



**ICE SPORTS**

**VICTORIA**

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*Working together to increase participation in ice sports*

## Child Safety and Well Being Policy V6

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# Ice Sports Victoria's Child Safety and Wellbeing Policy

## Introduction and Acknowledgement of Country

*Ice Sports Victoria acknowledges the Boon Wurrung People and the Wurundjeri People as the Traditional Owners of the land on which Ice sports Victoria is located. We acknowledge and respect their contributions, experience and knowledge as First Nations people. We pay our respects to their Elders, past, present and future.*

The following policy is split into two distinct parts. **Part 1** - introductory material including the title, purpose and parameters of the policy; and key links to relevant policies and legislation. **Part 2** - Ice Sports Victoria and its Affiliates approach to implementing the eleven Victorian Government Child Safety Standards (July 2022).

This Child Safety and Wellbeing Policy was approved by the Ice Sports Victoria Board **on 4<sup>th</sup> July 2022**. It demonstrates the strong commitment of management, staff and volunteers to child safety and wellbeing, and how Ice Sports Victoria, and its Affiliates, keeps children safe from harm, including child abuse.

## Part 1

### Ice Sports Victoria, and its Affiliates', Commitment to Child Safety

All children who come to activities connected to Ice Sports Victoria, and its Affiliates, have a right to feel and be safe. The welfare of the children in our care will always be our priority and we have a zero-tolerance approach to child abuse and harm.

Ice Sports Victoria, and its Affiliates, remain committed to delivering a child safe and child-friendly environment where children feel safe and have fun while enjoying learning ice sports.

## Purpose

This Policy outlines how Ice Sports Victoria, and its Affiliates, prioritises the safety and wellbeing of children and what steps it will take to do this.

## Scope

This policy applies to Ice Sports Victoria, its Affiliates, staff, volunteers, Management Committee members, children and other individuals involved in and with Ice Sports Victoria. This policy applies to all activities – classes, coaching, events and competitions – conducted by Ice Sports Victoria and its Affiliates.

## Definitions

Ice Sports Victoria Board (as this policy's Management Committee) means the Chair, CEO, and Representatives of Ice Sports Victoria Affiliates and all appointed/ elected Board members.

*Child abuse* means:

- a sexual offence committed against a child
- an offence committed against a child under section 49M(1) of the Crimes Act 1958 (Vic), such as grooming
- physical violence against a child
- causing serious emotional or psychological harm to a child
- serious neglect of a child.

**Harm** is damage to the health, safety or wellbeing of a child or young person, including as a result of child abuse by adults or the conduct of other children. It includes physical, emotional, sexual and psychological harm. Harm can arise from a single act or event and can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.

*Child/Children* means a person who is under the age of 18 years.

## Part 2

### Concerns and complaints

A **concern** refers to any potential issue that could impact negatively on the safety and wellbeing of children.

A **complaint** is an expression of dissatisfaction to Ice Sports Victoria, and/or its Affiliates, related to one or more of the following:

- our services or dealings with individuals

- allegations of abuse or misconduct by a staff member, a volunteer or another individual associated with Ice Sports Victoria, and/or its Affiliates
- disclosures of abuse or harm made by a child or young person
- the conduct of a child or young person at Ice Sports Victoria, and/or its Affiliates,
- the inadequate handling of a prior concern
- general concerns about the safety of a group of children or activity.
- Management Committee - means the Ice Sports Victoria board, and includes representatives of its Affiliates.

## **Role of the Ice Sports Victoria board as the Management Committee of this policy**

The Management Committee has the role of making sure Ice Sports Victoria, and the boards of its Affiliates, prioritise children's safety and that action is taken when anyone raises concerns about children's safety.

The Management Committee will champion and model a child safe culture at Ice Sports Victoria and its Affiliates. We encourage anyone involved with the organisation to report a child safety concern. The Management Committee will work to create a positive culture around reporting so that people feel comfortable to raise concerns.

Everyone at Ice Sports Victoria, and/or its Affiliates, has a role in identifying and managing risks of child abuse and harm. The Management Committee will make sure that staff and volunteers are conducting risk assessments and taking action to manage risks in accordance with this policy. They will also ensure that appropriate child safety training for staff and volunteers is identified and completed; and support these initiatives, including providing this document as a Child Safety and Well Being Policy template for Affiliate organisations.

The Management Committee will conduct an annual review of how effectively Ice Sports Victoria is delivering child safety and wellbeing through its Affiliate organisations. The input of people involved with Ice Sports Victoria will be sought as part of this review. Dates, findings and other pertinent information to these reviews will be documented at the end of this policy document.

## **Children's empowerment and participation**

Ice Sports Victoria, and/or its Affiliate organisations, are child-centred. We actively seek to include children's views and ideas in our organisational planning, delivery of services, and management of facilities.

We want children to develop new friends through Ice Sports Victoria, and/or its Affiliates, sponsored activities and encourage children to be supportive of each other. We do not tolerate bullying or abusive behaviour between children and take action if this occurs.

We respect the rights of children and provide them with information about their rights including the right to be safe at activities endorsed and/or sponsored by Ice Sports Victoria and its Affiliates. We actively seek to understand what makes children feel safe in our organisation. We regularly communicate with children about what they can do if they feel unsafe.

Ice Sports Victoria, and its Affiliates, value the voices of children and will act on safety concerns raised by children or their families. Ice Sports Victoria, and its Affiliates, supports children's participation in the following ways:

- Regular discussions with children, including child-led conversations on what makes them feel safe and unsafe.
- A suggestion box for children that is regularly attended to with suggestions assessed and acted on where appropriate. Children are provided with feedback on their suggestions.
- Consultation with children about any proposed significant changes to the physical environment, policies, procedures, programs or staffing. Children's views are collected by staff, provided to management and considered in the decision-making process.
- Information provided to children and families about the operations and staffing of Ice Sports Victoria, and/or its Affiliates; and programs are made suitable for different age groups and diversity of the children. Child safety information sessions will be offered where needed, including through and via Ice Sports Victoria Affiliate organisations.

## Families and communities

Ice Sports Victoria recognises the important role of families and involves parents and carers when making significant decisions about their child. Parents, families and communities are welcome to provide feedback at any time through our contact email address and are encouraged to raise any concerns they have with us.

At the annual general meeting each year, we elect, via a rotation system (**see Supporting Documentation**) the Ice Sports Victoria Board. This board includes representatives from all four Affiliates. Each Affiliate of Ice Sports Victoria has its own Management Committee, which include parent representatives. Ice Sports Victoria, and its Affiliates, seek and invite feedback from their board representatives on the direction of Ice Sports Victoria for the next year. These discussions also influence and help direct the Ice Sports Victoria Strategic Plan 2020 - 2026 ([https://static1.squarespace.com/static/5cd8d112797f742aa9171694/t/604c4168854d001c8e0cba31/1615610219301/ISV+Strategic+Plan+2020-2026+WHY+Feb\\_2021%2C+LB+12+March\\_2021+copy.pdf](https://static1.squarespace.com/static/5cd8d112797f742aa9171694/t/604c4168854d001c8e0cba31/1615610219301/ISV+Strategic+Plan+2020-2026+WHY+Feb_2021%2C+LB+12+March_2021+copy.pdf)).

Ice Sports Victoria provides information to families and community about our child safe policies and practices including through:

- publishing this Child Safety and Wellbeing Policy and Code of Conduct on our website
- including information about our child safety approach, our operations, Management Committee and management structure on our website
- including articles and information on child safety and wellbeing, and reminders about our policies and procedures, on our website and via Social Media posts.

## **Creating culturally safe environments for all Aboriginal children and their families**

Ice Sports Victoria, and its Affiliates, are committed to creating environments where Aboriginal culture is celebrated and Aboriginal children, families and community members are welcomed and included. Strategies to embed cultural safety for Aboriginal children include:

- an Acknowledgement of Country at all events
- consulting with families and members of the Aboriginal community to identify opportunities to promote Aboriginal culture and practices in the programs of Ice Sports Victoria and its Affiliates
- providing opportunities for children to share their cultural identity and express their culture, including through ice sport activities during events ran by Ice Sports Victoria and/or its Affiliates' events
- supporting children who wish to explore their culture, including consulting with their family and relevant Aboriginal organisations
- providing training for staff and volunteers on the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children [see Ice Sports Victoria Inclusivity and Diversity Policy (<https://www.icesportsvictoria.org.au/policies-resources>) ]
- celebrating NAIDOC Week and acknowledging significant events including National Sorry Day and National Reconciliation Week
- seeking feedback from Aboriginal children, families and communities on their experiences at Ice Sports Victoria and/or its Affiliates' events, particularly how safe they feel expressing their identity, including their culture.

## **Valuing diversity**

Ice Sport Victoria, and its Affiliates, values diversity and equity for all children. To achieve this, we:

- provide training for all Management Committee members, staff and volunteers on understanding diversity and how to support inclusion and cultural safety

- welcome and support participation of all children, including children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, LGBTIQ children and Aboriginal children and their families
- offer students and families through our enrolment forms the opportunity to provide information about themselves, including any specific needs to participate fully in our programs
- have zero tolerance of racism and other forms of discrimination and take action when discrimination or exclusion is identified
- deliver programming that reflects the diversity of our students, their interests and cultures
- strive to reflect the diversity of our community through representation in our staff and Management Committee members – Ice Sports Victoria, and its Affiliates, are committed to having representatives from diverse backgrounds on our Management Committees
- acknowledge and celebrate important cultural dates in all our activities
- have a physical and online environment that actively celebrates diversity
- commit to ensuring our facilities and online activities promote inclusion of children of all abilities, including AAA.

## Code of Conduct

Ice Sports Victoria, and its Affiliates, have a **Child Safe Code of Conduct**. Staff, volunteers and the Management Committee must comply with the Code of Conduct at all times. Breaches of the Code of Conduct may result in disciplinary action including termination of a person's involvement with the organisation.

All third-party contractors are also expected to abide by the Child Safe Code of Conduct, and where they are engaging with children will have to sign an agreement (**Child Safe Declaration**) to comply with the code, prior to delivering any services.

## Recruiting staff and volunteers

Ice Sports Victoria, and its Affiliates, will apply the best practice standards in the recruitment of staff and volunteers. Members of the Management Committee must also be screened to best practice recruitment standards.

We will interview and conduct reference checks on all staff and volunteers and require police checks and Working with Children Checks for relevant positions. Our commitment to Child Safety and our screening requirements will be included in all advertisements.

Ice Sports Victoria, and its Affiliates, will only recruit staff and volunteers who are appropriate to engage with children. Members of the Management Committee (with the exception of those members who do not work with children and young people in any way at Ice Sport Victoria and/or its Affiliates' events) must hold a valid Working with Children Check and a national Police Check is required.

## Supporting staff and volunteers

Ice Sports Victoria, and its Affiliates, are committed to ensuring that all leaders, staff and volunteers receive training to ensure they understand their responsibilities in relation to child safety and to support their engagement with children.

Furthermore, Ice Sports Victoria, and its Affiliates:

- seek to attract and retain the best staff and volunteers.
- provide support and supervision so people feel valued, respected and fairly treated **(Child Safe Training Action Plan)**.
- assist their leaders, staff and volunteers to incorporate child safety considerations into decisions and to promote a safe environment where children are empowered to speak up about issues that affect them.
- Ice Sports Victoria Management Committee members and their Affiliates, leaders, staff and volunteers are required to complete child safety training on an annual basis and/or before placing themselves in potentially Medium to High Risk contexts (refer to **Ice Sports Victoria's Child Safety Risk Management Plan**).
- Staff and volunteers will receive supervision to support their engagement with children and for compliance with our **Child Safety Code of Conduct and Child Safety and Wellbeing Policy**.
- Issues or concerns about behaviour with children will be raised immediately and addressed in line with our Code of Conduct, complaint handling policy and disciplinary policy.

## Complaints and reporting

All reports of child abuse and child safety concerns will be treated seriously, whether they are made by an adult or a child and whether they are about the conduct of an adult or a child. All complaints and child safety concerns will be responded to promptly and thoroughly.

Ice Sports Victoria, and/or its Affiliates, have **child safe complaint handling policies** that include information for staff and volunteers about how a complaint or child safety concern will be responded to (**Appendices**). An easy-to-understand complaints information sheet

will be provided for children, families and the community to know about the complaint process and the supports available to those making a complaint and those involved in the complaint process.

If a complaint includes an allegation or incident of child abuse or harm, then staff and volunteers at Ice Sports Victoria, and its Affiliates, must report it in accordance with the complaint handling policies.

Ice Sports Victoria and its Affiliates' staff and volunteers are required to prioritise children's safety in any response and to report all potentially criminal conduct to Victoria Police. Under the complaint handling and disciplinary policies, staff and volunteers may be subject to actions to support child safety including:

- being stood down during an investigation or terminated following an investigation
- having their duties altered so they do not engage with children at events ran by Ice Sports Victoria and/or its Affiliates
- not allowing unsupervised contact with children at Ice Sports Victoria and/or its Affiliates' events
- removing access to Ice Sports Victoria, and/or its Affiliates' IT system and facilities.

Complaints can be emailed to [president@icesportsvictoria.com.au](mailto:president@icesportsvictoria.com.au). Please note, each of Ice Sports Victoria's Affiliate ice sports, Ice Skating Victoria, Victorian Curling Association, Victorian Ice Racing Association, Ice Hockey Victoria have their own Child Safety Officer, Child Safety and Well Being Policy. Please visit their individual website for further contact details.

*If there is concern for the immediate safety of a child, immediately call 000.*

## **Child Safety Person**

Ice Sports Victoria, and/or its Affiliates, have child safety persons with responsibility for responding to any child safety related complaints or concerns.

Child safety persons are introduced to children so they know and understand who the appointed officers are, and how and when they may contact them.

If a person does not feel comfortable making a report to a child safety person, they may report their concern to the Chair of the Management Committee.

## **Record keeping**

Ice Sports Victoria, and its Affiliates, are committed to making and keeping full and accurate records about all child-related complaints or safety concerns.

All child safety complaints, concerns, incidents and near misses will be recorded as per **Ice Sports Victoria's Child Safe Complaint Handling Guidelines (Appendices)**.

Records which may assist with the investigation of a complaint or safety concern will be identified and kept as part of the record of an investigation. Records will be kept even if an investigation does not substantiate a complaint.

Ice Sports Victoria, and its Affiliates, will record and keep the outcome of any investigations, and the resolution of any complaints. This includes findings made, reasons for decisions and actions taken.

Records will be stored securely and kept by Ice Sports Victoria, and/or its Affiliates, for at least 45 years.

## Information sharing

Ice Sports Victoria, and its Affiliates, may share relevant information to promote the safety and wellbeing of children, where it is appropriate and in their best interests. Ice Sports Victoria, and its Affiliates, will keep information about complaints confidential, except where it is necessary to share information to respond properly to a complaint or to prioritise child safety. Ice Sports Victoria, and its Affiliates, may also need to share information about incidents or complaints with external authorities to comply with the law or to prioritise safety. More information is available in our **child safe complaint handling policy**.

## Risk management

Ice Sports Victoria, and its Affiliates, recognise the importance of identifying and managing risks of child harm and abuse in the physical and online environments operated by Ice Sports Victoria and/or its Affiliates.

We conduct regular risk assessments and have a risk management plan which includes addressing the risk of child abuse and harm at Ice Sports Victoria and/or its Affiliates. The risk management plan has been developed in consultation with our Affiliates, staff, volunteers, parent representatives and children. We will ensure that any risk controls put in place balance the need to manage harm with the benefits of participating at events ran by Ice Sports Victoria and/or its Affiliates. **The Management Committee is responsible for approving the risk management plan and offering regular amendments/reviews.**

Any contractors or other providers of services will always be supervised by a member of staff while working with us to ensure child safety. See also **Child Safe Code of Conduct** above.

## Non-compliance with this policy and the Code of Conduct

Ice Sports Victoria, and its Affiliates, will enforce this policy, the **Child Safe Code of Conduct** and any other child safety and wellbeing policies (see list below). Potential breaches

by anyone will be investigated and may result in restriction of duties, suspension or termination of employment or engagement or other corrective action.

## Review

Ice Sports Victoria, and its Affiliates, will review all child safe practices and policies at least every two years. We also review relevant practices and policies in response to a child safety incident or 'near miss'. Findings from reviews will be reported to the people involved in our organisation(s) and also inform our approach to continuous improvement of our child safety practices. Reviews are overseen by the Management Committee and will be informed by consultation with children, families and staff. All reviews, date and authorising personnel, will be documented at the end of this Policy document.

## Supporting legislation

- *Child Wellbeing and Safety Act 2005 (Vic)* (including Child Safe Standards)
- *Children, Youth and Families Act 2005 (Vic)* (including reporting to Child Protection)
- *Crimes Act 1958 (Vic)* (including Failure to Protect and Failure to Disclose offences)
- *Wrongs Act 1958 (Vic)* (including Part XIII – Organisational liability for child abuse)

## Relevant legislation and standards

Reference and links to relevant legislation, regulations, external policies and standards on child safety and wellbeing, as relevant to the organisation and the services it provides to children. This may include:

- The [United Nations Convention on the Rights of the Child](#).
- Relevant Commonwealth or Victorian legislation — for example the [Child Wellbeing and Safety Act 2005 \(Vic\)](#) — or regulations, including legislative requirements for Working with Children Checks, mandatory reporting, the [Reportable Conduct Scheme](#) for in scope organisations and criminal offences.
- Relevant policies or standards, for example the [Child Safe Standards](#).

## Support Services

Ice Sports Victoria, and its Affiliates, recommend the following support services to anyone who finds that they are impacted by the information presented on this page:

- **Lifeline:** <https://www.lifeline.org.au/> or call 13 11 14
- **The Alannah and Madeline Foundation:** <https://www.amf.org.au/>

- **Braveheart's Foundation:** <https://bravehearts.org.au/>
- **Beyond Blue** 1300 22 4636
- **1800 Respect:** 1800 737 732
- **Sexual Assault Crisis Line:** 1800 806 292
- **Blue Knot Helpline (for survivors of childhood trauma):** 1300 657 380
- **Kids Helpline** 1800 55 1800
- **Youth Helpline** 1300 13 17 19

## **Education and further resources**

Ice Sports Victoria encourages all of our Affiliates to access the information offered by Vic-Sport. They have a range of resources and templates to support Associations and Clubs.

<https://vicsport.com.au/child-safe-sport>

**National Redress Scheme - Telephone 1800 737 377**

**National Redress Scheme website**

<https://www.nationalredress.gov.au>

**Child Safety Resources Hub (Netball Victoria) - <https://vic.netball.com.au/child-safe-guarding-resource-hub>**

**Play by the rules - Child Protection and Safeguarding Course**

<https://www.playbytherules.net.au/online-courses/child-protection-and-safeguarding-course>

**Sport Integrity Australia E-learning hub**

<https://elearning.sportintegrity.gov.au/login/index.php>

**Victorian Mandatory Abuse of Child Reporting Summary**

<https://vic.netball.com.au/sites/vic/files/2022-06/Child%20Safe%20Standards%20-%20Vic%20Mandatory%20Reporting%20Summary.pdf>

**11 Child Safe Standards Introduction Pack What are our Immediate Priorities?**

<https://vic.netball.com.au/sites/vic/files/2022-06/Child%20Safeguarding%20Introduction%20Pack.pdf>

## Supporting documents

### Supporting documents for Ice Sports Victoria's child safety and wellbeing system

The following policies and procedures work together to support child, and young persons, safety and wellbeing across Ice Sports Victoria's operations (these are available on our website [www:<https://www.icesportsvictoria.org.au/policies-resources>](https://www.icesportsvictoria.org.au/policies-resources))

- Child Safety and Wellbeing Policy
- Board of Directors (Management Committee) Code of Conduct
- Board of Directors Rotation System
- Child Safe Code of Conduct
- Child Safe Code of Conduct Declaration template
- Child Safe Complaint handling policy
- Child Safe Incident Reporting System
- Child Safe Training Action Plan
- Child Safe Recruitment and Screening Policy
- Child Safe Risk Management Guidelines.

## Related organisational policies and procedures

Policies and procedures related to child safety and wellbeing at Ice Sports Victoria's include:

- Board of Directors (Management Committee) Code of Conduct
- Board of Directors Rotation System
- Ice Sports Victoria Constitution (<https://static1.squarespace.com/static/5cd8d112797f742aa9171694/t/5f619de1efbca1309ee11804/1600232933751/Constitution+-++ISV+final++copy.pdf>)
- Ice Sports Victoria Strategic Plan 2020 - 26 ([https://static1.squarespace.com/static/5cd8d112797f742aa9171694/t/604c4168854d001c8e0cba31/1615610219301/ISV+Strategic+Plan+2020-2026+WHY+Feb\\_2021%2C+LB+12+March\\_2021+copy.pdf](https://static1.squarespace.com/static/5cd8d112797f742aa9171694/t/604c4168854d001c8e0cba31/1615610219301/ISV+Strategic+Plan+2020-2026+WHY+Feb_2021%2C+LB+12+March_2021+copy.pdf))
- Privacy policy (<https://static1.squarespace.com/static/5cd8d112797f742aa9171694/t/604c41a2efbd857e37a7470c/1615610276024/Ice+Sports+Victoria+Prvacy+Policy+V6+copy.pdf>)
- Ice Sports Victoria People with a Disability Framework (<https://static1.squarespace.com/static/5cd8d112797f742aa9171694/t/5f576cec36732345b420f8a9/1599565039357/Vic-sport+Innovation+Lab.pdf>)
- Risk Management Guidelines.
- Ice Sports Victoria Inclusivity and Diversity Policy (<https://www.icesportsvictoria.org.au/policies-resources>)

# Appendix

## Victorian Child Safe Standards

The Ice Sports Victoria Child Safe and Well Being Policy covers and implements the Victorian Child Safe Standards (1 July 2022). The standards are as follows.

### Cultural safety for Aboriginal children

This section outlines how you will give effect to **Child Safe Standard 1: *Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.***

Describe strategies used by the organisation to create a culturally safe environment for Aboriginal children.

Consider:

How the organisation will describe its commitment to the cultural safety of Aboriginal children.

- Outlining the key actions the organisation will take to create an inclusive and welcoming physical and online environment for Aboriginal children and their families.
- How the organisation will support, guide or train staff and volunteers and leaders to understand, respect and value Aboriginal culture and to understand the importance of this to the safety and wellbeing of Aboriginal children.
- How staff and volunteers will encourage and support children to express their culture and enjoy their cultural rights.
- How the organisation will support and facilitate participation and inclusion within the organisation by Aboriginal children and their families.
- What the organisation's approach is to racism.
- How the organisation promotes the participation and inclusion of Aboriginal children and their families.

### A commitment to child safety and wellbeing

This section outlines how you will give effect to **Child Safe Standard 2: *Child safety and wellbeing is embedded in organisational leadership, governance and culture.***

Describe how the organisation puts into practice its commitment to child safety and wellbeing and how a child safe culture is championed and modelled at all levels of the organisation.

Consider:

- How the organisation will describe its commitment to child safety and wellbeing.
- What the organisation's expectations and practices are about child safety and wellbeing and what the governance arrangements are to ensure this is achieved.
- How leaders, staff and volunteers will champion a child safe culture and the expectations around child safety and reporting.
- How and when leaders will monitor and review the organisation's performance in delivering child safety and wellbeing.
- What should be in the organisation's Code of Conduct, who needs to comply with it, and what happens if a person breaches it.
- What the organisation's approach is to record keeping and information sharing.

### Taking child participation and empowerment seriously

This section outlines how you will give effect to **Child Safe Standard 3: *Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.***

Describe strategies used by the organisation to empower children to know their rights and have their rights respected, participate in decision-making and have their voices heard.

Consider:

- How the organisation will educate and engage with children about their rights, safe environments and how to raise concerns and access support services.
- Key processes or opportunities for children to participate in the organisation and contribute to decision-making.
- Ways the organisation seeks the views of children and encourages their participation, including on safety and wellbeing issues.
- Information or training provided to staff and volunteers so they understand the rights of children, are skilled at engaging with children and helping them participate in decision-making and can recognise and act on the signs of child abuse and harm.
- Ways the organisation promotes friendships and peer support for children.
- Whether sexual abuse prevention information will be offered to children.

### Involving families and communities

This section outlines how you will give effect to **Child Safe Standard 4: *Families and communities are informed and involved in promoting child safety and wellbeing.***

Describe how the organisation puts into practice effective communication and participation strategies for engaging with, and responding to, the diversity of families and communities.

Consider:

- How families can participate in decisions that impact their child.
- How families and communities are given information about the organisation's child safety and wellbeing policies.
- How the organisation provides information about the organisation's governance and operations, complaints processes and disciplinary processes.
- How the organisation seeks and responds to feedback from family and community members.
- Ways the organisation seeks the input of families and communities on the organisation's approach to child safety and wellbeing.
- How the organisation engages with families and communities to build cultural safety for children in the organisation.

## Respecting equity and diversity

This section outlines how you will give effect to **Child Safe Standard 5: *Equity is upheld and diverse needs respected in policy and practice.***

Describe how the organisation creates an environment where children's diverse circumstances and needs are recognised, and all children feel safe, welcome and included.

Consider:

- How the organisation will describe its commitment to equity and inclusion.
- Ways the organisation will recognise and respect the diverse needs of all children and provide ways for children or their families to identify their individual needs.
- How the organisation will provide children with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- How the organisation will respond to the needs of all children, with a particular focus on those experiencing vulnerability or disadvantage.
- How the organisation upholds equity for all children and prevents child abuse and harm resulting from discrimination based on disability, race, ethnicity, religion, sex, intersex status, gender identity or sexual orientation.
- Training for staff and volunteers on identifying and responding to children with diverse circumstances and needs.

## Ensuring that staff are suitable and supported

This section outlines how you will give effect to **Child Safe Standard 6: *People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.***

Describe how the organisation puts into practice its recruitment and staff development policies including screening, induction and supervision to ensure that staff and volunteers reflect child safety and wellbeing values in practice.

Consider:

- How to describe the organisation's approach to recruitment, including advertising, position descriptions, selection criteria, pre-employment screening and referee checks.
- How you will regularly check qualifications, Working with Children Check and other registration or ongoing screening checks remain valid.
- What training will be provided for staff and volunteers on their child safety and wellbeing responsibilities, the organisation's child safety and wellbeing policies and procedures, external reporting obligations (such as mandatory reporting), the Code of Conduct, the complaints process, information sharing and record keeping.
- The organisation's approach to supervision, support and performance management of staff and volunteers.

## Child-focused complaint systems

This section outlines how you will give effect to **Child Safe Standard 7: Processes for complaints and concerns are child-focused.**

Describe how the organisation ensures that it has accessible and responsive complaints management processes that are focused on the needs and rights of children.

Consider:

- The organisation's approach to receiving, responding to and investigating concerns or complaints of child abuse or harm and how the organisation prioritises the safety and wellbeing of children.
- How the organisation provides child-friendly and accessible information to children, families and community members about how they can raise concerns and how those concerns will be responded to and investigated.
- The roles and responsibilities of staff and volunteers in the complaints process and how staff and volunteers should respond to children who disclose abuse.
- The organisation's approach to privacy and confidentiality.
- What must be reported to external authorities and how this should be done.
- Record keeping and information sharing requirements.
- What employment law obligations are relevant to complaint handling.
- How the organisation will respond to concerns or complaints relating to abuse or harm caused to a child by another child.
- What needs to be done to identify and respond to risks to the safety of children when a complaint or safety concern is raised.
- What support is available to those making a complaint and those involved in the complaint process.

## Staff knowledge, skills and awareness

This section outlines how you will give effect to **Child Safe Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.**

Describe how the organisation promotes child safety and wellbeing by ensuring that staff and volunteers are provided with relevant knowledge and skills on an ongoing basis.

Staff and volunteers need training and information on issues such as:

- children's rights
- the organisation's child safety and wellbeing policies and procedures
- recognising signs of child abuse or harm
- responding to disclosures
- understanding and responding to harmful behaviours by a child towards another child
- record keeping
- risk assessment and management
- external reporting obligations
- creating culturally safe and inclusive environments and responding to racism.

Consider:

- How you will identify training needs for staff and volunteers and how you will record attendance.
- How information will be made available to staff and volunteers and who is responsible for providing this.
- How the organisation will provide support for staff and volunteers.

## Safe physical and online environments

This section outlines how you will give effect to **Child Safe Standard 9: *Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.***

Describe how the organisation promotes child safety and wellbeing in physical and online environments in order to reduce the risk of harm.

Consider:

- How the organisation will develop and implement risk management plans.
- How risk management plans will be informed by and responsive to the views of staff, volunteers, parents and carers and children.
- How to minimise risks of child abuse and harm without compromising children's right to privacy, access to information, social connections and learning opportunities.
- Online as well as physical environments.
- Any procurement by the organisation and how to ensure child safety and wellbeing when contracting third parties.

## Review of child safe policies and practices

This section outlines how you will give effect to **Child Safe Standard 10: *Implementation of the Child Safe Standards is regularly reviewed and improved.***

Describe how the organisation continues to reflect on and improve its child safety and wellbeing policies and practices.

Consider:

- How frequently this policy, and the organisation's other child safety and wellbeing policies and procedures, will be reviewed and who is responsible.
- How you will make sure the organisation has fully implemented each of the Standards.
- How the organisation engages children, families, communities, staff and volunteers in review processes and provides feedback on review outcomes.
- How the organisation regularly analyses complaints, concerns, incidents or significant breaches of policy to identify causes or systemic weaknesses and implements improvements.
- How you will tell the organisation's community about the findings and actions taken in response to reviews.

## Documenting policies and procedures

This section outlines how you will give effect to **Child Safe Standard 11: Policies and procedures document how the organisation is safe for children and young people.**

Describe how the organisation documents and makes available its policies and procedures for ensuring the safety and wellbeing of children.

Consider:

- What documents are needed to demonstrate how the organisation supports child safety and wellbeing (including a Code of Conduct, risk assessment and management plans, complaint handling policy, recruitment policy, human resources and volunteering policies, procurement policy and policies on record keeping and information sharing).
- Which information will be in the Child Safety and Wellbeing Policy and which information will be in other policies and procedures, ensuring all policies and procedures together address all the requirements of the Standards.
- How to make sure these documents are informed by stakeholder consultation.
- How the organisation uses information from experts and other organisations to inform policies and procedures.
- How the organisation will monitor if leaders, staff and volunteers understand child safety and wellbeing policies and procedures, have implemented them and are following them.
- The expectations for leaders, staff and volunteers in complying with and implementing child safety and wellbeing policies and procedures.

For further information and guidance please refer to the Commission for Children and Young People, *Creating a Child Safety and Wellbeing Policy - compliance indicators and* and [A Guide for creating a Child Safe Organisation](#)

## Ice Sports Victoria's Record of Review of its Child Safety and Well Being Policy

Document	Author	Reviewed By	Date	Amended by	Date
ISV Child Safety and Well Being Policy V1	Louise Bricknell (LB)	LB (Project Manager)	26/6/22	Louise Bricknell	27/6/22
ISV Child Safety and Well Being Policy V2	"	Bill Younger (BY)	29/6/22	Louise Bricknell	29/6/22
ISV Child Safety and Well Being Policy V3	"	Ice Sports Victoria Board	4/7/22	Louise Bricknell	4/7/22
ISV Child Safety and Well Being Policy V4	"	LB	6/7/22	Louise Bricknell	6/7/22
ISV Child Safety and Well Being Policy V5	"	Bill Younger (Acting CEO Ice Sports Victoria)	7/7/22	Louise Bricknell	7/7/22
ISV Child Safety and Well Being Policy V5	"	Reviewed and checked by board	6/8/22	Louise Bricknell	6/8/22
ISV Child Safety and Well Being Policy V6		LB	21/7/23	Louise Bricknell	21/7/23