



South Australian Gliding Association

Child Protection Policy

This policy has been approved as meeting the minimum requirements of providing child safe environments for South Australia by the Child Safe Environments team, Department of Human Services (Lodgement ID 6587).

This version published April 2023

South Australian Gliding Association (SAGA) Incorporated

www.sagliding.org.au

SAGA is a registered incorporated association (number A1076)

ABN 64237791067

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1 Purpose

To outline the South Australian Gliding Association's policy framework for members, officials, coaches, parents, and visitors in relation to Child Protection.

2 Scope

This Policy is intended to be one of a suite of South Australian Gliding Association (SAGA) Protection Policies. This Policy applies to all members of SAGA, parents and guardians and affiliated clubs. It is intended to affirm SAGA's role in upholding the existing policies of Gliding Australia (or GFA), with specific provisions for laws and regulations relating to South Australia and the Northern Territory.

3 Policy statement

3.1 Principles

SAGA is committed to the safety and wellbeing of all children and young people who participate in our sport or access our services. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained. Every person and club bound by this Policy must always place the safety and welfare of children and youths above all other considerations other than aviation safety issues.

Child protection involves keeping children safe from harm and protecting them from people who are unsuitable to work with children. Child protection in sport and recreation enables children to participate in activities without being exposed to individuals who can damage their development and, in some instances, take away their ability to enjoy the future.

SAGA is committed to creating an environment where instructors, coaches, officials, and parents/guardians are committed to acceptable practice and where clubs endeavour to ensure that children are safe from any form of harm. SAGA acknowledges that our volunteers provide a valuable contribution to the positive experiences of our juniors and aims to ensure this continues and to protect the safety and welfare of its junior participants.

3.2 Understanding child harm and risk of harm

For the purpose of guidelines, a child is considered to be a person under 18 years of age. Child harm can take many forms. Children may be harmed by both verbal and physical actions. They may also be harmed by people failing to provide them with basic care.

Child harm could include:

- Sexual harm/sexual misconduct
 - any sexual act.

- or sexual threat imposed on a child, including suggestive behaviour and inappropriate touching.
- Physical harm
 - non-accidental injury and/or physical harm to a child.
- Emotional harm
 - behaviours that may psychologically harm a child, including severe verbal abuse and threats of harm or excessive and unreasonable demands.
- Neglect
 - where a child is harmed by the failure to provide the child with the basic physical and emotional necessities of life.
- Exploitation and Grooming
 - use of power, (physical, financial, or emotional) over a child or young person, or a false identity, to sexually or emotionally abuse or intimidate them,
 - exploitation in person or online, and sometimes the child or young person may not even realise they are a victim,
 - inappropriate relationships—the offender uses their power over the young person to coerce, intimidate and continue the abuse,
 - engaging in predatory grooming conduct to prepare a child or young person, their family, and organisations they are involved in for sexual activity at a later time, through gift giving, making close physical contact, threatening behaviour including humiliation, force, or use of authority, using drugs, and contact or intimidation by phone, internet and social media use,
 - all forms of child harm must be avoided and addressed.

3.3 Understanding Child Protection

Child protection involves keeping children safe from harm and protecting them from people who are unsuitable to work with children. More specifically, child protection involves protecting children from the risk of harm caused by sexual abuse or misconduct, physical abuse, emotional abuse, or neglect.

This can be achieved by:

- Completing the Working with Children Check (SA) or Working with Children Clearance Notice (NT) for those routinely fulfilling roles with children. These are legal requirements.
- Making a firm commitment to child protection that is understood and supported across gliding clubs by officials, coaches, and parents/guardians.
- Providing a safe, open, and honest environment that protects children as well as the people working with children.
- Creating an awareness of the risk of child harm and openly discussing the need for child protection and how this can be achieved.
- Identifying and managing the risks to children in clubs.

- Adopting policies and practices that minimise the risk of child harm such as adopting a Code of Conduct and ensuring all members, officials, parents, children, and pilots are aware of what is acceptable and unacceptable behaviour.
- Swiftly and appropriately responding to any incident of suspected child harm observed or raised. This can involve a personal as well as an organisational response.

South Australia and Northern Territory governments are responsible for the administration and operation of child protection services. The relevant legislative acts govern the way such services are provided. The following measures will be used to achieve this.

3.3.1 Working with Children Checks

Normal gliding activities that include young pilots generally involve groups of members and instructors, coaches, ground staff, etc, therefore normal awareness and precautions applicable to the broader community are applicable.

Where Members over the age of 14 years have contact/responsibility for young people for more than seven days per year, or are responsible for overnight supervision, they **must** have completed the Working with Children Check (SA) or Working with Children Clearance Notice (NT) and have this check verified with their club. This should include committee members, instructors and ground staff running gliding or maintenance courses for members under 18 years old. Where a club has a significant membership of (or involvement by) children and young people, **all** staff (paid or unpaid) should complete these checks regardless of their involvement in child-related work.

Clubs must identify members performing activities with this level of responsibility and ensure that the appropriate working with children check is conducted, and verified by the club, otherwise these activities should not take place.

South Australia

The Club will register with the DHS Screening unit and verify the accuracy of all WWCCs for people who will engage with children (existing or potential workers). The club will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

<https://screening.sa.gov.au/types-of-check/working-with-children-check>

Northern Territory

The Club will provide a reference for Members to obtain their Working with Children Clearance at the volunteer concession fee and check the validity of the Working with Children Clearance Notice Number. The club will immediately contact SAFE NT when we become aware of certain information regarding any person involved with our organisation,

including any serious criminal offence, child protection information, or disciplinary or misconduct information.

<https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

3.3.2 Risk analysis

Clubs who regularly have members or guests younger than 18 years old should assess how child-safe the operation is and identify steps to minimise and prevent the risk of harm to children because of the actions or inactions of an employee, volunteer, or another person. This should be in accordance with the Risk Assessment appended to this policy, as well as normal GFA operational procedures. Club executive committees and instructor panels should clearly identify roles within the club where a working with children check is required.

3.3.3 Promote codes of conduct

We will promote our codes of behaviour that clearly define professional boundaries, ethical behaviour, and unacceptable behaviour when our members deal and interact with all members including children involved in our sport. Ways the policy will be promoted is through various training programs, SAGA web presence and posters. This policy can be accessed online at <https://sagliding.org.au/governance/>

3.3.4 Checks for Volunteers and Members

SAGA requires all reasonable steps be taken to ensure that it engages the most suitable and appropriate people to work with children in positions that involve regular child-related work. This may be achieved using a range of screening measures. Where required by law, working with children checks are conducted for members and volunteers working with children and also for those members who supervise these roles. Support and training for volunteers and members is required when working with children, or their records, such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

3.3.5 Participation

SAGA will empower children and young members in decision making processes and promote their participation in the development of the sport. Providing opportunities for our juniors to contribute to and provide feedback on our program development and maintaining child-safe environments is essential. Children and young members should express any concerns with current practices, or suggestions for future improvement, either with their club or by contacting the SAGA executive committee—they may do this through their parents if they prefer. SAGA will undertake periodic anonymous online surveys to invite feedback from children and young

people across the state about their perception of the effectiveness of this policy and its implementation at the club level.

All members, regardless of whether they require a Working with Children check or not, are encouraged to read about the National Principles for child safe organisations, to ensure that they understand the key aspects of child protection. Members should provide feedback to their club and the SAGA executive committee on any areas of concern or ideas for future improvement.

<https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/national-principles-for-child-safe-organisations>

3.3.6 Report and respond appropriately to suspected harm or risk of harm

South Australia and Northern Territory laws detail responsibilities of volunteers and members as mandated notifiers if there is suspicion on reasonable grounds that a child has been or is being harmed or at risk of harm. Members are expected to identify and respond appropriately to children at risk of harm. Members can access free training to support their understanding, via the Gliding Australia website > **Online Exams and Courses** > **Child Protection** and add the completion certificate from Sport Integrity Australia to their Go Membership profile as a credential.

<https://glidingaustralia.org/online-exams-courses/>

<https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>

South Australia

If a harm has occurred or a child is at immediate risk of harm, Members should contact SA Police on 000. Members must call the Child Abuse Report Line (CARL) on 13 14 78 to report a suspicion of harm or risk of harm to a child or young person.

Northern Territory

In an emergency, Members should contact police on 000; otherwise call police on 131 444 or contact their local police station. To report a suspicion of harm or risk of harm to a child or young person, you must call the child protection reporting line on 1800 700 250, or Crime Stoppers on 1800 333 000.

Further, if any person believes that another person or club bound by this Policy is acting inappropriately towards a child, or is in breach of this Policy, they may make an internal complaint. (Refer to the "GFA Complaints and Discipline Procedure") or refer the matter to police or relevant government agency.

All allegations of child harm will be dealt with promptly, seriously, sensitively, and confidentially. A person will not be victimised for reporting an allegation of child harm and the privacy of all persons concerned will be respected.

SAGA recognises that our duty of care towards a child or young person is not exhausted by making a mandatory notification. We will refer to the child and or their family to an appropriate service in their community with their consent (e.g.: their local GP or community health service).

3.3.7 Taking Images of Children

SAGA requires that individuals and affiliated clubs, wherever possible, obtain permission from a child's parent/guardian and the child before taking an image of a child that is not their own and ensure that the parent and child know the way the image will be used. If SAGA uses an image of a child, it will not name or identify the child and will not publish any personal details without consent from the parent/guardian and the child. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably dressed and portrayed in a manner that promotes the sport, displays its successes, etc.

4 Government Legislation

South Australia and the Northern Territory have different legislation and time periods for which the WWCC check is valid, and varied procedures for renewal.

South Australia

Working with Children Checks are valid for five years, and are mandated by the [Child Safety \(Prohibited Persons\) Act 2016](#).

Northern Territory

The working with children clearance, also called an Ochre Card, is valid for two years, and is mandated by the [Care and Protection of Children Act 2007](#).

5 SAGA Child Protection Minimum Requirements

Members should be aware that state and territory child protection requirements may apply to individuals and organisations originating outside of the relevant state. For example, a coach travelling from Queensland to undertake activities involving children in South Australia must comply with South Australian legislation. This may not involve having to apply for a Working with Children Check as some states and territories have provision for an exemption for short term visitors. The club or person responsible for organising such activities must check the requirements in each case.

Some clubs may require different Working with Children Checks—always check if changing or flying at other clubs. If a Working with Children Check is required by SAGA or a club, then the person must complete the check if they wish to perform that role. A person must supply evidence that they have completed a check to their club. Clubs must check the Working with

Children Check for accuracy, by using the DHS screening unit portal (SA) or the SAFE NT Online Services. Credentials should also be uploaded to the members' Gliding Australia profiles. The club will notify the person if they are unable to work with children because of the check and notify the GFA Member Protection Information Officer. If Instructors or coaches are training at another club or organised event that involves children including young people under 18, the event organisers shall ensure that all trainers hold a Working with Children check.

South Australia

DHS Screening Portal Link: <https://www.dcsiscreening.sa.gov.au/>

Northern Territory

SAFE NT Online Services: <https://forms.pfes.nt.gov.au/safent/>

Fines may apply for failing to undertake or verify a working with children check or for breaching provisions of the applicable legislation. SAGA and clubs will not engage any person who does not provide a Not Prohibited Working with Children Check where the role requires it. Please note that the state specific child protection legislation and regulations apply despite the terms of or absence of any Member Protection Policy.

As part of SAGA's commitment to protecting the safety and welfare of children and young people involved in SAGA activities, SAGA promotes the following:

- a. provide opportunities for juniors to contribute to and provide feedback on program development, by having positions available for junior representatives,
- b. provide education and/or information on child harm and child protection to those involved in our sport such as coaches, juniors, parents, and officials,
- c. where Working with Children checks are applicable, all clubs must meet the requirements in the relevant state or territory,
- d. all persons who are involved with children undertake a working with children check where applicable, are provided with education and information, and undertake training.

5.1 Obligations of Clubs and Other Organisations

Clubs shall maintain a list of those members who require Working with Children checks and maintain a list of current checks. Any instructor or coach who does not have a current valid check is not permitted to instruct or coach. It is suggested that currency of working with children checks is carried out at the time of the annual instructor and coach returns. Members' Working with Children Check shall be validated by organisational staff at their club and be confirmed to other clubs where appropriate. Where Clubs work with other agencies (AAFC, Scouts, etc), Clubs should be aware that those agencies may have child protection requirements that exceed the requirements of the SAGA policy, and should undertake to make themselves aware of, and comply with, those requirements.

5.2 Breaches of Policy, Complaints and Discipline

It is a breach of this Policy for any person or organisation to which this Policy applies to:

- a. Do anything contrary to or breach any part of this Policy.
- b. Bring the sport and/or SAGA into disrepute.
- c. Victimise another person for reporting a complaint.
- d. Disclose to any unauthorised person or organisation any GFA information that is of a private, confidential, or privileged nature except as required by law.
- e. Make a complaint they knew to be untrue, vexatious, malicious, frivolous, or improper.
- f. Fail to comply with a penalty imposed after a finding that the individual or organisation has breached this Policy.
- g. Fail to comply with a lawful and reasonable direction given to the individual or organisation during the discipline process.
(This list is non-exhaustive).

5.3 Complaints

Members and relevant officers are referred to **GFA Complaints and Discipline Procedure** which provides an explanation of how you can report a breach or make a complaint under this Policy and the discipline outcomes that may eventuate and is to be taken in conjunction with this Policy.

5.4 Review of Child Safe Environment Policy

This policy is to be reviewed by the SAGA Executive Committee whenever changed or every five years at a minimum. On completion of the review the Executive Committee will lodge a new child safe environments compliance statement.

6 Terms and Abbreviations

Child Harm	Includes physical harm, emotional harm sexual abuse, neglect, and abuse of power. Examples of harmful behaviour include bullying, humiliation, verbal abuse, and insults.
Child Protection	Involves keeping children safe from harm and protecting them from people who are unsuitable to work with children. More specifically, child protection involves protecting children from the risk of harm caused by sexual abuse or misconduct, physical harm, emotional harm, or neglect.
Affiliated club	Means any group of Members of SAGA or other organisation, formed for the purpose of conducting gliding operations or activities associated therewith and accepted as a club by SAGA.

Working with Children checks (WWCC)	Where required by the applicable child protection laws and regulations of the relevant State or Territory and where Members have contact/responsibility for young people or are responsible for overnight supervision, they must have completed Working with Children Checks relevant for their state.
Complaint	Means a complaint made under this Policy or an allegation of breach of this Policy.
Harassment	Is any type of unwelcome behaviour which has the effect of offending, humiliating, or intimidating the person harassed. Unlawful harassment can be based on any of the personal characteristics covered by anti-discrimination law, such as a person's race, sex, pregnancy, marital status, or sexual orientation (see the list under "Discrimination").
Member	Means a natural person or organisation (such as clubs, other affiliated associations, and the national body) that holds any form of membership with SAGA or the GFA.
Member protection	Is a term used by the Australian sport industry to describe the practices and procedures that protect members—both individual members such as players, instructors, coaches and officials, and the member organisations.
Victimisation	Means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g.: anti-discrimination) or under this Policy, or for giving information or evidence in connection to complaint.
Vilification	Involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public

Appendix 1: Risk Assessment

Completed March 2023

Identified risk	Actions to minimise risk
<p>Culture of organisation is not child-safe focussed</p>	<ul style="list-style-type: none"> • child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs, • culture of management reflects our strong commitment to the safety of children and young people, • the National Principles for Child Safe Organisations are embedded in policies and procedures, • we meet the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks) for South Australia, and the Care and Protection of Children Act 2007 for Northern Territory.
<p>Organisational staff (including employees, volunteers, students, contractors etc) harm children/young people</p>	<ul style="list-style-type: none"> • executive committee and/or instructor panel to ensure the suitability of persons before they are employed/volunteer with our organisation, • responsible committee member and/or Chief Flying Instructor should gauge an applicant's understanding of child safe principles and actions that would be taken to prevent harm to children and young people, • all organisational staff have WWCC with 'not prohibited' result prior to working with children and young people, • WWCCs updated every 5 years and status remains as not prohibited, • children and young people and their families are given a link to our Child Safe Environments policy and complaints and feedback process as part of a welcome/induction pack.
<p>Organisational staff (including employees, volunteers, students, contractors etc) do not understand their obligations to report harm and risk of harm to the appropriate helpline (or SA/NT Police if child/young person is at immediate risk)</p>	<ul style="list-style-type: none"> • policy outlines responsibilities of staff and gives links to relevant documentation and contact numbers, • all organisational staff have access to free training from Sport Integrity Australia, which can be added to their Gliding Australia credentials, • all organisational staff must abide by the child safe environments policy and Code of Conduct.

Identified risk	Actions to minimise risk
Physical contact	<ul style="list-style-type: none"> • any physical contact must be appropriate to the delivery of services being provided, • where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding, • unnecessary physical contact is not allowed.
Online communications	<ul style="list-style-type: none"> • cyber safety and social media guidelines are in place and provided to all organisational staff, • appropriate supervision is provided for all online activities, • organisational staff must not communicate with children or young people via social media.
Transport of children and young people	<ul style="list-style-type: none"> • organisational staff must not transport a child or young person unless they have current WWCC with 'not prohibited' result, • parents/guardians must provide consent before transporting a child or young person, • the organisational staff member must have a valid, unrestricted driver's licence, • the vehicle must be registered, insured and in roadworthy condition.
Supervision	<ul style="list-style-type: none"> • children and young people are to be supervised on site by instructor(s) with valid WWCC, • if child/young person not collected by parent/guardian at end of training, transport to be arranged with a member with valid WWCC as above, • children/young people and their parents/guardians are to be properly informed of procedures for ground and flying operations, • where children/young people are undertaking cross-country flying, parents/guardians are to be informed of flight plan and outlanding procedures.
Taking images of children and young people	<ul style="list-style-type: none"> • consent of child young person and their parent/guardian required, • disclosure will be made as to how the image is to be used and consent must be provided by the child, young person, and parent/guardian, • images must be presented in a way that de-identifies the child or young person.

Identified risk	Actions to minimise risk
Physical environment	<ul style="list-style-type: none"> • maintain a risk register that is reviewed annually to ensure effectiveness, • conduct risk assessments for all activities, • ensure all equipment is in good working order.
Privacy and confidentiality	<ul style="list-style-type: none"> • all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access), • digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties, • organisational staff must not disclose information regarding any child or young person without written consent of the child, young person, and their parent/guardian.
Overnight and/or off-site activities	<ul style="list-style-type: none"> • consent of parent or guardian must be given, • children and young people must be supervised by a minimum of 2 adults with a not prohibited WWCC, • privacy when children or young people are bathing, toileting and dressing must be provided, • children and young people will not be left under the supervision of unauthorised persons, • sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person, • children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay.

Appendix 2: Revision record

Version 1: September 2021

- Adapted existing GFA Child Protection Policy with SA/NT specific wording.

Version 2: March 2022

- Updated Government Legislation to current documents,
- Added current reporting lines,
- Included Code of Conduct.

Version 3: April 2023

- Full CSEC review undertaken with input from DHS,
- Updated wording to current terminology, e.g.: 'harm or risk of harm' instead of 'abuse and neglect',
- Included procedures for registering WWCC,
- Risk assessment provided.



Appendix 3: Code of Conduct

All SAGA volunteers who have responsibility for supervising children **must** abide by the Code of Conduct on the following page.

Any member found to be in breach of the code of conduct must immediately be suspended from working with children, in addition to any responsibilities relating to the reporting and responding appropriately to suspected harm or risk of harm (see Section 3.3.6).

Caring for children and young people brings additional responsibilities for Members of SAGA. All Members of SAGA are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- always sticking to the SAGA child safe policy and taking all reasonable steps to ensure the safety and protection of children and young people,
- treating everyone (this includes volunteers, students, children, young people, and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld,
- being a positive role model to children and young people in all your conduct with them,
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation—boundaries help everyone to understand their roles,
- listening and responding appropriately to the views and concerns of children and young people,
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction, or other activity,
- being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78, SA) or child protection reporting line (1800 700 250, NT),
- responding quickly, fairly, and transparently to any serious complaints made by a child, young person, or their parent/guardian,
- encouraging children and young people to 'have a say' on issues that are important to them.

Members must not:

- engage in rough physical games,
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment,
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes,
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability, or sexuality.