



Child Safe Policy

Title	Content
Purpose	The intention of this policy is to set protocols for child safe practices and inform everyone who works at Race Pace of their obligations and responsibilities to keep children safe.
Scope and audience	<p>This policy applies to all participants at Race Pace schools including coaches, club members, medical personnel, parents, carers, adults and children.</p> <p>All persons who attend Race Pace schools must:</p> <ul style="list-style-type: none">• Comply with this policy and prioritise the prevention of harm to children and young people• Uphold the rights of children and actively empower them to participate to the best of their ability• Provide a safe and inclusive environment free from discrimination or harassment• Report any breach (of this policy, procedure or Child Safe Code of Conduct) to a coach or the head coach of Race Pace.• Take steps to ensure all children can actively contribute to the organisation regardless of their ability, race, gender or cultural background• Use positive and encouraging language when working with children• Refrain from language that is discriminatory, racist, sexist, offensive or belittling• Act on any concerns raised by a child that indicate they may be unsafe• Avoid situations that place children at risk of harm• Refrain from any conduct that is considered abusive, neglectful or grooming• Notify and seek approval for any interaction with a child outside our services, either professionally or personally, unless that child is a close family member• Hold a Working with Children Check (WWCC) clearance, unless exempt• Provide their WWCC number when requested for us to verify.

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Responsibilities	<p>Head Coach – Michel Constantinou</p> <ul style="list-style-type: none"> • Child Safe Administrator (CSA) <p>Responsibilities:</p> <ul style="list-style-type: none"> • Ensure all coaches have a valid WWCC clearance • The oversight of child safety at Race Pace • Organisation’s reporting requirements, including information related to reportable conduct and risk of significant harm • Record-keeping and conducting a compliance assessment annually • Maintaining records of and distributing copies of child safe policies and procedures to coaches and families of children attending Race Pace Schools, and ensuring everyone knows where Race Pace child safe policies can be found • Ensure children and their families are aware of the Race Pace commitment to child safety and its complaint handling process • Receiving reports of child safe concerns, complaints or allegations from coaches, children and parents, and are across Race Pace internal and external reporting obligations • Ensure child safe recruitment practices are implemented when engaging new coaches or volunteers, and they have met child safe induction requirements, and child safe training as required by Race Pace • Engage with staff to mitigate risk at Race Pace schools • Review and improve child safe procedures <p>Coaches</p> <ul style="list-style-type: none"> • Child Safe Officers (CSO) <p>Responsibilities:</p> <ul style="list-style-type: none"> • Ensure their WWCC clearance is valid • Apply to renew their WWCC within 90 days in advance of the expiration date • Provide their WWCC details to Race Pace prior to coaching at Race Pace schools • Knows where to access Race Pace child safe documents, including Race Pace Child Safe Code of Conduct • Is aware of Race Pace reporting requirements, including information related to reportable conduct and risk of significant harm
Definitions of harm and abuse	<p>It is the responsibility of all participants at Race Pace schools including coaches, club members, medical personnel, parents, carers, adults and children to treat each other with respect and dignity, and to understand that these types of abuse are not tolerated at Race Pace.</p> <ul style="list-style-type: none"> • Physical abuse. • Verbal abuse. • Sexual abuse. • Psychological or emotional abuse. • Any type of discrimination

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Reporting thresholds	<p>The head coach can write or receive reports of child safe concerns, complaints or allegations from coaches, children and parents</p> <p>Coaches can report child safe concerns to the head coach including complaints from children and parents</p> <p>Parents / carers and children can report child safe concerns including complaints to the head coach</p> <p>Children can report their concerns to their parents / carers or Race Pace head coach or coaches</p> <p>Reports can be made in face to face in conversation, or in writing via letter or email info@racepace.com.au or via Facebook or Instagram messaging or by phone 0410467776</p> <p>Please refer to the Race Pace Child Safe Reporting Policy</p>
What the policy covers	<p>Statement of Commitment to Child Safety</p> <p>Safe and inclusive place for children</p> <p>Child Safe Standards to outline how we keep children safe</p> <p>The rights of all children that participate in Race Pace schools</p> <p>Supporting this document are other policies, procedures and codes of conduct that aim to identify and prevent behaviour that may be harmful to children and young people</p> <p>These supporting documents have been developed to guide appropriate behaviour and encourage all coaches and volunteers to create, maintain and improve a child safe environment.</p> <p>Protection of children and young people</p> <p>Guidance for coaches and volunteers who work with children, and how to appropriately act when engaging with children</p> <p>Support the participation of children in the development and review of this policy</p> <p>Reporting of policy breaches, procedures and code of conduct</p> <p>Safety, welfare and wellbeing of children</p> <p>Disciplinary action</p> <p>Critical Incident protocols</p>
Related child safe documents	<p>Statement of Commitment to Child Safety</p> <p>Child Safe Code of Conduct</p> <p>Child Safe Reporting Policy</p> <p>Child Safe Risk Management Plan</p> <p>Child Safe Recruitment, Induction and Training Policy</p> <p>Handover checklist</p>

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Related legislation, regulations and standards	<p>Please select from the following links</p> <p>Crimes Act 1900</p> <p>Child and Young Persons (Care and Protection) Act 1998</p> <p>Children's Guardian Act 2019</p> <p>Privacy Act 1988 (Commonwealth)</p> <p>Privacy and Personal Information Protection Act 1998</p> <p>Additional Resources</p> <p>WWCC Application https://www.service.nsw.gov.au/transaction/apply-working-children-check</p> <p>For child safe club information visit the NSW Office of the Children's Guardian Child Safe webpage https://ocg.nsw.gov.au/</p> <p>Member Protection Information on NSW Sport website https://www.sport.nsw.gov.au/running-your-club/safe-and-fair-clubs/member-protection</p>
Publication, communication and engagement	<p>Our policies are listed on our website https://www.racepace.com.au/ and are referred to in our booking confirmations sent to participants of Race Pace schools</p>
Next review date	<p>2/01/2025</p>