



Cruising Yacht Club of Hamilton Island

Child Safety Policy

1 Child Safety Policy

This policy demonstrates Cruising Yacht Club of Hamilton Island (**CYCHI**) commitment to the safety and wellbeing of all children and young people participating in sailing. It sets out how Cruising Yacht Club of Hamilton Island creates and promotes a child safe environment and the way in which Cruising Yacht Club of Hamilton Island responds to breaches.

2 Creating and promoting a child safe environment

Child Safety Code of Conduct

All staff, Cruising Yacht Club of Hamilton Island contractors and volunteers engaged by Cruising Yacht Club of Hamilton Island to perform work with children must agree to abide by the Child Safety Code of Conduct which specifies the standards of conduct required when working with children and young people.

Training and supervision

Cruising Yacht Club of Hamilton Island's training requirements ensure that all staff, contractors and volunteers who perform work with children understand that child safety is everyone's responsibility and undertake their duties in accordance with Cruising Yacht Club of Hamilton Island's policies, guidelines and procedures, so that they are able to:

- care for and support one another; and
- feel confident and comfortable in discussing any allegations of child abuse or child safety concerns;
- identify, assess, and minimise risks of child abuse; and
- detect potential signs of child abuse.

All staff, contractors and volunteers who perform work with children are regularly supervised to ensure they understand Cruising Yacht Club of Hamilton Island's commitment to child safety and their role in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

Recruitment

Cruising Yacht Club of Hamilton Island takes reasonable steps to employ appropriately skilled and qualified people to work with children. This includes developing selection criteria and advertisements which clearly demonstrate Cruising Yacht Club of Hamilton Island's commitment to child safety and an awareness of social and legislative responsibilities.

Cruising Yacht Club of Hamilton Island understands the ethical and legislative obligations involved when recruiting staff, contractors and volunteers to perform work with children.

Where possible, Cruising Yacht Club of Hamilton Island carries out reference checks and police record checks to ensure that only suitable people are recruited. Police record checks are used only for the purposes of recruitment and are securely destroyed after the recruitment process is complete. Cruising Yacht Club of Hamilton Island will retain a record of the police record check (but not the actual police record) if an applicant's police record affected its decision-making process.

If during the recruitment process a person's police record indicates a criminal history, then the person will be given the opportunity to provide further information and context.

Working with children checks

Any staff, contractors and volunteers who perform work with children and who meet the local legislative requirement for having a working with children check (or equivalent) must have a valid working with children check.

Table 1 below sets out the relevant legislation in each state and territory, the circumstances when a check is required and the period of validity.

Table 1. Relevant legislation and state and territory screening programs		
State / Territory	Act	Type of program
QLD	<i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld)	<ul style="list-style-type: none"> ▪ requires paid employees, contractors and volunteers aged 18 years and over who work in sport or active recreation that includes providing services that are directed mainly towards children to hold a current "Blue Card" ▪ valid for 3 years

Cruising Yacht Club of Hamilton Island will maintain a register of child-related employment screening checks and registration held by staff, contractors and volunteers who are required to have one.

3 Risk Management

Cruising Yacht Club of Hamilton Island protects children when a risk of harm is identified. In addition to managing general occupational health and safety risks, Cruising Yacht Club of Hamilton Island proactively manages risks of abuse to children and young people.

Cruising Yacht Club of Hamilton Island has risk management strategies in place to identify, assess and take steps to minimise child abuse risks by ensuring, for example, that required staff, contractors and volunteers hold a current child-related employment screening check and registration.

4 Allegations, concerns and complaints

Cruising Yacht Club of Hamilton Island takes all allegations of child abuse made against its staff, contractors and volunteers seriously and has procedures in place to thoroughly and quickly investigate any allegation. Cruising Yacht Club of Hamilton Island also ensures any staff, contractors and volunteers engaged to deal with allegations are appropriately trained.

All complaints received will be dealt with by Cruising Yacht Club of Hamilton Island following the Procedure for Handling Allegations of Child Abuse and completing the Confidential Record of Child Abuse Allegations Form.

Cruising Yacht Club of Hamilton Island works to ensure all staff, contractors and volunteers know what action to take and who to notify if they observe abuse or other inappropriate behaviour involving a child or young person.

All staff, contractors and volunteers have a responsibility to report an allegation of child abuse if they believe an incident occurred. Cruising Yacht Club of Hamilton Island may, in some circumstances, also have a mandatory requirement to report suspected cases of child abuse to government authorities. Table 2 below sets out the “state of mind” that activates a reporting duty.

Table 2. Key features of legislative reporting duties: “state of mind” that activates reporting duty and extent of harm		
Jurisdiction	State of mind	Extent of harm
QLD	Has a reasonable suspicion	Detrimental effects on the child’s body or the child’s psychological or emotional state that are evident to the person or that the person considers are likely to become evident in the future
Australia	Suspects on reasonable grounds	Not specified: any assault or sexual assault; serious psychological harm; serious neglect

Cruising Yacht Club of Hamilton Island’s contact person for child safety and management of complaints is **Craig Traill** and he can be contacted at **0422 661 671** or c.traill@hotmail.com.

5 Procedural fairness and transparency

The safety and wellbeing of children and young people is a primary concern of Australian Sailing. Cruising Yacht Club of Hamilton Island is also fair and just to its personnel and the decisions made by Cruising Yacht Club of Hamilton Island when recruiting, assessing incidents and undertaking disciplinary action will always be thorough, transparent and based on evidence.

Allegations against any staff, contractors and volunteers of abuse or safety concerns in connection with children and young people are recorded using the **Confidential Record of Child Abuse Allegations Form**. The status and outcome of an investigation into the allegation is also recorded and all records are securely stored.

If an allegation of abuse or a safety concern is raised, Cruising Yacht Club of Hamilton Island will provide updates to the affected children and their families on the progress of investigation and any actions taken in response to the outcome of the investigation.

Information collected in any investigation of an allegation of child abuse or safety concerns is confidential and will only be disclosed in accordance with the Cruising Yacht Club of Hamilton Island Privacy Policy or as required by law.

The Cruising Yacht Club of Hamilton Island privacy policy can be found at www.cychi.com.au/documents

6 Regular review

This policy will be reviewed every two years and following any significant incidents. Where possible, Cruising Yacht Club of Hamilton Island will ensure that families and children can contribute to any review.