

**Royal South Australian Yacht Squadron**  
**CHILD SAFE POLICY compliant with the**  
*Children and Young People (Safety) Act 2017*



*Prepared by Ian Vayne – Education Coordinator: Reviewed August 2022*  
*Each year the youth management committee is elected and the Child safe policy will be reviewed by each committee: Next review due August 2023.*

**1.0 Purpose**

- The Royal South Australian Yacht Squadron (RSAYS) is committed to ensuring that the safety, welfare and well-being of children and young people is maintained or enhanced at all time during their involvement with activities at the Club
- RSAYS is determined to promote a safe environment for all children and young people, and to assist RSAYS Members, Volunteers and staff to recognise, respond to and report suspected cases of abuse and neglect.
- RSAYS will promote the care and protection of children and young people and strive towards a mutually respectful relationship between children and young people and RSAYS Members, Volunteers and Staff.
- RSAYS will create an environment in which children and young people feel safe, comfortable and confident in reporting any incident or conduct which is, or which may lead to, abuse or neglect of themselves or of other children or young people.

**2.0 Responsibilities**

RSAYS Management Committee	RSAYS Elected members including the Commodore, Vice Commodore and Rear Commodore and Treasurer who manage the operations of the entire club.	
RSAYS General Manager	Reporting directly to the Management committee overseeing all staff and operations.	
RSAYS Youth Committee	RSAYS Elected members who manage the operations of all youth programs.	
	Chair	Senior Member
	Cadet Chief	Volunteer & Crew Member
	Committee Member	Junior Member
	Committee Member	Junior Member
RSAYS Sailing & Education Coordinator	Committee Member	Intermediate Member
RSAYS Sailing & Education Coordinator	Reporting to General Manager and Youth Committee responsible for all academy operations.	

**3.0 Scope**

- This policy applies to all permanent and fixed term employees whether full-time or part-time and also to casual employees and contractors working on the RSAYS site.
- This policy applies to any Member or person(s) acting in a voluntary role conducting activities with children or young people at RSAYS including but not limited to; parents, coaches, instructors, race management personnel, beach masters, assistant Instructors and any individual over the age of 18 who is involved in any way with activities involving children and young people at RSAYS.
- This Policy must be read in conjunction with the relevant procedure document and the keeping children and young people safe code of conduct document.

## 4.0 Definitions

- **Child or Young Person:**
  - The Children and Young People (Safety) Act 2017 (SA) defines a child or young person as a person who is under 18 years of age.
- **Complainant:**
  - The complainant is a person who makes a complaint.
- **Harm:**
  - For the purposes of this Act, a reference to harm will be taken to be a reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.
- **National Police Check**
  - - a summary of an individual's offender history in Australia and a record of their criminal history relating to convictions, finding of guilt or pending court proceedings. They are available from South Australia Police (SAPOL) or organisations accredited by the Australian Criminal Intelligence Commission. This may be required by RSAYS at the management committee's discretion.
- **Working with Children Check**
  - - People working or volunteering with children in South Australia must, by law, have a valid, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information. This is managed by the Education coordinator: [boating@rsays.com.au](mailto:boating@rsays.com.au)
- **Mandatory Reporting**
  - A mandated notifier is an employee of, or volunteer in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children or young people, being a person who:
    - provides such services directly to children or young people.
    - holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children or young people.

## 5.0 Communication

- You will find documents regarding the child safe policies of RSAYS on the Academy's website.
- Hard copies of all documents are in the boating/academy office.
- Additional electronic and hard copies are available through the office on request.
- Documents include:
  - Junior sailing handbook - Online
  - RSAYS child safe policy - Online
  - Instructor Induction – Boating Office
  - Employment Policy and contract – Boating Office
  - Code of conduct - Online
  - RSAYS Academy operating procedures – Boating Office
  - Safety Rescue Guide - Online
  - Mandatory reporting guide - Online
- **Mandatory Reporting**
  - After completing the Mandatory Reporting Guide, print the final decision report and/or save it for your own records. Specific instructions will vary according to whether your concerns about the CYP are reportable.
  - Child Abuse Report Line: 131478 E-CARL <https://www.childprotection.sa.gov.au/>
- Emergency contact numbers are in the main office and the boating office. 000 for emergencies.

## 6.0 Participation

- Principle. CYP Act 2017: The Parliament of South Australia recognises that, as a State, we want each child and young person to benefit from (at least) the following outcomes:
  - (a) to be safe from harm;
  - (b) to do well at all levels of learning and to have skills for life;
  - (c) to enjoy a healthy lifestyle;
  - (d) to be active citizens who have a voice and influence,and the Parliament of South Australia accordingly commits to promoting these outcomes.
- The Youth Committee of RSAYS consists of five elected places. Two of those places are held by youth members and one is held by an intermediate member.
- As a part of the program youth are consulted through a group council to plan the program and to review the previous activities.
- The program focuses on learning by doing and enjoying the process.

## 7.0 Risk

In addition to the "Safety Rescue Guide," the following identifies actions to minimise risks associated with children.

<b>Actions to minimise Risk</b>
<ul style="list-style-type: none"><li>● Child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs.</li><li>● Culture of management reflects the strong commitment of RSAYS to the safety of children and young people.</li><li>● National Principles for Child Safe Organisations are embedded in policies and procedures.</li><li>● We meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks).</li></ul>
<ul style="list-style-type: none"><li>● Recruitment processes to ensure the suitability of persons before they are employed/volunteer with our organisation is completed.</li><li>● Interview questions (no prior preparation) should gauge an applicant's understanding of Child-safe principles and actions that would be taken to prevent harm to CYP.</li><li>● All employees and volunteers have WWCC with 'not prohibited' result prior to working with children and young people WWCC updated every 5 years.</li><li>● Children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process as part of a welcome/induction pack.</li></ul>
<ul style="list-style-type: none"><li>● All employees and volunteers trained in Safe Environments. This articulated through the Discover sailing e-learning portal which is available on the RSAYS website.</li><li>● All employees and volunteers must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation).</li></ul>
<ul style="list-style-type: none"><li>● For overnight activities (e.g. camps and excursions), children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending.</li><li>● All employees/volunteers over the age of 14 years have a 'not prohibited' WWCC. Cadet leaders who are responsible for overnight camping are trained in a three tier system of trainee leader, qualified leader and fully qualified leader.</li></ul>