



**Australian  
Taekwondo**

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## **National Policy**

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# **Child Safe Sport**

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Australian Taekwondo Ltd

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## 01 Commitment

1. Australian Taekwondo (AT) is committed to providing an environment where children and young people are safe, that it is reflective of AT's values and in line with applicable laws.
2. AT take seriously our responsibilities to do our utmost to keep children and young people free from abuse and neglect and protect victims of abuse if we become aware.

## 02 Objectives

1. Establish AT's Child Safe Sport framework and overarching requirements so we may fulfil our commitment to provide an environment where children and young people are safe.

## 03 Scope

1. This policy applies to all persons which is defined as the AT Board, Executive, employees and contractors, as well as volunteers and AT Team Members, including officials and coaches, and those who participate in AT events and programs. It sets out the principles and overarching requirements to ensure we do our utmost to keep children and young people free from abuse and neglect and protect victims of abuse if we become aware.
2. Our commitment to children and young people means we are inclusive of those from a range of different backgrounds. This includes, but is not limited to, Aboriginal and Torres Strait Islander children and young people, children and young people with a disability, LGBTI children and young people and children, and young people from culturally and linguistically diverse backgrounds.

## 04 Responsibilities

1. Our Board and Executive Management Team approves and endorses AT's commitment to do our utmost to keep children and young people from abuse and neglect.
2. It is the responsibility of everyone at AT, from Board Directors, Executive Management Team to staff and volunteers, to:
  - protect children and young people from all forms of abuse, bullying and exploitation by our people;
  - be alert to incidents of child abuse and neglect occurring outside of our programs that may have an impact on the children and young people; and
  - create and maintain a Child Safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access our programs and services.
3. We expect that everyone within the scope of this Policy, regardless of their role or level of responsibility, to act to keep children safe from such harm by adopting the guidelines that have been set as our standard when carrying out their roles.

4. Equally, everyone subject to this policy should report any abuse or neglect of which they become aware to our management and/or to external authorities responsible for child protection or to the Police.
5. This is regardless of whether that abuse is being perpetrated by staff or volunteers within our organisation, or by those outside our organisation including those from the child's family, extended family, their family's extended network or strangers.
6. The roles and responsibilities for each group who will help fulfil our commitment to creating a Child Safe environment are:

Entity	Role/Responsibility
Board	<ul style="list-style-type: none"> <li>• Promote the commitment to this policy and its expectations.</li> <li>• Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the policy and all relevant procedural guidelines.</li> <li>• Ensure compliance to the policy via an inbuilt review mechanism.</li> </ul>
CEO	<ul style="list-style-type: none"> <li>• Ensure all staff and volunteers understand their obligations in accordance with the Child Safe Sport Commitment and any relevant policy and procedural documentation. This includes induction, a training session, and regular discussion and guidance at supervision and team meetings.</li> <li>• Ensure the Child Safe framework is implemented and adhered to amongst relevant stakeholders.</li> <li>• Ensure the development and implementation of required internal policy/work procedures and guidelines are in place to support child protection practice in accordance with the expectations of the Child Safe Sport Commitment.</li> <li>• Ensure adequate resources are allocated to allow effective implementation of the suite of Child Safe policies.</li> <li>• Ensure appropriate support, such as confidentiality in reporting matters, counselling and formal debriefing, are provided for staff and volunteers involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person.</li> <li>• Ensure that staff and volunteers are aware of the appropriate recruitment, screening and employment practice in relation to individuals with specific roles in working, coaching or volunteering with children and families.</li> <li>• Ensure adequate resources are allocated to allow for the development and effective implementation of this policy.</li> </ul>
All Persons	<ul style="list-style-type: none"> <li>• Maintain a full understanding of the commitments and expectations of this policy, as well as all other policies relevant to child safety.</li> <li>• To undertake any induction and training anticipated in this policy, in relation to policy and procedures relevant to keeping children and young people safe.</li> <li>• To seek guidance from a supervisor or manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy.</li> <li>• To act to protect children and young people from all forms of abuse, bullying and exploitation.</li> <li>• To assist in creating and maintaining a Child Safe culture and a culture of inclusion and safety.</li> </ul>

## 05 Our Child Safe Framework

This framework seeks to address risks to child safety and to establish a Child Safe culture and practices. How our framework enables us to do our utmost to keep children and young people free from abuse and neglect is detailed below:

## 1. Behaviours and Conduct

- We ensure that each person involved in our programs understands their role and the behaviour we expect in relation to keeping children and young people safe from abuse and neglect through training and application of our Child Safe Guidelines;
- We utilise position descriptions which clearly state relevant Child Safe requirements where possible and appropriate. Where a position description is not in place, individuals should seek guidance from their manager;
- Our staff and volunteers are given a copy of and have access to our Child Safe Guidelines and Reporting Process; and
- Our staff and volunteers indicate, in writing, that they have read and are committed to the Guidelines.

## 2. Recruitment and Selection

- We minimise the likelihood of recruiting or engaging a person who is unsuitable through our selection processes. This includes recruitment into permanent positions at AT, volunteer positions and team positions;
- Nationally recognised screening checks and/or reference checks are mandatory for all AT appointments. Candidates who do not fulfil the requirements are not appointed into roles within the AT.
- Athletes who participate in our community programs are required to complete appropriate screening; and
- These mechanisms are detailed in our recruitment and selection process and related policies.

## 3. Induction and Training

- We provide all new staff and volunteers with information during their induction about our commitment to keep children safe including our policy and procedures;
- We have a process for ensuring all persons complete Child Safe training. We support ongoing education and training for our staff and all persons to ensure Child Safe information is updated and provided in an ongoing way; and
- We ensure that all persons have up to date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.

## 4. Reporting Child Abuse

- Our policy for responding to child abuse applies to all persons. The policy states that:
- Staff and volunteers must immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
- Staff and volunteers must meet any legislated mandatory or other jurisdictional reporting requirements;
- Staff and volunteers must follow a specified process when reporting abuse or neglect including who will receive reports;

- Failure to report is serious misconduct; and
- All allegations, disclosures or concerns regarding child abuse received by AT are recorded and subsequent responses and actions monitored.

#### 5. Reporting and Monitoring

- We are committed to maintaining and improving our policies, procedures and practices to ensure we do our utmost to keep children and young people safe from neglect and abuse;
- Our policies and procedures are reviewed annually;
- We require our staff and volunteers to complete relevant screening checks and training. This includes the requirements for Working With Children Checks, Completion of a Statutory Declaration in relation to Child Abuse; and
- Child Abuse Incidents will be reported to the Board on a regular basis, with recommended actions reviewed.

## 06 Monitoring And Review

This document will be reviewed annually, in consultation with stakeholders. Some circumstances may trigger an early review, these include but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the AT Board and/or the AT Chief Executive Officer.

## 07 Associated Policies and Procedures

1. Australian Taekwondo Codes of Conduct
2. Child Safe Guidelines and Reporting Procedures (Prc.006)
3. Member Protection Policy (Pol.005)

## 08 Accountabilities

Implementation:	CEO
Compliance:	Board
Monitoring and Evaluation:	CEO
Development and Review:	CEO
Interpretation and Advice:	CEO

## 09 Who Should Know This Policy

1. The **Board** is responsible for the approval and maintenance of this policy.
2. The **CEO** is responsible for implementation and ensuring adherence to this policy.
3. All **Directors, Management, Staff and Volunteers** should be aware of this policy.

## Document Management

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