



A HEAD START IN SPORT, IS A HEAD START IN LIFE

HEAD START SPORT

CHILD SAFE ENVIRONMENT

Head Start Sport is committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be a priority. Head Start Sport recognises the importance of establishing and maintaining a safe, inclusive and child friendly environment where all children and young people are valued and feel safe.

Head Start Sport has a zero tolerance approach to harm or risk of harm to child or young person and is committed to ensuring the sport of tennis is a safe, inclusive and friendly environment for children and young people. We are committed to using best practice standards in recruitment, screening and employment of all Head Start Sport coaches.

This policy complies with Head Start Sport's obligations under the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016

Head Start Sport is owned and operated by Andrew Crawford, Marcus Wagstaff & Hamish Clark.

Andrew Crawford, Marcus Wagstaff & Hamish Clark are qualified Tennis Australia coaches and have undertaken the following accreditations which not only make Head Start Sport a safe, inclusive and child friendly business, but also allows the Head Start Sport to work in schools via the Sport School programme:

- WWCC (current)
- National Police Check (current)
- Catholic Police Clearance (current)
- Responding to Abuse & Neglect (current)
- Play by the Rules – Child Protection (current)
- Play by the Rules – Harassment & Discrimination (current)
- First Aid Certificate (current)



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SCOPE

This policy applies to all people working at Head Start Sport whether they are mandatory reporters or not including, employees, volunteers and contractors.

DEFINITIONS

Harm – Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

Child or young person – person under the age of 18

Child Safe Environment – The Children and Young People (Safety) Act 2017 requires organisations to provide a child safe environment. A child safe environment which is both child-safe and child friendly, where children are valued and feel respected and encouraged to reach their full potential.


DHS Working with Children Check

Aligned with Part 4 of the *Child Safety (Prohibited Persons) Act 2016* (the Act). Head Start Sport undertakes the steps outlined in Division 2.

A working with children check in respect of a person consists of the central assessment unit assessing assessable information in relation to a person against the prescribed risk assessment criteria to determine whether or not the person poses an unacceptable risk to children.

Employee - a person employed for remuneration under a contract of employment (Definition under the Fair Work Act 1994)

National Criminal History Record Check – also known as National Police Certificate or National Police Check provides a national summary of an individual's offender history. This report can be obtained from:

- South Australian Police - reports are referred to as National Police Certificates (NPC); or
 - CrimTrac accredited agency - reports are referred to as a National Criminal History Record Check (NCHRC).
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Mandatory Notifiers – Chapter 5 of the Children and Young People (Safety) Act 2017

(Safety Act), requires certain people to report to the Department for Child Protection if they suspect on reasonable grounds that a child is, or may be at risk and this suspicion is formed in the course of their work.

As an organisation that provides sporting or recreational services for children and young people, Head Start Sport employees are considered to be mandated notifiers.

COMMITMENT TO CHILD SAFETY

All children who come to Head Start Sport programs have a right to feel and be safe. We are committed to the safety, inclusion and well-being of all children and young people accessing our services and their welfare will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

CHILDREN'S PARTICIPATION

Head Start Sport encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us.

We ensure that children, young people and their families know their rights and can lodge complaints or feedback either verbally to Head Start Sport Directors or via email - play@headstartsport.com.au

We value diversity and do not tolerate any discriminatory practices.

COMMUNICATION

Head Start Sport makes its child safe policy and procedures available to employees, volunteers, children and young people and families via the Head Start Sport website - www.headstartsport.com.au. Employees to sign a written statement indicating they have read and will accept and act on the policy.

Chapter 8 (Section 114(5)) of the *Children and Young People (Safety) Act 2017* Head Start Sport, on request will provide a copy of the child safe environments policies and procedures adopted by Head Start Sport.

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RECRUITMENT PRACTICES

All prospective staff will be provided with clear position descriptions and be required to submit written applications and participate in face-to-face interviews.

All prospective staff are required to have a valid Working with Children Check issued by the Screening Unit of the Department of Human Services as per the Child Safety (Prohibited Persons) Act 2016 and Head Start Sport will conduct referee and qualifications checks. Prospective staff will undertake on-the-job observation and probationary periods.

Supervision, training and support for employees and volunteers

All persons over the age of 14 working with children or with access to children's records at Head Start Sport, including employees, volunteers and contractors, will be required to have current WWCC as per the Child Safety (Prohibited Persons) Act 2016 & National Police Check prior to working with children.

This will be achieved through establishing and promoting a commitment to maintaining a safe, child friendly environment where safeguarding children is embraced and embedded in appropriate principles, behaviours and practices.

New employees will be provided with a copy of this policy and receive regular performance appraisals.

This will occur through regular supervision sessions (that include focusing on child safety and wellbeing) , regular professional development workshops and be required to complete online training Play by the Rules site in Child Protection and Harassment & Discrimination and 'Safe Environments: Through Their Eyes' training every 3 years.

Head Start Sport have appointed a child safety officer and will notify the Screening Unit where the organisation becomes aware of certain information regarding any person involved with your organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

CODE OF CONDUCT

Employees, volunteers and contractors are made aware of, and must sign and abide by, our Code of Conduct.

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REPORTING AND RESPONDING TO SUSPECTED HARM OR RISK OF HARM

Head Start Sport child protection is everyone's responsibility, and all members of our organisation are supported and encouraged to report the reasonable belief that a child or young person is or may be at risk of harm regardless of whether they are legally obligated to or not.

All employees, volunteers and contractors are mandatory notifiers and understand their obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been harmed, or is at risk of being harmed. If a child or young person is at immediate risk, call SA Police on 000.

Employees are required to make an internal report following a report to CARL or SA Police.

All staff are required to

- Read Mandatory Notification Information Booklet (https://dhs.sa.gov.au/data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF)
- Complete the online SMART (Strategies for Managing Abuse Related Trauma) training (see: <https://professionals.childhood.org.au/prosody/2015/07/smart-online>)
- Attend a 'Safe Environments: Through Their Eyes' training course (as outlined in Supervision, training and support for employees and volunteers)

DEALING WITH REPORTS OR CONCERNS RELATING TO THE ACTION OF AN EMPLOYEE, VOLUNTEER OR CONTRACTOR OF OUR ORGANISATION.

In addition to making a report to the Child Abuse Report Line, employees, volunteers and contractors must also report to Head Start Sport if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another employee, volunteer or contractor.

In response to any report concerning an employee, volunteer or contractor specifically relating to harm or risk of harm to a child or young person the employee/volunteer would be removed from any role within the organisation that involves contact with children and young people. They will only be reinstated if they are cleared of any wrongdoing at the completion of any investigation.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

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SUPPORTING CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

Child Protection is everyone's responsibility.

Children, Young People and families can access all policies, including the Child Safe Environment Statement via the 'policies' tab on the website - <https://www.headstartsport.com.au/>

Head Start Sport recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services;
- Displaying information about services that can assist children and their families (Kids Helpline on 1800 55 1800 and Youth Helpline on 1300 13 17 19) in areas accessed by children and their families.

REPORTING AND RESPONDING TO COMPLAINT OR FEEDBACK

Head Start Sport will deal with all complaints and feedback promptly, sensitively and fairly.

All people within the organisation know that they can raise their concerns and feedback with any of the three company directors - verbally or written via email. This includes breaches of code of conduct and staff misconduct.

Andrew Crawford - andy@headstartsport.com.au

Hamish Clark - hamish@headstartsport.com.au

Marcus Wagstaff - marcus@headstartsport.com.au

The directors will log the complaint and any supporting documentation. Upon receipt, the directorship will appoint a single director to lead an investigation and report back with a resolution.

The appointed director will follow the outlined steps of investigation

1. The appointed director will confidentially collect and document statements from all parties involved.
2. Meet with the complainant and discuss the desired resolution.
3. Report back to the directorship with recommended actions to be taken

The directorship will assess all information and take action to resolve the complaint.

The decisions and actions taken in response to the complaint or feedback will be documented and securely stored.

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RISK MANAGEMENT

Please refer to the Head Start Sport - Risk Management Policy www.headstartsport.com.au > policies.

Policy Addresses

- Harassment
- Personnel and Participant Physical interaction
- Protecting Privacy and Confidentiality
- Personnel Checks, Investigations & Criminal Offences
- Transportation
- Cyber Safety & Social Media Guidelines
- Photography Policy
- Staff member investigation for, or is charged with, a serious criminal offence.

DOCUMENT REVIEW

As per the Children and Young People (Safety) Act 2017, Head Start Sport will review the policies and procedures prepared or adopted under section 114(1) at least once in every 5 year period. This document will be reviewed **January 2026**.

This document will also be reviewed if

- New or added risks are identified for children or young people.
- A critical incident where a child or young person has experienced harm through involvement with the organisation.
- Concerns are raised by anyone involved with Head Start Sport about child safety or welfare
- Awareness or compliance to the child safe policy or procedure is low.