



## **Safeguarding Children & Young People Policy**

### **Purpose**

The South Australian Rifle Association and Affiliated Clubs recognizes the need to ensure protective practices for children and young people (under 18 years of age). The intention of this policy is to keep them safe (inclusive of cultural safety) from deliberate or inadvertent harm or risk of harm. This policy provides people involved with The South Australian Rifle Association and Affiliated Clubs with an understanding of their responsibilities to keep children and young people safe. All children and young people have a right to be safe from harm and the risk of harm, regardless of age, culture, religion, gender, sexuality, identity or disability.

### **Context**

This policy is in line with the [Child Safety \(Prohibited Persons\) Act 2016](#), the [Children and Young People \(Safety\) Act 2017](#) and is based on the National Principles for Child Safe Organizations.

All activities involving Children and Young People that form part of the Association's activities need to follow the [National Rifle Association of Australia Rules](#) and the [Firearms Act 2015](#) and the South Australian [Firearms Regulations 2017](#).

### **Reference:**

[CHILD PROTECTION OBLIGATIONS – SOUTH AUSTRALIA](#)  
[Department for Child Protection – Mandatory Reporting](#)

### **Scope**

This policy applies to all staff, members, coaches, advisors, and volunteers (personnel) working with children and young people across clubs and activities.

This policy is available on the SARA website and from the SARA office by request and is included in staff and Board Induction packs.

### **Policy Detail**

All children and young people participating in the sporting activities that come under the governance of the South Australian Rifle Association, will be under the continuous supervision of their parent/guardian or some other person approved by their parent/guardian. (Firearms Act)

Any volunteer, excluding a parent or guardian, involved in the training, coaching or supervision of a child or young person must have the appropriate Working with Children Check.

**SARA will:**

- maintain a register of Children and Young People participating in the sport
- maintain a register of staff/volunteers with a Working with Children Check and ensure that these WWCCs are updated every 5 years
- Verify the accuracy of all WWCCs in the DHS Screening Unit online portal
- provide staff/volunteers with the [Mandatory Notification Information booklet](#) and Keeping Our Kids Safe resources
- ensure all employees/members who work with people under the age of 18 years are aware that they are mandated notifiers and provide Working with Children training for staff and volunteers on an annual basis or as required
- remind Clubs of their responsibilities to provide a child safe environment on an annual basis or as required
- assist Clubs in the management of any suspected reportable obligations
- notify the DHS Screening Unit when we become aware of any assessable information in relation to an employee or member including criminal charges, child protection matters and misconduct
- formally invite feedback (in writing) from children/young people and parents/guardians of their experiences with the organisation at the end of activities which have been organised at state level

**All Clubs will:**

- ensure the Children and Young people have an appropriate orientation and have a nominated Mentor (with appropriate WWCC unless a parent/guardian) when participating in club activities
- Mentors will be selected to ensure that they have appropriate understanding of their child safeguarding obligations. Referee statements will be sought to ensure that there have been no previous concerns in their interactions with children and young people
- ensure all employees/members who work with people under the age of 18 years are aware that they are mandated notifiers and provide Working with Children training for staff and volunteers on a regular basis as required
- set clear boundaries about appropriate behaviour between their members and children and young people in their clubs – boundaries help everyone to understand their roles
- display information relating to the reporting of a child/young person who is being harmed or at risk of harm
- ensure all members are aware of the policy and their child safeguarding obligations
- have authority for the Club Captain/President to stand down a member who has been reported for inappropriate behaviour until the matter is resolved. This information will be reported to SARA
- notify the DHS Screening Unit when we become aware of any assessable information in relation to an employee or member including criminal charges, child protection matters and misconduct
- invite feedback from children/young people and parents/guardians on their experiences with the club at the end of activities in which they have



participated

**All Members will:**

- treat everyone (this includes staff, volunteers, 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
- be a positive role model to children and young people in all conduct with them
- listen and respond appropriately to the views and concerns of children and young people
- be alert to bullying and harassment behaviours and respond promptly and appropriately as this behaviour is not tolerated
- ensure another adult is always present or in sight when conducting one to one coaching, instruction or other activity involving a child or young person.
- be alert to children/young people who have been harmed, or may be at risk of harm and reporting this quickly to the Child Abuse Report Line (13 14 78)
- report any suspicion that a child is being sexually harmed to the Police and protect a child from sexual harm or risk of harm
- ensure that when a child is in imminent danger of harm, that this is reported to the Police
- respond quickly, fairly and transparently to any complaints made by a child/ young person or their parent/guardian
- encourage children and young people to offer their thoughts/suggestions on issues that are important to them

**Members Making a Report**

Harm or suspected risk of harm must be reported to the Child Abuse Report Line (13 14 78) and the Club Captain notified that a report has been made. In the case of immediate risk, this will be reported to the police on 000.

Reporting must be based on reasonable belief. The level of belief is set at deliberately low threshold that enables authorities to investigate and take action.

- Report suspected harm or mistreatment promptly to the Child Abuse Report Line (13 14 78)
- Follow the [Mandatory Reporting Guidelines](#)
- Be mindful of the Privacy and Confidentiality of all concerned (Policy)
- Share information appropriately and lawfully with authorities and referral services where the safety and wellbeing of children and young people is at risk
- Maintain personal notes

**Child, Young Person or Parent Making a Complaint**

Any child/young person or parent/guardian can make a complaint to a member of the Club or to the Association at any time either in writing or verbally. Verbal complaints should be followed up in writing. All complaints will be taken seriously and will be acted on immediately. The complainant will be supported by being provided with information about resources available to them and will be kept informed of the status/resolution of the complaint.



**Review**

This policy will be reviewed in 3 years (2026) or if there are changes to legislation.

Signed

Chairperson

Signed

Administration Officer

Reviewed: 14/11/2023