policy and Procedures (Health and Safety Employee Handbook).



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