



SAFEGUARDING CHILDREN POLICY

Ridgewood Athletics Centre is committed to the safety and wellbeing of all children and young people participating in our sport. As an affiliate of Athletics West (AW), we are required to comply with and abide by the Athletics Australia and Little Athletics Australia National Child Protection Policy.

We support the rights of children and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

It is a legislative requirement of the State Government of WA for Ridgewood Athletics Centre to comply with the requirements of the Working With Children (WWC) Card, ensuring all coaches, officials and club administrators who engage in regular child-related work (paid or unpaid), must have a valid Working With Children's Card. Child related work includes coaching, volunteering and supporting sport related events and clubs, coaching and education tuition where U18's are present. This includes all club office bearers. More information about persons that require a WWC Card can be found [here](#).

Categories of people requiring a WWC Card include:

- ❖ Coach that regularly coaches anyone under the age of 18
- ❖ Officials that regularly officiate at competitions where there are U18's
- ❖ Administrators such as Club committee members that have registered members U18.

EXEMPTIONS

There are exemptions that apply to the following categories, where a WWC card is not required:

- ❖ Parent exemption – Where the parent (coach or administrator / committee member) of a registered member who is under 18 years of age is engaged in regular child related work (paid or unpaid). In this instance, the parent will not be eligible to apply for a WWC Check. If the child is no longer involved in the program/event/club, a card must be obtained.
- ❖ 5 day Threshold and Defence – adults that simply support in a one off occasion (assist at a competition on the night with no prior planning) do not require a WWC. The adult has 5 days per year where they are able to assist ad hoc, however not 5 days in a row.

The WWC Card is a process to support both minors and the coach/official/administrator. In the unlikely event of a child safeguarding matter arising, a valid Working With Children Card ensures that all processes have been put in place to support all members of the athletics community. All Athletics West affiliated Clubs and Centres must ensure that their club members who require a valid WWC have one. Anyone wishing to coach or officiate at any Athletics West sanctioned event or Ridgewood Athletics Centre and affiliated Clubs run programs will be required to hold a valid card, not doing so may result in being unable to carry out your chosen role.





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APPLYING FOR A WWC CHECK

Applying for a WWC Check is straightforward and can be done at your local post office. The links below highlight how to apply for a Card in simple straightforward steps. If you are applying for the first time, please list Athletics West as the organisation you are volunteering through, as this will ensure that the card is linked to the appropriate organisation.

How to apply: <https://workingwithchildren.wa.gov.au/applicants-card-holders/applying-for-a-wwc-check/how-to-apply>

Checking if your current card has expired: <https://workingwithchildren.wa.gov.au/card-validation>

OUR COMMITMENT

Ridgewood Athletics Centre acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. We aim to continue this and to take measures to protect the safety and welfare of children participating in our sport in the following ways:

IDENTIFY AND ANALYSE RISK OF HARM

Ridgewood Athletics Centre with the support of Athletics West will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer, or another person.

CODES OF CONDUCT FOR ADULTS AND CHILDREN

Our organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the care of our Centre. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct as displayed on the Centre website, display the professional boundaries, ethical behaviour and unacceptable behaviour and can be found [HERE](#) as part of our Member Protection Policy.

SUITABLE EMPLOYEES AND VOLUNTEERS

Ridgewood Athletics Centre will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions). This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

We will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, the Association will ensure that the criminal history information is dealt with in accordance with relevant state requirements.





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Ridgewood Athletics Centre will ensure that volunteers and employees are able to identify and respond to children at risk of harm through the delivery of regular training specific to Child Protection.

Ridgewood Athletics Centre will make all volunteers and employees aware, through appropriate education, of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the relevant Code of Conduct that they may make an internal complaint to our Member Protection Information Officer (MPIO). Please refer to our complaints and reporting procedure outlined in our Code of Conduct(s) published on the Ridgewood Athletics Centre website. Or if a MPIO is unknown may raise and report their concerns with Athletics West as outlined in their Member Protection Policy.

SUPERVISION

Members under the age of 18 must be supervised at all times by a responsible adult. During Centre organised events, Ridgewood Athletics Centre will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member or non-member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, the adult supervising the session / event / program will ask another member to stay until the child is collected. This is to reduce the potential for a one-on-one situation to arise between an adult and a minor.

TRANSPORTATION

Parents/guardians are responsible for ensuring appropriate transport for their children to and from Athletics West and Centre/ Club activities (e.g., training and events). This may include children driving themselves where they are legally licensed to do so. Where AW or Centre/ Club makes arrangements for the transportation of children (e.g., for away or overnight trips), a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g., fitted working seatbelts) is to be conducted by the Chairman/ President or active supervisor.

